



Vashon Island Fire and Rescue  
10019 SW Bank Road PO Box 1150  
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# BOARD MEETING MINUTES

**Date:** 29 January 2020

**Time:** 18:30

## REGULAR MEETING

**Present:** Brigitte Schran-Brown, Chair  
Candy McCullough, Vice-Chair  
Dave Hoffman, Position 05 (arrived 18:36)  
Camille Staczek, Position 02  
Andy Johnson, Position 01  
Charles Kimmert, Fire Chief  
Carin Bruce, Minute Taker

FF Ben Davidson and HR Raechel Ehlers

**Absent:** Robert Larsen, Assistant Chief of Operations and Jojo Weller, District Secretary

## Pledge of Allegiance

## Amendments to Agenda

- **Vote In a New Board Chair and Board Vice-Chair** (*tabled*)
- **Mediation Organization Individual**
- **Commissioners' Retreat With Regards To Chief Walkowski's Plans**

## Approval of 12/21/19 Minutes

Motion by Commissioner Staczek:

**"I make a motion to approve the 12/21/19 minutes."**

**MINUTES APPROVED, 4-0**

## Voucher Approval

Motion by Vice-Chair McCullough:

**"I move that we approve the referenced vouchers as detailed in Administrative Memorandum 01.29.2020-1."**

**MEMORANDUM APPROVED 4-0**

## Chief Kimmert Report:

- Chief Kimmert passed on apologies for AC Larsen's absence due to his wife's birthday today.
- See Addendum
  - 2c SS20-01 on Schedule: 6 students. May not have 20-02 due to low number.
  - 4b Chief Walkowski 11 opportunities: Chief Kimmert: I try to look at them daily. Well received and greater engagement is happening.
  - 4c Captains are taking on offsite training, including Acting Captain.

- 5b Grant opportunities purchase a boat are being looked at.
- 6d Bennedsen house has 4 rooms, and would be sold, only used once a month, most would rather sleep in a recliner at St 55.
- 8ai KC paid \$5,174.73
- 10 Graphic novel comics will be the annual report format.
- Commissioner Hoffman asked if these were non-profit.
- 12c Helping MRC put together first aid kits equip.
- Chief suggested tabling SOP 25.02 reevaluate pay across admin staff.
  - 12d Chair Schran-Brown reported that the Legislature approved no personal fireworks. Senate if approved will be implemented immediately.

Motion by Commissioner Johnson:

**"I make a motion to approve the end of year financial report."**

**FINANCIAL REPORT APPROVED 5-0**

#### **New Business**

- Vote new chair and vice-chair.
- New System Performance Evaluation: Raechel Ehlers
  - Supervisor assigns peer evaluators. Member may not know who evaluators. Supervisor reviews the evaluations, then evaluation.
  - Set 1x year with self-evaluation.
  - Should Chief's evaluate the same way, assign one Commissioner to do C. Larsen and one to Chief Krimmert?
  - Vice-Chair McCullough: Paperless? Yes.
  - Lieutenant Smueles will do all Support.
  - Based on research: 2 Questions by evaluator: what they are doing well/ what could be better. 5 Questions for both manager and self-assessment
  - Fewer evaluators, done more often will be more effective, learning to be direct, and it's simple.
  - Vice-Chair McCullough: More touch time, opportunity for changing direction.
  - Commissioner Staczek: could choose someone who "hates" that person.
  - FF Davidson: opportunity for honesty, w/o self-chosen evaluators.
  - Commissioner Hoffman what if person doesn't want to participate in evaluating someone? Important to encourage involvement.
  - Captain and Raechel and evaluating member see the reports.
  - Vice-Chair McCullough: need to be comfortable to make comments.
  - Raechel will reduce access level.
  - Vice-Chair McCullough: We shouldn't be evaluating the Assistant Chief, Chief Krimmert should, and we should be evaluating Chief, he is our employee.
  - Vice-Chair McCullough: the Chair will do the final review of the Chief.
- Hiring a new District Secretary:
  - Chief Krimmert: The District Secretary is to be the confidante to the board, happy to help with the hiring, since "I will be working with them on a daily basis".

- Will have multiple interviewers. Have 2 of the Commissioners in the interview process, or all in Executive Session.
- All agreed that the Chair and one other will evaluate the Chief, and Chief Review the Assistant Chief: No motion was made.
- Raechel Ehlers, BC Coll, Lieutenant Smueles and Ex-Captain Mark Larsen here to welcome working late to welcome new 3 EMTs and 2 Support.
  - Support all island, new EMTs: Jason Staczek, Stephanie from off island, Alex grew up on island.
  - EMT Staczek's daughter made a people size dummy.
- Evaluations are scheduled to be complete April 15<sup>th</sup>.
- SOP 2025.2 Reference SOP 2013 Pay Compensation Schedule: Administrative Assistants, Chief suggested to table and hold off signing the SOG

### Old Business

- King County has support to Facilitate/Mediator services for organizations for groups. We only pay ferry.
- Discussion proved to show a divided board.
- Emphasizing need to know the purpose of a retreat.
  - Compromise pick a date, self-imposed schedule.
  - Suggest 2-day retreat
  - Task: Bring the following to the Mediator
    - When, where, how long, goal
    - 1 Why
    - 2 Goal and objectives
      - Time needed
      - Support
      - Don't support
    - 3 Individual: Input to facilitator
    - 4 Flexible list
      - Come to a meeting knowing what you are going to say.
- Solidify the board for the common goal of advancing the District.
  - Give 2 weeks to read the Walkowski report, Raechel will put report in the Commissioner's mail boxes.
  - 3 weeks individual package goes to the facilitator or agent.
  - 2 weeks Feb 12 read
  - 3 Weeks Feb 19 Individual packs confirm when retreat will happen.
- Feb 26 Next Board Meeting Retreat date and length.
- Bennedsen House sell would help us put 5 rooms in Station 55.
- Chief: Change is taking place: Training Chiefs and Captains
- 24 FEB State of the District meeting.
- Beer with the board
  - Vice-Chair McCullough: don't want to do it again.
  - Not now
- Chief: we are moving forward:
  - Middle management training
  - "Thank you" cards
  - Talking more



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# BOARD MEETING MINUTES

- Coffee with the crew
- Deeper reach into other organizations
- We can't lose the old baggage: talking about paramedics.
  - Raechel: Scars are deep.
  - FF Davidson; 20 yrs. of issues for some.
  - Change is hard.
  - Beat a dog enough; don't be surprised when it bites you.
  - FF Davidson: Don't mistake your opinion as a vote.

## General Comments

- FF EMT Everett: Came in to comment that Chief Krimmert donated his 2 sick days to him when he was out.
- Chair Schran-Brown: Had someone ask about Restarting the Fire Association. To discuss at next meeting.
  - Chief: it was the most dysfunctional organization.
  - If the public wanted to start it. Tax exempt 5013D.
  - McCullough: our plate is full, maybe in March or April
  - More of benevolence.
- We are organizational lead for BSA for a female scouting; "Troop 355". Scott Ingalls will be the leader. The troops are not co-mingled.

## For the Good of the Order

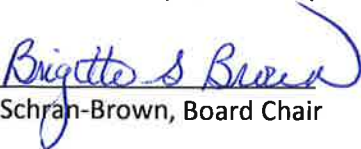
## Documents Signed

Adjourned at 20:16

## Chair called end

*The next Regular Meeting will be on Wednesday 26 February 2020, at 18:30*

Approved this 26<sup>th</sup> day of February 2020

  
\_\_\_\_\_  
Brigitte Schran-Brown, Board Chair

  
\_\_\_\_\_  
Carin Bruce, Minute Taker

# V A S H O N FIRE

**Chief's Report**  
for the  
**Fire Commissioners' Meeting**  
of  
**29 January 2020**

Please accept the following brief overview of the District; the focus is on noteworthy topics since the Board's last regularly scheduled meeting of December 21<sup>st</sup>.

**1. Operational:**

- a. We are reviewing and considering the comments received on the draft Rescue Swimmer Policy. Should no obstacles present themselves we will implement the new policy in the near future...

**2. Training:**

- a. In preparation of the implementation of the Rescue Swimmer policy/program personnel are being schedule for, and have started completing, the necessary water based training...
- b. We are continuing to look for a replacement Quality Assurance EMS Run Reviewer...
- c. South Sound Fire Academy's Class 20-1's first class was January 2<sup>nd</sup> and the class is proceeding on schedule at this time...

**3. Service/Call Volume:**

- a. The end of year call volume total for 2019 was 1,530, 218 less than in 2018. Of our call volume in 2019, 200 dispatches were concurrent or overlapping; this would be 48 less than in 2018 and a drop in percentage of 1.109%; overlapping dispatches dropping from 14.18% of total to only 13.071% of total...
- b. With regards to 2020, as of shift change this morning (07:15) we have responded to 99 dispatches across the first 28 days of the year, forecasting from this number would suggest an end of year dispatch total of 1,290 runs...

**4. Staff/Personnel:**

- a. We are reviewing and considering the comments received on the draft Paid Family Medical Leave Act (PFML) Policy. Should no obstacles present themselves we will implement the new policy in the near future...
- b. Chief Walkowski's 11 'Opportunities' have been posted on the Administration's notice/cork board in the office wing corridor for regular consideration...
- c. Supervisory personnel have been enrolled into a year's access to continuing training on topics of management, leadership and more. Additionally they are being asked to attend off site training classes/presentations...
- d. It is with a heavy heart that I must inform this Board the Ms. Weller has given her notice. We are actively working to define her full and true scope of work that a replacement can be found. We have not yet determined her last day of employment...

**5. Fleet Status:**

- a. E07 officially took its place as first due on January 15<sup>th</sup>...
- b. We have established a Boat Design Committee (D Shift) and are advancing with the designs of a boat, a new boat program and all of the additional aspects of both...

**6. Buildings & Grounds Status:**

- a. I believe a new dishwasher was installed in the upstairs Duty Quarters of Station 55...
- b. A resolution to the leaking conduit in the IT/Communications Room of Station 55 has yet to be found or implemented...
- c. Regarding the October 4<sup>th</sup> complaint file with the County's Code Enforcement Group against the District regarding the Search & Rescue Prop I spoke to a Mr. Nick Stevens with Code Enforcement on the 3<sup>rd</sup> and we have provided them with the initial package of information requested of us. It appears that the process to resolve the matter can easily take six months to come to conclusion. I will allow this item to fall off my report but return it so as to continue to appraise the Board as it is appropriate...
- d. Chief Larsen and I would like to advise the Board's that we are considering the possibility and cost of an addition to Station 55. The primary focus would be adding five new bedrooms to the living quarters. If the Board has any input or counsel on the matter we would be happy to hear it...

**7. Finance Reporting:**

- a. Attached please find the end of year, 2019 budget revenue and expense totals. A summary of the noteworthy numbers of the budget through the end of the year follows:
  - i. Overall our end of year revenue was at 104.213% of forecasted or some **\$226,000** higher than planned for...
  - ii. Overall 2019 expenses closed at 97.710% of the year's allowance, decreasing last month's under budget performance of 2.482% to only 2.290% below target; overall we completed the year under budget...
- b. Though expenses overall remain under target four of the expense categories were over budget. In summary of all nine categories:
  - i. *Administration-Business Support:* \$24,169.06 under budget...
  - ii. *Personnel Costs-Wages & Benefits:* **\$20,666.38** over budget...
  - iii. *Training Costs:* \$32,178.33 under budget...
  - iv. *Equipment Costs:* **\$27,824.55** over budget...
  - v. *Supply Costs:* \$11,444.19 under budget...
  - vi. *Uniforms & Personal Protection Equipment:* **\$8,922.52** over budget...
  - vii. *Vehicle & Fleet Costs:* **\$9,050.80** over budget...
  - viii. *Building & Grounds Costs:* \$100,606.61 under budget...
  - ix. *Disaster Preparation:* **\$4,628.58** under budget...
  - x. Total **\$106,562.52** under budget...
- c. Also reflected in the December's reconciliation was another transfers of funds; moving \$100,000 from the Operations Account to the General Reserve Account so as to close that account with an end of 2019 balance of \$1,035,024.94...

**8. Contractual Efforts:**

- a. Regarding the District's on-going efforts to establish its compliance with the RCW requiring interlocal agreements for services:
  - i. *King County:* I am very pleased to advise the Board that on the 24<sup>th</sup> of the month we received both an executed Agreement for fire protection services of County buildings & equipment and our 2019 payment for services rendered. We are going to let this item fall off this report until such time as it is felt that the Board needs an update...
  - ii. *Vashon Parks District:* I am also very pleased to advise the Board that we have reached agreement with, and have a mutually executed ILA, Vashon Parks.

Additionally we have received payment for our 2019 services. At this time we are going to let this item fall off this report...

b. Regarding other contractual efforts:

- i. *Sprint*: Though previously agreed upon, we are continuing to wait for the new 15 year amendment to the existing Cell Tower Lease Agreement...
- ii. *AT&T*: The consulting firm Blackdot, representing AT&T, contacted us Wednesday January 22<sup>nd</sup> to advise us that they are preparing to open negotiation to extend the existing agreement...

**9. Business Operations:**

- a. In the course of the month I am unaware of us entering into any unique or new agreements or made any substantial atypical purchases...

**10. Community Engagements:**

- a. We are actively compiling the District's pertinent 2019 data for the annual report. We have not yet confirmed a publishing date...
- b. Morning of the 23<sup>rd</sup> Chief Larsen and I attended a meeting with the School District and County Roads to discuss general communications and County Roads' operational processes on the Island...
- c. Also on the 23<sup>rd</sup> the District hosted, and I attended, albeit I was late, the Isolated Adults Quarterly Meeting. In regards to these groups of Island providers of community support and wellness, I have offered to help better engage them within the **VashonBePrepared** group of organizations as well as offered assistance in growing the Island's awareness of them and their services. The latter of these effects will incur cost and as such I would like this Board's input and support on the matter...

**11. Strategic Planning:**

- a. I have nothing of value to report on at this time...

**12. Miscellaneous & Noteworthy Topic(s):**

- a. I attended the Vashon Health District's Board Meetings on January 2<sup>nd</sup>, 15<sup>th</sup> and 22<sup>nd</sup>. We continue to offer our support of to the new organization...
- b. I attended the **VashonBePrepared** Board Meeting of January 15<sup>th</sup>. Noteworthy were our discussions on getting the organizations budget cycle(s) more aligned with ours...
- c. Commissioner Staczek and I attended the Medical Reserve Corps (MRC) meeting of the 16<sup>th</sup> as we work to return the organization to a fully operational level...
- d. Commissioners McCullough, Schran-Brown and I attended the 2020 Legislative Day for the fire service in Olympia yesterday and met, if ever so briefly with one, all three of our State District 34 legislators...

Conclusion of Report



Charles H. Krimmet, Fire Chief  
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