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

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

Those in attendance were:

Commissioners
Kim Williams
Jerry Evans
Maria Carlstrom
Paul Foster
Paul Williams

Fire Department Staff
Chief Jason Allen
Amy Martin, Board Secretary
Lisa Beckt, Finance Manager
FF Jason Berg

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

I. Agenda

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

II. Consent Agenda

1. Minutes of July 14th Regular Meeting and July 28th Special Meeting

August 11th, 2025 Vouchers	
7 EFTs	$178,760.71
Payroll	$300,443.59
Expense Vouchers	$190,795.05
Capital Facilities Fund	$5,182.00
Totaling	**$675,181.35**

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

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

IV. Chief's Report -attached

A. Presentation- Community Outreach –Jason Berg

- Events over the last year-National Night Out—considering adjusting time; School Curriculum Training being formalized; New online format for scheduling requests for events; looking to add chili cookoff and Soapbox Derby; Halloween-Haunted House on track; Santa Run-Second Week of December. 8th-12th.

Discussion of outreach to schools.

B. Q2 Financial Update- presented by Finance Manager, Lisa Beckt

- Revenues, Expenditures: Retirement, sick leave/vacation cashouts, overtime factors
- Historical Overtime Wages
- Expensed Fund and Reserve Fund
- Capital Facilities Fund
- Finance Committee Calendar

C. Information Only

i. Policies:
1. Policy 103 Board of Commissioners
2. Policy 1002 Performance Evaluations

V. Press & Correspondence -Thank You letters from all the2025 Scholarship Recipients

VI. Committee Reports

A. ICOM-Meeting Thursday for subcommittee to review the RFPs. Approval of recommendation at next meeting.
B. North Region EMS & Trauma Care Council-Regional council meeting. Will share an executive director with the west region for cost cutting.
C. Facilities-No meeting since last report
D. Legislative Meeting next Saturday
E. Quality-Will meet in a month
F. Finance/Budget-report

G. Employee Evaluation will be held in Executive Session. Evaluation Committee will transition moving next evaluation to HR.
H. Communications-Haven't met.
I. SNO-ISLE / WFCA-Meeting went well, good turnout, Next program is Dr. K, Snohomish County MPD. Brian Mills, Snohomish County EMS-November
J. Other

VII. Unfinished Business-none

IV. New Business

B. Budget Amendment 2025-01

MOVED TO Approve Budget Amendment 2025-01

1st: Commissioner P. Williams 2nd: Commissioner Foster
Discussion: Lisa Beckt and Chief Allen briefed.
APPROVED: Unanimous

C. Policies:

- Policy 400 Fire inspections

MOVED TO Approve Policy 400

1st: Commissioner Foster 2nd: Commissioner P. Wiliams
Discussion: Commissioner P. Williams submitted edit.
APPROVED: Unanimous

- Policy 504 Patient Refusal of Pre-Hospital Care, as amended

MOVED TO Approve Policy 504

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

- Policy 336 Safe Haven for Newborns

MOVED TO Approve Policy336

1st: Commissioner Foster 2nd: Commissioner P. Wiliams
Discussion: none

APPROVED: Unanimous

- Policy 1017 Finance Manager Job Description

  MOVED TO Approve Policy 1017

  1st: Commissioner Foster 2nd: Commissioner P. Wiliams

  APPROVED: Unanimous

- Policy 1001 HR Generalist Job Description

  MOVED TO Approve Policy 1001 as amended
  Discussion: Comm P. Williams submitted an edit.

  1st: Commissioner Carlstrom 2nd: Commissioner P. Wiliams

II. Executive Session to discuss the performance of a public employee per RCW 42.30.110
III. Executive Session to discuss collective bargaining sessions with employee organizations per RCW 42.30.140

EXECUTIVE SESSION - The Board recessed at 5:22 PM. and went into Executive Session at 5:25 PM to discuss the performance of a public employee per RCW 42.30.110 (g) and Session to discuss collective bargaining sessions with employee organizations per RCW 42.30.140

It was expected to last until 5:55 PM.

At 5:55 PM. the Board came out of executive session and the Board Chair extended executive session until 6:05 PM and returned to executive session.

At 6:05 the Board came out of Executive Session and immediately returned to Regular Session with no action taken.

Next Commissioner Meetings:

- ✓ **Commissioner Regular Meeting Monday, October 14th, 2025, 4:30 PM**, in-person/virtual Admin Bldg.

There being no further business, Comm Evans moved to adjourn the meeting at 6:08 PM.

Respectfully submitted,

Amy Martin

Amy Martin
Fire Board Secretary