

ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)

COMMISSIONER'S MEETING

March 11, 2024

4:30 PM

MINUTES

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

Comm Foster led us in the flag salute.

Those in attendance were:

Commissioners

Janice Treml

Jerry Evans

Paul Foster

Paul Williams

Kim Williams

Fire Department Staff

Chief Levon Yengoyan-via Zoom

AC Craig Helgeland

AC Jason Allen

Amy Martin, Board Secretary- via Zoom

BC Dana Larkin

BC Regan Olson

BC Chad McCoy

Public-1 member joined on Zoom at 4:30 pm

I. AGENDA

MOVED TO APPROVE the Agenda

Ist: Commissioner Treml 2nd: Commissioner K. Williams

Discussion: None

APPROVED: Unanimous

II. CONSENT AGENDA –

- Consent Agenda
- Minutes of February 12th, 2024, Regular Meeting

Feb 26th & March11, 2024	
Vouchers	
8 EFTs	\$149,091.60
Payroll EFTs	\$284,405.95
Expense Vouchers	\$309,783.50
Trust Fund	\$312.44
Capital Fund	\$796.37
Capital Facilities Fund	\$5,168.00
Totaling	\$749,557.86

MOVED TO APPROVE the Consent Agenda

Ist: Commissioner P 2nd: Commissioner K. Williams

Discussion: none
APPROVED: Unanimous

III. **PUBLIC INPUT** –none.

IV. **CHIEF’S REPORT**

Presentation: BC Migration Plan

BC McCoy:

- Reorganized Officer Corp increases safety and efficiency.

BC Larkin:

- Training- BCs are going to Hazmat course, specialized BC Training: goal is to lighten some of the load on the Assistant Chiefs. Will still manage scheduling. BCs will begin taking on duty from the Chiefs and will pull it from the stations.

BC Olsen:

- BCs are mobile and can train crews at their dedicated stations and keep crews in place which allows for quicker response times.

A/C Allen: The BCs are doing a great job and are taking on new responsibilities and transferring various areas of responsibility.

Operations:

- The house fire last week had optimal crew resources and a fire hydrant available to fight it effectively.
- Significant motor vehicle accident took out power poles at Cross Island Rd. last night. PUD at work on restoring power.
- Four Personnel at Fire Academy right now. Evals last week. All doing well. May 16th graduation.

V. **PRESS & CORRESPONDENCE-**

- SC News article “Camano Fire Welcomes Six Full-time Firefighter”

VI. **COMMITTEE REPORTS –**

- ICOM: Considering Sales Tax for the 911 Center.
- North Region EMS & Trauma Care Council: none
- Facilities-replacing carpet at station 4; SCBA washing machine; will be a new facilities committee.
- Legislative: Recently issued report.
- Quality: First meeting in August
- Scholarship: Internal CIFR scholarship open period begun.
- Finance/Budget: On track
- Employee Evaluation-executive session this evening.
- Communications- haven’t met since last meeting.
- SNO-ISLE / WFCA: had a meeting Thursday night.

- Levy—none
- Other

VII. UNFINISHED BUSINESS –

A. Policy 103 Board of Fire Commissioners-2nd Review

- At the last meeting it was decided that only including the RCW link could be confusing for the public and additional descriptive language should be maintained. The current edited copy does not reflect those requests in all areas.
- It was also requested to have a better understanding of automatic updates from Lexipol.
 - A/C Helgeland indicated the policy was likely in existence prior to Lexipol.
- Further Updates will need to be made as follows:

Section 103.15.5.3 Agenda:

- Second paragraph appears to have conflicting information regarding public comment in regular meetings vs. special meetings and needs to be clarified.

Section 103.15.5. 11. Audience Participation:

- Section about when public comment is provided prior to motions being made, rather than prior to voting. Snure recommendation is the prior to motion.

Actions:

- Secretary Martin to make edits in accordance with the above recommendations.
- Bring back to the next meeting for review/approval.

VIII. NEW BUSINESS

A. Policy L.E.P. (Limited English-Speaking Persons)

- A/C Helgeland briefed that we are required to have a LEP policy per The Department of Homeland Security (DHS). The template from DHS has their approved language. The purpose of this review is just to present to the board for discussion. The Lexipol policy alone does not suffice. We will need to also include the DHS policy as well.
- Actions: Will blend the two policies and bring it back.

The Board questioned if we have a list of all the policies yet? A/C Helgeland indicated we have a draft list that's being prepared to come to the Board next month.

B. MPD Delegate Contract

MOVED TO APPROVE MPD Delegate Contract

Ist: Commissioner Foster 2nd: Commissioner K. Williams

Discussion: A/C Allen briefed the need for an MPD delegate to provide relief for the MPD and have a second Dr. available when we need one. Whidbey Health is going to have a similar contract with both our MPD and delegate.

APPROVED: Unanimous

C. Station 5 Feasibility Study Fee Proposal

MOVED TO APPROVE Station 5 Feasibility Study Fee Proposal

Ist: Commissioner K. Williams 2nd: Commissioner Foster

Discussion: Chief Yengoyan briefed the fee proposal. Work to begin in the April 2024 timeframe and will get to the preapplication phase to find out what the County will need from us. Discussed the possible implementation of an elevator that is not cost prohibitive that would allow for the remodel inclusion of a 2nd story.

APPROVED: Unanimous

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

I. EXECUTIVE SESSION –

- The Board recessed at 5: 23 PM and went into Executive Session at 5:23 PM to discuss the performance of a public employee per [RCW 42.30.110](#) Executive Session was expected to last until 5: 33 PM.
- At 5; 33 PM, the Board came out of Executive Session and

MOVED TO APPROVE the second amended agreement between Island County Fire Protection District #1 and Levon Yengoyan

Ist: Commissioner Foster 2nd: Commissioner K. Williams

Discussion:

APPROVED: Unanimous

II. ANNOUNCEMENTS

- ✓ Next Commissioner Regular Meeting Monday, April 8th, 2024, 4:30 PM, in-person/virtual Admin Bldg.
- ✓ Special Meeting: Governance Training, Monday, April 8th, 2023, 3:30 PM, in-person/virtual Admin Bldg.

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There being no further business, Comm. K. Williams moved to adjourn the meeting at 5: 35 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 extending to the right.

Amy Martin
Fire Board Secretary