

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

Date: 05/29/2019

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
Dave Hoffman, Commissioner
Camille Staczek, Commissioner
Andy Johnson, Commissioner
Charles Krimmert, Fire Chief
Jojo Weller, District Secretary

FF/EMTs Ron and Barbara Smothermon, Raechel Ehlers HR (arrive 19:15)

Absent: Robert Larsen, Assistant Fire Chief

Pledge of Allegiance

Amendments to Agenda

- Accounts Payable Authorized Signature Form
- Resolution 19-395 Appointing Auditing Officers for the Purpose of Authorizing the Issuance of Warrants and Electronic Transactions Prior to Board of Commissioners' Approval

Approval of 04/24/19 Minutes

Motion by Commissioner Staczek:

“I make a motion to approve the 04/24/19 minutes.”

MINUTES APPROVED, 3-0

VICE-CHAIR MCCULLOUGH AND COMMISSIONER JOHNSON ABSTAINED, 2-0

Approval of 05/08/19 Minutes

Motion by Vice-Chair McCullough:

“I make a motion to approve the 05/08/19 minutes.”

MINUTES APPROVED, 5-0

Voucher Approval

Motion by Vice-Chair McCullough:

“I move that we approve the referenced vouchers as detailed in Administrative Memorandum 05.29.19-1.”

MEMORANDUM APPROVED, 5-0

Chief Krimmert's Report:

- see Chief's addendum
- ref 2b- It is academy class 19-01 not 18-01; Chair Schran-Brown congratulates Commissioner Staczek's son Jason Staczek in graduating as a FF.
- ref 5b- Vice-Chair McCullough thanks Chief for reevaluating the needs of the District and moved to change the schedule back to four engines.
- ref 6b- Chair Schran-Brown asks if the other doors were tested. Chief states that the doors are annually tested. When the compromised door had its annual test there was no immediate concern that the District overlooked something.
- Ref 7iii- Ron Smothermon asks how much the new engine costs. Chief answers 410K and the new engine design changed back to the idea of urban interchange.
- ref 8ai and 8aii- these contracts are in kind service
- ref 8c-
 - The Chief is considering an annual mailer and/or more activity with the Beachcomber for example include Fire Tips.
 - Chair Schran-Brown asks who regulates the use of fireworks.
 - Chief comments he committed to Ron to find out from county on who is responsible for this and connect him and other people to this person/agency. He will start with Ryan who is Vashon's representative with the fire marshal's office.
 - Vice-Chair McCullough explains that the fire marshal's office decided in the last many years to give each District the decision making to regulate fireworks in their jurisdiction. However, this does not mean that Vashon Fire can ban fireworks. The District will have to lobby this idea to the fire marshal and get the process started.
 - This idea would affect individual use of fireworks not the professional displays.
 - The Board can present this opinion to the county for next year's directive.
 - Ron supports this idea. He has written a letter to the Beachcomber in February after the Paradise fire in northern California. Vashon has limited fire resources and there a lot of people who travel to Vashon to celebrate 4th of July to set off their own fireworks. What is the Board's stance on fireworks? It's too late to lobby to ban fireworks for this year but can the board utilize the message boards on the island as safety reminder? It might be worth the money to invest on renting the message boards for 4th of July and place them on the north and south ends as people drive off the boats to remind them that it's dry and to be mindful when they set off fireworks. Another thing to think about is enforcement for next year and how to help fund this. Banning fireworks will not have impact if you cannot enforce it.
 - The Board supports this idea and will work on a letter to the fire marshal for next year's fireworks. It's time to ban personal use of fireworks as Vashon has limited access and fire resource and an overabundance of travelers come to the island to set fireworks off. These visitors do not have a home on the island and cannot know the danger they are exposing the residents to.
 - Commissioner Hoffman notes that he read an article on one of the Vashon sites that Gabriel Felix wrote who is the fireworks stand owner. He donates money to Vashon Island Pet Protectors as he understands the noise can scare the animals. We should get his ideas on this.

- Vice-Chair McCullough agrees that Gabriel tries to be responsible and is conscientious about the noise and stopped selling the big ones that make a lot of noise however it doesn't mean that the people traveling to Vashon don't bring these big fireworks with them.
- Comments were made on the pollution it creates in the water and the litter along Quartermaster.
- The Board will draft a letter and the Chief will get a contact for the Board and work on logistics for message boards to be placed at the north and south end. He will also engage Voice of Vashon. Chair Schran-Brown offered to work with the local businesses to use their message boards.
- Ref 12b- the Board agrees that the fire department should have a bigger presence

Motion by Vice-Chair McCullough:

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

APRIL FINANCIAL REPORT APPROVED, 5-0

New Business

- Accounts Payable Authorized Signature Form
 - Expedite warrants prior to Board approval
 - Same approvers as last year which are Jojo Weller, Chief and AC Larsen
- Resolution 19-395 Appointing Auditing Officers for the Purpose of Authorizing the Issuance of Warrants and Electronic Transactions Prior to Board of Commissioners' Approval

Motion by Vice-Chair McCullough:

“I make a motion to approve Resolution 19-395 to Appoint Auditing Officers for the Purpose of Authorizing the Issuance of Warrants and Electronic Transactions Prior to Board of Commissioners' Approval.”

RESOLUTION APPROVED, 5-0

Old Business

- Coffee With Commissioners
 - Special meetings for first Wednesdays of each month in addition to regular meetings to accept public comments and no decisions will be made.
 - Vice-Chair supports this idea and questions why no decisions will be made. DS Weller states that the intent of this meeting was to keep business separate and allow the public to come in to have a conversation with the Board.
 - #3 point should say Discussion; The Board will work on the last paragraph to make it more encompassing.
 - Barbara Smothermon suggest that rather than keep the agenda open to have a topic or two to talk about to get the conversation started.
 - Chair Schran-Brown would like everyone to look at this draft and email thoughts and comments to her and Jojo. The goal is to have this done by the latest 15 July.

Motion by Vice-Chair McCullough:

“I make a motion to approve Special Meetings for the first Wednesdays of each month in addition to Regular Meetings.”

MOTION APPROVED, 5-0

- Leadership Training
 - Looking to engage Chief Walkowski
 - Raechel has been looking at other communication training in addition to leadership training with one of them forwarded from Vice-Chair McCullough
 - Chief reminds the Board that there will be other paths to pursue in addition to leadership training as different members of the District are at different paths of their training. We need to look at multiple paths. Chief Walkowski's offer for a price is "dinner for my wife now and then". Which are pretty good terms and the other agencies seem pricier.
 - Vice-Chair McCullough agrees to continue to reach out and look for other alternatives and offers her services to also look for resources to forward to Raechel. She thanks Raechel for her efforts in this exploration.
 - Chair Schran-Brown asks about the budget for this. Chief mentions that there is a budget line for professional services expenditure, and he will all also go through the entire budget to see where the fund can come from.
 - Chief shares that Chief Walkowski is very active in the wildland fire efforts and so we will not see a lot of him during this season.
 - Chair Schran-Brown mentions that Chief Walkowski is willing to send a proposal of his schedule and where he would like to start. Vice-Chair McCullough responds to say that once that is sent to the Chair, Chief or Raechel that it be forwarded to the Board. To follow up with this is to have a Board meeting with Chief Walkowski. She would like this done as soon as possible and not wait until the end of the summer.
 - Chief suggests that we invite Chief Walkowski to one of the quarterly training when the whole staff is at the District.

General Comments

- Commissioner Staczek comments that this has been a really productive meeting and appreciate input from the Smothermons and the Chief.

For the Good of the Order

Documents Signed

EXECUTIVE SESSION

The Executive Session was held pursuant to RCW 42.30.110(1)(f) **To receive and evaluate complaints or charges brought against a public officer or employee.** However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge.

The public meeting was closed, and the Executive Session opened at 20:03. The session was extended at 20:18 for 25 more minutes by Chair Schran-Brown. The Executive Session was closed and the public meeting opened at 20:43 for 20 more minutes by Chair Schran-Brown. The Executive Session was closed and the public meeting opened at 21:03 for 15 more minutes by Chair Schran-Brown. The Executive Session was closed and the public meeting opened at 21:18. Two decisions were made.

Motion by Vice-Chair McCullough:

"I make a motion that the commissioners have received investigative report dated May 29, 2019 by Elizabeth A. McIntyre of Law, Layman, Daniel, Kamerrer and Bogdanovich

P.S. Attorneys At Law. All five (5) commissioners have reviewed the report findings and accept the report without waiving attorney client privilege.”

MOTION APPROVED, 5-0

Motion by Vice-Chair McCullough:

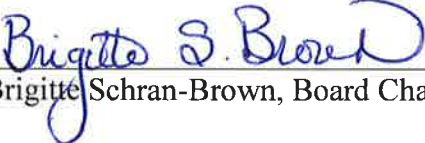
“I make a motion that Chief Krimmert will develop a personal improvement plan to include aspects of anger management and mentorship. Bring AC Larsen back to work as soon as possible.”

MOTION APPROVED, 5-0


Adjourned at 21:23

The next Regular Meeting will be on Wednesday 26 June 2019, at 18:30 at 10019 SW Bank Rd, Vashon, Penny Farcy Training Center, Large Classroom

Approved this 26th day of June 2019



Brigitte Schran-Brown, Board Chair



Jocelyne Weller, District Secretary



Chief's Report
for the
Fire Commissioners' Meeting
of
29 May 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. Operational:

- a. I have no specific operational issues to discuss this evening...

2. Training:

- a. Today all career personnel were scheduled to attend the District's second of four scheduled quarterly trainings. Training was focused on boat operations in the morning and low to medium angle rope rescue/operations in the afternoon...
- b. Academy Class 18-01 graduation May 18th at the Vashon Theater. The class added new volunteer firefighters to our corps and saw one of our part time staff expand their skill set to include firefighting...

3. Service/Call Volume:

- a. As of shift change this morning (07:30) we have responded to 625 dispatches. This pace suggests a year-end total of 1,531 calls. Last year's total call volume was 1,748 so at the current pace we are forecasting over 200 less calls than in 2018...
- b. I do not have the current status of simultaneous/multiple call events but they continue to test us; just yesterday we had three aid cars off the island concurrently with chiefs staffing the fourth...

4. Staff/Personnel:

- a. May 7th, following the monthly Operations Meeting, I met with the Captains to discuss various aspects of the District, their roles and the continued growth and improvement of the District...

- b. I continue to be on Jury Duty and though I have been in the office over the last several days I will be in court again tomorrow. The conclusion of the case continues to be forecasted for the end of next week...

5. Fleet Status:

- a. At this time I believe everything is completely operational...
- b. As you are aware, both 'front line'/'first due' engines are 19 years old and both appear to be requiring service more and more regularly for various issues. For these concerns and the difficulty of maintaining three engines 'on the line' we are reevaluating the need to keep four active engines on the replacement schedule. Attached to your monthly financial overview you will find the latest draft *Apparatus Replacement Schedule* reflecting this; this document is for your information, consideration and any input you would like to offer...
- c. I have nothing specific to share with you regarding the on-going construction of our new engine (E-07)...

6. Buildings & Grounds Status:

- a. The bulk of the SAR prop is framed out and work is on-going...
- b. Station 55's apparatus bay door was repaired April 30th and is again fully functional...
- c. We entered agreement on the 2nd of May with a realtor to represent us and placed Station 57 on the market yesterday. We have received an offer we are interested in and unless the Board wishes to stop me, I am advancing with it...

7. Finance Reporting:

- a. Attached please find the 2019 budget's revenues and expense through the end of April. We have presented the budget in its entirety for your review and better understanding of our current position. In summary:
 - i. Overall revenues were at 42.411%, well in advance of April's benchmark (33.333%) and four times April's 10.52%. The dramatic increase in revenues is understandable as the first of two annual property tax payments were due...
 - ii. Overall expenses were at 30.105%, just 3.228% under the month's benchmark...
 - iii. Of the four planned fund transfers to reserve accounts we have made the first; \$450,000 to the fleet fund in anticipation of the new engine costs...
 - 1. Of these funds we have issued our first payment against the new engine's chassis, for some \$94,000. This payment will be reflected in May's budget statement...
- b. Though expenses overall are 3.228% under the 33.333% benchmark three categories continue to remain over budget goals, they are:
 - i. *Uniforms & PPE's* tracking dropped from 2.949% to 1.466% over budget and it is anticipated the category will be back on track during the remainder of the second quarter...
 - ii. The *Equipment* budget is at 60.251% of total. Previously 33.477% over budget it has dropped 6.559% to 26.918% over benchmark. This category will be a challenge for the remainder of the year; previously planned purchases may have to be delayed or abandoned for this fiscal year...
 - iii. Our *Fleet* costs are at 51.58% of total budget; an actual increase; up 0.855% from 17.392% to 18.247% above April's 33.333% benchmark. These overages are problematic and will have to be monitored; however should necessary repairs continue to be required it may be difficult to return this category to its budgetary goal...

8. Contractual Efforts:

- a. Regarding the District's on-going efforts to establish its compliance with the RCW requiring interlocal agreements for services:
 - i. *Cemetery District*: A final version has been forwarded to the cemetery district for review, approval and execution. With its return we will present it to this Board for signature...
 - ii. *Water District (#19)*: A final version has been forwarded to the water district for review, approval and execution. With its return we will present it to this Board for signature...
 - iii. *Vashon Parks District*: As I advised you on the 8th the Parks District is no longer interested in advancing upon the previously discussed services in lieu of payments idea and is not interested in discussing an agreement at all until they are appraised of our contract agreement with King County...
 - iv. *King County*: We are in receipt of a County response/position on our attorney's letter of 25 April 2019. Our response has been elevated and we are now directly communicating with Executive Dow Constantine...
- b. Regarding other open contractual efforts:
 - i. *Sprint*: I have recently (08 May 19) been in communications with our tower consultant and though we are not yet in agreement regarding a 'renewal bonus' we appear to be approaching agreement on a new, increased, monthly rent with a 15 year contract extension. We anticipate formalizing the new agreement in the immediate future...
 - ii. *Muckleshoot Indian Tribe*: I have nothing to report upon...
 - iii. *King County Metro Comfort Station*: I have nothing to report upon...
 - iv. *AT&T*: Approaching a conclusion with Sprint I will be advising AT&T that their contract will expire in some 30 months (November 15, 2021); both to remind them of this fact as well as allow sufficient time for the negotiation of its extension should they be interested...

9. Business Operations:

- a. In the course of the month I do not believe we entered into any unique or new agreements or made any substantial atypical purchases...
 - i. In support of normal operations we did renew/secure replacement batteries to the UPS for Station 55, and started replacing the MDT's in our vehicle with new updated and more versatile units...
- b. Additionally we are investigating and/or preparing to enter agreement(s) with regards to:
 - i. *Training Center New Furniture*: We are now investigating new office chairs for the Administrative offices and the Board...
 - ii. *Generator Maintenance & Testing*: We continue to investigate securing a vender to maintain and test the District's five generators to insure readiness when called upon...

10. Community Engagements:

- a. On May 9th, in support of PSERN's efforts and the construction of a new tower on the island I attended a public meeting they sponsored for the surrounding neighborhood to discuss the program and tower they intend to raise in the area of 188th...
- b. Sunday, May 19th, I attended a NERO meeting on Maury Island...
- c. May 21st Chief Kranjceovich and I met with a group of concern community members regarding wildland fires and educational information on such for the island. Additional work on these topics is on-going...
- d. Yesterday evening I attended another NERO meeting in the Burton area...
- e. Tomorrow, at the Duty Officer's discretion, and based on dispatch responsibilities, District personal and apparatus will be involved in a celebration of the State Championships won by the island's high school age boys' soccer and lacrosse teams...

11. Strategic Planning:

- a. Regarding our future/strategic planning I have nothing of value to report on at this time...

12. Miscellaneous & Noteworthy Topic(s):

- a. Friday, May 24th, Ms. Ehlers, Commissioner Schran-Brown and I met with East Jefferson's Chief Jim Walkowski to discuss leadership, communications and organizational training on such topics for the District...
- b. Monday, May 27th, I attend the annual Memorial Day ceremony at the cemetery...
- c. The 2018 Annual Community Report has been printed and it is our intent to pick up the reports and see to their island wide mailing before the next Board meeting...



Conclusion of Report

Charles H. Kimmert, Fire Chief
Vashon Island Fire & Rescue
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