

**VASHON ISLAND FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS**

Minutes

Date: 09/26/2017

Time: 6:30 p.m.

Place: 10020 SW Bank Rd, EOC Room

REGULAR MEETING

1 **Present:** Camille Staczek, Chair
2 Brigitte Schran-Brown, Vice-Chair
3 David Hoffmann, Commissioner
4 Candy McCullough, Commissioner
5 Ron Turner, Commissioner
6 Robert Larsen, Assistant Chief
7 Susan Wolf, Minute Taker

8 **Absent:** Charles H. Krimmert, Fire Chief

9 **Guests:** Stan Voynick, Matt McCann, Andy Johnson.

10 **Amendments to Agenda**

- 11 • Secretary Wolf asks to strike the Updated Wage Scale (which includes represented
12 employees).

13 **Approval of 09/12/17 Regular Meeting Minutes**

14 Motion by Commissioner Schran-Brown:

15 **“I move we approve the meeting minutes of 9/12/17 with Susan’s revisions.”**

16 (Corrected “consortium” to “state” instructors on Line 26 and a typo on Line 9.)

17 **MINUTES APPROVED, 4-0 with one abstention.**

18 **Voucher Approval**

19 Motion by Commissioner Hoffmann:

20 **“I move that we approve the referenced vouchers in Administrative Memorandum**
21 **09.12.2017-1.”**

22 **MOTION PASSES, 5-0**

23 **August Financial Report**

- 24 • A/C Larsen explained that as of end of August or 75% into the year, we’ve received 71% of
25 our revenue. In October, more revenue will come in when property taxes are due. We’ve
26 expended 67.8% of this year’s budget.

27 Motion by Commissioner McCullough:

28 **“I move we accept the August Financial Report as presented.”**

29 **MOTION PASSES, 5-0**

30 **Chiefs' Report**

31 *A/C Larsen:*

- 32 • Chief Krimmert sends his regrets for missing the meeting; he'll be back in town on Thursday.
- 33 • Recruit Academy is in its 10th week with 9 recruits. They went to North Bend (the
- 34 Washington State Fire Academy) for live fire training, which was very successful.
- 35 • We've had 1,125 calls this year; averaging 62 calls less from the 1,201 calls we were at last
- 36 year at this time. Four times since the last meeting, we've had three or more calls within 20
- 37 minutes; two in one day. On one occasion we asked the Medic One medics to respond to a
- 38 Basic Life Support (BLS) call until we could get there, which they did. We have a good
- 39 relationship with Medic One.
- 40 • A question was asked of the Board if it is mandatory for Medic One people to work on
- 41 Vashon. Andy Johnson was in the audience and stated that while it isn't mandatory,
- 42 everyone initially was required to work two shifts on Vashon to familiarize them with VIFR
- 43 and the island. Most medics who work here are people who want to, but some shifts don't
- 44 have enough people. In that case, some are sent here. Medic One is just now getting their
- 45 shift schedules compiled for 2018.
- 46 • A/C Larsen stated that the Medic One program has been very successful. Everyone that's
- 47 come here has been great. There will be an MSO here at the Open House to answer
- 48 questions from the public.
- 49 • We now have a private contract with Mark Radford to conduct run reviews for the District.
- 50 He is also reviewing ESO (the database for calls).

51
52 **New Business**

53 Resolution 17-363 Surplus Equipment

- 54 • Discussion concerned how such aged vehicles could be sold given they have little
- 55 value. After four months of advertising the old E551, it could not be sold to the fire
- 56 service. These items will probably not be advertised to the fire service, but rather to
- 57 the public in an "as is" condition.

58 Motion by Commissioner Schran-Brown:

59 **"I move we approve Resolution 17-373 to surplus the 1978 GMC pump and the**

60 **¾ ton Libby chassis utility trailer."**

61 **MOTION PASSES, 5-0**

62 SOP 2025.2 Wage Scale for Administrative Assistants – 2017

- 63 • Secretary Wolf explained this is the compensation schedule for the non-represented
- 64 office staff. The other wage scale, a complete list of employees with their annual
- 65 salary, is required by the auditor to be Board-approved via motion and recorded in the
- 66 minutes. This is in addition to the collective bargaining agreement and the budget
- 67 being approved. This topic will be postponed until the next meeting so that
- 68 Chief Krimmert may be present.

69 Motion by Commissioner McCullough:

70 **"I move we approve the SOP 2025.2 Wage Scale for the Administrative**

71 **Assistants."**

72 **MOTION PASSES, 5-0**

73 Evaluations

- 74 • Commissioner Schran-Brown looked over the drafted policy and evaluation
75 questionnaires. Susan formatted the policy which is the same as what she
76 (Commissioner Schran-Brown) and Commissioner Staczek created. The updated
77 version is briefer, containing only seven questions. It is written in generic language,
78 references the job description and contains a self-assessment and a peer review.
- 79 • The Board asked Secretary Wolf to send it out to the membership for comment. It
80 can then be voted on at the next meeting.
- 81 • The Chair mentioned that Chief Larsen's evaluation is due.

82 **Old Business**

83 None.

84 **General Comments**

- 85 • The Board asked to be updated on Rick Wallace's team. Someone reported the Rotary
86 meeting was poorly attended. There was a flyer emailed to some staff members, but Susan
87 asked that those emails be sent to her home email address.

88 **For the Good of the Order**

- 89 • The Annual Awards Ceremony will be held the second Saturday in January this year. People
90 asked that it not be held in December. There will be an Hawaiian theme and, if chief
91 approves, we will send out invitations to "save the date" soon.
- 92 • The Annual VIFR Open House is October 7, from 10 a.m. to 2 p.m. Puget Sound Energy,
93 VashonBePrepared, Medic One and Airlift Northwest will be there. We will have a bouncy
94 house again.

95 **Documents Signed**

- 96 • The Board thanked A/C Larsen for "holding up the wall" the past couple weeks in the
97 chief's absence. They also thanked both chiefs and all those who respond.
- 98 • The Chair saw some of the fire training at North Bend and admires all those who go into
99 harm's way.

100 The Chair adjourned the meeting at 6:52 p.m.

101 *The next Regular Meeting will be on Tuesday, 10/10/17 at 6:30 p.m.*
102 *at 10020 SW Bank Rd, Vashon, EOC Room*

Approved this 10 day of Oct, 2017.



Camille Staczek, Chair



Susan Wolf, Minute Taker



Assistant Chief's Report
for the
Fire Commissioners' Meeting
of
12 September 2017

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

1. Overarching Operational Topics:

- a. Chief Krimmert sends his regrets; he is on vacation out of state and unable to be here tonight.

2. Overarching Training Topics:

- a. Recruit Academy continues currently in week 10 with 9 recruits at this time. The class had a successful Live Fire drill at North Bend last weekend. Graduation scheduled for December 9 at the theatre.

3. Service/Call Volumes:

- a. As of 07:30, shift change today, the District has responded to 1125 calls...
 - i. Based on the averaging of last year's calls we should statistically be around 1187, 62 calls higher and in fact on this date last year we were at 1201.
- b. Four times in the past two weeks we have been stacked 3 or more calls deep and have used all available resources to handle the volume including medics responding to BLS calls to assist short staffed or delayed responses.

4. Miscellaneous/Noteworthy Topic(s):

- a. Fleet Operations, we will be asking later in this meeting to surplus the Trench Rescue trailer and Engine 59 as unused equipment.

Conclusion of Report