

# ISLAND COUNTY FIRE DISTRICT #1

Camano Island Fire & Rescue (CIFR)  
REGULAR COMMISSIONERS MEETING  
Administration Office  
March 23, 2020

Chairman Williams called the regular Commissioners meeting to order at 4:30 p.m. Those in attendance were: Levon Yengoyan, Craig Helgeland, Jason Allen, Bronlea Mishler, Doug Ten Hoopen and Darla Tiner. Attendance via video: Paul Williams, Steve Lich, Erik Krieg, Jerry Evans & Jan Tremel.

The flag salute was dispensed with.

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

## **CONSENT AGENDA –**

1. Minutes of March 9, 2020, Regular Meeting
2. Approval of Vouchers: 3 EFT's for \$84,706.42, Payroll EFT for \$187,784.76, Expense Vouchers #201266 - #201314 for \$76,780.75, Capital Fund Voucher #201315 for \$43,644.19, all totaling \$392,916.12

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

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

**CORRESPONDENCE** – None

**PUBLIC INPUT** – None

**MEMBER INPUT** - None

**COMMITTEE REPORTS** – All meetings cancelled.

## **UNFINISHED BUSINESS –**

**Mutual Aid with North County RFA Update** – No Update

**ICOM – New Response Plans** – No Update

**Fire Chief's Performance Appraisal** – Commissioner Krieg presented the appraisal process and surveys for the Fire Chief. Process was reviewed by Andrew Klein and the Fire Commissioners. Suggestion to add a "Not Applicable" option to the questions. Chief Yengoyan's draft goals will be completed by April 6<sup>th</sup> and performance process finalized by May 1, 2020.

## **NEW BUSINESS –**

**COVID-19 Update** – Chief Yengoyan gave an update:

- Board will be discussing the Governor's proposal for property tax relieve with the Sno-Isle Commissioners. Island County Fire Chiefs are sending a letter of concern to the Governor's Office.
- District Volunteer Doug Ten Hoopen temporarily hired Part Time to work as the District's Emergency Manager during the pandemic.

- Snohomish County DEM has been very proactive, and also very helpful to the District during the Pandemic. The Chief has signed a purchasing agreement and we will be working with them to request needed PPE and other supplies.
- Working with the Island County Health Department and ICOM to notify Crews responding to locations with known virus affected patients.
- Met with the Camano Center to see how we can help the Community.
- The Administration Office is currently closed to the Public. Staff is working on a rotation schedule so only one is in the office at a time. Otherwise, they are working from home. The District phones are being remotely answered by Staff.
- Operations Update – A/C Allen gave an update:
  - Working with SNOCO and performing daily operational briefings with the Crews.
  - District’s “Playbook” for Operations during the Pandemic is now in each of the Rigs. Had 2 confirmed and 2 likely COVID-19 patients today.
  - Each ambulance is equipped to handle decontamination.
  - Have good supply on PPE. Used on every medical call. Reusing those that do not come in contact with COVID patient.
  - Shift duty restrictions. No family, ICSO or off-duty personnel allowed in Stations. No Crew Shift interactions. Door code has been changed.
  - Training only held within own Crew. Most other is cancelled.
- Call volumes down for us as well as most other departments in the region.
- Public meetings stopped.
- Concern expressed on disposal of used PPE – Not considered hazardous materials. Normal disposal procedures.
- Sta. 1-5 staffing not changed at this time.
- Sta. 1-5 is set up as an Isolation facility for any exposed Crew members who do not wish to go home.
- Community Paramedic has limited his home visits to critical only. Helping with tasks and responding to calls.
- Most decontamination performed at Sta. 1-4, then Rigs sent to their own Station.
- Logistics Update – A/C Helgeland gave an update:
  - Solid PPE supply for next 30 days, and probably to June
  - Chiefs using their own credit cards for emergency purchases because District credit cards are maxed out.
  - Janitorial services are limited.
- Looking at limited staffing plans and running of local EOC if move up to Level 3. Elected Officials are to be part of the EOC.
- Doug Tenhoopen will be developing an Incident Action Plan (IAP) and Continuity of Operations Plan (COOP)
- Social Media Update – PIO Mishler gave an update:
  - Has been handling questions and putting out information and tips from SNOCO because Island County has been slow in this area.
  - Putting out mental health information; where to go for testing, etc.
- Chief Yengoyan met with the Volunteers regarding infection concerns and missing their regular work. The BVFF will cover them. Human Resource Manager Layton is tracking all Personnel issues, concerns and helpful information.

Emergency Spending Threshold – Chief Yengoyan gave a report:

- Temporary hold on all District projects, with the exception of the purchase of the new Ambulance.

- Will be offering sick pay for the Part Paid FF's who miss shifts due to flu-like symptoms.
- Idea of the possibility of "Resource Sharing" of employees with other fire districts. Will need to work with the Union regarding this to develop LOU's. This would be a last resort plan.
- Would like to modify the District's Sick Policy to help cover things like childcare, etc.
- Looking at spending approximately \$40,000 - \$50,000 outside of current budget to cover things like Overtime, Sick Pay, temporary hire of Doug Ten Hoopen as our Emergency Manager.
- Have applied for financial assistance from the Public Assistance Grant.
- Have placed large orders for regular EMS supplies in case of future shortages.

### **ANNOUNCEMENTS**

- ✓ Next Commissioner Meeting Monday, April 13, 2020, 4:30 p.m., at the Administration Office

There being no further business, Commissioner Lich moved to adjourn the meeting at 5:28 p.m.

Respectfully submitted,

Darla Tiner  
Board Secretary