

ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)
REGULAR COMMISSIONERS MEETING
Administration Office
January 13, 2020

Chairman Williams called the regular Commissioners meeting to order at 4:30 p.m. Those in attendance were: Paul Williams, Steve Lich, Erik Krieg, Jerry Evans, Jan Trembl, Levon Yengoyan, Jason Allen, Craig Helgeland and Darla Tiner.

The flag salute was led by Commissioner Lich.

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

CONSENT AGENDA –

1. Minutes of December 9, 2019, Regular Meeting
2. Minutes of December 31, 2019, Special Meeting
3. Approval of Vouchers: **DEC.** = 4 EFT's for \$90,479.20 Payroll EFT for \$207,405.45, Expense Vouchers #192095 - #192142 for \$99,400.01, Capital Fund Voucher #192143 for \$3,514.28, all totaling \$400,798.94. **JAN.** = 5 EFT's for \$125,425.68, Payroll EFT for \$19,373.87, Expense Vouchers #201000 - #201057 for \$157,015.59, Trust Fund Voucher #201062 for \$60.39, Capital Fund Vouchers #201059 - #201061 for \$51,043.30, Capital Facilities Fund Voucher #201058 for \$165.00, all totaling \$353,083.83, **Grand Total** = \$753,882.77

Commissioner Lich moved to approve the Consent Agenda items 1 through 3 as presented. Commissioner Trembl seconded; motion carried by unanimous vote.

INTRODUCTION OF MEDIA SPECIALIST BRONLEA MISHLER – Ms. Mishler introduced herself and gave the Board a handout of her background and experience:

- Shared her plans and views as our Media Specialist.
- Should have some people trained in the ability to speak to the public for media events.
- Felt our social media was good. Looking at our website to see how user-friendly it is.
- Should show the public the other things we do besides respond to calls.

CHIEF'S REPORT – Chief Yengoyan & Chief Allen gave their reports:

- Commissioner Krieg would like the Public to be aware that we are now staffing Sta. 1-5. Chief Yengoyan did inform the Mabana Flames.
- Suggestion of thank you from Board for the services of Lts. Kirkman and Norman with the B100 program.
- New Tender status – Hope to be in service by May.
- Santa Run and Food Drive – Capt. Schweiger did an amazing job.
- Question of financial impact of handling more calls on a BLS level than ALS. Chief feels this will be offset by less transports being handled by Mutual Aid.

CORRESPONDENCE – Some nice Santa Run comments and a school thank you.

PUBLIC INPUT – None

COMMITTEE REPORTS –

ICOM – Commissioner Trembl reported:

- Director's replacement – Three of the four candidates to be interviewed withdrew. Lisa Ernst was interviewed and was recommended for hire.

- John Diamond's position has been filled with an IT person, but they have no call center experience or Spillman knowledge.
- Commissioner Trembl will continue to be active on the ICOM Board.

Safety/Risk Management – Next meeting March 12, 2020

Communications

- Commissioner Krieg reported that the communication pillars were worked on and will meet with Media Specialist Bronlea to move forward on these.
- Commissioners Evans and Trembl reported on some upcoming legislative bills that are listed on the State Legislator website that the Board should follow.
 - HB2222 – Reduce property tax
 - HB2228 – Permit early deployment of firefighter services
 - Senate Bill 6046 – Commissioner compensation
 - Senate Bill 6058 – Fire district. health clinic services

Finance – Commissioner Trembl reported that we ended the year very well, with the budget expended at 95%. Finance Manager Layton is working on closing 2019.

SNO-ISLE – Next meeting/Banquet February 1, 2020. Commissioners Trembl and Evans plan on attending.

UNFINISHED BUSINESS –

Legislative Day Talking Points from the Board and the Union –

- Official updates of coming bills from the Legislature.

Bids for Surplused Ambulances – The District received one bid for the 1995 Road Rescue Ambulance and one bid for the 2007 Horton Ambulance. The Board Chair opened the two bids:

- 1995 Road Rescue Ambulance – Bid received from Jay Jacks in the amount of \$1,101.99.
- 2007 Horton Ambulance – Bid received from Matt Waite in the amount of \$500.00

Commissioner Lich moved to accept the bid received from Jay Jacks for the 1995 Road Rescue Ambulance in the amount of \$1,101.99 & the bid received from Matt Waite for the 2007 Horton Ambulance in the amount of \$500.00. Commissioner Trembl seconded; motion carried by unanimous vote.

NEW BUSINESS –

Selection of Chair and Vice Chair -

Commissioner Lich moved to appoint Paul Williams as Chair for 2020. Commissioner Evans seconded; motion carried by unanimous vote.

Commissioner Evans moved to appoint Jan Trembl as Vice Chair for 2020. Commissioner Lich seconded; motion carried by unanimous vote.

Committee Selections – All the District's Committees were reviewed for relevance and member selection. It was determined that the Labor Relations Committee was no longer necessary, but Commissioners may still attend as an observer when they wish. It was also determined to add a Legislative Committee to maintain relations with the District's Legislators and to track legal issues.

Commissioner Evans moved to accept the Board Committee changes for 2020. Commissioner Trembl seconded; motion carried by unanimous vote. An updated Committee list will be handed out at the next Commissioner meeting.

Goals: Commissioner, Board & Chief –

Commissioners:

- Commissioner Trembl -
 - Work with Staff to complete the Financial Policy for the District.
 - Develop an informational packet for people interested in serving as a Commissioner.
- Chairman Williams –
 - Become more involved in legislative issues.
 - Lay groundwork for a Strategic Planning Session to move things forward.
 - Attend SNO-ISLE and State meetings.
- Commissioner Lich –
 - WSRB – Analyze and improve any deficiencies to improve the District’s rating.
 - Review the District’s policy process in Lexipol.
 - Review the District’s Apparatus Replacement schedule.
 - Would like to review the new Volunteer program on a quarterly basis to assess progress.
 - Pay visits to the Stations to get to know all the Firefighters better.
 - Attend two or more seminars each year.
- Commissioner Evans –
 - Work on Agenda issues – make sure there is follow-through.
 - Work on communication structure on Agenda items.
 - Build relationships with our local Legislative Representatives.
 - Incorporate a follow up process on the Facilities Plan.

Chief Yengoyan stated he feels there is some overlap of the Board’s goals and Operations. Operational items are things that Staff handles and reports back to the Board on them. The Facilities plan is an example.

Staff:

- Finance Manager Layton –
 - Work on Financial Policy
 - Develop a Payroll Procedural Manual
 - Update the Personnel Manual
- Data Entry Clerk Thayer –
 - Developing a data entry procedure for the ESO Fire Calls
- Board Secretary Tiner –
 - Working with Linda Thayer on the data entry procedure for ESO Fire Calls
 - Succession Planning. Developing a manual of her duties and responsibilities to give to her replacement as she will be retiring September 30, 2020.
- Payroll Clerk Pace –
 - Working on her succession planning as she hopes to retire some time in 2020.
- Lead Mechanic Jacks –
 - Implement a new Billing and Work Order program for the Shop
 - Bringing on Jake Schorzman as a Part Time Mechanic
 - Evaluate capability of adding additional services
- Chief Yengoyan –
 - Develop effective Leadership Team
 - Develop organizational clarity with good data
 - Plan to have a strategic-level meeting by next Retreat
 - Performance Evaluations

- Work on good internal and external communications
- Working with Chief Helgeland to redo the Lexipol policies to separate policies, which should go to the Board; and procedures, which are part of Operations. Want to streamline policy review process with the Union.
- Will provide the Board with a list of goals for the Chiefs

Adoption of Non-Union Wage Matrix – The 2020 Salary matrix for non-union members of the District was presented to the Board, along with some other financial benefits for them that are also in the new Collective Bargaining Agreement (CBA).

Commissioner Trembl moved to approve the non-union salary matrix for 2020 and other financial benefits as listed that are also in the Union's CBA. Commissioner Krieg seconded; motion carried by unanimous vote.

Media Specialist Contract -

Commissioner Trembl moved to accept the contract for Media Specialist Bronlea Mishler. Commissioner Lich seconded; motion carried by unanimous vote.

SOP Review – Policy 605 Amendment, Policy 642 Approval – Policy 605 was presented with some minor changes. Policy 642 was presented for approval after Admin. personnel had reviewed and updated it. Chairman Williams requested the per diem rates that the District observes be changed from the Island County rates to Snohomish County rates. It was the consensus of the Board to so change the per diem rates.

Commissioner Krieg moved to approve Policy 605 Job Prerequisites, Position Testing and Promotions as amended. Commissioner Trembl seconded; motion carried by unanimous vote.

Commissioner Trembl moved to approve Policy 642 – Travel and Per Diem. Commissioner Krieg seconded; motion carried by unanimous vote.

Dr. Zaveruha Contract Renewal –

Commissioner Trembl moved to approve the two year contract renewal for the District's MPD Dr. Zaveruha. Commissioner Lich seconded; motion carried by unanimous vote.

February Board Meeting Schedule – Discussion held regarding the Fire Chief's and Board Chair's schedule during the February Board meetings.

Commissioner Krieg moved to cancel the Board's February 10th meeting due to the absence of both the Fire Chief and the Board Chair. Chairman Williams seconded; motion carried by unanimous vote.

Fire Chief's Dental Insurance – Discussion held regarding the discrepancy with the Chief's dental insurance with the District.

Commissioner Krieg moved to amend the Fire Chief's contract regarding dental insurance. Commissioner Evans seconded; motion carried by unanimous vote.

PUBLIC INPUT - None

ANNOUNCEMENTS

- ✓ Next Commissioner Meeting Monday, January 27, 2019, 4:30 p.m., at the Administration Office

The Board recessed at 6:51 p.m. and went into Executive Session at 6:58 p.m. to discuss the selection of real estate per RCW 42.30.110(1)(b). It was expected to last until 7:08 p.m. At 7:08 p.m. the Chair emerged from Executive Session to extend the Session until 7:18 p.m. At 7:18 p.m. the Board emerged from Executive Session and immediately returned to regular session.

Commissioner Tremi moved to authorize Chief Yengoyan to negotiate on behalf of the Board for the purpose of purchasing property at the South End of Camano Island, subject to a feasibility study. Commissioner Krieg seconded; motion carried by unanimous vote.

There being no further business, the meeting adjourned at 7:19 p.m.

Respectfully submitted,

Darla Tiner
Board Secretary