



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  
October 25, 2023

The Board of Fire Commissioners of King County Fire Protection District No. 13 (Vashon Island Fire & Rescue) met for a Regular Board Meeting on October 25, 2023, at the Penny Farcy Training Center at 10019 SW Bank Rd, Vashon, WA 98070. Chairperson King opened the meeting at 6:30pm with Commissioners Brown, Staczek, McCullough, and Whitney present. Others attending the meeting were Fire Chief Matt Vinci, Finance/HR Director Christina Bosch, Division Chief Ben Davidson, and District Secretary Lilie Corroon.

**Agenda**

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

**Executive Session**

- At 6:32pm, a motion was made and seconded to recess into Executive Session for (30) 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 facing 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 7:03pm, a motion was made and seconded to extend the executive session by 30 minutes. At 7:33pm, the Board reconvened and a motion was made and seconded to extend the executive session another 30 minutes. At 8:03pm, a motion was made and seconded to extend the executive session by 15 minutes. At 8:18pm the meeting reconvened, with no decision to be made.

- At 8:21pm, a motion was made and seconded to recess into Executive Session for (10) minutes pursuant to **RCW 42.30.140(1)** to discuss Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or...that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings,



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

or reviewing the proposals made in the negotiations or proceedings while in progress. At 8:31pm, the executive session concluded, with no decisions made.

### **Approval of Meeting Minutes**

- Commissioners Brown and McCullough moved and seconded to approve the Regular Meeting Minutes of September 27, 2023. Motion carried unanimously.

### **Expenditure Approvals:**

- Commissioners Brown and McCullough moved and seconded to approve Administrative Memorandum 23.10.01. Motion carried unanimously.
- Commissioners Whitney and McCullough moved and seconded to approve Administrative Memorandum 23.10.02. Motion carried unanimously.

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

Chief Vinci reported on the following:

#### **Personnel**

- Lieutenant's promotions
  - FF Brad John, FF Ben Steele, FF Brian Skobel all completed the testing and successfully completed the process. They were all promoted to the position of Lieutenant effective November 1, 2023.

#### **Station 56 Open**

- October 23, 2023, Station56 officially opened. Two FF/EMTs are staffing the new station. Beginning November 1, 2023, the new Lieutenants will become part of the staffing at this station.

#### **Station 55 Renovation Update**

- Wildlife Biologist; working on a management plan and working through several pre-permit issues.
- Support from King County/Medic One- receive \$250,000 from County in exchange for 15 years of space at Station 55 for medics. Chief Vinci asks the Board to support him moving this offer to legal. Commissioners Whitney and King voiced their support for this.

#### **Washington State Ferries**

- Chief Vinci is working with WSF on several scenarios to fix the fact that there is no overnight boat available (midnight to 5am) off the island.



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

## Appointed to King County Elections Oversight Committee

- Chief Vinci announced his appointment to represent Junior Taxing Districts under populations of 20,000.

## Training/Community Risk Reduction

- November 2 & 14<sup>th</sup>, VIFR will be visited by the consortium for the first multi-company training on best practices for responding to incidents.
- Pump academy has 5 filled spots with new FF/EMTs and is set to start at the end of November.
- Community CPR continues to be popular and November 27, 2023, already has a full class scheduled.
- On September 14, 2023, Yates foundation installed a new SAVE station in the memory of Sam Yates to VES field and Chief Vinci and Division Chief Davidson attended that ceremony.
- Fire prevention week was very successful and over the week crews went to the Vashon Schools to teach kids about fire safety. Students submitted their home fire escape plans, and the winners get to be escorted to school in a fire truck.

## 2024 Budget Highlights

- Personnel
  - 2 new firefighter/EMT's budgeted.
  - 2 firefighter/EMT's proposed for SAFER grant.
  - 1 new program manager to support MIH CRR and administration projects.
- Fleet
  - Replace Maintenance Vehicle
  - Reserves for Engine, Rescue & Brush Truck
  - Address ongoing repairs; major purchases tires/water pumps in engines and tenders.
  - New Equipment for Aid-Cars/Engines to include extrication tools, fans, lighting, hose, saws, power cot.
- Facilities
  - ST55 Renovation project, maintenance building roof and heater, administration replace flooring.
  - ST 56 Apparatus Bay lighting to be addressed.



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

- Programs
  - Develop CRR Plan, MIH program funding for 2024.
  - Commissioners all agreed they would like to go through the proposed budget on their own time and then come back to Chief Vinci with any questions they have about specific lines in the budget.

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

- As of October 20, 2023, The District's Cash Balance has a total of \$6,643,906.05.
- Tax collections as of October 23, 2023, are current at \$1,214,790 (projected \$1,532,200) and delinquent accounts are at \$3,590 (projected \$9,777) and collections remain on target for this time of year.
- 2024 Budget Timeline: October 25, 2023, draft budget is presented to the Board, November 15, 2023, a public hearing on the budget is held, on November 27, a special budget meeting is held, and the final budget will be approved on November 27, 2023.
- September 2023 Treasurer's reports were reviewed by Chief Vinci and Commissioner Brown on Tuesday October 17, 2023. Commissioner Staczek will review the next report.
- Federal Reports: GEMT: FY2023 Report due date has been extended to December 20, 2023. Staff is working with Public Safety Consultants on completion. Medicare Ground Ambulance Data Collection has released a new required annual report to Centers for Medicare & Medicaid Services (CMS). Staff are working with Public Safety Consultants on completion for the due date of November 30, 2023.

### **Old Business**

- None

### **Public Comment**

- Alice Larson congratulated Chief Vinci on the birth of his son. She also commented on the better sound of the meeting through Zoom this meeting.

### **For the good of the order**

- Everyone congratulated Chief Vinci on the birth of his son.
- Commissioner McCullough asked for the Board Book to be sent earlier for time to review.



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

- Commissioner McCullough asked to have a weekly meeting between Chief Vinci and one Commissioner at a time to discuss open topics concerning Board topics. Chief Vinci agreed and wanted to set up weekly meetings.

With nothing further to come before the Board, at 9:00pm, a motion was made and seconded to adjourn the Regular Board Meeting of October 25, 2023.

DocuSigned by:  
*Pam King* 12/26/2023  
7F963F660478447...  
Chairperson Pam King

DocuSigned by:  
*C Staczek* 12/6/2023  
A96AA7A0F4B0451...  
Commissioner Camille Staczek

DocuSigned by:  
*Candy McCullough* 12/27/2023  
3C6B21F0BBE94DB...  
Commissioner Candy McCullough

DocuSigned by:  
*Lilie Corroon* 12/6/2023  
74BAB4354B7741F...  
District Secretary, Recorder

DocuSigned by:  
*Jim Whitney* 12/7/2023  
4942B5BC720C4CB...  
Commissioner James Whitney

DocuSigned by:  
*B Brown* 12/9/2023  
2631642F580F458...  
Commissioner Brigitte Schran-Brown