

ISLAND COUNTY FIRE DISTRICT #1
Camano Island Fire & Rescue (CIFR)
COMMISSIONER'S MEETING
July 14th, 2025
4:30 PM
MINUTES

Chair K Williams 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

Kim Williams
Jerry Evans
Maria Carlstrom
Paul Foster
Paul Williams

Fire Department Staff

Chief Jason Allen
Amy Martin, Board Secretary
BC Chad McCoy
BC Dana Larkin

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

I. Agenda

MOVED TO APPROVE the agenda

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

Discussion: none

APPROVED: Unanimous

II. Consent Agenda

1. Minutes of June 9th Regular Meeting
- 2.

July 14th, 2025 Vouchers	
11 EFTs	\$220,685.55
Payroll	\$367,927.48
Expense Vouchers	\$388,900.44
Capital Facilities Fund	\$4,973.68
Totaling	\$982,487.15

MOVED TO APPROVE the consent agenda

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

Discussion: none

APPROVED: Unanimous

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

IV. Chief Report -attached

1. Presentation-Special Rescue-BC McCoy

- Rope Rescue
 - Low frequency/high risk; quarterly training; twelve members, adding a class for new participants; average about six callouts/year w/three humans/three pets.
- Marine Rescue
 - Class this year with Central Whidbey; three to five lifesaving events a year; rescues are a mix of resident vs. non-resident; average length of time a marine rescue takes is about an hour. Usually, a crew of two that just removes one aid unit from service.

2. Information Only

A. Medic One Foundation Designated Fund Agreement

- Commissioners requested a representative from the commissioners to serve on the oversight committee.

B. Policies

- 1029 Personnel Records Electronic Signatures Policy (Runnels)
- 212 Electronic Mail (Martin)
- 708 Internet Technology (Martin)
- 804 Subpoenas (Martin)
- 806 Patient Medical Records Security & Privacy (Martin)
- 1068 Release of HIPAA (Runnels & Martin)

V. Press & Correspondence

1. Whidbey News Article- “Virtual workshop to address wildfire preparedness on the island”
2. Go Skagit article- “Camano Fire to host EMS levy Q&A sessions this month”

VI. Committee Reports

- A. **ICOM:** RFPs approved by the ICOM board will be posted on their website and advertised through Aug 31st. Q&A on August 4th. Follow-up will be on August 6th. The deadline to submit proposals is September 1. The bid award is scheduled for September 15, with the announcement following on September 16.
Agency consolidation is being studied and considered.
- B. **North Region EMS/ Trauma:** Discussion of budget cuts, grants for EMS for children, and cardiac and stroke canceled. Significant reductions from State and Federal Grant cuts. Focus on admin functions. Request that the legislature lobbies for EMS funding.
- C. **Facilities:** meeting held, reviewed the interim proposal, and discussed what will be done on a long-term basis.
- D. **Legislative-** no update
- E. **Quality-** Meets in July.
- F. **Finance/Budget:** No meeting since May.
- G. **Employee Evaluation-** 6-month eval scheduled for
- H. **Communications-** scheduled for July
- I. **WFCA:** Will be looking for volunteers for the hospitality room. October 24th to 25th.
- J. **Sno-Isle:** July 2nd was meeting. Next meeting is at CIFR in October. Chief Allen will brief regarding Admin. Food and Beverage will be provided by CIFR.
- K. **Levy**—Progressing. Sign waving is the 19th, and 25th.
- L. **Other-**none

VII. Unfinished Business

- 1. Brush Truck Bid

MOVED TO Approve up to \$40K to Cet Fire Pumps MFG for Brush truck Purchase

1st: Commissioner Foster 2nd: Commissioner Evans

Discussion: Chief Allen briefed on the issues with the tariff/importer tax unknowns.

APPROVED: Unanimous

IV. New Business

II. VIII New Business- (*Request Public Input Prior to Motion*)

A. Policies

- 1. Policy 108 Delegation of Authority

MOVED TO Approve Policy 108 Delegation of Authority

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

Discussion

APPROVED: Unanimous

2. Policy 117 Debt Services

MOVED TO Approve Policy 117

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

Discussion: Chief Allen briefed

APPROVED: Unanimous

3. Policy 118 Procurement and Purchasing

MOVED TO Approve Policy 118

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

Discussion: Chief Allen briefed.

APPROVED: Unanimous

4. Policy 1080 Family and Medical Leave

MOVED TO Approve Policy 1080

1st: Commissioner Foster 2nd: Commissioner Evans

Discussion: Chief Allen briefed and stated that the policy will need to be revisited in 2026 due to changes in the law.

APPROVED: Unanimous

B. Board Retreat August 25th

- Discussion of Topics for the agenda:
 - Strategic plan review and update
 - CARES program,
 - Station 5 -project manager, architect, etc.
 - EMS Levy status.
 - 2025 Capital purchase Items
- Discussion Decisions: Time: 8-12 August 25th, Monday. We will define specific items within those categories and review the agenda at the August 11 meeting.

VIII. Announcements

Next Commissioner Meetings:

- ✓ **Commissioner Special Meeting Monday, July 28th, 2025, 4:30 PM, in-person/virtual Admin Bldg.**

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Camano Island Fire & Rescue
Board of Fire Commissioners
Minutes
July 14th, 2025

- ✓ **Commissioner Regular Meeting Monday, August 11th, 2025, 4:30 PM**, in-person/virtual Admin Bldg.

There being no further business, Comm Evans moved to adjourn the meeting at 5:37 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Amy Martin".

Amy Martin
Fire Board Secretary