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VASHON FIRE
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BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING MINUTES
NOVEMBER 25, 2025

The Board of Fire Commissioners met for a Special Board Meeting on November 25, 2025, at the Penny Farcy Training Center located at 10011 SW Bank Rd, Vashon, WA 98070. Chairperson Brigitte Schran-Brown opened the meeting at 6:30pm with Commissioners Candy McCullough, Pam King, Amy Drayer and Jim Whitney present. Others attending the meeting were Fire Chief Bill McLaughlin, Deputy Chief Ben Davidson, Program Director Lilie Corroon and Finance/HR Director Christina Bosch.

Chairperson Schran-Brown announced that the purpose of this Special Meeting was to conduct the following:

- Conduct the Regular November Board Meeting on November 25 in lieu or Regular Board meeting scheduled on November 26.

Commissioners Whitney and McCullough moved and seconded to approve the agenda for the meeting. Motion carried.
Commissioners McCullough and Whitney moved and seconded to approve the meeting minutes from the October 29, 2025 commissioner meeting. Motion carried.
Commissioners McCullough and Brown moved and seconded to approve the expenditure approvals of administrative memorandum 11.2025. Motion carried.

Expense Fund			
Payment Date Vouchers	Voucher From	Voucher to	Amount
10.29.2025	251007001	251007011	$ 6,945.82
10.31.2025	251009001	251009005	$ 63,525.85
11.05.2025	251101001	251101011	$ 25,511.53
11.12.2025	251102001	251102034	$ 71,867.83
11.19.2025	251104001	251104017	$ 81,408.02

Electronic Payments	
10.31.2025	$ 84,430.53
11.15.2025	$ 89,601.94
11.26.2025	$ 46.50

Payroll ACH	
10.31.2025	$ 110,879.63
11.15.2025	$ 111,812.19
11.26.2025	$ 280.75
Total	**$646,310.59**

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Chief McLaughlin discussed the need for a comprehensive facilities planning analysis, which will take more time than the apparatus and fleet planning due to the complexity of projecting future station needs and coverage levels. The department is working on improving data quality and analysis capabilities, as the current ESO system lacks necessary tools for comprehensive staffing and response time analysis. Staff plans to upgrade to a new ESO system in January and explore options for better data analytics, including potential use of ChatGPT for modeling. The department also plans to implement geofencing for different district areas to better track response times and capabilities across different regions.

Chief McLaughlin discussed GIS work for emergency response, building on previous levee studies to improve data collection and analysis capabilities. Chief explained they will transition from borrowing GIS services to hosting them in-house, allowing for better manipulation of data and integration with the RMS system for monthly call analysis. Chief plans to work with a recent Dartmouth graduate to create a proposal for the GIS work, which will help inform decisions about station locations, staffing levels, and long-term operational strategies. The discussion also touched on challenges with data input consistency in the new NERS system and noted that while there are standards like NFPA1710, there is no formal requirement to reach every home within a specific response time.

Commissioner Whitney discussed fire response standards and data collection challenges, noting that rural settings struggle to meet urban/suburban response time requirements of 8 minutes with 14 firefighters. He emphasized the need to analyze current data from ValleyCom and potentially recoverable data from ESO to establish key performance indicators, rather than waiting 1.5 years for new data collection. The discussion highlighted concerns about meeting deadlines for Station 56, with Commissioner Whitney expressing preference for immediate analysis over delayed comprehensive data collection. Commissioner Whitney discussed the use of Network Analyst GIS program for analyzing call data and manipulating coverage information. He emphasized the importance of completing a thorough analysis sooner rather than later, mentioning that they have access to archived data from previous levies.

Chief McLaughlin and Deputy Chief Davidson also provided updates on current hiring processes for lateral and new firefighters, noting a high level of interest. Additionally, Deputy Chief Davidson shared information about recent training on landslide awareness and upcoming events like Winterfest.

Lilie Corroon reported on updates to standard operating guidelines being rolled out through morning meetings with staff, including protocols for referrals and response times. She mentioned that Dr. Buck will visit in December, and the team is working on setting up a Quest Diagnostics account with Athena. Lilie also shared that the MIH team has seen an increase in appointments and exciting patient cases since Paul joined as a PA. She is

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preparing for new social media accounts and website updates to better communicate the program's services and differentiate it from VIFR's emergency services.

Christina Bosch presented the October financial report, noting that cash on hand was over $5 million with an expense fund of $2.7 million, and revenue was at 91.9% of the budgeted $14 million. The delinquent account collection rate was 57.67%, slightly below the expected 61.9%, and ambulance billing had an outstanding balance of $209,000 with 6 accounts past due. The GMT 2025 budget was reduced to $570,000 with $450,000 collected, and the fiscal year 2024 settlement came in at $97,700, while the fiscal year 2022 final settlement reduced the cost per transport by $17.

Commissioners Whitney and Brown moved and seconded to accept the October 2025 Treasurer's Report. Motion carried unanimously.

The board decided to reschedule the December regular meeting to Tuesday, January 30th at 6:30 PM due to the holiday season.

Commissioners Brown and Whitney moved and seconded to approve Resolution 25-443, which authorizes a 6% levy increase for 2026 and secures the levy rate for future years. The board approved unanimously. Motion carried.

Commissioners Whitney and King moved and seconded to approve Resolution 25-444, the 2026 budget, after extensive review and community input. Motion approved unanimously, motion carried. The board members were asked to sign the resolutions via DocuSign by the next morning, as the budget needs to be submitted to King County by Monday. The conversation ended with a brief executive session 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. The board went into closed session for 10 minutes at 7:19pm. The board reconvened in open public session at 7:29pm with no action to be taken by the board.

No public comment.

With nothing further to come before the Board, at 7:35pm motion was made and seconded to adjourn the Special Board Meeting of November 25, 2025. Motion carried unanimously.

DocuSigned by:
Brigitte Schran-Brown
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Chairperson Brigitte Schran-Brown

Absent from approval vote
DS
Commissioner Pam King

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DocuSigned by:
Candy McCullough
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Commissioner Candy McCullough

Absent from approval vote

DS
Commissioner Jim Whitney

Attest:

DocuSigned by:
Amy Drayer
C44508CF8BDF417...
Commissioner Amy Drayer

DocuSigned by:
Lilie Corroon
74BAB4354B7741E...
District Secretary, Lilie Corroon (Recorder)