



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
JULY 26, 2023

The Board of Fire Commissioners met for a Regular Board Meeting on July 26, 2023, at the Penny Farcy Training Center located at 10011 SW Bank Road, Vashon, WA 98070. Commissioner Brown opened the meeting at 6:30pm with Commissioners Staczek, McCullough and King present. Others attending the meeting were Fire Chief Vinci, Finance/HR Director Bosch, Administrative Assistant Paquette, and District Secretary Corroon. Commissioner Whitney was absent from the meeting with an excused absence.

Agenda

The following items were added to new business:

- Board Action Form: T-Mobile and AT&T Contracts
- NAEFO Conference (National Association of Elected Fire Officials)

Commissioners McCullough and Staczek moved and seconded to approve the agenda as revised. Motion carried unanimously.

Correspondence

The Board reviewed the following correspondence:

- None

Executive Session

- At 6:36pm, a motion was made and seconded to recess into Executive Session for (10) ten minutes pursuant to: RCW 42.30.110(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. Motion carried unanimously.
 - At 6:46pm the meeting reconvened, with no decisions made.

Approval of Meeting Minutes

- Commissioners Staczek and McCullough moved and seconded to approve the Regular Meeting minutes of June 28, 2023, as presented. Motion carried unanimously.

Expenditure Approvals



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- Commissioners Staczek and McCullough moved and seconded to approve Administrative Memorandum 23.07.01. Motion carried unanimously.
- Commissioners Staczek and McCullough moved and seconded to approve Administrative Memorandum 23.07.02. Motion carried unanimously.

Chief's Report

Chief Vinci reported on the following:

- Fire Levy Education
 - Utilizing social media and community meetings to inform the communities about the levy. This will continue up until August 1, 2023.
- Station 56 Planning
 - Received approved septic permit from King County
 - MOU completed with Local 4189 for Lieutenant's process, candidates will be attending an orientation on Monday, July 31, 2023.
- Personnel
 - District Secretary, Lillie Corroon introduced to the Board.
 - Kyle Meyers and Josh Hernandez are the two latest Recruit Firefighters beginning August 1.
- Volunteer Recruitment
 - Recruitment will focus on Island Residents this fall.
 - Conceptual Ideas for volunteer program include:
 - Volunteer recruits will be sent to North Bend Volunteer Academy for a condensed and intensive training program over 12 weekends. Budget will be provided in 2024.
 - Academy would begin in March and finish in July.
 - Will pause EMT-only positions.
- Fleet: Former Chief's Vehicle will be auctioned for parts.
- Wellness/Fitness Program
 - Awarded \$20k grant for O2X Program 10/13-14 and United Diagnostic Scans will take place 10/6-7 through Augments Ready Rebound Program.
- Cell Tower Contracts
 - Secured two contracts with AT&T and T-Mobile Cell Towers.
- Strawberry Festival
 - Worked closely with King County Sheriff's department during the increased population for the festival.
 - Feedback from the community was well received.
- August 2 Special Board Meeting
 - Contract for Station 56 Temporary Housing Unit
 - Contract for the sale of 10011 SW Bank and 11983 Vashon Highway



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- Contract for Aid-car
- VIFR:
 - 897 911 calls
 - 135 month of July 26, 2023, 100 EMS call
 - 135 Fire calls
 - EMS transport 228 YTD, 29 transports for month of July
 - 450 non-transports (includes walk-ins at Station 55)
 - 164 Simultaneous calls, 4 occasions with 3 calls at the same time, 136 walk-in aid calls (YTD)
- MIH update
 - BLS working group and MIH working group meeting was conducted on July 26, 2023
 - Working with Island Partners
 - Utilizing a field referral model to identify frequent low-acuity users and a referral process through Julota.

Finance Director's Report

- June Tax Collections as of July 25, 2023, remain on target and steady for this time of year.
- Staff continue to work on a 2023 budget revision.
- Ambulance billing training will be a little delayed but will be caught up by end of Summer.
- June 2023 Report will be reviewed on Friday July 28, 2023, and the final report will be on the August 30, 2023, Agenda.
- Two new zero balance bank accounts have been added to the Treasurer's reports and there will be a revised memo on how to understand and tie together the Treasurer's reports and Cash Flow Reports.
- Proposed that Commissioner Whitney will review the July 2023 Report, Commissioner McCullough volunteered to do the review if Whitney is unable.
- Commissioners Brown and McCullough moved and seconded to accept the July 2023 Treasurer's Report with Cash Flow Statement. Motion carried unanimously.

New Business

- Resolution 23-418, Auditing Officer
 - Commissioner McCullough moved and Staczek seconded, Motion carried unanimously.
- Special Board Meeting- August 2, 2023, at 6:30pm



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- Commissioners Brown and McCullough moved and seconded, motion carried unanimously.
- New District Secretary Oath
 - Lilie Corroon was sworn in as District Secretary by Commissioner Brown.
- Commissioner Staczek was thanked for her service as District Secretary.
- Eric Quinn Contract
 - Eric Quinn's 6-month contract is coming up soon. Chief Vinci asks the board to extend the contract for another 6 months, through the end of the year. Commissioners McCullough and Brown moved and seconded to extend Eric Quinn's 6-month contract; motion carried unanimously.
- NAEFO Conference (National Association of Elected Fire Officials)
 - Commissioner McCullough requests approval to attend NAEFO Conference.
 - Discussion ensued, Commissioners Staczek and King moved and seconded to fund the NAEFO Conference for Commissioner McCullough with the expectation of a report back to the Board following the conference. Motion carried unanimously.
- Board Action Form: T-Mobile and AT&T Contracts
 - Chief Vinci's original goal was to align the two contracts. The AT&T and T-Mobile contracts have been aligned 44k annually and 3% rent increase annually for 5-year contracts and the ability to renew the contract twice (a total of 15 years).
 - Both AT&T and T-Mobile will pay \$2500 each to assist in bird maintenance on the towers.
 - Each gives a \$20k signing fee to VIFR.
 - New notification clause so they cannot begin work on the towers without forewarning.
 - Commissioners McCullough and Brown motioned and seconded to support the new contracts; motion carried unanimously.

Old Business

- None

Public Comment

- None

Good of the Order

- Welcome Lilie Corroon as new District Secretary.
- Commissioner McCullough applauded the district's work on the T-Mobile and AT&T contracts.

With nothing further to come before the Board, at 7:49pm a motion was made and seconded to adjourn the meeting Regular Board Meeting of July 26, 2023.



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

Approved:

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Board Chair: Pam King
Date: 9/6/2023 F963F660478447...

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Vice Chair: B. Brown
Date: 9/7/2023 2681642F580F458...



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BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING MINUTES
August 2, 2023

The Board of Fire Commissioners of King County Fire Protection District No. 13 (Vashon Island Fire & Rescue) met for a Special Board Meeting on August 2, 2023, at the Penny Farcy Training Center at 10019 SW Bank Rd, Vashon, WA 98070. Chairperson King opened the meeting at 6:34pm with Commissioners Brown, Staczek, McCullough, and Whitney present. Others attending the meeting were Fire Chief Matt Vinci, Finance/HR Director Christina Bosch, and District Secretary Lilie Corroon.

Chairperson King stated the purpose of this Special Meeting was to conduct the following:

- Board Action Form: For the purchase of two aid cars
- Board Action Form: For the purchase of Station 56 Temporary Housing
- Board Action Form: Sale of two properties
 - 11983 Vashon Highway SW
 - 10011 SW Bank Road

Chairperson King then led the Pledge of Allegiance.

- Board Action Form: For the purchase of two aid cars
 - Proposal of two brand new aid cars for Station 55 and Station 56
 - Horton (proposed aid car builder) will provide Type 1 vehicles- meaning F550, Diesel, 4-wheel Drive. This model will be much more comfortable for staff and environmentally conscious with the installment of lithium batteries so they will be zero RPM while stationery on ferries.
 - Units are available with Horton much sooner than with other dealers. Can expect to be in service on island late January early Feb 2024.
 - Cost: A discount will be given for the purchase of two vehicles at a time, totaling \$10,000, which staff propose to take advantage of.
 - The cost proposed for the standard/basic interior of the vehicles. In the fiscal 2024 budget, the board will be asked for funds to provide the necessary interior upgrades.

Commissioner Staczek moved to support the purchase of the aid cars; Commissioner Whitney seconded. Motion passed unanimously.

- Board Action Form: For the purchase of Station 56 Temporary Housing
 - Published and submitted a small works roster for the build and delivery of temporary housing for Station 56. Wolf industries responded.



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- 2-bedroom unit, washer/dryer, shower, kitchen
- Have already got sewer, gas will be in place with PSE,
- No later turnkey by
- Build and delivery \$134,600.
- 6 days of setting the unit. Water and sewer will be set up and all transportation costs are included in \$134,600.
- \$5750 – for furnishings.
- \$145,350- total cost. Asking the board to move funds from reserve fund to expense account for purchase.

Commissioner Staczek moved; Brigitte Schran Brown seconded. Motion carried unanimously.

- Board Action Form: Sale of two properties
 - 11983 Vashon Highway SW
 - 10011 SW Bank Road
 - Proceeds from the proposed sale will be reinvested into capital projects.

Commissioner Staczek moved, and Commissioner Whitney seconded. Motion carried unanimously.

At 6:54pm motion was made and seconded to recess into an Executive Session for ten (10) minutes under RCW 42.30.110(g), to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

At 7:04pm, the meeting reconvened and a motion was made and seconded by Commissioners King and Staczek to extend the executive session for ten (10) minutes. At 7:05pm, the board recessed into an Executive Session for ten more minutes. At 7:15pm, the open meeting resumed.

Commissioner Staczek motions to adopt the proposed changes in Chief Vinci's contract, Commissioner Brigitte Schran Brown seconded the motion. Motion carried 4-1, Commissioner McCullough dissented.

With nothing further, the August 2, 2023, Special Meeting adjourned at 7:19pm.

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