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**CHIEF'S  
REPORT**

## **Board of Fire Commissioners'**

Meeting of  
**27 April 2022**

Please accept the following information. This report's focus is to provide the Board with an overview of Vashon Island Fire and Rescue, as well as point out noteworthy topics, since the Board's last regularly scheduled meeting.

### **1. Personnel:**

- a. Monday, I accepted the resignation of Firefighter/EMT Cameron Ramus (PTP) who has accepted a career position with Poulsbo Fire Department as a Firefighter/Paramedic. We will miss him and we wish him well...
- b. All so, I am afraid the April has not been kind to the business offices. Ms. Carin Bruce's last day was the fifteenth and Ms. Rebecca Nason has tendered here resignation with the District and also moved on, her last day in the office was the eighteenth. Ms. Paquette has assumed Ms. Bruce's responsibilities moving forward and is doing great. We have not yet found Ms. Nason's replacement...
- c. Regarding replacing Ms. Nason, the Administration has engaged Prothman for its involvement in an executive search for a new Financial Manager / District Secretary. Details of the search are being resolved but we are not anticipating a new manager until late June or early July...
- d. The Administration has also executed an agreement with Prothman for the local and national advertisement of the opening mechanic's position. The supporting timelines for these efforts are also on-going...
- e. Additionally, the Administration:
  - i. Has made conditional offers of employment to the last two candidates of our last firefighter hiring list. They have both accepted and we are processing the offers, paperwork, and necessary on-boarding...
  - ii. Is finalizing volunteer applications, on-boarding, and academy efforts. We are working towards an on-island volunteer firefighter fire academy later this year...
- f. This evening, Prothman has information on the Assistant Chief of Operations position to present to the Board...
- g. Also see additional notes under Board Committee Work: *Staffing Committee...*

### **2. Operations:**

- a. In address of the Board's 30 March 2022 Board Meeting motion of "add a fourth person."
  - i. The current solution has been to provide for a voluntary overtime position on 'the line' for additional career staff; should there not already be a fourth on duty...
  - ii. This system has been in place since April 7<sup>th</sup>...
  - iii. Since the 'fourth position' was created, of the 21 shift opportunities, it has been filled nine times, partially filled twice, and left open 10 times...

- b. In anticipation of the Board defining the District as 'substantial career' for its consideration of RCW 52.33, the Administration is investigating tracking the necessary data so as to report performance against defined standards and goals annually. As it is the Board's charge to establish the nature of services rendered by the District your input is anticipated and appreciated. To date only Commissioner Simonds has provided any input...
- 3. Dispatches:**
- a. As of shift change this morning (07:30) our total call volume for the year was at 434. That is an average of four (3.74) dispatches a day and would suggest a total call volume for the year of 1,366. Both numbers are below averages for the last several years...
- 4. Training:**
- a. May 17<sup>th</sup> will be the District's second quarterly training of the year. It is our intent at this meeting to start sizing first responders for body armor with the aspiration of providing/making ballistic vests a component of our responders' PPE in the near future...
- b. We are finalizing the on-boarding and it appears we will organize a volunteer firefighter academy on the island this year. Class 22-01 is scheduled to start in July and finish in November...
- c. On the 21<sup>st</sup> Chief Coll attended a progress meeting/review of our recruits in the South King County Fire Training Consortium Fire Academy. We are please to advise the Board that both former Part-Time-Paid staff have successfully completed their EMT training and are doing well in their suppression training...
- 5. Apparatus:**
- a. Last week Stryker was here to move the automatic gurney lift from A01 into A06. Having done so A06 has formally entered service as A358. It will be moved to the first due position (A355) as soon as several additional modifications/requirements are addressed. With A06 in service A01, which has served the island for 20 years has been removed from a response role...
- b. Those not specifically elements of the 'fleet,' on the 14<sup>th</sup> we received two new gurneys to replace 14- & 12-year-old beds at the end of their operational life's. They will be assigned to our first and second due cars. The next such replacements are scheduled for 2024 and 2025...
- c. A03 (A356) has had its repairs completed and was returned to service on the 20<sup>th</sup>...
- d. Tenders T03 (T358) is still out of service awaiting parts to replace a water line...
- 6. Facilities:**
- a. In anticipation of comments and/or directions from the Building Committee I have scheduled a call with TCA (Architect of Record (AOR)) for Thursday (28 Apr 22) to discuss next steps and moving forward with regards to the expansion/renovation of the Duty Quarters of Station 55...
- b. Also see noted below under Board Committee Work: *Building Committee*...
- 7. Financials:**
- a. Ironically, one of the exit items on our recent State Audit was the late filing of the 2018 Annual Financial Report; resulting in the direction that we should work to not let such happen again. Well, with Ms. Nason's sudden departure, and the 2021 version of this report being due May 27<sup>th</sup>, I can tell you that the issue is in doubt. I am working to collect and represent the year's data as well as prepare the report before the deadline and will work to get a draft in front of the Board as timely as possible...
- b. The attached spreadsheets represent the end of March's balances and a quarter of the 2022 fiscal year. Please accept the following summary representing the actual revenues, and expenses in relationship to the budget...

- i. The balance of our Operational Funds/Account at the end of March was \$1,539,028.73...
- ii. Revenues were at \$560,294.12 or only 9.455% of those forecasted for the year...
- iii. Expenses were more aligned with targets at \$1,128,221.85 or 21.836% of the year's allowance...
- c. This following nine categories represent our total expenditures for last month:
  - i. *Administration-Business Support:* \$124,838.88 or 26.974% of budget...
  - ii. *Personnel Costs-Wages & Benefits:* \$884,256.08 or 21.803% of budget...
  - iii. *Training Costs:* \$43,853.26 or 27.702% of budget...
  - iv. *Equipment Costs:* \$2,254.56 or 1.824% of budget...
  - v. *Supply Costs:* \$5,872.78 or 20.133% of budget...
  - vi. *Uniforms & Personal Protection Equipment:* \$15,792.69 or 29.069% of budget...
  - vii. *Vehicle & Fleet Costs:* \$9,791.69 or 18.443% of budget...
  - viii. *Building & Grounds Costs:* \$39,265.91 or 18.840% of budget...
  - ix. *Disaster Preparation:* \$2,296.00 or 10.679% of budget...

**8. Contracts:**

- a. Regarding the District's on-going efforts to establish its compliance with the RCW 52.30.020 requiring interlocal agreements for services only one agency continues to be problematic:
  - i. **King County Housing Authority:** This agency remains uninterested/defiant with regards to its legal compliance with the RCW. No progress has been made with this agency...
- b. **Washington State Ferries:** Our contract renewal remains a year plus pass due; we continue to work to secure an Agreement...
- c. **King County Public Health:** Current plans are for the lease to be extended another five year (February 2027) and the rent is remaining at \$900/month. It is our understanding that the matter is being presented to the County Council for approval...
- d. **Spirit/T-Mobile:** There is nothing to report on our current contract negotiations. Their agreement expires next month, we are anticipating its renewal...
- e. **AT&T:** On the 14<sup>th</sup> we discussed the cost associated with an interference issue as well as that of the recent installation of the osprey deterrents and the relocation of their nest. They have agreed to cover the cost to correct the interference with Voice of Vashon. However, we are continuing to discuss the osprey costs as there appears to be some disagreement as to what extent the original nest was removed by their sub-contractor. AT&T is currently investigating the matter further to improve their understanding of the situation...
- f. **VashonBePrepared:** No progress has been made in our mutual efforts to update this standing agreement...

**9. Business Operations:**

- a. Via conversation with our IT Consultant, it has been requested, and highly recommended, that all the Commissioner digitally communicate via an vifr.org email address. For the increased number of public records requests and searches for requested data such action will better ensure that Commissioner communications are open to the public and correctly documented. Should you wish to continue to communicate District business via your personal digital platforms it is requested that you copy all your communications to your Vashon Fire email address at a bear minimum...
- b. In address of Ms. Nason's departure, in addition to the Administration's absorption of numerous accounting responsibilities she performed, we have expanded our financial consultant's (BIAS/Springbrook) role and services in our payroll operations until a new financial manager can be found and brought up to speed with our procedures...

- c. We are continuing to participate in the Labor & Industries' (FIIRE) program to reduce time loss as well as related compensation/insurance coverage rates. My thanks to Chief Coll for carrying the bulk of our engagement and responsibilities for this program...

#### 10. Board Committee Work

- a. In support of the Board's establishment of Board committees, this category addresses the Administration's engagement with these Committees. Currently the Board has the following working committees:
  - i. **Building Committee** (*Commissioners King & Simonds*): I have yet to meet with this committee or members of it with regards to our facilities. However:
    - 1. The Committee members have reviewed their packages on the Station 55 Duty Quarter's expansion. From digital communications this past weekend I believe I have been instructed to carry on with the current design direction for the Station 55's duty quarters...
    - 2. In addition to the above project, the committee was also provided, late last week (22 Apr 22), with a before and after images of Station 56 so as to represent a possible new overall design 'brand' / image for the District's various buildings. It is also my understanding that it is the committee's recommendation that these efforts be started across all of the District's seven buildings...
  - ii. **Staffing Committee** (*Commissioners King & Staczek*): I have not met with this committee or members of it since the last Board Meeting...
    - 1. Anticipating that this Committee will recommend to the Board to follow our legal counsel's opinion to define the District as 'substantial career,' if such action is taken, I would ask the Board to address the other components of RCW 52.33, within their responsibility, so that we may prepare for the presentation of these standards, and our compliance to them...
    - 2. The Administration is reviewing a proposal from the Volunteer Corps regarding a restructuring of the District stipends program to volunteers for their efforts. Is the Committee aware of discussions on this topic and does it wish to be involved?

#### 11. Community Engagement:

- a. I currently have nothing significant to report on...
- b. The release of PulsePoint's coverage of Vashon is being finalized and the current goal is to have it available to all the first week of June which is CPR/AED Awareness Week...

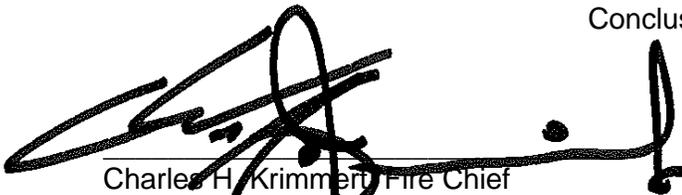
#### 12. Strategic Planning:

- a. I currently have nothing significant to report on.
- b. As the District Secretary was the lead on our efforts to update our SOG's and SOP's we are holding on these efforts pending securing her replacement...

#### 13. Miscellaneous:

- a. On Wednesday, April 13<sup>th</sup> an osprey was seen sitting in the nest atop the new platform north of Station 55. Since then, a pair of ospreys appear to be making their home in the new location...

Conclusion of Report



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