

# ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)  
REGULAR COMMISSIONERS MEETING  
August 9, 2021

## MINUTES

Chair Trembl called the regular Fire Commissioners meeting to order at 4:30 p.m. Those in attendance were: Janice Trembl, Jerry Evans, Paul Williams, Steve Lich, Levon Yengoyan, Craig Helgeland, Amy Martin., Bronlea Mishler, Linda Layton, Jason Allen, and Christopher Easter.

Erik Krieg was absent and excused due to personal reasons.

**Commissioner Evans moved to approve the agenda. Commissioner Williams seconded; motion carried by unanimous vote.**

### **CONSENT AGENDA –**

- Minutes of July 19th, 2021, Regular Meeting and July 19th, 2021 Special Meeting
- Approval of Vouchers = 7 EFT's for \$121,018.14, Payroll EFT for \$232,909.74, Expense Vouchers #211608 - #211706 for \$284,486.93; Trust Fund for \$481.54; Capital Fund for 185,274.56; all totaling \$824,170.91.

Chief Yengoyan updated the Board regarding the status of a public records information request that has been costly. The attorney is working on a proposal on how CIFR can handle some larger requests via software applications. The software search would be based on keywords, so there is some possible risk, but would pull out medical and attorney client privilege info. Proposal is forthcoming.

**Commissioner Lich moved to approve the Consent Agenda items 1 and 2 as presented. Commissioner Williams seconded; motion carried by unanimous vote.**

**PUBLIC INPUT –** None

**CHIEF'S REPORT –** Attached

FF Christopher Easter briefed the Board regarding his Academy experience and noted that sending firefighters to the academy provides an opportunity to interface with other departments and learn or refresh skills. He noted training like pulling hoses and cutting roofs has been helpful to him to function more optimally within the department.

### **Communications-PR-Bronlea Mishler**

Bronlea provided an update on the health and status of CIFR's public communication outreach.

- Social media overview-type of community and demographics. Facebook and Nextdoor and Twitter are primary. We use You Tube mostly as a place to store our videos with a few followers. It's not currently promoted. We are consistently gaining followers on social media and letting our viewers drive our content.
- Topics that resonate: *Giving back* resonates with our community as well as anything with our crews; current events; trends; tools of the trade

- Beyond technology the plan is to leverage other tools to reach underserved population: crab cracker, etc.
- Annual Reports: Goal to get out 2019 and 2020 annual reports soon to deliver our highlights and metrics to the public.

**CORRESPONDENCE** – Three thank you’s via FB for fire suppression, changing smoke alarms, waving to a child in a car. Thank you from Chase Larkin for scholarship.

**MEMBER INPUT** – None

**COMMITTEE REPORTS** –

ICOM –Still delaying vote on percentage of tax. For general election next year. November of 2022.

Safety/Risk Management –Meeting date Sept 8 or 9.

Finance – Met two weeks ago. Update of Year-to-date budget position. We’re at 49.3%. At a comfortable level.

SNO-ISLE –Don’t have a member meeting in August. Plan had been to use CIFR facility. Likely will be revised due to COVID.

**UNFINISHED BUSINESS** –

Commissioner’s Calendar-Monthly Review

Discussion surrounding adding goals to the calendar based on Policy 103 that indicates goals would be added in the 3<sup>rd</sup> Quarter. Will consider later.

**NEW BUSINESS**

A. 2021 Budget Amendment

- Linda Layton, finance manager, briefed regarding the updates.
- Three types of Updates, Chief Yengoyan indicated: Decisions we made after the budget was approved; carryover allocations; and additional expenditures like the Covid Clinic.
- Discussion surrounding COVID expenses and how CARE funds need to be documented.

**Commissioner Williams moved to approve the Budget Amendment as presented. Commissioner Evans seconded; motion carried by unanimous vote.**

B. 2022 Budget Development

- Review of 2021 Budget Timeline
- Discussion surrounding SAFER grant and consideration of applying for it.
- Discussion surrounding part-timers and present status. A/C Allen briefed regarding our timeline for bi-annual hiring of part-timers. Continuing to keep up with it and advertise and recruit. We are being more selective. Staying ahead of it.

C. SOP Updates

1. Policy 103 Board of Fire Commissioners –Commissioner Trembl suggested bringing Policy 103 back to the board to allow the Commissioners more time to review it. Comm Williams noted that Section 103.1— indicates that policies are to be given for reading and discussion and approved at a following meeting. This would provide a few policies for approval and a few for discussion at each meeting. Also noted that in Section 103.21 Stanwood is still listed.

2. Policy 100 Fire Service Authority- Reviewed

3. Policy 1107 Flag Display-Reviewed

**Commissioner Lich moved to review and approve Policy 100 and 1107 as presented. Commissioner Evans seconded; motion carried by unanimous vote.**

**ANNOUNCEMENTS**

✓ Next Commissioner Meeting Monday, August 23rd, 2021, 4:30 p.m., In Person and Virtual.

Chief Yengoyan requested to be excused from the Aug 23rd meeting due to a family vacation. It was decided that the meeting may be canceled if agenda items are not present. One of the assistant chiefs will attend if needed.

There being no further business, Commissioner Evans moved to adjourn the meeting at 5:27 p.m.

Respectfully submitted,



Amy Martin  
Board Secretary