ISLAND COUNTY FIRE DISTRICT #1
Camano Island Fire & Rescue (CIFR)
COMMISSIONER'S MEETING
December 8th, 2025
4:30 PM
MINUTES

Chair K Williams 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
Kim Williams
Jerry Evans
Maria Carlstrom
Paul Foster
Paul Williams via Zoom

Fire Department Staff
Chief Jason Allen
Amy Martin, Board Secretary
Lisa Beckt, Finance Manager
BC Regan Olsen

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

Chair Williams amended the agenda to include four Commissioners' Oaths of Office to the end of the agenda.

I. Agenda:

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

II. Consent Agenda

1. Minutes of November 10th Regular Meeting.
2.

December 8th, 2025 Vouchers	
9 EFTs	$215,609.98
Payroll	$366,876.11
Expense Vouchers	$247,687.75
Capital Fund	$3,633.48
Capital Facilities Fund	$12,151.27
Totaling	**$845,958.59**

MOVED TO APPROVE the consent agenda with amended minutes
1st: Commissioner Evans 2nd: Commissioner Carlstrom
Discussion: HRIS proposal first amount was for the one we ended up not signing. Motion not to exceed 23K. 15K was the total annual rate without the discount. Need to update the minutes to accurately reflect the values.
APPROVED: Unanimous

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

IV. Chief's Report -attached

Awards were presented to MSO Brandi Mauck for 20 years of service and Maintenance Manager Jay Jacks for 30 years of service.

A. Wildland-BC Regan Olsen
- 2025-went to Palisades with the engine and Chief.
- Summer was short-staffed, so not many people went on mobilizations.
- Twenty members of Wildland who've recertified for next year.

B. Q3 Financial Update- presented by Finance Manager, Lisa Beckt
- Discussion regarding drone purchase, insurance, and policy on drone images
- Discussion regarding the audit and Bond ratings.

C. Information Only

3. Department of Natural Resources

4. Policies:
   - Volunteer Classification and Requirements
   - Harassment and Discrimination
   - 1049 Pregnancy Accommodations

5. Payroll-Jasmine Perez's contract up for renewal.

V. Press & Correspondence
- One SC News Article on Station 5 Remodel

VI. Committee Reports

a. ICOM- finalizing contract for strategic plan. Two tenths being collected.

b. North Region EMS & Trauma Care Council-no update. Council meeting on the 10th.
c. Facilities- no update
d. Legislative met last Wednesday. List coming out to membership.
e. Quality-meet at the end of the month.
f. Finance/Budget report presented tonight—upcoming offsite for levies and new station.
g. Employee Evaluation- committee met with Darci Runnels, HR. It will be a change to just one iteration for Commissioners. It will be in February.
h. Communications-No meeting til January 20th.
i. SNO-ISLE / WFCA-banquet on Saturday the 24th.
j. Other -none

B. Unfinished Business- (*Request Public Input Prior to Motions)*
a. Architect Firm Contract -Chief Allen briefed regarding North County's experience with the owner representative. The packet includes a printout from MSRC confirming that the architect, Carletti, is listed. We do not need to go out for bid.

IV. New Business

A. Policies
a. 1000 - Recruitment and Selection

MOVED TO APPROVE Policy 1000 Recruitment and Selection

1st: Commissioner Foster 2nd: Commissioner Evans
Discussion:
APPROVED: Unanimous

b. 1021 - Retention and Engagement

MOVED TO APPROVE Policy 1021 - Retention and Engagement

1st: Commissioner Carlstrom 2nd: Commissioner Evans
Discussion: none
APPROVED: Unanimous

c. 1027 - Discipline policy

MOVED TO APPROVE amended Policy 1027 - Discipline policy

1st: Commissioner P. Williams 2nd: Commissioner Foster
Discussion: Request rewording of the title of the Policy to call it the Discipline Policy
APPROVED: Unanimous

d. 1010 - Sick Leave Usage

MOVED TO APPROVE amended Policy 1010 - Sick Leave Usage

1st: Commissioner Foster 2nd: Commissioner Williams
Discussion: date of 2022 at the bottom of the policy needs to be updated.
APPROVED: Unanimous

B. Collective Bargaining Agreement-

MOVED TO APPROVE the Collective Bargaining Agreement

1st: Commissioner Evans 2nd: Commissioner Foster
Discussion: none
APPROVED: Unanimous

C. Leadership Training: SCGI Professional Services Agreement 2026

MOVED TO APPROVE SCGI Professional Services Agreement 2026

1st: Commissioner Foster 2nd: Commissioner Williams
Discussion: Chief would like to continue with the contract.
APPROVED: Unanimous

D. Medical Service Director Contracts

MOVED TO APPROVE Medical Service Director Contract

1st: Commissioner P. Williams 2nd: Commissioner Foster
Discussion: none
APPROVED: Unanimous

E. Media Specialist Contract

MOVED TO APPROVE Media Specialist Contract

1st: Commissioner Carlstrom 2nd: Commissioner P. Williams
Discussion: Chief briefed the expansion in her scope of work—discussion regarding pay increase.

APPROVED: Unanimous

F. Station 1-5 Septic System

Chief Allen requested guidance on the septic update. Commissioners indicated that if it's under 25K, they can move forward.

G. Resolution 2025-11 Annual Re-Appointment of Investment Officer

MOVED TO APPROVE Resolution 2025-11 Annual Re-Appointment of Investment Officer

1st: Commissioner Evans 2nd: Commissioner Foster
Discussion: none
APPROVED: Unanimous

H. Personnel Handbook

MOVED TO APPROVE Personnel handbook

1st: Commissioner Evans 2nd: Commissioner Foster
Discussion: A late correction was made to the wage matrix for mechanics. Feedback from the board was received for mechanic wages with certifications.
APPROVED: Unanimous

Next Commissioner Meetings:

- ✓ Next Commissioner Regular Meeting January 14th, 2026, 4:30 PM, in-person/virtual Admin Bldg.

There being no further business, Comm Evans moved to adjourn the meeting at 5:52 PM.

Respectfully submitted,

Amy Martin

Amy Martin
Fire Board Secretary