

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

Minutes

Date: 11/11/14

Time: 6:30 p.m.

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

REGULAR MEETING

- 1 **Present:** Camille Staczek, Chair
2 David Hoffmann, Vice-Chair
3 Candy McCullough, Commissioner
4 Rex Stratton, Commissioner
5 Ron Turner, Commissioner
6 Hank Lipe, Fire Chief
7 George Brown, Assistant Chief
8 Susan Wolf, Minute Taker
9 **Guests:** Peter Lake and Barbara Huff of Island CPAs

10 **Amendments to Agenda**

11 Chief Lipe adds: "2015 ValleyCom Contract Amendment" under New Business for Board approval.

12 **Approval of 10/28/14 Minutes**

13 Motion by Commissioner Hoffmann:

14 "I make a motion we approve the minutes of 10/28/14."

15 **APPROVED, 5-0**

16 **Voucher Approval**

17 Motion by Commissioner Turner:

18 "Having properly reviewed and initialed the vouchers, I would move that we approve
19 the referenced vouchers and transfers as detailed in Administrative Memorandum
20 11.11.14-1."

21 **MOTION PASSES, 5-0**

22 **Chiefs' Reports**

23 *Chief Lipe:*

- 24 • He is happy to report the 9/11 Memorial building permit has been officially been closed. The
25 monument is finished except for the placement of a section of hose and a fire helmet. He'd
26 like to proceed with improving the grounds around the memorial.

27 **New Business**

28 Resolution 14-343, Changing Auditing Officers

- 29 • This resolution will allow either Susan Wolf or Jojo Weller to submit vouchers to
30 King County in order to pay the District's obligations, still subject to approval of the
31 Board.

32 The Chair asked, "Do we have a motion to approve the Resolution?"

33 Motion by Commissioner Stratton:

34 "I so move."

35 **MOTION APPROVED, 5-0**

36 2015 Budget

37 Chief Lipe presented his budget ideas and amounts for discussion and consideration of the
38 Board. He thanked Peter Lake and Barbara Huff for assisting him in preparing the 2015
39 Budget.

- 40 • This draft of the budget shows Expenses down 3% and Revenues up 1.2%, reflecting
41 a "mission critical" budget. One fulltime administrative employee is eliminated and
42 no major capital expenses are planned.
- 43 • The full amount for the Operations Division is included with a 50% anticipated
44 shortfall with the paramedics leaving.
- 45 • Professional Expenses such as CPA and legal services are included in the
46 Administrative Section as well as the consulting fees for strategic planning.
- 47 • The budget includes a \$200,000 Contingency Fund which is 7.8% less than last year.
- 48 • Legislative has been raised a little due to additional meetings which commissioners
49 attended in 2014.
- 50 • Suppression includes Personal Protective Gear (PPE) to be in safety regulation
51 compliance; 4.32% for Suppression wages, which are still in negotiations.
- 52 • EMS includes a 5.6% increase due to wages and taxes.
- 53 • In the Administrative Section, based on policy, the 2015 budget allows for a 1.55%
54 COLA. The chief is also adding an additional Step 10 due to additional job duties
55 added to existing employees due to the loss of one office employee.
- 56 • The budget maintains amounts for Volunteer Points and Insurance, however he has
57 increased the line item for uniforms because more volunteers are completing their
58 second year at which time they earn more uniform items – this is a good thing! He
59 has added an increase of 4.7% in anticipation of more volunteers coming onboard.
- 60 • In Revenues, the chief anticipates a 12.5% decrease in small sales items such as
61 smoke detectors and helmet sales while maintaining the address sign program.
- 62 • The Explorer Program reflects a 75% increase in costs due to the large amount of
63 youth engaged in this successful program.
- 64 • In the Training Section, the budget reflects trimming back in some areas but includes
65 replacing badly needed tables and chairs in the Training Center for a total 3.78%
66 decrease. The chief thanked B/C Coll as well as other Division heads with whom he
67 consults with regarding the budget.
- 68 • Utility costs are up due to the addition of the Association building expenses, and
69 grounds maintenance has increased due to the former groundskeeper retiring.
- 70 • Maintenance Division has increased 4.5% due to wages; no surprises there.

- 71
- The District has Memorandum of Understanding with VashonBePrepared and Voice of Vashon. That line item reflects a 23% decrease.
 - 72
 - 73 • Capital expenditures are set at zero due to uncertainty of our medics remaining with
 - 74 us.
 - 75 • Over the next 12 months there would be a full plate of Operations and if we need to,
 - 76 we would dip into savings to repair something.
 - 77 • Overall final numbers represent \$4,752,615 for expenses, which appears as a 12.2%
 - 78 decrease but adjusting for the Association Building is basically a 3% decrease in
 - 79 expenses.

80 No decision is requested at the first presentation of the budget. The commissioners and the
81 public have the next several weeks to review the budget, ask questions and make comments
82 to the chief. The budget is scheduled to be finalized at the next meeting; however, a Special
83 Meeting may be requested at the Board's pleasure, if further discussion is desired. The next
84 meeting on the budget, scheduled for November 25th, is also open to the public.

85 ACTION ITEM: District Secretary Wolf to advertise the meeting.

86 **TABLED**

87 SOG 2044 Volunteer Resident Program

- 88 • A/C Brown explained a couple of small changes. This guideline will now allow on-
89 island volunteers to become residents without living on District properties. It is
90 provided to the Board for advisement.

91 ValleyCom Contract

- 92 • We just received the annual amendment to our contract with ValleyCom (our
93 Dispatch provider) which reflects an increase in rate, which has been included in the
94 draft budget.

95 Motion by Commissioner McCullough:

96 **"I move we approve it."**

97 **MOTION PASSED 5-0.**

98 **Old Business**

99 Renewal of WFCA Health Care Plan

100 Motion by Commissioner Turner:

101 **"I move we take it off the table."**

102 **MOTION PASSES, 5-0**

103 The Chair asked, "Do we have a motion to approve the WFCA Healthcare plan?"

104 Motion by Commissioner Turner:

105 **"I move we renew the WFCA Health Care Plan."**

106 **MOTION PASSES, 5-0**

107

108 Medic One Proposal

109 Nothing new to report.

110 **New Business**

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- The parking lot for the Association building (Vashon Community Services Center) is being ripped out and will have a new ADA compliant parking lot which will be installed on Friday. After striping, there will be a few more parking spaces.
 - Commissioner McCullough requested a District-identifying sweatshirt to wear when attending meetings and conferences as a representative of the District. A/C Brown asked that any commissioner wanting one can supply their size to Susan. If they are unsure of what size to order, Jojo can provide samples to try on.

118 **General Comments**

119 There will be a Special Meeting held on Monday, November 24th at 10 a.m. in the EOC room for the
120 state auditor's Exit Conference.

121 **For the Good of the Order**

122

123 **Documents Signed**

124 Having no further business, the Chair adjourned the meeting at 7:11 p.m.

125 *A Special Meeting will be held on Monday, 11/24/14 at 10 a.m. at 10020 SW Bank Rd, Vashon, EOC Room*

126 *The next Regular Meeting will be on 11/25/14 at 6:30 p.m. at 10020 SW Bank Rd, Vashon, EOC Room*

Approved this 25 day of Nov., 2014.


Camille Staczek, Chair


Susan Wolf, Minute Taker