

ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)
REGULAR COMMISSIONER'S MEETING
Administration Office
June 13, 2016

Chairman Williams called the regular Commissioner's meeting to order at 7:00 p.m. Those in attendance were Janice Trembl, Stephen Lich, Pat Metz, Paul Williams, Erik Shouse, Michael Schick, Craig Helgeland, Levon Yengoyan and Darla Tiner.

The flag salute was led by Chairman Williams.

Commissioner Lich moved to approve the agenda as amended. Commissioner Metz seconded; motion carried by unanimous vote.

CONSENT AGENDA –

1. Minutes of May 23, 2016, Regular Meeting
2. Approval of Vouchers: 3 EFT's for \$5,323.03, Payroll EFT for \$9,877.14, Expense Vouchers #160511-160565 for \$108,120.73, Medical Vouchers #160566-160567 for \$32,640.84, Capital Vouchers #160510, 160568-160571 for \$388,637.22, all totaling \$544,598.96.

Commissioner Trembl moved to approve the Consent Agenda items 1 and 2 as presented. Commissioner Metz seconded; motion carried by unanimous vote.

CHIEF'S REPORT – Chief Schick gave his report:

1. Discussion on a fire levy lid lift held and the possibility of hiring Liz Loomis to assist in this area at an approximate cost of \$4,500/month. At the direction of the Board, Chief Schick will set up a workshop to discuss this; and a possible presentation by Ms. Loomis of what they would receive for her fee.
2. Chief stated that contract negotiations would be starting with the Union Local.

CORRESPONDENCE – Two local articles and a thank you.

PUBLIC INPUT – None

MEMBER INPUT – None

COMMITTEE REPORTS –

ICOM - Cancelled

Safety – Next meeting July 14th.

Scholarship – Board Secretary Tiner reported that the Committee awarded the scholarship to the single applicant; but that person currently has a conditional job offer with another agency, so the scholarship award is on hold.

Evaluation – Committee met during Chelan conference. Will have performance evaluations for the Chief sent out to A/C's, Admin., Line Officers, Commissioners, Camano Preparedness Group. To be returned within 30 days.

UNFINISHED BUSINESS –

SOP Review –

1. Policy 204-District Directives, Policy 219-Travel Per Diem, Policy 642-Travel and Per Diem – Discussion held.

Commissioner Trembl moved to approve Policy 204-District Directives as presented, Policy 642-Travel and Per Diem as amended, and to delete Policy 219-Travel Per Diem as it is a duplicate of Policy 642. Commissioner Shouse seconded; motion carried by unanimous vote.

New Organizational Structure Options – Chief Schick gave a presentation of his optimal organizational structure and two optional structures. He thanked A/C Yengoyan for an excellent job of Volunteer recruitment.

Old Hay Rake Bids – A/C Helgeland recommended the hay rake be awarded to the highest of the three bids received.

Commissioner Shouse moved to accept the highest of the three bids received for the hay rake which is \$551.00. Commissioner Lich seconded; motion carried by unanimous vote. Commissioner Metz abstained from voting.

SOP Delegation of Authority Example – Chairman Williams recommended amending Policy 108-Delegation of Authority to include District's Attorney Davis' comments on spending limits for the Fire Chief which include a dollar limit of \$10,000.00 with provisions.

Commissioner Trembl moved to amend Policy 108-Delegation of Authority to include District's Attorney Davis' comments on spending limits for the Fire Chief which include a dollar limit of \$10,000.00 with provisions. Commissioner Shouse seconded; motion carried by unanimous vote.

NEW BUSINESS –

Resolution 2016-09 – State LOCAL Financing Documents for Ambulances -

Commissioner Lich moved to approve Resolution 2016-09 – State LOCAL Financing Documents for Ambulances. Commissioner Metz seconded; motion carried by unanimous vote.

Personnel Handbook Amendments – Chief Schick presented some amendments to the handbook on pages 12, 16 & Appendix A. Discussion was held. Board asked the Chief to also add proper chain-of-command protocol to report concerns.

Commissioner Trembl moved to accept amendments to the Personnel Handbook presented by Chief Schick. Commissioner Shouse seconded; motion carried by unanimous vote.

Gordon Graham Seminar – Chairman Williams gave a report. Per Mr. Graham, Chairman Williams recommended that the District create a Risk Management Committee. It was suggested that the Risk Management committee be part of the current Safety Committee and that the minutes of the meetings reflect this joint committee with a title something like "Safety/Risk Management Committee." Commissioner Lich also suggested that the Safety Committee minutes reflect that there is a short safety briefing at the end of each Officer's meeting.

WFCA Chelan Seminar – Chairman Williams reported that the seminar was very informative.

Budget Amendment Request – 2016-001 – Various budget amendments.

Commissioner Lich moved to approve Budget Amendment Request – 2016-001. Commissioner Trembl seconded; motion carried by unanimous vote.

PUBLIC INPUT – None

ANNOUNCEMENTS

- ✓ Next Commissioner Meeting Monday, June 27, 2016, at the Vista/Madrona Fire Station
- ✓ Farewell Party for Chief Yengoyan Tuesday, June 28, from 5-9pm at the Camano Yacht Club. Party sponsored by the Jets Auxiliary Group and others.
- ✓ Chairman Williams thanked A/C Yengoyan for his wonderful and valuable contributions to the Fire District over the years and that Camano Fire's loss is Burlington Fire's gain.

There being no further business, Commissioner Shouse moved to adjourn the meeting at 8:45 p.m.

Respectfully submitted,

Darla Tiner
Board Secretary