

ISLAND COUNTY FIRE DISTRICT #1
Camano Island Fire & Rescue (CIFR)
COMMISSIONER'S MEETING
November 10th, 2025
4:30 PM
MINUTES

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

Those in attendance were:

Commissioners

Kim Williams
Maria Carlstrom
Paul Foster
Paul Williams via Zoom

Fire Department Staff

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

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

Comm Jerry Evans was absent and excused due to personal reasons

I. Agenda:

Chair Williams amended the agenda to include HRIS proposal Evaluation Review and to move the Station 5 Architecture Contract item to follow the executive session.

MOVED TO APPROVE the amended agenda

1st: Commissioner Foster 2nd Commissioner Carlstrom

Discussion: none

APPROVED: Unanimous

II. Consent Agenda

1. Minutes of October 14th Regular Meeting.
- 2.

November 10th, 2025 Vouchers	
6 EFTs	\$196,225.55
Payroll	\$313,787.70
Expense Vouchers	\$239,081.52
Capital Fund	\$80,765.31
Capital Facilities Fund	\$16,917.66
Totaling	\$846,777.74

MOVED TO APPROVE the consent agenda

1st: Commissioner Carlstrom 2nd: Commissioner Foster

Discussion: none

APPROVED: Unanimous

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

IV. Chief's Report -attached

Quinton Sutter from Carletti and Associates Presentation/Discussion

- Discussion of Owner Representative value, work scope, costs, and references.

A. Information Only

Policies:

- A. 1000 - Recruitment and Selection
- B. 1021 - Retention and Engagement
- C. 1027 - Discipline policy (final version)
- D. 1010 - Sick Leave Usage

Discussion: Policies briefed by Chief Allen and policy review schedule.

- HRIS Proposal Evaluation Overview
- · Ripping could not provide references
- · NEOGOV was the first pick from the start. Public Sector specific. They are more expensive. Contract term is 48 months. No performance management. Will look to add Performance management later.
- · Request to authorize a contract at \$8,278.95 for year 1, and \$15639.00 for year 2.
- · Can get out of the contract after the first year—non-appropriation of funds.

MOVED TO APPROVE NEOGOV contract not to exceed \$23, 917.95

1st: Commissioner Foster. 2nd Commissioner Carlstrom

Discussion: none

APPROVED: Unanimous

V. Press & Correspondence

- a. Two SC News articles on Haunted House, and two on the Election of Commissioners

VI. Committee Reports

- a. ICOM- approval for final contract. The next meeting has been postponed to the following Monday.
- b. North Region EMS & Trauma Care Council-no update.
- c. Facilities- no update
- d. Legislative-no update.
- e. Quality-not met, meet in Q4.
- f. Finance/Budget report will be presented tonight. Meeting on the 19th.
- g. Employee Evaluation- committee meeting with Darci Runnels, HR.
- h. Communications-next meeting in January.
- i. SNO-ISLE / WFCA-no update
- j. Other -none

VII. Unfinished Business- (*Request Public Input Prior to Motions*)

- a. 2026 Proposed Budget -2nd Reading
Chief Allen presented the budget and resolutions for consideration and adoption.
The facilities' long-range plan discussion needs to occur in early 2026.
Workshop in February to discuss apparatus replacement/facilities management
- b. Open Public Hearing 2026 Budget
 - Chair Williams opened the Public Hearing for comment at 5:35 PM.
 - No public comment was requested.
 - Chair Williams closed the Public Hearing at 5:36 PM
- c. Adoption of 2026 Budget and Approval of Resolutions
 - i. Resolution 2025-08 2026 Budget Resolution and 2025-08A Levy Certification
 - ii. Resolution 2025-09 2026 Regular Fire Protection Levy
 - iii. Resolution 2025-10 2026 EMS Levy

MOVED TO APPROVE 2025-08 Budget Resolution, and 2025-08A Levy Certification

1st: Commissioner Foster 2nd: Commissioner Carlstrom

Discussion: None

APPROVED: Unanimous

MOVED TO APPROVE Resolution 2025-09 2026 Regular Fire Protection Levy

1st: Commissioner Foster 2nd: Commissioner Carlstrom

Discussion: None

APPROVED: Unanimous

MOVED TO APPROVE Resolution 2025-10 2026 EMS Levy

1st: Commissioner Foster 2nd: Commissioner Carlstrom

Discussion: None

APPROVED: Unanimous

IV. New Business

A. Q3 2025 Service Demand & Performance Metrics-presented by Amy Martin

B. Policies

1. 1005 Job Description: Fire Administrative Manager & Data Analyst

MOVED TO APPROVE Policy 1005 Job Description: Fire Administrative Manager & Data Analyst

1st: Commissioner Carlstrom 2nd: Commissioner Foster

Discussion: none

APPROVED: Unanimous

2. Policy 1011 Job Description: Fire Administrative Support Specialist

MOVED TO APPROVE Policy 1011 Job Description: Fire Administrative Support Specialist

1st: Commissioner Carlstrom 2nd: Commissioner Foster

Discussion: none

APPROVED: Unanimous

3. Policy 511 EMS Quality Assurance and Improvement Policy

MOVED TO APPROVE Policy 511 EMS Quality Assurance and Improvement Policy

1st: Commissioner Carlstrom 2nd: Commissioner Foster

Discussion: none

APPROVED: Unanimous

4. Policy 1052 Smoking and Tobacco Use

MOVED TO APPROVE Policy 1052 Smoking and Tobacco Use

1st: Commissioner Carlstrom 2nd: Commissioner Foster

Discussion: none

APPROVED: Unanimous

5. Policy 103 Board of Commissioners (Discussion)
Discussion regarding managing a meeting when there is disruptive behavior. Decision that the policy covers the issue appropriately.

II. EXECUTIVE SESSION - The Board recessed at 6:07 PM and went into Executive Session at 6:07 PM to review negotiations on the performance of a publicly bid contract in accordance with [RCW 42.30.110 \(1\)\(d\)](#).

- It was expected to last until 6:17 PM.
- At 6:17, the Board Chair announced the end of Executive Session and immediately returned to Regular Session with no action taken.

New Business

- A. Station 5 Architecture Contract-No action taken. Deferred to December meeting in Old Business.

Next Commissioner Meetings:

- ✓ Next Commissioner Regular Meeting Monday, December 8th, 2025, 4:30 PM, in-person/virtual Admin Bldg.

There being no further business, Comm Foster moved to adjourn the meeting at 6:18 PM.

Respectfully submitted,



Amy Martin
Fire Board Secretary