

ISLAND COUNTY FIRE DISTRICT #1
Camano Island Fire & Rescue (CIFR)
SPECIAL AND REGULAR COMMISSIONERS MEETING
March 28, 2022
MINUTES

Chair Treml called the **Special Fire Commissioners Meeting** to order at 3:31 p.m. Those in attendance were Janice Treml, Kim Williams, Kelly Yadon, Jerry Evans, Levon Yengoyan, and Amy Martin. Paul Williams was present via Zoom.

A. Strategic Planning Update via Zoom with Fitch & Associates, LLC

Steve Knight presented:

- Structure and Format of deliverables
- Standard of Cover Process
- High Level Data Overview
- System Resiliency
- Per Station Performance
- Unit Hour Utilization (UHU)
- Transport Rates
- Risk Assessment
- Station Level Risk Assessment
- Station Location and Call Density Analysis
- 8-minute urban performance
- 10-minute urban performance
- 10-minute urban; 13-minute rural performance

Comm P. Williams noted that donning of COVID PPE may have impacted 2020 turnout times

Mike Despain, Senior Consultant

- Outcomes-what's in it for me or my community?
 - Finding outcomes that matter
- Activities-what did we do?
- Impact Ratios

Comm K. Williams asked for clarification about patient outcome-based data points.

Commissioner Yadon moved to adjourn the Special meeting at 4:23 p.m.

Chair Trembl called the **Regular Fire Commissioners Meeting** to order at 4:30 p.m. Those in attendance were Janice Trembl, Kim Williams, Kelly Yadon, Jerry Evans, Levon Yengoyan, Craig Helgeland, Amy Martin, Jay Jacks, Mark Sears, and Christy Mathews. Paul Williams was present via Zoom.

Comm Yadon led us in the flag salute.

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

CONSENT AGENDA –

- Minutes of February 28, 2022, Meeting.
- Approval of March 14 and March 30 Vouchers

II. March 14 Vouchers	
3 EFTs	\$19,152.29
Payroll EFTs	\$19,833.58
Expense Vouchers #20195-220238	\$65,987.62
Totaling	\$104,973.49

March 30 Vouchers	
3 EFTs	\$98,686.23
Payroll EFTs	\$211,392.80
Expense Vouchers #220239-220286	\$96,162.07
Trust Fund	\$275.58
Capital Fund	\$22,012.00
Capital Facilities Fund	\$9,582.62
Totaling	\$438,111.30

Combined, All Totaling	\$543,084.79
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Commissioner Yadon moved to approve the Consent Agenda items 1, 2; Commissioner K. Williams seconded; motion carried by unanimous vote.

PUBLIC INPUT – None

CHIEF’S REPORT -see attached.

Speakers: Facilities and Maintenance-AC Helgeland/Jay Jacks

Jay Jacks presented on Shop and Shop Maintenance

- General Overview
- Strengths-people, being a fire department shop; Weaknesses-need to streamline data collection; Opportunities-increase internal value to the District (can help with facilities maintenance); Challenge- Privately owned competition moving into Mt. Vernon.

Chief Yengoyan praised the maintenance shop for safety and quick turn-around.

Comm Evans messaged praise from the community that's been relayed to Commissioners. Commissioners asked if there are any barriers to performance? Jay indicated the lifts are going to help and the working tool budget allows him to react quickly if a diagnostic tool is needed. Looking currently at diagnostic software, but overall, well equipped.

Chief Helgeland presented on CIFR Facilities

- General Overview
 - Generator Project is complete at Station 3
 - Station 2 damage to bay door-bullet hole. No damage to ambulances.
 - Chief Yengoyan noted the longer-range facilities maintenance plan via a \$10 Million bond investment in facilities.
 - Comm Yadon asked how much a dedicated maintenance crew might save the department. Chief Yengoyan indicated for many jobs we must pay prevailing wage and can't do in house. But it's a study we could look at. In the future, maintenance Division will be able to do some of the basic facilities care. May be manageable by transferring some of the maintenance over to the shop and the new hire.
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- Discussion of Levy and timing of Levy with inflation
 - Potential special meeting to discuss.
 - Preference to discuss during the regular meeting rather than have an earlier meeting due to work constraints for Comm Evans. Workshop could be done in the evening after a regular board meeting.

Chief's Report- attached

PRESS & CORRESPONDENCE –

1. Social Media thank you to the crews from the father of a deceased PT
2. Thank you via our info email to CRP Dean Speerbrecher for assisting his elderly parents
3. SC News article re Stanwood-Camano population growth with quote from Chief Helgeland on call volume.

COMMITTEE REPORTS –

- ICOM – Still searching for a new director hope to have one by the end of May
- Safety/Risk Management –Committee will meet June 9th. Met in March.
- Finance – Met and reviewed the budget year to date. On track.
- SNO-ISLE –Banquet on March 26th. First Thursday in April will discuss mitigation fees.
- Other:
 - Scholarship-SCAF Scholarships are all in. We'll receive our applicants by end of March. Award selection due back to them early May. Internal CFIR scholarship notice was sent out and is due in by May 2nd. Open to all employees. 1 SCAF and 2 internal at 2K.

UNFINISHED BUSINESS – none

NEW BUSINESS

A. VFIS Risk Assessment

- VFIS insurance company did risk assessment—looked at community, driver training program, maintenance records, personnel policy, hiring practices training program, etc.
- Chief Yengoyan to provide copy of letter to risk management committee.

Comm Trembl recommended seeing monthly financial statements rather than quarterly as had been discussed at a previous meeting. Decision was made to see them monthly.

- I. EXECUTIVE SESSION - The Board recessed at 5:37 p.m. and went into Executive Session at 5:40 to discuss the performance of a public employee per [42.30.110 \(1\)\(g\)](#). It was expected to last until 5:44 p.m. At 5:44 p.m. the Board came out of Executive Session and immediately returned to Regular Session with no action taken.

ANNOUNCEMENTS

- ✓Next Commissioner Meeting Monday, April 11th, 2022, 4:30 PM, in-person/virtual Admin Bldg.

There being no further business, Commissioner Yadon moved to adjourn the meeting at 5:44 p.m.

Respectfully submitted,



Amy Martin
Board Secretary