

# ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)

COMMISSIONER'S MEETING

January 8th, 2024

3:00 PM

**MINUTES**

I. Chair Evans called the **Regular Fire Commissioners Meeting** to order at 3:00 p.m.

Chair Evans led us in the flag salute.

Those in attendance were:

## **Commissioners**

Janice Treml

Jerry Evans

Paul Foster-sworn in after Consent Agenda.

Paul Williams

Kim Williams

## **Fire Department Staff**

Chief Levon Yengoyan

AC Jason Allen

Amy Martin, Board Secretary

LT Brandi Mauck

**NW Incident Support-Julie Boyer**

**Public-1** member joined on Zoom at 3:57 pm

Chair Evans proposed an amendment to the agenda to include a 2<sup>nd</sup> public input period at the end of the meeting as per Policy 103.

## I. AGENDA

**MOVED TO APPROVE the Agenda amended for a 2<sup>nd</sup> public input at end of meeting.**

**1st: Commissioner K. Williams 2<sup>nd</sup>: Commissioner P. Williams**

**Discussion: NONE**

**APPROVED: Unanimous**

## II. CONSENT AGENDA –

- Consent Agenda
- Minutes of December 11th, 2023, Regular Meeting

| <b>January 8, 2024 Vouchers</b> |                     |
|---------------------------------|---------------------|
| 6 EFTs                          | \$145,862.93        |
| Payroll EFTs                    | \$277,825.70        |
| Expense Vouchers                | \$326,612.63        |
| Capital Fund                    | \$6,853.30          |
| Capital Fund                    | \$93.22             |
| Capital Facilities Fund         | \$10,281.60         |
| <b>Totaling</b>                 | <b>\$767,529.38</b> |

**MOVED TO APPROVE the Consent Agenda**  
**Ist: Commissioner K, Williams 2<sup>nd</sup>: Commissioner Treml**  
***Discussion: none***  
***APPROVED: Unanimous***

- III. Swear in Paul Foster as Interim Commissioner #3  
Secretary Martin swore in Paul Foster as Interim Commissioner #3.

- IV. Selection of 2024 Board Chair  
A. Call for nominations for Chairperson to serve during the ensuing year.  
B. Election of a Chairperson.

**MOVED TO NOMINATE Commissioner Jerry Evans for the 2024 Chair of the Board of Commissioners**  
**Ist: Commissioner Treml 2<sup>nd</sup>: Commissioner K. Williams**  
***Discussion: none***  
***APPROVED: Unanimous***

- C. Assumption of office by the new Chairperson

Commissioner Evans assumed the Chair Position

- V. Selection of 2043 Board Vice Chair  
A. Call for nominations for Vice Chairperson to serve during the ensuing year  
B. Election of a Chairperson.

**MOVED TO NOMINATE Commissioner Kim Williams for the 2023 Vice Chair of the Board of Commissioners**  
**Ist: Commissioner Treml 2<sup>nd</sup>: Commissioner P. Williams**  
***Discussion: none***  
***APPROVED: Unanimous***

- C. Assumption of office by the new Chairperson

Commissioner Kim Williams assumed the Vice Chair Position.

- VI. Selection of Committee Members
- Safety committee doesn't require board input.
  - Quality committee will be starting next month.
  - Chair and V. Chair on Employee evaluation
  - The Scholarship Committee needs one board member, not two. We can amend the policy to require just one.
  - ICOM—Comm K. Williams takes over and Comm Treml as backup.
  - North Region- Remove Comm K. Williams
  - If we create a Facilities Committee—Comm Foster would like to be on it.

- Finance—Comm Trembl to stay on. Comm Foster to take Comm P. Williams' place. Comm P. Williams as alternate.
- Facilities Committee-Comm Foster and Comm K. Williams. The committee will explore Station 5 facility options. Get an architect on board. Friends of Camano Fire will take on advisory role.
- Legislative: Comm Trembl added.
- Communications: Comm Evans would step down and Comm Foster and Comm P. Williams added.
- North Region: Comm Foster added.
- Legislative: Remove Comm Trembl and add Comm P. Williams on legislative.
- Break out into two sections for board vs. serving on community committee.

VII. **PUBLIC INPUT** –none.

VIII. **CHIEF'S REPORT**-attached.

Presentation: Julie Boyer NW incident report  
 LT Brandi Mauck -CIFR

- Annual 2023: 40 Chaplin specific calls. 50-60 for support connections with members.
- Wellness peer support.
- Some of the challenges this year with ICOM that are being worked though
- PTSD treatment available
- First Responder mental health conference in Bellingham this year.
- Takes about a year to train a chaplain before they can go out on their own. One just finished and is now onboard. One more potential person on the island.
- Julie is the primary contact and the two of them went through training.
- The goal is to get 3-4 more on the team to help them deal with different situations.
- Will implement quarterly training. Like sleep hygiene, alcohol and drug use.
- Provides support structures, how to offload stress and coping mechanisms.
- New Hires to get onboarding training with their families and provide resources for the family and for crews. Keeping people safe and protected with the resources Julie has available.
- Commissioner Discussion: With the new program that will do case management, these two programs need to know about each other. Issues with sharing medical information, but with a small department there are close ties for support.

Amy martin briefed the Board on Next Request, a software platform being implemented in the next few weeks to manage public and medical records requests.

A/C Allen and Lt. Mauck updated the board regarding a marine rescue incident where they pulled people out of the water and one fire on Bonnie Lane right before Christmas.

Board Discussion regarding Chief's Report topics:

- Request from the Board to announce whether anyone is on Zoom at the beginning of the meeting.
- Request for a report card of what we promised in the Levy and mark what we accomplish along the way. PIO may put something together for social media sharing.

IX. **PRESS & CORRESPONDENCE** – SC News article on the Santa Run

X. **COMMITTEE REPORTS** –

- ICOM –Meet next week.
- Safety/Risk Management –Had a meeting in December.
- Finance-Will meet next month. 92.8% spent. Did well. Transport revenue was budgeted at \$650K, \$800K in actual.
- SNO-ISLE- Banquet is Jan 27th.
- WFCA—Legislative Conference—Chair Evans will attend.
- Other -none.

XI. **UNFINISHED BUSINESS** – none

XII. **NEW BUSINESS**

A. Resolution 2024-01: Establishing Regularly Scheduled Meetings for the Year 2024  
**MOVED TO APPROVE Resolution 2024-01-A resolution to establish 2024 regular meetings.**  
**Ist: Commissioner K. Williams 2<sup>nd</sup>: Commissioner Foster**

***Discussion: None***

***APPROVED: Unanimous***

B. Admin Personnel Policy Handbook Updates

**MOVED TO APPROVE the Personnel Policy Handbook Updates**

**Ist: Commissioner K Williams 2<sup>nd</sup>: Commissioner Trem**

***Discussion: Chief Yengoyan briefed the proposed changes which include salary matrix; one holiday change; one job title update.***

***APPROVED: Unanimous***

C. 2024 PM School Contract

**MOVED TO APPROVE the 2024 Paramedic School Contract**

**1st: Commissioner Treml 2nd: Commissioner K. Williams**

***Discussion:*** Chief Yengoyan summarized the contract.

***APPROVED: Unanimous***

D. Payroll Contract

**MOVED TO APPROVE . Payroll Contract**

**1st: Commissioner Foster 2nd: Commissioner P. Williams**

***Discussion:*** Chief Yengoyan briefed the change in the payroll position and contract.

***APPROVED: Unanimous***

E. Policy 103 Board of Fire Commissioners Review

1. Public input / comment policy---
2. Board virtual meetings

- The Board requested to receive Policy 103 in MS Word format so they can make edits and send the changes Amy Martin. We'll track the changes and come back to the next board meeting to review/approve changes.

- Discussion of Public Input:

The first public input is the 3-minute sign up period for citizens. Only occurs at the beginning of the meeting. During the meeting anyone can comment on an agenda item as long as it's not after the motion. Will need to examine/update the paragraph in the Policy. Add comments for final review. Will discuss at the next meeting.

2<sup>nd</sup> Public Input—none

Secretary Martin announced a community member joined the meeting via Zoom At 3:57.

XIII. Executive Session to discuss the performance of a public employee per [RCW 42.30.110](#)

XIV. Executive Session to discuss contract negotiations per [RCW 42.30.140](#)

I. EXECUTIVE SESSION –

- The Board recessed at 3:58 PM. and went into Executive Session at 4 PM to discuss the performance of a public employee per [RCW 42.30.110](#) and to discuss contract negotiations per [RCW 42.30.140](#).
- Executive Session was expected to last until 4:10 PM.
- At 4:10 PM., the Board Chair came out of executive session and announced extending executive session until 4:25 PM., then returned to executive session.
- At 4:25 PM, the Board came out of Executive Session and immediately returned to Regular Session and took the following action:

**MOVED TO APPROVE . the Letter of Understanding By and Between Island County Fire District #1 and IAFF Local 3438 re: Battalion Chief Positions and Company Officer Organizations**  
**1st: Commissioner P. Williams 2<sup>nd</sup>: Commissioner K. Williams**  
***Discussion: none***  
***APPROVED: Unanimous***

## II. **ANNOUNCEMENTS**

- ✓ Next Commissioner Regular Meeting Monday, Feb 12, 2024, 4:30 PM, in-person/virtual Admin Bldg.

**There being no further business, Comm Treml moved to adjourn the meeting at 4:28 PM.  
2<sup>nd</sup>: Comm P. Williams.**

Respectfully submitted,



Amy Martin  
Fire Board Secretary