

ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)

COMMISSIONER'S MEETING

December 11th, 2023

4:30 PM

MINUTES

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

Chief Yengoyan led us in the flag salute.

Those in attendance were:

Commissioners

~~Jerry Evans~~-absent

Kim Williams

Janice Trembl -via Zoom

Paul Williams

Fire Department Staff

Chief Levon Yengoyan

A/C Jason Allen

Amy Martin, Board Secretary

Public-none

Chair Evans was absent and excused due to personal business:

Chair K. Williams proposed an amendment to the agenda to include an Executive Session after New Business to discuss the performance of a public employee per [RCW 42.30.110](#) and to discuss collective bargaining sessions with employee organizations per [RCW 42.30.140](#).

MOVED TO APPROVE the amended Agenda.

Ist: Commissioner Trembl 2nd: Commissioner P. Williams

Discussion: none

APPROVED: Unanimous

I. CONSENT AGENDA –

1. Minutes of November 27th, 2023, Regular Meeting
2. Minutes of November 28th Special Meeting

December 11, 2023, Vouchers	
4 EFTs	\$31,511.68
Payroll EFTs	\$23,426.58
Expense Vouchers	\$165,649.06
Totaling	\$220,587.32

MOVED TO APPROVE the Consent Agenda
1st: Commissioner P Williams 2nd: Commissioner Trembl
Discussion: none

APPROVED: Unanimous

II. Linda Layton Retirement Recognition

Chief Yengoyan and Comm Trembl thanked Linda Layton, HR/Finance Manager for her 24 years of service to the Fire Department. Comm K. Williams presented Linda with a certificate of Appreciation.

III. PUBLIC INPUT -none

IV. CHIEF'S REPORT-attached.

Presentation: PIO Bronlea Mishler, Communications Update

Communications Goals for 2024:

- Post levy Progress
- Annual Report by March 31, 2024.
- Educational messaging
- Community engagement

- Video is being prioritized. Crab Cracker has been effective. Good relationship with Stanwood-Camano new reporter. We'll do more articles, posts, and videos on Commissioners, new hires, levy related projects, Camano Fire 101, etc.

- Comm K. Williams commented that many community members have mentioned that our Communications Team has been very effective.

V. PRESS & CORRESPONDENCE –

- A. One Go Skagit article regarding the two horses vs motor vehicle accident.

VI. COMMITTEE REPORTS

- **ICOM** – Meeting canceled for this month.
- **Safety/Risk Management** – Meeting December 14th.
- **Finance**- Financial statements looking good. 800K in transport revenue thus far this year.
- **SNO-ISLE**- Met Dec 7th; conversation about banquet and officers.
- **WFCA** – none.

- North Region EMS-none.

VII. UNFINISHED BUSINESS:

A. Nepotism and Conflicting Relationships Policy Review

A/C Allen-briefed that the policy was sent to legal for edits. Recommendation to put out for 30-day reviews and will place on Feb agenda for approval.

VIII. NEW BUSINESS

A. **Resolution 2023-11, Annual Resolution to Appoint Investment Officer**

MOVED TO APPROVE Resolution 2023-11, Annual Resolution to Appoint Investment Officer

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

Discussion:. none

APPROVED: Unanimous

B. **MPD Contract**

MOVED TO APPROVE MPD 2024 CONTRACT

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

Discussion: Chief Yengoyan briefed that no increase occurred last year; the new contract for 2024 includes a 5% salary increase.

APPROVED: Unanimous

C. **PIO Contract**

MOVED TO APPROVE PIO 2024 CONTRACT

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

Discussion: Chief Yengoyan briefed that there is no change in salary or work statement.

APPROVED: Unanimous

D. **PS TRAX Contract**

MOVED TO APPROVE PS TRAX CONTRACT

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

Discussion: A/C Allen briefed that the contract is the standard contract renewal and is over the 10K threshold the Fire Chief can sign without Board approval. A continuation of the existing contract.

APPROVED: Unanimous

E. READY REBOUND Contract

Discussion: A/C Allen briefed that Ready Rebound is a company that manages getting employees into physical therapy or medical care to reduce L&I delays and implements prevention to help reduce injury. Being used by other agencies. . Charge us based on full-time firefighters, but is open to all our employees.

Comm P. Williams requested legal look at the termination clause. Will get a legal review and bring back on the January agenda.

- F. EXECUTIVE SESSION - The Board recessed at 5:02 p.m. and went into Executive Session at 5:07 to discuss the performance of a public employee per [RCW 42.30.110](#) and to discuss collective bargaining sessions with employee organizations per [RCW 42.30.140](#). It was expected to last until 5:27 p.m. At 5:27 p.m. the Board came out of Executive Session and immediately returned to Regular Session.

MOVED TO APPROVE AUTHORIZING CHIEF YENGOYAN TO CASHOUT TWO WEEKS OF HIS VACATION HOURS AND CARRY FORWARD TWO WEEKS OF VACATION HOURS INTO 2024.

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

Discussion: none

APPROVED: Unanimous

Announcements:

- ✓ Next Commissioner Regular Meeting Monday, January 8th. 2023, 4:30 PM, in-person/virtual Admin Bldg.

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There being no further business, Comm P. Williams moved to adjourn the meeting at 5:29 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Amy Martin". The signature is fluid and cursive, with a long horizontal stroke at the end.

Amy Martin
Fire Board Secretary