VASHON ISLAND FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS

Minutes

Date: 06/13/2017
Time: 6:30 p.m.
Place: 10020 SW Bank Rd, EOC Room

REGULAR MEETING

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

Guests: Jason Everett, Jan Milligan, Stan Voynick, Susan Riemer and Ron Smothermon.

Amendments to Agenda
Secretary Wolf adds Resolution 17-366 to New Business.

Approval of 5/09/17 Revised Minutes
Motion by Commissioner Hoffmann:

"I move we approve the minutes of the meeting on 05/09/17."

MINUTES APPROVED, 5-0

Approval of 5/23/17 Special Meeting Minutes
Motion by Commissioner Hoffmann:

"I move we approve the minutes of the meeting on 05/23/17."

MINUTES APPROVED, 5-0

Voucher Approval
Motion by Commissioner McCullough:

"I move that we approve the referenced vouchers and transfers as detailed in Administrative Memorandum 06.13.2017-1."

MOTION PASSES, 5-0

Chief's Report
Chief Krimmert:

- The chief presented his written report of operational, training, service/call volumes, staff, fleet, facilities, financials and miscellaneous/noteworthy topics.

- The ALS fund transfer (from King County EMS) was estimated at $407,000 which was assumed in this year's budget. We were able to negotiate $499,000. This completes the transition.

New Business

SOP 8005 Transportation Fees

- This is the first reading. It was mentioned by the board that Bothell has had this process for some time and even though they only bill private insurance, it's working very nicely. Bothell is now working with Medicare and Medicaid so they can bill them as well. Secretary Wolf asked that all comments be given to her by June 22 for finalization for the June 27th meeting.

SOG 5016 UTV (Gator) Operations

- Comments were that the guideline looked fine. To a question about training it was explained that after reading the manual and policy, the practical test is to demonstrate the steps in the policy and manual.

Resolution 17-366 Establishing a Fee for Transportation

Motion by Commissioner McCullough:

"I'll make a motion to approve it."

MOTION PASSES, 5-0

Old Business

House 56

- Chief Krimmert reported a modification of his stance on the Bennedsen Residence. After further consideration of the need for beds with hiring part-time firefighters, he is reversing his position. Together with keeping certain apparatus in Station 56, they are now moving forward with putting vents in Station 56 and extending the vents outside the doors of Station 55, which will be a fairly insignificant expense. He now recommends keeping the Bennedesen Residence and Station 56 as currently in service.

District Overviews

- Previous overviews to the Board have included fleet, facilities, staff and what we do. Tonight's focus is on the financials. At this point, the chief is making no recommendations, just presenting the facts. [See the attached photo of the white board diagrams.]
- While the Beachcomber reported an increase of 17% in assessed values that increase will not significantly increase money for the fire district. As assessed values climb, taxes can only go up 1%, so the levy tax rate actually goes down.
- The value of the island properties is almost three billion dollars, resulting in a taxable base of $2.9 million. This year our tax revenue is $2.4 million but will only increase by $24,000 more next year. So the increase in values is not to our advantage and actually reduces our levy rate $0.11 plus or minus.
- What is VIFR's value? We are insured for $10 million insurance on properties and contents; $8 million for vehicles for a total of $18 million in assets.

- Operational expense account balance as of June 1, 2017 is at $1.4 million and we started the year with $900,000 in the bank. Petty cash is always a small amount of $2,000 and we have about $1.1 million in our general reserves.
- With the ALS transition, those reserve funds rolled over to us totaling $499,000. We used a portion of those funds to start our first capital (fleet) reserve fund. During the 1970's a volunteer incentive fund was set up which now has $54,000 in it. We are going to look at how to use that to provide incentives to the volunteers. We also have $136,000 in our fleet reserve.
- With reserves for facilities and equipment at zero, the chief suggests that the $10,000 a year lease monies for the King County medics lodging go into a facilities reserve. He stated this year's budget did include setting aside $5,000 for equipment reserve.
- Total cash of all funds is $2,701,911.10.
- Chief Krimmert suggests a retooling of the budget to track real objects. So he will be reformatting the budget this year in moving forward

The current budget percentages are approximately:

- Personnel 71%, typically 80%. If we get more people that could increase.
- Business support, such as insurances and so forth, 13.6%
- Training 4.2%.
- Buildings and grounds is less than 5% , which to the chief was a "scary" number.
- Since the fleet is set at only 2%, our mechanic is worth his weight in gold to keep an older and older fleet functioning.
- PPE should be budgeted higher. Bunker gear expires every 10 years and we will need money saved up to replace them.
- The total budget is $3,562,524; tax revenue is at $2,434,378 resulting in a shortfall of $1.1 million.
- If we only rely on the tax levy revenue and do nothing, we'll have a $1.2 million deficit next year. If we anticipate a modest 3% inflation next year, the 2018 budget goes to $3,669,400 and at today's levy rate, that will result in a deficit of $900,000.
- If we go to the voters and they approve a $1.30 levy lid lift, we will have a very small surplus of $188,232 (above expenses); all the other lesser amounts will still be a deficit. A levy lid lift of $1.40 will result in a modest surplus of $484,973.
- The levy cycle may be every other year; an excess levy or bond is also a possibility. We could reduce the number of facilities and ask for a bond for new vehicles. We are anticipating we are close to stabilization for both population and call volume. Bonds are used for facilities or vehicles.
- To the question of how long you can ask for a levy lid lift, the answer was you can ask for one year, six years or a permanent one, but we are confirming this.
- *Comment from Ron Smothermon* was that this community has been a generous one. A new medical facility was needed and a school track; the money was raised. This is really needed and important because it is fire district infrastructure.
- Answering a concern about the cost of service with so many taxes and then a charge for transport, it was explained that because of insufficient staffing, we are forced to transfer patients at the dock – in the public and in the weather. Then the private ambulance would charge the patient's insurance so the patient is charged anyway. It was suggested the district needs to explain that to the community. The chief is working with his Opportunities and Challenges Committee to prepare that story.

- An aspiration would be to have one year's expenses in reserve, but ours is too low. Duvall Fire District has $10 million in reserves. A commissioner stated that the minimum is 10% of one year's budget – a bare bones reserve; the gold standard is 30%.
- Steps forward: work on the 2018 budget first, both with and without a levy lid lift. The chief asked that the Board consider our assets and thinking longer term he'd like to keep the Bennedsen Residence.
- Part of the problem is that if we continue to keep taxes low, then we'll get in trouble.

Comment from Stan Voynick: Why we kept it low needs to be part of the commissioners' story to the public. What has happened, moving forward this is what we're doing to correct and improve it, but commissioners need to be part of the tellers of the story.

Comment from Jason Everett: We want to continue to provide quality service, but to do that, we need to do this [increase our revenue] and we need your support. The chief has done a very good job of explaining what is needed, where we're at and why we need to change. All the public wants to know is that we will be there when they call. Commissioners can share this and we can reach out through the Beachcomber and the Voice of Vashon. We need to explain, "Here are our limitations: we don't have enough people or water, etc." And let's learn from past and determine how to move forward.

Comment from Ron Smothermon: The school district should have had a fund 40 years ago in their budget to replace the track. Whether it's the school, pool or parks, we all need to plan ahead.

Comment from the Board: We didn't have a fleet or facility reserve and in those years, the community was angry because of the District going to career and disbanding dispatch. We used to have some reserves. Some equipment reserve went away. We got a grant for new SCBAs but we need to have $5,000 - $10,000 saved in the budget each year to replace them. We couldn't have gone to the public for more money then, because much of the community was anti-fire department. Chief Lipe healed the wounds of the community ills. We have worked on a strategic plan over a one to two year time frame.

Comment from Chief Krimmert: We really need to be looking out 5-10 years. We almost do ourselves a disservice by answering all the calls, while praying that we have enough people (and the community doesn't realize how difficult that has become).

Comment from the Board: People have to care this year.

Comment from Susan Wolf: One reason we ran over our budgets for several years was overtime. When a firefighter or medic gets injured on the job and is out for months, we have such a small staff, it creates a lot of overtime expense, which was unavoidable.

- Chief Krimmert concluded by saying the last District discussion for the next meeting will be his recommendations for moving forward. Commissioners then need to schedule time to consider all his overviews, but it is evident we have to do something.

Suggestion from the Board: We should schedule some community meetings mid-July.

General Comments

- Commissioner McCullough commented that A/C Larsen has done a great job curbing overtime by managing the scheduling. It has vastly improved.

- Comment from the Board is that Chief Krimmert is doing a fabulous job with the District Overviews. Several of the Board commented that this is the first time they feel they have a clear picture of our status.
- Voice of Vashon offered to come and record the meetings, so that the public members who can't be here, can watch the meetings. They usually charge, but offered to do it for free. [Consensus to have VoV record Board meetings.]
- Chief Krimmert thought he might use our annual report to the community as a communications vehicle and put these presentations in a fold out, like a brochure. The report to the public is supposed to be a reflection of the state of the fire district. He also wants to explain the waiver of transport fees membership program.

For the Good of the Order

Welcome to the new firefighters.

About half our Explorers went to the state academy at North Bend for the state muster. While they didn't win any medals, they worked skillfully and acted very professional. Rick Brown was one of the instructors.

Documents Signed

EXECUTIVE SESSION: The Executive Session falls outside the scope of the *Open Public Meetings Act, RCW 42.30.140* in that it has to do with collective bargaining contract negotiations or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining.

Executive Session began at 7:48 p.m. Chief Krimmert extended the meeting for 10 minutes at 7:58 p.m. and again at 8:08. The Executive Session concluded at 8:18 p.m. and the public meeting was simultaneously adjourned. No decision was made.

Next Regular Meeting will be on Tuesday, 06/27/17 at 6:30 p.m. at 10020 SW Bank Rd, Vashon, EOC Room

Approved this 27 day of June, 2017.

Camille Staczek
Camille Staczek, Chair

Susan Wolf
Susan Wolf, Minute Taker

Chief's Report
for the
Fire Commissioners' Meeting
of
13 June 2017

As a brief overview of the District, focusing on highlights since the board's last meeting, please accept the following information:

1. **Overarching Operational Topics**:
    a. New/Updated EMS aid kits have been prepared for distribution to island EMT volunteers…
    b. Included in your packages for this evening is an assembly of documents that represent the FFT Program. We are close to implementing the program and this is your promised "Last Look" before we start charging for BLS transports…
        i. We are continuing to investigate the establishment of a voluntary post-insurance payment waiver program…

2. **Overarching Training Topics**:
    a. Chief staff is actively advancing upon an on island volunteer firefighter fire academy with a start date of July 25th…
        i. We currently have nine island resident applicants (+/-) and three or four South Kitsap volunteers…
    b. I participated for the first time in CERT's/EOC's June Surprise Drill Sunday the 11th as the Incident Commander and Operations Chief. The District and island are lucky to have such a skilled and dedicated group of people looking out for them…

3. **Service/Call Volumes**:
    a. As of 07:30, shift change today, the District has responded to 679 calls…
        i. Based on the averaging of last year's call we should be around 727…
        ii. Last year on this date we were at 693 calls…

4. **Staff/Personnel**:
    a. Recruit McMullen is now formally on shifts…
    b. Volunteer FF/EMT Wesley Paulsen has been given a conditional offer to become the District's 12th career firefighter...
    c. The Part Time Paid (PTP) program continues to move forward. I am confirming the District's benefit package and with such an advertisement shall be prepared and we shall organize and start the hiring process…

5. **Fleet**:
    a. BAT 55 is out of service, mechanical. AC Kranjcevich is in BR 58 for summer fire season…
    b. T551 has been leaking water. The manufacturer repaired it earlier this month and the truck is back in service…
    c. A55 was out of service for several days for a mechanical failure earlier this month but is back in service…
    d. A551 is experiencing problems with its air conditioning system and such are being investigated…
    e. T58 is having some suction valve problems and solutions are being explored…
    f. Quint 55 and Gator 55 were officially put into service June 1st…
        i. Gator 55 was actually deployed its first day in service and was essential to the timely rescue of an injured mountain biker on the new trails east of Dockton…

6. **Facilities**:
    a. The Administration is working with our IT consultant to address and resolve a series of computer problems and performance issues…
    b. The RBR is having some minor work done on it including boiler work and cosmetic work and painting…
    c. The Training Center furnace required a new damper motor…
    d. Alterations to the Training Center are being explored in support of the planned transfer of the EOC to the building…

7. **Financials**:
    a. The Medic's lease agreement has been approved by legal and will be executed shortly…
        i. Rent will be $900/month and retroactive to February 1, 2017…
        ii. I would recommend the board use the first of these funds to establish a Facilities Reserve account where this revenue shall be regularly deposited…
    b. The final transfer of funds from King County Medic One has been finalized; the ALS financial transition is completed…
    c. The Administration is establishing an agreement/understanding for the cost of an Aid Car to use the ferries. Further, with this understanding we are investigating the possibility of refunds for past overcharges…
    d. I have not yet scheduled a negotiation meeting with the Union regarding Grievance 10-001 payments…

8. **Miscellaneous/Noteworthy Topic(s)**:
    a. I was on the Voice of Vashon show "Island Crossroads" the evening of June 5th. The District was represented by Ms. Melinda Powers of our community Opportunities & Consequences Team, Commissioner Schran-Brown, former Chief Kirk and me. We believe the presentation went well and have received positive feedback. If you were unable to hear it I believe it is accessible on line…
    b. I attended a Medic One/EMS meeting in Renton May 31st. Their organization is starting to organize the planning process in support of a 2019 renewal of the county wide EMS levy. Planning will start in earnest in January 2018…
    c. I have been asked to be a juror for the 2018 design awards at the annual FIERO Fire Station Design Symposium in North Carolina (September 2018)…

Conclusion of Report

Charles H. Krimmert, Chief
Vashon Island Fire & Rescue
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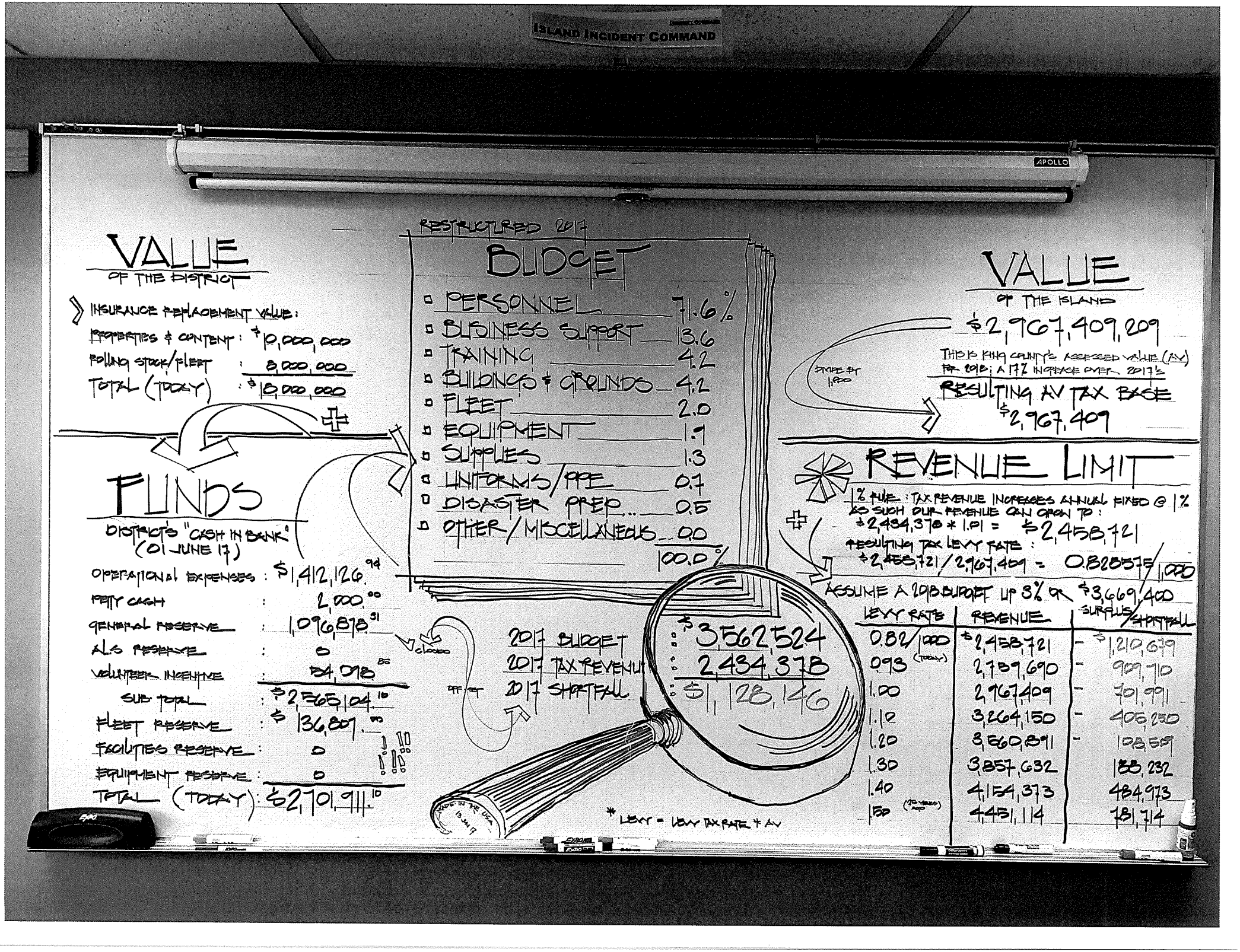
ISLAND INCIDENT COMMAND
APOLLO
VALUE
OF THE DISTRICT
INSURANCE REPLACEMENT VALUE:
PROPERTIES & CONTENT: $10,000,000
ROLLING STOCK/FLEET: 8,000,000
TOTAL (TODAY): $18,000,000
FUNDS
DISTRICT'S "CASH IN BANK" (01 JUNE 17)
OPERATIONAL EXPENSES: $1,412,126.94
PETTY CASH: 2,000.00
GENERAL RESERVE: 1,096,878.31
ALS RESERVE: 0
VOLUNTEER INCENTIVE: 54,098.85
SUB TOTAL: $2,565,104.10
FLEET RESERVE: $136,807.00
FACILITIES RESERVE: 0
EQUIPMENT RESERVE: 0
TOTAL (TODAY): $2,701,911.10
RESTRUCTURED 2017
BUDGET
PERSONNEL 71.6%
BUSINESS SUPPORT 13.6
TRAINING 4.2
BUILDINGS & GROUNDS 4.2
FLEET 2.0
EQUIPMENT 1.7
SUPPLIES 1.3
UNIFORMS/PPE 0.7
DISASTER PREP 0.5
OTHER/MISCELLANEOUS 0.0
100.0%
2017 BUDGET: $3,562,524
2017 TAX REVENUE: 2,434,378
2017 SHORTFALL: $1,128,146
CLOSED
OFF SET
VALUE
OF THE ISLAND
$2,967,409,209
THIS IS KING COUNTY'S ASSESSED VALUE (AV) FOR 2018; A 17% INCREASE OVER 2017's
RESULTING AV TAX BASE
$2,967,409
STATE AT 1.80
REVENUE LIMIT
1% RULE: TAX REVENUE INCREASES ANNUAL FIXED @ 1%
AS SUCH OUR REVENUE CAN GROW TO:
$2,434,378 * 1.01 = $2,458,721
RESULTING TAX LEVY RATE:
$2,458,721 / 2,967,409 = 0.828575 / 1,000
ASSUME A 2018 BUDGET UP 3% OR $3,669,400
LEVY RATE | REVENUE | SURPLUS/SHORTFALL
0.82/1000 (TODAY) | $2,458,721 | - $1,210,679
0.93 | 2,759,690 | - 909,710
1.00 | 2,967,409 | - 701,991
1.10 | 3,264,150 | - 405,250
1.20 | 3,560,891 | - 108,509
1.30 | 3,857,632 | 188,232
1.40 | 4,154,373 | 484,973
1.50 (REVENUE AVG) | 4,451,114 | 781,714
* LEVY = LEVY TAX RATE * AV
MADE IN THE USA
IS IN IT