



Vashon Island Fire and Rescue  
10019 SW Bank Road PO Box 1150  
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www.vifir.org administration@vifir.org

# BOARD MEETING MINUTES

**Date:** 26 January 2022

**Time:** 18:30

## REGULAR MEETING

**Present:** Andy Johnson, Chair (Webinar)  
Candy McCullough, Vice-Chair (Webinar)  
John Simonds, Position 05 (Webinar)  
Pamela King, Position 03 (Webinar)  
Camille Staczek, Position 02 (Webinar)

Charles Krimmert, Fire Chief (Webinar)  
Rebecca Nason, District Secretary (Webinar)  
Carin Bruce, Administrative Assistant (Webinar)  
Benjamin Davidson, Captain (Webinar)  
Lizzy Corliss, Volunteer Leadership (Webinar)  
Larissa Nakatsu, Volunteer Leadership (Webinar)  
Jim Westcott, Volunteer Leadership (Webinar)  
Brigitte Schran Brown, EMT volunteer (Webinar)

**Absent:** None

**Minute notes:** Yellow highlights indicate action items

**Welcome, Chair Johnson**

### Amendments to the Agenda

- District Secretary Nason requested the two resolution items be removed until writers can be present at next meeting. Agenda amended accordingly.

### Approval of 12/22/2021 Special Meeting Minutes

Motion by Chair Johnson:

**"I make a motion that we approve the special meeting minutes from December 22, 2021."**

Seconded by Commissioner Simonds

Discussion ensued regarding fact that two of the commissioners attending the December 2021 meeting were there only as commissioners-elect and former commissioners Brown and Hoffmann are no longer on the Board. Secretary Nason suggested motion approval could be made by new commissioners since they attended meeting.

## MINUTES APPROVED 5-0

### Voucher Approval

Motion by Commissioner Staczek:

**“I move we approve the referenced vouchers and transfers as detailed in Administrative Memorandum 1.26.2022-1.”**

Seconded by Chair Johnson

**MEMORANDUM APPROVED, 5-0**

### Chief Krimmert's Report:

- *See Chief's Report, addendum A.*
- District lost many years of experience with retirement of AC Larsen with 35 years: 30 as volunteer and maintenance manager, five as interim chief and AC. He thanked AC Larsen for his many years of service. And with the retirement of FF/EMT Buxton who retired after 32 years of service with 12 as a volunteer and 20 as a career FF/EMT. FF Buxton was thanked for his years of service.
- Commissioner Staczek inquires regarding personnel hiring plans, whether those are for the career personnel or other personnel categories, and what the hiring priorities are at this time.
- Chief Krimmert states that volunteer hiring efforts are already underway and the new career hiring process will take some time, but we are working toward that as well. The Prothman agency has been engaged in the search for a new AC.
- Discussion regarding the “red shirt” program for volunteer hires.
- Discussion regarding hiring more career personnel. Commissioner Staczek reports concern over our ability to handle our call volume, most notably “stacked” calls (2 or more calls running concurrently). Zone one call backs are increasing, an indication to her that staffing is inadequate. She acknowledges that she and the chief disagree over Z1CBs as a metric for measuring adequate staffing. **Commissioner Staczek suggested the chief engage the Board in working with him and staff to address issues of OT and resulting burnout.**
- Commissioner Simonds inquires as to hiring the part time crew as full-time responders; Mr. Simonds was in the understanding that new hires would be pulled only from the part-time-paid roster. Chief stated this is not the case. Further discussion ensued.
- Commissioner Staczek and Chief Krimmert discuss two recent landslides on the island and the potential safety issues they present to responding crews. **Chief stated additional discussion with officers regarding landslide responses to be had.**
- Discussion regarding the Osprey and damage their feces and dropped sticks do to vehicles parked out back. Chief reported that the nest has been removed by AT&T tower maintenance crews. **Chief will look into additional solutions for the Osprey since they return annually.**
- Discussion regarding RCW 39.80.030 and whether or not legal requirements were followed in advertising for architecture services and bringing TCA on as our architect of record for the renovation of Station 55. Chief assures commissioner Simonds that requirements have been and are being followed. **Chief will keep the**

Board updated as the process continues. He notes that the remodel will probably cost around 1 million. The purpose of the remodel is to increase the number of beds and restrooms for duty crews, which presently fall short if the house is full and will be inadequate with additional hires. The space needed for the additional rooms will come from what is presently an open-air lobby. This area will be closed in, and one wall will be expanded outward to an existing roof line. An additional outside stair will be added to meet safety codes.

Motion by Commissioner Simonds: That we schedule a special fire board meeting for the second Wednesday in February at 18:30 so the Board can move forward with the station renovation project in a timely manner."

Commissioners Johnson and King second.

Discussion ensued.

Commissioner Staczek amends commissioner Simonds' Motion:

Rather than having a second meeting, we add an update on the renovation project of the main fire station to the next regularly scheduled Board meeting.

Commissioner Simonds seconds the amendment.

Original Motion Fails, 4-1.

Amended Motion carries, 4-1.

Commissioner McCullough motions that we form a committee to serve as the committee for the TCA retrofit remodel to station 55 to work with the chief. This committee shall include two Board members, the secretary and two career officers. This committee shall report to the Board at the next meeting(s).

Motion carries 5-0

- Financials: See Addendum B, Chief's financial report
  - Revenues for 2021 totaled \$6,365,000, 113% of forecast
  - Expenses for 2021 totaled \$4,483,000, 94% of forecast.
  - A few areas went over budget: Administrative costs (111%)
    - Fleet 100.7%
    - Disaster prep: 150%, although FEMA should be reimbursing this
- Contractually we are going through 2 MOU's: Additional time for POCC testing, and the District is supporting local members who work outside of the district as instructors. Payroll initially goes through us but is reimbursed as well. Another MOU will be coming with the Board acceptance of Juneteenth as a holiday. This will need to be incorporated in the Local.

Discussion ensued on how much money is required or recommended to have in reserves. Commissioner McCullough states that per a Snurr seminar, 4 years in reserve is recommended. Commissioner Simonds questions need for that amount.

Commissioner Johnson Motions that the Board approve the financial report for December 2021.  
Motion Carries 5-0, with appreciation to Chief.

- Chief extends appreciation to VBP and its subsidiaries (MRC, CERT) for the COVID testing, vaccinations, etc. that they have handled on the island.
- Strategic plan: No progress, but SOPs and SOGs will continue to be updated.

**New Business:**

Election of Board chair, vice-chair, and voucher-auditor

Commissioner Simonds motions that we open nominations for Chair.  
Commissioner Johnson seconds

Commissioner McCullough nominated commissioner Johnson. No other nominations made.

Motion and vote for commissioner Johnson as Board chair carries 5-0.

Nomination for vice-chair:

Commissioner Johnson nominates commissioner McCullough to continue as vice-chair. No one else is nominated.

Vote for commissioner McCullough as vice-chair carries 5-0.

Auditing officer:

Commissioner Simonds expresses concern about vouchers and auditing officers. He wants to be sure that all auditing requirement per RCW 42.24.080 are adhered to. He stated that at present it is the chief and district secretary who serve as auditing officers which is a conflict of interest.

Commissioner Simonds motions that: "We create, by resolution, a fire board elected fire commissioner position to serve for one year as our only fire district auditing officer. That our vice-chair serve as a back-up auditing officer should the elected auditing officer be unavailable to perform a timely audit with fire commission per diem be paid for the time required for these auditing officer duties."

Commissioner Staczek seconds.

Discussion ensued. Screen-share shows RC@ 42.24.080, addendum 4. Secretary Nason sites resolution 18.380 in part. She points out that we already follow established auditing officer and proceedings protocols; that each January one Board member is elected to be this officer, and this officer is responsible for reviewing and signing off on all vouchers.



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Chair Johnson requests clarification on commissioner Simond's motion. Commissioner Simonds clarifies that he is asking for the title to be changed to auditing officer.

Motion carries 4-1.

Commissioner Johnson motions that we appoint commissioner Staczek as auditing officer.

Motion carries 5-0.

**Juneteenth:** Discussion on Article 2010; Juneteenth holiday.

Commissioner Simonds motions that we approve the draft copy of the holiday program for review and final implementation after chief approval.

Motion carries 5-0

**MOU 22001:** MOU 22001 provides additional time for the local to test for COVID variant before they go on duty, allowing them to come in half an hour early to do so.

Commissioner Johnson motions that we approve MOU 22001.  
Commissioner Staczek seconds.

Motion carries 5-0.

**MOU 22002:** MOU 22002 pertains to members who do out-of-district teaching; for example King County EMT instructors. There are payroll procedures in place to ensure that the instructors are compensated in a timely manner by our district. The district is then reimbursed by the out-of-district agency for which the member taught. Chief Krimmert states that "the goal is to have no cost incurred to the district."

Commissioner Johnson motions that we approve MOU22002.  
Commissioner Simonds seconds.

Additional discussion ensues.

Motion carries 5-0.

### **On-duty (career) staffing:**

Commissioner Simonds motions that we add 10 full time FF/EMT positions to the district while ending the part time emergency responder program with our part-timer responders being first in line for these new positions.

Commissioner Staczek seconds.



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Lengthy discussion ensues on NFPA standards and recommendations, call volumes, service goals.

Commissioner McCullough suggests commissioner Simonds meets with the chief for a more realistic overview of district needs and finances; that his suggestion is a “pipe dream.”

Commissioner Staczek agrees that we need more staffing and suggests that we create a committee to review what those needs are.

Commissioner Simonds points out that chief made “campaign” promises to hire seven full FF/EMTs for each shift. Chief points out that this was prior to understanding budgetary restrictions and realistic needs.

Commissioner Johnson states that the suggestion by commissioner Simonds is short-sighted and over-reaching in a community that is already suffering tax fatigue.

Continued lengthy discussion ensues.

**Motion fails 4-1.**

Commissioner Johnson thanks commissioner Simonds for his thoughts and passion, but further discussion on this topic is needed.

Commissioner Staczek motions that we form a committee to determine what actually is needed per staffing and what we can afford at this time.

Commissioner King seconds.

**Motion carries 5-0.**

Commissioners Staczek and King agree to take on committee roles and will include district members and captains. This group will examine call volume and transport times, overtime, COVID staffing impacts, and zone-one call backs as a metric to help determine staffing needs.

**Volunteer group status update:** FF Westcott states nothing new to report at this time.

**Old Business:**

**Budgetary line items:**

Commissioner Simonds motion that “we should eliminate the line items from our annual budget that are holding places for future billing for structure fires and MVAs”

Second by commissioner Staczek.



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Discussion ensued.

Commissioner Simonds points out that we should not bill for the services we provide when we already receive a full levy amount from our community. He suggests that these line items "look bad" and should be removed.

Commissioner McCullough comments that she does not see them as a detriment and that they serve as a reminder to us of other financial options should future levies fail. She sees no need to remove them.

FF/EMT Captain Davidson stated that he feels it looks bad to the public.

Motion Carries 3-2.

### **Mission Statement:**

At a prior meeting former commissioner Schran-Brown suggested that we add the words "each other" to our mission statement. Commissioner Brown then suggested tabling this Motion until such a time as district members could chime in on this.

Commissioner Johnson feels it is a good sentiment; that caring for each other is as important as caring for our community and our people, environment, property.

Commissioner Simonds motions that the VIFR mission statement be re-written to state:

Vashon Island Fire and Rescue is dedicated to the protection of life, property, our environment, and each other.

Commissioner Johnson seconds.

Motion carries 5-0.

### **General Comments:**

Secretary Nason states that Prothman is attempting to schedule individual meetings with commissioners to discuss traits for a new AC. Commissioner Simonds suggests that this be done in an open public meeting; he will not take part of closed discussions. The secretary points out these discussions are allowable per personnel issue.

**Secretary Nason will schedule the meetings.**

**Contract discussions will need to be held; the chief will work on the initial contract and submit this to the Board for further discussion.**

Commissioner McCullough asks whether or not commissioners Simonds and King have taken the Fore Association commissioner training classes yet. Both responded not yet.



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### Good of the Order:

Commissioner McCullough welcomes commissioners Simonds and King to the Board. She also repeats chief's suggestion that we take the time to thank the members of VBP, MRC and CERT for all the work they do.

Secretary Nason reports that our audit has started, and all commissioners should have received an email regarding this. She states that commissioners should check with her or the auditor if you have questions or concerns.

Commissioner Simonds reminds all commissioners that they are entitled to purchase the same insurance that is available to career fire fighters and asks if we have errors and omissions liability for the Board.

Secretary Nason responds that she believes Enduris insurance does carry this for us.

Commissioner Simonds states that free pet oxygen/resuscitation masks are available to fire districts, and we should look into getting some. Chair Johnson responds that we already have them on the medic rigs and the in the aid rigs.

The Board is reminded to sign on all documents.

There being no further business, the meeting adjourned at 21:21.

### SUMMARY OF MEETING ACTION ITEMS:

- Commissioner Staczek suggested the chief engage the Board in working with him and staff to address issues of OT and resulting burnout.
- Chief stated additional discussion with officers regarding landslide responses to be had.
- Chief will look into additional solutions for the Osprey since they return annually.
- Chief will keep the Board updated as the station renovation process continues.
- Work on strategic plan, SOP and SOGs
- Secretary Nason will schedule the individual Prothman meetings for commissioners.
- New AC Contract discussions will need to be held; the chief will work on the initial contract and submit this to the Board for further discussion.
- Commissioners Staczek and King to take on committee roles to examine front-line staffing needs. The committee will include district members and captains. This group will examine call volume and transport times, overtime, COVID staffing impacts, and zone-one call backs as a metric to help determine staffing needs.

Respectfully submitted 6/22/22, by Brigitte Brown

Signed (Board Chair): Candy McCallough Date: \_\_\_\_\_

Signed (District Secretary): Camille Stozel Date: 8/1/2022