

1 **VASHON ISLAND FIRE & RESCUE**
2 **BOARD OF FIRE COMMISSIONERS**

3 Minutes

4 **Date:** 01/14/14

5 **Time:** 6:30 p.m.

6 **Place:** 10020 SW Bank Rd., Vashon, EOC Room

7 **REGULAR MEETING**

8 **Present:** David Hoffmann, Chair
9 Candy McCullough, Vice Chair
10 Rex Stratton, Commissioner
11 Camille Staczek, Commissioner
12 Ron Turner, Commissioner
13 Hank Lipe, Fire Chief
14 George Brown, Assistant Chief
15 Susan Wolf, Minute Taker

16 **Amendments to Agenda**

17 None.

18 **Approval of 12/30/13 Minutes**

19 Motion by Commissioner Stratton:

20 **"I move we approve the minutes of 12/30/13."**
21

22 **APPROVED, 4-0; McCullough abstains**

23 **Voucher Approval**

24 Motion by Commissioner Turner:

25 **"I move we approve the referenced vouchers and transfers as detailed in**
26 **Administrative Memorandums 01.14.14-1 and 2."**

- 27
28 • The vouchers under Administrative Memorandum 01.14.14-2 was for annual employee
29 insurance premiums.
30

31 **MOTION PASSES, 5-0**

32 **Chiefs' Reports**

33 Washington State Rating Bureau (WSRB) Report:
34

35 *Chief Lipe:*

- 36 • We have been assigned a new public rating classification, which is an improvement. This
37 will help us develop a new master plan to move forward where we can make improvements
38 in a cohesive manner.

39 *A/C Brown:*

- 40 • We went from a six to a five, thanks to Cari Coll in Training, Brett Kranjceovich in
41 Maintenance, the water districts and information from Susan and Nicole. Chief Brown had
42 asked WSRB to come for a review over a year and a half ago. This rating goes into effect
43 May 1.
- 44 • Due to our recordkeeping and improvements on vehicles, career officers, pumping capacities
45 he believes a four is very achievable in the next few years.
- 46 • Responding to a question from the Board, A/C Brown stated it is island-wide for residences
47 that are located within five miles of a station. There is a one mile stretch on the last of mile
48 on Luana Beach is beyond the five-mile limit. To get full credit you have to be within 600
49 feet of a hydrant. You have to review the guide for full interpretation.
- 50 • Three volunteers equal one paid person and you need six per station. A new recruit on Pohl
51 Road gave us the sixth at the Tahlequah Station.

52 *Chief Lipe:*

- 53 • Chief Lipe asks for an endorsement from the Board to send a memorandum to King County
54 Executive Joe McDermott's office. King County has reduced the Fire Marshal's personnel
55 and they are no longer doing their annual inspections. Because of this, it affects the rating
56 which impacts our citizen's costs for homeowners insurance. He will send a letter to the
57 county executive letting him know of his displeasure. [Consensus]
- 58 • A/C Brown had to contact all the water purveyors, so the WSRB could inspect their records.
59 Another issue is that the small water purveyors are not doing their annual flow tests and that
60 also is a factor. VIFR could do those flows and improve those scores.
- 61 • The WSRB report helps the chiefs to set goals in all areas. For example, three of the
62 pumpers are over 15 years. The ladder truck was counted as a pumper.
- 63 • The Board expressed appreciation for the good work on the part of the District members.

64 *Year End Statistics:*

- 65 • Chief Lipe presented two graphs of unaudited 2013 statistics to the Board.
- 66 • Although total call volume presented charts decreased slightly at 31, transports went up by
67 35. The more we transport, the shorter staffed we become. Our out-of-service time equals
68 more than 3,000 calls annually. The 2.5 call deep system can deliver service but can't
69 always provide three transports.
- 70 • Volunteer numbers are down. During 2013, five volunteers were accepted, 10 resigned and
71 there are six in recruit academy now.
- 72 • Of the 730 total shifts per year, 75% were covered with two volunteers. At least one
73 volunteer on duty 95% of the time. Support volunteer coverage hit 98% this year.
- 74 • The resident program led to an increase in coverage. A/C Brown has entered into talks with
75 the officers to determine next steps and to brainstorm solutions.
- 76 • Eastside (Fire & Rescue) has community response teams with a van. We are at our peak
77 capacity and we need to think over what's next.

- 78 • At the time of the 2009 Workshop, transports numbered 332 annually and we are now at 714
79 with a reduction in manpower. A/C Brown has been fine-tuning our policies regarding the
80 Resident Program in anticipation of maintaining four residents working 14 shifts per month.
81 Residents give us a huge amount of value for the money. If a resident is the only volunteer
82 on duty, they are stationed here at Station 55; if another volunteer is working then they both
83 are stationed at Burton.
84 • One solution is to develop a strategic plan which expands the residency program.

85 *Remodel of the Multi-Purpose Annex.*

- 86 • The remodel of the old Association building is going great. The inside is painted and the
87 landscaping is done. This week the outside will be painted. Some work on the electrical
88 needs to be finished, including pulling the old box and finishing and painting that spot.

89 *Training:*

- 90 • Last Tuesday's drill was held at the old Vashon High School building before demolishing it.
91 Twenty-two volunteers attended as well as 20 Explorers, who conducted a search and rescue
92 exercise.

93 **Old Business**

94 SOP 9002 Digital Imagery – TABLED

95 **New Business**

96 Election of Board Officers

97 Motion by Commissioner McCullough:

98 **“I move that Commissioner Staczek be our Chair, if she accepts.”**

99 (Commissioner Staczek accepts the nomination.)

100 **MOTION PASSES, 4-0**

101

102 Motion by Commissioner Turner:

103 **“I nominate Commissioner Hoffmann to be our Vice-Chair.**

104 **MOTION PASSES, 4-0**

105 Motion by Commissioner Turner:

106 **“I move that Commissioner Stratton is our representative for VIEMA.”**

107 **MOTION PASSES, 4-0**

108 Motion by Commissioner Hoffmann:

109 **“I move that Commissioner Turner continue to review the vouchers.”**

110 **MOTION PASSES, 4-0**

111 Approval of 2014 Pay Scale with COLAs (represented employees)

- 112 • Although the Board had approved the COLA and the collective bargaining agreement, the
113 state auditor requires that the new pay scale be approved formally.

114

115 **Motion by Commissioner Turner**

116 "I move we approve the 2014 pay scale we agreed to in the contract."

117 **MOTION PASSES, 5-0**

118 SOP 2025.2 Compensation Schedule for Administrative Assistants

119 Motion by Commissioner McCullough:

120 "I move we approve the compensation schedule for the Administrative
121 Assistants in SOP 2025.2."

122 **MOTION PASSES, 5-0**

123 Position Description 2027 – Administrative Assistant/Volunteer Specialist

- 124 • Chief Lipe has revised this job description to bring it to full-time and add administration
125 duties. In this transition, he focused on the primary skills for Volunteer Recruitment rather
126 than trying to include all the tasks.

127 **Motion by Commissioner Stratton:**

128 "I move we approve the Position Description 2027 as revised."

129 **MOTION PASSES, 5-0**

130 **General Comments**

131 None.

132 **For the Good of the Order**

133 None.

134 **Documents Signed**

135 Having no further business, the Chair adjourned the meeting at 7:05 p.m.

136 *The next Regular Meeting will be on 1/28/14 at 6:30 p.m. at 10020 SW Bank Rd, Vashon, EOC Room*

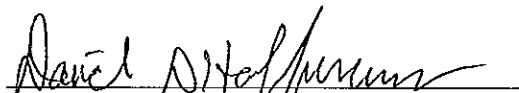
137 Approved this 28 day of Jan, 2014.

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David Hoffmann, Chair


Susan Wolf, Minute Taker