

ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)

COMMISSIONER'S MEETING

October 9th, 2023

4:30 PM

MINUTES

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

A/C Allen led us in the flag salute.

Those in attendance were:

Commissioners

Jerry Evans

Kim Williams- via Zoom

Janice Trembl

Paul Williams

Fire Department Staff

Chief Levon Yengoyan

A/C Craig Helgeland

Fire Department Staff (cont.)

A/C Jason Allen

Amy Martin- Board Secretary

Lt. Dana Larkin

Linda Layton, Finance Manager

Jay Jacks, Fleet Maintenance Supervisor

Lisa Beck, Finance Manager, via Zoom

Public-2 member of the public; 1 member in person, 1 via Zoom

Comm Evans proposed two amendments to the agenda:

- To add an Executive Session to discuss the performance of a public employee per [RCW 42.30.110 \(g\)](#)
- To move the 2024 Ambulance Bid Opening from New Business to just after Public Input on the agenda.

MOVED TO APPROVE the amended Agenda

Ist: Commissioner Trembl 2nd: Commissioner K. Williams

Discussion: none

APPROVED: Unanimous

I. CONSENT AGENDA –

A. Minutes of September 11th, 2023, Regular Meeting

September 25th & Oct 9th, 2023 Vouchers	
8 EFTs	\$145,825.14
Payroll EFTs	\$283,733.53
Expense Vouchers	\$286,299.78
Bond Fund-9/27/2023	\$350.00
Capital Fund-9/25/2023	\$1,389.67
Capital Fund-10/14/2023	\$54,971.53
Capital Facilities Fund-10/12/2023	\$2,550.00
Totaling	\$775,119.65

MOVED TO APPROVE the Consent Agenda

Ist: Commissioner Treml 2nd: Commissioner P. Williams

Discussion: none

APPROVED: Unanimous

Public Input -none

A. 2024 Ambulance Bid Opening

A/C Helgeland briefed the board regarding the process for the bid.

- One bid received. Brawn NW ambulance bid from Chehalis. Opened and accepted. Total including sales tax: \$ 297,256.45.
- Staff will review and make a recommendation at the next board meeting.

II. CHIEF'S REPORT-attached.

A/C Allen updated the board on two recent structure fires:

- Garage fire on Sandell Rd.
- S. Camano Dr. fire--large scale fire, well involved, no hydrants, 7 tenders, required some level of crews all night into multiple days. The crews did a great job.

Speaker: Lt. Larkin-Training Program

- Drills to cover major fire response; standardized structure; quarter to practice and now testing the crews on the drills.
- Single engine attack—fire engine shows up first, understanding of seating assignments and roles.
- Tender procedures etc. and timelines
- Engine or tender arrive and first arriving tender to supply water and set up.
- Drills and standardizing has helped speed up the process and times for the drills are really good.

III. PRESS & CORRESPONDENCE –

- a. SC News-multiple letters to the editor in support of the Levy
- b. SC News article re: New Fire Cadet Class; Sandell Rd. House Fire; Stanwood-Camano School District implementing New Safety Drill Procedures that Chief Yengoyan took part in.

IV. COMMITTEE REPORTS

- **ICOM** – No contract with staff yet, but a final offer has been made; may need to go to mediation.
- **Safety/Risk Management** – Meet December 14th.
- **Finance**- Met, reviewed the budget that we'll see later in this meeting.
- **SNO-ISLE**- Executive committee met on Aug 16th, last meeting a week ago Chief Wallor presented a program on Nurse Triage system. Planning on implementing 2024, can use uber instead of calling 911 for transfers. 100K a year or more. Grant so the first year will be free. We may want to investigate grant funding for our agency.
- **WFCA** – Prepping for Banquet in a couple weeks.
- **Levy**- Twenty-five outreach event. scheduled. 13 have occurred so far. Getting good turnout. 10-45 people at each event. District mailer going out about Oct 20th about when ballots arrive. Today's event at the Senior center discussed tax exemptions for people. A few citizens monitoring online, lots of folks jumping in with positive discussion.
- **Friends of Camano Fire**: Handouts for the board—public events are well received, and many people have a misconception about how the district is funding. Helping educate people regarding how it's funded. Mailing postcards that can be sent out to individuals. Signage is up around the island. Everything is going extremely well.
- **North Region EMS**-met last week. Comm P. Williams will share a handout which will be appended to the minutes.

V. OLD BUSINESS:--None

VI. NEW BUSINESS

B. 2024 Proposed Budget -1st Reading

- Chief Yengoyan briefed the two detailed budgets. Levy and Non-levy
- Optional Meeting Oct 23rd to review if needed.
- Election outcome will determine which budget we approve.
- Levy passage will implement the first stages of the strategic plan.
- Budget Sections briefed:
 - Amy Martin, HIPPA Privacy & Security Officer--IT Budget
 - A/C Allen-- Training Budget
 - A/C Helgeland --Capital Facilities Projects
 - Jay Jacks, Maintenance Fleet Division Supervisor--Maintenance Budget

Resolution forms will come out ahead of the November Open Public Hearing.

C. 2023-05: A Resolution to Appoint/Remove Coastal Bank and Heritage Bank Account Signature Authority

D. MOVED TO APPROVE 2023-05: A Resolution to Appoint/Remove Coastal Bank and Heritage Bank Account Signature Authority

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

Discussion: none

APPROVED: Unanimous

- ✓ No workshop Needed for October.
- ✓ Next Commissioner Regular Meeting Monday, November 13th, 2023, 4:30 PM, in-person/virtual Admin Bldg.
- ✓ Open Public Hearing, 2nd budget reading Monday, November 13th, 2023, 4:30 PM, in-person/virtual Admin Bldg.
- ✓ Annual haunted Halloween house at Vista/Madrona Station 4 on Halloween night.

EXECUTIVE SESSION - The Board went into Executive Session at 5:41 PM to discuss the performance of a public employee per [42.30.1 \(4\)\(g\)](#). It was expected to last until 5:51 p.m. At 5:51 PM the board came out of executive session and the Board Chair extended executive session until 6:06 PM. At 6:06 PM the Board came out of Executive Session and immediately returned to Regular Session with no action taken.

There being no further business, Commissioner P. Williams moved to adjourn the meeting at 6:07 PM.

Respectfully submitted,



Amy Martin
Fire Board Secretary