

ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)
REGULAR COMMISSIONER'S MEETING
Administration Office
February 12, 2018

Chairman Williams called the regular Commissioners meeting to order at 6:00 p.m. Those in attendance were: Paul Williams, Steve Lich, Pat Metz, Jan Trembl, Michael Schick, Craig Helgeland, Ryan Shaughnessy and Darla Tiner. There were three Crew and two guests present. Commissioner Shouse was excused due to work schedule.

The flag salute was led by Commissioner Lich.

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

CONSENT AGENDA –

1. Minutes of January 22, 2018, Regular Meeting
2. Approval of Vouchers: 3 EFT's for \$9,917.85, Payroll EFT for \$17,892.55, Expense Vouchers #181094 - #181149 for \$63,195.34, Medical Vouchers #181150 for \$14,852.15, Bond Voucher #181151 for 726.58, all totaling \$106,584.47

Commissioner Lich 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. Capt. Shaughnessy thanked the Board for all their support and guidance; especially to Commissioner Lich for initially hiring him and promoting him and for all he did for him during his employment with CIFR. Chairman Williams stated that, on behalf of the Board, he wanted to thank Capt. Shaughnessy for all he has done for CIFR, especially his managing of the District's Marine Program.

CORRESPONDENCE – A thank you from a Citizen and an acknowledgement of Commissioner Lich's 25 years of service as Secretary of the SNO-ISLE Commissioners.

PUBLIC INPUT – None

COMMITTEE REPORTS –

ICOM – Commissioners Metz and Williams reported. A typed summary was handed out to the Board. Oak Harbor will be responding to criteria-based dispatching (ProQA) for a trial period, with Dr. Zaveruha's approval. Director of ICOM, Tom Shaughnessy, plans to retire at the end of his contract in February of 2020.

Safety/Risk Management – A/C Helgeland gave a report.

Communications – Two resumes received for the Media Specialist position with the District. Commissioner Trembl gave a report on visit to Legislative Day in Olympia January 25th. The plan to raise the 1% property tax initiative is dead for now.

Officer's Meeting – Commissioner Lich reported that he had attended the recent Officer's meeting and that it was very informative for him.

UNFINISHED BUSINESS - None

NEW BUSINESS –

2018 Goals – Chief, Commissioners, & District – Chief Schick presented a list of goals for himself and for the District. The goals are currently part of the District's 2017 Strategic Plan that covers 2016 – 2026 which is listed on the District's website. Discussion was held regarding these goals.

- Commissioner Goals for themselves and the Board –
 - Commissioner Trembl –
 - ✓ Prepare for 2028 – the culture of the fire department in the future.
 - ✓ Clarification on expectations for the Fire Chief – define the process.
 - ✓ Develop an Orientation book for new Fire Commissioners.
 - Commissioner Metz –
 - ✓ Be careful to not get too involved in the day-to-day operations.
 - Commissioner Lich –
 - ✓ Encourage Commissioners to attend as much training as possible – important to continue to learn.
 - ✓ Set up a process for Commissioner evaluations.
 - Commissioner Shouse –
 - ✓ Be involved and active participants in merger talk/consolidation with neighboring districts with open minds.
 - ✓ Continue to put in place strategic plan goals
 - ✓ Continue with public outreach
 - ✓ I would like more training opportunities, aside from our usual, that relate to being a Fire Commissioner.
 - ✓ I would like to be more visible in the public.
 - ✓ I would like to be able to attend our meetings with State Legislators.
 - Chairman Williams –
 - ✓ Have less cryptic meeting minutes.
 - ✓ Get more involved with the District, meet more with the Chief, visit Administration more often.
 - ✓ Attend more training.

It was the consensus of the Board to pursue the following goals:

- ✓ Look to attend more training outside of the normal scope of the Board, including training for the future of the fire department.
- ✓ Have Board members grade themselves at the end of each year.
- ✓ Create a Fire Commissioner's Orientation Manual. Suggestions/ideas to be submitted to Commissioner Trembl.

Strategic Plan Discussion – Chief Schick presented the District's current Strategic Plan that covers 2016 – 2026 which is listed on the District's website. Lt/MSO Smith has done a good job with the new staffing model; it has helped reduce response times.

- Training and Education –
 - Annual review cycle for Training SOGs.
 - Healthy In, Healthy Out program just started.
 - Process set up to make sure all FF's meet all their training requirements. Capt. Allen looking at different options.
 - The fulltime Training Officer position would be a day time position.
 - Construction of Incident Command Training Sim center continuing, which grant funds were secured for.
 - Possibly have an architectural committee determine location of live fire training facility.

- Facilities and Equipment – possible architectural reviews -
 - Station upgrades/remodels –
 - ✓ Sta. 1-5 first focus.
 - ✓ Sta. 1-1 Usage Suggestions – not a responding station going forward –
 - Sell station to help fund remodeling of other stations
 - Storage facility
 - Rescue station
 - Medical facility center
 - Remodel the station
 - Admin. office space at existing fire station is not easy solution, high cost
 - Started a drone program with two donated drones. Some FF's currently being trained.
 - Apparatus replacement plan working well. Suggestions discussed.
 - Apparatus lifespan/replacement -
 - ✓ Boats – Unsure of lifespan.
 - ✓ Command Vehicles – Possible replacement of Chief's vehicle.
 - ✓ Tenders – Need to replace 1983 tender.
 - ✓ Engines –
 - One engine at Sta. 1-5 designated as Wildland Unit for disaster response.
 - Next scheduled engine replacement in 2023.
 - ✓ Ambulances – Discussion of possible revisions to existing units instead of purchasing new; keep the box and replace the engine and chassis.
 - ✓ Support Vehicles & Heavy Rescue – These are all RTF.
 - The F350 pulls M1-4 and the F250 is used a lot for various needs.
 - Shop Van is getting old
 - Support vehicle is maintained by the Support group.
 - Focus is used a lot by Staff and Crew as needed, it's small and efficient.
- Community Relations/Outreach –
 - Community Paramedicine program doing well. Looking at possible funding sources, continued involvement in community programs.
 - Citizen Advisory Group – may be used periodically for future things.
 - Fire and Life Safety Educator to manage Public Education program, may combine with Public Information Officer position.
 - CPR program – continued focus on community training and Take 10 program.
- Neighbor Relations –
 - Discussion of shop expansion and costs vs. potential income. Further analysis needed. Will explore resource sharing with other agencies.
 - Part Time Mechanic resigned, looking for replacement.
- Personnel –
 - LT Smith doing well as the MSO.
 - Ongoing review of SOP's may take 4 years instead of 3 due to the complexity of some.
 - Expansion of Volunteer Program going well. Need a fulltime leader of this program, if affordable. Not much interest in EMS only program.
 - Part Time FF Program – Positions becoming harder to fill.
 - Staff additions possible due to the fire levy lid lift and SAFER Grant
 - Daytime Training Officer position should be of BC rank.
 - Administrative Captain - would oversee the Shifts and the Volunteers.
 - A/C Helgeland now a certified internal Fire Investigator.
 - Employee recognition program.

- Communications –
 - Continue media outreach on Facebook, Twitter and District website.
 - Would be the function of the Media Person.
 - Continue District's newsletter, but with less frequency.
 - Twitter account is for the announcement of emergency situations.
 - Establish a more formal customer feedback process.
- Disaster Preparedness –
 - Chief will continue, in a co-leadership capacity, with the CERT and CPG Groups.
 - Continue with the Continuity of Services plans.
- Service Levels -
 - The new staffing model has helped with the District's aggressive response standards.
- Funding –
 - Review possibility of raising ambulance transport fees.
 - Review possibility of raising CPR training class fees.
 - Determine cost of using an architectural committee to do a feasibility study for discussed facilities and program upgrades.

PUBLIC INPUT – Citizen Cynthia Smith asked about staffing Sta. 1-5 24/7 - what would it cost to bring in a modular unit for sleeping quarters. And she would like more definitive dates for the processes involved in determining the feasibility of staffing Sta. 1-5.

Chief Schick responded that we will not be able to staff Sta. 1-5 24/7 because we cannot raise the fire levy lid lift high enough to cover the cost of the additional personnel needed to staff the station fulltime. The Board currently does not have timelines for the feasibility studies discussed; have several things to look at first.

ANNOUNCEMENTS

- ✓ Next Commissioner Meeting Monday, February 26, 2018, 4:30 p.m., at the Administration Office
- ✓ Commissioner Shouse will be absent from the February 26th meeting due to work schedule

There being no further business, Commissioner Trembl moved to adjourn the meeting at 8:17 p.m.

Respectfully submitted,

Darla Tiner
Board Secretary