

**ISLAND COUNTY FIRE DISTRICT #1**  
Camano Island Fire & Rescue (CIFR)  
**COMMISSIONER'S MEETING**  
August 11th, 2025  
4:30 PM  
**MINUTES**

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

Those in attendance were:

**Commissioners**

Kim Williams  
Jerry Evans  
Maria Carlstrom  
Paul Foster-absent due to personal reasons  
Paul Williams

Chief Jason Allen  
Amy Martin, Board Secretary  
Jay Jacks, Maintenance Manager  
Lisa Beckett, Finance Manager  
FF Doug Tenhoopen

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

**Fire Department Staff**

**I. Agenda**

**MOVED TO APPROVE the agenda**

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

**Discussion: none**

**APPROVED: Unanimous**

**II. Consent Agenda**

1. Minutes of July 14<sup>th</sup> Regular Meeting and July 28<sup>th</sup> Special Meeting

<b>August 11th, 2025</b>	
<b>Vouchers</b>	
7 EFTs	\$178,760.71
Payroll	\$300,443.59
Expense Vouchers	\$190,795.05
Capital Facilities Fund	\$5,182.00
<b>Totaling</b>	<b>\$675,181.35</b>

**MOVED TO APPROVE the consent agenda**

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

**Discussion: none**

**APPROVED: Unanimous**

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

**IV. Chief's Report -attached**

**A. Presentation-Facilities Update, Maintenance Manager, Jay Jacks**

Facilities Maintenance: Admin landscaping; St2 water meter reading credit; capital expenditure items for St2 carpets, St3 ground maintenance; seal coating at St4; alarm systems need service/update; HVAC at St 4 another repair, service call to check pressure-in good shape; Station 5 meeting with contractors and subs, permits, 6-7 weeks of construction; Will Webb has a maintenance list he works through.

**Discussion of Chief's Report Topics**

- Thank you cards for the friends-Board Chair/Chief will take care of it.

**B. Information Only**

**1. Policies**

- Policy 400 Fire inspections
- Policy 504 Patient Refusal of Pre-Hospital Care
- Policy 336 Safe Haven for newborns
- Finance Manager Job Description
- Policy 1001 HR Generalist Job Description

Discussion: Policy 400: The County has hired a Fire Inspector. The policy needs to indicate that Island County conducts fire inspections, and only if they are unable to perform them will we conduct the inspections.

**V. Press & Correspondence -Medic One newsletter featured Camano Fire.**

**VI. Committee Reports**

**A. ICOM:** Going out for RFP

**B. North Region EMS/ Trauma:** no report

**C. Facilities:** no report;

- D. **Legislative:** no report; will meet prior to next meeting. Provide feedback to Comm Evans; increase funding for the Department of Health and EMS
- E. **Quality:** Met, determining KPIs to track, dashboard will be reviewed at the retreat.
- F. **Finance/Budget:** Meet on Aug 20<sup>th</sup>.
- G. **Employee Evaluation:** 360 has gone out, will meet with the Chief right before the board meeting on Sept 3<sup>rd</sup>.
- H. **Communications:** Met on July 23<sup>rd</sup>, finalization of EMS communications. Will meet in Sept.
- I. **WFCA:** met two weeks ago; will bring staff back to the office. The education committee is finalizing the draft for Tulalip, with many changes underway.
- J. **Sno-Isle:** Meeting on Sept 4<sup>th</sup> at Admin.
- K. **Levy:** complete.
- L. **Other:** none

## VII. Unfinished Business

- A. August 25th Workshop/Special Meeting Agenda Prep Draft
  - Discussion around establishing the agenda: Move the Cares Team to a Chief's Report Slot. Split the MIH time between finance and strategic planning. Chief Allen will make updates.

## IV. New Business

- A. 2025 Q2 Service & Demand Metrics -Amy Martin briefed.

### B. Policies

- 1029 Personnel Records Electronic Signatures Policy (Runnels)

#### **MOVED TO Approve Policy 1029**

**1st: Commissioner Evans 2<sup>nd</sup>: Commissioner P. Williams**

**Discussion: none**

**APPROVED: Unanimous**

- 212 Electronic Mail (Martin)

#### **MOVED TO Approve Policy 212**

**1st: Commissioner Carlstrom 2<sup>nd</sup>: Commissioner Evans**

**Discussion: none**

**APPROVED: Unanimous**

- 708 Internet Technology (Martin)

**MOVED TO Approve Policy 708**

**1st: Commissioner Evans 2<sup>nd</sup>: Commissioner Carlstrom**

**Discussion:** Whether “members” included Commissioners. Decided it does, and no changes need to be made to the language.

**APPROVED: Unanimous**

- 804 Subpoenas (Martin)

**MOVED TO Approve Policy 804 with requested update to language**

**1st: Commissioner Evans 2<sup>nd</sup>: Commissioner Carlstrom**

**Discussion:** Should indicate in 804.3.6 Public records officer shall not be involved in civil subpoenas unrelated to department business. Amy Martin will make the update to the policy.

**APPROVED: Unanimous**

- 806 Patient Medical Records Security & Privacy (Martin)

**MOVED TO Approve Policy 806**

**1st: Commissioner Carlstrom 2<sup>nd</sup>: Commissioner P. Williams**

**Discussion:** none

**APPROVED: Unanimous**

- 1068 Release of HIPAA (Runnels & Martin)

**MOVED TO Approve Policy 1068**

**1st: Commissioner Evans 2<sup>nd</sup>: Commissioner Carlstrom**

**Discussion:** none

**APPROVED: Unanimous**

- Policy 222 Solicitation of Funds

**MOVED TO Approve Policy 222 with typo error correction**

**1st: Commissioner Carlstrom 2<sup>nd</sup>: Commissioner Evans**

**Discussion:** Considering minimal changes, it may be possible to bypass the normal process and proceed directly to a 1st-round 30-day review for approval. Decision by the finance committee to allow it to be considered for approval. It serves its intended purpose and doesn't need to go to the finance committee first.

**APPROVED: Unanimous**

C. Steve Lich Memorial Planning

Decision to present the plaque at our Sno-Isle meeting on the 4<sup>th</sup>.

D. Thank you, Karen Hinton-survivor speaker

Discussion: Decision to create a thank-you certificate and invite her to a board meeting to recognize her.

B. Announcements

Next Commissioner Meetings:

- ✓ **Commissioner Special Meeting Monday, August 25th, 2025, 8:00 AM-12:00 PM**, in-person Admin Bldg.
- ✓ **Commissioner Regular Meeting Monday, September 8th, 2025, 4:30 PM**, in-person/virtual Admin Bldg.

**There being no further business, Comm Evans moved to adjourn the meeting at 6:03 PM.**

Respectfully submitted,



Amy Martin  
Fire Board Secretary