

ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)

COMMISSIONER'S MEETING

May 13th, 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

Kim Williams

Paul Williams

Fire Department Staff

Chief Levon Yengoyan

AC Jason Allen

AC Craig Helgeland

Amy Martin, Board Secretary

Tony Smith, Medical Service Officer

Volunteer Doug Ten Hoopen

Lisa Beckt, Finance Manager

I. AGENDA

MOVED TO APPROVE the Agenda

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

Discussion: None

APPROVED: Unanimous

II. CONSENT AGENDA –

1. Consent Agenda
2. Minutes of April 8th, 2024, Regular Meeting

April 22nd and May 13th, 2024 Vouchers	
8 EFTs	\$163,626.68
Payroll EFTs	\$317,208.16
Expense Vouchers	\$457,360.08
Trust Fund	\$312.44
Capital Fund	\$4,602.30
Capital Facilities Fund	\$3,775.36
Totaling	\$946,885.02

MOVED TO APPROVE the Consent Agenda

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

Discussion: None

APPROVED: Unanimous

III. PUBLIC INPUT –none.

IV. CHIEF'S REPORT-attached.

Presentation: Tony Smith, Medical Service Officer-EMS Update

- Shae Robinson is newest para medic firefighter is on board on A Shift
- Michael Fox-Ramey is finishing up his FTO rides and will be cleared on his own in June
- Sarah Shockley will be cleared on her own about June.
- PM Testing for candidates—2 applicants, both did great. Kristy Lucas to Harborview and Bryce Fazikas trying to get a seat at Whatcom.
- The new ambulance chassis is at Braun. Delivery April 2025.
- Quality metrics measures—seeing decreases in report lock times and other areas of documentation. Committed to improvement.
- New delegate MPD—Dr. Anne Rodgers is in place. Will use her at least once a month for a week's timeframe. 1-2 run review lectures and as needed etc.

Other Chief Report Updates:

- Amy Martin: briefed VoIP expenditures and time to recoup the startup costs.
- A/C Allen-
 - Grants: Stillaguamish will fund 170K for radios.
 - Hiring: John Evans and Shae Robinson started May 1st. Lee and Winterhalter finished training last week
 - Volunteer Program-8 in recruit academy.
 - Maddy Ln Fire: The fire was contained to the garage and attachment structure without damage to the mobile home. Plenty of CIFR personnel on hand and mutual aid support from North County.
- A/C Helgeland briefed Facilities-HVAC at station four getting bids for replacement.
- Lisa Becht briefed Financial Updates: At the board meeting on the 28th, will present the Annual Report.

V. PRESS & CORRESPONDENCE-

- SC News article on 2023 Annual Report compiled by PIO, Bronlea Mishler.
- Bronlea Mishler representing CIFR was a 2024 Finalist for the Golden Post Award for the Best Social Media Customer Service Award.

VI. COMMITTEE REPORTS –

- ICOM: Meets next Monday. Need to decide on what percent of sales tax will be needed. Will reduce user fees. Consider combining dispatch centers with management changes.
- North Region EMS & Trauma Care Council: No report
- Facilities- Meeting with Island Co Planner and architect and Chiefs; code requirement issues; conditional use permit as a type 2 variance. Application will be driven by Carletti. County will take comment etc. Strong Community Support. Expecting positive public comment. Do we need a committee to organize public comment? We'll strategize. Grants are hard for facilities but are there some for state or federal. The Flames can assist with public comment. Pros of building a second structure: can keep using existing station while new station is built and overall it will be cheaper.
- Legislative: none
- Quality: meeting in July.
- Scholarship: We had three internal applicants. The committee determined we had funding to award 3 internal scholarships instead of just two. Scholarships were awarded to BC Larkin, PM Christopher Easter, and FF Sam Down. The SCAF scholarship recipient being awarded by A/C Allen, May 28th at 7PM at Stanwood High School.
- Employee Evaluation: end of Year.
- Finance/Budget: 1st quarter right at 21%.. Carryover 800K from last year. Capital requests, mostly PPE, for staff. 70K. Drone, etc.
- Communications-meets next week
- SNO-ISLE / WFCA: Had a hybrid meeting. Next meeting June 6th to talk about planned construction projects.
- Other: None

VII. UNFINISHED BUSINESS –Request Public Input Prior to Motions

A. L.E.P. SOP Policy

MOVED TO APPROVE L.E.P SOP Policy

Ist: Commissioner Foster 2nd: Commissioner K. Williams

Discussion: Chief Yengoyan briefed that the Policy went out for thirty-day review and is ready to be considered for approval. A discussion occurred surrounding the use of ICOM vs the language in the policy; the need to adopt the policy for compliance; and ensuring the crews are aware of their procedures when translation is needed. Chiefs ensured the crews do know what to do and will make sure a special notice is sent out so crews as well.

APPROVED: Unanimous

VIII. NEW BUSINESS-Request Public Input Prior to Motions

A. 2024 Q1 Service and Performance Metrics

Amy Martin presented the metrics.

B. Container Purchase for Training Prop

MOVED TO APPROVE Container Purchase for Training Prop

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

Discussion: Remainder of containers we need. Still below the bid matrix requirement.

APPROVED: Unanimous

B. Policy Review

Discussion: Chief Yengoyan briefed the policies. All policies have gone out to the staff for a 30-day review. No feedback from staff. To the board for review. The Board will act on them at the next meeting.

C. Policies for Review:

1. Policy 330 Wildland Firefighting
2. Policy 606 -Job Prerequisites, Positions, Testing and Promotions
3. Policy 1007 Position Description-Battalion Chief
4. Policy 1009 Position Description-Captain

D. Volunteer Firefighter Approvals:

- Connor Munro
- Trevor Larsen
- Caleb Palanuik
- Draydin McDonald
- Olivia Swanson
- Aaron Poh

MOVED TO APPROVE Six Volunteers: Munro, Larson, Palanuik, McDonald, Swanson, Poh

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

Discussion: All of them but one are on island volunteers.

APPROVED: Unanimous

ANNOUNCEMENTS

- ✓ Next Commissioner Regular Meeting Tuesday, May 28th, 2024, 4:30 PM, in-person/virtual Admin Bldg.

5
Camano Island Fire & Rescue
Board of Fire Commissioners bbgg
Minutes
May 13th 2024

There being no further business, Comm Evans moved to adjourn the meeting at 5:39 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Amy Martin", written in a cursive style.

Amy Martin
Fire Board Secretary