

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

Minutes

**Date:** 11/28/2017

**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 Charles H. Krimmert, Fire Chief  
7 Susan Wolf, Minute Taker

8 **Absent:** Robert Larsen, Assistant Chief

9 **Guests:** Bob Johnson, Gary English, Joe Ulatoski, Jojo Weller, Susan Reimer, Ben Davidson, Ron  
10 and Barbara Smothermon, Matt McCann and Vicki Monterey de Richoux.

11 **Amendments to Agenda**

- 12 • Secretary Wolf adds "Part-time Employees Self-Pay Medical Insurance" to New Business.

13 **Approval of 11/14/17 Regular Meeting Minutes**

14 Motion by Commissioner Hoffman:

15 "I move we approve the minutes of 11/14/17."

16 **MINUTES APPROVED, 5-0**

17 **Voucher Approval**

18 Motion by Commissioner Hoffmann:

19 "I move that we approve the vouchers of 11.28.2017-1."

20 **MOTION PASSES, 5-0**

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22 **October Financial Report**

- 23 • Chief Krimmert presented a new form for the October 2017 monthly financial report. The  
24 good news is that our tax revenue has come in at 102% instead of 82%.
- 25 • The Personnel category is up since the part-time paid started without being budgeted for this  
26 year, so that category is at 90%.
- 27 • Training and Equipment are under budget; supplies a little bit over at 96%. Uniforms,  
28 although a small part of the overall budget are at 122% due to the new part-time employees.

29 We have spent 86% of the budget overall – which is 2.6% over. Now additional items are  
30 forecasted for the new budget which is documented in the dark green column on the budget  
31 spreadsheet.

32 Motion by Commissioner McCullough:

33 **“I move we accept the October Financial Report.”**

34 **MOTION PASSES, 5-0**

35 **Chiefs’ Report**

36 *Chief Krimmert:*

- 37 • He provided his bi-monthly report: For staffing there were five volunteers filling 15  
38 positions - not half of 28-42 positions.
- 39 • The fire academy class is graduating December 9. Another island academy is planned for  
40 January with four recruits.
- 41 • There’s a holiday party also December 9 at 5:00 p.m. graciously provided by Commissioner  
42 Brown.
- 43 • The chief has met with individual members of the Board and he is actively investigating how  
44 we do training here and with the consortium. He intends to see a new model over the next  
45 couple months.
- 46 • Call volume is at 1,388 calls; it was 87 higher last year at this time. He’s reduced budget  
47 income for Basic Life Support supplies from King County EMS due to lower calls.
- 48 • The District is expanding the Part-time Paid program with a second group the first week in  
49 December. We are also in the process of hiring one career person full time and working with  
50 the union regarding a day position.
- 51 • Regarding the Fleet Apparatus Replacement Schedule, the chief intends to consider a new aid  
52 car this year and will get proposals for bids the first of year. In order to see a new engine in  
53 2019, we have to be quick and start designing one now.
- 54 • The plymovent installation in the shop is finished.
- 55 • The budget was modified \$4,000 due to input from all five commissioners.
- 56 • In regards to strategic planning and the public presentation to the Board at the last meeting,  
57 the chief proposes addressing strategic planning in the first meeting of the month and the  
58 financials during the second meeting of the month.
- 59 • The Voice of Vashon radio station has asked us to come on the air and present our new  
60 commissioner, Andy Johnson, together with Brigitte and the chief.
- 61 • All the part-time paid hires are from off island, except one island resident.
- 62 • A question arose regarding the qualifications for part-time paid employees and the chief  
63 responded that they all have FF1 and/or EMT. As far as engines, the plan would be to retire  
64 the oldest one first – which is 26 years old of the three “newest” ones. He would work with a  
65 vendor who provides bid documents. The biggest financial hurdle is to engage the public.

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67 *Comments from the public:*

- 68 • Bob Johnson, who once worked with a fire district, used to go out to the public, visiting day  
69 cares, schools, businesses – voluntarily and offering suggestions. He performed engine  
70 company inspections, which was more about familiarity with the crews. The Fire Marshal  
71 enforces and writes up violations. But the fire district was more informal, like, “Let’s work  
72 together.” The Fire Marshal is code inspection.
- 73 • Ron Smothermon is interested in the strategic plan and asked about the apparatus  
74 replacement schedule. The answer was in order to cycle the trucks and purchase a new  
75 engine every 9 years, they will be running for 27 years and tenders at 24. The youngest truck  
76 would be primary. After 15 years, it becomes the second due (to go out on a call).
- 77 • Gary English explained that the NFPA Standards has 300 standards which are benchmarks.  
78 The enforcement is adoption of building and fire codes. There are others adopted by the state  
79 but not necessarily adopted by local jurisdictions, although the standards are best practices.

80 **New Business**

81 Tax Levy Resolution for 2018

82 Motion by Commissioner McCullough:

83 **“I move we adopt Resolution 17-375 submitting a regular property tax levy in**  
84 **the amount of \$4,397,883 in accordance with county Ordinance 2152.”**

85 **MOTION PASSES 5-0**

86 SOP 1508 Accident Investigation (1<sup>st</sup> Reading)

- 87 • This policy updates how we investigate employee and volunteer accidents to prevent  
88 future damage and injuries. Comments from our members regarding this policy  
89 should be sent to Susan by December 7<sup>th</sup>.

90 WFCM Medical Insurance for Part-Time Employees

- 91 • Secretary Wolf explained that the Washington Fire Commissioners Health Care Plan  
92 notified the district of a change in their policy to allow, with Board approval, part-  
93 time employees to purchase medical insurance at group rates. The part-time  
94 employees would have to pay for the premiums, but if they had other employment  
95 without insurance, this would allow them to buy health insurance.
- 96 • Commissioner McCullough commented why wouldn’t we allow part-time employees  
97 to purchase the insurance? If they pay for it themselves, it won’t affect our budget. It  
98 will also keep them healthy.

99 Motion by Commissioner McCullough:

100 **“I move we approve the part-time employees to purchase medical insurance.”**

101 **MOTION PASSES, 5-0**

102 **Old Business**

103 Budget for 2018

- 104 • Chief Krimmert explained his 10.5 version of the budget.

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- Since one new employee was unable to finish employment, the chief's budget provides for hiring one to replace that one plus one more. We have not been very fluid in engaging with the local to understand what we're thinking. Immediate staff is at three currently; we will have eight (part-time firefighters and/or EMTs) starting soon and some in the onboarding process. The question was asked, if we passed the levy, why weren't we hiring more people, the answer was that it was a five year levy because revenue had been neglected for so many years, it put the district into a deep hole. The District won't get out of it in one year. Training is expensive and people cost about \$125,000 per year, so we are cautiously moving to increase. Personnel division was at 72.6% of the budget last year. This next year it will be at 71.5% - less budget but more people. The intent is to have three full-time career per shift, two part-time per shift plus any volunteers. In 2016 – we had three career; in 2017 two career. We didn't have part-time people, but instead assigned shift coverage with Residents who might not show up. In 2018, it will be more predictable. Seven is the goal. Starting with five is a good start.
  - The part-time people get more hands-on patient contact plus we can hire from that group. We make agreements with volunteers to train them, but the part-time employees are coming here already trained. An EMT can train for firefighting or just be EMTs. The bulk of our calls are medical so EMTs are valuable. Even at fires, we still need EMTs at a fire scene.
  - Two of the eight part-time applicants are EMT only. Besides the crews on staff, we also have Battalion Chief Coll, Assistant Chief Larsen and Chief Krimmert. There's no contract for the part-time paid staff.
  - Answering a question, the chief replied that this District requires firefighters to operate pumps, but support members deliver water to the primary engine.
  - The successful levy is not to be celebrated – we are stabilizing the department and the increased revenue will help us to get out of the hole which we got into over the years.

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*Comment from the public:*

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- These are important answers to explain to the community. The key is open communication. There is an expectation that the fire district will perform. Gary English commented that the public will ask, "Why aren't you putting more people on the street?" How will you get the message out? Or can you cut out or cut down other (items in the budget) to put more people on the street? We have to answer to public perception, what we can do or why we can't do something. The District where Bob Johnson worked hosted PR events. Business consultations were a major focus - they even wore their Class A uniforms representing District 43. Help the public be part of the solution with business CAD plans.
  - People want to know why two aid cars are responding and you may have to explain it again and again.
  - A commissioner talked about bumping up the budget to include more advertising and outreach. One of the challenges is that people understood in the big city they would have 4-6 minute response time. Here on Vashon during 2016, the average aid call response was 7.2 minutes. Maybe more responders could be spread out at another station.

149 *Question from the public:*

- 150 • On the last page of the budget: it shows the budget at \$4.5 million with revenue at \$5.1 so  
151 there is positive revenue in the amount of \$641,000. What will happen with that? Chief  
152 Krimmert answered that part of it will replace the deficit budget from this year. The  
153 operating account will need to maintain a balance of \$300,000 in order to cover payroll and  
154 expenses in-between revenue flows. \$350,000 will go for new stuff – some for deferred  
155 maintenance. It costs about \$125,000 for a new firefighter and we're still recovering from a  
156 deficit, so no rigs for a year or two. They are built to order with certain standards but island  
157 appropriate.

158 *Comment from a Commissioner:*

- 159 • In 2015, we put in for grants of \$400,000 which we won. We are working on grants right  
160 now. When our engines were purchased, it was forecasted that Vashon would become much  
161 more urban than it has proven.

162 *Comments from the public:*

- 163 • It looks like there is a budget to replace the retiring District Secretary. When will that  
164 happen? Chief Krimmert answered that it would be early next year for replacing office staff,  
165 probably someone with a PR emphasis.
- 166 • Folks who have used our services, could explain the service they received and how it worked  
167 for them. A grateful patient was willing to write a letter to the Beachcomber. We need to  
168 create a feedback loop, perhaps by surveying patients – “This is how you said we did, these  
169 are the changes we're making, based on your responses to our survey.”
- 170 • There may be a perception that if the firefighters aren't on a call they aren't doing anything.  
171 Career staff have projects, responsibilities and station duties.

172 **General Comments**

173 None.

174 **For the Good of the Order**

- 175 • Commissioners should be thinking about who they want for a Commissioners' Award.  
176 • Also Chair and Vice-Chair positions are up for election.  
177 • January 9 will be the swearing in for the returning commissioner, the new commissioner and  
178 the new District Secretary.

179 **Documents Signed**

180 **EXECUTIVE SESSION**


181 The Executive Session was being held pursuant to **RCW 42.30.110(1)(g)** To evaluate the  
182 qualifications of an applicant for public employment or to review the performance of a public  
183 employee.

184 The meeting moved from public to executive session at 7:44 p.m. At 7:58 p.m. the Executive  
185 Session closed and the meeting was simultaneously adjourned. No decision was made.

186 The next Regular Meeting will be on Tuesday, 12/12/17 at 6:30 p.m. at 10020 SW Bank Rd, Vashon, EOC Rm

Approved this 12 day of Dec., 2017.

  
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Camille Staczek, Chair

  
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Susan Wolf, Minute Taker



**Chief's Report  
for the  
Fire Commissioners' Meeting  
of  
28 November 2017**

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

**1. Overarching Operational Topics:**

- a. As I have noted at the two previous meetings; a week contains 14 twelve hour shift opportunities for volunteer FF/EMT's. Assume two or three firefighters and/or EMT's working each shift and we have 28 to 42 positions available every week. This week we have five responders filling 15 of the 42 openings...

**2. Overarching Training Topics:**

- a. As a reminder this year's island fire academy's graduation is on the ninth of December, you are all invited...
- b. We are actively preparing to start another island based academy in January...
- c. We are actively assessing the way we go about training overall and are considering system modifications and changes to how we train...

**3. Service/Call Volumes:**

- a. As of 07:30, shift change today, the District has responded to 1,383 calls...
  - i. Based on the averaging of last year's dispatches we should statistically be around 1,470 and the current count is 87 less than where it should be in comparison to last year (+/-)...

**4. Staff/Personnel:**

- a. We are actively in the hiring process for a new career firefighter and four candidates shall be interviewed by the chief staff Thursday...
- b. We are actively in discussions with the Local regarding the creation of a new 'day' position; in addition to the position's primary responsibilities the employee would also be a responder...
- c. In addition to the above career staffing undertakings we are also actively expanding the Part Time Paid (PTP) corps and are starting our second group in

this role a week from tomorrow (06 Dec 17)... We will continue to grow this corps in a calculated manner...

**5. Fleet:**

- a. In support of the *Apparatus Replacement Schedule* presented earlier, we are actively securing input from District personnel regarding the design and layout of a new aid car. It is the chief staff's goal to fix a design, prepare and issue proposals and secure bids that the board can approve a purchase of a new car before the end of January...
- b. With a car under contract we will immediately begin work on the design of our first new engine in over 17 years with the goal of securing a new engine in late 2019 or early 2020...

**6. Facilities:**

- a. The installation of the vehicle exhaust system in the Maintenance Facility was scheduled to be completed today...

**7. Financials:**

- a. In support of the budget documents presented to you last week you should have in front of you the most recent version of the budget (10.5). I was fortunate enough to meet with four of the five commissioners throughout the course of yesterday and this budget is generally being well received and I believe can be approved without much more modification...
- b. Also included within the budgeting document is the District's year to date revenues and spent as of 31 October representing some 83% of the 2017 budget...

**8. Strategic Planning:**

- a. In acknowledgement, and address, of discussions at the last board meeting please be advised that moving forward it is my intent to alternate my reporting on our financial matters with the new to be introduced strategic planning topic. I will report on any strategic planning progress on the first meeting of the month and on our financials on the second meeting of the month...

**9. Miscellaneous/Noteworthy Topic(s):**

- a. The Voice of Vashon, specifically the show Island Crossroads has again asked the District to represent itself on the air, Monday (04 Dec 17) at 19:00. At this time I believe it will be new Commissioner Johnson, Commissioner Schran-Brown and me. This will be the fourth time the District has been on the Voice of Vashon and the third time on Island Crossroads since my taking this position...

Conclusion of Report



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