



Vashon Island Fire and Rescue  
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**CHIEF'S  
REPORT**

## **Board of Fire Commissioners'**

Meeting of

**26 August 2020**

Please accept the following brief overview of the District. Its focus is to complement Chief Larsen's report as well as point out noteworthy topics since the Board's last regularly scheduled meeting.

### **1. Staff/Personnel:**

- a. The pandemic again impacted our staff this month.
  - i. Out of an abundance of caution a member of the Administration did work from home for two days pending test results to confirm a possible exposure to someone with the virus. They tested negative and the employee is back in the office.
  - ii. Out of an abundance of caution a member of our EMT Corps self-quarantined and was tested for a possible exposure to someone with the virus. They tested negative and will be returning to shift work having met protocols.
- b. With regards to on duty personnel, no first responders have been exposed or negatively impacted by the virus since the previously noted dispatch of August 20<sup>th</sup>. The call of the 20<sup>th</sup> also proved to be benign and our responder both completed a two-week quarantine and tested negative...
- c. As of August 10<sup>th</sup>, Chief Larsen is on light duty, until further notice, pending medical clearance regarding an injury/ailment...
- d. In support of our efforts to understand, improve, grow, and better the District the Administration has provided the Board with the results of a recent survey of the volunteer Firefighter/EMT, Firefighter and EMT Corps for your review and consideration...

### **2. Fleet Status:**

- a. The trouble and turmoil in Seattle have struck home. On the night of August 18<sup>th</sup> while returning from a transport to Harborview A05 (A355) was seriously damaged by a cinderblock we believe purposefully thrown at the car from an overpass. Fortunately, no one was injured however the CMU struck the hood and windshield of the car. For the damage to the windshield A05 was out of service for two and a half days. The windshield was replaced on Friday August 21<sup>st</sup> and plans to address the body damage are still under consideration...
- b. We are currently addressing a pump control issue on E06. For this it has been moved into the 'third due slot' out of Dockton's Station 58...
- c. A mock-up of a crane flag harness to support a 12' x 18' flag has been made for Q355; based on it we are proceeding into final design and construction...
- d. A04 was out of service briefly due to a cabin climate control problem, however the problem was corrected quickly, and the car was returned to service within two days...

### 3. Buildings & Grounds Status:

- a. New rubberized sheet flooring has been ordered for the SAR prop...
- b. Additional gear racks have been secured for installation on the west wall of the Apparatus Bay of Station 55 to better accommodate volunteer gear storage...
- c. Station 56 in Burton has been reroofed. Noteworthy to the effort:
  - i. In preparation of the reroofing of Station 56 in Burton the old siren was removed from atop the building and is now in storage behind the Maintenance Facility...
  - ii. Unfortunately, during reroof Station 56 it was discovered that some 20 sheets of underlaying plywood needed to be replaced. We authorized the action to continue the completion of the project...
- d. The Penny Farcy Memorial Training Center was also reroofed...
- e. Next month (September 15<sup>th</sup>) we have an appointment scheduled with the County to discuss the SAR shelter and prop permit requirements...

### 4. Finance Reporting:

- a. Please accept the following overview/summary of the attached spreadsheet representing our 2020 budget. The information within the yellow column represents the District as of the end of July (31 July 20) or 58.333% of the year's working total...
  - i. Our Year-To-Date revenues at the end of July were \$3,045,235.98 or 54.361% of forecasted...
  - ii. Expenses closed at 51.32% of the year's allowance, this represents an under-budget performance of 7.013% below target, however, one category is over target...
    - 1. As a result of unforeseen spending for the pandemic the *Disaster Preparation* category is over its projected budget by 7.367% or \$1,473.45 as of the end of July...
- b. This following nine category summaries are based on the supporting spreadsheet provided. In correspondence with the percentage of expenses our end of July costs total \$2,391,935.34.
  - i. *Administration-Business Support:* \$198,436.78 or 42.379% of budget...
  - ii. *Personnel Costs-Wages & Benefits:* \$1,921,471.63 or 55.612% of budget...
  - iii. *Training Costs:* \$66,934.43 or 40.641% of budget...
  - iv. *Equipment Costs:* \$28,998.30 or 17.727% of budget...
  - v. *Supply Costs:* \$17,203.66 or 35.474% of budget...
  - vi. *Uniforms & Personal Protection Equipment:* \$24,352.26 or 47.088% of budget...
  - vii. *Vehicle & Fleet Costs:* \$17,073.66 or 30.377% of budget...
  - viii. *Building & Grounds Costs:* \$104,324.24 or 44.822% of budget...
  - ix. *Disaster Preparation:* \$13,140.05 or 65.700% of budget...
- c. Plans remain in place to move \$400,000 to reserve accounts. \$250,000 to the Fleet Reserve Fund and \$150,000 to the Facilities Reserve Fund; funds shall be moved later in the year based on available revenues and financial performance in the upcoming months...
- d. For the Board's continuing interest in the development of the Rescue Swimmer program I thought I would provide the cost to date as we prepare to have swimmers in the water from next month on; cost specifically associated to the program's development are being assembled and tracked for future budgeting efforts. As of earlier this week, disregarding all Administrative costs, a sum of \$9,495.01 has been invested into expanding the District's water related services, these costs include:
  - i. *Water Related Personal Protection Equipment:* \$4,074.19
  - ii. *Water Related Equipment Costs:* \$628.77
  - iii. *Training Related Travel & Per Diem Expenses:* \$402.63
  - iv. *Personnel Costs-Wages:* \$4,389.42

- e. With the end of year fast approaching the need to formalize the 2021 budget is upon us and the Board should present its desires and aspirations for the 2021 budget to the Administration for consideration, discussion and/or incorporation...
- f. In support of the above item(s) the current *Working Apparatus Replacement Schedule* has been attached to this report for your information and consideration...

**5. Contractual Efforts:**

- a. Regarding the District's on-going efforts to establish its compliance with the RCW requiring interlocal agreements for services:
  - i. *King County Housing Authority*: My last communications with the Housing Authority were the end of July and the first week of August. We have forwarded them an Agreement and are awaiting their input, comments, or approval. We have yet to come to agreement...
  - ii. *King County*: We continue to discuss the two 'overlooked' properties...
- b. Regarding other significant contractual efforts:
  - i. *Sprint*: There is no progress to discuss or notify you of...
  - ii. *AT&T*: There is no progress to discuss or notify you of...

**6. Business Operations:**

- a. I currently have nothing of significance to report on regarding current/recent business operations and efforts...

**7. Community Engagements:**

- a. August 3<sup>rd</sup> in support of the Senior Center's new AED I gave Center staff an hour overview of the value of an onsite AED and circumstances surrounding their use...
- b. This month we gave permission to the new Vashon Community Council to include the Vashon-Maury Island Community Resources insert from the 2019 Annual Community Report on their web site...
- c. With regards to the on-going pandemic, on Friday, August 21<sup>st</sup>, the Emergency Operation Center's Situation Awareness Branch issued its 100<sup>th</sup> Vashon Situation Report to the community...
- d. DOVE will be meeting with the Administration September 9<sup>th</sup> to discuss, hopefully improve, our protocols addressing victims of domestic violence as well as other related topics...

**8. Strategic Planning:**

- a. The Administration has begun efforts to update the whole of the District's Standard Operating Guidelines & Policy Manual. For the effort it is our primary intent to streamline, consolidate, and clarify the manual overall. It is our intent to start engaging the Board and District personnel in the process before year's end...

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

- a. Earlier this month we opened communications with Director John Taylor of King County's Local Services to discuss responsibilities and authorities during a regional crisis. We have another meeting scheduled for the afternoon of September 2<sup>nd</sup> and based on our conversations we hope to have similar discussion with the County's Emergency Management Director thereafter...

- b. On the 18<sup>th</sup> I wrote County Executive Dow Constantine asking for the County's action or assistance with COVID-19 contact tracing on the Island. This letter was following up on my first request for the MRC's engagement in contact tracing back on May 1<sup>st</sup>...
- c. September 2<sup>nd</sup> I will be interviewed by BIAS/Springbrook Express our accounting consultant. As a panelist, on a Webinar, we will be discussing how our relationship with Springbrook and the use of their software positively supported the District during the early months of my tenure with Vashon Fire...
- d. With a combined total of over 12,000 volunteer hours I would like to again offer a note of recognition and appreciation, as well as our sincerest thanks, to the dozens of volunteers, many approaching six months (12 September 20) of active engagement in the service and protection of the Island during this pandemic...



Conclusion of Report

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