DocuSign Envelope ID: 43332D8D-FC42-4BA0-9728-07BF4E4FE761

VASHON FIRE
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
SPECIAL MEETING MINUTES
December 20, 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 December 20, 2023, in lieu of the regular meeting scheduled for December 27, 2023, at the Penny Farcy Training Center at 10019 SW Bank Rd, Vashon, WA 98070. Commissioner Brown opened the meeting at 6:30pm with Commissioners King, Staczek, McCullough, and Whitney present. Others attending the meeting were Fire Chief Matt Vinci, Finance/HR Director Christina Bosch, and District Secretary Lilie Corroon.

**Agenda**
Commissioners McCullough and Staczek moved and seconded to approve the agenda as presented. Motion carried unanimously.

**Executive Session**
At 6:36pm, a motion was made and seconded to recess into Executive Session for ten (10) minutes pursuant to RCW 42.30.110(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Motion carried unanimously.

At 6:46pm, the meeting reconvened, with no decision to be made.

Commissioners Brown and Whitney moved and seconded to approve the Professional Services Agreement with Finance/HR Director Christina Bosch. Chief Vinci shared that this motion confirmed making Finance/HR Director Christina Bosch a salaried employee and raised her salary to $145,000 which is essentially close to the overtime wages she has earned on her hourly rate. Following discussion, the motion was carried unanimously. Commissioner McCullough stated that she highly recommends that Finance/HR Director Bosch pursue HR training.

**Approval of Meeting Minutes**

- Commissioners Staczek and McCullough moved and seconded to approve the Special Meeting Minutes of November 7, 2023. Motion carried.
- Commissioners McCullough and Brown moved and seconded to approve the Special Meeting Minutes of November 15, 2023. Motion carried.
- Commissioners Staczek and McCullough moved and seconded to approve the Special Meeting Minutes of November 27, 2023. Motion carried.

**Expenditure Approvals**:

DocuSign Envelope ID: 43332D8D-FC42-4BA0-9728-07BF4E4FE761

- Commissioners McCullough and Staczek moved and seconded to approve Administrative Memorandum 23.12.01. Motion carried unanimously.
- Commissioners McCullough and Brown moved and seconded to approve Administrative Memorandum 23.12.02. Motion carried unanimously.

**Fire Chief's Report**
Chief Vinci reported on the following:
**Personnel**

- Career Firefighter Recruitment 103 applications received, 36 interviews.
- KC Diversity Recruitment Workshop- PFF Dowell and Christina attended.
- Volunteer Firefighter Recruitment- 11 attended, 7 interested, 3 applied. The interview process will begin at the beginning of the year.

**Mobile Integrated Health**

- MIH Nurse Starting January 15, 2024.
- Dr. Cameron Buck has been officially contracted as the MIH Medical Oversight Director.

**Station 55 Renovation Project**

- Permit Submitted this week to King County.
- Osprey Mitigation Plan Completed.
- King County Medic One Financial Support Secured.
- The Osprey Mitigation Plan continues to be implemented to deter birds from nesting behind the station.

**Community Risk Reduction Programs**

- CPR Program: Nick of Time Event, VIHS 9th grade health class, VCA Staff, King County Public Health Grant Award.
- Smoke Detector Installations: 379.
- Batteries Replaced: 405.

**Representative Jayapal Visit**

- An important item that came up during the visit included potential federal funding for the new walk-in clinic.

**Station 58- METRO Bathroom Facility Proposal**

- Land sale for installation of facilities for bus drivers. Chief Vinci wants to speak with the neighbors in the area to get their thoughts on the proposal.

**VIFR Monthly Responses**

- December: Station 55 = 49 responses, Station 56 = 36 responses. Almost 100 calls since the opening of Station 56.
- BLS EMS Transports YTD: 450.
- Significant Event: December 5, 2023; mudslide event occurred on Biloxi Rd. Homeowners are grateful for the assistance and hard work of VIFR.

DocuSign Envelope ID: 43332D8D-FC42-4BA0-9728-07BF4E4FE761

**Finance Director's Report**

- As of December 18, 2023, total cash on hand is $6,959,032.
- Tax collections as of December 20, 2023: Current Accounts $16,152, Delinquent accounts $1,088.
- November 2023 Report will be reviewed on December 28, 2023, by Commissioner McCullough & Chief Vinci. The final report will be presented at the January 2024 Meeting.
- Federal Reports: GEMT- FY2023 report filed December 11, 2023, and cost per transport for FY23 was $10,323, up $9,983 in FY22. Medicare Ground Ambulance Data Collection report was filed December 1, 2023, and no other action is needed at this time.

**Old Business**

- None

**New Business**

- District Secretary Corroon lead the Oaths of Office for Commissioners Brown, McCullough, and Whitney.
- Policy 8005: Transport Fees
    - Ambulance Billing Policy Changes: Transport fees increase.
        - Lowest in King County and last to update.
        - Increase to $1000 per transport/ $20 per loaded mile.
    - Balance Billing Removed for Vashon Residents
        - Vashon Residents will not be billed beyond insurance.
        - Already not collecting/writing off: $19,335
        - Would remove up/to $31,839 in collections.
    - MIH Treat and Refer Program
        - Implement for Mobile Integrated Health $125 and only Medicaid patients.
- Vashon Island residents including renters will fall under this category of those affected by the new billing policy. Vashon Island Residents does not only mean property owners, but any person that lives on Vashon is a resident. References were removed from the new policy that were previously available in the older version of the policy because the references that were included had to do more with EMT work, EHR definitions and not the actual transport that the policy focused on.
- Any changes to future billing policy will need to be approved by the Board of Commissioners when/if the policy needs to be altered or amended.
- Commissioners McCullough and Staczek moved and seconded to approve the VIFR Ambulance Billing Policy with an effective date of January 1, 2024. Motion carried unanimously.

**Public Comment**

- None

**For the good of the order**

- Commissioner Brown was so impressed with the Sam Yates Foundation and the Nick of Time event.

DocuSign Envelope ID: 43332D8D-FC42-4BA0-9728-07BF4E4FE761

- Commissioner Whitney noted that Nick of Time is scheduled out three years for events. Vashon was granted a cancellation day and 6 students at the Nick of Time Event were able to get medical treatment for serious issues determined at the event.
- Commissioner Jim Whitney was promoted to Deputy Chief of Operations with the Redmond Fire Department where he is a full-time employee.

With no further business, at 7:59pm the meeting was adjourned.

DocuSigned by:
Pam King 2/6/2024
7F963F660478447...
Chairperson Pam King

DocuSigned by:
Brigitte Scran-Brown 2/7/2024
2631642F580F458...
Commissioner Brigitte Scran-Brown

DocuSigned by:
2/6/2024
A96AA7A0F4B0451...
Commissioner Camille Staczek

DocuSigned by:
Candy McCullough 2/6/2024
3C6B21F0BBE94DB...
Commissioner Candy McCullough

DocuSigned by:
Jim Whitney 2/12/2024
4942B5BC720C4CB...
Commissioner James Whitney

Attest:

DocuSigned by:
Lilie Corroon 2/6/2024
74BAB4354B7741F...
District Secretary Lilie Corroon