Docusign Envelope ID: 9580845D-44AC-4343-8471-6CC8B69A0850

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 BOARD MEETING MINUTES
December 30, 2024

The Board of Fire Commissioners of King County Fire Protection District No. 13 (Vashon Island Fire & Rescue) gathered on Monday December 30, 2024, at 10019 SW Bank Rd, Vashon, WA 98070 (Training Center). Commissioner Brown opened the special meeting and led the pledge of allegiance at 5:30pm. Commissioner Brown then stated the purpose of the special meeting was to conduct the regularly scheduled board meeting of December 25. Commissioner Whitney is out on an excused absence.

Agenda

Commissioner Brown adjusted the agenda order. The executive sessions are moved to after the Finance Director's report. The official meeting paused for up to 45 minutes to accommodate the station tour at 5:40pm. Commissioners King and McCullough moved and seconded to approve the agenda as amended. Motion carried unanimously.

Chief Vinci led a tour of the construction site of Station 55 for the board of commissioners and those present from the community. The tour concluded and the board reconvened in the training center. The meeting resumed at 6:15pm.

Approval of Meeting Minutes

Commissioners McCullough and King moved and seconded to approve the meeting minutes of November 25, 2024. Motion carried unanimously.

Commissioners McCullough and King moved and seconded to approve the meeting minutes of December 3, 2024. Motion carried unanimously.

Commissioner McCullough wanted to adjust the December 19, 2024, meeting minutes. The meeting minutes were tabled so those adjustments can be made before the next meeting.

Expenditure Approval

Commissioners King and Brown moved and seconded to approve Administrative Memorandum 12-2024 which included the following:

Expense Fund	
Payment Date	**Amount**

Docusign Envelope ID: 9580845D-44AC-4343-8471-6CC8B69A0850

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

Vouchers	Voucher From	Voucher to	
11.27.2024	241107001	241107015	$79,154.42
11.30.2024	241111001	241111005	$57,109.99
12.04.2024	241201001	241210021	$54,876.31
12.11.2024	241202001	241202037	$400,417.76
12.18.2024	241205001	241205011	$24,361.15
12.25.2024	241206001	241206027	$281,100.45

Electronic Payments	
11.30.2024	$24,122.57
11.30.2024	$78,973.73
12.15.2024	$70,212.70
12.27.2024	$154.78

Payroll Warrants	
11.30.2024	$97,229.30
11.30.2024	$79,623.54
12.15.2024	$100,307.97
12.27.2024	$934.11

Total	$1,348,578.78

Motion carried unanimously.

Fire Chief's Report

Station 55 Renovation Project

- Recommended replacing the roof just over the administration and second floor for the cost of $150,000.
- Budget adjustment for hard costs = $350,000, roof replacement costs = $150,000, and the carry-over from FY 2024 = $500,000.
- Commissioners Brown and McCullough moved and seconded to approve a change order for $150,000 to replace the roof over the administration offices and the second floor. Motion carried unanimously.

Personnel

- PFF Bennett Clark graduates January 22

Docusign Envelope ID: 9580845D-44AC-4343-8471-6CC8B69A0850

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

IT Assessment

- New IT services in-effect on 1/1/25 Green IT Consulting
- Started implementing assessment improvements

Apparatus Replacement- Board Action to Approve Purchase Order

- Replace Engine 358: 25 years old, WSRB credit reduced, ongoing repair issues
- Options: Stock/Demo Build 6-8 months, Dealer Demo Build Slot 12-14 months
- Approval & purchase order prepared
- No payments until delivery
- Commissioner McCullough and King moved and seconded to authorize and approve a purchase order for up to $950,000 before taxes for a replacement engine for Engine 328. Motion passed unanimously.

Contract with Puget Sound Regional Fire Authority

- Draft in process

Continuity of Operations Document

- Review scheduled for the week of 1/13 with staff
- Chairperson Brown suggested meeting again before Chief Vinci's departure. The special meeting is now scheduled for Monday, January 6 at 6:30pm to go over the continuity of operations.

VIFR Monthly Responses

- Total YTD: 1906 and 2023 YTD: 1644
- Station 55 Responses: 1225 for the year, Station 56 Responses: 660 for the year.
- VIFR Transports: 613 YTD (BLS and ALS)

MIH

- Total Unique Patient services = 249
- Total Encounters= 386
- Average number of encounters per patient= 2.08
- Encounter Average length (hours) : 0.49
- Two additional registered nurses start January 10
- VIFR, Puget Sound, Redmond Fire Ride-Alongs Scheduled
- Application status open for PA/NP and LICSW
    - Labs
    - Prescriptions

Docusign Envelope ID: 9580845D-44AC-4343-8471-6CC8B69A0850

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

  - Diagnoses
  - Suturing
- 2025 Hours: Monday, Wednesday, Friday 8am-4:30pm
  - Online scheduling
  - Internal/external referrals
  - Walk-ins
  - Phone calls
  - Add-ons to calls

Training and Support Services

- Crew Boss training and Wildland lead
- All crews have 100% training completion for 2024 fire and EMS
- BLS Fridays- virtual run review

Community Risk Reduction

- Administration CPR
- Quarterly CPR classes scheduled for 2025
- Walk through pre-incident planning of Island Center Homes on 188th.

Finance Director's Report

- On November 30, 2024, the District's Cash Balance totaled $8,439,690.16.
- As of November 30, 2024, the percentage of revenue received was 96.9%.
- As of November 30, 2024, the percentage used in the expenditure position was 69.1%.
- Total tax collections as of November 30, 2024:
  - Current accounts: $6,421,881.55
  - Delinquent accounts: $141,353.66
- Ambulance billing financials ending balance as of November 2024 is $301,832.57.
- GEMT collections to November 30, 2024, were $1,304,294.32.
- Commissioners Brown and McCullough moved to accept the October 2024 Treasurer's Report and the November 2024 Treasurer's Report pending final approval. Motion carried unanimously.

Union and Committee Report

The local is still discussing the option for someone to move to days with the administrative staff.

Executive Sessions

Docusign Envelope ID: 9580845D-44AC-4343-8471-6CC8B69A0850

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

The Board of Fire Commissioners recessed into executive session under 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. The recessed for ten (10) minutes at 7:45pm. At 7:55pm, the meeting was reconvened to extend the executive session for five more minutes.

- The meeting was reconvened at 8:01pm with no action or decisions made.

The board recessed into executive session again under 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, or reviewing the proposals made in the negotiations or proceedings while in progress. They recessed for ten (10) minutes at 8:02pm. The meeting was reconvened at 8:12pm.

New Business

Commissioner King recommended Commissioner Brown stay as Board Chair. Commissioner Brown accepted the recommendation. Commissioner King motioned for Commissioner Schran Brown to continue as Board Chair in 2025. Commissioner Drayer seconded the motion. Motion carried unanimously.

Commissioner Brown motioned for Commissioner King to remain as vice board chair in 2025. Commissioner Drayer seconded the motion. The motion passed unanimously.

Commissioner McCullough made a motion to accept the 2025 legal services agreement, Commissioner Brown seconded, and the motion carried unanimously.

Commissioners McCullough and King moved and seconded to approve Resolution 24-435 Surplus 1995 GMC Top Kick Truck. Motion carried unanimously.

Chief Vinci discussed Policy 2064 Family Planning Reproductive Health Policy Review. This will go for final approval at the next regularly scheduled meeting in January.

Good of the order

Docusign Envelope ID: 9580845D-44AC-4343-8471-6CC8B69A0850

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

Chief Vinci noted he received correspondence and responded to that letter from Scott Harvey.

Commissioner Brown moved to adjourn the meeting of December 30, 2024, at 8:37pm.

DocuSigned by:
Brigitte Schnan-Brown
2631642F580F458...
Commissioner Brown

excused absence
DS
Commissioner Whitney

DocuSigned by:
Candy McCullough
3C6B21F0BBE94DB...
Commissioner McCullough

Signed by:
Pam King
7F963F660478447...
Commissioner King

Signed by:
Amy Drayer
4A8B774A1B5C428...
Commissioner Drayer

DocuSigned by:
Lilie Corroon
74BAB4354B7741F...
District Secretary