



## Board of Commissioners Regular Meeting

May 13, 2026

### ISLAND COUNTY FIRE DISTRICT #1 Camano Island Fire & Rescue (CIFR) COMMISSIONER'S MEETING May 13th, 2026 4:30 PM MINUTES

**Location: Admin Building (in-person/virtual)**

**Virtual: Zoom (link/Meeting ID/Passcode as published on agenda)**

#### *1) Call to Order / Flag Salute*

Chair Kim Williams called the Regular Fire Commissioners Meeting to order at 4:30 p.m. Commissioner Evans led the flag salute.

#### *2) Roll Call / Attendance*

**Those in attendance were:**

##### **Commissioners**

- Kim Williams (Chair) [] in person [] Zoom/phone
- Jerry Evans [] in person [] Zoom/phone
- Maria Carlstrom [] in person [] Zoom/phone
- Paul Foster [] in person [] Zoom/phone
- Paul Williams [] in person [] Zoom/phone

##### **Fire Department Staff**

- Chief Jason Allen [] in person [] Zoom
- Lisa Beckt, Finance Manager [] in person [] Zoom
- BC Dana Larkin [] in person [] Zoom
- Amy Martin, Board Secretary [] in person [] Zoom
- Jay Jacks, Facility Maintenance Manager, [] in person [] Zoom
- Bronlea Mishler, PIO [] in person [] Zoom

##### **Public**

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

**Absent / Excused-None**

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## I. Agenda

### **MOVED TO APPROVE the agenda as amended**

1st: Commissioner Evans

2nd: Commissioner Foster

Discussion:  none /  Correction to Policy Number on Agenda in Unfinished Business should be 1048, listed as 1045.

APPROVED:  Unanimous /  (Vote: -) /  (Roll call attached)

## II. Consent Agenda

A. Minutes of 4-8-2026 Comm Minutes

B. May 13th, 2026 Vouchers

- 11 EFTs — \$238,119.33
- Payroll — \$410,938.72
- Expense Vouchers — \$417,106.81
- Trust Fund — \$6,731.94
- Capital Fund — \$12,017.70
- Capital Facilities Fund — \$32,477.10
- Totaling — \$1,117,391.60

### **MOVED TO APPROVE the consent agenda as presented as corrected**

1st: Commissioner \_\_P. Foster

2nd: Commissioner J. Evans

Discussion:  none /  Corrections: Update spelling of Patty Murray.

APPROVED:  Unanimous /  (Vote: -)

## III. Public Input — For Items Not on the Agenda

None

## IV. Chief's Report

### *A. Presentations*

- Justin Ross — Island County Department of Emergency Management

Summary/Key Points: An introduction and background were provided, followed by an outline of roles, opportunities, training, outreach, and the plan update cycle.

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Emergency management was emphasized as a collaborative effort, with priorities for the coming year.

Questions/Discussion: Chief Allen indicated DEM is now its own branch of Island County Government.

- Local 3438 — V.P. Larkin

Summary/Key Points: New contract is in place. Currently working on 2 LOUs: Officer testing parameters and Lateral Hires wage step process.

Questions/Discussion: None.

### *B. Information Only*

- Policies 1st Round FYI (Will Need Board Approval on 2nd Round)
  - Policy 109 Cash Receipting
  - Policy 115 Electronic Funds Transfer

Chief's Report —  attached  presented verbally only

## V. Press & Correspondence

None

## VI. Committee Reports

A. ICOM —Expecting the report from the consultant at the June meeting. Money from sales tax is beginning to come in.

B. North Region EMS & Trauma Care Council — Nothing to report.

C. Quality —No meeting yet.

D. Finance/Budget —Met. Productive meeting. Discussed fund transfers.

E. Employee Evaluation —N/A

F. Communications —No report. Haven't met.

G. SNO-ISLE / WFCA —Chief Allen and Comm Carlstrom attended a meet and greet at Sultan. July 2<sup>nd</sup> is the tour of the new station at Granite Falls. No meeting in June or August.

H. Scholarship —Met on April 16th. Awarded four 2K scholarships and two 2K scholarships internally to MSO Mauck and BC Olsen.

I. Other - none

## VII. Unfinished Business — (Request Public Input Prior to Motions)

### *Policies Requiring Board Approval*

- Policy 1093 Anti-Retaliation
- Policy 1004 Promotions and Transfers
- Policy 1048 Workplace Violence
- Policy 228 Limited English Proficiency Services
- Policy 1072 Line of Duty Death

Public Input requested:  none /

**MOVED TO APPROVE** (check one):  **all policies listed above with minor edits to policy 228** (as noted in discussion) /  policies: \_\_\_\_\_

1st: Commissioner Foster

2nd: Commissioner Evans

Discussion: Policy 228: sections 22.4 and 22.5 have formatting and text from the previous version. Needs minor editing.

APPROVED:  Unanimous /  Vote

## VIII. New Business — (Request Public Input Prior to Motion)

### *A) Proposal for update of capital funding strategy — Berk Associates*

Public Input requested:  none

Discussion/Summary: Chief Allen reported that it has been 20 years since the last facilities analysis and that an update is needed. The review will assess whether facilities are appropriately located to support growth. Carletti will also conduct a long-range financial planning analysis related to capital facilities.

The contract indicates a workshop with the facilities committee, which is no longer an active Board Committee. Instead, the Board would like to conduct a primary site visit and Board Workshop.

**MOVED TO  approve  accept  direct staff to**

**Contract with Berk Associates not to exceed 86K, with an amendment that they will create a workshop with the Board in lieu of the Facilities committee.**

1st: Foster

2nd: P. Williams.

Approved:  Unanimous /  Vote

**MOVED TO  amend previous motion to  approve  accept  direct staff to Contract with Berk Associates not to exceed 106K, with an amendment that they will create a workshop with the Board in lieu of the Facilities committee.**

1st: Commissioner P. Foster

2nd: Commissioner Carlstrom

Discussion: Recalculation of the contract total indicated a need for amendment.

APPROVED:  Unanimous /  Vote

*B) 2025 Financial Annual Report (draft)*

Public Input requested:  none

Discussion/Summary: Lisa Beckt, Finance Manager, briefed.

Action/Motion (if any): None

*C) Budget Amendment 2026-01*

Public Input requested:  none

Summary: The Finance Committee met. Budget amendment is the recommendation. Plan to make another amendment in September to adjust line items. This amendment focuses on capital funds and carryover.

Discussion/Summary: Briefed by Chief Allen and Lisa Beckt, Finance Manager.

Action/Motion (if any): **Moved to approve the 2026-01 Budget Amendment**

1<sup>st</sup> P. Williams

2<sup>nd</sup> Foster

Approved:  Unanimous  Vote

#### *D) SCGI Contract*

Public Input requested:  none

Discussion/Summary: Chief Allen briefed.

Action/Motion (if any): **Moved to approve the SCGI contract.**

1<sup>st</sup> Carlstrom

2<sup>nd</sup> Foster

Approved:  Unanimous  Vote

#### *E) Station 1–5*

Public Input requested:  none

Discussion/Summary: Chief Allen briefed the station building plans. Note to consider the Archibald window.

#### *F) AP322 Remount Bid--*

Public Input requested:  none

Discussion/Summary: Jay Jacks, Facilities Maintenance Manager, briefed. Saves 100K vs. new. Bid unavailable. Will have it in June for the Board.

### **IX. Announcements**

- Commissioner Regular Meeting Wednesday, June 10th, 2026, 4:30 PM, in-person/virtual Admin Bldg.

### **X. Adjournment**

There being no further business, Commissioner K. Williams moved to adjourn the meeting at 5:45 p.m.

Respectfully submitted,

Amy Martin



Fire Board Secretary