



Vashon Island Fire and Rescue
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206.463.2405 www.vifr.org

BOARD OF FIRE COMMISSIONERS
REGULAR MEETING MINUTES
MAY 31, 2023

The Board of Fire Commissioners met for a Regular Board Meeting on May 31, 2023, at the Penny Farcy Training Center located at 10011 SW Bank Road, Vashon, WA 98070. Chairperson King opened the meeting at 6:30pm with Commissioners Staczek, Brown, McCullough and Whitney present. Others attending the meeting were Fire Chief Vinci, Finance/HR Director Bosch and Administrative Assistant Paquette.

Agenda

Commissioners Brown and Staczek moved and seconded to approve the agenda as presented. Motion carried unanimously.

Commissioner McCullough remarked on the Memorial Day Ceremony, stating that it was respectful of those who gave their lives in service of our Country.

Correspondence

The Board reviewed the following correspondence:

- None

Executive Session

It was decided that an Executive Session was not needed.

Approval of Meeting Minutes

- Commissioners Brown and McCullough moved and seconded to approve the Special Board meeting minutes of April 20, 2023, as presented. Motion carried unanimously.
- Commissioners Staczek and Brown moved and seconded to approve the Special Board Meeting minutes of the April 25, 2023, as presented. Motion carried unanimously.

Expenditure Approvals

- Commissioners McCullough and Staczek moved and seconded to approve Administrative Memorandum 23.05.01. Motion carried unanimously.
- Commissioners McCullough and Brown moved and seconded to approve Administrative Memorandum 23.05.02. Motion carried unanimously.

Chief's Report

Division Chief McDonald reported on the following:

- The timeline and budget for Mobile Integrated Health.
- Vector scheduling.
- Reviewing current district policies and Standard Operating Guidelines.
- Run card processed for emergency responses.
- Incident Reporting reviews.

- New radio operations.
- SCBA Fit Testing.
- Professional development for current staff.

Division Davidson reported on the following:

- Fleet needs.
- Facilities/Grounds needs.
- King County Fire Training Consortium operations.
- Training requirements for paid staff.
- Volunteer needs in regard to training.
- Community Risk Reduction Program Operations.

Chief Vinci reported on the following:

- A Conditional Offer was presented to a District Secretary candidate; however, she declined the offer due to personal reasons. The staff will regroup and come up with another plan for hiring for this position.
- The public CPR classes continue to be well received. So far, all classes have been full.
- The district received a grant in the amount of \$3,554.00 from the Medic One Foundation. The money will be used to purchase equipment for the CPR/AED training program.
- The district plan for Mobile Integrated Health will be presented to the County on July 26, 2023, for a November 1, 2023, implementation date. Insurance coverage is currently being researched, as is the sourcing of a vehicle for the program.
- Due to cost limitations, the Station 55 remodel plan had to be scaled back a bit. More information will be shared as the plans become final.
- The district has hired a commercial company to perform an appraisal for Station 59 and the Courthouse.
- Additional *Coffee with the Chief* public events has been scheduled throughout June and July.
- The staff is currently researching options for new ambulances. As this time, it is anticipated that the new aide cars will be diesel, as they are better for the environment and tend to last longer.
- The staff is moving forward with the plan to staff Station 56 (Burton) if they Levy Lid Lift is approved by voters.

Finance Director's Report

- Finance Director Bosch itemized the cash balances in each fund, noting that all budgeted transfers from the Expense Fund into the Reserve Funds have been completed for the year.
- A new process to perform internal monthly audits of the district's ambulance billing reports has been established. This will ensure accuracy of patient accounts, payments received and outstanding balances.
- Commissioners Brown and McCullough moved and seconded to accept the March 2023 Treasurer's Report with the Cash Flow Statement. Motion carried unanimously.
- Commissioners Brown and McCullough moved and seconded to accept the April 2023 Treasurer's Report with the Cash Flow Statement. Motion carried unanimously.

New Business

Appointment for “Against” Committee Members for August 1, 2023, lid lift levy.

After the last Board Meeting, but before the deadline established by King County Elections, a citizen came forward requesting to be appointed to the “Against” Committee. Commissioners Brown and McCullough moved and seconded to appoint Scott Harvey to the “Against” Committee for the August 1, 2023, Levy Lid Lift. Motion carried unanimously.

2022 Annual Report

The 2022 Annual Report was presented to the Board. The report was filed with the Washington State Auditor on May 24, 2023. Commissioners Staczek and Brown moved and seconded to accept the 2022 Annual Report as presented. Motion carried with Commissioner McCullough abstaining, stating that she had not had the time to review the report.

Old Business

- None

Public Comment

- Commissioner McCullough stated that she was very impressed with the staff’s participation in the Memorial Day service at the cemetery.
- Commissioner McCullough also congratulated Division Chiefs Davidson and McDonald.

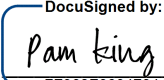
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- None were offered.

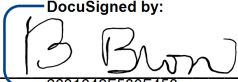
With nothing further to come before the Board, at 7:47pm a motion was made and seconded by to adjourn the meeting Regular Board Meeting of May 31, 2023.

The next regular meeting will be June 28, 2023, at 6:30pm.

Approved:

Board Chair:  _____
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Date: 7/3/2023

Vice Chair:  _____
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Date: 7/5/2023