

ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)

REGULAR COMMISSIONERS MEETING

January 31, 2022

MINUTES

Chair Treml called the regular Fire Commissioners meeting to order at 4:30 p.m. Those in attendance were Janice Treml, Paul Williams, Kim Williams, Kelly Yadon, Levon Yengoyan, Craig Helgeland, Amy Martin, and Jason Allen. Attorney Rich Davis attended via Zoom. Commissioner Jerry Evans was excused due to personal business.

Commissioner Yadon led us in the flag salute.

Chair Treml proposed amending the agenda to include the following items:

Addition to New Business:

Letter of Understanding 9: Paramedic Promotion Service Requirements

Amendment to the Consent Agenda:

Approval of a correction (reduction of \$166.00) to the BPAS (VEBA) payment amount from the 1/11/2022 Board of Commissioners meeting: The BPAS payment itself was correct, at \$9,770.00.

However, the BPAS payment was erroneously listed in the Board vouchers at \$9,936.00 but should have only been \$9,770.00, an overstatement of \$166.00.

Commissioner P. Williams moved to approve the agenda as amended; Commissioner K. Williams seconded; motion carried by unanimous vote.

CONSENT AGENDA –

1. Minutes of December 13, 2021, Meeting.
2. Approval of Vouchers:

4 EFTs	\$97,658.68
Payroll EFTs	\$210,658.58
Expense Vouchers #220036-#220090	\$173,444.69
All Totaling	\$481,761.95

3. Correction (reduction of \$166.00) to the BPAS (VEBA) payment amount from the 1/11/2022 Board of Commissioners meeting:

Commissioner Yadon moved to approve the Consent Agenda items 1, 2, and 3 as amended; Commissioner P. Williams seconded; motion carried by unanimous vote.

PUBLIC INPUT – None

CHIEF'S REPORT -see attached.

- **Covid Update:** Chief Allen briefed that two personnel are currently out with Covid. One is cleared to return to work on the next shift. We're managing at a level where we can maintain operations.
- **Attorney Rich Davis Presentation of Chmelik Sitkin & Davis: Governance vs Management: A Perspective for Fire Commissioners Presentation**
 - Introduction
 - Overview: Role for Commissioners
 - Interactive discussion surrounding board perception, role, and challenges.
 - Governance vs. management
 - Common Big Issues-discussion surrounding strategic planning, levels of service and facilities planning
 - Authority-Commissioners act together as a unit.
 - Open Public Meetings Act
 - Observations on governance
 - Five Elements of Commission Governance
 - The Importance of Budget-Based Governance
 - The Commission vs. The Fire Chief
 - Delegation of Power Resolution-lists out what authority the Chief has without approval from the board
 - Public Meetings-effective Commission Meetings
 - Agendas, Public comment, consent agenda
 - Work Sessions-are a meeting to discuss and deep-dive issues without action. An action can then be added to the Consent Agenda at the following meeting. Could have one meeting a month that is work session and one meeting in which actions are taken.
 - Barriers to Effective meetings-unprepared Commissioners,
 - Chair Responsibility
 - Build an Effective Commission Meeting Toolbox
 - Role of Staff at Public Meeting
 - Fire Chief Roles and Responsibilities
 - Professional Development and Succession Planning
 - The Districts Political Bank Account
 - The Attorney's Role-legal advice, risk mitigation
 - Commissioner Compensation
 - Open Public Meetings Act-Regular, Special, Executive
 - Public Records Act RCW 42.65 Overview-technology
 - Code of Ethics for Municipal Employees-transparency and conflict of interest

PRESS & CORRESPONDENCE – SC News article mention of CIFR in the Superior Court case involving Island Co. and the Muresan Encampment Lawsuit.

COMMITTEE REPORTS –

- ICOM –Current person running ICOM will continue until we can do an actual search and bring someone on.
- Safety/Risk Management –Committee met on March 10

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- Finance –Will schedule a meeting to review 4th quarter.
- SNO-ISLE –Meeting this Thursday.
- WFOA: K. Williams attended.
- Other:
 - North County EMS & Trauma Care Council- Commissioner Williams will brief more extensively at the next meeting. In summary, they opened a second round of grant applications: Injury prevention-March 1st. EMS and trauma-April 1 grants that enhance the quality of EMS services, etc. Possible grant for telehealth would be a way of solving some of our transport issues
 - Scholarship: Chief Yengoyan was tasked by committee to discuss with Bob Cole possibility of increased scholarship funding. Cole indicated that the preference is to have personnel apply directly to him and that he routinely awards scholarships directly to recipients. We will put the word out to employees.

UNFINISHED BUSINESS – none

NEW BUSINESS

Letter of Understanding IX: Paramedic Promotion Service Requirements

Commissioner P. Williams moved to approve Letter of Understanding IX: Paramedic Promotion Service Requirements; Commissioner Yadon seconded; motion carried by unanimous vote.

ANNOUNCEMENTS

- ✓ Next Commissioner Meeting Monday, February 14th, 2021, 4:30 PM, in-person/virtual Admin Bldg.
- ✓ Will review Commissioner Goals and Orientation schedule at next meeting.

There being no further business, Commissioner Williams moved to adjourn the meeting at 6:32 p.m.

Respectfully submitted,



Amy Martin
Board Secretary