



Board of Commissioners Regular Meeting

September 9, 2026

ISLAND COUNTY FIRE DISTRICT #1 Camano Island Fire & Rescue (CIFR) COMMISSIONER'S MEETING September 9th, 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 Carlstrom led the flag salute.

II. Roll Call / Attendance

Those in attendance were:

Commissioners		Fire Department Staff	
Name	Attendance	Name / Role	Attendance
Kim Williams, Chair	In person	Chief Jason Allen	In person
Jerry Evans	Zoom/phone	AC Aaron Fields	In person
Maria Carlstrom	In person	Amy Martin, Board Secretary	In person
Paul Foster	Absent		
Paul Williams	In person		
Absent / Excused: Paul Foster			
Public			
0 members of the public in person 1 member via Zoom			

III. Agenda

The agenda was amended to remove Policy 1010 — Sick Leave Usage because the procedure does not require Board approval.

MOVED TO APPROVE the agenda as amended.

1st: Commissioner P. Williams

2nd: Commissioner Carlstrom

Discussion/Corrections/Amendment: Policy 1010 — Sick Leave Usage was removed from the agenda because the procedure does not require Board approval.

APPROVED: ☒ Unanimous / ☐ (Vote: —) / ☐ (Roll call attached)

IV. Consent Agenda

A. Minutes of August 12th, 2026, Regular Meeting

B. Minutes of August 26th, 2026, Special Meeting

C. September 9th, 2026 Vouchers

6 EFTs	\$244,734.68
Payroll	\$372,278.97
Expense Vouchers	\$253,556.83
Capital Fund	\$40,364.82
Capital Facilities Fund	\$7,982.27
Totaling	\$918,917.57

MOVED TO APPROVE the consent agenda as corrected.

1st: Commissioner Carlstrom

2nd: Commissioner P. Williams

Discussion/Corrections/Amendment: Updated for September.

APPROVED: ☒ Unanimous / ☐ (Vote: —) / ☐ (Roll call attached)

V. Public Input — For Items Not on the Agenda

☒ None

VI. Chief's Report — attached

A. Presentation

- Community Outreach — Jason Berg was unable to attend and will be rescheduled.

B. Information Only

- Budget Timeline

- 2026 Q2 Financial Report

Policies reviewed with no changes; no Board approval needed:

- Policy 366 — Grocery Shopping On-Duty
- Policy 502 — Medical Supplies
- Policy 622 — National Incident Management System Training
- Policy 1018 — Reporting for Duty
- Policy 1046 — Critical Incident Stress Debriefing

VII. Press & Correspondence

Stanwood Camano News article regarding National Night Out.

Three thank-you letters from SCAAF scholarship recipients.

VIII. Committee Reports

A. **ICOM** — A special meeting was held to review the upcoming year's budget. The committee also reviewed the consultant's report and determined it was inadequate and incomplete. Payment will be withheld until the committee receives the completed report. The budget discussion included user fees. A request was made to move the meeting to September 28.

B. **North Region EMS & Trauma Care Council** — The council is scheduled to meet tomorrow morning.

C. **Quality** — The committee met yesterday afternoon and reviewed KPIs, the CARES program, and data cleanup. The Board discussed the ACH grant agreement and the need to fill the CARES role. The committee will schedule the next meeting in six months.

D. **Finance/Budget** — The committee met on August 13.

E. **Employee Evaluation** — No report.

F. **Communications** — The committee will meet in January.

G. **SNO-ISLE / WFCA** — A SNO 911 meeting is scheduled for the first Thursday in October at 7:00 p.m.

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. Policies

Policies listed:

- Policy 610 — Hazard Communication Program Training
- Policy 1090 — Nepotism and Conflict Relationships
- Policy 718 — Photography and Electronic Imaging

Public Input requested: ☒ none

Discussion/Summary: No comments.

MOVED TO APPROVE all policies listed above.

1st: Commissioner P.. Williams

2nd: Commissioner Carlstrom

Discussion: ☒ none

APPROVED: ☒ Unanimous / ☐ (Vote: —) / ☐ (Roll call attached)

B. Budget Amendment 2026-02

Public Input requested: ☒ none

Discussion/Summary: The amendment carries forward prior-year funds, assigns them to the appropriate reserves and expense funds, and reallocates funding for unanticipated overages and projects.

MOVED TO APPROVE Budget Amendment 2026-02 as presented.

1st: Commissioner P. Williams

2nd: Commissioner Carlstrom

Discussion: ☒ none

APPROVED: ☒ Unanimous / ☐ (Vote: —) / ☐ (Roll call attached)

C. Soft Mount Extractor Purchase

Public Input requested: ☒ none

Discussion/Summary: The Board discussed the need for a soft-mount extractor.

MOVED TO APPROVE the soft-mount extractor purchase as presented.

1st: Commissioner P. Williams

2nd: Commissioner Carlstrom

Discussion: The new extractor sits on rubber legs, allowing it to be placed and moved as needed.

APPROVED: ☐ Unanimous / ☐ Vote: _____ / ☐ Roll call attached

D. North Sound Accountable Community of Health (ACH) Grant

Public Input requested: ☒ none

Discussion/Summary: The Board reviewed the agreement supporting the CARES program, including the negotiated payment structure.

MOVED TO APPROVE the North Sound Accountable Community of Health (ACH) Grant as presented.

1st: Commissioner: Carlstrom

2nd: Commissioner: P. Williams

Discussion: Contract for the CARES program. Payment structure has been negotiated.

APPROVED: ☒ Unanimous / ☐ (Vote: —) / ☐ (Roll call attached)

E. Medical Inventory Software Application

Public Input requested: ☒ none

Discussion/Summary: The Board discussed the Medical Inventory Software Application as an MSO-led effort to improve the systems and structure used to order medical supplies.

MOVED TO APPROVE the Medical Inventory Software Application as presented.

1st: Commissioner: P. Williams

2nd: Commissioner: Carlstrom

Discussion: MSO effort to bring systems and structure to ordering medical supplies.

APPROVED: ☒ Unanimous / ☐ (Vote: —) / ☐ (Roll call attached)

F. Workshop Follow-up

Public Input requested: ☒ none

Discussion/Summary: Chair Williams proposed that each commissioner complete the questionnaire annually to support assessment of the Board's current composition and future updates. The questionnaire may also be adapted for use as an application.

Action Items/Decisions:

- Convert the questionnaire to Microsoft Forms and distribute it to commissioners.
- Develop a dashboard or shared tracking list for workshop action items, including responsibilities and timelines.
- Coordinate with Dee and Donnie on a strategic-planning survey and consider first-quarter options for a January workshop.

XI. Announcements

- Commissioner Regular Meeting, Wednesday, October 14th, 2026, 4:30 PM, in-person/virtual, Admin Bldg.

XII. Adjournment

There being no further business, Commissioner Carlstrom moved to adjourn the meeting at 4:58 p.m.

Amy Martin

Respectfully submitted,
Amy Martin
Fire Board Secretary