

# ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)

COMMISSIONER'S MEETING

June 27, 2022

4:30 PM

**MINUTES**

Chair Trembl called the **Regular Fire Commissioners Meeting** to order at 4:30 p.m.

Commissioner Evans led us in the flag salute

Those in attendance were

## **Commissioners**

Janice Trembl

Paul Williams

Jerry Evans

Kelly Yadon

Kim Williams

## **Fire Department Staff**

Fire Chief Levon Yengoyan

AC Jason Allen

AC Craig Helgeland

Amy Martin, Board Secretary

**Public-none**

## **MOVED TO AMEND THE AGENDA TO CANCEL THE SPECIAL MEETING IN THE ANNOUNCEMENT AND UPDATE THE REGULAR MEETING LOCATION TO THE ADMIN BUILDING**

**1st: Commissioner: Trembl 2nd: Commissioner: P. Williams**

**Discussion: none**

**APPROVED: Unanimous**

## **MOVED TO APPROVE THE AMENDED AGENDA**

**1st: Commissioner K. Williams 2nd: Commissioner: P. Williams**

**Discussion: none**

**APPROVED: Unanimous**

## **CONSENT AGENDA –**

- Minutes of June 13th, 2022, Meeting.
- Approval of Vouchers: June 27<sup>th</sup>, 2022

<b>June 27th Vouchers</b>	
4 EFTs	\$111,461.19
Payroll EFTs	\$229,585.27
Expense Vouchers	\$162,438.80
<b>Totaling</b>	<b>\$503,485.26</b>

**MOVED TO APPROVE CONSENT AGENDA**

**1st: Commissioner Yadon 2<sup>nd</sup>: Commissioner P. Williams**

***Discussion: none***

***APPROVED: Unanimous***

**PUBLIC INPUT** –none.

**CHIEF'S REPORT** -attached.

Cybersecurity/HIPAA Compliance update -Amy Martin

Briefed regarding the status/updates of the HIPAA Compliance Program, internal compliance audit, and cybersecurity measures being implemented.

**PRESS & CORRESPONDENCE** – Go Skagit CIFR mention of Marine Rescue Technician course. Thank you from Dennis Wischmeier (retirement award) and Sam Down (SCAF Scholarship Winner).

**COMMITTEE REPORTS** –

- ICOM – board meeting with new exec director. Will discuss role of the board next meeting.
- Safety/Risk Management –Committee will meet Sept 15.
- Finance- Did not meet. Will schedule meeting in July. Will do budget amendment.
- SNO-ISLE –. No meeting in June. July 9th<sup>h</sup> is next meeting. Mobile Health Integration Program from Seattle Fire.
- Other -none

**UNFINISHED BUSINESS**

A. Finance Consulting Services Contract

**MOVED TO AUTHORIZE THE CHIEF TO SIGN THE FINANCE CONSULTING SERVICES CONTRACT**

**1st: Commissioner P. Williams 2nd Commissioner: Yadon**

***Discussion:*** Chief Yengoyan briefed regarding the new finance consultant and expectations. *The finance director filling this role will be Jasmine Perez.*

***APPROVED: Unanimous***

B. Continuing Education of Commissioners

- Discussion: Surrounding the WFCMA Conference and presentations focusing on grants. Tips discussed for obtaining grants. Webinar on policies and procedures— Risk Management—potential gaps in our policies and procedures to be reviewed. Agenda request for next meeting: Risk Management.

C. Policy Review:

- **Lexipol 1092 Member Speech Expression-** for review
- **Lexipol 226 Social Media-** for review

**MOVED TO APPROVE AS AMENDED, LEXIOPOL 1092 MEMBER SPEECH EXPRESSION AND LEXIPOL 226 SOCIAL MEDIA**

**1st: Commissioner K. Williams 2nd: Commissioner P. Williams**

**Discussion:** 1092: Updates requested: 1092.3: examples of type of information to not disclose should include employee address, email, and phone number. Should also include any member of the fire department including Commissioners.

226: Updates requested: Cadets should also be listed as needing to be compliant. PIO is used without defining-Add definition of PIO.

**APPROVED: Unanimous**

**NEW BUSINESS**

A. Ambulance Radio Purchase

**MOVED TO APPROVE AMBULANCE RADIO PURCHASE**

**1st: Commissioner Yadon 2nd: Commissioner K. Williams**

**Discussion:** Grant for replacing radios in work but need to move forward to replace radios.

**APPROVED: Unanimous**

B. Fire Admin Supervisor and Data Analyst

**MOTION TO APPROVE AMENDED JOB DESCRIPTION**

**1st: Commissioner P. Williams 2nd: Commissioner K. Williams**

**Discussion:** Chief Yengoyan briefed the proposed job description. An additional update was requested to be made to the Board Secretary section to include tracking of Commissioner training to ensure compliance.

**APPROVED: Unanimous**

**MOTION TO APPROVE NEW PAY SCALE**

**1st: Commissioner K. Williams 2nd: Commissioner P. Williams**

**Discussion:** Chief Yengoyan briefed the request

**APPROVED: Unanimous**

**ANNOUNCEMENTS**

- ✓ Next Commissioner Regular Meeting Monday July 11, 2022; 4:30 PM Admin Building. In person.

**There being no further business, Commissioner K. Williams moved to adjourn the meeting at 5:45 p.m.**

Respectfully submitted,



Amy Martin  
Fire Board Secretary