

ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)
REGULAR COMMISSIONERS MEETING
Administration Office/Virtual
October 26, 2020

Chairman Williams called the Board for Volunteer Firefighter's meeting to order at 4:13 p.m. Those in attendance were: Paul Williams, Steve Lich, Levon Yengoyan, Doug TenHoopen and Darla Tiner.

There were new hire physical vouchers for six new Volunteers to be approved.

Commissioner Lich moved to approve the new hire physical vouchers for six new Volunteers. Chairman Williams seconded; motion carried by unanimous vote.

There being no further business, Chairman Williams adjourned the meeting at 4:16 p.m.

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

The flag salute was led by Commissioner Evans.

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

CONSENT AGENDA –

1. Minutes of October 12, 2020, Regular Meeting
2. Approval of Vouchers = 3 EFT's for \$99,611.12, Payroll EFT for \$215,469.97, Expense Vouchers #201939 - #201973 for \$87,223.13, Capital Fund Voucher #201974 for \$23,459.53, all totaling \$425,763.75

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

CHIEF'S REPORT –

- Thank you to A/C Helgeland and Allen for all their hard work on the WSRB report. The District is currently rated at a 6, hoping for a 5 this time.
- Thank you to Camano Marine for a \$1,500 Grant.
- Thank you to North Region EMS for Grant for new CPR mannequins.

CORRESPONDENCE – Three thank you's and a local paper article regarding the Cadet program.

PUBLIC INPUT – None

MEMBER INPUT – None

COMMITTEE REPORTS –

ICOM – Commissioner Tremel gave a report –

- The Capital budget was passed.
- Will purchase needed radio equipment.
- Payments will be due in 2021 & 2022 for new radio consoles and servers.

Safety/Risk Management – Meets December 10th

SNO-ISLE – November 5, topic: Radios. Held via Blue Jeans.

UNFINISHED BUSINESS –

2nd Reading, Public Hearing and Draft Resolutions of the Draft 2021 Budget – Chairman Williams opened the Public Hearing at 4:44 p.m.

- Chief Yengoyan discussed some small changes that were made to the budget.
- Our cost percentage goes up with ICOM based on our percentage of increase in call volume.
- Northwest Incident Support (NWIC) has not requested a cost increase of our annual \$2,000 payment since 2005. They are now tailoring their fees to the size of the agency they serve. Larger depts., like CIFR, have been requested to pay \$10,000 annually. Part of the increase is to cover the Director, Julie Boyer, who has been a Volunteer, but is now being hired on full time.
- Chief will ask Ms. Boyer to attend the November 9th meeting to discuss the services that NWIC offers and what the cost increase will cover.
- Would like to increase the District office's front desk hours from 24 to 32 hours. There is room in the budget. There are projects and other duties that the front desk could assist with.
- Will still have a \$66,000 surplus at the end of the year.
- A salary survey is due for the Administrative and Shop salaries.

There being no public input, the Chair closed the Public Hearing at 4:58 p.m.

Commissioner Lich moved to approve the 2021 Budget and Budget Resolutions 2020-14, 2020-15, 2020-16 & 2020-17. Commissioner Evans seconded; motion carried by unanimous vote.

Planning Retreat Agenda Items –

- Focus on Strategic Planning element
- May have a representative from Berk speak on Strategic Planning
- Would like to create one consolidated Plan, instead of several plans
- Retreat hours scheduled for 1:00 p.m. to 4:00 p.m.

Phone Call Concern – Commissioner Trembl brought up a concern from a Citizen regarding the District's proposed participation in a Trunk or Treat event with a local church. Discussion held regarding establishing guidelines, etc. District's current practice is to only participate in events that are non-restrictive. District's attendance is always educational for the public. It was the Consensus of the Board to continue with current practice – handle each request on a case-by-case basis.

Review Levy Communication Plans for November –

- "Official Announcement" at the next Board meeting
- Press releases
- Videos and posts on all Social Media platforms
- Look at partnering with some of the Community groups
- Chief to participate in a Town Hall meeting with Representative St. Clair
- Guest on Camano Voice Podcast. May do that again.
- Pro and Con Statements

NEW BUSINESS –

SNURE Seminar Update – Will place this on next meeting's agenda, along with the WFCA seminar update. Board attendees – bring your summarized notes to the next meeting. Some topics to be discussed:

- FMLA Act
- Sick Leave Act
- Check on Per Diem rates
- Security Breaches

Meeting Time Change for December 28th Meeting – The Chair has a conflict with the December 28th meeting and would like to move the meeting to a later time. The Chief will be on vacation. A suggestion was made to cancel the meeting since it is right after the holidays. It was decided to wait until closer to the date to determine whether or not the meeting may be cancelled.

State Audit Results – The District had a clean audit. Some points:

- Wants better Fuel card tracking
- Need better process on handling retroactive pay
- Equipment records – one tool was not listed

The Chief commended A/C Helgeland and Finance Manager Layton for all their hard work – they did a fantastic job.

District Secretary/Ambulance Billing Clerk Draft Job Description – Board reviewed the job description. Discussion held regarding a better descriptive portion of the title than “Billing Clerk.” Chief would like any comments soon so that the job can be posted as soon as possible.

ANNOUNCEMENTS

- ✓ Next Commissioner Meeting Monday, November 9, 2020, 4:30 p.m., at the Administration Office/Virtual
- ✓ The Annual Planning Retreat will be held on Thursday, November 19th at the Administration Office/Virtual from 1 – 4 pm

Executive Session - The Board recessed at 5:45 p.m. and went into Executive Session at 5:47 p.m. to Review the Performance of a Public Employee per RCW 42.30.110(1)(g). It was expected to last until 5:57 p.m. At 5:57 p.m. the Chair emerged from Executive Session and extended the meeting until 6:00 p.m. At 6:00 p.m. the Board came out of Executive Session and immediately returned to Regular Session with no action taken.

There being no further business, Commissioner Evans moved to adjourn the meeting at 6:01 p.m.

Respectfully submitted,

Darla Tiner
Board Secretary