



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



Date: 28 April 2021

Time: 18:30

REGULAR MEETING

Present: Andy Johnson, Chair (Webinar)
Candy McCullough, Vice-Chair (Webinar)
Dave Hoffmann, Position 05 (Webinar)
Brigitte Schran-Brown, Position 03 (Webinar)
Camille Staczek, Position 02 (Webinar)
Charles Krimmert, Fire Chief (Webinar)
Rebecca Pollock, District Secretary (Webinar)
Raechel Ehlers, HR Administrator (Webinar)
Joseph Quinn, Legal Counsel (Webinar)

Absent: Robert Larsen, Assistant Chief of Operations (Webinar)

Welcome

Amendments to Agenda

- District Secretary Pollock requested that Old Business be moved up on the Agenda as Legal Counsel is present then dismiss him for the remainder of the meeting.

Public Meeting moved into Executive Session at 18:34 for 10 minutes pursuant to RCW 42.30.110(1)(i)

Extended at 18:45 for 5 more minutes by Chair Johnson

Extended at 18:51 for 5 more minutes by Chair Johnson

Executive Session ended at 18:57

Decision

- No decision was made.

Approval of 3/31/2021 Regular Meeting Minutes

Motion by Chair Johnson:

"I make a motion that we approve the March 31, 2021 regular meeting minutes."

MINUTES APPROVED, 5-0



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BOARD MEETING MINUTES

Voucher Approval

Motion by Commissioner Staczek:

“I move we approve the referenced vouchers and transfers as detailed in Administrative Memorandum 04.28.2021-1.”

MEMORANDUM APPROVED, 5-0

Assistant Chief Larsen Report:

- *See Assistant Chief's Report*
- Chief Krimmert is on a twice-a-week call with the county regarding COVID response protocols where guidance is changing from rules to discretionary guidance.
- There is some concern, for recent numbers, that the county may be pushed back to Phase 2 in the Governor's reopening plan.
- While 2020 county-wide numbers were significantly lower than traditional norms, 2021 call numbers seem to be coming back to a normal rate except for cardiac calls which continue to be low.

Chief Krimmert Report:

- *See Chief's Report*
- The Disaster Preparation category that is 44%+ over expected 25% of budget due to FEMA required expenditures prior to being able to request reimbursement funding. These monies will be recuperated post-submission.
- Chief Krimmert presents a request to increase the three uncontract Administration employees' annual salaries by 4% to be applied retroactively to January 1, 2021 and to increase their Deferred Compensation Plan employer contribution from 1.3% to 2% to mirror what is being applied to the District's contracted employees.
- Commissioner Schran-Brown asks about the District's plans in selling the Bennedsen house.
- The aspirational value of the Bennedsen house it was bringing to the District when it was purchased has not panned out. It brings four beds for staff working overnight; however, it has been minimally used over the last few years. The District is considering selling the house and putting those beds at Station 355. The funds from its sale could be used towards a renovation/addition of those living quarters.

Approval of March financial report

Motion by Chair Johnson:

“I make a motion that we approve the March 2021 financial report as presented.”

FINANCIAL REPORT APPROVED, 5-0



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New Business

District Performance Evaluation Procedure

- HR Administrator Raechel Ehlers presents the current process of performance reviews conducted by the District through our BambooHR software. A few years ago, the District transitioned from a paper process to this digital process in order to facilitate true performance management and improvement.
- Typical Timeline: Three times a year, peer feedback is requested, the supervisor asks two people to evaluate an employee.
- Then, once a year, from March 16 – April 15, the employee fills out their self-assessment and their supervisor provides their supervisor assessment. These are double blind so neither the employee nor the supervisor can see them until both have been completed and submitted.
- This process allows for increased communication over time and avoids important conversations being held until an evaluation is conducted once a year.
- Next steps would be for the Board to decide whom they would like to provide peer feedback and whether it would like to hear the feedback quarterly during the year or whether it would like the feedback to be collected throughout the year, compiled, and to be heard all at the time of the once-a-year evaluation next year.
- Commissioners McCullough, Schran-Brown, and Johnson support moving forward with this new process and getting into alignment with the rest of the District in completing Chief's Evaluation.
- Commissioner McCullough likes the idea of having a touch point on a regular basis with the Chief regarding performance.
- Commissioner Staczek asks who Chief's "peer" would be.
- HR Administrator Ehlers states that the system allows you to request feedback from anybody that the employee works with, direct or indirect. The Board can decide who it would like to ask (six people) during the year to get feedback from regarding Chief's performance. And it can be anybody within the District in this case.
- The Commissioners will send two names who they think would be objective evaluators to Raechel for her to request feedback for. The feedback will be presented/discussed with the Board and Chief quarterly.

Collective Bargaining Agreements Approval

Motion by Chair Johnson:

"I make a motion that we approve the Collective Bargaining Agreements (CBAs) with Local 4189."

AGREEMENTS APPROVED, 5-0

Monetary Compensation Change for At-Will Administration Employees

- Chair Johnson thought the Chief's suggestions were appropriate, reasonable, and a good idea in recognition of their efforts. Baring any disagreement, Chair Johnson suggests the Chief move forward with these changes.



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BOARD MEETING MINUTES

Chiefs' Contracts Approval

Motion by Chair Johnson:

"I make a motion that we approve the contracts with both Chief Krimmert and Assistant Chief Larsen as agreed to by both parties."

CONTRACTS APPROVED, 5-0

Public Meeting moved into Executive Session at 19:52 for 15 minutes pursuant to RCW 42.30.110(1)(g)

Extended at 20:07 for 5 more minutes by Chair Johnson

Executive Session ended at 20:13

Decision

- The Board has requested that the Chief roll out his District Improvement Plan.

Old Business

Board of Commissioners' Authorities & Responsibilities

Motion by Chair Johnson:

"I make a motion that we change the verbiage of Article 1101, Board of Commissioners' Authorities & Responsibilities, provision 2.2.9 that currently reads "Observe and enforce all rules adopted by the Board and the District" to read "Observe and enforce all parliamentary rules adopted by the Board and the District" in order to clarify the provision."

ARTICLE APPROVED, 5-0

General Comments

- Commissioner Hoffmann would like to thank a Good Samaritan in Olympia who did CPR on Commissioner Hoffmann's father and brought him back.
- Commissioner Johnson adds his kudos to our Thurston County Medic One counterparts for their help in the matter.
- We all wish him well and a speedy recovery.

For the Good of the Order

- Commissioner Schran-Brown asks to be excused from May's Regularly Scheduled Board Meeting.
- Vice-Chair McCullough has been participating in the Congressional Fire Service Institute Symposium this week and next week she will be attending a leadership training as well.



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BOARD MEETING MINUTES

Documents Signed

Adjourned at 20:20

The next Regular Meeting will be on Wednesday, 26 May 2021, at 18:30

Approved this 26th day of May 2021



Andy Johnson, Chair



Rebecca Nason, District Secretary