

ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)

COMMISSIONER'S MEETING

November 13th, 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~~-absent

Janice Treml

Paul Williams-via Zoom 1st half of meeting

Paul Foster-sworn in

Fire Department Staff

Chief Levon Yengoyan

A/C Jason Allen

A/C Craig Helgeland

Amy Martin, Board Secretary

Cpt Regan Olsen

Jay Jacks, Fleet Maintenance Supervisor

Public-4 member of the public; 2 members in person, 2 via Zoom

Comm Kim Williams was absent and excused due to personal reasons.

MOVED TO APPROVE the Agenda

Ist: Commissioner Treml 2nd: Commissioner P. Williams

Discussion: none

APPROVED: Unanimous

I. CONSENT AGENDA –

1. Minutes of October 9th, 2023, Regular Meeting and October 23rd, 2023 workshop

October 23rd & November 13th, 2023 Vouchers	
8 EFTs	\$142,486.87
Payroll EFTs	\$279,917.27
Expense Vouchers	\$240,366.65
Capital Fund-10/25/2023	\$4,127.45
Capital Fund-11/16/2023	\$2,533.41
Totaling	\$669,431.65

MOVED TO APPROVE the Consent Agenda

Ist: Commissioner Treml 2nd: Commissioner P. Williams

Discussion: none

APPROVED: Unanimous

II. NEW BUSINESS

A. Swearing in of Commissioner-Paul Foster

**MOVED TO APPROVE appointing Paul Foster, interim Commissioner #3
1st: Commissioner Trembl 2nd: Commissioner P. Williams**

Discussion: none

APPROVED: Unanimous

Chair Evans performed the swearing in of incoming Interim Commissioner Paul Foster.

III. Public Input -none

IV. CHIEF'S REPORT-attached.

Presentation: Cpt. Olsen- Wildland

- 8 members on the wildland team, career and part timers
- This year: 18 small brushfires, 2 large fires on the island, help from DNR. Darrington requested a brush truck near the end of August. A/C Allen went on Gray's fire on mobilization for 9 days.
- Updates for Next Year: Get more members signed up on the team as departing members have created vacancies.

V. PRESS & CORRESPONDENCE –

A. 3 Articles regarding the levy-2 in SC news and one AI generated article in newsbreak.com.

VI. COMMITTEE REPORTS

- **ICOM** – Meet next Monday. Contract with employees not signed yet.
- **Safety/Risk Management** – Meet December 14th.
- **Finance**- Are at 80% spent through October, under budget.
- **SNO-ISLE**- Working to restructure and working with a new medical program director; standardize and use common protocols; address issues like overcrowding at hospitals.

- WFCA – none
- Levy- passed.
- North Region EMS-none

VII. UNFINISHED BUSINESS:--None

A. 2nd Reading of 2024 Budget

Chief Yengoyan presented the budget to be considered for adoption and sent to the County by November 30th deadline.

- Two budgets were presented back in October.
- Tonight, focusing on the Levy passed budget.
- Chief Yengoyan briefed the overall budget.
- Amy Martin briefed IT budget.
- A/C Allen briefed suppression, Training, EMS
- A/C Helgeland-briefed facilities—Questions/Discussion regarding replacing the HVAC.
- Jay Jacks—briefed maintenance

B. Open Public Hearing 2024 Budget

Chair Evans Opened the public Hearing for comment at 5:19 pm.

Public Comment: Russell Kuehn, S. Camano; spoke via Zoom indicating that the role of the Commissioners is to ensure financial responsibility; that several projects are currently being kicked down the road and could have been started with funds available years ago including the Mabanna Station project. He also noted that he had not had time to review the proposed budget in advance of the meeting as it had not been posted on the website.

No other citizens wished to comment.

Chair Evans closed the public hearing at 5:22.

C. Adoption of 2024 Budget and approval of Resolutions: Resolution 2023-06 Budget Adoption with Levy Certification Resolution 2023-07 EMS Levy

MOVED TO APPROVE Resolution 2023-06 Budget Adoption with Levy Certification
Resolution 2023-07 EMS Levy

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

Discussion: Commissioners requested confirmation that the proposed budget included salaries for the proposed new hires. Chief Yengoyan confirmed.

APPROVED: Unanimous

VIII. NEW BUSINESS (Continued)

A. Ambulance Bid

MOVED TO AUTHORIZE purchase of ambulance from Brahn North West Inc not to exceed 300K in accordance with ambulance bid

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

Discussion: A/C Helgeland briefed the single ambulance bid received from Brahn Northwest.

APPROVED: Unanimous

B. Resolution 2023-08 A Resolution to appoint/remove Chief-Heritage Bank Account Signature Authority

MOVED TO APPROVE 2023-08 A Resolution to appoint/remove Chief-Heritage Bank Account Signature Authority

1st: Commissioner Trembl 2nd: Commissioner Foster

Discussion: Amy Martin briefed that it was discovered when adding the new Finance Manager to the bank authorizations that A/C Helgeland was not replaced with Levon Yengoyan in error several years ago. The resolution rectifies that error.

APPROVED: Unanimous

C. Resolution 2023-09: Resolution to Surplus Obsolete Equipment

MOVED TO APPROVE Resolution 2023-09: Resolution to Surplus Obsolete Equipment

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

Discussion: A/C Helgeland briefed the items being surplus
Commissioner Foster noted that the resolution number in the board packet and the agenda did not match and queried regarding the correct number. Secretary Martin indicated that an error was made in the board packet, but the correct number, 2023-09, is on the agenda and on the resolution for signature.

APPROVED: Unanimous

D. SOP 1090 Nepotism and Conflicting Relationships Review

Chief Yengoyan briefed that in light of a family member being considered for full-time employment, he'd requested a review of the policy and would leave the room to allow A/C Allen to lead the discussion.

MOVED TO APPROVE candidate proceeding with the hiring process and bring proposed policy changes back to the Board

1st: Commissioner Foster 2nd: Commissioner Trembl

Discussion:

- A/C Allen---requested Board to review the current policy language and modify the language that does not allow for any supervisor with a familial relationship in a person's chain of command as all employees fall under the Chief's command. He indicated any disciplinary or hiring decisions would be made by one step below the conflicting level as the policy already addresses such as Assistant Chiefs if needed. The policy already allows for employees with familial relationships to be supervised by someone other than a family member.
- Discussion of impact or perceptions the policy change might have on current or future staff; the importance of having a clear procedure.
- A/C Allen indicated that by process, we'd make a change and then propose it to the union and staff to review. They could provide comments before adopting it.
- Commissioners would like to see what the staff wants for revision of language. Advised to proceed with the hiring process. Can update and bring it back to the board.

APPROVED: Unanimous

Announcements:

Next Commissioner Regular Meeting Monday, November 27th, 2023, 4:30 PM, in-person/virtual Admin Bldg.

There being no further business, Comm Trembl moved to adjourn the meeting at 5:36 PM. Seconded by Comm Foster.

Respectfully submitted,



Amy Martin
Fire Board Secretary