

ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)

COMMISSIONER'S MEETING

April 8, 2024

4:30 PM

MINUTES

Chair Evans called the **Regular Fire Commissioners Meeting** to order at 4:39 p.m.

Chief Helgeland led us in the flag salute.

Those in attendance were:

Commissioners

Janice Treml

Jerry Evans

Paul Foster

Paul Williams

Kim Williams-via Zoom

Fire Department Staff

Chief Levon Yengoyan

AC Craig Helgeland

AC Jason Allen

Amy Martin, Board Secretary

Jay Jacks, Fleet Maintenance Supervisor

I. AGENDA

II. CONSENT AGENDA –

- Consent Agenda
- Minutes of March 11th, 2024, Regular Meeting

March 25th & April 8, 2024	
Vouchers	
5 EFTs	\$137,536.02
Payroll EFTs	\$261,423.46
Expense Vouchers	\$152,109.21
Trust Fund	\$1,725.00
Capital Fund	\$346.97
Capital Facilities Fund	\$3,155.20
Totaling	\$556,295.86

MOVED TO APPROVE the Agenda and Consent Agenda

1st: Commissioner Treml 2nd: Commissioner Foster

Discussion: None

APPROVED: Unanimous

III. PUBLIC INPUT –none.

IV. CHIEF’S REPORT-attached

Presentation: Jay Jacks- Fleet Maintenance Division Supervisor

- **Provided Maintenance Shop updates/highlights**
- **75K in labor cost reimbursement anticipated; actual\$135K in reimbursed labor**
- **Up to date on compliance testing**
- **Prebuild on new ambulance**

- **Chief Yengoyan noted Jay will be taking on facilities Project when Chief Helgeland retires and will work on that handoff.**

- **Amy Martin updated the Board on ESO Conference Highlights/Outlook**

- **A/C Helgeland updated regarding Facilities: gravel parking spot will be put in for the Admin building for the fire engine; station 3 paving for July; HVAC system repair in work.**

- **A/C Allen briefed Ready Rebound: launched.**

Commissioner Feedback/Discussions:

- **Mobile Integrated Health might be a good discussion in the Dashboard workshop.**
- **HVAC: Capital facilities funds could be used for a solution. Finding a vendor to get it completely fixed is in work.**

V. PRESS & CORRESPONDENCE-

- SC News article on the March 6th Lucy Ct fire.
- Chief Larkin had an article and letter to the editor published in Firefighter Trade Publications: *Burn House* and Fire Engineering.

VI. COMMITTEE REPORTS –

- **ICOM: Ongoing financial concerns; sales tax increase being considered. Liz Loomis recommends next April. Considering how much. The cost of hiring Liz is not in the budget. May be a levy to entities who use ICOM to offset fees. They could buy the radios and we could lease them. Reviewing bylaws. Chief Yengoyan reminded that CIFR radio needs are different than other entities.**

- **North Region EMS & Trauma Care Council: Had Quarterly council meeting this past Thursday. Exercises coming up May 7th.**

- **Facilities- Station 5— Chief met with County Comm St. Clair regarding permitting and some of the issues other entities have faced. Upcoming meeting with a Senior Planner. Initial meeting held with the architect and looked at the schedule.**

Discussion surrounding Facilities Project for Station 5:

Is there a way to make the permitting a community project? And get the County Commissioner involved so we can get buy-in? If we get to the stage where we get the permit, having a project manager on staff would be helpful.

- Legislative: We could put something on the agenda for state and county legislators, share with them our vision and align with us.
- Quality: No meeting until August.
- Scholarship: CIFR Internal and SCAF applicants received. The committee will meet in April to make selection and will report out to the Board.
- Finance/Budget: Right on Track. Looking at carryover from last year.
- Communications- Annual report in work
- SNO-ISLE / WFCA: Nothing new from WFCA. Seminar in June. Sno-Isle met Thursday night. EMS joint taskforce which evaluates EMS and planning for the future.
- Other: None

VII. UNFINISHED BUSINESS –

A. Policy 103 Board of Fire Commissioners

MOVED TO APPROVE Policy 103 Board of Fire Commissioners

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

Discussion: Secretary Martin explained the updates/changes made since the last meeting. A discussion occurred regarding resolutions being used for matters of significance surrounding governance.

APPROVED: Unanimous

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

Discussion: A discussion occurred regarding costs to obtain a subscription service. It was decided that it would be more streamlined for crews to call ICOM for translation services.

Will send policy out for 30-day review and bring it back to the Board.

C. Policy 1090 Nepotism and Conflicting Relationships

MOVED TO APPROVE Policy 1090 Nepotism and Conflicting Relationships

1st: Commissioner P Williams 2nd: Commissioner Foster

Discussion: Went out for 30-day review and is being brought back to the Board for approval.

APPROVED: Unanimous

VIII. NEW BUSINESS

A. Policy 224 Scholarship Program

MOVED TO APPROVE Policy 224 Scholarship Program amended for additional updates to transcript language and removal of the Volunteer Coordinator from the Committee

Ist: Commissioner K. Williams 2nd: Commissioner Foster

Discussion: Recommended that the Volunteer Coordinator be removed from the Committee as that role has been transferred to a Captain. Recommended that members provide grades and or transcript for the course they're taking to verify their GPA.

APPROVED: Unanimous

B. Volunteer Firefighter Approvals: William Webb

MOVED TO APPROVE William Webb as a Volunteer Firefighter

Ist: Commissioner P. Williams 2nd: Commissioner Tremblay

Discussion: None

APPROVED: Unanimous

ANNOUNCEMENTS

- ✓ Next Board Workshop: Topic: Dashboard, Monday, April 22nd, 2024, 4:30 PM, in-person/virtual Admin Bldg.
- ✓ Next Commissioner Regular Meeting Monday, May 13th, 2024, 4:30 PM, in-person/virtual Admin Bldg.

Attendance Note: Comm Foster won't be at the April 22nd Workshop and Comm P. Williams will attend via Zoom.

There being no further business, Comm. K. Williams moved to adjourn the meeting at 5:48 PM.

Respectfully submitted,



Amy Martin
Fire Board Secretary