

ISLAND COUNTY FIRE DISTRICT #1
Camano Island Fire & Rescue (CIFR)
SPECIAL COMMISSIONERS MEETING
In Person/Virtual
March 8, 2021

Chairman Trembl called the Special Fire Commissioners meeting to order at 3:48 P.M. Those in attendance were Paul Williams, Jan Trembl, Steve Lich, Erik Krieg, Levon Yengoyan, Amy Martin and Darla Tiner. Commissioner Evans arrived at 3:55 PM due to a work commitment.

The flag salute was led by Chairman Lich.

Commissioner Trembl called the Special Commissioners Meeting with the intent to *Workshop Board Roles and Responsibilities* to best align and hone the Board goals.

Chief Yengoyan acted as the workshop facilitator and led the group through the following actions:

1. Requested the Commissioners consider the roles of the Board as well as individuals.
2. Requested Commissioners write each pertinent role or responsibility on a sticky note to be grouped on the white board as an exercise identify commonalities.
3. Grouped the ideas into categories.

The Commissioners Wrote the following Board Roles/Responsibilities on individual sticky notes:

- Governance-overall oversight-30K ft view grand oversight
- Legal Responsibilities--Understanding of laws and rules of the fire service.
- Ensure CIRF meets the needs of Camano Island.
- Fiduciary Responsibility
- Let Chief Run the Dept
- Work as a Team
- Communication with elected officials representing Camano Island, Legislators, and County Commissioners
- Monitor finances.
- Hire Chief
- Set policy oversight.
- Political capital—engaging with the public, build capital and keep it.
- Communication with residents of the island
- Strategic planning
- CEO/Chief oversight on behalf of community/employees
- Services oversight on behalf of the community
- Responsibility to citizens
- Actions that support what the citizens feel we should be doing.
- Overall Mission of the department
- Supervision-assess the Fire Chief, evaluation of the Fire Chief
- Accountable for programs and services provided.
- Fiscally responsible to the residents
- Act as an escalation point in some scenarios. —for HR
- Be the voice in some scenarios—elected officials.
- Represent CIFR on State level
- Fiduciary oversight
- Checks and balances for the community we represent.

Communications Strategy—are ambassadors but defer to the Chief to be the face of the department.
Commissioners need to sometimes appear and represent the public in a combined Island County Fire District #1

- or complimentary-joints spokesperson role with Chief. Unless designated in a committee to be a voice of the group, only engaged when representing CIFR
- Oversight-Understanding Laws and rules of the fire service

The above concepts were placed in the following Categories:

1. Fiduciary
2. Strategic Planning-who we are/what we do
3. CEO Oversight
4. Communications Strategy/ Liaison with Govt Agencies
5. Oversight-approve program—HR and all the other Programs
6. Set Policy-establish Policy/Risk Management

Next Actions:

- ✓ Look at handout: “Overview of Board Duties and Staff Support” provided by Chief Yengoyen.
- ✓ A meeting with Commissioners Treml and Evans, and Chief Yengoyan to work more on goals.
- ✓ Circle back at next workshop with aligning goals to the Overhead Categories.

Question from Commissioner Krieg- regarding reason for calling workshop?

Answer-Commissioner Evans indicated it was an attempt to try to get goals aligned with Board Roles and Responsibilities. Commissioner Evans also indicated a need for a deeper understanding of Board fiduciary responsibility.

Discussion took place surrounding how to go about workshops in the future and was decided to discuss further in the Regular Meeting due to time constraints.

Commissioner Treml adjourned the meeting at 4:28 P.M.

Respectfully submitted,



Amy Martin
Board Secretary