



Vashon Island Fire and Rescue
10019 SW Bank Road PO Box 1150
Vashon WA 98070 206.463.2405 206.463.2954 fax
www.vifr.org administration@vifr.org



Date: 31 August 2022

Time: Meeting called to order at 1830hrs.

REGULAR BOARD MEETING

Present:

Camille Staczek, Vice Chair (Webinar)
John Simonds, Position (Webinar)
Pamela King, Position (Webinar)
Brigitte Schran-Brown, Position (Webinar)

Absent: Candy McCullough-excused

Welcome: Camille Staczek

Amendments to the Agenda

Simonds Motions delaying voucher approval until new finance manager, Christina Bosch can review it. King seconds. Motion carries 4-0

Simonds Motions we add access to Puget Sound Credit account to new business. Schran-Brown seconds. Motion carries 4-0

Simonds motions adding auditing officer 22-401 to New Business. Staczek seconds. Motion carries 4-0.



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Approval of previous meeting minutes:

July 20, 2022 Minutes: Simonds moves and Staczek seconds the approval of July 20, 2022 meeting minutes. Discussion, vote and motion carries 4-0.

Approval of July 27, 2022 Minutes: Simonds moves and Staczek seconds the approval of July 27, 2022 Board meeting minutes. Discussion, vote and motion carries 4-0.

August 4, 2022 Minutes: Simonds moves and Staczek seconds the approval of August 4, 2022 minutes. Discussion includes correction to minutes that Commissioner King was absent from this meeting. Vote and Motion carries 4-0

Chief's Report: Chief Matt Vinci

Vehicles: Chief and mechanic recommend we surplus six vehicles that are no longer reliable or cost effective to repair, to include an ambulance. Chief requests approval to purchase two 2022 utility SUVs and one 2022 pick up for training. He plans on using a purchasing cooperative, which meets the State auditors bid process requirements and is cost effective.

The six vehicles for surplus will be put out for bid and sale at fair market value through a company that handles national volumes of fire district vehicles.

Discussion on electric vrs. fossil fuel powered vehicles determined the wait time is longer than a year and currently cost prohibitive.



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Administrative reorganization: Chief hired Christine Bosch to serve as both finance and HR manager.

An administrative assistant job description to handle additional office management responsibilities is in development.

A district secretary position would also be re-defined and be appointed to primarily serve the Board. This would be a part-time, confidential position at 15-20 hours per week.

Also, a part-time secretary position will be hired to primarily serve the Board of commissioners.

ATT & T-Mobile: Tower contract. Work on the tower has been suspended by ATT& T-Mobile until the Osprey vacate the nest in early winter. It was noted that Ospreys are now living on both towers and continue to drop sticks/feces onto the parking lot and vehicles. Chief Vince would like to add cleanup of osprey mess into the new contracts.

Helipad lights at sunrise ridge: Helipad repairs are being made, the costs are covered under our facilities budget. Repairs will include installation of helipad lighting.

COVID guidelines update: Currently, per our medical advisors direction we are using level 2 protocols which requires responders test once within their 48 hour shift and masks are not required in the station.



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Personnel: Christina Bosch was welcomed to our team as the new finance manager/HR lead.

Brett Kranjceovich is retiring after 40 years of service as our mechanic and wildland fire fighting coordinator. Brett was thanked for his years of service. He and his family are moving off of Vashon and will be missed.

Mike Bredice began his service as our new mechanic on August 1. Welcome Mike!

The four firefighters in academy have been assigned mentors and all efforts are being made to ensure their success.

Strategic Plan: Chief Vinci has contracted with Dynamix; kick off with the internal team will be September 8; Chief Vinci is requesting a Board liaison to be a part of the team. Dynamix will be scheduling site visits and community meetings.

Simonds moved that commissioner King be the Board representative for these meetings; Schran-Brown seconded. Motion carried 4-0.

Health and Safety: A \$45,000 grant request was submitted to Granny's Attic for a 2-year injury reduction and wellness/fitness program, for our responders and their partners/spouse. Enrollment in such a program improves the health of our members and reduces VIF&R workers compensation rates by 10% annually.



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A \$7k trauma grant has been submitted for a new, state-of-the-art EMS training mannikin.

A VBP/MRC/EOC vaccine clinic will be set up in October for COVID boosters.

Facilities: TCP architects will meet with staff to discuss the best use of space for the station renovation plan.

Training: 3 career firefighters completed the rescue swimmer program. A successful water rescue was conducted this morning on the north end ferry dock in conjunction with WSF. We continue to utilize the South King County training consortium at a cost of approximately \$90 k/year.

Website re-design: We are evaluating contractors and pricing. We want to increase access to public documents and meetings with a goal of completion by November 1, 2022.

Community Engagement: Chief has been to Rotary, Chamber of Commerce, CERT and VHD meetings. SEAMAR plans to pull out of Vashon at the end of the year; Chief Vince is exploring options to help meet the needs for gaps in healthcare that will undoubtedly impact VIFR.

Financials: Chief Vinci is engaging with Ground Emergency Transport (GMT) for medicare funding. This will net us approximately \$300k/year in medicare money.



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2023 Budget Process: September will be the planning phase with presentation of proposal in October and approval in November. Chief and Christina are looking to streamline the budget and make it easier to read/understand.

Ambulance Transport Fee: We are the last agency in the state to make adjustments to the rates; the last rate change was with the implementation of the program in 2018. At present we charge a \$700 transport fee plus 15 cents/ mile. Chief Vinci proposes increasing the fee to meet state average at \$900. for base fee and .21/mile.

Career Staffing: Currently only 9 career staff are handling a heavy call volume; it is very evident how grossly understaffed we are as is evidenced by the tremendous amount of zone one calls backs (Z1cb) we have been getting. Chief Vinci is very concerned about our low staffing and the burden it is placing on existing staff and volunteers.

2022 call volume is similar to 2021 with the same 70:30 ratio
BLS/Fire and other emergencies

We have had 305 YTD off-island transports compared to 255 in 2021. Long hospital wait times and long turn-around times leave the island vulnerable. As well, dock transfers when we are short-staffed are no longer possible due to crew shortages with Tri-med/AMR. Our grosse under-staffing is a priority to fix.



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Recent calls: FFs Tonkin, Steele and Skobel were lauded for the successful rescue of an equine who became trapped by a barn door.

Westside Highway barn/stable fire: We had a large barn and stable fire reported at 0130hrs. with 13 VIF&R emergency responders. Medi-One and KCPD on scene. It was a difficult fire to fight with VIF&R clearing the scene at 1030hrs. No injuries and the adjacent home was protected.

Financials: Christina Bosch reported our monthly expenses at \$2,423,781.84. Reserve at \$1,163,413.22. Details of revenues and expenses will be available upon request or, on the website.

<http://www.vifr.org/>

Christine acknowledges there is a lot of work to do. However, VIF&R revenues and expenses are in good shape.

The commissioners welcomed Christina to the District.

Motions on report items:

Simonds moves and King Seconds, that the surplus request 22.402 for the District vehicles be approved. Motion carries, 4-0.

Simonds moves, Schran-Brown seconds: Chief Vinci to purchase 3 new vehicles: I move we authorize Chief Vinci to join the Arizona Purchasing Cooperative to purchase these three vehicles.” Brigitte Brown Seconds. Motion carries 4-0

Simonds moves, King seconds: that we approve the administrative reorganization as outlined in Chief Vinci’s report. Motion carries 4-0



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Simonds moves, Schran-Brown seconds: that we approve the District Finance Manager's job description and annual salary of \$120k/year. Discussion. Motion carries 4-0

Simonds moves, King seconds: that we approve the job description and annual salary of \$75K/year for the administrative assistant 2 position effective July 1, 2022. Motion carries 4-0

Simonds moves that we approve the job description for the district secretary at \$35-\$40/hr DOE. Discussion ensues. **Motion fails 3-1.**

Schran-Brown moves, King seconds: that we amend the initial motion to state that we approve the job description for the district secretary at a salary rate of \$25.54 - \$35./hr DOE. Motion carries 4-0

King moves that we grant Fire Chief Vinci access and signatory rights to our Community Credit account. Discussion ensues

Simonds amends that we grant Fire Chief Vinci and financial manager Christina Bosch access and signatory rights to our Community Credit account. Amended motion passes 4-0

Simonds moves, Staczek Seconds, that we authorize fire chief Vinci and Financial Manager Christina Bosch access and signatory rights to our PSCC account. Motion carries 4-0



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Simonds moves, Staczek seconds: that we approve resolution 22.401 for the auditing officer. Discussion. Simmonds proposes we appoint the district secretary as auditing officer, with a back-up of the Board vice-chair and chair, respectively. Motion carries 4-0

OLD BUSINESS:

Staczek movess, Simmonds seconds: that we approve the fire chief’s contract as negotiated. Discussion.

Simonds amends the motion: to include Chief’s salary of \$190K/year for a 3 year initial contract. Amended motion: the board agrees to the contract for Chief Vinci for 3 years for a salary of \$190,000 per year. Motion passes 4-0

Good of the order: The crews were thanked for the incredibly hard work they are doing to cover shifts with so much required overtime, and their families were thanked for the support they provide.

There being no further business the meeting adjourned at 2037hrs.

Signed 10/27/2022 _____ 2022

Board Chair DocuSigned by:
Candy McLullough
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District Secretary DocuSigned by:
Camille Stazdek
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