

ISLAND COUNTY FIRE DISTRICT #1
Camano Island Fire & Rescue (CIFR)
COMMISSIONER'S MEETING
June 9th, 2025
4:30 PM
MINUTES

Chair K Williams called the **Regular Fire Commissioners Meeting** to order at 4:30 p.m.
Comm P. Williams led us in the flag salute.

Those in attendance were:

Commissioners

Kim Williams
Jerry Evans
Maria Carlstrom
Paul Foster
Paul Williams

Fire Department Staff

Chief Jason Allen
Amy Martin, Board Secretary
Lisa Beckt, Finance Manager
Brandi Mauck, MSO

Public- 0 members of the public in person,
0 members via Zoom

I. Agenda

MOVED TO APPROVE the agenda

1st: Commissioner Williams. 2nd Commissioner Foster

Discussion: none

APPROVED: Unanimous

II. Consent Agenda

1. Minutes of May 12th Regular Meeting
- 2.

June 9th, 2025 Vouchers	
6 EFTs	\$192,539.17
Payroll	\$300,725.78
Expense Vouchers	\$340,592.32
Trust Fund	\$159.99
Capital Fund	\$1,681.67
Capital Facilities Fund	\$22,159.98
Totaling	\$857,858.91

MOVED TO APPROVE the consent agenda

1st: Commissioner Evans 2nd: Commissioner Carlstrom

Discussion: none

APPROVED: Unanimous

III. Public Input -For Items Not on the Agenda- none

IV. Chief Report -attached.

- Presentation: Brandi Mauck, MSO
 - Managing dual roles of transitioning to MSO while back on shift
 - New ambulance stocked and ready to roll into service with new video
 - Grant received from Medic One for pediatric kits
 - QA/QI reviews all the calls and has produced better provider documentation
 - ALS and BLS airway kits replaced

- 2025 Q1 Financial Overview
 - Presentation: Lisa Beckett, Finance Manager

Discussion occurred surrounding the following areas:

Comparison of CIFR overtime to other agencies
Cadet Program Changes for the upcoming school year

- Information Only
 - 1. Policies:
 - Policy 117 Debt Services
 - Policy 118 Procurement and Purchasing
 - Policy 1080 Family and Medical Leave
 - Discussion occurred surrounding the table in Policy 118, the difference between FMLA and PFMLA, Purchasing Policy: would include small equipment not over \$25K.
 - Recommendation to increase the limit for the Chief to 25K at the next meeting.

V. Press & Correspondence

- 2 Go Skagit Articles: Chief Allen's Journey to Becoming Fire Chief
- Camano Fire Highlights Change, Growth in 2024 Annual Report.

VI. Committee Reports

- A. ICOM: Meeting to discuss an RFP to have someone come in for staffing, cybersecurity, ops review, facilities, and physical security review.
- B. Facilities: meeting on the 16th
- C. Legislative- no update
- D. Quality-. Meets in July.
- E. Finance/Budget: Will begin looking at reserve policy as well.
- F. Employee Evaluation- 6-month formal process and 3-month check-in.
- G. Communications-scheduled for July
- H. WFCA: went to the conference.
- I. Sno-Isle: July 2nd is the North County training facility tour.
- J. Levy—There will be meetings in June and July. There are dates set up for sign-waving, and on the 12th, we plan to be in front of IGA to tell them about the EMS levy. There will also be a 10-minute CPR class.
- K. Other-none

VII. Unfinished Business- none

IV. New Business

- A. Stanwood Camano School District Interlocal Agreement
MOVED TO Approve the signing of the Stanwood Camano School District Interlocal Agreement

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

Discussion: Chief Allen briefed the contract details, contract for \$60K.

APPROVED: Unanimous

- B. Maintenance Manager Job Description
MOVED TO Approve the Maintenance Manager Job Description

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

Discussion: Chief Allen briefed on the contract details. Jan 1 will become an exempt position with a comp time clause. Shop tool allowance will go away. Will consider shop tool allowance from capital.

APPROVED: Unanimous

C. Vehicle Lifts- Capital Purchase

MOVED TO Approve the Vehicle Lifts Purchase from Vehicle Services Group not to exceed \$87K

1st: Commissioner Foster 2nd: Commissioner Carlstrom

Discussion: Chief Allen briefed the contract details.

APPROVED: Unanimous

D. **EXECUTIVE SESSION** - The Board recessed at 5:37 PM and went into Executive Session at 5:38 PM to discuss the performance of a public employee per [RCW 42.30.110 \(g\)](#)

It was expected to last until 5:58 PM.

At 5:58 PM, the Board exited the Executive Session and immediately returned to the Regular Session, with no action taken.

VIII. Announcements

Next Commissioner Meetings:

- ✓ **Commissioner Regular Meeting Monday, July 14th, 2025, 4:30 PM**, in-person/virtual Admin Bldg.

There being no further business, Comm Foster moved to adjourn the meeting at 5:58 PM.

Respectfully submitted,



Amy Martin
Fire Board Secretary