



Vashon Island Fire and Rescue
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Board of Fire Commissioners'
Meeting of
30 September 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. A member of our staff became symptomatic, tested positive for COVID, and for the test results self-quarantined. However, based on the start of symptoms their illness created an exposure for other personnel...
 - ii. For the above, out of an abundance of caution, and in compliance with County protocol, we were required to direct seven staff (4 Career, 2 Part Time & 1 Volunteer) to both quarantine themselves and be tested for COVID. From the time of their possible exposures, their quarantines were till Sunday the 27th...
 - iii. Four were able to be tested within hours of the definition of the exposure, three of them here on the island thanks to the assistance of the MRC run testing site. At this time, all seven impacted staff have tested negative and can return to work...
- b. Even though the above is yet another quarantining scenario for our District it is noteworthy that only one of our exposures has been work/dispatch related. For the whole of the pandemic, to date, we have only seen one documented COVID positive patient (August 20th)...
- c. I would like to thank and praise Firefighter Davidson for again organizing the September 11th memorial ceremony in front of Station 55.
 - i. Speaking to Firefighter Davidson earlier this month we believe it appropriate that for the 20th anniversary ceremony (2021) deliberate time and planning be investigated. Additionally, the public will be made aware of, and invited to, the ceremony; one of the District's newest annual traditions...
- d. The Administration proudly would like to thank and acknowledge Ms. Ehlers for having successfully secured her certification in Mediation from King County...
- e. Yesterday seven Rescue Swimmers completed their saltwater training. With the approval of the Shore Based Rescue policy tonight the District will be able to engage in rescue swimmer operations...

2. Fleet Status:

- a. I have nothing of significant to report on regarding the fleet...

3. Buildings & Grounds Status:

- a. New asphalt work is being considered for implemented on the training grounds to support its mission.
- b. New rubberized sheet flooring has been secured for installed in the SAR prop...
- c. Additional gear racks have been installed on the west wall of the Apparatus Bay of Station 55 to better accommodate volunteer gear storage as well as Rescue Swimmer equipment and PPE...
- d. Earlier this month (September 15th) we digitally met with the County to discuss the SAR shelter and prop permit requirements.
 - i. It was presented to us that all training on the western most parcel, and perhaps the whole of the campus on the south side of Bank Road, is not allowed by zoning. We are challenging/exploring the County's position...
 - ii. At this time, we are drafting a first response and looking to secure qualifications from architects and engineers to support our response required calculations...

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 August (31 August 20) or 66.666% of the year's working total...
 - i. Our Year-To-Date revenues at the end of August were \$3,103,851.67 or 55.407% of forecasted...
 - ii. Expenses closed at 59.422% of the year's allowance, this represents an under-budget performance of 7.244% 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 6.355% or \$1,270.98 as of the end of August...
- b. This following nine category summaries are based on the supporting spreadsheet provided. In correspondence with the percentage of expenses our end of August costs total was \$2,769,544.62.

i. <i>Administration-Business Support:</i>	\$292,142.76	or 62.391% of budget...
ii. <i>Personnel Costs-Wages & Benefits:</i>	\$2,181,178.30	or 63.129% of budget...
iii. <i>Training Costs:</i>	\$70,007.25	or 42.506% of budget...
iv. <i>Equipment Costs:</i>	\$34,096.35	or 20.844% of budget...
v. <i>Supply Costs:</i>	\$119,514.50	or 40.238% of budget...
vi. <i>Uniforms & Personal Protection Equipment:</i>	\$25,206.15	or 48.739% of budget...
vii. <i>Vehicle & Fleet Costs:</i>	\$21,879.12	or 38.927% of budget...
viii. <i>Building & Grounds Costs:</i>	\$110,916.01	or 47.654% of budget...
ix. <i>Disaster Preparation:</i>	\$14,604.18	or 73.021% of budget...
- c. Funds totaling \$150,000, for the Facilities Reserve Fund and \$250,000 for the Fleet Reserve Fund are planned to be moved next month based on our available revenues and financial performance in the upcoming months...
- d. With the end of year closer, the need to formalize the 2021 budget is upon us. Does the Board have any requests or requirements for the 2021 budget? The current forecasted 2021 budget, included within the attached financial spreadsheets, does incorporate the Administration's goals and thoughts for our discussions across the breath of this month...
 - i. The Administration has asked various District leaders for input on next year's budget and has incorporated those requests, that proved advantageous to the District, into our forecasts and numbers for 2021...
- e. In support of 'best practices' it has been the Administration's counsel that the Board anticipate presenting preliminary 2021 budget numbers for public hearing tonight and at its Board Meetings of October 28th and November 25th. Based on your review and consideration of the public's input the Board can approve and adoption a 2021

Operational Budget at the end of the November Board Meeting allowing the levy and budget requests to be formally filed with King County by the November 30th deadline...

- f. There have been no modifications or changes to the *Working Apparatus Replacement Schedule* previously presented, however, to insure you have a copy for your considerations it was again 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 was the first week of August. Having been over a month without a response, we have asked District Counsel to assist us with moving forward and they have issued a letter on our behalf...
 - ii. *King County*: The County has agreed to add the two 'overlooked' properties to our Agreement's Exhibit A and make the appropriate payments against their buildings and equipment...
- b. The Administration started (24 Sep 20) contract negotiations with Local 4189 to establish a new Collective Bargaining Agreement to replace the current one that expires on December 31st. Ms. Mabee with Summit Law Group is again providing legal counsel for the District during these discussions...
 - i. Both the Local and the District have represented various topics of interest and we are starting on basic language modifications and clarifications. Our next meeting is scheduled for October 15th...
- c. Our annual preventative maintenance agreement with Stryker for the self-lifting gurney systems lapsed last year. We reviewed three various services proposals: all substantial increases from the previous. We have implemented a three-year maintenance program and are now investigating a replacement schedule for our existing gurneys which are 12 years (1) and ten years (3) old, all extending past their industry standard useful service life spans...
- d. It has come to our attention that the vender who has for years done our annual hose and ladder testing appears to have 'closed-up shop'. We are working to secure and schedule a new vender to complete such annually required testing...

6. Business Operations:

- a. On August 31st Ms. Pollock and I had a conference call with Ms. Ehlinger of the State Auditor's Office regarding the scheduling of our 2018/2019 audits. Our 2018/2019 audits will likely be held during the final quarter of this year. As such funds are being included in the 2021 Budget for it, assuming payment will be made next year...
- b. We also reached out to the Washington Department of Revenue regarding the timeliness of securing critical levy information in support of more accurate forecasting for the adoption of our 2021 Budget, however we have yet to receive a response back...
- c. Notifications/advertisements were published for the District's Venders List. The Small Projects List will be advertised early next year...
- d. Earlier this month a Request for Qualifications was published for engineering and architecture firms interested in working with the District...
 - i. We are interested in such services to address our on-going discussions with the County regarding the SAR prop as we as in consideration of investigating the possible expansion of Station 55's living quarters...

7. Community Engagements:

- a. On August 28th, the crew, TS Brown, and I attended a neighborhood 'field day' at Corbin Beach to talk about fire safety and assist them / refamiliarize them in the use of their hose stations.
- b. DOVE and the Administration met, via Zoom, September 17th to discuss, improving our agency's collaboration, our protocols addressing victims of domestic violence, and other related topics...

8. Strategic Planning:

- a. I have nothing of significant to report on regarding our strategic planning efforts...

9. Miscellaneous & Noteworthy Topic(s):

- a. At this time there have been only 21 COVID positive patients confirmed/documented who live on the island. The only hospitalization was in April and we are very fortunate to have not had any COVID related deaths...
- b. Situation Report on the Island's status continue to be issues by the Emergency Operations Center (EOC) Team...
- c. Chief Coll, Chief Larson, and I met with Chief Burke, the new Director of the South King County Fire Training Consortium (SKCFTC) on the 9th to discuss our District's on-going relationship with them and efforts to continue to grow and improve training efforts...
- d. On the 8th we secured a pallet of various PPE components from the County and have integrated them into our reserves...
- e. 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. I had another meeting with Director Taylor, Mr. Wallace, and Mr. Ulatoski September 2nd and based on our conversations we hope to have similar discussion with the County's Emergency Management Director in the immediate future...
- f. With a combined total approaching 16,000 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 seven months (12 October 20) of active engagement in the service and protection of the Island during this pandemic...

Conclusion of Report



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