



Vashon Island Fire and Rescue  
10020 SW Bank Road PO Box 1150 Vashon WA 98070  
206.463.2405 www.vifr.org

Board of Fire Commissioners  
Regular Meeting Minutes  
August 30, 2023

The Board of Fire Commissioners met for a Regular Board Meeting on August 30, 2023, at the Penny Farcy Training Center located at 10019 SW Bank Road, Vashon, WA 98070. Commissioner Brown opened the meeting at 6:30pm with Commissioners Staczek, Whitney, McCullough, and King present. Others attending the meeting were Fire Chief Vinci, Finance/HR Director Bosch, District Attorney Eric Quinn, and District Secretary Corroon.

**Agenda**

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

**Correspondence**

The Board reviewed the following correspondence:

- Thank you letter from Good Times Project

**Executive Session**

- At 6:32pm, a motion was made and seconded to recess into Executive Session for (10) minutes pursuant to **RCW 42.30.110(1)(I)** To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

At 6:42pm the meeting reconvened, with no decision to be made.

- At 6:43pm, a motion was made and seconded to recess into Executive Session for (20) minutes pursuant to **RCW 42.30.110 (1)(I)** To discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

- At 7:04pm, the meeting reconvened with a motion to add another 10 minutes of closed session. Motion carried unanimously.

- At 7:14pm the meeting reconvened. Commissioners Brown and Staczek moved and seconded to commission outside counsel to conduct a third-party unbiased investigation into the allegations discussed. Motion carried, with Commissioner McCullough voting against.



Vashon Island Fire and Rescue  
10020 SW Bank Road PO Box 1150 Vashon WA 98070  
206.463.2405 www.vifr.org

### **Approval of Meeting Minutes**

- Commissioners McCullough and Staczek moved and seconded to approve the Regular Meeting minutes of July 26, 2023. Motion carried unanimously.
- Commissioners Staczek and Whitney moved and seconded to approve the Special Board Meeting Minutes from August 2, 2023. Motion carried unanimously.

### **Expenditure Approvals:**

- Commissioners Staczek and Whitney moved and seconded to approve Administrative Memorandum 23.08.01. Motion carried unanimously.
- Commissioners Schran Brown and Whitney moved and seconded to approve Administrative Memorandum 23.08.02. Motion carried unanimously.

### **Fire Chief's Report**

Chief Vinci reported on the following:

#### **Personnel**

- Three FF have completed their probationary period. Recognition ceremony with their colleagues to follow.
- Two new Career Firefighters started the Academy.
- Lieutenant's Testing process September 26. (4 candidates applied)

#### **Fleet**

- Two Aid-Cars ordered and in production.

#### **Cell Tower Contracts**

- T-Mobile contract fully executed; AT&T is in final legal review.

#### **Washington Surveying and Rating Bureau**

- Evaluation on Thursday August 31

#### **Assistance to Firefighters FEMA Grant Award**

- \$35,783 for Decontamination and Cancer Prevention
- Money is in the grant for Cancer Prevention education as well.

#### **Levy Certification**

- Received on August 18 approved 61.23%

#### **September 11<sup>th</sup> Remembrance Ceremony**

- 7:00pm Program Start Time
- Shield Replacement
- Will be advertised.

#### **Facilities**

- Station 56- Housing unit under construction, paint, cleaning, and prep for Nov 1
- Station 59- Listed for sale, reviewing offers this week
- Station 55 Renovation Project- weekly meeting, pre-app proceeding, Addendum for Architectural Contract. Expected to break ground May/April 2024.



Vashon Island Fire and Rescue  
10020 SW Bank Road PO Box 1150 Vashon WA 98070  
206.463.2405 www.vifr.org

### **Courthouse/Sheriff's Office**

- Listing in the next week, County exercised their lease extension, rent increase by 3%.

### **Washington state Ferry Meeting**

- Chief asked for meeting with WSF to discuss closure of Southend boats and not informing the Fire Department. Makes it impossible for patients to go to Tacoma Hospitals.

### **Community Risk Reduction**

- 3 new AEDS placed in community, care closet, Vashon Heritage Museum, and Lutheran Church
- CPR and First Aid classes- Sportsman Club, three coming up at VIFR, classes are already full or over capacity.
- Open House is October 7 9am-12pm, to kick off beginning of Fire Week.
- Crews have been out doing accessibility assessments on a regular basis.
- Address signs are very popular and have been ordered constantly since advertising.
- King Conservation Network, has been doing work on fire prevention
- Identified training for volunteers, meeting on Monday nights
- Team performing fire training every morning and EMS training every afternoon.
- Vehicle Extrication training will take place in the Fall.

### **Finance Director's Report**

- In error, the agenda reflects a May and June 2023 Treasurer's report and cash flow statement. The Agenda should have reflected June 2023 only.
- As of August 27, 2023, the District's total Cash Balance on hand is \$6,748,721.90
- Tax collections remain on target and steady for this time of year (numbers checked as of August 29, 2023)
- Staff is presenting a Board Action Form to allow the staff to move forward with a Resolution to finalize the budget revision.
- June 2023 Monthly Treasurer's Report was reviewed by Chief Vinci and Commissioner King on Friday July 28, 2023. The final report is presented for the Board's approval.
- The district received quotes from three insurance companies and ESIP was chosen for best value and coverage, saving the district just over \$20,000.
- 161 transports charged out for Ambulance billing YTD, collected a little over \$108k on transports YTD
- Commissioners Schran Brown and Whitney moved and seconded to accept the June 2023 Treasurer's Report with Cash Flow Statement. Motion carried unanimously.

### **New Business**

- 2023 Budget Revision Board Action Form



Vashon Island Fire and Rescue  
10020 SW Bank Road PO Box 1150 Vashon WA 98070  
206.463.2405 www.vifr.org

Commissioners Staczek and Brown moved and seconded the approval of 2023 Budget Revision Board Action Form. Carries unanimously.

- Board Action Form, proposal of new Mission, Vision, Values
- Commissioners McCullough and Brown moved and seconded to formally adopt the new Mission, Vision, and Values. Motion carried unanimously.

**Old Business**

- None

**Public Comment**

- None

**Good of the Order**

- Whitney commended the work that the district has done in the last year. The community deserves it and the outreach with the community is exceptional and a testament to the leadership that is happening. Thanks the District and the Board for their work.

With nothing further to come before the Board, at 8:06pm, a motion was made and seconded to adjourn the Regular Board Meeting of August 30, 2023.

The next regular meeting is scheduled for September 27, 2023 at 6:30pm.

DocuSigned by:  
  
2631642F580F458...

10/16/2023

DocuSigned by:  
  
7F963F660478447...

10/16/2023

DocuSigned by:  
  
A96AA7A0F4B0451...

10/10/2023

DocuSigned by:  
  
4942B5BC720C4CB...

10/16/2023

DocuSigned by:  
  
3C6B21F0BBE94DB...

10/10/2023



Vashon Island Fire and Rescue  
10020 SW Bank Road PO Box 1150 Vashon WA 98070  
206.463.2405 [www.vifr.org](http://www.vifr.org)