



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

Board of Fire Commissioners'

Meeting of

27 May 2020

Please accept the following brief overview of the District; the focus is on noteworthy topics since the Board's last regularly scheduled meeting.

1. Operational:

- a. The coronavirus or COVID-19 continues to consume god portions of our workdays for the District.
 - i. As of late Tuesday, we are aware of only four documented cases of COVID-19 on the Island. These cases are quite old, and it is probably safe to assume they all have resolved at this time. None of these patients were transported by Vashon Fire...
 - ii. There continue to be regular and standing, as well as spontaneous, meetings with various agencies and groups throughout the day. Our primary engagements are:
 1. Regularly scheduled conference calls (M, W & F) with County EMS/Public Health and the surrounding fire agencies to understand the regional situation and standardization efforts...
 2. Regularly scheduled "EOC Command Overview" calls (M, W & F) at 16:30 to understand the Island situation as well as develop, discuss, plan, and implement objectives for the island, its preparedness, and its recovery...
 - iii. Since the start of the month the District and **VashonBePrepared** has been regularly and actively presenting the public, via social media platforms and printed materials information on the COVID 19 outbreak and ways to protect one's self and minimize its spread...
 1. Via their website **VashonBePrepared** continues to issue regular situation reports specifically for Vashon...
 - iv. PPE is being monitored weekly and our status reported to a regional Fire/EMS coordination team...
 1. To facilitate its tracking all related PPE has been located into two central locations, the Apparatus Bay Medical Closet, and the IT/Communications Room...
 - v. On the 20th of March we made the decision to close Fire District facilities to the public and off duty personnel through the end of the April. On the 29th of April we extend that through all of May. It is our intent to extend these closures again, moving forward in conjunction with the Governor's 'Phased Approach' to opening the State again. At this time that would suggest our facilities opening back up around June 16th...
- b. The Emergency Operations Center (EOC) team remains activated...
- c. The Medical Reserve Corps (MRC) remains activated...
- d. Response protocols continue to be monitored and modified/enhanced from previous norms to protect our responders (and in some cases the public) as well as avoid exposures to the coronavirus...

- e. Daily wellness checks continue to be required for the duty shifts as well as the administrative staff at the start of each day, at a minimum...
- f. Duty personnel continue to wear face masks and practice distancing efforts while working within the Station and Administrative Offices...
- g. Though late Tuesday, none of the patients we have transported, identified with possible COVID-19 symptoms, have tested positive for the virus...
- h. As if the two-boat schedule was not difficult enough, on May 6th all north end ferry service was terminated for a good portion of the day to address maintenance on the Fauntleroy Ferry Dock. Its closure had minimum impact on our operations that day, delaying and prolonging the return of one Aid Car off island at the time of the closure...
- i. For the annual 'flow testing' of our Self-Contained Breathing Apparatus (SCBA's) it has come to the Administration's attention that of the District 42 SCBA's and 84 bottles, units might be missing and unaccounted for. On May 14th, every SCBA and bottle in the District was gathered at Station 55 to be accounted for. Currently one SCBA and one bottle are unaccounted for. Efforts to locate them continue, as well, corrective actions and systems are being established so as to prevent this from happening again...

2. Training:

- a. Fire Recruit Academy Class 20-01 has successfully completed its training however their May 16th graduation ceremony was cancelled. An alternate date of July (18th +/-) is under consideration...

3. Service/Call Volume:

- a. As of shift change this morning, we have seen a dramatic reduction in call volume. Dispatches as of early afternoon yesterday totaled just 497, this suggests a total call volume of 1,296 for the year, a volume that we have not seen so low in over nine years and 240 below last year's total of 1,536...

4. Staff/Personnel:

- a. I am currently unaware of any of our personnel being in quarantine or isolation presently... We are aware of at least two employees having tested for the COVID-19 virus antibodies; one did test positive for their presence...
- b. All on-boarding of volunteers and Part Time Paid staff continues to be on hold pending more favorable conditions and the loosening of pandemic restrictions. I understand some video conferencing interview methods are being tested...

5. Fleet Status:

- a. On the 11th the District made the decision to install isolation between the cabs and the 'boxes' of the last two Aid Cars. The task was completed that same day...
- b. We are in the process of purchasing Boat 45 from Puget Sound Fire it will become Marine 355 and our primary marine unit until a new boat (Marine 356) can be designed ordered and placed in service...

6. Buildings & Grounds Status:

- a. The pit and/or hydraulic lift system in the maintenance shop may be compromised and an investigation is underway to confirm the exact nature of the problem(s)...
- b. Yet again the spring(s) to an apparatus bay door failed at Station 55. This time the door to Medic 9. It was repaired May 13th and is fully operational...

- c. Spring cleaning has been taking place about the main campus and includes some minor repair and construction projects...
- d. Additional work and grounds modifications have been taking place around the training grounds
- e. A resolution to the leaking conduit in the IT/Communications Room of Station 55 has yet to be determined or implemented...
- f. The new flooring projects for the Duty Quarters and the Administrative Wing continue to be on hold pending the resolve of the current COVID-19 outbreak...
- g. Emergency repairs to find and repair the leak into the Station 55 lobby and roof are underway; repairs include new finish materials in Station 55's public lobby on the south and a portion of the east walls and necessary repairs to the roof...

7. 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 April (30 Apr 20) or 33.333% of the year's working total...
 - i. Our Year-To-Date revenues at the end of month were \$1,993,243.88 or 35.582%. Thought above the current benchmark of 33.333% we would anticipate our income approaching 50% for the first of two property tax payments being due...
 - ii. Expenses closed at 28.978% of the year's allowance, this represents an under-budget performance of 4.355% below target...
- b. This following nine category summaries are based on the supporting spreadsheet provided. In correspondence with the percentage of expenses our end of April cost total of \$1,350,625.80.

i. <i>Administration-Business Support:</i>	\$126,367.51	or 26.987% of budget...
ii. <i>Personnel Costs-Wages & Benefits:</i>	\$1,100,186.64	or 31.842% of budget...
iii. <i>Training Costs:</i>	\$26,116.80	or 15.857% of budget...
iv. <i>Equipment Costs:</i>	\$5,293.39	or 3.236% of budget...
v. <i>Supply Costs:</i>	\$12,686.12	or 26.158% of budget...
vi. <i>Uniforms & Personal Protection Equipment:</i>	\$8,268.02	or 15.987% of budget...
vii. <i>Vehicle & Fleet Costs:</i>	\$12,155.62	or 21.627% of budget...
viii. <i>Building & Grounds Costs:</i>	\$57,801.70	or 24.834% of budget...
ix. <i>Disaster Preparation:</i>	\$1,750.00	or 8.750% of budget...
- c. The 2020 budget includes plans to transfer \$850,000 between accounts. This month (13 May 20) I authorized \$150,000 of these moneys to be transferred from our Operational Funds to our Equipment Reserves Funds...
- d. We would like to also advise the Board that for the growing cost exposures of the Rescue Swimmer and Boat Programs the Administration has chosen to create and add BARS Codes to better track these costs and expenses. The new codes are highlighted in blue on the April financial spreadsheet...
- e. Returning to the previously introduced new BARS Code for the pandemic (*Disaster Activation Costs & Expenses*). You will note that is has been left at zero through the end of April. We are working to clarify and define appropriate costs that are specific to COVID-19 efforts made by the District and you will see shifts in BARS Code balances starting in May and they will retroactively address March and April expenses...

8. 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:* We continue to chase down a dialog on this matter and have been in contact with the third-party management firm for the facility. My last

communications with the Housing Authority was on the 19th of May. We are actively discussing the matter however we have yet to come to agreement...

- b. Regarding other significant contractual efforts:
 - i. *Sprint*: There is no progress to discuss or notify you of...
 - ii. *AT&T*: We have advised AT&T's third-party negotiation firm that our consultant (Tower Genius) shall be working on our behalf and we are anticipating discussions starting in the immediate future. At this time, there is no progress to discuss or notify you of...

9. Business Operations:

- a. During the month we have not made any substantial atypical purchases however we have modified two existing agreements:
 - i. ***VashonBePrepared***: In address of ***VashonBePrepared***'s activation and direct engagement in District efforts to inform and support the Island an Attachment B has been executed for attachment to their Agreement...
 - ii. *Systems Design West*: For the COVID-19 and Systems Design West's assistance with HHS's CARES funding we have agreed to a minor increase in fees during the address of the pandemic and the processing/documentation for supplemental funding from the government...
- b. Emergency repairs are being acted on in/for Station 55 in address of an apparent roof leak...
- c. April 30th, we began the purchasing process of Boat 45 from Puget Sound Fire. I understand payment to have been made and we anticipate the title formally transferred to us within the next two weeks...

10. Community Engagements:

- a. On April 30th I had a conference call with the Director of King County Local Services (Mr. John Taylor) regarding representation, services, and assistance for the Island during this pandemic...
- b. On May 1st I attended a virtual ***VashonBePrepared*** Board Meeting...
- c. Also, on May 1st I attended a virtual meeting with County Local Services...
- d. On May 5th I attended a virtual ***VashonBePrepared*** Board Meeting...
- e. On May 11th I attended a virtual VARSA Board Meeting...
- f. A second virtual meeting with the Island's various organizations responsible for the health of the community was held on May 22nd that we might again discuss, consider and/or plan a more unified approach to this pandemic and the Island's overall health and wellbeing as well as foster greater communications across the Island's health care providers. It is again our plan to meet monthly to ensure open communications, the exchange of information and mutual support of the Island's health needs...
- g. The Annual Community Report for 2019 (ACR19) was sent to the printer on May 21st and will be issued to the island community via a bulk mailing to every address on the Island as timely as possible...

11. Strategic Planning:

- a. Earlier this month (07 May 20) I advised you of the status of the Vashon Island Emergency Management Area (VIEMA) Interlocal Agreement and the standing of the organization overall. I would like to ask the Board for their position(s) on the matter...

12. Miscellaneous & Noteworthy Topic(s):

- a. I would like to again offer a note of appreciation as well as our sincerest thanks to the dozens of volunteers, many approaching the third month (12 June 20) of their active engagement in the service and protection of the Island during this pandemic...
- b. As well I would like to advise the Board that our MRC's testing program has been national recognized and was represented on MSNBC and Fox News and reported on by both the New York and Seattle Times earlier this month.
- c. Equally the Community Care Team's emotional and spiritual helpline program is also garnishing recognition well beyond the shores of the Island...
- d. For the efforts of the EOC, MRC, CERT, and community members a COVID-19 the testing site established April 7th is still active and over 70 people have been tested...



Conclusion of Report

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