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VASHON FIRE
Vashon Island Fire and Rescue
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206.463.2405 www.vifr.org

# BOARD OF FIRE COMMISSIONERS
# SPECIAL BOARD MEETING MINUTES
# (In lieu of December 2025 regular board meeting)
# January 5, 2026

The Board of Fire Commissioners of King County Fire Protection District No. 13 (Vashon Island Fire & Rescue) gathered on Monday January 5, 2026, at 6:30pm, in person and virtually to hold the special board meeting in lieu of the December 2025 regular board meeting. Commissioners Brown, Drayer and McCullough were in attendance as well as Fire Chief McLaughlin, Deputy Chief Davidson, HR/Finance Director Christina Bosch and Program Manager Lilie Corroon. Commissioners King and Whitney had excused absences. Commissioner Brown opened the meeting with the pledge of allegiance.

**Agenda**

Commissioners McCullough and Drayer moved to approve the 1.5.26 meeting agenda as presented. Motion carried.

**Approval of Meeting Minutes**

Commissioners McCullough and Drayer moved to approve November 24, 2025, Special Meeting minutes. Motion carried.

Commissioners McCullough and Drayer moved to approve November 25, 2025, Special Meeting minutes. Motion carried.

**Expenditure Approval**

Commissioners McCullough and Drayer moved to approve Administrative Memorandum 12.2025. Motion carries with three votes. Administrative Memorandum 12.2025 is as follows:

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| Expense Fund | | | |
|---|---|---|---|
| **Payment Date Vouchers** | **Voucher From** | **Voucher to** | **Amount** |
| 11.26.2025 | 251106001 | 251106012 | $ 12,572.98 |
| 11.30.2025 | 251108001 | 251108005 | $ 61,957.20 |
| 12.03.2025 | 251201001 | 251201010 | $ 26,049.20 |
| 12.10.2025 | 251202001 | 251202019 | $ 46,057.71 |
| 12.17.2025 | 251204001 | 251204018 | $ 29,219.97 |
| 12.24.2025 | 251206001 | 251206010 | $ 14,951.44 |

| Electronic Payments (Payroll Liabilities) | |
|---|---|
| 11.30.2025 | $ 110,482.08 |
| 12.15.2025 | $ 84,589.25 |
| 12.29.2025 | $ 76.48 |

| Payroll ACH (Payroll) | |
|---|---|
| 11.30.2025 | $ 114,277.10 |
| 11.30.2025 | $ 44,385.65 |
| 12.15.2025 | $ 114,184.52 |
| 12.29.2025 | $ 461.76 |
| **Total** | **$659,265.34** |

**Fire Chief's Report**

Chief McLaughlin reported on planned training including mass casualty, wildland fire, water rescue, and rope rescue. As part of this training, he discussed some topics will be the wildfire home assessment, leadership and ethics, wildland fire behavior, and wildland pumping and water use. He wants the department to focus on hard skills vs. soft skills. For example: leadership, teamwork, personal development and communication.

Chief discussed the strategic planning for 2026. He wants to review and focus on: community risk reduction, recruitment and retention, training goals and planning, professional development program, and the station 56 replacement.

**Deputy Fire Chief Report**

Deputy Chief Davidson reported that in 2024 the district responded to 1876 calls and in 2025 responded to 1971 calls. Two entry level firefighter conditional offers were accepted and will start in a few weeks for the February academy. PFF FFs Loper and Rounaghi probation is set to end on 1/6/2026.

The Pump Academy was cancelled halfway through so FF Clark will complete this training as soon as possible. New acting lieutenants are being trained in Initial ICS. FF Mills and Hernandez are going to be training for S131 Advanced Firefighters (wildland). FF Mills is

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going to become Truck Academy Instructor. Firefighter Soares is going to be trained in S230231 for Crew Boss/Engine Boss Training.

**Program Manager Report**

MIH has been very busy in the last month especially with social work. The total number of appointments for December was 175. The flu is traveling through the island and many people are calling with flu symptoms. MIH will be presenting at the senior center to teach about strokes and how early action and response is incredibly important. Two upcoming CPR classes are scheduled for January 26 and March 11. The MIH team and VIFR will be represented at the January 29 Island Healthcare Information forum hosted for the community.

**Finance/HR Director Report**

On November 30, 2025, the District's cash balance was $4,957,281.52. The revenue position as of November 30, 2025 was budgeted at $14,454,693. $13,830,720 has been received so far. Expenditures were budgeted for $14,454,693 and the district has currently expended $11,700,430. Total tax collections are almost exactly on point for what was expected.

GEMT- 2025 revised budget is for $580,000. As of November 30, 2025, $491,622.34 has been collected. The FY24 settlement is $97,700.77 which was received 12.4.2025.

The banquet is scheduled for February 28, 2026.

Commissioners McCullough and Brown moved and seconded to approve the December 2025 Treasurer Report with Cash Flow Statement. Motion carried.

**Union and Committee Report**

No union or committee reports.

**New Business**

- Amy Drayer was sworn into Office by District Secretary Lilie Corroon as a Fire Board Commissioner.
- Commissioners Brown and Drayer moved and seconded to postpone the election of Board Chair and Vice Chair until the next regular board meeting when more commissioners should be present. Motion passed with three commissioner votes.
- Commissioners McCullough and Drayer moved and seconded to approve Resolution 25-445, authorizing Fire Chief McLaughlin to execute contracts. Motion carries with three votes.

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- Commissioners McCullough and Brown moved and seconded to approve Resolution 25-446: Certificate of Authorizing Resolution (02.2026 LOCAL LOAN). Motion carries with three votes.
- Commissioners McCullough and Brown moved and seconded to approve Resolution 25-447: Reimbursement Resolution (02.2026 LOCAL LOAN). Motion carries with three votes.

**Old Business**

None to report.

**Executive Session**

- **RCW 42.30.110(g); to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.**

Under the above RCW, the board recessed into executive session at 7:36 for fifteen (15) minutes. At 7:51pm, the board reconvened in open session and announced an extension for an additional fifteen (15) minutes. At 8:06pm, the board reconvened in open session and announced an extension for an additional five (5) minutes. At 8:12pm, the board reconvened in open session.

Commissioners Brown and Drayer moved and seconded to approve an increase in Ashley Soares's hourly rate from $56.49 to $60.79. This adjustment would be made in lieu of providing employer-sponsored healthcare benefits. Additionally, should the employee choose to receive healthcare benefits from the district at any time in the future, her hourly rate would be re-evaluated to reflect this change in benefit status. Motion carried with three votes.

Commissioners McCullough and Brown moved and seconded to approve the Professional Services Contract for Program Manager, Lilie Corroon as presented. Motion carried with three votes.

**Public Comment**

**Good of the Order**

Commission Chair Brown announced for the record that the board understands they did not hold a regular monthly meeting in December 2025 due to a clerical error and needed to hold it in January 2026 (present meeting). This was done to adhere to the open public meeting rules.

Meeting adjourned.

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Brigitte Schiran-Brown
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Commissioner Brown

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Candy McCullough
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Commissioner McCullough

DocuSigned by:
Amy Drayer
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Commissioner Drayer

Abstain

Initial
JW
Commissioner Whitney

excused absence

DS
LC
Commissioner King

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