

ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)

COMMISSIONER'S MEETING

August 14th, 2023

4:30 PM

MINUTES

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

Comm Trembl led us in the flag salute.

Those in attendance were:

Commissioners

Janice Trembl

Jerry Evans

Kelly Yadon

Paul Williams

Kim Williams-via Zoom

Fire Department Staff

Chief Levon Yengoyan

AC Jason Allen

Amy Martin- Board Secretary

Public- 3 members of the public in person; 1 via Zoom

MOVED TO APPROVE the Agenda.

Ist: Commissioner Trembl 2nd: Commissioner P. Williams

Discussion: none

APPROVED: Unanimous

I. CONSENT AGENDA –

A. Minutes of July 10th, 2023, Regular Meeting

July 24th & Aug 14th, 2023 Vouchers	
10 EFTs	\$135,784.71
Payroll EFTs	\$258,261.78
Expense Vouchers	\$265,170.11
Capital Fund	\$4,227.36
Totaling	\$663,443.96

MOVED TO APPROVE the Consent Agenda

Ist: Commissioner P. Williams 2nd: Commissioner Yadon

Discussion: Visa Bill for airline seat upgrade for one personnel to the Fire Academy justification was discussed. A/C Allen explained an upgraded ticket was canceled and a new regular ticket was issued. A refund for that upgrade was in process.

APPROVED: Unanimous

Public Input

Paul Foster, of 92 Pleasant Lane, Camano Island, updated the Commissioners as a *Friends of Camano* member.

- Advocacy material: posters at local churches; post cards will be approving this week for anyone who supports the levy and can send to their friends and neighbors. Other Mailings that will drop when ballots arrive.
- Finalizing social media and print media in publications like the Crab Cracker.
- Filling the Fire Chief's social calendar for presentations and events.
- Booking Freedom Park sign and timeframes for sign waving prior to election.
- Ballot statement complete.
- Continuing fund-raising efforts and plans to leave seed money for future Friends group as necessary for levy activity.

II. CHIEF'S REPORT-attached.

- Lisa Beckt, the incoming Finance Manager—attended the meeting and introduced herself to the board.
- A/C Allen briefed on water rescues and recent brush fires. No mobilizations thus far this year.

Presentation: Facilities- canceled. A/C Helgeland out sick.

III. PRESS & CORRESPONDENCE –

- a. Thank you card for scholarships from Cadet Volunteer Rodriquez-Hernandez
- b. Thank you from The Camano Island Women's Republican Club for the presentation to them by Chief Yengoyan, LT Larkin, and Cadet Volunteer Rodriquez.
- c. SC News Article on response to a brush fire July 8th.
- d. Go Skagit Article covering National Night Out Even on August 1st.

IV. COMMITTEE REPORTS

- **ICOM** – Meet next week.
- **Safety/Risk Management** – Meeting Sept 14th; SOP review process to be re-established and then brought to the board.
- **Finance**- Met, reviewed first 6 months still in the black.
- **SNO-ISLE**- Start regular meeting first week in September.
- **WFCA** – Registration open for conference.
- **Levy**- Monthly meetings with Liz Loomis. Good feedback on grassroots efforts. Doing more videos. Little negative input. On track.
- **Other**-
- **North Region EMS**-New executive director is sending Comm P. Williams is forwarding.

OLD BUSINESS: None

V. NEW BUSINESS

A. Ambulance Chassis Purchase—will come back with a purchase request. Are looking to get a new Ambulance Chassis in the pipeline. Working with Brahn on state bid. Next ambulance could be delivered in 2025.

B. Engine Bid Opening

A/C Allen opened the bids received:

- Evergreen Fire Apparatus, HME \$699,000
- Hughes Fire Equipment-\$1,015,608
- Cascade Fire & Safety— (taxes are not included)
 - 2 bids:
 - 1st: \$782, 982
 - 2nd: \$699,995

Will come back to the board after reviewing the bids with a recommendation.

C. 2023 Q2 Service Demand and Performance Metrics

- Amy Martin briefed.

D. Cybersecurity Breach Closeout

- Amy Martin briefed the findings of the June 2023 computer malware infiltration. No HIPPA breach or Server infiltration. No Insurance Claim needed.

E. Version Wireless Communication Tower Lease Proposal at Station 2—

- Potential for lease money. Need more radio communications. A/C Helgeland will update at the next board meeting.

F. Island County Mutual Aid Agreement

MOVED TO APPROVE Island County Mutual Aid Agreement

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

Discussion: Both parties have agreed to updates; approved by attorney Rich Davis. With the Board's approval Fire Chief will sign.

APPROVED: Unanimous

G. Volunteer Approval-Tyson Mann

MOVED TO APPROVE 1 volunteer Tyson Mann

1st: Commissioner Trembl 2nd: Commissioner P Williams

Discussion: none

APPROVED: Unanimous

H. 2024 Budget Planning

- Chief Yengoyan explained the Budget development plan. Will develop two proposed budgets. A calendar was included in the board packet with an Oct 9th first review of Budget with Oct 23rd as second review if needed. Public Hearing and present the final budget November 13th.
- The Board approved the plan.

I. Board Succession Planning

Commissioner Yadon submitted his resignation due to personal reasons effective September 1st, 2023.

Discussion:

- The Board has 90 days to appoint someone from the date of resignation. The last time a resignation occurred invitations and a selection committee were established; however, the board can choose how to proceed. If they can identify a candidate that the board would approve, they can appoint. The new appointee will serve until 2025 and then could run for election if they want and could be in place until 2027.
- Summarize the commitment and responsibility. We have a miniature job description in the orientation manual that could be shared with prospective appointees.
- Comm K. Williams requested she be on the selection committee.
- Anyone who is interested in being appointed could potentially attend finance meetings and have access to the strategic plan and the orientation manual.
- Letters of interest due by sept 1st
- Will also engage the Union President.

Announcements

- ✓ Next Commissioner Regular Meeting Monday, September 11th, 2023, 4:30 PM, in-person/virtual Admin Bldg.
- ✓ Next Commissioner Workshop Monday, September 25th, 2023, 4:30 PM, in-person/virtual Admin Bldg.

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Camano Island Fire & Rescue
Board of Fire Commissioners
Minutes
August 14th, 2023

There being no further business, Commissioner Yadon moved to adjourn the meeting (2nd by Commissioner P. Williams) at 6:12 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Amy Martin", with a long horizontal flourish extending to the right.

Amy Martin
Fire Board Secretary