VASHON ISLAND FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS
Minutes

Date: 07/11/2018
Time: 6:30 p.m.
Place: 10020 SW Bank Rd, EOC Room

REGULAR MEETING

Present: Brigitte Schran-Brown, Chair (phone-in)
Candy McCullough, Vice-Chair
David Hoffman, Commissioner
Camille Staczek, Commissioner
Andy Johnson, Commissioner
Charles Krimmert, Fire Chief
Jojo Weller, District Secretary
Carin Bruce, Minute Taker

Bob Johnson, John Simonds, Susan Reimer, Joe Quinn (arrived at 18:52)

Absent: Robert Larsen, Assistant Chief
Amendments to Agenda
New Business
Old Business

Approval of 05/23/18 Minutes

Motion by Commissioner Hoffman:

"I make a motion to approve the 05/23/18 minutes."

MINUTES APPROVED, 5-0

Voucher Approval

Motion by Commissioner Hoffman:

"I move that we approve the referenced vouchers as detailed in Administrative Memorandum 07.11.2018-1."

VOUCHER APPROVAL MOTION PASSES, 5-0

Fire Chief's Report

- See Chief's Report attached
- Chief Larsen teaching a class across the street. He sends his apologies.
- First set of five PPE due later this month, the cost per PPE is approximately $4500
- Concurrent calls up from last year at 182 totals. Yesterday we had 4 concurrent calls at once. Chief anticipating increase
- Rosenbauer has secured a chassis.
- John Simonds suggests that property tax is a better approach than YourCall Program especially having the tax maxed out and putting away a million dollars in reserve the District wouldn't have to in a year or need extra money.

- Chief suggests that rather than keeping our taxes maxed out instead find alternate income so taxes do not have to be at maximum and help keep the burden off others. Without the levy increase the District had neglected to purchase apparatus and necessities in the course of the last 27 years.
- CERT members were complimented by Chief for advancing into more serious evolutions.
- Chief welcomed Susan Reimer's offer for First Friday, to put an invitation for people to meet Chief.
- Chief may try something like Sherriff's corner in the paper, within HIPPA rules to note calls and responses.
- Commissioner Hoffman complimented PSE's good work, availability and relationship.

Motion by Vice-Chair McCullough:

"I make a motion to approve the budget presentation through May."

MAY BUDGET APPROVED, 5-0

New Business

- Resolution 18-381 Authorizing Waiver of Competitive Bidding Requirements
    - With E56's failure 1/3 of our engine capacity is loss, E57 is being used and has been retooled with passing the pump test.
    - Checking off criteria with the state auditor and the specific RCW will help us expedite the purchase of a new engine.
    - Without going to bid Chief will organize a contract with Rosenbauer for an engine.

Motion by Commissioner Hoffman:

"I make a motion of a resolution of the Board of Commissioners authorizing waiver of competitive bidding requirements for engine purchase."

RESOLUTION APPROVED, 5-0

- Resolution 18-382 Equipment Surplus
    - E56 (E03) retired for catastrophic engine failure; no longer pumps and no longer drivable
    - 26 years old

Motion by Commissioner Staczek:

"I make a motion of a resolution of the Board of Commissioners declaring specified equipment surplus to the needs of the District and authorizing disposal."

RESOLUTION APPROVED, 5-0

- Resolution 18-383 Facility Surplus

- Station 57 not active, the engine moved from that station and reassigned, it's unstaffed, and brings no value to insurance ratings. Chief recommends selling the station instead of maintaining it. A new truck would not fit in the bay in fact even our current truck would not fit without taking the monitor off of it.
- Commissioner McCullough suggests the maintenance issues are building up and understood from past conversations that the money would be used for the care of the south end. She will be in touch with them to let them know about tonight's decision.
- Commissioner Johnson had a conversation with AC Larsen that the roof needs repaired and would like to move on the sale now since the market is good.
- Commissioner Hoffman would like someone to communicate this with the South End Community Club members.
- Chief offered to keep protocol and let the club use it until the building is not under the District anymore.
- Vice-Chair McCullough will be in touch with the club members.
- We will continue to let the South End Community Club use the building as until it's sold.

Motion by Commissioner Johnson:

"I make a motion of a resolution of the Board of Commissioners declaring specified facility surplus to the needs of the District and authorizing disposal."

RESOLUTION APPROVED, 5-0

Vice-Chair McCullough moved for Executive Session to start as the District's legal counsel have arrived which was opposed by John Simonds

- Resolution 18-384 Closing District Fund
    - Chief's comment on Resolutions 18-384, 18-385 and 18-386: in striving to create additional reserve funds we ended up creating capital expenditure funds, or checking accounts instead of savings accounts.
    - The District should close three Capital Funds and create one reserve fund

Motion by Commissioner Hoffmann:

"I make a motion of a resolution of the Board of Commissioners regarding closing a District fund with King County Finance."

RESOLUTION APPROVED, 5-0

Motion by Commissioner Hoffmann:

- Resolution 18-385 Closing District Fund

  "I make a motion of a resolution of the Board of Commissioners regarding closing a District fund with King County Finance."

RESOLUTION APPROVED, 5-0

- Resolution 18-386 Setting Up A New Fund

Motion by Commissioner Hoffmann:

"I make a motion of a resolution of the Board of Commissioners regarding setting up a new fund with a correct name and account number with King County Finance."

RESOLUTION APPROVED, 5-0

- SOP 8005 Transport Fees
  - It makes direct references to the YourCall program so the SOP needs to be updated.
  - YourCall Program language has been removed.
  - Will be sent as District wide email for two weeks review before motion to approve.

Old Business

a. SOP 2206 Alcohol and Drug Use (TABLED)

General Comments

- Burn ban in effect tomorrow, July 12, it's on our website and Burn Line

For the Good of the Order

Documents Signed

Executive Session

The meeting is being held pursuant to:

RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

RCW 42.30.140 Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or . . . that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or medication proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

The public meeting moved into executive session at 19:12. At 19:42 the session was extended for 10 minutes by Vice-Chair McCullough. At 19:52 the session was extended for 10 more minutes by Vice-Chair McCullough and then again at 20:02 for another 20 minutes. At 20:22 the Executive Session ended.

At 20:24 the meeting was adjourned; no decision was made during the Executive Session.

The next Regular Meeting will be on Wednesday 25 July 2018, at 18:30 at 10019 SW Bank Rd, Vashon, Penny Farcy Training Center Large Classroom

Approved this 25 day of July, 2018

Candy McCullough, Vice-Chair

Carin Bruce, Minute Taker

Chief's Report
for the
Fire Commissioners' Meeting
of
11 July 2018

As a brief overview of the District, focusing on new noteworthy topics since the board's last regularly scheduled meeting, please accept the following information:

1. **Operational:**
   a. The Part Time Corps is nine strong right now and we are currently working to bring a tenth on board next month. Ideally we would like to keep this group at 12 or 13 and we are continuing to review applicants…
   b. In a continuous effort to standardize the budgeting of consumables we are working to implement a ten year purchasing cycle for structural PPE. As you as aware this equipment is expensive and an annual replacement cycle hopefully will add some predictability to our annual costs. Attached to your package is a copy of the current (+/-) schedule…

2. **Training:**
   a. Our South Sound Fire Training Academy's Class 18-02 started July 3rd with nine recruits, five from Central Kitsap, one self sponsored and three of them future island volunteers…
   b. We are currently talking with other districts and recruiting for the 2019 classes…
   c. This year's Fire Support Academy has completed its classroom training and the recruits are currently in practical testing; securing drive time, equipment familiarization and pump operation skills for qualifications and check-offs to become operational…

3. **Service/Call Volume:**
   a. As of shift change this morning (07:30) we have responded to 844 dispatches. This pace suggests a year-end total of 1,612 calls. Last year at this time we had responded to 788 calls, 56 less than this year...
   b. Of our 844 calls 14.8%, or 125, have been simultaneous/multiple call events; since June 1st we have had 29 such concurrent actions…
   c. Yesterday morning we mobilized Brush 55 with Firefighter Puz & AC Kranjcevich to a fire in the Vantage area…

d. With regards to the 4th of July we ran some 12 calls with a thirteenth fire call dispatched an hour and a half after midnight. Fortunately there were no serious fireworks related injuries or fires however several fire calls were likely fireworks related…

4. **Staff/Personnel**:
   a. Probationary Firefighters John & McCann finished their academy work, graduating on June 19th. They have been given their shift assignments and have completed their 'days only' training and are now fully engaged in the normal rotation system with their peers…
   b. June 13th Explorer Post 2134 celebrated its 2017 graduation; this year five seniors shall be moving on and starting the next chapters of their futures. For one of them their next chapter includes enrollment in South Sound Fire Training Academy Class 18-02…
   c. Contract discussions with the Local for the next Collective Bargaining Agreements (CBA's) were brought to final draft on June 7th; you have been provided the current drafts of the two contracts for your review. It is my aspiration the in tonight's executive session the Board will find the new agreements to their liking and approvable when finalized…

5. **Fleet**:
   a. With regards to the address of the failure of Engine 56 we have chosen to replace the apparatus. We believe this that most cost effective approach, particularly since it was our goal to replace it in 2019. To secure a replacement engine in as timely a fashion as possible we have chosen to advance following "emergency purchase protocols". It is my understanding that my attached "Declaration of an Emergency Letter" (27 Jun 18) is also attached to Resolution 18-381 and in further support of this path we secured a preliminary State Auditor's Office opinion regarding this decision (Attached). Further we are:
      i. Insuring the necessary paperwork for the above action is properly addressed,
      ii. In communications with Rosenbauer, a fire apparatus manufacturer who the District has a long and successful relationship with, and,
      iii. Accelerating the replacement engine's design and construction so as to expedite its delivery…
   b. For the above information it is necessary that the Board issue the noted resolution (18-381) addressing and defining the emergency. Such is on the agenda for this evening and has been presented to you. I would also like to insure that the Board is advised that in addition to the apparatus proper we will also be securing various pieces of supporting equipment with and for the new truck…
   c. For the above information it we are requesting that the board surplus Engine 56…
   d. Regarding other vehicles in the fleet, Tender 551 was twice taken out of service briefly for some engine issues. As well, the vertical movement motor on the bumper mounted monitor is not working however the apparatus is in service…
   e. Some twenty years old the pump on Brush 55 has been a solid dependable pump, however since the Point Robertson beach fire it has been in question; Chief Kranjcevich has inspected it and has recommended its replacement. Last week I authorized it to be replaced, it was and the truck is fully operational…
   f. After the 4th of July a crack in A551's radiator was discovered. Replacement parts were ordered and plans were in place to have the car repaired and back in service late today…
   g. At this time we are working to resolve air conditioning problems in A56 & A58; both vehicles remain in service at this time as we investigate the problems…
   h. Self-loading gurneys are now fully operational in three of our four aid cars. The new car will also arrive with a self-loading system installed…
   i. Chief Kranjcevich and I have signed off on the final specifications and design of the new aid car. We will keep you informed as we approach a delivery date…

6. **Facilities**:

a. Friday June 1st I approved the purchase of 20 new computers for the District. These computers are used, however, based on extended conversations with our IT Consultant and the substantial cost reduction for them I am convinced this is a prudent move and will improve the District's current infrastructure. With this modification in place we will investigate a more regular/cyclic replacement schedule for such equipment…
b. I would like to advise the Board that we are actively securing costs for roof repairs to Station 55. It is our intent to complete this work this summer. The roof is original to the building and some 26 years old. There is evident of leakage and possible rot in various locations of the crickets; the nonmetal portions of the overall roof. As soon as we secure contractor pricing we will present them to the Board with our plans/schedule to move forward…
c. At this time I would like to recommend to the Board that the Tahlequah Station, Station 57, be retired and sold. There are no volunteers actively responding out of the facility and actually for the failure of E56, E57 has been moved to Station 58 and temporarily returned to services as back-up to our remaining two front line engines. Should you be in support of this decision I believe a resolution has been prepared for your execution...
d. Last month, in collaboration with Medic 1, we had two carports installed over parking immediately north of Station 55 to protect vehicles from the osprey's daily dropping from their nest in the cell tower.
e. The Training Center renovation is on-going. Status at this time includes:
    i. We are entering agreement on new telecommunications systems and equipment. As a sidebar, this work will be to several buildings within the main campus…
    ii. The bulk of the new electrical work has been wrapped up…
    iii. The bulk of the new network and phone wiring is in place as well…
    iv. For the above items the walls are being sheathed and finished…
    v. The installation of the new wainscot in the large classroom has been started…
    vi. New walls have been installed in the Training Equipment Room…
    vii. Eighteen (18) new PPE racks were secured and have been installed…
    viii. New carpet tile and toilet room flooring orders are being finalized…
    ix. An "L" shaped design for both classroom desks had been agreed upon and the counters have been ordered. They are schedule to arrive around the 17th and will be installed shortly thereafter…
    x. The installation the new projectors are on-going as of this morning ~~two~~ 3 were operational…
    xi. New interior and exterior paint colors have been selected and interior painting has begun. The bulk of both classrooms have been repainted but there is much detail work to be done yet in those rooms as well as the balance of the facility…
    xii. Classroom ceiling mounted cameras are being investigated for installation in both classroom so as to have the ability to record meetings and training presentations…

7. Strategic Planning:
a. I have nothing to specifically report on at this time…

8. Finance Report:
a. In compliance with state law Ms. Weller filed our 2017 Annual Financial Report with the State before the end of May. A copy is included in my package to you…
b. You should also have in front of you a financial summary representing the District's income and expenses through the end of May; representing 41.66% of the year the same percentage benchmark is use to reflect on the budget through the end of May. Overall:
    i. Income is slightly ahead of the benchmark at 48.121%.
        1. I would like to offer that of the estimated transport fees we are slightly behind forecast at 39.147%...

ii. Overall expenses are 5.792% behind May's benchmark at 35.868%
iii. Of the nine budget categories two are exceeding the 41.66% benchmark. The others are sufficiently under budget to allow the overall 35.868% noted. The two over target are:
    1. Training is at 60.604%, and,
    2. Equipment is at 66.633%...
iv. Though half way through the year, and still in good shape I would like to advise/counsel/remind the Board that I have authorized several purchases that were not planned for last year, or within the budget, and do believe that we are likely to go slightly over budget across the next two quarters. Examples of substantial fees not planned include the new car fire prop and the new self-loading/lifting gurneys in four aid cars…
v. As we will have our 'half year standings' for the next meeting I will present the whole itemized budget to the Board for its consideration and questions…

c. You may recall that earlier this year we transferred $400,000 from the General Reserve into the Operational Expenses Fund. For the first tax payment we are moving moneys back to reserve accounts starting with $150,000 into the fleet reserve in anticipation of the new aid car forecasted to be delivered within the next couple of months…
d. Per my communications to you on June 6th the state's Insurance Commissioner's office determined that the ***YourCall*** program was, in their opinion, an insurance product. As we are not certified to offer such a product they issued a Cease & Desist Order. Based on their judgement we have shut down the program in its entirety and are in the process of issuing refunds to the 2018/2019 membership. We will investigate necessary modifications or actions in consideration of re-introducing a similar program, but at this time there no longer is a ***YourCall*** program. I apologies for this change in direction; I thought the program would have been of advantage to the District and the community however the state disagreed with this approach…
e. We have engaged a consultant to represent us in negotiating a new/extended cellular tower agreement with Sprint. We are reviewing the first annotated draft extension at this time and the improvements in terms looks promising…
f. Regarding the District's compliance with RCW 52.30.020 we are in various levels of completion:
    i. Agreements are in place with:
        1. The Airport District,
        2. The Washington State Ferries, and,
        3. Vashon Schools…
    ii. A draft Agreement has been presented to the Cemetery District and they are presenting it to their Board for approval. That draft should be in front of you attached to my report…
    iii. A draft Agreement was presented to Vashon Parks. We are still in active discussions with them and at this time I am unable to forecast an execution date. A draft agreement has been attached to my evening's package in front of you…
    iv. Verbally agreed to in concept, a draft agreement was presented to the Water District #19 the week of July 1st; in support of such I attended their Board Meeting yesterday (10 Jun 18) to answer any questions; the meeting was very collaborative and we look forward to using the agreement as a means of increasing and improving our communications and our working together. The current draft agreement should be in front of you within this evening's packages…
    v. Finally we have had numerous communications with King County with little to no responses. The County is interested in an easement at Station 58 however we have ended any such discussion with Metro pending a better understanding or resolution regarding the broader RCW 52.30.020 topic…

g. Via research and investigations regarding RCW 52.30.020 it has also come to our attention that the Muckleshoot Indian Tribe's 124 acres (+/-) of island properties are tax-exempt. We have started communications with them regarding the possibility of entering into agreement for fire suppression and emergency medical services…

9. Community Engagement:

a. June 1st was First Friday; it was a pleasant evening and I walked the downtown core with my wife before and after dinner downtown…
b. June 8th there was a graduation ceremony for this year's CERT class, TS Brown and I attended the celebration…
c. June 12th I attended the Vashon Park District's Board Meeting. I represented my position with regards to an interlocal agreement regarding their payment for services. I am afraid I did become a bit over impassioned and spoke slightly out of turn in my last rebuttal. The Board has my sincere apologies. The resulting newspaper article is attached…
d. July 6th was again First Friday and I again walked the streets of downtown Vashon. As I am engaged by the public far less than hoped I do not foresee this interface being as regular in the winter months or thereafter in the years to follow…
e. I have been asked to be on the *Morning Scramble* of the ***VoiceofVashon*** on a regular/monthly schedule. Nothing formal has been organized yet but I am in support of the idea as another outlet to keep the public informed of what we are accomplishing…
f. July 10th I attended a 'Community Conversation' meeting with Puget Sound Energy at their Vashon offices…
g. Yesterday I also attended Water District #19's monthly Board Meeting in support of the above referenced draft agreement…
h. The 2017 Annual Community Report has been completed and sent to the printer. With a press check it is our intent to provide you all with a proof at the July 25th Board Meeting. This year it is a much short document and is being mailed to the whole of the island…

10. Miscellaneous & Noteworthy Topic(s):

a. Last month I attend King County and Zone 3 Chiefs' Meeting as well as a Valley Com Operations and SCKFTC Administration Meetings…

Conclusion of Report

Charles H. Krimmert, Fire Chief
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