

ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)
REGULAR COMMISSIONERS MEETING
Administration Office
May 28, 2019

Chairman Williams called the regular Commissioners meeting to order at 6:30 p.m. Those in attendance were: Paul Williams, Jan Trembl, Steve Lich, Erik Krieg, Jerry Evans, Craig Helgeland and Darla Tiner. There were 2 Citizens present. Chief Yengoyan was excused due to personal travel.

The flag salute was led by Board Secretary Tiner.

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

CONSENT AGENDA –

1. Minutes of May 13, 2019, Regular Meeting, amended
2. Approval of Vouchers: 2 EFT's for \$455,007.66, Payroll EFT for \$183,666.92, Expense Vouchers #191426 - #191471 for \$233,567.29, Capital Fund Voucher #191472 for \$59,466.07, Trust Fund Voucher #191473 for \$1,525.00, all totaling \$933,232.94

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

CHIEF'S REPORT – Asst. Chief Helgeland presented Chief Yengoyan's report. Chief Helgeland also reported that he will be attending the Amateur Radio Club Event on June 22nd; and that the Mabana Flames' Open House is on June 29th.

CORRESPONDENCE – None

PUBLIC INPUT – None

MEMBER INPUT – None

COMMITTEE REPORTS –

Safety/Risk Management – Next meeting June 13th.

ICOM – June meeting cancelled.

Finance – Will meet in June. Everything on target.

Communications – South County's Fire Department's mailer was passed around. These are very expensive to do.

Scholarship –

- SCAF – One scholarship awarded to a student that met the bare minimum requirements. Their classes will be closely monitored by SCAF and only pertinent classes will be reimbursed.
- CIFR – Two scholarships were awarded, to a Volunteer and Part-Paid EMT. Since they have less than one year with the District, which was a requirement, they will be given the stipulation of giving the District 1 year of service starting from the time of the completion of their schooling. If they leave the District before this time, they will pay back, at a prorated rate, their Scholarship monies. The Policy has been updated to reflect this change.

SNO-ISLE – Next meeting June 21st at 7:30 p.m., ACT Hands-On/Shawneri Guzman SCF, location Lake Roesiger BBQ.

UNFINISHED BUSINESS -

Mabana Fire Station (Sta. 1-5) Status Update – This was covered in the Chief's report.

Grievance – Received formal letter of grievance from Union today.

NEW BUSINESS –

Ambulance Report – 1st Quarter 2019 – Transport statistics for the 1st quarter of 2019 were presented to the Board. There were no questions.

Policy Review –

Policy 635 – Return from Leave Training Requirements –

Commissioner Evans moved to approve Policy 635 – Return from Leave Training Requirements as presented, Commissioner Krieg seconded; motion carried by unanimous vote.

Policy 637 – Minimum Annual Training Requirements –

Commissioner Lich moved to approve Policy 637 – Minimum Annual Training Requirements as presented, Commissioner Evans seconded; motion carried by unanimous vote.

Policy 638 – Live Fire Training and Use of Training Props –

Commissioner Trembl moved to approve Policy 638 – Live Fire Training and Use of Training Props as presented, Commissioner Lich seconded; motion carried by unanimous vote.

Policy 640 – Acquired Structure Training Procedure –

Commissioner Trembl moved to approve Policy 640 – Acquired Structure Training Procedure as presented, Commissioner Evans seconded; motion carried by unanimous vote.

Policy 101 – Petty Cash Fund –

Commissioner Evans moved to approve Policy 101 – Petty Cash Fund as presented, Commissioner Lich seconded; motion carried by unanimous vote.

Policy 105 – Bond Post Issue Compliance –

Commissioner Trembl moved to approve Policy 105 – Bond Post Issue Compliance as presented, Commissioner Lich seconded; motion carried by unanimous vote.

Policy 107 – Firefighter Code of Ethics and District Business Code of Ethics –

Commissioner Lich moved to approve Policy 107 – Firefighter Code of Ethics and District Business Code of Ethics as presented, Commissioner Trembl seconded; motion carried by unanimous vote.

Policy 200 – Organizational Structure –

Commissioner Trembl moved to approve Policy 200 – Organizational Structure as amended, Commissioner Krieg seconded; motion carried by unanimous vote.

Policy 220 – Annual Planning Calendar –

Commissioner Trembl moved to approve Policy 220 – Annual Planning Calendar as presented, Commissioner Krieg seconded; motion carried by unanimous vote.

Policy 222 – Solicitation of Funds –

Commissioner Krieg moved to approve Policy 222 – Solicitation of Funds as presented, Commissioner Evans seconded; motion carried by unanimous vote.

Policy 204 – District Directives –

Commissioner Krieg moved to approve Policy 204 – District Directives as presented, Commissioner Trembl seconded; motion carried by unanimous vote.

Policy 642 – Travel and Per Diem – Discussion held. Some confusing points in the policy. Policy to be reviewed for clarity and to review the current per diem rates.

Policy 108 – Delegation of Authority –

Commissioner Trembl moved to approve Policy 108 – Delegation of Authority as amended, Commissioner Krieg seconded; motion carried by unanimous vote.

Policy 201 – Annual Budget Preparation – Updated list of Funds.

Commissioner Trembl moved to approve Policy 201 – Annual Budget Preparation as amended, Commissioner Evans seconded; motion carried by unanimous vote.

Policy 210 – Liability Claims –

Commissioner Trembl moved to approve Policy 210 – Liability Claims as presented, Commissioner Lich seconded; motion carried by unanimous vote.

Policy 214 – Administrative Communications –

Commissioner Trembl moved to approve Policy 214 – Administrative Communications as presented, Commissioner Lich seconded; motion carried by unanimous vote.

Policy 206 – Training Policy – Will look at changing “generic” title at a later date.

Commissioner Trembl moved to approve Policy 206 – Training Policy as amended, Commissioner Lich seconded; motion carried by unanimous vote.

Policy 1020 – Emergency Recall –

Commissioner Trembl moved to approve Policy 1020 – Emergency Recall as presented, Commissioner Krieg seconded; motion carried by unanimous vote.

Policy 1024 – Discriminatory Harassment –

Commissioner Krieg moved to approve Policy 1024 – Discriminatory Harassment as presented, Commissioner Trembl seconded; motion carried by unanimous vote.

SOP Volunteer/Part Paid/Administration Scholarship Program, Article 300, Policy 31, Rev. 4 – This policy was amended to include all non-represented employees. Also, to include employees with less than one year of service to the District, with stipulations added. Policy will be placed in Lexipol going forward.

Commissioner Trembl moved to approve Policy SOP Volunteer/Part Paid/Administration Scholarship Program, Article 300, Policy 31, Rev. 4 as presented, Commissioner Evans seconded; motion carried by unanimous vote.

The Board requested that policies of similar information be combined. Will continue process of reviewing 20 policies a quarter.

PUBLIC INPUT – None

ANNOUNCEMENTS

- Next Commissioner Meeting Monday, June 10, 2019, 4:30 p.m., at the Administration Office

There being no further business, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Darla Tiner
Board Secretary