

# ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)  
REGULAR COMMISSIONER'S MEETING  
Administration Office  
February 26, 2018

Chairman Williams called the regular Commissioners meeting to order at 4:30 p.m. Those in attendance were: Paul Williams, Steve Lich, Pat Metz, Jan Tremel, Michael Schick, Craig Helgeland and Darla Tiner. There were two guests present. Commissioner Shouse was excused due to work schedule.

The flag salute was led by Commissioner Tremel.

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

## **CONSENT AGENDA –**

1. ~~Minutes of February 12, 2018, Regular Meeting~~ – moved to next meeting
2. Approval of Vouchers: 3 EFT's for \$82,398.88, Payroll EFT for \$187,079.03, Expense Vouchers #181154 - #181192 for \$62,315.52, Medical Vouchers #181152 & 181153 for \$68,779.90, all totaling \$400,573.33

**Commissioner Tremel moved to approve the Consent Agenda as amended. Commissioner Lich seconded; motion carried by unanimous vote.**

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

**CORRESPONDENCE** – A couple of articles in local paper.

**PUBLIC INPUT** – None

## **COMMITTEE REPORTS –**

ICOM – March meeting cancelled.

Safety/Risk Management – Next meeting in May

Communications – Working to approve job description for Media person.

Budget – Commissioner Lich gave a report. Some discussion on clarification of line items.

Awards – Chairman Williams gave a report. Discussion held regarding possible awards options. Committee will pursue options.

## **UNFINISHED BUSINESS**

SOP Review –

Policy 604-Bloodborne Pathogen Training, Policy 622-National Incident Management System (NIMS) Training, Policy 626-Respiratory Protection Training, Policy 628-Discriminatory Harassment Training –  
**Commissioner Tremel moved to adopt Policy 604-Bloodborne Pathogen Training, Policy 622-National Incident Management System (NIMS) Training, Policy 626-Respiratory Protection Training, Policy 628-Discriminatory Harassment Training as presented, Commissioner Metz seconded; motion carried by unanimous vote.**

Commissioner Culture Goals – Commissioner Tremel handed out an article on culture in the fire department for discussion at the next meeting.

2018 Board Goals – Tasks and Objectives, including Evaluation Process and Orientation Manual outline – Board Consensus Goals:

- Focus on 2028 as part of the Strategic Plan goals.
- Revise the evaluation process for the Fire Chief. Commissioner Trembl will be on the Evaluation Committee with Chairman Williams. Commissioner Metz has removed himself from the committee.
- Create a list of training options for Commissioners and list of who attends which and keep in the Commissioner packets. Have whoever attends a training session write up a summary of what was taught, to be handed out to the rest of the Board.
- Create a Fire Commissioner Orientation Manual. Commissioner Trembl handed out a draft outline to review.

GEMT Meeting Update – Chief Schick gave an update. All pertinent materials were turned over to PCG Health for processing.

**NEW BUSINESS** –

2017 Year End Ambulance Transport Report – Board Secretary Tiner explained the categories in the report.

Maintenance Interlocal Agreement with Skagit FD #3 -

**Commissioner Trembl moved to approve the signing of the Maintenance Interlocal Agreement with Skagit FD #3 with the District's price increase. Commissioner Metz seconded; motion carried by unanimous vote.**

Sick Leave Policy – Per the District's attorney, the new Sick Leave Act does not apply to Part Time Firefighters. The District incorporated this policy last year and do not foresee changing that at this time.

Letter of Understanding for Captain/Paramedic Position and Salary – Draft LOU given to Board for review. Waiting for review by the District's attorney.

**PUBLIC INPUT** – Citizen Cynthia Smith asked the Board when they would be responding to her list of questions she recently sent to the Commissioners. Chairman Williams stated that they would be responding soon.

**ANNOUNCEMENTS**

- ✓ Next Commissioner Meeting Monday, March 12, 2018, 6:00 p.m., at the Administration Office
- ✓ SNO-ISLE Commissioner meeting March 1, 2018, at Silvana Fire District
- ✓ Board Secretary Tiner will be on vacation for the March 12<sup>th</sup> meeting. Finance Manager Layton will cover her Board duties.

There being no further business, Commissioner Lich moved to adjourn the meeting at 5:26 p.m.

Respectfully submitted,

Darla Tiner  
Board Secretary