

ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)

COMMISSIONER'S WORKSHOP

May 22nd, 2023

4:30 PM

MINUTES

Chair Evans called the **Fire Commissioners' Workshop** to order at 4:30 p.m.

Comm Yadon led us in the flag salute.

Those in attendance were:

Commissioners

Jerry Evans

Janice Trembl

Kelly Yadon

Kim Williams

Paul Williams via Zoom

Fire Department Staff

AC Jason Allen

AC Craig Helgeland

Amy Martin, Board Secretary

Chief Levon Yengoyan

Public-none

MOVED TO APPROVE the Agenda

1st: Commissioner K. Williams 2nd: Commissioner Trembl

Discussion: none

APPROVED: Unanimous

Workshop Topic: Commissioner Goals

The Commissioners discussed each committee and established Goals for each:

Communications (discussion)

- The goals should encompass development and strategy with outcomes and board expectations.
- What are we trying to accomplish? Success of the levy is the measure for effectiveness of strategy. Establish what we want to accomplish and how we measure it.
- The previous survey could be used as the baseline. Then go back and do the survey again to see how we improved.
- Have to have consistency and long-term strategy.
- Assess outcomes and determine direction for next year.
- We want our community to know us and support us.
- For the fall meeting, Bronlea Mishler is developing 3 year plan.

Finance:

- Finance manager job description to be updated.
- Develop ways to communicate to the residents the strict oversight the commissioners have on the financial management of Camano Fire and Rescue.

Safety

- Reducing long term exposure to carcinogens.
- Musculoskeletal and mental health.

ICOM:

- Develop strategic plan.
- Discussions surrounding improvements and integration with ICOM.

Safety Liaison- deleted.

Employee Evaluation

- Chief's Performance Evaluation (Annual) First Check-in on goals June 30th. Survey of staff employees Aug/sept. Final Review December.

ICOM

- Develop Strategic Plan
- Discussion of budget challenges.

A discussion occurred regarding more equitable representation of Commissioner on various committees. Changes were made to Committees:

- Commissioner Yadon to be backup for North Region EMS & Trauma Council for K. Williams.
- Commissioner Yadon to take the place of Commissioner P. Williams on employee evaluation committee.

Quality Committee

- Establish purpose, membership, and have 1st meeting.
- Create a structure for policy review.

Legislative Committee

- Legislative Workshop-plan, set a date (September), and execute.

Other Changes and updates made to Workshop dates and a Team building event added for August.

Final Commissioner Committee Goals

COMMISSIONER COMMITTEE GOALS 2023	
Data Reporting Start	Measure
2023	Communication Committee
	Create a communications strategy and outcomes. (Quarterly check-in)
	Evaluation of the communication strategy that led to the levy results/preplan survey to assess effectiveness of strategy/debrief.
	Develop strategy of upcoming year based on debrief
2023	Finance/ Budget Committee
	Review and update the job description for the Finance /Human Resource Manager that ensures the future and changing demands for financial management of CIFR.
	Develop ways to communicate to the residence of Camano Island the strict oversight the Commissioners have on financial management at CIFR.
2023	Safety
	Decreasing long-term exposure to carcinogens
	Develop a measurement methodology for musculoskeletal injuries and mental health.
2023	Employee Evaluation
	Chief's Performance Evaluation (Annual) First Check-in on goals June 30th. Survey of staff employees Aug/sept. Final Review December.
2023	ICOM
	Develop Strategic Plan
2023	North Region EMS & Trauma Care Council
	Committee Report
2023	Quality Committee
	Establish purpose, membership, and have 1st meeting
	Create a structure for policy review.
2023	Legislative Committee
	Legislative Workshop-plan, set a date (September), and execute

Current Status of Scheduled Workshops

Month	Date	Speaker	Month	Date	Speaker
January	9	No Speaker	July	10	Special Rescue – Hansen, McCoy
	23	K Legislative Issues, Commissioner Goals, Quality Management		24	Summer Break
February	13	Training / Cadet Class – Larkin	August	14	Facilities – Helgeland
	27	K		28	Team Building Event (Kim's)
March	13	Communications – Mishler	September	11	Volunteer Program – TenHoopen
	27	Dashboard		25	Budget
April	10	A Maintenance Div – Jacks	October	9	Ops – Allen
	24	A Communications		23	Legislative
May	8	EMS – Smith	November	13	Wildand – Olsen
	22	Board Goals		27	Succession Planning/Chief Evaluation Review
June	12	Union – Winship	December	11	Annual Recap
	26	A Mid Year Evaluation of Board and Chief's Goals/Org Vision/Board and Chief Communications			
		Speakers in Black			
		Workshop Topics in Blue			

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Camano Island Fire & Rescue
Board of Fire Commissioners
Minutes
May 22nd, 2023

ANNOUNCEMENTS

- ✓ Next Commissioner Regular Meeting Monday, June 12th, 2023, 4:30 PM, in-person/virtual Admin Bldg.

There being no further business, Commissioner Yadon moved to adjourn the meeting at 5:40 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Amy Martin".

Amy Martin
Fire Board Secretary