

ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)

COMMISSIONER'S MEETING

February 12th, 2024

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

Janice Treml

Jerry Evans

Paul Foster-via Zoom

Paul Williams

Kim Williams

Fire Department Staff

Chief Levon Yengoyan

AC Jason Allen

Amy Martin, Board Secretary

Eric Schweiger, Cadet Program Instructor

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

I. AGENDA

MOVED TO APPROVE the Agenda

Ist: Commissioner P. Williams 2nd: Commissioner K. Williams

Discussion: NONE

APPROVED: Unanimous

II. CONSENT AGENDA –

- Consent Agenda
- Minutes of January 8th, 2024, Regular Meeting

Jan 22 & Feb 12, 2024 Vouchers	
10 EFTs	\$142,056.47
Payroll EFTs	\$300,642.71
Expense Vouchers	\$270,411.53
Trust Fund	\$1,000.00
Capital Fund 1/31/2023	\$10,304.33
Capital Fund	\$2,839.68
Capital Facilities Fund	\$2,224.92
Totaling	\$729,479.64

MOVED TO APPROVE the Consent Agenda

Ist: Commissioner P, Williams 2nd: Commissioner K. Williams

Discussion: none

APPROVED: Unanimous

III. PUBLIC INPUT –none.

IV. CHIEF’S REPORT-attached.

Presentation:

Eric Schweiger, Cadet Program Instructor

- 22 cadets this year.
- Class Instruction: communications; fire size-ups; ladders; physical challenges with full time fire fighters; fire fighter safety survival; building construction; forcible entry; video training; field trips-commercial buildings, ladder trucks; speakers on fire investigations, ICOM, etc.

Board Feedback on presentations: Presentations are very informative; please continue presentations for 2024.

Amy Martin provided a VOIP and NextRequest update: VOIP transition to go live Feb 27th. NextRequest records request portal up and running.

A/C Allen briefed on the workplan for the Battalion Chiefs: Office space, uniforms, mapping future of fire dept.

V. PRESS & CORRESPONDENCE –

- Thank you letter from the Stanwood Camano Food Bank for the Dec 2023 Food Drive.
- Thank you from Linda Layton for her retirement gift.

VI. COMMITTEE REPORTS –

- ICOM –Have a labor contract; two senior dispatchers are retiring; people in training. Board is slowly evolving.
- Quality Management –Safety Will meet March 14th. Quality met with Chief and MSO two weeks ago and came up with an agenda; data priorities (all aggregated data); training as it applies to QA/QI. Will track data through Dashboard.
- Finance- Had a meeting last week. Looked at year end and operating budget. Ended 2023 in positive financial position. District’s reserve policy addressed. Consideration of a debt limit policy. Discussed future levy planning.
- SNO-ISLE- Banquet with thirty-three people in January; program- business meeting; nothing of significance to report; still looking for a secretary. Paul is a trustee.
- WFCA—Legislative Conference—Chair Evans was unable to attend. The report will come out in a few weeks. Will we do it in the future? Would if there are issues that are important to us. The structure of the meeting has changed, and we are assessing the value.
- Facilities: Options being explored for Station 5. We’ve received recommendations for an architect out of Skagit County who has done many of the Fire Stations in Island County. We will be

working to get them under contact in April. Exploring how to update that site for the coming decades.

Other -none.

Communications: Personnel highlights with new firefighters on different social media outputs. Next Door is getting a lot of focus.

Bronlea Mishler, PIO, presented for the Communications Team the 2023 Social Media Metrics.

- Data points updates for Community Outreach, photos and videos, hosted events, fire safety public education.
- Website Data: Most page views; mobile phone users are up; outdoor burning page most popular; careers page popular due to hiring outreach; contact us/about us
- Social Media Platforms: Overview of usage on Facebook, X (transitioning away from), You Tube (showcasing training, FAQs) Next Door (most popular); LinkedIn.

Request to List all Committees on the agenda.

VII. UNFINISHED BUSINESS –

A. Ready Rebound Contract-

MOVED TO APPROVE Ready Rebound Contract

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

Discussion:

- *Ready rebound addresses muscular skeletal injuries. One-year contract with option to renew. In budget. Offers health assessment, then case management for people. All included in the cost. They will assess as new people come into the department on a rolling basis. Identifying areas of improvement.*
- *Commissioner questions/issues regarding: Indemnifying, waiver of jury trial. Nothing about arbitration or mediation. Exceptions were numbered wrong.*
- *The attorney also questioned if they are providing health care.*
- *They provide an annual roll-up. Commissioners would like to see an assessment in 6 months rather than in a year.*

APPROVED: Unanimous

B. Policy 103 Review

MOVED TO Bring Policy 103 back to the board with edits at March 11 Meeting for further review and action

1st: Commissioner J. Treml 2nd: Commissioner Foster

Discussion:

- 103.3.3: vacancies-

- One option is to Reference RCW with a link for vacancies and remove the rest of the language.
- It's possible Policy 103 was created prior to Lexipol and the error in receiving the RCW update occurred because this Policy wasn't included in Lexipol automatic updates.
- Actions:
 1. Identify what policies were not originally established by Lexipol and review those first.
 2. Find other Fire Districts with possible policies that are similar.
- 103.24: Annual Goal and Objectives: Supposed to set goals each year; currently they are in the Strategic Plan, but they may not always be.
- Public Comment sections:
 - Discussion of Proposed edits
 - People can comment during the meeting itself on agenda items after staff presentation/discussion but before motion on that item.
 - General Public comment time is for items not on the agenda.
 - No comment at the end of the meeting because it's unproductive.
 - Should be able to comment in person or in writing, so long as the written comments are provided to each board member prior to the meeting.
 - Consideration to moving forward with Policy 103 as amended thus far. Bring the Policy back to next month's meeting in a revised format (Secretary Martin to capture edits), so it can be reviewed further and voted on.

APPROVED: Unanimous

VIII. **NEW BUSINESS**

A. Vector Solutions

MOVED TO APPROVE Vector Solutions Contract

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

Discussion: Chief Yengoyan briefed the board on the contract. Annual renewal.

APPROVED: Unanimous

B. 2023 Service Demand & Performance Metrics

- Amy Martin briefed the Metrics.

C. 2023 Strategic Planning Dashboard Metrics

- Chief Yengoyan briefed the Dashboard Metrics.
- Requests to cover some of the issues in the Dashboard in a workshop. Such as Levy, CARES data, grants, ambulance transport fees,
- An overview was shown of what Strategic Plan items will be assessed in 2024.

D. Commissioner Workshops Schedule / Governance Training

- The board updated their schedule to add workshops on various dates and will schedule an August Retreat date TBD. Special meetings will be announced on the website.

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

I. EXECUTIVE SESSION –

- The Board recessed at 6:48 PM and went into Executive Session at 6:50 PM to discuss the performance of a public employee per [RCW 42.30.110](#). Executive Session was expected to last until 7:15 PM.
- At 7:15 PM., the Board Chair came out of executive session and announced extending executive session until 7:26 PM., then returned to executive session.
- At 7:26 PM, the Board came out of Executive Session and immediately returned to Regular Session with no action taken.

II. ANNOUNCEMENTS

- ✓ Next Commissioner Regular Meeting Monday, March 11th, 2024, 4:30 PM, in-person/virtual Admin Bldg.

**There being no further business, Chair Evans moved to adjourn the meeting at 7:26 PM.
2nd: Comm P. Williams.**

Respectfully submitted,



Amy Martin
Fire Board Secretary