VASHON ISLAND FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS

Minutes

Date: 10/10/2017
Time: 6:30 p.m.
Place: 10020 SW Bank Rd, EOC Room

REGULAR MEETING

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

Absent: Brigitte Schran-Brown, Vice-Chair (excused)

Guests: Alice Larson, Jojo Weller, Bob Johnson, Ron Smotherman, Jan Milligan, Andy Johnson, Susan Reimer, Matt McCann.

Amendments to Agenda
None.

Approval of 09/26/17 Regular Meeting Minutes
Motion by Commissioner Hoffmann:

"I make a motion we approve the meeting minutes of 9/26/17."

MINUTES APPROVED, 4-0

Voucher Approval
Motion by Commissioner Hoffmann:

"I move that we approve the vouchers of 10.10.2017-1."

MOTION PASSES, 4-0

Chiefs' Report

A/C Larsen:

- Eight applicants were interviewed part-time paid positions; seven moved onto next phase.
- This week, nine will be interviewed for volunteer positions.
- Recruit academy is in its eleventh week.
- Calls for service are at 1,184 so far, with the average last year at 1,253. We had 69 calls more last year at this time. Concurrent aid calls are still an issue. We had two last night at midnight; we had last week two aid calls and a spreading tree fire at same time. It is still very dry outside.

- Last Saturday Fire Prevention Open House was a success if you judge it by the hot dog consumption. Largest crowds in recent memory.
- The state has sent us $25,000 for our mobilization efforts.

Chief Krimmert:

- The chief was sad to announce that our Volunteer EMT Ben Sarb lost his battle with cancer this morning.
- Staffing continues to be an issue as we are seeing a growth of concurrent calls; 20% increase this year over last.
- We are now installing printers in all our aid cars. This assists us in providing information when we need to transfer patients.
- He, Brett Kranjcevich and A/C Larsen are working on an apparatus replacement schedule for forthcoming budget debates.
- The chief will go over financials during the budget discussion tonight. Since we implemented the fee for transports, we've received $13,000 in revenue. Although in September we transported 19, we had to transfer 48 other patients due to shortage of staff. We've received 71% of forecasted revenue; we're at 83% expenses so we are drawing down our operation budget.
- Open House was very successful.
- Chief Krimmert thanked the Board for allowing him time off to attend the fire station architectural conference.
- The public asked when we instituted the fee for transport. The answer was in August, but it was a rough roll-out due to setting the process up. Since this is our first such program, it will take time to forecast.
- The public asked if we ever send people to the National Academy for officer training. It's free registration and transportation; only charge is for meals. B/C Coll, former A/C Brown and former Chief Lipe have gone in the past. The problem is we are so short staffed that to "backfill" (or provide coverage), the overtime costs are high. Last year the overtime expenses were horrific.
- The question was asked if we were drawing down $600,000? The answer was that is correct. There is less in the checkbook.

New Business

Updated Wage Scale

Motion by Commissioner McCullough

"I move that we accept the 2017 employee wage scale."

MOTION PASSES, 4-0

Resolution 17-374 Surplus Clothing Items

Motion by Commissioner McCullough:

"I move we approve Resolution 17-374 surplusing the jumpsuits."

MOTION PASSES, 4-0

Preliminary Budget for 2018

- The chief then gave a presentation of his preliminary or draft budget for 2018. He projected a large spreadsheet (attached) and explained it category by category. He stated it is a process and this is the first draft. The high points were:
- The chief started with the budget from last year and added 3% for inflation. There are basic categories, then more detail in line items. There are columns showing previous years' budgets as well as figures both if the levy passes and if it fails.
- In the past, the beginning cash balances for the reserve account were included.
- The budget expenditures are based on projected revenues. In the past, the actual revenues (from property taxes) were not tracked. For the past two years, even though the budget spending plan was strictly followed and expenditures were less than allowed, the expenses were still $200,000 more than actual income (revenue). So we are going to be tracking critical revenues as well as expenses. Current figures for revenue reflect the latest estimates from the county.
- The chief is removing line items that had to do with Advanced Life Support (ALS) since we no longer own that program, although King County EMS still provides some funds for Basic Life Support (BLS).
- The reserve account for apparatus has $136,000 toward replacing the next aid car, which will cost about $200,000. Reserve accounts for replacing equipment, including Self-Contained Breathing Apparatus (SCBAs) and facilities have zero in them. If the levy does not pass there will be no revenues to set aside. If the levy passes, then there will be approximately $600,000 beyond the budget to set aside in reserves, pay for more staff and begin to chip away at almost $500,000 of deferred maintenance on the buildings and tarmacs.
- Discussion still needs to take place on priorities, decisions on staffing levels if the levy fails, and what stations to sell. Chief Krimmert believes three may be sufficient if we have the people and apparatus to staff them.
- This is a preliminary budget discussion and copies will be made available for the commissioners and those who request them. Keep in mind expense figures may change as priorities are set and decisions made that fine tune the budget further.

Old Business

SOG 2005 Evaluations and Forms

- The guideline was updated, previous versions of different forms were eliminated, and the questions are based on job descriptions. The appendices included a supervisor evaluation, peer review and self-evaluation as well as an appeal and counseling form. The Chief has approved this guideline which will be sent out to the membership.

General Comments

- The Board expressed their thanks for chiefs for putting the budget numbers together.
- A question was asked about the numbers from 2015 in the budget not matching previous versions of the 2015 budget. The chief's team has been researching previous budgets and categories and will meet with that person.

For the Good of the Order

- Question was asked if we were sending flowers for funeral of former Volunteer EMT Ben Sarb. Chief Krimmert answered that a liaison with his family is in place and we're waiting to hear from the family.

Documents Signed

The Chair closed the public meeting at 7:40 p.m. and simultaneously opened it in Executive Session. The Executive Session was held pursuant to RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The Executive Session closed at 7:50 p.m. and the meeting was then adjourned .

The Regular Meeting for 10/31/17 is cancelled.

The next Special Meeting will be on Tuesday, 10/24/17 at 6:30 p.m. at 10020 SW Bank Rd, Vashon, EOC Rm

Approved this 24 day of Oct, 2017.

Camille Staczek, Chair

Susan Wolf, Minute Taker

Assistant Chief's Report
for the
Fire Commissioners' Meeting
of
10 October 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. This week we are interviewed 8 potential candidates for the PTP program.
    b. We will interview 9 potential volunteer candidates, 2 Fire, 3 Support, 4EMT Thursday

2. **Overarching Training Topics**:
    a. Recruit Academy continues currently in week11 with 9 students. Students are currently preparing for the FF1 test next week.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 1184 calls…
        i. Based on the averaging of last year's calls we should statistically be around 1253, 69 calls higher and in fact on this date last year we were at 1283.
    b. We are still answering concurrent calls, last night we had two aid calls off the Island at the same time one transporting to Swedish and one transferring at the dock. Last week there was a transport going on when we were toned to a tree fire that turned out to be a large fire in multiple trees with in 25' of the house and was starting spot fires from the embers being thrown off.

4. **Miscellaneous/Noteworthy Topic(s)**:
    a. Last Saturday was the annual Fire Prevention Week open house and judging by the hot dog consumption it was a great success.
    b. We have received so far this year approximately $25,000.00 for mobilizatons.

Conclusion of Report

Robert Larsen, Assistant Chief of Operations
Vashon Island Fire & Rescue
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Chief's Report
for the
Fire Commissioners' Meeting
of
10 October 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. **Staff/Personnel**:
    a. It is with heavy heart that I must inform the Board that this morning Vashon Island Fire and Rescue EMT Ben Sarb lost his battle with cancer. Respectfully we that lowered our flag to half-mast and put the station bunting in place.
    b. Our staffing and paralleling concurrent dispatch crisis's continue to try the District…

2. **Fleet**:
    a. We are now installing printers is all of the aid cars. We previously installed a printer in A55 to insure better patient documentation, and therefore care, when transfers were necessary; this has worked well and as such we are installing printers in all of the remaining three cars. Yes, this is supportive of the fact that patient transfers are still very much a common necessity…
    b. As you may recall we have agreed that as a component of our annual budgeting efforts an *Apparatus Replacement Schedule* will be reviewed and attached to the budget. We have one in development and will present it at the next board meeting…

3. **Facilities**:
    a. Nothing to report on at this time....

4. **Financials**:
    a. The "*Fee For Transport Program*" (FFT) has started generating revenues for the District. As of yesterday we have secured just short of $13,000 and look forward to the program's growth and greater success. However, serious staffing constraints continue to impact the program; in September we transported 19 patients but transferred 48…
    b. As of yesterday preliminary numbers represent our operational revenues at 71% of forecasted; $2,218,253.32 and our operational expenses at 82% of budgeted or 2,914,302.59. Such represents a drawing down of our operational balance of -$696,049.27. However as a positive note, the second half of tax revenues are due in bulk this month and will reduce this overage…
    c. I have no additional financial topics to bring up or discuss as we are starting our 2018 budgeting work sessions/process this evening...

5. **Miscellaneous/Noteworthy Topic(s)**:
    a. Saturday's Open House was very well attended. It was a very successful gathering and we are discussing expanding the program next year so as to better inform/engage/explain to the community of what we do…
    b. Thank you for the time off last month. The FIERO Symposium was tremendously informative and I look forward to attending it annually…

Conclusion of Report

Charles H. Krimmert, Fire Chief
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