ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)
COMMISSIONER'S MEETING
January 13th, 2025
4:30 PM
MINUTES

Chair Evans 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
Jerry Evans
Kim Williams
Janice Treml
Paul Williams-via Zoom
Paul Foster

Fire Department Staff
Chief Levon Yengoyan
A/C Jason Allen via Zoom
Amy Martin, Board Secretary
Lisa Beckt, Finance Manager

Public-2 member of the public in person, 1 member via Zoom.

Comm Evans proposed an amendment to the agenda to remove "Ready Rebound Contract" from New Business and add "Commissioner Resignation" to New Business.

MOVED TO APPROVE the amended agenda
1st: Commissioner Foster 2nd: Commissioner Treml
Discussion: none
APPROVED: Unanimous

MOVED TO APPROVE the consent agenda
1st: Commissioner P. Williams 2nd: Commissioner K. Williams
Discussion: none
APPROVED: Unanimous

I. CONSENT AGENDA –

1. Minutes of December 9th, Regular Meeting and December 23rd Special Meeting
2. Vouchers

January 13th, 2025 Vouchers	
8 EFTs	$165,888.17
Payroll	$355,722.83
Expense Vouchers	$388,184.04
Bond Fund	$350.00
Capital Fund	$21,556.00
Totaling	**$931,701.04**

II. Selection of 2025 Board Chair

A. Call for nominations for Chairperson to serve during the ensuing year.
B. Election of a Chairperson.
MOVED TO Elect Comm Kim Williams as Chair for 2025.
1st: Commissioner Treml 2nd: Commissioner Foster
Discussion: none
APPROVED: Unanimous

C. Assumption of office by the new Chair

III. Selection of 2025 Board Vice Chair

A. Call for nominations for Chairperson to serve during the ensuing year.
B. Election of a Chairperson.
MOVED TO Elect Comm Paul Foster as Vice Chair for 2025.
1st: Commissioner Treml 2nd: Commissioner P. Williams
Discussion: none
APPROVED: Unanimous

C. Assumption of office by the new Vice Chair

IV. Selection of Committee Members-

- Discussion occurred surrounding delaying the appointment of new committee members until a pending Board vacancy is filled.

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

- ***Kathleen Duclos 3193 Rice Court, Camano Island, Flames President-***Flames wants to be supportive of the Department and would like to offer party planning to welcome incoming Chief and farewell for outgoing Chief.

VI. CHIEF'S REPORT-attached.

Annual Financial Audit: Exit Conference-Lisa Beckt, Finance Manager Briefed.

- Chief and Lisa Beckt attended. Lisa briefed. Report has been issued by SAO
- Management Letter issued regarding need for additional oversight of Shift Trades. New rules approved by legal and agreed to with Union.
- Chief Yengoyan noted Lisa did a good job on the audit and thanked her for her hard work.

Wildfire mobilization-A/C Allen updated Board on LA Fires deployment.

VII. PRESS & CORRESPONDENCE –

- SC News article on Chief Yengoyan retiring in March
- Kiro 7 article on Washington firefighters assisting LA fires

VIII. COMMITTEE REPORTS

A. **ICOM**- 911 Levy, planning to run in April; Levy is .2 sales tax increase.
B. **North Region EMS & Trauma Care Council**- no report
C. **Facilities**- Work on Well variance has begun. Working with Architect to get application for temporary quarters. Will be meeting with Carletti on Wednesday. Pushing to get an application submitted as soon as possible.
D. **Legislative**- meeting on Wednesday
E. **Quality-** next week
F. **Finance/Budget**-. Meeting in February.
G. **Employee Evaluation**- none
H. **Communications-** will be setting up a meeting with A/C Allen and PIO Bronlea Mishler in February.
I. **SNO-ISLE / WFCA**- next meeting in March.
J. **Other**

IX. UNFINISHED BUSINESS

A. Policy 1015 Procedure-Volunteer Membership and Activity Requirements-2nd round

MOVED TO APPROVE Policy 1015 as amended

1st: Commissioner Foster 2nd: Commissioner Evans
Discussion: Chief Yengoyan briefed the updates to the policy. Comm P. Williams suggested edits for the following areas: Points are awarded in 3 ways, points are valued as, points for participating in public education events. On 115.3: formatting needs to be fixed. While volunteers off the island can only do shifts, it should be clarified that they can participate in events.
APPROVED: Unanimous

B. Fire Marshall Policy 718 Photography and Electronic Imaging-2nd round

MOVED TO APPROVE amended Policy 718
1st: Commissioner Foster 2nd: Commissioner P Williams
Discussion: Chief Allen briefed the policy. Discussion occurred surrounding what policies require personnel to transfer any photos/videos to CIFR and how employees are made aware of policies. Personnel receive notification of policies via Lexipol alerts and need to acknowledge within the system that they have read the policies. Violation of polies would be dealt with on a case-by-case basis. There is also a four-hour Media PIO class that will be taken by Officers and A/C Allen.
APPROVED: Unanimous

X. NEW BUSINESS

A. Resolution 2025-01: Establishing Regularly Scheduled Meetings for the Year 2025

***MOVED TO ADOPT Resolution* 2025-01 Establishing Regularly Scheduled Meetings for the Year 2025**
1st: Commissioner Evans 2nd: Commissioner Treml
Discussion: none
APPROVED: Unanimous

B. Policy 1070 Return to Work-1st round
Discussion: HR Contractor, Kristin Richman put policy together for non-line personnel. Will Come back for review next month.

C. Policy 1028 Personnel Complaints-1st round
Discussion*:* A/C Allen briefed. There was a requirement form included in the policy that we removed to clean it up. Will Come back for review next month.

D. Policy 1003 Assistant Chief Job Description-1st round
Discussion*:* Pending changes in staffing needed to be updated for hiring a new Assistant Chief. Corrections requested for the section regarding physical qualifications where there is a misspelling and duplication.

E. MSO Service Agreement:

MOVED TO APPROVE MSO Service Agreement
1st: Commissioner P. Williams 2nd: Commissioner Foster
Discussion: Chief Yengoyan briefed the contract.
APPROVED: Unanimous

F. Update to Wage Matrix for Mechanic Wage

MOVED TO APPROVE Update to Wage Matrix for Mechanic Wage
1st: Commissioner Evans 2nd: Commissioner Treml
Discussion: Lisa Beckt, Finance Manager briefed the updates.
APPROVED: Unanimous

G. Ready Rebound Contract-removed from Agenda

H. Commissioner Resignation

MOVED TO approve resignation of Commissioner Janice Treml
1st: Commissioner Foster 2nd: Commissioner K. Williams
Discussion: Chair K. Williams accepted her resignation and thanked Comm Treml for her many years of service as a commissioner and volunteer. Further discussion occurred regarding the vacancy process. The Board rescinded the motion and will accept resignation once a written notice of resignation is received from Comm Treml and will be accepted at the Feb 10, 2024, Board meeting.

APPROVED: Unanimous

I. Board Workshop Scheduling

- The Board Workshop schedule was updated for the Year and will continue to be updated throughout the year as needed. All Special Meetings are announced at least 24 hours in advance.

Commissioner Committee Assignments was revisited: Two updates were made to Committee Assignments, and all others were deferred until after a new commissioner is appointed to Comm Treml's position.

XI. Announcements

- ✓ **Commissioner Regular Meeting Monday February 10th, 2025, 4:30 PM**, in-person/virtual Admin Bldg.

EXECUTIVE SESSION - The Board recessed at 5:40 PM. and went into Executive Session at 5:45 PM to discuss the performance of a public employee per RCW 42.30.110 and to discuss the Qualifications of an applicant for public employment per RCW 42.30.110

- Executive Session was expected to last until 6:30PM.
- At 6:30PM the Board returned to Open Session and extended Executive Session until 6:45 PM, then immediately returned to Executive Session.
- At 6:45 PM the Board came out of Executive Session and immediately returned to Open Session with no action taken.

There being no further business, Comm P. Williams moved to adjourn the meeting at 6:45 PM.

Respectfully submitted,

Amy Martin

Amy Martin
Fire Board Secretary