

**CAMANO ISLAND FIRE AND RESCUE
ISLAND COUNTY FIRE PROTECTION DISTRICT NO 1
BOARD OF FIRE COMMISSIONERS SPECIAL MEETING**

September 14, 2017

Chairman Williams called the meeting to order at 3:00 p.m. Location of the meeting was the Administration office, Camano Island. Others in attendance were: Commissioners Trembl, Metz, Lich and Shouse, Chief Schick, Assistant Chief Helgeland, Finance Manager Layton and Board Secretary Tiner.

The flag salute was led by Chairman Williams.

Agenda: Planning Meeting for 2018 – Power Point Presentation

2017 Expenditures/2018 Revenue Review –

- a. YTD Expenditures
- b. Fund Balances
- c. 2018 Assessed Value

Strategic Plan Goal Review –

- a. Still looking at funding options for the Community Paramedic Program.
- b. Liz Loomis Public Affairs Consultant's contract ends this year. Discussion of potential of hiring a part-time person to handle public affairs for the District and maybe, eventually, handle Public Education dept. depending on funding.
- c. Discussion of raising ambulance transport fees. Question of percentage of Medicare vs. Private Insurance patients. Board Secretary Tiner to supply a report.
- d. Discussion of leaving comment cards, or mailing them out, to patients periodically for feedback.

Chairman Williams recessed the meeting at 5:25 p.m. for Dinner.

Chairman Williams reconvened the meeting at 6:02 p.m.

- e. Current List of Goals:
 1. Mutual Aid Responses
 2. Organizational Charts
 3. Firefighter Career Development
 4. Station 1-1 – The Chief presented several options for the Station. It was the consensus of the Board to hold off on selling the property at this time.
 5. SAFER Grant Hiring Procedure and Staffing Models

Board Succession Planning -

- a. SOP 103 – Board of Fire Commissioners – Discussion of identifying citizens that may have an interest in the District and the dealings of the Board members or that may wish to be part of the District's Citizen Advisory Group. Chairman Williams asked each Board Member to think of one potential person. Some ideas were:
 1. Educators
 2. Business/Financial/Accountants
 3. Political backgrounds
 4. Firefighter experience vs. None

Volunteer Program -

- a. Draft Policy Manual – Discussion held.

2017 Goal Review/2018 Goals -

- a. Chief – 2017 Goals – The Chief presented his goals for 2017 and those completed. Stated that Finance Manager Layton did great work regarding the District's audit.
- b. Board – 2017 Goals – The Board reviewed their goals for 2017. Chairman Williams would like to involve the members of the Citizen Advisory Group more.

The meeting adjourned at 7:52 p.m.

Respectfully submitted,

Darla Tiner,
Board Secretary