Board of Commissioners Regular Meeting

July 8, 2026

ISLAND COUNTY FIRE DISTRICT #1 Camano Island Fire & Rescue (CIFR) COMMISSIONER'S MEETING July 8th, 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 P. Williams led the flag salute.

2) Roll Call / Attendance

Those in attendance were:

Commissioners

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

Fire Department Staff

- Chief Jason Allen [x] in person [ ] Zoom
- Amy Martin, Board Secretary [x] in person [ ] Zoom
- Lisa Beckt, Finance Manager [x in person [ ] Zoom
- Darci Runnels, HR Generalist [x in person [ ] Zoom
- Jay Jacks, Maintenance Manager [x in person [ ] Zoom
- BC Regan Olsen [x in person [ ] Zoom

Public

- 4 members of the public in person
- 3 members via Zoom

Absent / Excused

- Comm Evans was absent and [x] excused [ ] unexcused due to personal reasons.

I. Agenda

MOVED TO APPROVE the agenda

1st: Commissioner P. Williams

2nd: Commissioner Foster

Discussion: [x] none

APPROVED: [x] Unanimous / [ ] (Vote: -) / [ ] (Roll call attached)

Chair K. Williams reviewed meeting protocol with the Board and staff. Participants will use titles when addressing one another, wait to be recognized before speaking, and route staff comments through Chief Allen, who will recognize the appropriate staff member. Board members and staff were also reminded to review meeting materials in advance.

II. Consent Agenda

A. Minutes of June 10, 2026, Regular Meeting

B. July 8th, 2026, Vouchers

- 9 EFTs — $220,394.21
- Payroll — $369,135.85
- Expense Vouchers — $328,161.86
- Capital Fund — $85,657.56
- Capital Facilities Fund — $55,315.41
- Totaling — $1,058,664.89

MOVED TO APPROVE the consent agenda [x] as presented [ ] as corrected

1st: Commissioner P. Williams

2nd: Commissioner Foster

Discussion: [x] none / Corrections: none

APPROVED: [x] Unanimous / [ ] (Vote: -)

III. Public Input — For Items Not on the Agenda

Speakers:

- Drake Nicholson of Nicholson & Associates, Olympia and Central Washington.

Topic/Comment Summary: Drake Nicholson reintroduced Nicholson & Associates, noting that the firm previously provided insurance services to CIFR and would like the opportunity to solicit the District's business again. He requested placement on a future agenda for a more in-depth presentation.

Board/Staff Response: Staff will coordinate a date for a future presentation to the Board.

IV. Chief's Report

A. Presentations

Berk Consulting:

- Summary/Key Points: Berk Consulting presented the scope of its facilities assessment, including long-term cost estimating, operational and financial needs, facility and apparatus needs, station-specific investment options, future recommendations, the project schedule, architectural considerations, and development of a long-range financial model.
- Questions/Discussion: The Board discussed the distinction between Berk Consulting's work and Carletti & Associates' work, noting that Berk's focus is on facility-related financial planning rather than staffing. Discussion included how cost estimates will be incorporated into the financial model, whether funding opportunities or grants may be identified, and how upcoming facility needs may affect levy planning. Commissioners emphasized the importance of anticipating major facility costs, avoiding surprises for the community, planning for systems nearing end of life, evaluating capital investment needs, considering whether administrative functions should be relocated to a station, and determining the appropriate timing for use of reserves and future capital expenditures.
    - The Board will likely hold a workshop with Berk Consulting in October for a more in-depth review.

BC Olsen — Wildland

- BC Olsen provided a Wildland update, noting that CIFR currently has ten active members involved in wildland response. The department has purchased a new water truck and participated in two deployments: one four-day and one five-day. Chief Allen participated in one of the deployments. The department is reimbursed for the use of its apparatus during deployments.
- Chief Allen noted that wildland mobilizations provide CIFR members with valuable operational experience alongside partner agencies, helping strengthen local response capacity and prepare members for future incidents.

B. Information Only

- 2026 Q1 Financial Report
- Policies reviewed with no changes; no Board approval needed:
  Policy 114 Ambulance Transport Billing
- Policies 1st Round FYI (30 Day Review):
  - Policy 702 Personal Communication Devices
  - Policy 1054 Drug and Alcohol-Free Workplace
  - Policy 110 Credit Card Acceptance and Procedures

- Chief Allen provided an update on Fourth of July fireworks activity and related fire calls. The Board discussed questions about fireworks enforcement and public education efforts, including the importance of clearly communicating which agencies are responsible for enforcement and how residents should report concerns.

V. Press & Correspondence

[x] None

VI. Committee Reports

A. ICOM — The Board approved Archbright as its HR consulting company. Attendance requirements are under review, and the consultants will provide a report with recommendations for future state strategy.

B. North Region EMS & Trauma Care Council — Grant opportunities are being shared. Injury and prevention grants now require a 50/50 match; waivers are available.

C. Quality — The committee is working on the CARES structure and plans to discuss it further before the August workshop.

D. Finance/Budget — The committee has not met.

E. Employee Evaluation — No report.

F. Communications — A meeting is scheduled.

G. SNO-ISLE / WFCA — A fire station tour was held. There will be no meeting in August. A tour of SNOCOM was also noted.

H. Other — none

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

Policies Requiring Board Approval

- Policy 109 – Cash Receipting
- Policy 201 – Annual Budget Preparation

Public Input requested: [x] none

<u>MOVED TO APPROVE (check one): [x] all policies listed above</u>

1st: Commissioner Foster

2nd: Commissioner P. Williams

Discussion: none

APPROVED: [x] Unanimous / [ ] (Vote: -)

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

A) Liz Loomis Public Affairs Contract

Public Input requested: [x] none

A**<u>ction/Motion: Moved to approve the Liz Loomis Public Affairs Contract in an amount not to exceed 78K.</u>**

1st: Commissioner Foster

2nd: Commissioner Carlstrom

Discussion: Liz Loomis Public Affairs recommended starting public messaging about one year before the anticipated 2027 levy election. The Board discussed a proposed contract start date of September 1, 2026, and noted that the scope of work is consistent with prior public affairs support provided to the District.

Commissioners acknowledged receipt of the contract cover sheet.

The Board also discussed the value of having internal staff learn aspects of the public messaging process to reduce reliance on outside support in the future.

APPROVED: [x] Unanimous / [ ] (Vote: -)

B) Cadet Program Contract

Public Input requested: [x] none

<u>Action/Motion: Moved to approve cadet contract for upcoming school year</u>

1st: P. Commissioner Williams

2nd: Commissioner Foster

Discussion/Summary: Chief Allen reported that there are no changes to the cadet program contract. The District anticipates approximately nine cadets for the upcoming school year. The program is currently limited to seniors because participants must be 18 years old; however, staff may consider future adjustments because EMT certification can begin at age 16. Pricing remains the same as last year.

Approved: [x] Unanimous [ ]

C) NeoGov-Payroll Contract

Public Input requested: [x] none

<u>Action/Motion: _Motion to approve contract with NeoGov not to exceed 48K contingent upon them signing BAA.</u>

1st: Commissioner Foster

2nd: P. Commissioner Williams

Discussion: The Board discussed purchasing NeoGov's payroll module and transitioning payroll responsibilities to Darci Runnells. The module is expected to automate many of the tasks currently performed by Jasmine Perez and better align payroll processes with staff experience. Commissioners also raised concerns about data breach protection. The contract will be revisited in three years.

Approved: [x] Unanimous [ ]

Discussion: The Board discussed Policy 1054 as it relates to alcohol use. The policy leaves individuals responsible for determining when alcohol use could affect their fitness for duty, while noting that an eight-hour interval has traditionally been used as a general guideline.

D) Board Retreat Agenda Discussion

Public Input requested: [x] none

Discussion/Summary: _

- Include a presentation by Liz Loomis on levy strategy, with consideration of how the strategy relates to facility planning.
- Discuss succession planning for positions ranging from Fire Chief to firefighter, as well as Board positions, and allow additional time for this topic.
- Include a CARES presentation or discussion led by Leah and MSO Mauck.
- Schedule a 45-minute lunch break; lunch will be provided.
- Discuss and establish Board goals.
- Move the Board committee review under the Board goals discussion and consider priorities for 2026 and 2027.
- SCGI: move the July workshop meeting to another workshop when they are available and cancel the July workshop
- Maybe 8:30-4:30.
- Add Board performance evaluations to the agenda. Under Board goals.

IX. Announcements

- Commissioner Regular Meeting Wednesday, August 12th, 2026, 4:30 PM, in-person/virtual Admin Bldg.

X. Adjournment

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

Respectfully submitted,

Amy Martin
Amy Martin
Fire Board Secretary