ISLAND COUNTY FIRE DISTRICT #1
Camano Island Fire & Rescue (CIFR)
COMMISSIONER'S MEETING
February 11th, 2026
4:30 PM
MINUTES

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

Those in attendance were:

Commissioner
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- via Zoom
Darci Runnells, HR Generalist

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

I. Agenda:

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

II. Consent Agenda

1. Minutes of January 14th, 2026 Regular Meeting
2.

February 11th, 2026 Vouchers	
7 EFTs	$216,747.85
Payroll	$343,057.00
Expense Vouchers	$218,510.03
Totaling	**$778,314.88**

MOVED TO APPROVE the consent agenda

1st: Commissioner Evans 2nd: Commissioner Carlstrom

Discussion: none
APPROVED: Unanimous

II. Selection of 2026 Board of Commissioners Committee Members
The board removed the following committees:
- Removed Facilities committee- will roll into Finance Committee
- Removed the Legislature Committee

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

IV. Chief's Report-attached

A. HR, Darci Runnels, presented regarding updates on HR
- Neo Gov applicant tracking system implemented
- Standardizing Job Descriptions
- Standardizing Performance Evaluations Process

B. Information Only

1. 2026 Budget Overview
2. Policies
    1. 1028 Personnel Complaints
    2. 1036 Personnel Records
    3. 1014Volunteer Classification and Requirements
    4. 1066 Medical Accommodations
    5. 1065 Work-Related Transitional Duty
    6. 1034 PT Firefighter Job Description
    7. 1033 Career Firefighter Job Description,
    8. 1037 Medical Services Officer (MSO) Job Description
    9. 1069 Board Secretary Job Description

III. Press & Correspondence
- Stanwood High School students give back for MLK day during Spartans Serve event (CIFR mention)-Go Skagit
- Camano Fire maintains WSRB protection classification-Go Skagit

IV. Committee Reports
a. ICOM- Strategic Planning ongoing.
b. North Region EMS & Trauma Care Council- Island County EMS. Discussion of ESO and NERIS challenges.

c. Facilities- no update
d. Legislative-no update
e. Quality-met. No issues.
f. Finance/Budget -met.
g. Employee Evaluation-in process by the board; goal is for executive session on March 11th, 2026, with the Chief.
h. Communications-Met on January 20th. Looked over the plan PIO put together. Focus on people. Next meeting in 4-6 months
i. SNO-ISLE / WFCA- Comm Carlstrom attended the Sno-Isle Banquet. Approved letter regarding the encryption of law enforcement communications at SNO911.
j. Other-Scholarship- Internal CIFR Scholarship Opened Feb 15-March 15, will have a meeting in April.

B. Unfinished Business- (*Request Public Input Prior to Motions)*
   a. Carletti Contract for Station 1-5

Discussion: Chief Allen briefed A101and B101 on the architecture Agreement. Cost for Owner Architect is Option 1, Task 15: $58,658 flat fee with reimbursables approximately 3K. Seeking authorization to sign the final document with cost updated. Discussions: The Board would like to see the final contract before approval. Can add to the Board Workshop. Concerns that Chief Allen should be listed as the representative for Camano Fire. Chief Allen will come back with a clean copy for the Board to review prior to approval.

   b. Policies (2nd Round): None

IV. New Business

A1 Battalion Truck bid. Requesting purchasing authority for a new truck not to exceed $65,000

MOVED TO APPROVE Battalion Truck Bid not to exceed 65K

1st: Commissioner Foster 2nd: Commissioner Carlstrom
Discussion: none: Chief Allen briefed the state contract price for the vehicle. $65K, Additional canopy that is $18,900 that comes from Canada. Requesting no more than $20K for canopy with potential tariffs.

APPROVED: Unanimous

A2 Battalion Truck canopy. Requesting approval not to exceed 25K.

MOVED TO APPROVE adding the purchase of a canopy to the agenda as Item A2. Comm Foster, 2nd Comm P. Williams
Discussion: Need to add the item to the agenda.

APPROVED: Unanimous

Moved to approve item A2, Purchase of a canopy for the Battalion truck not to exceed 25K.

1st: Commissioner Foster 2nd: Commissioner Carlstrom
Discussion: none. An additional canopy costing $18,900 from Canada. Requesting no more than $25K for canopy with potential tariffs.

APPROVED: Unanimous

A. 2025 Annual and Q4 Service & Performance Metrics
   - Presented by Amy Martin

B. Strategic Planning 2025 Dashboard
   - Presented by Jason Allen
   - Discussion will need to take place surrounding strategic planning in the future.
   -

C. Resolution 26-01 Municipal Research and Services Center (MRSC)

MOVED TO APPROVE Resolution 26-01 Municipal Research and Services

1st: Commissioner Evans 2nd: Commissioner Carlstrom
Discussion: Chief Allen briefed.

APPROVED: Unanimous

D. Annual Increase to Shop Rate

MOVED TO APPROVE Increase to shop rate to $165/ hr.

1st: Commissioner K. Williams 2nd: Commissioner Foster
Discussion: Chief Allen briefed.

APPROVED: Unanimous

V. Announcements

- ✓ **Commissioner Special Meeting Wednesday, February 25th, 2025, 4:30 PM**, in-person/virtual Admin Bldg. Topic: Long Range Financial Planning

- ✓ **Commissioner Regular Meeting Wednesday, March 11th, 2026, 4:30 PM**, in-person/virtual Admin Bldg.

There being no further business, Comm Evans moved to adjourn the meeting at 6:19 PM.

Respectfully submitted,

Amy Martin

Amy Martin
Fire Board Secretary