



Board of Commissioners Regular Meeting

August 12, 2026

ISLAND COUNTY FIRE DISTRICT #1 Camano Island Fire & Rescue (CIFR)

Regular Board of Commissioners MEETING August 12th, 2026 4:30 PM

MINUTES

Location: Admin Building (in-person/virtual). Virtual: Zoom (link/Meeting ID/Passcode as published on agenda)

I. 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.

II. Roll Call / Attendance

Those in attendance were:

Commissioners

Name	Attendance
Kim Williams, Chair	In person
Jerry Evans	In person
Maria Carlstrom	In person
Paul Foster	In person
Paul Williams	In person

Absent / Excused: None

Fire Department Staff

Name / Role	Attendance
Chief Jason Allen	In person
Lisa Beckett, Finance Manager	In person
Amy Martin, Board Secretary	In person
Jay Jacks	In person

Public

0 members of the public in person 1 member via Zoom

III. Agenda

MOVED TO APPROVE the agenda as amended to include an Executive Session to discuss the performance of a public employee per [RCW 42.30.110](#) and corrections to the time for the workshop in the announcements.

1st: Commissioner: P. Foster

2nd: Commissioner Comm Carlstrom

Discussion/Corrections/Amendment:

- Chair Williams proposed an amendment to the agenda to include an Executive Session to discuss the performance of a public employee per [RCW 42.30.110](#).
- Commissioner Carlstrom requested a correction to the agenda announcement section to reflect the correct workshop start time of 8:30 AM on time of workshop

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

IV. Consent Agenda

A. Minutes of July 8, 2026, Regular Meeting

B. August 12th, 2026 Vouchers

Voucher Type	Amount
11 EFTs	\$254,423.19
Payroll	\$433,425.88
Expense Vouchers	\$481,777.19
Bond Fund	\$350.00
Capital Fund	\$1,658.61
Capital Facilities Fund	\$77,880.50
Totaling	\$1,249,515.37

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

1st: Commissioner: P. Foster

2nd: Commissioner P. Williams

Discussion/Corrections/Amendment: [x] none

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

V. Public Input — For Items Not on the Agenda

[x] None

VI. Chief's Report-attached

A. Presentation

- ☐ Maintenance and Facilities — Jay Jacks

Summary/Key Points:

Jay Jacks provided an update on Maintenance and Facilities. All crew members have returned. Apparatus updates included the anticipated September arrival of the new Pierce engine, upfitting of the battalion truck, a potential HMU refurbishment, and continued progress on the remount project, which is expected to return in late spring. Facilities work included coordination with BERK and Carletti on Station 4 and Station 2 projects, completion of Station 3 dayroom flooring and asphalt work, Station 3 HVAC repairs, and follow-up on a Station 3 insurance claim. Additional items included the Station septic issue, septic communications/cell dialer diagnostics, and pending paint bids for the shop and Station 4.

Questions/Discussion: The Board thanked Jay for his leadership and continued support of operations while several employees were out due to illness or injury.

B. Information Only

Policies reviewed with no changes; no Board approval needed:

- ☐ Policy 802 — Release of Records
- ☐ Policy 358 — Line-of-Duty Death and Serious Injury Investigations
- ☐ Policy 222 — Solicitation of Funds

Policies 1st Round FYI (30-Day Review):

- ☐ Policy 610 — Hazard Communication Program Training
- ☐ Policy 1090 — Nepotism and Conflict Relationships
- ☐ Policy 718 — Photography and Electronic Imaging
- ☐ Policy 1010 — Sick Leave Usage

Notes/Discussion (if any): _

Questions/Discussion: The Board discussed current wildfire deployments and staffing availability, including recent deployments by CIFR personnel and ongoing review of deployment rotation options. Chief Allen also provided updates on Island County's emergency management efforts, including meetings, trainings, and public information coordination. Additional discussion included a recent employee departure, current EMT and paramedic applicant activity, and the CARES program grant, including reporting requirements, budget alignment, and anticipated follow-up at the retreat.

VII. Press & Correspondence

King 5 News article about a woman airlifted from a dog bite.

VIII. Committee Reports

- A. ICOM — The consultant report is expected at the Monday meeting at 1:00 p.m. Commissioners who would like to participate may join virtually from the Admin Building.
- B. North Region EMS & Trauma Care Council — no report
- C. Quality — The next meeting is scheduled for September.
- D. Finance/Budget — The committee is scheduled to meet tomorrow.
- E. Employee Evaluation — No report.
- F. Communications — The committee recently met and reviewed communication projects completed from January through June. Updates included National Night Out participation by the Medic One Foundation, opportunities to highlight partnerships and purchases to date, the Fire Museum opening on October 5, the September 12 ribbon cutting, the November 7 multi-casualty incident drill, and continued efforts to highlight commissioners in communications.
- G. SNO-ISLE / WFCA — The WFCA meeting for this month was canceled.
- H. Other — None.

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

None listed on agenda.

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

- A) 2026 Q2 Service Demand & Performance Metrics

Amy Martin presented the 2026 Q2 Service Demand and Performance Metrics.

Discussion: The Board discussed several refinements to the metrics presentation, including adding a goal line to the time-to-locked chart, correcting the 2025 mutual aid graph, and considering adding standard deviation lines to selected graphs, such as fire incidents, to support clearer trend analysis.

B) CIFR Public Fees

Public Input requested: ☒ none

Discussion/Summary: The Board discussed the CIFR public fee schedule, including sales tax requirements for CPR classes, room rental rates, and potential future use of meeting room space at Station 5. The Board approved the public fees as presented and requested that the fee schedule be reassessed and brought back for further review at a future meeting.

MOVED TO APPROVE the CIFR public fees as presented

1st: Comm Foster

2nd: Comm Evans

Discussion: The Board requested that staff reassess the public fee schedule and bring the item back for review in October or November.

Approved: ☒ Unanimous ☐

C) Culture Survey

Discussion/Summary: The Board discussed timing and options for the culture survey. Members agreed there is no immediate urgency and that the survey could be scheduled later if needed. The Board requested that staff review alternative calendar options after the retreat, explore whether Archbright has survey options that may be appropriate, and discuss the item further later. Chief Allen will propose additional dates for the Board to consider.

D) Workshop Agenda

Public Input requested: ☐ none / Summary:

Discussion/Summary: The Board reviewed the proposed workshop agenda and discussed schedule adjustments. The workshop will begin at 8:30 a.m., with the finance discussion at 8:45 a.m., and the levy discussion continuing until approximately 11:30 a.m. The Board discussed inviting Liz to join during lunch to provide input. CARES will be scheduled for a 30-minute

discussion, with related metrics to be reviewed at the September Quality meeting. Additional workshop topics will include succession planning, Board goals, and the Strategic Plan. The Board agreed to leave the final item off the agenda and include an action-item summary at the end identifying what needs to be done, who is responsible, and when it is due.

E) Policies

Policies listed:

- ☐ Policy 702 — Personal Communication Devices
- ☐ Policy 1054 — Drug and Alcohol-Free Workplace
- ☐ Policy 110 — Credit Card Acceptance and Procedures

Public Input requested: ☒ none

MOVED TO APPROVE: ☒ all policies listed above

1st: Commissioner: Comm P. Foster

2nd: Commissioner: Comm Carlstrom

Discussion: ☒ none;

APPROVED: ☒ Unanimous / ☐ (Vote:

F) Extrication Tool Purchase

Public Input requested: ☒ none / Summary:

Discussion/Summary: Chief Allen briefed the Board on the proposed purchase of an extrication tool. He noted that the District has transitioned to battery-operated extrication tools and identified the need for an additional tool set. The purchase includes a \$500 delivery/shipping cost due to the weight of the equipment.

MOVED TO APPROVE the extrication tool purchase as presented for \$32,528.10

1st: Comm P. Williams

2nd: Comm Evans

Discussion:

Approved: ☒ Unanimous ☐ (Vote:

G) Fire Grant Agreement & Award

Public Input requested: ☒ none

Discussion/Summary: None

MOVED TO APPROVE the fire grant agreement and award as presented

1st: Comm P. Williams

2nd: Comm Carlstrom

Approved: [x] Unanimous [] [] (Vote:

XI. Executive Session

Purpose/RCW: Executive Session to discuss the performance of a public employee per [RCW 42.30.110](#)

The Board recessed at 5:35 PM and went into Executive Session at 5:38 PM.

The Executive Session was expected to last until 5:48 PM.

The Board came out of Executive Session and returned to Regular Session at 5:48 PM with no action taken.

XII. Announcements

- ☐ Commissioner Special Meeting-Workshop, Wednesday, August 26th, 2026, 8:30 AM, in-person only, Admin Bldg.
- ☐ Commissioner Regular Meeting, Wednesday, September 9th, 2026, 4:30 PM, in-person/virtual, Admin Bldg.

XIII. Adjournment

There being no further business, Commissioner P. Williams moved to adjourn the meeting at 5:49 PM.

Respectfully submitted,



Amy Martin

Fire Board Secretary