



Vashon Island Fire and Rescue
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**Board of Fire Commissioners'
Meeting of
25 March 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. As you should expect the coronavirus or COVID-19 is consuming large portions of the daily workday as well as the weekends.
 - i. As of late this morning, we are unaware of any documented cases of coronavirus on the Island. Rumors abound however and it I fear it is just a matter of time before we see numbers...
 - ii. There are regular and numerous standing communications with various agencies and groups scheduled throughout the day. Our primary engagements are:
 1. Daily conference calls with County EMS/Public Health and the surrounding fire agencies at 15:00 to understand the regional situation and standardization efforts...
 2. Regular planning sessions with the EOC Team at 10:00 to implement plans and related strategies regarding current objectives and the IAP...
 3. Daily "Command Overview" call at 16:30 to understand the Island situation as well as develop and implement objectives for the island, its preparedness and its recovery...
 - iii. Starting the first week of the month the District has been actively presenting the public, via our social media platforms, information on the COVID 19 outbreak and ways to protect one's self and minimize its spread...
 - iv. Via their website **VashonBePrepared** is also now issuing regular situation reports for Vashon...
 - v. On the 20th we made the decision to close Fire District facilities to the public and off duty personnel. This is to better protect our responders', and those they serve's health. This measure will be in place through the end of April at a minimum...
- b. On March 11th we asked the Emergency Operations Center (EOC) team to activation and provide an enhanced level of monitoring of the COVID 19 outbreak on the Island with regular situational reporting...
- c. On March 15th we asked the Medical Reserve Corps (MRC) to also engage in our efforts to protect and prepare the island community...
- d. Response protocols have been, and continue to be, modified/enhanced to protect our responders (and in some cases the public) as well as avoid exposures to the coronavirus...
- e. Medical reporting has been modified to include specific information on PPE and COVID-19 symptoms. With/For this information the County is reviewing all 'coronavirus related call' to address, assist and/or advise of possible responder exposures...

2. Training:

- a. We are continuing with the Fire Recruit Academy Class 20-01. I believe they are in the 13th week of the 18-week effort...
- b. We will not be running a second academy class this year...

3. Service/Call Volume:

- a. As of shift change this morning, we have responded to 297 calls for service which suggests a pace of 1,290 for the year. For the current focus on the health crisis, this represents a very low pace and even suggest a lower call volume than last year which also was a slow year...
- b. During the month we have treated and/or transported several patients with coronavirus like symptoms. Of those tested, County Public Health has not apprised us of any resulting coronavirus exposures to our first responders based on documented PPE protocol requirements...

4. Staff/Personnel:

- a. As of this morning, we have had seven (+/-) reports of coronavirus like symptoms within our ranks, six (+/-) volunteers and one employee, but fortunately no confirmed or positive diagnosis.
 - i. We believe these possible exposures have not been call or dispatch related. Fact for our currently enforced call protocols our greater fear is responders being exposed off duty and becoming ill and not being able to work/pulling shifts...
 - ii. To further support minimizing exposure opportunities volunteers are not currently allowed to meet with or attend to the patients until the responding aid car and crew arrive. This is based on the fact that most volunteer responders do not have radios to receive dispatch short reports and/or PPE advisories...
- b. We have implemented protocols so that all responders reporting for duty check their temperature and confirm they are feeling well before they serve the public...
- c. Thursday the 12th we held interviews for the District Secretary opening and I am pleased to announce that we have made a conditional offer to a very promising candidate who has accepted. Should the remaining testing and investigations go well their anticipated start date is April 1st...
 - i. To facility as easy a transition as possible we are forecasting Ms. Weller's last day sometime mid-April. She is already working limited daily hours during this transition...
- d. Positions have been conditionally offered to two new Part Time Paid (PTP) staff. Should testing and investigations go well they will come 'online' in early May...
- e. Lieutenant Paul Schuster's Celebration of Life has been delayed and a new date has not yet been announced. The District continues to offer its support and assistance to Tracy and a uniformed presence by the District at Paul's memorial is being planned...

5. Fleet Status:

- a. A358 has been modified/stripped down to transport possible coronavirus patients. It is being put into service in this capacity more and more often...
- b. A05 was removed from service in address of concerns for inoperative headphones earlier this month. Further, I authorized it to be sent to Bran Northwest for modifications and repairs. It remains out of service at this time and should be back on the roster by mid-April...
- c. Boat 45/Marine 355 was taken out of service on March 12th and returned to service on the 24th. We are awaiting a purchase price request from Puget Sound Fire in consideration of buying the boat they have lent us pending our defining a new boat program and with it our desired/appropriate new boat design...
- d. We are tentatively planning to send Quint 355 to Lieutenant Schuster's memorial in Alpental...

- e. Additionally, for Lieutenant Schuster's and future memorials we are designing a flag harness and planning to purchase a 'crane flag' (12'x18') for display from the extended Q355 aerial ladder...

6. Buildings & Grounds Status:

- a. Should it be necessary we can/will establish the Benndesen Residence as a quarantine facility for District personnel as feasible...
- b. As a result of the current outbreak the redesign of the supplies and equipment storage areas within the basement of Station 55 will be taken on as a new task and necessity after we emerge from the other side of this virus...
- c. A resolution to the leaking conduit in the IT/Communications Room of Station 55 has yet to be determined or implemented...
- d. The new flooring projects for the Duty Quarters and the Administrative Wing are on hold pending the resolve of the current COVID-19 outbreak...

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 February (29 Feb 20) or 16.666% of the year's working total...
 - i. Our Year-To-Date revenues were well below the end of month target milestone at \$207,809.04 or 3.71% of total forecasted...
 - ii. Expenses closed at 14.369% of the year's allowance, this represents an under-budget performance of 2.397% 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 February cost total \$669,709.19.
 - i. *Administration-Business Support:* \$67,340.55 or 14.381% of budget...
 - ii. *Personnel Costs-Wages & Benefits:* \$536,566.79 or 15.530% of budget...
 - iii. *Training Costs:* \$15,611.40 or 9.479% of budget...
 - iv. *Equipment Costs:* \$3,811.28 or 2.330% of budget...
 - v. *Supply Costs:* \$4,423.06 or 9.120% of budget...
 - vi. *Uniforms & Personal Protection Equipment:* \$4,809.72 or 9.300% of budget...
 - vii. *Vehicle & Fleet Costs:* \$5,207.48 or 9.265% of budget...
 - viii. *Building & Grounds Costs:* \$30,188.91 or 12.970% of budget...
 - ix. *Disaster Preparation:* \$1,750.00 or 8.750% of budget...
- c. The 2020 budget includes plans to transfer \$850,000 between accounts; at this time no funds have been moved...

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:* Since our original reaching out (13 Feb 20) there has been no response. We will work to open communications and secure an agreement...
- b. Regarding other contractual efforts:
 - i. *PSERN:* We have executed and returned a contract (17 Mar 20) with King County in address of the upcoming radio trade of our old stock for the new equipment...
 - ii. *South King County Fire Training Consortium (SKCFTC):* Yesterday I digitally executed a renewal contract for our partnership with and engagement in the consortium...
 - iii. *Sprint:* There is no progress to discuss or notify you of...
 - iv. *AT&T:* There is no progress to discuss or notify you of...

9. Business Operations:

- a. During the month I am unaware of us entering into any unique or new agreements or made any substantial atypical purchases...
- b. Further investigations into insurance billing idea have been temporarily set aside...

10. Community Engagements:

- a. March 9th, I attended the monthly VERSA Board Meeting...
- b. Though late, on March 19th I joined the Isolated Adults Meeting via conference calling...
- c. Plans are being made to present a briefing to all the various governmental and special districts on the island on our current efforts for the Island regarding the coronavirus outbreak. If this briefing is successful we hope to organize others...
- d. Attached is Situational Report 11 (24 Mar 20) prepared for Vashon by the Situational Awareness Team of the EOC for your review and consideration if you are not already familiar with them. These documents can regularly be found via the **VashonBePrepared** web site...

11. Strategic Planning:

- a. I currently have nothing of value to report...

12. Miscellaneous & Noteworthy Topic(s):

- a. Ms. Weller and I attended the Health District Board Meeting of the 12th...

Conclusion of Report



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