

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

3 Minutes

4 **Date:** 02/11/14

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

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

7 **REGULAR MEETING**

8 **Present:** Camille Staczek, Chair

9 David Hoffmann, Vice-Chair

10 Rex Stratton, Commissioner

11 Ron Turner, Commissioner

12 Hank Lipe, Fire Chief

13 George Brown, Assistant Chief

14 Susan Wolf, Minute Taker

15 **Absent:** Candy McCullough, Commissioner (excused)

16 **Amendments to Agenda**

17 None.

18 **Approval of 01/28/14 Minutes**

19 Motion by Commissioner Hoffmann:

20 "I move we approve the January 28 minutes."

21 **APPROVED, 4-0**

22 **Voucher Approval**

23 Motion by Commissioner Turner:

24 "I move we approve the referenced vouchers and transfers as detailed in
25 Administrative Memorandum 2.11.14-1."
26

27 Secretary Wolf explained that the employee's payroll and the volunteer points are now listed
28 together and submitted on one form per the county's request.

29 **MOTION PASSES, 4-0**

30 **Chiefs' Reports**

31 *Chief Lipe:*

- 32 • He is preparing for Jim Fogarty's (of King County EMS) visit scheduled for March 7.
33

34 *Assistant Chief Brown:*

- 35 • King County issued a press release about the multi-purpose building long term lease, stating
36 that because of the beneficial terms of the lease, it was worth the county paying for the
37 remodel.
- 38 • The only thing holding up the occupancy permit is that the jail cell doesn't have a door. It's
39 been ordered but there was a hold up with the keys.
- 40 • Last week there was a three-car accident with five patients, three different aid cars
41 transported and it maxed out our staff. Back-to-back calls are increasing while volunteer
42 numbers are low. Chief Brown is attempting to put in place a system to provide us with
43 more people to call in when needed, but he's also putting together information for the Board
44 on increasing paid staff.

45 **Old Business**

46 SOP 9002 Digital Imagery – TABLED

- 47 • Commissioner Stratton is working on it.

48 **New Business**

49 Linda's Retirement

50 Chief Lipe explained that due to Linda's retirement and changing signatures at the bank, he
51 needed a motion to accept Linda Hamilton's resignation from the District.

52 Motion by Commissioner Hoffmann:

53 **"I move that we accept Linda Hamilton's retirement from the District."**

54 She will be missed after almost 35 years.

55 **MOTION PASSES, 4-0**

56 SOP 2015 Probation

- 57 • Chief Lipe presented the revision of our probation policy, lengthening the time from
58 six to twelve months and removing the word "permanent" from language in the
59 policy for those who complete probation successfully.

60 Comments:

- 61 • 5.2.1 Delete the word "an."
- 62 • The policy will go out for comment until the next meeting.
- 63 • Secretary Wolf was asked to look for a policy or job description that described
64 monthly evaluations during probation.
- 65 • 5.3.2 Verbal evaluations should be recorded with notes.
- 66 • 5.3.2 and 6.1.1: References to verbal should be changed to either written or oral, and
67 if oral, notes should still be taken and kept.

68 ACTION ITEM: Susan to prepare any comments and the policy for finalization and to look
69 for language in other policies about monthly evaluations.

70 **General Comments**

71 Go Seahawks!

72 **For the Good of the Order**

- 73 • Linda Hamilton's retirement potluck is Saturday, March 1, from 4-7 p.m. at the Sportsman's
74 Club.
75 • There will also be a birthday gathering for her as well on her last day.

76 **Documents Signed**

77 The Chair adjourned the public session at 6:45 p.m.

78 At 6:48 the Chair moved the meeting into Executive Session pursuant to RCW 42.30.110(1)(g). The
79 meeting was then opened into public session at 7:21 p.m.

- 80 • A decision was made by the Board to adopt the following resolution:

81 **"RESOLVED that pursuant to RCW 4.96.020 the Board of Commissioners of Vashon Island**
82 **Fire & Rescue, King County Fire Protection District No. 13, hereby appoints Hank Lipe, Fire**
83 **Chief, 10020 SW Bank Road, Vashon, Washington 98070 as the agent to receive any claim for**
84 **damages made under Ch. 4.96, RCW; and**

85 **FURTHER RESOLVED, that this notice of appointment be recorded with the King County**
86 **Director of Records and Elections."**

87 Having no further business, the Chair adjourned the meeting at 7:25 p.m.

88 *The next Regular Meeting will be on 2/25/14 at 6:30 p.m. at 10020 SW Bank Rd, Vashon, EOC Room*

89 Approved this 25 day of Feb., 2014.

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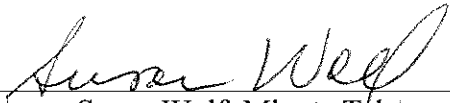
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Camille Staczek, Chair



Susan Wolf, Minute Taker