

# ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)  
REGULAR COMMISSIONERS MEETING  
Administration Office  
March 9, 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 Treml, Levon Yengoyan, Craig Helgeland, Jason Allen, Bronlea Mishler and Darla Tiner.

The flag salute was led by Commissioner Evans.

**Commissioner Treml moved to approve the agenda as amended. Commissioner Krieg seconded; motion carried by unanimous vote.**

## **CONSENT AGENDA –**

1. Minutes of February 24, 2020, Regular Meeting
2. Approval of Vouchers = 4 EFT's for \$11,593.52 Payroll EFT for \$21,658.59, Expense Vouchers #201212 - #201264 for \$120,443.40, Trust Fund Voucher #201265 for \$23.70, all totaling \$153,719.21.

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

**PRESENTATION/UPDATE – Media Specialist Bronlea Mishler/Communication Plans** – Ms. Mishler showed a spreadsheet of a draft of the communication plans for the District:

- Concern expressed regarding District t-shirts for the public and possible negative representation.
- Question of still needing a Communication Committee since Ms. Mishler is heading/handling things. Committee can give perspective/strategic input to Ms. Mishler.
- Website will become more fluid and our social media programs will point people toward it.
- Suggestion to have a “How to Get Involved” section on the website.
- Ms. Mishler will answer all public questions on our social media sites. Direct any questions to her.
- Commissioner Krieg stated that Ms. Mishler is doing a great job on all the District's social media sites.

**CHIEF'S REPORT** – Chief Yengoyan gave his report:

- ICOM - No real progress, their “band aid” is not working.
  - Suggest we look at affordability of Snohomish 911 – cost approximately \$240,000. Chief stated that would be a longer term solution. Discussion of other possible options.
  - Chief Yengoyan wants to wait until the Board's April 13<sup>th</sup> meeting to see if any progress. If not, notify ICOM they have until June 1, 2020, to fix problems.
- MPD Update –
  - Dr. Zaveruha retiring April 1, 2020. Dr. Baciak will serve as Delegate MPD. Dr. Cooper will serve as Interim MPD.
  - Dr. Zaveruha has some concerns with the MPD Contract. It will be updated.

**CORRESPONDENCE** – Some newspaper articles

**PUBLIC INPUT** – None

**MEMBER INPUT** - None

## **COMMITTEE REPORTS –**

ICOM – Covered in Chief's report.

Safety/Risk Management – Next meeting March 12, 2020.

Communications – Covered in Chief's report.

Finance – Next meeting March 17<sup>th</sup>.

SNO-ISLE – Next meeting April 2nd at NCRFA regarding radio updates.

NW Leadership Seminar – Update given by attendees:

- Talks of importance of Culture in the workplace, “want to work” instead of “have to work.”
- Motivate longtime employees. What type of legacy do you wish to leave?

## **UNFINISHED BUSINESS –**

Mutual Aid with North County RFA Update – Chairman Williams gave an update on his meeting with NCRFA's Board Chair Greg Oaks:

- Chairman Oaks was interested in the plans CIFR implemented to reduce mutual aid calls to the Island. He will present those to his Chief.

Chief Yengoyan clarified that the Board does not wish to pay the three year bill that NCRFA mentioned in their letter.

Fire Chief's Performance Appraisal – Commissioner Krieg and Chairman Williams are working on a framework for the Chief's appraisal. This will be shared with the Chief and brought to the Board at the April meeting. Plan is to set goals now, then do an evaluation at the end of the year. May possibly use an online survey service.

## **NEW BUSINESS –**

Delegate MPD Dr. Krystal Baciak Contract –

**Commissioner Trembl moved to approve the Delegate MPD Dr. Krystal Baciak Contract. Commissioner Lich seconded; motion carried by unanimous vote.**

Credit Card Authorized Business Officers and Limit Increase – Need to update the Authorized Business Officer assignees for credit cards and need to increase the limit from \$10,000 to \$20,000 to better meet the needs of the District. Credit Card policies will be updated to reflect the changes.

**Commissioner Krieg moved to update the Authorized Business Officer assignees for the District's Credit Cards to Linda Layton and Levon Yengoyan, and to increase the spending limit from \$10,000 to \$20,000 to better meet the needs of the District. Commissioner Trembl seconded; motion carried by unanimous vote.**

LifePak 15 Purchase – Need to upgrade equipment. Cost is approximately \$32,221.55.

**Commissioner Trembl moved to approve the purchase of a LifePak 15 at an approximate cost of \$32,221.55. Commissioner Krieg seconded; motion carried by unanimous vote.**

2019 Year End Transport Report – Revenue report for ambulance transports for the year 2019 presented.

Capital Facilities and Apparatus Replacement Plans – Chief showed a spreadsheet outlining the District's plans going forward for the replacement of Apparatus, Facilities and Capital Equipment, and upgrades.

- A/C Helgeland discussed issue of water behind Sta. 1-2.

- The Board had agreed that \$100,000 of the GEMT funds would go into the Capital Facilities Fund each year.
- Will replace two Rigs this year.
- Radio Grant almost finished.
- Upgrade of IT equipment

It was the consensus of the Board to have the Chief move forward with the presented plans.

Timber Company Property – Company may be willing to sell their property to the District. Commissioner Evans will follow up with District's Realtor Beth Newton.

### **ANNOUNCEMENTS**

- ✓ Next Commissioner Meeting Monday, March 23, 2020, 4:30 p.m., at the Administration Office
- ✓ Chairman Williams and Commissioner Evans may miss the meeting. Will confirm and notify the Board.

There being no further business, Commissioner Lich moved to adjourn the meeting at 6:52 p.m.

Respectfully submitted,

Darla Tiner  
Board Secretary