

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

November 26, 2019

Chairman Williams called the meeting to order at 1:00 p.m. Location of the meeting was the Burlington Fire Department, 350 Sharon Ave., Burlington, WA. Others in attendance were: Commissioners Krieg, Treml, Lich and Evans, Chief Yengoyan, and Board Secretary Tiner. The meeting was conducted by Andrew Cline, Executive Coach.

The flag salute was dispensed with.

Agenda: Communications Workshop

Discussion items:

1. Welcome and Introduction
2. Governance vs. Working Board
3. Communication with Chief Yengoyan – Evaluation Process
4. Board Goals
5. Personal Board Member Goals
6. Board Self-Evaluation – Common Commitments
7. Communication within the Board – Roles and Responsibilities

1. Welcome and Introduction –

- a. Board members shared their backgrounds and what they feel they bring to the Board.
- b. Chairman Williams feels it's good to have time together to build relationships, rapport.

2. Governance vs. Working Board -

- a. Board members expressed their thoughts on this topic. Generally felt that, due to previous concerns, the Board had a need to be “in the weeds” to help manage the District.
- b. Now need to focus at a strategic and governance level and allow the Chief to handle operations.
- c. The Board and the Chief rated the Board's governance vs. operational involvement at an 8, towards governance.
- d. Mr. Cline stated that it is important that, during a meeting, for someone to mention if they feel the Board is getting “in the weeds” on a subject. Acknowledge it, and then pull back out.

3. Communication with Chief Yengoyan – Evaluation Process -

- a. Board should develop a formal structure for evaluating the Chief and set clear goals.
- b. The Board should also have a process to evaluate themselves.
- c. Having a process to receive input from the Citizens would also be helpful.
- d. Keep Board evaluations internal for each other and for the Chief.

Chairman Williams suspended the meeting to take a break at 2:10 p.m.

Chairman Williams resumed the meeting at 2:20 p.m.

7. Communication within the Board –

- a. Discussion held on developing a better process for establishing the Board meeting agendas so that everyone is aware and understands what will be presented at the meetings.
- b. Chairman Williams would like more information on topics that other people may add to the agenda. He would like to expand the details of topics on the agenda itself.
- c. Board members agreed that they want to be more informed regarding meeting topics.
- d. It was agreed upon that:
 - i. The Chief and the Chair will meet on the Thursday morning before the following meeting to discuss that meeting's agenda. When the Vice Chair will be in charge, they will attend the meeting also.
 - ii. Board Secretary Tiner will email the Board and Chiefs for agenda items the week before the meeting. When people respond, they are to CC the Chief and the Chair.
 - iii. The Chair will reach out if he wishes clarification on any suggested items.

3. & 7. Board Communication with the Chief and Themselves –

- a. The Chief feels that one-on-one communication with the Board is fine; no individual directives. He appreciates how Board members check in on him to see how he's doing.
- b. Mr. Cline asked the Chair if he felt his role was being used correctly.
 - i. The Chair feels that he and the Chief should develop the meeting agenda together.
 - ii. The Chair wishes to be part of any public event that the Chief speaks at; or another Board member could attend.
 - iii. The Chair feels they should be the face of the Board.
 - iv. All Board members feel that Paul is doing a good job as the Chair.
- c. The Board feels they are progressing well with communicating with the Public as one voice.
- d. Commissioner Trembl stated that it is important to present information from different meetings and events to the Chair, not just the Chief.
- e. Mr. Cline stated that, when speaking to the Public, it's about tone, sending the same message.
- f. The Chair said that, once a decision is made, personal opinions should go away.
- g. The Chief said that stopping the "end arounds" is good; there have been no bad comments.
- h. The Chief is still not quite sure how much should be shared with the Board, but is getting there. There are some areas that are not appropriate to have a Board member there, such as After Action Reviews or EMS Run Reviews. Crews need to be free to be open. Mr. Cline stated the Board should recognize that they will always be seen as a Commissioner, no matter the environment.
- i. The Chief has no concern with a Board member attending the Labor meetings.

4. Board Goals – The Chair stated that the Board needs to set goals at the beginning of each year, then evaluate them mid-year and year-end.

5. Personal Board Member Goals – Mr. Cline suggested to the Chair that, starting in 2020, the Board members should set personal goals and how/when to measure these. The Chair should tell the Board what he expects from them for 2020.

6. Board Self-Evaluation –

<p>What We Do Well</p> <ol style="list-style-type: none"> 1. Respect 2. Collaboration 3. We do not have to agree with each other to like each other. 	<p>What We Can Do Better</p> <ol style="list-style-type: none"> 1. Intra-Board communication 2. Commissioner visibility 3. Agenda preparation
<p>New Things to Do</p> <ol style="list-style-type: none"> 1. Strategic Vision (keep this document in front of meeting binder) 2. Structure and follow-up 3. No more than five goals 4. Recruitment of Board Member process 	<p>Things to Stop Doing</p> <ol style="list-style-type: none"> 1. Do not be operational on a Board level 2. Eyes forward 3. No “There and Then”

Each Board member stated their;

- 1) Take away from today’s workshop
- 2) Appreciation
- 3) Next Steps:

Commissioner Lich – 1) How intense the Board is when doing this type of work.

Chairman Williams – 1) All interested in improving in all areas; increases level of trust.
 2) Do a better job of action items and following what the Board wants.

Commissioner Krieg – 1) All open, insightful, self-reflective.
 2) Mutual respect of each other.
 3) Focused on evaluation piece; great tool to move forward.

Commissioner Trembl – 1) Will check with people more to be sure she understands their point of view.
 2) Do more preparation work with communication.

Commissioner Evans – 1) Work at being better with communication through email.
 2) Share information with other Board members, not just the Chief.
 3) Learn to communicate better.

Chief Yengoyan – 1) & 2) We know who we are. We have a really good Board. We all know where we are going. He thanked the Board, and the “glue,” Board Secretary Tiner.

There being no further business, Commissioner Krieg moved to adjourn the meeting at 4:00 p.m.

Respectfully submitted,

Darla Tiner,
Board Secretary