

**VASHON ISLAND FIRE & RESCUE
BOARD OF FIRE COMMISSIONERS**

Minutes

Date: 01/30/2019

Time: 18:30

Place: 10019 SW Bank Rd, Penny Farcy Memorial Fire Training Center, Large Classroom

REGULAR MEETING

Present: Brigitte Schran-Brown, Chair
Candy McCullough, Vice-Chair
David Hoffman, Commissioner
Camille Staczek, Commissioner
Andy Johnson, Commissioner (phone in at 19:31-20:15)
Charles Krimmert, Fire Chief
Robert Larsen, Assistant Fire Chief
Jojo Weller, District Secretary

FF Ben Davidson

Absent

Pledge of Allegiance

Amendments to Agenda

- Choose 2019 Board Chair
- Choose 2019 Vice Chair
- Choose 2019 Voucher Auditor
- Administration request to move President's Holiday, 18 February 2019, to use either on the day before or the day after Christmas

Approval of 12/27/18 Minutes

Motion by Vice-Chair McCullough:

"I make a motion to approve the 12/27/18 minutes."

MINUTES APPROVED, 4-0

Voucher Approval

Motion by Commissioner Hoffman:

"I move that we approve the referenced vouchers as detailed in Administrative Memorandum 01.30.2019-1."

MEMORANDUM APPROVED, 4-0

Assistant Chief Larsen's Report:

- See Assistant Chief's addendum

Chief Krimmert's Report:

- see Chief's addendum
- Ref 1b- Jim Whitney informed the Chief that there will be no exposure to the District.

- Ref 5a-iii- Commissioners are currently working on dates to meet with Vashon Park District; the Chief suggests arranging a work party of less than quorum from each Board to help with scheduling.
 - A possible date is 19 February
- Ref 9a- Chief will be putting together an executive packet of the YourCall Program to send to Representative Eileen Cody as she was interested to hear more about it.
- Vice-Chair McCullough asks who the replacement is for Mark Larsen to lead the Support group. Bob Smueles is the new Lieutenant for the group.
- Chief informs the Board that he has started a new means of acknowledging members of the District. It began with the bulk mailing of the District's annual community report last year. Chief created an imitation stamp of AC Larsen without his knowledge. The stamp will be reprinted and framed in the station. This will occur every year where the District acknowledges a member. This year it will be Mark Larsen.
- FF Davidson asked about the wall for helmets. The brick wall in the Training Center is the original wall from station 1. Members who have been with the District for 30+ years will have a helmet of their highest rank with a plaque displayed on this wall. There are about a couple dozen members that have 30+ years with the District. Members do not have to be retired. The Chief is looking into types of helmets to be purchased and used for this wall.
- 2018 Employee Compensation Overview- every District member will receive a personalized letter of their compensation overview, see 2018 Employee Compensation Overview worksheet. This includes the total compensation that the District contributes towards the members.

Motion by Vice-Chair McCullough:

“I make a motion to approve the December financial report as presented.”

DECEMBER FINANCIAL REPORT APPROVED, 4-0

New Business

- 2019 Fire Commissioner Compensation Increase per RCW 52.14.010
 - The commissioners may choose to take this new compensation under RCW 52.14.010
- South End Community Clubhouse/Station 57 Letter
 - Vice-Chair McCullough and Commissioner Staczek to work on editing the letter for next Board meeting
- Resolution 19-392 Recognition of Mark Larsen

Motion by Vice-Chair McCullough:

“I make a motion to approve Resolution 19-392 Recognizing the Retirement of Volunteer Lieutenant Fire Support Trainer Mark Larsen.”

RESOLUTION 19-392 APPROVED, 4-0

- Resolution 19-393 Recognition of Ron Turner

Motion by Commissioner Staczek:

“I make a motion to approve Resolution 19-393 Commending Commissioner Ron Turner Upon the End of His Term.”

RESOLUTION 19-393 APPROVED, 4-0

- Administration request to move 2019 President's Holiday to use either on the day before or the day after Christmas. The administration team of three would like to work President's Day and take the day off either before or after Christmas.

Motion by Commissioner Staczek:

"I make a motion to approve the administration to work President's Day and take the day off either before or after Christmas."

REQUEST APPROVED, 4-0

- Choose 2019 Board Chair
 - Commissioner Staczek would like to recommend that Board Chair Schran-Brown continue as Board Chair
 - Chair Schran-Brown agrees to continue
 - No other recommendation was made
- Choose 2019 Vice Chair
 - Vice-Chair McCullough offers to continue as Vice-Chair
 - No other recommendation was made
- Choose 2019 Voucher Auditor
 - Vice-Chair McCullough offers to be Voucher Auditor
 - Commissioner Staczek offers to be Voucher Auditor
 - The Board agrees that Vice-Chair McCullough take the position

Old Business

General Comments

For the Good of the Order

- Commissioner Staczek appreciates Chief's presence with all his community interactions which is good for the goodwill of the community and District. Chief mentions that the communications he's had with members of the community has been exceptional and very supportive.
- The District's Awards Banquet is this Saturday 02 February.
- Evaluations, the Board should be receiving Peer Evaluations for Chief and AC. To clarify to the board, Chief would like to acknowledge that the Peer Evaluations will be destroyed after his evaluation per SOG. Only the Supervisor's Evaluation will be filed in the chiefs' folders.

Documents Signed

EXECUTIVE SESSION

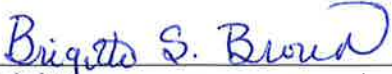
The Executive Session was held pursuant to RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The public meeting was closed and the Executive Session opened at 19:31. The session was extended at 20:01 for 30 more minutes by Chair Schran-Brown. The Executive Session was closed and the public meeting opened at 20:31 for 30 more minutes by Chair Schran-Brown. The Executive Session was closed and the public meeting opened at 21:01 for 30 more minutes by Chair Schran-Brown. The Executive Session was closed and the public meeting opened at 21:31. No decision was made.


Adjourned at 21:32

The next Regular Meeting will be on Wednesday 27 February 2019, at 18:30 at 10019 SW Bank Rd, Vashon, Penny Farcy Training Center, Large Classroom

Approved this 27th day of February 2019



Brigitte Schran-Brown, Board Chair



Jocelyne Weller, District Secretary



Assistant Chief's Report
for the
Fire Commissioners' Meeting
of
30 January 2019

As a brief overview of the District, focusing on highlights since the board's last regularly scheduled meeting, please accept the following information:

1. Overarching Operational Topics:

- a. We currently have 10 personnel in the Part Time Program with the last three beginning the orientation process today and will start shifts tomorrow

2. Overarching Training Topics:

- a. Academy 19-01 is in week 5 with a total of 6 recruits with 4 from VCIFR, 1 from Central Kitsap and 1 self-pay. Graduation is scheduled for May 18 at the theatre. At this point Central Kitsap has 3 and we have 2 self-pays and 2-3 volunteers. At this point Central Kitsap is planning to budget for a total of 10 recruits this year. South Kitsap and Bainbridge Island are interested in placing recruits in 19-02 as well.
- b. We are currently planning a Support Academy for spring of 2019 and have 3 students in the intake process at this point.
- c. The current EMT Academy of four that was scheduled to be complete in late January will be running into mid-February.
- d. The Training Consortium Quarterly training for this quarter was completed earlier this month and included Quint and ground ladder training and a class on tax funding and budget creation.
- e. We are moving ahead with preparations for replacing the search and rescue prop with construction scheduled to begin on April 1st and with completion by July 31st.

3. Service/Call Volumes:

- a. As of 07:30, shift change today, the District has responded to 116 calls this year... a pace that suggests a possible yearend total of 1460..... Last year at this time we had responded to 120 calls. So far this year we have had 15

occasions of multiple calls. Last year we had 248 occasions of having multiple calls for service.

4. Miscellaneous/Noteworthy Topic(s):

5. Conclusion of Report

Robert Larsen, Assistant Chief of Operations
Vashon Island Fire & Rescue
1 206 463 2405 (Office) Extension 302
1 206 940 2618 (Mobile)



Chief's Report
for the
Fire Commissioners' Meeting
of
30 January 2019

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

1. Staff/Personnel:

- a. We were presented with a personnel complaint, from outside the District, on the 4th. HR has performed an assessment of the circumstances surrounding the event and a final report was presented to me yesterday. I am of the understanding that the matter need not advance beyond my position; if true, based on the report, appropriate action will be taken and the matter closed...
- b. Also yesterday I learnt that there is some question as to the retirement funding of two former employees from nearly a decade ago. I have yet to confirm the nature or extent of the issue but wish to advise the Board that there could be a financial exposure for the District...
- c. As a component of our 'First Quarter' training, on the 15th, I presented an overview of District financial and budget/budgeting matters to the whole of the career staff...

2. Fleet Status:

- a. Generally the fleet is in good repair and service...
- b. Unfortunately E-05 (E56) is having problems and we are in contact with the manufacturer and are collectively working to address a "Check Engine" Light. We are working to avoid off-island repairs as we are 'down an engine'. The truck is still operational and in service at this time...
- c. We have made little progress with the design of the new fire engine (E-07) for delays in the manufacturer's receipt of the truck's chassis. For the delay we are now anticipating a May delivery...

3. Buildings & Grounds Status:

- a. We have installed a new HVAC unit for the lobby and former Board Room of Station 55. The existing original unit failed some time ago and we are unable to repair it for its age. The new unit is operational...
- b. We have begun the final design and scheduling work for the new Search & Rescue (SAR) prop. We currently are planning to complete this work between the scheduled 2019 fire academies...

- c. Regarding Station 57, it is my understand that the Board plans to authorize and execute a letter tonight; advising the South End Community Club of the District's efforts and considerations as well as its plans for moving forward...

4. Finance Report:

- a. We are pleased to present the final accountability of the 2018 budget. As it is the final review for the year we have presented each of you the 'line by line' version. In broad overview:
 - i. Overall revenues were 95.668% of forecasted...
 - ii. Overall expenses were 97.49% of forecasted...
 - iii. We completed the year with an operational surplus of \$531,357.31...
 - iv. We completed the year with a 'cash balance' of \$2,248,650.60 across our seven accounts...
- b. The state's audit team completed its assessment of our 2017 accounting practices and summarized their finding with us on the 25th. I am pleased to note that they only noted two minor oversights:
 - i. In the course of securing the self-lifting gurney I did not properly or fully advised the Board that this was a sole provider purchase...
 - ii. We allowed our regularly required advertising for the District's Venders' Lists and Small Projects Venders' List to lapse. We have already corrected this mistake...
- c. Additionally for the success of our last several audits we are moving to a two year review cycle. The fiscal years of 2018 & 2019 shall be audited together in 2020. This combining of audits should save the District approximately \$3,500 per annual audit...

5. Contractual Engagements:

- a. Regarding the District's on-going efforts to establish its compliance with the RCW requiring interlocal agreements for services:
 - i. *Cemetery District*: I am behind in finalizing an agreement for presentation to you for your review, approval, collective signatures and execution. Both Districts are in agreement and I shall get you the contract shortly...
 - ii. *Water District (#19)*: I am behind in finalizing an agreement for presentation to you for your review, approval, collective signatures and execution. Both Districts are in agreement and I shall get you the contract shortly...
 - iii. *Vashon Parks District*: All progress remains at a complete standstill. May I again ask the status of the joint Boards Meeting I understand you to be planning with the Vashon Parks Board?
 - iv. *King County*:
 - 1. We have received a draft ILA regarding suppression and emergency medical services... We continue to be in communications with our legal counsel and them with King County:
 - a. As you are aware I have been in communications with Eric & Joe Quinn. Further, Chief Larsen and I had a conference call with them on the 10th and of the two options offered by Eric we rejected them both and asked them to advance upon a third direction...
 - b. As recently as this morning we are continuing to work on this alternate approach...
 - 2. We understand that the County has made provisions for payment(s) to us in 2019 however as we are still in negotiations we are still unable to forecast these sums, the actual terms or an execution date...
- b. Regarding other open contractual efforts:
 - i. *Sprint*: Sprint has asked us to authorize equipment upgrades however we are planning to advised them that we wish to hold on such improvements pending the resolution of our long outstanding efforts to complete the lease re-negotiations... We continue to

- await news regarding the extension of their existing agreement at the newly requested rent. The current lease expires 01 May 2022...
- ii. *Muckleshoot Indian Tribe*: We have made no progress with regards to an agreement...
 - iii. *King County Metro Comfort Station*: I spoke to Ms. Alyson of King County Metro (07 Jan 19) regarding the status of the County's desire to build a rest stop – comfort station on the southeast corner of Station 58's property. At this time she is investigating a 'fair market value' to offer the District with their request...
 - iv. *Courthouse*: On the 4th I met with King County Local Services Director John Taylor and County Director for Permitting James Chan to allow them to introduce the County's newest division, Local Services, and to discuss their use and access to the Courtroom. For this meeting we have confirmed our new King County contact, with regards to the lease, is Mr. Mark Zandberg and we are in communications with him as to:
 - 1. The resolution of their overpayment of Operational Expenses last year,
 - 2. An adjustment to the monthly Operational Expenses portion of the rent,
 - 3. The start of rent payments, in March, for the Sheriff's Offices, and,
 - 4. New lease terms for Local Services' use of the Courtroom every Tuesday...

6. Business Engagements:

- a. In support of the State's annual audit or Fiscal Year 2017 we have added this section to the Chief's Report so as to better document and keep the Board informed of on-going business and purchasing practices and/or major purchases...
- b. In the course of the month we have engaged in the following agreements and/or purchases via soliciting quotes or use of our Vendors' & Small Project Vendors' Lists:
 - i. *New Heating Unit*: As noted above we secured quotes and selected a vender to install a new heating unit for the lobby and former boardroom area of Station 55...
- c. Additionally we are in the early stages of investigation with regards to:
 - i. We are still actively securing quotes for new chairs and tables for the Training/EOC facility...
 - ii. Various agreements for earthworks and the demolition and/or removal of elements of the existing Search & Rescue prop we are replacing...

7. Community Engagements:

- a. I was heard on *Voice of Vashon's Wednesday Morning Scramble* show January 2nd. We discussed working to do this more regularly and even establish a means for the community to ask questions of me...
- b. On the morning of the 12th I attended the first two hours of a CERT emergency/training drill at Station 58...
- c. On the afternoon of the 17th I attended the monthly MRC Meeting...
- d. On the 23rd members of the District, and Medic One, met with Ms. Wendy Noble and a new island organization working to educate the public on Advance Directives. It was a very successful meeting and I think we will see us partnering with them in the future in support of the community...
- e. We have started the design of the annual Community Report for 2018. This year's report is broader in nature so as to assist in the recruitment process
- f. On the 29th I attended a NERO presentation in support of a new group being planned in the area of Wax Orchard & 267th Lane. I also engaged with a local resident to review his neighborhood and access and address signage in the area...

8. Strategic Planning:

- a. We continue to see the critical need for this report and have started its outline...
- b. Chief Larsen and I have established a new station strategy and are documenting it for the report as well as working towards such with any opportunities that present themselves...

9. Miscellaneous & Noteworthy Topic(s):

- a. On January 24th Commissioner McCullough and I attended the annual Legislative Day for the fire service/industry at the State Capital in Olympia. In addition to various peers we also met with District 34's Representatives Cody & Fitzgibbons and Senator Nugyen to discuss State, regional and local topics and concerns...
- b. Tomorrow I will be returning to Olympia to testify in front of a Transportation Committee with regards to the Washington State Ferries and our relationship with them as well as the potential impact the March 31st schedule changes may have on our services. I have attached the handout they will receive regarding me as well as the outline of the presentation/statements I intend to make to the committee...

Conclusion of Report

A handwritten signature in black ink, appearing to read 'Charles H. Krimmert', written over a horizontal line.

Charles H. Krimmert, Fire Chief
Vashon Island Fire & Rescue
1 206 463 2405 (Office) Extension 301
1 206 300 0952 (Mobile)