

# ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)  
REGULAR COMMISSIONER'S MEETING  
Vista/Madrona Fire Station  
June 27, 2016

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

The flag salute was led by Chairman Lich.

**Commissioner Lich moved to approve the agenda as presented. Commissioner Shouse seconded; motion carried by unanimous vote.**

## **CONSENT AGENDA –**

1. Minutes of June 13, 2016, Regular Meeting
2. Approval of Vouchers: 2 EFT's for \$84,046.12, Payroll EFT for \$188,547.86, Expense Vouchers #160577-160618 for \$48,171.05, Medical Voucher #160619 for \$12,691.45, Capital Vouchers #160572-160576 for \$35,557.81, all totaling \$369,014.29.

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

**CHIEF'S REPORT** – Chief Schick gave his report.

**CORRESPONDENCE** – Two children thank you's for fire truck ride to school.

**PUBLIC INPUT** – None

**MEMBER INPUT** – None

## **COMMITTEE REPORTS –**

**Safety/Risk Management** – Next meeting July 14<sup>th</sup>.

**Communications** – Chief Schick gave a report. Presented Liz Loomis' cost proposal – will be discussed at a later mtg. She will attend the Board's workshop on August 27<sup>th</sup>. Discussion held regarding sharing of a deputy chief and training officer with North County Regional Fire Authority. The Board confirmed that there will be a Workshop held on Sat., August 27, at the Administration Office starting at 9am. Agenda to include presentation by Liz Loomis, and discussion of strategic planning and 2017 goals.

## **UNFINISHED BUSINESS –**

**SOP Review** –

1. **Policy 108-Delegation of Authority –**  
**Commissioner Metz moved to approve Policy 108-Delegation of Authority as amended, Commissioner Shouse seconded; motion carried by unanimous vote.**
2. **Policy 201-Annual Budget Preparation -**  
**Commissioner Treml moved to approve Policy 201-Annual Budget Preparation with minor changes, Commissioner Shouse seconded; motion carried by unanimous vote.**
3. **Policy 210-Liability Claims -**  
**Commissioner Lich moved to approve Policy 210-Liability Claims with minor changes, Commissioner Treml seconded; motion carried by unanimous vote.**
4. **Policy 214-Administrative Communications -**  
**Commissioner Treml moved to approve Policy 210-Liability Claims as presented, Commissioner Metz seconded; motion carried by unanimous vote**

Personnel Handbook Amendment-II Chain of Command - Approval – Discussion held.

**Commissioner Shouse moved to accept the amendment to the Personnel Handbook - II Chain of Command. Commissioner Trembl seconded; motion carried by unanimous vote.**

**NEW BUSINESS** –

Equipment Rollout Ceremony – Discussion held. Ideas shared:

1. Doing one or more rollouts
2. Possibly held at the end of summer
3. Maybe held at the IGA Plaza
4. Make sure the information gets out there that these are smaller replacement vehicles
5. Include data on estimated cost savings – on reader boards and/or handouts
6. Chief Schick will work on a possible presentation timeline

Strategic Plan – Parts of the Strategic Plan will be discussed at the next four Board meetings to finalize priorities before the August 27<sup>th</sup> Workshop.

Organizational Chart – Commissioner Trembl confirmed with Chief Schick that the “optimal org structure” he presented at the last meeting is the one he is planning on using.

**PUBLIC INPUT** – None

**ANNOUNCEMENTS**

- ✓ Next Commissioner Meeting Monday, July 11, 2016, at the Administration Office
- ✓ Chairman Williams and Chief Schick will be absent from the July 11th meeting due to personal travel
- ✓ Farewell Party for Chief Yengoyan Tuesday, June 28, from 5-9pm at the Camano Yacht Club. Party sponsored by the Jets Auxiliary Group, the Camano Preparedness Group and the District.
- ✓ Books will be emptied after this meeting

There being no further business, Commissioner Metz moved to adjourn the meeting at 7:43 p.m.

Respectfully submitted,

Darla Tiner  
Board Secretary