VASHON ISLAND FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS

Minutes

Date: 01/24/2017
Time: 6:30 p.m.
Place: 10020 SW Bank Rd, EOC Room

SPECIAL MEETING

Present: Camille Staczek, Chair
Brigitte Schran-Brown, Vice-Chair
David Hoffmann, Commissioner
Candy McCullough, Commissioner
Charles H. Krimmert, Fire Chief
Robert Larsen, Assistant Chief
Susan Wolf, Minute Taker

Absent: Ron Turner, Commissioner (excused)

Amendments to Agenda

Secretary Wolf adds Resolution 17-360 to New Business.

Approval of 01/10/17 Minutes

Motion by Commissioner McCullough:

"I make a motion to approve the 01/10/17 minutes."

MINUTES APPROVED, 4-0

Voucher Approval

Motion by Commissioner Hoffmann:

"I move that we approve the referenced vouchers as detailed in Administrative Memorandum 01.24.2017-1."

MOTION PASSES, 4-0

Chief's Report

Chief Krimmert:

- Call Volumes: As of 4:30 p.m. yesterday the District has responded to 115 calls. Last year's total was 1,617 for an average per month of 134.75.
- Staff/Personnel: The "All Hands" Meeting yesterday evening was well attended and he believes, well received.
    - Collective bargaining with Local 4189 is ongoing. Next formal meeting is the morning of the 31st.

- Testing for advancement to the rank of Captain was completed on the 17th and the Captains Promotion List was issued yesterday. We are pleased to have offered Firefighter Tonkin the first open position and he has accepted the position starting next month.

- Fleet:
  - Station 55 apparatus was rearranged to accommodate the pending inclusion of So. King County primary and back up aid cars. There will be some cost for the re-venting system.
  - No long range planning has been made this month regarding replacement or retirement of any of the apparatus.
  - Reminder that it was agreed that the current M91 and M92 shall be transferred to the Medic One program as the Expeditions are their vehicles.
- Facilities:
  - We have a former medic computer and monitor to be reassigned and/or made surplus.
  - No progress has been made this month regarding long range planning for major maintenance, repair or replacement of buildings or grounds.
- Financials:
  - We successfully completed our annual state audit. Our Exit interview is scheduled for Monday (13 February 2017). At that time we will formally be advised of any Findings, Management Letters and/or Exit items.
  - Concerning ValleyCom "Dispatchable calls" are generally a call requiring a response. Active 9-1-1 tones are independent of our District pagers so calls received on Active 9-1-1 but not our District pagers do not get billed to the District.
  - Sidebar: We have been using ValleyCom's services for 14 years and our cost per call charge has increased 93.4% in that time or an average of 6.67% per year.
  - As this is the second meeting of the month, we would traditionally present our annual income and expenses, however we are finalizing the end of the year data for 2016 and ask the Commissions patience with us as we confirm the whole of the year.
  - The tax income forecasted for and used in the approved budget was based on an estimate of $2,377,078; it appears the actual will be $2,375,919 – a loss/reduction of $1,159.
- Miscellaneous/Noteworthy:
  - We need to surplus our old SCBAs. The masks, which can be used can be donated or sold, but the bottles, which have expired their hydrostatic dates, have to be destroyed. There was discussion regarding expired fire equipment. Hoses have to have the brass fittings cut off both ends; bottles have the neck cut off or have holes drilled in them and scrapped for metal. Records must be kept "forever" of their transfer/destruction.

New Business

Resolution 17-360

Motion by Commissioner McCullough:

"I move we accept Resolution 17-360 and surplus the Thinkpad, Masks, and MSAs. I move we approve this resolution."

MOTION PASSES, 4-0

Old Business

Q/A Committee

- In the last 24 hours Camille and Brigitte spent 13 hours working on consolidating, generifying the evaluation forms to fit any job description. The evaluation from a packet includes the policy which has been revised to fit the new procedures and instructions. Prior to each evaluation, each member can pick 3-5 peers and they have a printed copy for review and comment. The peers turn the form into the supervisor so it's anonymous to the member being evaluated. Included is a self-evaluation form. The commissioners also added member requested counseling form.

Strategic Plan Update

- Now that we have new chiefs and the medics are transitioning out, we have some different ideas about reaching out to the community. We need to help them understand where we're at, our short term strategic plan. Then we can move forward with a revised plan and will hopefully engage some of those people who have given so much time already. Right now have to deal with the immediate finances.
- Commissioner ~~McCullough~~ Staczek ran into Sharon Nelson and complemented her on doing such good job with getting us the new Neighborcare Health clinic. She offered to assist us; some efforts will be underway shortly.

General Comments

- Chief Krimmert advised the Board he will be speaking at Voice of Vashon at 10:30 a.m. tomorrow.
- It was noted that the "All Hands" meeting was standing room only so it was very well attended. Commissioner McCullough commented that she believed people are very happy to see that our new chiefs are local people.

For the Good of the Order

- The Board congratulated Randy Tonkin on his promotion and for being willing to step up. Chief Krimmert noted the rest of his competition is a very competent group.
- On August 19-21 there is an event of a total solar eclipse road trip.
- Commissioner McCullough asked the Board members to entertain having only one meeting per month. Secretary Wolf stated that payroll would have to be changed to once per month and also vouchers and bill paying, which could lead to late fees on some bills as it is necessary to have Board approval for expenditures. Candy will research this further.
- Zabette Macomber, a former volunteer here, is a school board member. She asked if the school board set up table at Thriftway to do fundraising and/or provide information, if other island entities like us would be interested in joining them. The Board expressed interest in at least meeting with her.
- There is a card for Ron at the front desk so people are encouraged to sign.

Documents Signed

Motion by Commissioner McCullough:

"I move we adjourn the meeting."

MOTION PASSES, 4-0

Meeting adjourned at 7:05 p.m.

114 *The next **Regular Meeting** will be on 02/14/17 at 6:30 p.m. at 10020 SW Bank Rd, Vashon, EOC Room*

Approved this 14th day of Feb., 2017.

Camille Staczek, Chair

Susan Wolf, Minute Taker

OFFICE OF THE FIRE CHIEF

Chief's Report
for the
Fire Commissioners' Meeting
of
24 January 2017

1. **Overall Operational Concerns**:
    a. *Nothing to specifically report on at this time…*
2. **Training Overview/Issues**:
    a. *Nothing to specifically report on at this time…*
3. **Service/Call Volumes**:
    a. As of 16:30 today the district has responded to 115 calls… Last year's total was 1,617 for an average per month of 134.75…
4. **Staff/Personnel**:
    a. District's annual 'All Hands Meeting' was yesterday evening and was well attended and I believe well received…
    b. Collective Bargaining with Local 4189 is ongoing. Our next formal meeting is the morning of the 31st…
    c. Testing for advancement to the rank of captain was completed on the 17th and the Captain's Promotion List was issued yesterday. We are pleased to have offered Firefighter Tonkin the first open position and he has accepted the position starting next month…
5. **Fleet**:
    a. For your information the apparatus within Station 55 has been rearranged to accommodate the pending inclusion of King County's primary and back-up aid cars…
    b. No progress has been made this month regarding long range planning for the replacement or retirement of any of the apparatus…
        i. As a reminder it has been agreed that M91 and M92 shall be transferred to the Medic One program at the end of the month…

6. **Facilities**:
    a. Have former medic computer and monitor to be reassigned and/or made surplus…
    b. No progress has been made this month regarding long range planning for major maintenance, repair or replacement of buildings or grounds…
7. **Financials**:
    a. We successfully completed our annual state audit. Our Exit Interview is scheduled for Monday (13 Feb 17), at that time we will formally be advised of any 'Findings', 'Management Letters' or 'Exit Items'…
    b. At the last commissioners meeting (10 Jan 17) I was asked to confirm with Valley Com what a "*dispatchable calls*" meant and are we charged for the Zone 3 tones we now receive. The answer is generally "…a call requiring a response to a specific event or location…". Informational or advisory pages are not counted for invoicing purposes. Active 911 tones are independent of our district pagers so calls received on Active 911, but not our district pagers, do not get billed to the district…
        i. As a sidebar: We have been using Valley Com's services for 14 year and our cost per call charge has increased 93.4% in that time or an average of 6.67%/year…
    c. As this is the second meeting of the month we would traditional present our annual income and expenses however as we are finalizing the end of year data for 2016 we humbly request your patience with us as we confirm the whole of the year…
    d. In support of the above and to inform you all, the tax income forecasted for and used in the approved budget was based on an estimate of $2,377,078; it appears the actual will be $2,375,919 a loss/reduction of $1,159…
8. **Miscellaneous/Noteworthy Topic**:
    a. In address of a discussion at the last commissioners meeting (10 Jan 17), it appears we have not formally requested or prepared a resolution to surplus the last generation of self-contained breathing apparatus (SCBA's) that we replaced and removed from service. We would like to do such, with your approval, at this time...
    b. Further to the surplus of the SCBA it is our understanding that many of the bottles, upon being classified as surplus, are, based on their hydrostatic dates, to be destroyed and removed from usable services...

Conclusion of this Chief's Report

Charles H. Krimmert, Chief
Vashon Island Fire & Rescue
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