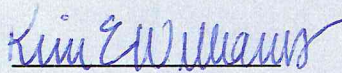


Signature:



Chairman, ICOM Board of  
Directors



## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, March 18, 2024**

Time: **1:00 PM**

Place: **ICOM 911  
840 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*Designated official(s) to represent Oak Harbor Police Department*  
**Tony Slowik, Police Chief**

*Elected official(s) to represent WhidbeyHealth Hospital*  
**Chris Tumblin, EMS Director**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city  
Fire Department:*  
**Savannah Erickson, Fire Commissioner, South Whidbey Fire/EMS**

*Elected official(s) to represent Camano Island Fire Districts or a representative of a city  
Fire Department:*  
**Kim Williams, Fire Commissioner, Camano Island Fire and Rescue**

*ICOM:*  
**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Mike Buxton, Fire Chief – Oak Harbor Fire Department**  
**Cheryl Engle, Fire Commissioner – Central Whidbey Fire and Rescue**  
**Janice Trembl, Fire Commissioner – Camano Island Fire and Rescue**

#### **Public Present:**

**Colby Jones, Guild President**  
**Megan Delbrouck, Guild Treasurer**

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:**

Chairman Felici called the meeting to order at 1:00 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Felici asked the Board to review the agenda and regular meeting minutes from February 20, 2024.

**Motion:** Fire Commissioner Williams made a motion to approve the Agenda and regular meeting minutes from February 20, 2024. Chairman Felici entertained the motion; EMS Director Chris Tumblin 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

**III. COMMENTARY AND BUSINESS**

**A. Public Comment**

Chairman Felici introduced public members Colby Jones and Megan Delbrouck. Colby Jones advised she was the new Guild President and wanted to attend a Board meeting since she has not observed before. Colby Jones also wanted the Board to be aware of how short-staffed Dispatch was and of the overtime schedule. Megan Delbrouck introduced herself as the new Guild Treasurer and stated she has worked 72 hours a week and wanted to stress how thinly spread staff were.

Chairman Felici advised the Board was aware of the staffing challenges and appreciated their attendance on behalf of the Guild and dispatchers. Chairman Felici asked whether they had a solution for the staffing situation. Megan Delbrouck advised she was undergoing CTO training and would be taking on a new hire when able. Director Kohfield also advised a lateral trainee was doing well in training and should be released in the near future.

**B. Chairman Report – None.**

**C. Member Report – None.**

**D. Technical Advisory Committee Report(s)**

LawTAC – None.

FireTAC – None.

**E. Presentation on E911 1/10<sup>th</sup> Sales Tax by Liz Loomis**

Liz Loomis presented on her agency's approach to handling ballot measures and overall success rate of 93%. Liz enjoys working with government agencies and, if retained, would nurture a long-term working relationship with ICOM, user agencies, and the

public. Liz recommended monthly meetings, fact-gathering, and informational education to the public.

Liz Loomis provided an overview of each phase and the timeline of how her agency would propose assisting with this ballot measure. Liz would specialize the information to the public based on ICOM's needs and projected goals.

At the conclusion of Liz's presentation, Chairman Felici inquired what her agency's fee would be to lead the ballot measure. Liz advised \$72k - \$75k total; or \$8k a month (est).

Fire Commissioner Cheryl Engle advised the Board that Central Whidbey Fire & Rescue retained Liz to assist with their tax ballot and felt they got a lot for their money.

Fire Commissioner Trembl reiterated that Camano Fire & Rescue retained Liz and were happy with her services.

Fire Commissioner Erickson asked what timing the Board was thinking if ICOM did go out for this ballot? Director Kohfield advised April, 2025 timeframe.

Police Chief Slowik asked when Liz would recommend starting on the ballot measure? Liz advised as soon as possible as she would prefer 12 months to prepare and educate the public.

Fire Commissioner Erickson mentioned when Liz presented at the public meetings she did a good job and they went very well. Commissioner Erickson also advised there is an option to pay an hourly rate if ICOM wanted.

Chairman Felici recommended if the Board were to vote yes on Liz Loomis' services, they consider going for 2/10<sup>th</sup> instead of 1/10<sup>th</sup>. Chairman Felici requested financial data on 1/10<sup>th</sup> vs 2/10<sup>ths</sup>. Police Chief Slowik advised he had spoken to the City Financial department and was advised 1/10<sup>th</sup> of the sales tax would bring in approximately \$1.5 million, and 2/10<sup>ths</sup> would equal about \$3 million.

Police Chief Slowik requested more detailed information on how ICOM would utilize these funds – i.e. would ICOM purchase and handle radios so every responder would have the same equipment?

Fire Commissioner Trembl also requested what ICOM's financial projections would be without the sales tax; with 1/10<sup>th</sup> and with 2/10<sup>ths</sup>.

## **F. Director's Report**

### **1) Personnel Update**

Director Kohfield provided an overview of the Director's Report with the following updated staffing levels: 2 Supervisors, 7 Full-time, 2 Part-time, 2 trainees, and 5 Administration personnel. One new hire is set to start in April, and one trainee is projected to release in May. Additionally, we have 2 full-time dispatchers on PMLA/FMLA. Megan Delbrouck will be a CTO after training completes.

Fire Chief Mike Buxton asked what the turnover/washout rate is during training? Director Kohfield stated 50%-60% sometimes. Fire Chief Buxton asked how soon into

training do you know whether someone will likely succeed? Director Kohfield stated sometimes the trainer can tell within 6-10 weeks if the candidate is progressing well.

Police Chief Slowik asked where the CTO training program was developed from. Director Kohfield stated Cory Cox practices CTC guidelines and we contracted her services to model a training program aligned with APCO.

Police Chief Slowik questioned how training works when dispatchers are working 70 – 80 hours a week? Director Kohfield stated ICOM supports extra breaks and we try to only have one trainee per shift. Police Chief Slowik asked whether supervisors are working the floor during critical staffing, and Director Kohfield confirmed they are.

## 2) Spring Forum in Olympia

Director Kohfield attended the Spring Forum in Olympia where 39 Directors of 911 agencies represented public safety centers before state representatives. One objective is to improve interoperability between counties.

## 3) Notable Topics

- **Staffing** – Some shifts are working 2 people minimums
- **Efficiencies** – New online application for time efficiencies
- **Natl Dispatcher Week** – is April 14 – 20, 2024

## 4) Radio Stats

Director Kohfield circulated a radio stats worksheet for the Board's review.

### Kudos

- Dispatcher Yvette's last shift after 35 years!
- Radio Technician Judy Hill relocated equipment to prepare the back room for new equipment
- Mabana Flames thanked Director Kohfield for her presentation on 911 services in the County

## IV. NEW BUSINESS

### A. Action: Financial Activity-Review and Approve items A.1-A.3 as listed below

#### 1. Accounts Payable (752 FUND): February 1, 2024 – February 29, 2024

Opening balance:	\$	327,511.89
Revenues:	\$	412,505.53
Expenditures:	\$	<u>226,720.38</u>
Ending balance:	\$	513,297.04

**2. Payroll Account: February 1, 2024 – February 29, 2024**

Opening balance:	\$	135,522.01
Credits:	\$	100,122.89
Expenditures:	\$	<u>158,370.58</u>
Ending balance:	\$	77,274.32

Checks cleared: #2142-2146 = \$44,424.84

**3. Petty Cash Account: February 1, 2024 – February 29, 2024**

Opening balance:	\$	2,500.06
Credits:	\$	0.04
Expenditures:	\$	<u>0.00</u>
Ending balance:	\$	2,500.10

Check cleared: None.

**Motion:** Police Chief Slowik made a motion to approve the financials under IV. New Business A.1 – A3 for February, 2024. Chairman Felici entertained the motion; Fire Commissioner Williamson 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

**B. ICOM Financials – Budget Position through February 29, 2024**

Director Kohfield briefed the Board on our Budget Position and expenses through February, and advised the Board overtime will be higher than usual due to staffing shortages.

**C. Review Proposed 2024 Budget**

Director Kohfield provided a brief overview from the 2024 financials approved by the Board at the February 20<sup>th</sup> meeting; and made reference to Police Chief Slowik's recommended to allocate \$32,977 to the Operational Fund Balance instead of Unreserved Beginning Balance, which the remaining Board members agreed upon.

**Motion:** Police Chief Slowik made a motion to adopt the 2023 financials and approve the 2024 proposed Budget, thereby approving Chairman Felici to sign Resolution #24-01. Chairman Felici entertained the motion; Fire Commissioner Williamson 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

**D. ICOM ByLaws**

The Board reviewed the ByLaws and recommended a separate workshop to review and propose any changes to the Board.

**E. FEMA Contract**

Director Kohfield briefed the Board that due to the Vice Chair new member at the last meeting, ICOM had to update the signature page for the FEMA contract and requested Board approval to execute the signature page accordingly.

**F. GUILD** – *Executive Session per R.C.W. 42.30.11(g)*

At 2:26 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 10 minutes to discuss status with the Guild.

At 2:35 PM, the Board exited executive session and the regular meeting continued.

No action was taken.

**VI. VARIA**

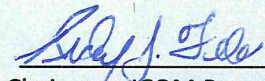
**A. Guild Union Negotiations** – Police Captain Slowik made the correction that this topic was an executive session item and not a regular agenda line item.

**VII. ADJOURN**

Chairman Felici made a motion to adjourn. Police Chief Slowik 2<sup>nd</sup>. All in favor. Motion carried 6 – 0. Meeting adjourned at 2:36 PM.

*Conclusion.*

Signature:



Chairman, ICOM Board of  
Directors



## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Tuesday, February 20, 2024**  
Time: **1:00 PM**  
Place: **ICOM 911**  
**840 SE Barrington Drive**  
**Oak Harbor, WA 98277**

#### Members Present:

*Designated official(s) to represent Oak Harbor Police Department*  
**Tony Slowik, Police Chief**

*Elected official(s) to represent WhidbeyHealth Hospital*  
**Chris Tumblin, EMS Director**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Savannah Erickson, Fire Commissioner, South Whidbey Fire/EMS**

*Elected official(s) to represent Camano Island Fire Districts or a representative of a city Fire Department:*  
**Janice Treml, Fire Commissioner, Camano Island Fire and Rescue**

*ICOM:*  
**Sofia Kohfield, Executive Director**

#### Alternate Members Present:

**Mike Buxton, Fire Chief – Oak Harbor Fire Department**  
**Paul Messner, Fire Commissioner – Central Whidbey Fire and Rescue**

**Public Present:**  
**None.**

Notes by: Jo Bower, Executive Assistant

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The Chairman was not available to attend, and a vote for the next Vice Chairman had not taken place yet. The Board unanimously voted Fire Commissioner Janice Trembl to officiate the following meeting.

**I. CALL TO ORDER:**

Fire Commissioner Janice Trembl called the meeting to order at 1:12 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Fire Commissioner Janice Trembl asked the Board to review the agenda and regular meeting minutes from January 16, 2024.

**Motion:** Fire Commissioner Erickson made a motion to approve the Agenda and regular meeting minutes from January 16, 2024. Acting Chair Fire Commissioner Trembl entertained the motion; Police Chief Slowik 2<sup>nd</sup>. All approved, Motion carried 5 – 0.

**III. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report** – None.

**C. Member Report** – None.

**D. Technical Advisory Committee Report(s)**

LawTAC – None.

FireTAC – None.

**E. Director's Report**

**1) Personnel Update**

Director Kohfield provided an overview of the Director's Report with the following updated staffing levels: 2 Supervisors, 10 Full-time, 1 Part-time, 2 trainees, and 5 Administration personnel. Two full-time dispatchers provided their retirement dates: Kelly Crownover on February 20<sup>th</sup> and Yvette Sandefur on April 1<sup>st</sup>. Additionally, we have 2 full-time dispatchers on PMLA/FMLA.

**2) Skagit 911 Meeting**

ICOM hosted a meeting with Skagit 911 to resolve interoperability terms and next steps for our joint microwave project.



**3) Radio Communications Team**

Cultus Bay Tower is undergoing battery testing and maintenance. And a review of equipment with Chief Walsh and Chief Dilley.

**4) IT NetMotion Update**

Director Kohfield provided an update on the GIS for NAS Project which included finally submitting GIS Data from NAS so that ICOM's GIS contractor can update ICOM's maps with specific data points like block ranges and streets on base.

**5) Radio Stats**

Director Kohfield circulated a radio stats worksheet for the Board's review.

**Kudos**

- Chief Wasser presented challenge coins to select ICOM staff and a letter of commendation to Director Kohfield and the radio team, JJ Jenkins and Judy Hill for their hard work improving Langley's radio coverage.
- Director Kohfield and radio engineers met with South Whidbey Fire Chiefs to assess equipment at Cultus Bay Tower.

**IV. NEW BUSINESS**

**A. Action:** Financial Activity-Review and Approve items A.1-A.3 as listed below

**Action:** Financial Activity-Review and Approve items A.1-A.3 as listed below

**1. Accounts Payable (752 FUND): January 1, 2024 to January 31, 2024**

Opening balance:	\$	533,252.58
Revenues:	\$	122,202.02
Expenditures:	\$	<u>327,942.71</u>
Ending balance:	\$	327,511.89

**2. Payroll Account: January 1, 2024 to January 31, 2024**

Opening balance:	\$	165,907.77
Credits:	\$	244,887.02
Expenditures:	\$	<u>275,272.78</u>
Ending balance:	\$	135,522.01

Checks cleared: #2135-2141 = \$84,523.16

**3. Petty Cash Account: January 1, 2024 to January 31, 2024**

Opening balance:	\$	2,500.02
Credits:	\$	0.04
Expenditures:	\$	<u>0.00</u>
Ending balance:	\$	2,500.06

Check cleared: None.

**Motion:** Police Chief Slowik made a motion to approve the financials under IV. New Business A.1 – A3 for January, 2024. Acting Chair Fire Commissioner Treml entertained the motion; EMS Director Tumblin 2<sup>nd</sup>. All approved, Motion carried 5 – 0.

**B. ICOM Financials – Budget Position through January 31, 2024**

Director Kohfield briefed the Board on our Budget Position and expenses in January.

**C. Review Proposed 2024 Budget**

Director Kohfield reviewed close-out financials from 2023 and discussed how best to reallocate the remaining balance funds for 2024. Police Chief Slowik recommended allocating the \$32,977 to the Operational Fund Balance instead of Unreserved Beginning Balance, which the remaining Board members agreed upon.

**Motion:** Police Chief Slowik made a motion to adopt the 2023 financials and approve the 2024 proposed Budget, with the revision that \$32,977 remaining beginning balance was allocated to the Operational Fund Reserve. Acting Chair Fire Commissioner Treml entertained the motion; Fire Commissioner Erickson 2<sup>nd</sup>. All approved, Motion carried 5 – 0.

**D. Board Vice Chairman Nomination**

Acting Chairman Fire Commissioner Treml notified the Board that Fire Commissioner Kim Williams expressed an interest in volunteering for Vice Chair, and asked if any other Board members held an interest. With no volunteers, the Board unanimously voted Fire Commissioner Kim Williams as Vice Chair.

**E. GUILD – Executive Session per R.C.W. 42.30.11(g)**

At 1:33 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 10 minutes to discuss status with the Guild.

At 1:37 PM, the Board exited executive session and the regular meeting continued.

**VI. VARIA**

Police Chief Slowik suggested a line item to discuss CBA negotiations on the following agenda.

Chief Wasser's letter of commendation was shared.

**VII. ADJOURN**

Fire Commissioner Erickson made a motion to adjourn. Police Chief Slowik 2<sup>nd</sup>. All in favor. Motion carried 5 – 0. Meeting adjourned at 1:50 PM.

*Conclusion.*

Signature:

*Janice Trembl Acting Chair*  
Chairman, ICOM Board of  
Directors



## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Tuesday, January 16, 2024**  
Time: **1:00 PM**  
Place: **ICOM 911**  
**840 SE Barrington Drive**  
**Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*Designated official(s) to represent Oak Harbor Police Department*  
**Tony Slowik, Police Chief**

*Elected official(s) to represent WhidbeyHealth Hospital*  
**Chris Tumblin, EMS Director**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Savannah Erickson, Fire Commissioner, South Whidbey Fire/EMS**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Janice Trembl, Fire Commissioner, Camano Island Fire and Rescue**

*ICOM:*  
**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Fire Chief – Oak Harbor Fire Department**  
**Kim Williams, Fire Commissioner – Camano Island Fire and Rescue**  
**Paul Messner, Fire Commissioner – Central Whidbey Fire and Rescue**

**Public Present:**  
**None.**

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:**

Chairman Felici called the meeting to order at 1:07 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Felici asked the Board to review the agenda and regular meeting minutes from November 20, 2023.

**Motion:** Police Chief Slowik made a motion to approve the Agenda and regular meeting minutes from November 20, 2023. Chairman Felici entertained the motion; EMS Director Tumblin 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

**III. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report** – None.

**C. Member Report** – None.

**D. Technical Advisory Committee Report(s)**

**LawTAC** – None.

**FireTAC** – None.

**E. Director's Report**

**1) Personnel Update**

Director Kohfield provided an overview of the Director's Report with the following updated staffing levels: 2 Supervisors, 10 Full-time, 1 Part-time, 2 trainees, and 5 Administration personnel. Two full-time dispatchers expressed an interest in retiring in 2023, exact dates are unknown at this time.

Chairman Felici advised it would make sense to budget for personnel that may be retiring and assess overstaff predicaments. Police Chief Slowik inquired as to what the payout amounts for the expected retirees would be.

**2) 2<sup>nd</sup> Dispatch Supervisor**

On January 5<sup>th</sup> ICOM celebrated Erica Petosa's Supervisor promotion. Director Kohfield thanked the agency leads who attended. Ms. Petosa started her new role on January 7<sup>th</sup> and is off to a great start.

### 3) Radio Communications Team

JJ Jenkins and Judy Hill have focused on the Oak Harbor Police P25 upgrade and federal grant microwave project. They also continue to assist user agencies with radio upgrades and programming.

### 4) IT NetMotion Update

Nino Olalia will need to update every automobile laptop and equipment at user agencies. Director Kohfield asked that department leads relay this information to their respective teams.

Police Chief Slowik stated ACCESS now requires a dongle for each user login.

### 5) Radio Stats

Director Kohfield circulated a radio stats worksheet for the Board's review.

### Kudos

- Dispatch avoided a COVID outbreak due to early testing and disinfectant supplies on hand.
- Dispatch Lights are installed!

## IV. NEW BUSINESS

A. Action: Financial Activity-Review and Approve items A.1-A.3 as listed below

### 1. Accounts Payable (752 FUND): November 1, 2023 to December 31, 2023

Opening balance:	\$	430,484.12
Revenues:	\$	728,226.51
Expenditures:	\$	<u>625,458.05</u>
Ending balance:	\$	533,252.58

### 2. Payroll Account: November 1, 2023 to December 31, 2023

Opening balance:	\$	72,639.24
Credits:	\$	381,642.21
Expenditures:	\$	<u>288,373.68</u>
Ending balance:	\$	165,907.77

Checks cleared: #2125-2134 = \$57,187.50

### 3. Petty Cash Account: November 1, 2023 to December 31, 2023

Opening balance:	\$	1,941.69
Credits:	\$	1,174.61
Expenditures:	\$	<u>616.28</u>
Ending balance:	\$	2,500.02

Check cleared: #2302,2305,2307-2310 = \$616.28

**Motion:** Vice Chairman Merrill made a motion to approve the Financial Activity under A.1. through A.3. Chairman Felici entertained the motion; Police Chief Slowik 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

**B. ICOM Financials – Budget Position through December, 2023**

Director Kohfield briefed the Board on our Budget Position.

**C. GUILD Negotiations – Executive Session per R.C.W. 42.30.11(g)**

ICOM Director to update Board of Directors on GUILD negotiations.

At 1:34 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 15 minutes to discuss Guild negotiations.

At 1:49 P.M., the Board extended executive session for 10 minutes.

At 1:59 PM, the Board extended executive session for 10 minutes.

At 2:07 PM, the Board concluded executive session.

**Action/Motion:** Fire Commissioner Erickson made a motion to approve the Board Chairman sign the proposed 2023-2024 Collective Bargaining Agreement; and that Director Kohfield receive a 2.5% performance raise in addition to 3.5% cost of living increase beginning January 1, 2024. Chairman Felici entertained the motion. Police Chief Slowik 2<sup>nd</sup>. Motion approved 6-0.

**VI. VARIA**

Fire Commissioner Paul Messner advised the Board that Fire Commissioner Sheryl Engle will be taking his place as Alternate on the Board.

**VII. ADJOURN**

Fire Chief Merrill made a motion to adjourn. Police Chief Slowik 2<sup>nd</sup>. All in favor. Motion carried 6 – 0. Meeting adjourned at 2:10 PM.

*Conclusion.*



# ICOM BOARD OF DIRECTORS MEETING

## Cancellation Notice

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The following regular Board Meeting is canceled due to RSVP notice insufficient for a quorum.

**DATE:** Monday, December 18, 2023

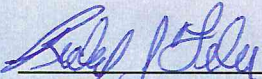
The next regular Board Meeting shall take place:

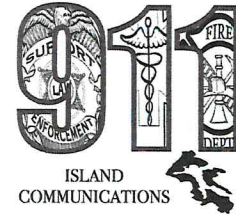
**DATE:** Tuesday, January 16, 2024 [in lieu of the holiday on Jan. 15<sup>th</sup>]

**TIME:** 1:00 PM

**PLACE:** **ICOM**  
Conference Room  
840 SE Barrington Drive  
Oak Harbor, WA 98277

Signature:

  
Chairman, ICOM Board of  
Directors



## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, November 20, 2023**

Time: **1:00 PM**

Place: **ICOM 911  
840 SE Barrington Drive,  
Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*Island County Commissioner:*  
**Jill Johnson, Commissioner**

*Elected official(s) to represent WhidbeyHealth Hospital*  
**Chris Tumblin, EMS Director**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city  
Fire Department:*  
**Janice Treml, Fire Commissioner, Camano Island Fire and Rescue**

*ICOM:*  
**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Tony Slowik, Captain** – Oak Harbor Police Department  
**Kim Williams, Fire Commissioner** – Camano Island Fire and Rescue  
**Paul Messner, Fire Commissioner** – Central Whidbey Fire and Rescue

**Public Present:**  
**None.**

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:**

Chairman Felici called the meeting to order at 1:00 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Felici asked the Board to review the agenda and regular meeting minutes from October 16, 2023.

**Motion:** Fire Commissioner Trembl made a motion to approve the Agenda and regular meeting minutes from October 16, 2023. Chairman Felici entertained the motion; EMS Director Tumblin 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

**III. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report** – Chairman Felici stated he had some information for the Board and would like to present it at a later time in the meeting; therefore none at this time.

**C. Member Report** – None.

**D. Technical Advisory Committee Report(s)**

**LawTAC** – None.

**FireTAC** – None.

**E. Director's Report**

**1) Personnel Update**

Director Kohfield provided an overview of the Director's Report with the following updated staffing levels: 1 Supervisor, 9 Full-time, 2 Part-time, 2 trainees, and 5 Administration personnel. One full-time dispatcher continues to be on intermittent PMLA.

Captain Slowik asked whether PSERS retirement is an option for ICOM dispatchers. Director Kohfield advised staff will be able to select which retirement program they want to participate in.

**2) CJIS Audit**

Director Kohfield advised the CJIS Audit is complete and was successful.

**3) Supervisor Recruitment**

Director Kohfield advised ICOM has extended an offer, which is currently under consideration. The estimated start date is January, 2024.

#### 4) Winter Workshop

Emergency Management Deputy Director Eric Brooks hosted a winter workshop. Director Kohfield presented a video encompassing 911 Dispatchers and emergency communications. The workshop was informative and an overall success.

#### 5) Dispatch Lights

Director Kohfield updated the Board that the light installation is scheduled for December, 2023.

#### 6) Radio Stats

Director Kohfield circulated a radio stats worksheet for the Board's review.

#### Kudos

- Yvette and Jo collected items for a donation wellness basket which was auctioned off at the APCO Conference.
- Trainee Ashley Fortin went on a ride-a-long and helped rescue an owl!
- Chief Criminal Deputy Evan Tingstad submitted an Exceptional Performance recognition for Mitch Monroe and Shayla Emmett for outstanding performance on a multifaceted call.
- Fire Chief Geiger submitted a letter recognizing outstanding performance of Jordan Cheyann and Scott Jackson during an emergency call which provided increased safety for the public and emergency responders.

### IV. NEW BUSINESS

#### A. Action: Financial Activity-Review and Approve items A.1-A.3 as listed below

##### 1. Accounts Payable (752 FUND): October 1, 2023 to October 31, 2023

Opening balance:	\$	606,329.07
Revenues:	\$	117,774.50
Expenditures:	\$	<u>293,619.45</u>
Ending balance:	\$	430,484.12

##### 2. Payroll Account: October 1, 2023 to October 31, 2023

Opening balance:	\$	84,445.49
Credits:	\$	144,294.32
Expenditures:	\$	<u>156,100.57</u>
Ending balance:	\$	72,639.24

Checks cleared: #2120-2124 = \$50,742.26

**3. Petty Cash Account: October 1, 2023 to October 31, 2023**

Opening balance:	\$	2,342.23
Credits:	\$	157.79
Expenditures:	\$	<u>558.33</u>
Ending balance:	\$	1,941.69

Check cleared: #2298, 2301, 2304, 2306 = \$558.33

**Motion:** Fire Commissioner Treml made a motion to approve the financials in A.1 – A.3. Chairman Felici entertained the motion; Commissioner Johnson 2<sup>nd</sup>. Motion carried 6 – 0.

**B. ICOM Financials – Budget Position through October, 2023**

Director Kohfield briefed the Board on our Budget Position.

**C. FEMA Designation of Applicant’s Agent Resolution**

Director Kohfield briefed the Board on our current FEMA Contract and requested the Chairman and Vice Chair sign where indicated to effectuate the contract. The Board agreed.

**D. GUILD Negotiations – Executive Session per R.C.W. 42.30.11(g)**

ICOM Director to update Board of Directors on GUILD negotiations.

At 1:19 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 15 minutes to discuss Guild negotiations.

At 1:34 P.M., the Board extended executive session for 10 minutes.

At 1:42 PM, the Board concluded executive session.

**Action/Motion:** Captain Slowik made a motion to approve \$1,200 retention incentive for all administrative staff employed 1/1/23-12/31/23 and 3.5% raise in 2024; and a \$1,200 retention incentive for all dispatchers employed 1/1/23-12/31/23 (and part-time ratio for part-time employees) and 3.5% raise in 2024 for all dispatchers. Chairman Felici entertained the motion. Fire Commissioner Treml 2<sup>nd</sup>. Motion approved 6-0.

**VI. VARIA**

Commissioner Johnson inquired what the right thing to do is when there is a Comcast outage? Will the phones still dial 9-1-1? Sheriff Felici recommended this information be part of the public service information in the future. Director Kohfield advised that the ICOM team will address this issue on social media as part of our public education measures.

Captain Slowik informed the Board that Chief Dresker’s retirement celebration was scheduled and details would be forthcoming.

**VII. ADJOURN**

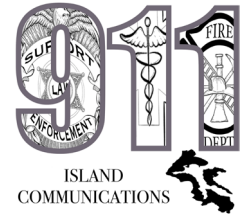
Commissioner Johnson made a motion to adjourn. Police Captain Slowik 2<sup>nd</sup>. All in favor.  
Motion carried 6 – 0. Meeting adjourned at 1:49 PM.

*Conclusion.*

Signature:

Will update with signed copy

Chairman, ICOM Board of  
Directors



## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, October 16, 2023**

Time: **1:00 PM**

Place: **ICOM 911  
840 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*Elected official(s) to represent WhidbeyHealth Hospital*  
**Chris Tumblin, EMS Director**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city  
Fire Department:*

**Savannah Erickson, Fire Commissioner, South Whidbey Fire/EMS  
Janice Trembl, Fire Commissioner, Camano Island Fire and Rescue**

*ICOM:*  
**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Vice Chairman, Fire Chief – Oak Harbor Fire Department**

**Tony Slowik, Captain – Oak Harbor Police Department**

**Kim Williams, Fire Commissioner – Camano Island Fire and Rescue**

#### **Public Present:**

**None.**

Notes by: Jo Bower, Executive Assistant

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Vice Chairman Merrill presided as Chairman Felici had a conflict with the start of the Board meeting.

**I. CALL TO ORDER:**

Vice Chairman Merrill called the meeting to order at 1:00 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Vice Chairman Merrill asked the Board to review the agenda and regular meeting minutes from September 18, 2023.

**Motion:** Fire Commissioner Trembl made a motion to approve the Agenda, regular meeting minutes from September 18, 2023. Vice Chairman Merrill entertained the motion; Police Captain Slowik 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

**III. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report** – None.

**C. Member Report** – None.

**D. Technical Advisory Committee Report(s)**

LawTAC – None.

FireTAC – None.

**E. Director's Report**

**1) Personnel Update**

Director Kohfield provided an overview of the Director's Report with updated staffing levels as: 1 Supervisor, 9 Full-time, 2 Part-time, 2 trainees, and 5 Administration personnel. One part-time dispatcher resigned, and we have one full-time dispatcher on intermittent PMLA.

**2) Camano/Windsun Way**

Director Kohfield advised Windsun Way sustained damage to a radio antenna. Fred Palidor recommends the ICOM radio team perform changes after the radio antenna is fixed and then reevaluate how to improve coverage.

**3) Race Road Tower/CWF&R**

Dish plans to increase the height of Race Road tower in the 2QTR/3QTR of 2024.

**4) Langley PD – Radio Coverage**

Starting a project to help Langley receive better radio coverage.

### 5) Maynard Hill

Tower and radio communications equipment will be relocated to a new site at Jeffcom 911 because the existing site is an old bomb shelter that has been infested with rodents and no longer safe for our equipment/people.

### 6) ICOM Updates

- Jo Bower attended the WFOA Finance Conference in September. Learned several hot topics about changes in PTO leave laws and BARS accounting
- Camano Preparedness Board visited ICOM on September 25<sup>th</sup>

### 7) Dispatch Lights

Director Kohfield thanked Fire Commissioner Messner for visiting dispatch and assessing the lights. Thereafter, Director Kohfield received a revised (less) quote for dispatch lights after the dimmer pack per dispatch station was removed. Police Captain Slowik inquired whether ICOM obtained three (3) quotes, and Director Kohfield affirmed that we did. Vice Chairman Merrill requested the Board vote on whether to move forward with the revised quote from Dahl Electric, with the notation that Director Kohfield had the approval for an additional 10% for unforeseen expenses.

**Motion:** Fire Commissioner Treml made a motion to approve the Dahl Electric invoice for \$8,500 with up to 10% increase if necessary. Vice Chairman Merrill entertained the motion; Fire Commissioner Erickson 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

### 8) Radio Stats

Director Kohfield circulated a radio stats worksheet for the Board's review.

#### Kudos

- CISA – *All projects* have been approved in a short time.
- ICOM Team was ready when an earthquake rattled on October 9<sup>th</sup>

## IV. NEW BUSINESS

A. **Action:** Financial Activity-Review and Approve items A.1-A.3 as listed below

### 1. Accounts Payable (752 FUND): **September 1, 2023 to September 30, 2023**

Opening balance:	\$	212,384.11
Revenues:	\$	536,645.89
Expenditures:	\$	<u>142,700.93</u>
Ending balance:	\$	606,329.07

**2. Payroll Account: September 1, 2023 to September 30, 2023**

Opening balance:	\$	125,254.57
Credits:	\$	94,720.17
Expenditures:	\$	<u>135,529.25</u>
Ending balance:	\$	84,445.49

Checks cleared: #2116-2119 = \$35,261.03

**3. Petty Cash Account: September 1, 2023 to September 30, 2023**

Opening balance:	\$	2,500.06
Credits:	\$	0.02
Expenditures:	\$	<u>157.85</u>
Ending balance:	\$	2,342.23

Check cleared: #2296-2297 = \$157.85

**Motion:** Police Captain Slowik made a motion to approve the financials in A.1 – A.3. Vice Chair Merrill entertained the motion; Fire Commissioner Trembl 2<sup>nd</sup>. Motion carried 5 – 0.

**B. ICOM Financials – Budget Position through September, 2023**

Director Kohfield briefed the Board on our Budget Position.

**C. GUILD Negotiations – Executive Session per R.C.W. 42.30.11(g)**

ICOM Director to update Board of Directors on GUILD negotiations.

At 1:18 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 10 minutes to discuss Guild negotiations.

[Chairman Rick Felici arrived 1:20 PM.]

At 1:25 PM, the Board concluded executive session.

**Action/Motion:** None taken.

**VI. VARIA**

None.

**VII. ADJOURN**

Fire Commissioner Trembl made a motion to adjourn. Police Captain Slowik 2<sup>nd</sup>. All in favor. Motion carried 6 – 0. Meeting adjourned at 1:27 PM.

*Conclusion.*



Signature:

  
Chairman, ICOM Board of  
Directors



## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, September 18, 2023**

Time: **1:00 PM**

Place: **ICOM 911  
840 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*Elected official(s) to represent WhidbeyHealth Hospital*  
**Chris Tumblin, EMS Director**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Savannah Erickson, Fire Commissioner, South Whidbey Fire/EMS  
Janice Treml, Fire Commissioner, Camano Island Fire and Rescue**

*ICOM:*  
**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Vice Chairman, Fire Chief – Oak Harbor Fire Department  
Paul Messner, Fire Commissioner - Central Whidbey Fire and Rescue**

**Public Present:**  
**None.**

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:** Chairman Felici called the meeting to order at 1:02 PM.

## **II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Felici asked the Board to review the agenda, regular meeting minutes from August 21, 2023, and special meeting minutes from September 7, 2023.

**Motion:** Fire Commissioner Trembl made a motion to approve the Agenda, regular meeting minutes from August 21, 2023 and special meeting minutes from September 7, 2023. Chairman Felici entertained the motion; Fire Commissioner Erickson 2<sup>nd</sup>. All approved, Motion carried 5 – 0.

## **III. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report** – None.

**C. Member Report** – None.

**D. Technical Advisory Committee Report(s)**

**LawTAC** – Chairman Felici stated the meeting was very productive and meetings shall continue the 1<sup>st</sup> Tuesday of every month.

**FireTAC** – None.

**E. Director's Report**

**1) Personnel Update**

Director Kohfield provided an overview of the Director's Report with updated staffing levels as: 1 Supervisor, 9 Full-time, 3 Part-time, 2 trainees, and 5 Administration personnel.

**2) Team Leadership Event at Spirit2Spirit**

Director Kohfield provided a summary of the team training exercises and outcome and benefits the leaders took away. Jo Bower gave a summary of her experience and recommendation for other agencies to experience the same training.

**3) ICOM Updates**

- Cyber Security Grant in the amount of \$38,309 should be available before the end of the year.
- Jo Bower is attending the WFOA Finance Conference in September
- Camano Preparedness Board is visiting ICOM on September 25<sup>th</sup>
- ICOM is participating in the Preparedness Fair on September 30<sup>th</sup>

### **Kuddos**

- Operations Manager Shelley Stayton is off to a great start.
- Dr. Baciak sent a nice email of appreciation which Director Kohfield read to the Board.

### **4) Dispatch Lights**

Director Kohfield is expecting a revised (less) quote for dispatch lights and will update the Board accordingly. Fire Commissioner Messner suggested replacing the track lights with LEDs instead of replacing the whole support system which would reduce the cost. Fire Commissioner Trembl asked if the City maintenance department could assess the dispatch lights. Director Kohfield advised ICOM had already reached out to the City maintenance department and per our rental contract, all improvements made inside the building are the responsibility of ICOM.

### **5) Radio Stats**

Director Kohfield circulated a radio stats worksheet for the Board's review.

### **Miscellaneous**

Chairman Felici inquired whether there was a plan to hire a second Supervisor. Director Kohfield advised applications have been received and interviews would be scheduled in the near future.

## **IV. NEW BUSINESS**

### **A. Action: Financial Activity-Review and Approve items A.1-A.3 as listed below**

#### **1. Accounts Payable (752 FUND): August 1, 2023 to August 31, 2023**

Opening balance:	\$	384,565.73
Revenues:	\$	81,025.89
Expenditures:	\$	<u>253,207.51</u>
Ending balance:	\$	212,384.11

#### **2. Payroll Account: August 1, 2023 to August 31, 2023**

Opening balance:	\$	176,122.64
Credits:	\$	83,724.28
Expenditures:	\$	<u>134,592.35</u>
Ending balance:	\$	125,254.57

Checks cleared: #2115, #2232-2237 = \$47,456.41

**3. Petty Cash Account: August 1, 2023 to August 31, 2023**

Opening balance:	\$	2,500.02
Credits:	\$	0.04
Expenditures:	\$	<u>0.00</u>
Ending balance:	\$	2,500.06

Check cleared: None.

**Motion:** Fire Commissioner Treml made a motion to approve the financials in A.1 – A.3. Chairman Felici entertained the motion; Vice Chairman Merrill 2<sup>nd</sup>. Motion carried 5 – 0.

**B. ICOM Financials – Budget Position through August 31, 2023**

Director Kohfield briefed the Board on our Budget Position:

**C. GUILD Negotiations – Executive Session per R.C.W. 42.30.11(g)**

ICOM Director to update Board of Directors on GUILD negotiations.

At 1:30 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 5 minutes to discuss Guild negotiations.

At 1:35 P.M., the Board extended executive session for 10 minutes.

At 1:45 PM, the Board concluded executive session.

**Action/Motion:** None taken.

**D. 2024 Budget Proposal**

Director Kohfield reviewed a revised budget proposal with the Board.

**Motion:** Fire Commissioner Erickson made a motion to approve the 2024 Budget Proposal. Chairman Felici entertained the motion; Fire Commissioner Treml 2<sup>nd</sup>. Motion carried 5 – 0.

**E. Resolution #23-02; Surplus Property**

Director Kohfield provided a brief history of ICOM's surplus equipment. The Board discussed several options for repurposing some equipment.

**Motion:** Fire Commissioner Treml made a motion to approve Resolution #23-02 Surplus Property. Chairman Felici entertained the motion; Vice Chairman Merrill 2<sup>nd</sup>. Motion carried 5 – 0.

**VI. VARIA**

None.

**VII. ADJOURN**

Chairman Felici made a motion to adjourn. Fire Commissioner Messner 2<sup>nd</sup>. All in favor.  
Motion carried 5 – 0. Meeting adjourned at 1:56 PM.

*Conclusion.*

Signature:

  
Chairman, ICOM Board of  
Directors



## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, September 18, 2023**

Time: **1:00 PM**

Place: **ICOM 911  
840 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*Elected official(s) to represent WhidbeyHealth Hospital*  
**Chris Tumblin, EMS Director**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city  
Fire Department:*

**Savannah Erickson, Fire Commissioner, South Whidbey Fire/EMS  
Janice Trembl, Fire Commissioner, Camano Island Fire and Rescue**

*ICOM:*  
**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Vice Chairman, Fire Chief – Oak Harbor Fire Department  
Paul Messner, Fire Commissioner - Central Whidbey Fire and Rescue**

**Public Present:**  
**None.**

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:** Chairman Felici called the meeting to order at 1:02 PM.

## **II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Felici asked the Board to review the agenda, regular meeting minutes from August 21, 2023, and special meeting minutes from September 7, 2023.

**Motion:** Fire Commissioner Trembl made a motion to approve the Agenda, regular meeting minutes from August 21, 2023 and special meeting minutes from September 7, 2023. Chairman Felici entertained the motion; Fire Commissioner Erickson 2<sup>nd</sup>. All approved, Motion carried 5 – 0.

## **III. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report** – None.

**C. Member Report** – None.

**D. Technical Advisory Committee Report(s)**

**LawTAC** – Chairman Felici stated the meeting was very productive and meetings shall continue the 1<sup>st</sup> Tuesday of every month.

**FireTAC** – None.

**E. Director's Report**

**1) Personnel Update**

Director Kohfield provided an overview of the Director's Report with updated staffing levels as: 1 Supervisor, 9 Full-time, 3 Part-time, 2 trainees, and 5 Administration personnel.

**2) Team Leadership Event at Spirit2Spirit**

Director Kohfield provided a summary of the team training exercises and outcome and benefits the leaders took away. Jo Bower gave a summary of her experience and recommendation for other agencies to experience the same training.

**3) ICOM Updates**

- Cyber Security Grant in the amount of \$38,309 should be available before the end of the year.
- Jo Bower is attending the WFOA Finance Conference in September
- Camano Preparedness Board is visiting ICOM on September 25<sup>th</sup>
- ICOM is participating in the Preparedness Fair on September 30<sup>th</sup>

**Kuddos**

- Operations Manager Shelley Stayton is off to a great start.
- Dr. Baciak sent a nice email of appreciation which Director Kohfield read to the Board.

**4) Dispatch Lights**

Director Kohfield is expecting a revised (less) quote for dispatch lights and will update the Board accordingly. Fire Commissioner Messner suggested replacing the track lights with LEDs instead of replacing the whole support system which would reduce the cost. Fire Commissioner Treml asked if the City maintenance department could assess the dispatch lights. Director Kohfield advised ICOM had already reached out to the City maintenance department and per our rental contract, all improvements made inside the building are the responsibility of ICOM.

**5) Radio Stats**

Director Kohfield circulated a radio stats worksheet for the Board's review.

**Miscellaneous**

Chairman Felici inquired whether there was a plan to hire a second Supervisor. Director Kohfield advised applications have been received and interviews would be scheduled in the near future.

**IV. NEW BUSINESS**

**A. Action: Financial Activity-Review and Approve items A.1-A.3 as listed below**

**1. Accounts Payable (752 FUND): August 1, 2023 to August 31, 2023**

Opening balance:	\$	384,565.73
Revenues:	\$	81,025.89
Expenditures:	\$	<u>253,207.51</u>
Ending balance:	\$	212,384.11

**2. Payroll Account: August 1, 2023 to August 31, 2023**

Opening balance:	\$	176,122.64
Credits:	\$	83,724.28
Expenditures:	\$	<u>134,592.35</u>
Ending balance:	\$	125,254.57

Checks cleared: #2115, #2232-2237 = \$47,456.41



**3. Petty Cash Account: August 1, 2023 to August 31, 2023**

Opening balance:	\$	2,500.02
Credits:	\$	0.04
Expenditures:	\$	<u>0.00</u>
Ending balance:	\$	2,500.06

Check cleared: None.

**Motion:** Fire Commissioner Trembl made a motion to approve the financials in A.1 – A.3. Chairman Felici entertained the motion; Vice Chairman Merrill 2<sup>nd</sup>. Motion carried 5 – 0.

**B. ICOM Financials – Budget Position through August 31, 2023**

Director Kohfield briefed the Board on our Budget Position:

**C. GUILD Negotiations – Executive Session per R.C.W. 42.30.11(g)**

ICOM Director to update Board of Directors on GUILD negotiations.

At 1:30 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 5 minutes to discuss Guild negotiations.

At 1:35 P.M., the Board extended executive session for 10 minutes.

At 1:45 PM, the Board concluded executive session.

**Action/Motion:** None taken.

**D. 2024 Budget Proposal**

Director Kohfield reviewed a revised budget proposal with the Board.

**Motion:** Fire Commissioner Erickson made a motion to approve the 2024 Budget Proposal. Chairman Felici entertained the motion; Fire Commissioner Trembl 2<sup>nd</sup>. Motion carried 5 – 0.

**E. Resolution #23-02; Surplus Property**

Director Kohfield provided a brief history of ICOM's surplus equipment. The Board discussed several options for repurposing some equipment.

**Motion:** Fire Commissioner Trembl made a motion to approve Resolution #23-02 Surplus Property. Chairman Felici entertained the motion; Vice Chairman Merrill 2<sup>nd</sup>. Motion carried 5 – 0.

**VI. VARIA**

None.

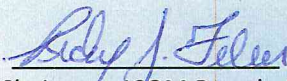
**VII. ADJOURN**

Chairman Felici made a motion to adjourn. Fire Commissioner Messner 2<sup>nd</sup>. All in favor.  
Motion carried 5 – 0. Meeting adjourned at 1:56 PM.

*Conclusion.*



Signature:

  
Chairman, ICOM Board of  
Directors

## ICOM 911 BOARD OF DIRECTORS

### SPECIAL MEETING MINUTES

The ICOM Board of Directors special meeting was held:

Date: **Thursday, September 7, 2023**

Time: **1:00 PM**

Place: **ICOM, Conference Room  
840 SE Barrington Drive  
Oak Harbor, WA 98277**

#### Members Present:

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*Island County Commissioner:*  
**Jill Johnson, Commissioner**

*One Administrative Officer of the Hospital District:*  
**EMS Director Chris Tumblin**

*Chief of Police who will represent the Police Departments of Langley, Coupeville, and Oak Harbor:*  
**Chief Kevin Dresker, Oak Harbor Police Department**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Savannah Erickson, Fire Commissioner for South Whidbey Fire and Rescue  
[via Zoom]**

*One elected official to represent the participating Camano Island Fire and Rescue District:*  
**Janice Trembl, Fire Commissioner Chair**

*ICOM Director:*  
**Sofia Kohfield, Executive Director**

#### Alternate Members Present:

**Ray Merrill, Fire Chief, ICOM Vice Chairman – Oak Harbor Fire Department  
Tony Slowik, Captain – Oak Harbor Police Department**

**Public Present:** None.

Notes by: Jo Bower, Executive Assistant

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**CALL TO ORDER:** Chairman Felici called the meeting to order at 1:07 PM. [Meeting was slightly delayed due to technical difficulties.]

**I. GUILD Negotiations – Executive Session per R.C.W. 42.30.11(g)**

ICOM Director to update Board of Directors on GUILD negotiations.

At 1:07 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 45 minutes to discuss Guild negotiations;

At 1:52 P.M., the Board extended executive session per R.C.W. 42.30.110(1)g for 15 minutes to discuss Guild negotiations;

At 2:07 P.M., the Board extended executive session per R.C.W. 42.30.110(1)g for 10 minutes to discuss Guild negotiations;

At 2:16 P.M., the Board exited executive session.

**Action/Motion:** None taken.

**II. ADJOURN**

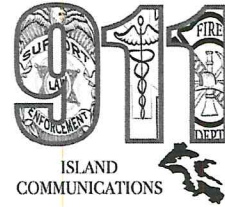
Chairman Felici made a motion to adjourn. All in favor. Motion carried 6 – 0. Meeting adjourned at 2:17 PM.

*Conclusion.*

Signature:



Chairman, ICOM Board of  
Directors



## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, August 21, 2023**  
Time: **1:00 PM**  
Place: **ICOM 911**  
**840 SE Barrington Drive**  
**Oak Harbor, WA 98277**

#### Members Present:

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*Elected official(s) to represent Whidbey Island Police and Law Districts:*  
**Kevin Dresker, Police Chief – Oak Harbor Police Department**

*Elected official(s) to represent Whidbey Health Hospital*  
**Chris Tumblin, EMS Director**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Savannah Erickson, Fire Commissioner, South Whidbey Fire/EMS**  
**Janice Trembl, Fire Commissioner, Camano Island Fire and Rescue**

*ICOM:*  
**Sofia Kohfield, Executive Director**

#### Alternate Members Present:

**Ray Merrill, Vice Chairman, Fire Chief – Oak Harbor Fire Department**  
**Paul Messner, Fire Commissioner - Central Whidbey Fire and Rescue**  
**Kim Williams, Fire Commissioner - Camano Island Fire and Rescue**  
**Tony Slowik, Captain – Oak Harbor Police Department**

#### Public Present:

**None.**

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:** Chairman Felici called the meeting to order at 1:00 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Felici asked the Board to review the agenda and meeting minutes from July 17, 2023.

**Motion:** Fire Commissioner Trembl made a motion to approve the Agenda and meeting minutes. Vice Chairman Merrill entertained the motion; Vice Chairman Merrill 2<sup>nd</sup>. All approved, Motion carried 5 – 0.

**III. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report** – None.

**C. Member Report** – None.

**D. Technical Advisory Committee Report(s)**

LawTAC – None.

FireTAC – None.

**E. Director's Report**

**1) Personnel Update**

Director Kohfield provided an overview of the Director's Report with updated staffing levels as: 1 Supervisor, 9 Full-time, 3 Part-time, 0 trainees, and 5 Administration personnel.

Shelley Stayton, the Operations Manager, started today.

**2) ICOM Updates**

- Cyber Security Grant has been approved for the full \$38,309
- Recruitment efforts remain steady. ICOM has two trainees beginning in September.

**3) SNO911**

Director Kohfield advised the tower radio equipment located in Marysville was relocated August 10<sup>th</sup> and Camano Fire has noticed a slight improvement of distortion for radio communications. The next step to increase communications is for Fred Palidor to assess the towers, pathways and provide his recommendations to fine tune.

**4) Dispatch Lights**

Director Kohfield advised PSE could not provide a bid for several reasons; instead, PSE provided helpful recommendations to reduce the cost on other Bids.

### 5) Radio Stats

Director Kohfield circulated a radio stats worksheet for the Board's review. The Board asked if they could see the same worksheet listed by officer. Director Kohfield agreed to research their request.

[Chris Tumblin, EMS Director arrived 1:25 PM.]

## IV. NEW BUSINESS

### A. Action: Financial Activity-Review and Approve items A.1-A.3 as listed below

#### 1. Accounts Payable (752 FUND): June 1, 2023 to June 30, 2023

Opening balance:	\$ 530,712.65
Revenues:	\$ 85,822.54
Expenditures:	<u>\$ 231,969.46</u>
Ending balance:	\$ 384,565.73

#### 2. Payroll Account: June 1, 2023 to June 30, 2023

Opening balance:	\$ 93,184.43
Credits:	\$ 165,335.23
Expenditures:	<u>\$ 82,397.02</u>
Ending balance:	\$ 176,122.64

Checks cleared: #2226-#2231 = \$34,658.51

#### 3. Petty Cash Account: June 1, 2023 to June 30, 2023

Opening balance:	\$ 2,119.53
Credits:	\$ 380.49
Expenditures:	<u>\$ 0.00</u>
Ending balance:	\$ 2,500.02

Check cleared: None.

**Motion:** Police Chief Dresker made a motion to approve the financials in A.1 – A.3. Chairman Felici entertained the motion; Vice Chairman Merrill 2<sup>nd</sup>. Motion carried 6 – 0.

### B. ICOM Financials – Budget Position through July 31, 2023

Director Kohfield briefed the Board on our Budget Position.

### C. GUILD Negotiations – Executive Session per R.C.W. 42.30.11(g)

ICOM Director to update Board of Directors on GUILD negotiations.

At 1:32 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 10 minutes to discuss Guild negotiations.

At 1:35 P.M., the Board exited executive session.

**Action/Motion:** None taken.

**D. 2024 Budget Proposal**

Director Kohfield reviewed a revised budget proposal with the Board. The Board elected to review and remain *status quo* until union negotiations have concluded.

**VI. VARIA**

Police Chief Dresker advised Director Kohfield that he would connect with the City Mayor to discuss ICOM's facility rent and the option of placing a "freeze" on the CPI increase for 2024 due to ICOM's slim budget. Director Kohfield expressed her gratitude for Chief Dresker's efforts.

**VII. ADJOURN**

Vice Chairman Merrill made a motion to adjourn. EMS Director Chris Tumblin 2<sup>nd</sup>. All in favor. Motion carried 6 – 0. Meeting adjourned at 2:03 PM.

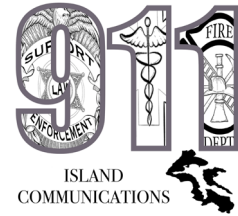
*Conclusion.*



Signature:

Signature Pending

Chairman, ICOM Board of  
Directors



## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, July 17, 2023**  
Time: **1:00 PM**  
Place: **ICOM 911**  
**840 SE Barrington Drive**  
**Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*Commissioner of Island County:*  
**Jill Johnson, Commissioner**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*

**Savannah Erickson, Fire Commissioner, South Whidbey Fire/EMS**  
**Janice Trembl, Fire Commissioner, Camano Island Fire and Rescue**

*ICOM:*  
**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Vice Chairman, Fire Chief – Oak Harbor Fire Department**  
**Paul Messner, Fire Commissioner - Central Whidbey Fire and Rescue**  
**Kim Williams, Fire Commissioner - Camano Island Fire and Rescue**  
**Tony Slowik, Captain – Oak Harbor Police Department**

#### **Public Present:**

**None.**

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:** Vice Chairman Ray Merrill informed the Board that Chairman Felici had a conflict with today's meeting and he would officiate the meeting. Vice Chairman Merrill called the meeting to order at 1:00 PM.

## **II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Vice Chairman Merrill asked the Board to review the agenda and meeting minutes from June 22, 2023.

**Motion:** Fire Commissioner Erickson made a motion to approve the Agenda and meeting minutes. Vice Chairman Merrill entertained the motion; Captain Slowik 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

## **III. COMMENTARY AND BUSINESS**

### **A. Public Comment**

**B. Chairman Report** – None.

**C. Member Report** – None.

### **D. Technical Advisory Committee Report(s)**

**LawTAC** – Captain Slowik advised that Oak Harbor Police Department will be migrating toward digital radios, and will be able to utilize analog and digital frequencies.

**FireTAC** – None.

### **E. Director's Report**

#### **1) Personnel Update**

Director Kohfield provided an overview of the Director's Report with updated staffing levels as: 1 Supervisor, 9 Full-time, 4 Part-time, 0 trainees, and 4 Administration personnel.

Director Kohfield advised the Operations Manager is on track to begin in August.

Dispatcher Mitch Monroe will celebrate 3 years at ICOM on July 22<sup>nd</sup>.

#### **2) ICOM Updates**

- Cyber Security Grant remains under review and we should receive an update in August.
- Recruitment efforts remain steady. ICOM has three applicants in the onboarding stage and have additional testers the next few weeks. We continue to recruit for a September training class.
- New Refrigerator – will save ICOM \$1,700 in future water service.

#### **3) ICOM Phone/Communications Services**

A Motorola representative was onsite last week and, with our radio team, was able to improve dispatch communications by 75%.

#### 4) SNO911

Director Kohfield advised the tower radio equipment located in Marysville will be relocated next week and Camano Fire should notice improved radio communications.

#### 5) Dispatch Lights

Director Kohfield advised PSE Representative was onsite to provide recommendations for discounted lighting options.

### IV. NEW BUSINESS

#### A. Action: Financial Activity-Review and Approve items A.1-A.3 as listed below

##### 1. Accounts Payable (752 FUND): May 1, 2023 – June 30, 2023

Opening balance:	\$	378,919.29
Revenues:	\$	663,612.17
Expenditures:	<u>\$</u>	<u>511,818.81</u>
Ending balance:	\$	530,712.65

##### 2. Payroll Account: May 1, 2023 – June 30, 2023

Opening balance:	\$	147,868.00
Revenues:	\$	290,317.08
Expenditures:	<u>\$</u>	<u>345,000.65</u>
Ending balance:	\$	93,184.43

Checks cleared: #2217-2225 = \$93,593.09

##### 3. Petty Cash Account: May 1, 2023 – June 30, 2023

Opening balance:	\$	1,934.09
Revenues:	\$	2,383.98
Expenditures:	<u>\$</u>	<u>2,198.54</u>
Ending balance:	\$	2,119.53

Check cleared: #2282, 2287-2295 = \$2,198.54

**Motion:** Fire Commissioner Treml made a motion to approve the financials in A.1 – A.3. Vice Chairman Merrill entertained the motion; County Commissioner Johnson 2<sup>nd</sup>. Motion carried 7 – 0.

#### B. ICOM Financials – Budget Position through June 30, 2023

Director Kohfield briefed the Board on our Budget Position.

#### C. GUILD Negotiations – *Executive Session per R.C.W. 42.30.11(g)*

ICOM Director to update Board of Directors on GUILD negotiations.

At 1:16 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 5 minutes to discuss Guild negotiations.

At 1:20 P.M., the Board exited executive session.

**Action/Motion:** None taken.

**D. Resolutions #23-02, 23-03, 23-04, and 23-05**

Board to review proposed Resolutions for reserve funds. County Commissioner Johnson suggested combining the different resolutions for one capital project reserve. Captain Slowik stated he would like to see a complete list of end of life for equipment that would assist the Board in determining the appropriate funding for a combined reserve.

**E. 2024 Budget Proposal**

Director Kohfield reviewed both proposed Budgets A and B with the Board, along with forecasted revenue, expenses and capital projects planned for 2024. The Board entered some discussion about expenses, including Contractor agreements, service contracts and the projected increase to User Fees.

After some discussion, the Board requested a revised Budget with a reduced percentage of User Fees.

**F. 1/10<sup>th</sup> Tax Proposition**

Director Kohfield briefly reviewed the 1/10<sup>th</sup> Tax Proposition for the Board's consideration. The Board entered discussions about the best timing to submit this proposition for the ballot in an effort not to over-tax the public. Captain Slowik advised he would like to see if/how these tax funds would improve radio coverage.

County Commissioner Johnson asked ICOM research alternate funding options and possible legislation that may assist funding some capital projects.

Sheriff Felici suggested looking into capital loans that may be offered at low interest rates if the projects are necessary and funding is tight.

The Board discussed hiring a strategic plan advisor and possibly marketing plan specialist who may assist ICOM should the Board elect to support the 1/10<sup>th</sup> tax proposition in the future.

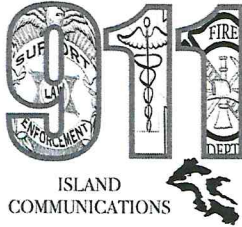
**VI. VARIA**

None.

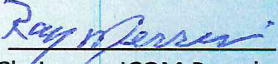
**VII. ADJOURN**

County Commissioner Johnson made a motion to adjourn. Sheriff Felici 2<sup>nd</sup>. All in favor. Motion carried 7 – 0. Meeting adjourned at 2:43 PM.

*Conclusion.*



Signature:

  
Chairman, ICOM Board of  
Directors

## ICOM 911 BOARD OF DIRECTORS

### SPECIAL MEETING MINUTES

The ICOM Board of Directors special meeting was held:

Date: **Thursday, June 22, 2023**  
Time: **1:00 PM**  
Place: **ICOM, Conference Room  
840 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*One Administrative Officer of the Hospital District:*  
**EMS Director Chris Tumblin, Chairman**

*Chief of Police who will represent the Police Departments of Langley, Coupeville, and Oak Harbor:*  
**Chief Kevin Dresker, Oak Harbor Police Department**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Savannah Erickson, Fire Commissioner for South Whidbey Fire and Rescue  
[via Zoom]**

*One elected official to represent the participating Camano Island Fire and Rescue District:*  
**Janice Treml, Fire Commissioner Chair [via Zoom]**

*ICOM Director:*  
**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Fire Chief, ICOM Vice Chairman – Oak Harbor Fire Department**

**Public Present:** None.

Notes by: Jo Bower, Executive Assistant

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**CALL TO ORDER:** Chairman Felici called the meeting to order at 1:02 PM.

**I. GUILD Negotiations – Executive Session per R.C.W. 42.30.11(g)**

ICOM Director to update Board of Directors on GUILD negotiations.

At 1:03 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 30 minutes to discuss Guild negotiations;

At 1:32 P.M., the Board extended executive session per R.C.W. 42.30.110(1)g for 30 minutes to discuss Guild negotiations;

At 2:02 P.M., the Board extended executive session per R.C.W. 42.30.110(1)g for 15 minutes to discuss Guild negotiations;

At 2:06 P.M., the Board exited executive session.

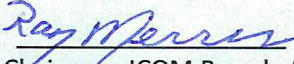
**Action/Motion:** None taken.

**II. ADJOURN**

Chairman Felici made a motion to adjourn. All in favor. Motion carried 6 – 0. Meeting adjourned at 2:07 PM.

*Conclusion.*

Signature:

  
Chairman, ICOM Board of  
Directors



## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, June 5, 2023**  
Time: **1:00 PM**  
Place: **ICOM 911**  
**840 SE Barrington Drive**  
**Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*Commissioner of Island County:*  
**Jill Johnson, Commissioner**

*One Administrative Officer of the Hospital District:*  
**EMS Director Chris Tumblin**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Savannah Erickson, Commissioner**

*ICOM:*  
**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Vice Chairman, Fire Chief – Oak Harbor Fire Department**  
**Paul Messner, Fire Commissioner - Central Whidbey Fire and Rescue**  
**Kim Williams, Fire Commissioner - Camano Island Fire and Rescue**

**Public Present:**

**Captain Mike Bailey**, Oak Harbor Police Dept.

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:** Chairman Felici called the meeting to order at 1:00 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Felici asked the Board to review the agenda and meeting minutes from May 1, 2023.

**Motion:** Commissioner Johnson made a motion to approve the Agenda and meeting minutes. Chairman Felici entertained the motion; EMS Director Tumblin 2<sup>nd</sup>. All approved, Motion carried 7 – 0.

**III. COMMENTARY AND BUSINESS**

**A. Public Comment**

**B. Chairman Report**

Chairman Felici stated the ICOM 911 phone issues were acknowledged at an earlier meeting, and he would leave it to Director Kohfield to address in her report to the Board. The Chairman also recommended publishing a notice on ICOM's website to call 911 directly if the non-emergency lines were the issue.

**C. Member Report – None.**

**D. Technical Advisory Committee Report(s)**

**LawTAC – None.**

**FireTAC – None.**

**E. Director's Report**

**1) ICOM Phone Issues**

Director Kohfield informed the Board that Motorola and ZiplyFiber were working hard to resolve the static issue. Dispatchers and citizens are frustrated with not being able to hear each other. The cause of the issue is still under investigation. It started during the conversion from the old phone system to the new system which will enable us to incorporate Text to 9-1-1. ICOM learned that ZiplyFiber updated their equipment, but we are still not able to pin-point the issue. However, both companies are assisting with the resolution.



## 2) Personnel Update

Director Kohfield circulated the Director's Report with updated staffing levels as: 2 Supervisors, 8 Full-time, 3 Part-time, 1 trainee, and 4 Administration personnel. Recently, Kimberli May stepped down from the Supervisor position and has elected to be a part-time dispatcher. The remaining trainee is expected to be released in the near future.

Director Kohfield advised the Operations Manager position was offered to applicant Shelley Stayton and she accepted the position. Her start date is tentatively scheduled for July/August.

## 3) ICOM Phone/Communications Services

Admin staff are currently assessing all phone lines and radio communication paths to reduce services and minimize cost.

## 4) SNO911

Director Kohfield advised ICOM and SNO911 are entering an agreement to relocate tower equipment which should improve radio communications for Camano.

## 5) Dispatch Lights

Director Kohfield advised the Board that lighting in Dispatch has been an issue for the past five (5) years or greater. ICOM requested bids from three (3) vendors for lighting in Dispatch. Commissioner Johnson suggested PSE may have programs to update lights which may be a reduced cost and save energy. Director Kohfield agreed to research PSE programs.

### • Upcoming Events

- Team Building event at Hooves for Heroes in Stanwood (TBD)

## IV. NEW BUSINESS

### A. Action: Financial Activity-Review and Approve items A.1-A.3 as listed below

#### 1. Accounts Payable (752 FUND): April 1 – April 30, 2023

Opening balance:	\$	625,865.18
Revenues:	\$	113,952.04
Expenditures:	\$	<u>360,897.93</u>
Ending balance:	\$	378,919.29

#### 2. Payroll Account: April 1 – April 30, 2023

Opening balance:	\$	69,590.92
Revenues:	\$	172,321.72
Expenditures:	\$	<u>94,044.46</u>
Ending balance:	\$	69,590.92 *Corrected to \$147,868.18 per Fire Commissioner Williams.

Checks cleared: #2213-2216 = \$35,319.36

**3. Petty Cash Account: April 1 – April 30, 2023**

Opening balance:	\$	2,376.89
Revenues:	\$	601.06
Expenditures:	\$	<u>1,043.86</u>
Ending balance:	\$	1,934.09

Check cleared: #2281, 2283-2286 = \$1,043.86

**Motion:** Fire Commissioner Erickson made a motion to approve the financials in A.1 – A.3. Chairman Felici entertained the motion; Fire Commissioner Williams 2<sup>nd</sup>. Motion carried 7 – 0.

**C. ICOM Financials – Budget Position through April 30, 2023**

Director Kohfield briefed the Board on our Budget Position. Fire Commissioner Erickson inquired why the cash flow was in the negative, and Director Kohfield advised it is due to when we receive User Fees. Director Kohfield also stated beginning in July the financials would be more timely due to holding meetings later in the month to allow sufficient time to close financials for the prior month.

**D. GUILD Negotiations – Executive Session per R.C.W. 42.30.11(g)**

ICOM Director to update Board of Directors on GUILD negotiations.

At 1:30 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 30 minutes to discuss Guild negotiations.

At 1:53 P.M., the Board exited executive session.

**Action/Motion:** None taken.

**V. OLD BUSINESS**

Fire Commissioner Erickson inquired about ProQA for fire protocols and whether Director Kohfield had received a quote. Director Kohfield advised she did receive a quote but requested a new quote for our specific needs and does not have the adjusted quote yet.

**VI. VARIA**

None.

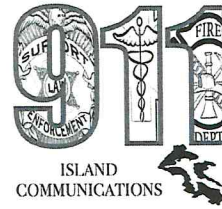
**VII. ADJOURN**

Chairman Felici made a motion to adjourn. Fire Commissioner Erickson 2<sup>nd</sup>. All in favor. Motion carried 7 – 0. Meeting adjourned at 1:58 PM.

*Conclusion.*

Signature:

  
Chairman, ICOM Board of  
Directors



## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, May 1, 2023**  
Time: **1:00 PM**  
Place: **ICOM 911**  
**840 SE Barrington Drive**  
**Oak Harbor, WA 98277**

#### Members Present:

*Commissioner of Island County:*  
**Jill Johnson, Commissioner**

*One Administrative Officer of the Hospital District:*  
**EMS Director Chris Tumblin**

*One Elected official(s) to represent Whidbey Island Police Districts or a representative of a city Police Department:*

**Kevin Dresker, Police Chief**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*

**Savannah Erickson, Commissioner**

*One elected official to represent the participating Camano Island Fire and Rescue District:*  
**Janice Treml, Fire Commissioner Chair**

*ICOM:*  
**Sofia Kohfield, Executive Director**

#### Alternate Members Present:

**Ray Merrill, Vice Chairman, Fire Chief – Oak Harbor Fire Department**  
**Paul Messner, Fire Commissioner - Central Whidbey Fire and Rescue**  
**Kim Williams, Fire Commissioner - Camano Island Fire and Rescue**

**Public Present:**

None.

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:** Vice Chairman Ray Merrill informed the Board that Chairman Felici was not present and that he would be presiding at today's meeting. Vice Chairman Merrill called the meeting to order at 1:00 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Vice Chairman Merrill asked the Board to review the agenda and meeting minutes from April 3, 2023.

**Motion:** Fire Commissioner Erickson made a motion to approve the Agenda and meeting minutes. Vice Chairman Merrill entertained the motion; Fire Commissioner Trembl 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

**III. COMMENTARY AND BUSINESS**

**A. Public Comment**

**B. Chairman Report** – None.

**C. Member Report**

Fire Commissioner Erickson requested to speak about ProQA in Varia. Vice Chairman Merrill suggested we discuss ProQA under FireTAC as it was applicable.

**D. Technical Advisory Committee Report(s)**

**LawTAC** – None.

**FireTAC** – Vice Chairman Merrill informed the Board that Priority Dispatch representatives gave a presentation at the most recent FireTAC meeting on Emergency Fire Dispatch (EFD). The program has benefits. Director Kohfield provided an overview which included Priority Dispatch standardizes questions asked of the public and streamlines how we respond which would be allow agencies to use their resources efficiently. This is in a discovery stage, and Director Kohfield will bring more information back to the board when available. At this time, we are still waiting or a quote to see if the benefits outweigh the cost. The Board will discuss the quote once we receive the same. Director Kohfield explained that we do have EMD already and a request for determinate code-based dispatching which does take time to set up correctly. Additionally, Dr. Baciak would have to review all protocols for all agencies before implementation begins.

## E. Director's Report

### 1) Personnel Update

Director Kohfield circulated the Director's Report with updated staffing levels as: 2 Supervisors, 8 Full-time, 4 Part-time, 1 trainee, and 4 Administration personnel. The last trainee is doing well and only has a few weeks left in the training program.

### 2) FireTrail Tower

Director Kohfield provided the Board with a historical account of our radio communications equipment located on this tower in Marysville, to include the fact that TMobile relocated some of their equipment on the same tower that our radio engineers believe is causing radio communication issues with Camano Fire. There is a resolution in process to relocate ICOM's radio equipment, and Director Kohfield will keep the Board apprised.

### Overview

- **Legislation Passed**

- Retirement Bill passed
- ICOM was awarded \$500k for our Microwave Broadband Project

- **Upcoming Events**

- WSP Team visiting ICOM (5/3)
- North Region EMS & TCC Suicide Prevention Symposium (5/11)

- **Operations Manager Job Opening**

Panel interviews are May 8<sup>th</sup> and interview with Director is May 9<sup>th</sup>.

## IV. NEW BUSINESS

### A. Action: Financial Activity-Review and Approve items A.1-A.3 as listed below

#### 1. Accounts Payable (752 FUND): **March 1, 2023 – March 31, 2023**

Opening balance:	\$	746,131.73
Revenues:	\$	237,772.75
Expenditures:	\$	<u>358,039.30</u>
Ending balance:	\$	625,865.18

#### 2. Payroll Account: **March 1, 2023 – March 31, 2023**

Opening balance:	\$	80,832.72
Revenues:	\$	208,514.95
Expenditures:	\$	<u>219,756.75</u>
Ending balance:	\$	69,590.92

Checks cleared: #2186, 2191-2196 = \$68,310.83

**3. Petty Cash Account: March 1, 2023 – March 31, 2023**

Opening balance:	\$	2,106.91
Revenues:	\$	393.11
Expenditures:	\$	<u>123.13</u>
Ending balance:	\$	2,376.89

Check cleared: #2280 = \$123.13

**Motion:** Fire Commissioner Trembl made a motion to approve the financials in A.1 – A.3. Vice Chairman Merrill entertained the motion; Commissioner Johnson 2<sup>nd</sup>. Motion carried 6 – 0.

**B. ICOM Financials – Budget Position through March 31, 2023**

Director Kohfield reviewed the new financial overview displaying revenue and expenses with the Board. Fire Commissioner Trembl observed that ICOM's payroll line item was over-extended at 70.6% for the year. Jo Bower suggested it may be due to PTO payouts the beginning of January. Fire Commissioner Trembl recommended we keep an eye on this account, and consider a separate PTO payout BARS account budget item.

**C. ICOM Banking Institutions**

At the last Board meeting, Commissioner Johnson inquired whether ICOM's banking institutions were covered under FDIC and capitalized to protect our financial transactions. Director Kohfield advised both banking institutions, KeyBank and Heritage, maintain the proper FDIC insurance and are capitalized to secure our financials.

**D. GUILD Negotiations – Executive Session per R.C.W. 42.30.11(g)**

ICOM Director to update Board of Directors on GUILD negotiations.

At 1:46 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 15 minutes to discuss Guild negotiations.

At 2:01 P.M., the Board exited executive session.

**Action/Motion:** None taken.

**V. OLD BUSINESS**

Fire Commissioner Trembl recommended the Board meet later in the month so they could review financials in a more timely manner. The Board entered opened discussions and having no opposition to the request, the Board jointly agreed to utilize the alternate meeting date moving forward.

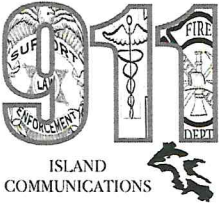
**VI. VARIA**

None.

**VII. ADJOURN**

Vice Chairman Merrill made a motion to adjourn. Fire Commissioner Messner 2<sup>nd</sup>. All in favor. Motion carried 6 – 0. Meeting adjourned at 2:02 PM.

*Conclusion.*



Signature:

  
Chairman, ICOM Board of  
Directors

## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, April 3, 2023**  
Time: **1:00 PM**  
Place: **ICOM 911**  
**840 SE Barrington Drive**  
**Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*Commissioner of Island County:*  
**Jill Johnson, Commissioner**

*One Administrative Officer of the Hospital District:*  
**EMS Director Chris Tumblin**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Savannah Erickson, Commissioner**

*One elected official to represent the participating Camano Island Fire and Rescue District:*  
**Janice Treml, Fire Commissioner Chair**

*ICOM:*  
**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Vice Chairman, Fire Chief – Oak Harbor Fire Department**  
**Paul Messner, Fire Commissioner - Central Whidbey Fire and Rescue**  
**Kim Williams, Fire Commissioner - Camano Island Fire and Rescue**

#### **Public Present:**

**Mike Bailey, Captain – Oak Harbor Police Department**



Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:** Chairman Felici called the meeting to order at 12:58 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Felici asked the Board to review the agenda and meeting minutes from March 6, 2023.

**Motion:** Commissioner Johnson made a motion to approve the Agenda and meeting minutes. Chairman Felici entertained the motion; Fire Commissioner Trembl 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

**III. COMMENTARY AND BUSINESS**

**A. Public Comment**

**B. Chairman Report** – None.

**C. Member Report** – None.

**D. Technical Advisory Committee Report(s)**

**E. Director's Report**

**1) Personnel Update**

Director Kohfield circulated the Director's Report with updated staffing levels as: 2 Supervisors, 8 Full-time, 4 Part-time, 2 trainees, and 4 Administration personnel. Trainees are doing very well.

Dispatcher Yvette celebrated 31 years. Dispatcher Kelly C. celebrated 30 years.

**ECW Phone Upgrade** – Implementation is complete. First text to 9-1-1 was made on 3/22 with success! ICOM has not made a press release at this time; and the State plans to release a notice to the public in July.

**Virtualization Implementation** - First phase is complete. Second phase will consist of migrating Spillman and a few other systems, which will take approximately 11 – 14 days. Estimated 11 months to fully migrate from physical servers to the cloud.

- **Bill 1055** - Still awaiting the House's decision on Bill 1055.
- **Rep. Dave Paul – Microwave Broadband Funding** – ICOM's application for state funding is under review.

- **Operations Manager Job Opening**

Application deadline was March 30<sup>th</sup>. Application packets are under review. The Board entered into discussion about the position and salary range.

**Upcoming Events**

1. IAED visiting FireTAC to give a presentation on Emergency Fire Dispatch (EFD).
2. FEMA Manager visiting ICOM – We continue to work on this application grant.
3. 4/9-4/15 – Natl. Telecommunicator Week
4. Director Kohfield will be speaking at Coupeville’s Net Team meeting.

**Kuddos**

1. Thank You to the Team during the ECW Callworks Upgrade
2. Thank You to Director Kohfield from the Camano Preparedness Group for her recent presentation.

**MISC - ICOM’s Financial Institution**

Commissioner Johnson inquired which banks ICOM maintained financial accounts and whether they were properly insured and/or maintained capitalization in follow-up to the California bank closures. The Board entered open discussion and Director Kohfield stated ICOM would confirm the banking status for the Board.

**IV. NEW BUSINESS**

**A. Action: Financial Activity-Review and Approve items A.1-A.3 as listed below**

**1. Accounts Payable (752 FUND): February 1, 2023 – February 28, 2023**

Opening balance:	\$	606,592.91
Revenues:	\$	422,700.27
Expenditures:	<u>\$</u>	<u>283,161.45</u>
Ending balance:	\$	746,131.73

**2. Payroll Account: February 1, 2023 – February 28, 2023**

Opening balance:	\$	30,419.19
Revenues:	\$	214,846.40
Expenditures:	<u>\$</u>	<u>164,432.83</u>
Ending balance:	\$	80,832.72

Checks cleared: #2187-2190, 2207, 2212 = \$ 51,722.18

**3. Petty Cash Account: February 1, 2023 – February 28, 2023**

Opening balance:	\$	2,213.11
Revenues:	\$	231.90
Expenditures:	<u>\$</u>	<u>338.10</u>
Ending balance:	\$	2,106.91

Check cleared: #2267, 2274, 2277-2278 = \$338.10

**Motion:** Fire Commissioner Treml made a motion to approve the financials in A.1 – A.3. Chairman Felici entertained the motion; Fire Chief Merrill 2<sup>nd</sup>. Motion carried 6 – 0.

**B. ICOM Financials – Budget Position through February 28, 2023**

Director Kohfield reviewed the new financial overview displaying revenue and expenses with the Board. Fire Commissioner Treml requested a revised overview of the financials to exclude Reserves and Beginning Balance. Additionally, Fire Commissioner Treml requested a meeting with Director Kohfield to discuss financials more in-depth.

**C. Proclamation – National Public Safety Telecommunications Week**

The Board reviewed the Proclamation in honor of Telecommunications Week. Chairman Felici signed the Proclamation.

**D. GUILD Negotiations – Executive Session per R.C.W. 42.30.11(g)**

ICOM Director to update Board of Directors on GUILD negotiations.

At 1:33 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 30 minutes to discuss Guild negotiations.

At 2:00 P.M., the Board extended session for five (5) minutes.

At 2:04 PM, the Board exited executive session.

**Action/Motion:** Commissioner Johnson made a motion to authorize Director Kohfield to offer the Guild up to 7% wage increase for 2023, and 3.5% wage increase for 2024. Said offer shall include 3 additional holidays for 2023, and 3 additional holidays for 2024. Additionally, if this offer is accepted, the Board will approve retro pay for current employees as of the date the new union contract is signed by both parties. Chairman Felici entertained the motion; Fire Commissioner Erickson 2<sup>nd</sup>. Motion carried 6 – 0.

**V. OLD BUSINESS**

None.

**VI. VARIA**

None.

**VII. ADJOURN**

Chairman Felici made a motion to adjourn. Fire Commissioner Trembl 2<sup>nd</sup>. All in favor.  
Motion carried 6 – 0. Meeting adjourned at 2:08 PM.

*Conclusion.*



Signature:

  
Chairman, ICOM Board of  
Directors

## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, March 6, 2023**  
Time: **1:00 PM**  
Place: **Oak Harbor Police Department, Conference Room  
860 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*One Administrative Officer of the Hospital District:*  
**EMS Director Chris Tumblin**

*Chief of Police who will represent the Police Departments of Langley, Coupeville, and Oak Harbor:*  
**Chief Kevin Dresker, Oak Harbor Police Department**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Savannah Erickson, Commissioner**

*One elected official to represent the participating Camano Island Fire and Rescue District:*  
**Janice Treml, Fire Commissioner Chair**

*ICOM:*  
**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Vice Chairman, Fire Chief – Oak Harbor Fire Department**  
**Paul Messner, Fire Commissioner - Central Whidbey Fire and Rescue**

#### **Public Present:**

**Nino Olalia, Technical Systems Manager, ICOM**

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:** Chairman Felici called the meeting to order at 1:00 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Felici asked the Board to review the agenda and meeting minutes from February 6, 2023.

**Motion:** Fire Chief Merrill made a motion to approve the Agenda and meeting minutes. Chairman Felici entertained the motion; Fire Commissioner Trembl 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

**III. COMMENTARY AND BUSINESS**

**A. Public Comment**

**B. Chairman Report** – None.

**C. Member Report**

Fire Commissioner Messner gave a brief update that CWFR's new building now has walls.

**2. LawTAC** – None.

**3. FireTAC**

Fire Chief Merrill advised FireTAC briefed the 911 dispatch call(s) from the high school shooter incident and found OHFD responded well. He also informed the Board there are four (4) levels of fire response; and Sarah was doing some research concerning nature calls.

**D. Technical Advisory Committee Report(s)**

Nino Olalia presented a slideshow overview of the virtual server capital project migration from physical servers to the cloud. The benefits include cost savings, no physical server to maintain, IT consolidation, improved management, easier application development, increased capacity growth, improved storage and disaster recovery.

Mr. Olalia advised March 27<sup>th</sup> vendor contractors will be onsite to assist in migrating the servers, and he expects limited disruption.

## **E. Director's Report**

### **1) Personnel Update**

Director Kohfield circulated the Director's Report with updated staffing levels as: 2 Supervisors, 8 Full-time, 4 Part-time, 2 trainees, and 4 Administration personnel.

Dispatcher Sydney is celebrating her one year anniversary with ICOM. Dispatcher Alex celebrated his birthday.

- **ECW Phone Upgrade** – Implementation will begin March 13<sup>th</sup>. This system will enable us to participate in Text to 9-1-1. Phone upgrade is scheduled for March 22<sup>nd</sup>.
- **REACT Team** – Reviewed high school incident.
- **State Patrol and Coast Guard** – Met and resolved some issues with radio frequencies. Coast Guard wanted to explore how we can limit and streamline our calls during critical incidents.
- **FEMA Grant** – ICOM has been assigned a project manager to assist in filing our application.
- **Rep. Dave Paul – Microwave Broadband Funding** – ICOM's application for state funding is under review.
- **Operations Manager Job Opening**  
Opening has posted on Facebook and social media. Application process will be open through the end of the month.

### **Upcoming Events**

1. Active Shooter Review for high school incident next week.
2. Spillman upgrade is scheduled for 0300 this Friday.
3. Wellness App will be launching in the near future.

### **Kuddos**

1. Director Kohfield read a letter of appreciation from a citizen to Dispatch Supervisor Sarah Reinstra for her calm and professional demeanor.
2. Dispatcher of the Trimester Colby Jones. She is the fastest typist with 100% accuracy and trusted by co-workers/responders.
3. Dispatch Supervisor Sarah Reinstra created a newsletter for staff, "Between the Lines".
4. Leadership meeting was held at Applebee's to celebrate Jo and Sarah's work anniversary and birthday in the month of February.

#### IV. NEW BUSINESS

##### A. Action: Financial Activity-Review and Approve items A.1-A.3 as listed below

##### 1. Accounts Payable (752 FUND): January 1, 2023 – January 31, 2023

Opening balance:	\$ 584,865.25
Revenues:	\$ 170,257.47
Expenditures:	<u>\$ 148,529.81</u>
Ending balance:	\$ 606,592.91

##### 2. Payroll Account: January 1, 2023 – January 31, 2023

Opening balance:	\$ 128,217.56
Revenues:	\$ 63,729.24
Expenditures:	<u>\$ 161,527.65</u>
Ending balance:	\$ 30,419.15

Checks cleared: #2184, 2201-2211= \$ 65,589.42

##### 3. Petty Cash Account: January 1, 2023 – January 31, 2023

Opening balance:	\$ 2,500.08
Revenues:	\$ 0.01
Expenditures:	<u>\$ 286.98</u>
Ending balance:	\$ 2,213.11

Check cleared: #2273, 2275-2276= \$286.98

**Motion:** Police Chief Dresker made a motion to approve the financials in A.1 – A.3. Chairman Felici entertained the motion; Fire Chief Merrill 2<sup>nd</sup>. Motion carried 6 – 0.

##### B. ICOM Financials – Budget Position through January 31, 2023

Director Kohfield reviewed the new financial overview displaying revenue and expenses with the Board.

##### C. State Financial and Procurement Audit Exit Conference

Director Kohfield briefed the Board on the State Auditor's Findings from the 2020 – 2021 financial and procurement audit. There were two findings: one with our procurement process and the second was a BARS reporting issue. The Board supported the idea of Jo attending a BARS accounting seminar.

##### D. 2023 Budget – Proposed Revisions

The Board reviewed proposed revisions to 2023 Budget to include updated revenue and expenses.



**E. Review and Adopt 2023 Budget**

Board review of the 2023 Budget, with possible adoption by **Resolution #23-01**. Police Chief Dresker recommended ICOM deduct the 1/10<sup>th</sup> of 1% levy funds and reallocate those to reserves. Fire Commissioner Tremml requested reserve funds and the beginning fund balance from the previous year be redacted from the following year's revenue.

**F. GUILD Negotiations** – *Executive Session per R.C.W. 42.30.11(g)*

ICOM Director to update Board of Directors on GUILD negotiations.

At 2:02 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 30 minutes to discuss Guild negotiations.

At 2:31 P.M., the Board exited executive session.

**Action/Motion: Motion:** Police Chief Dresker made a motion to approve **Resolution #23-01** adopting the 2023 Budget with the revision that the 1/10<sup>th</sup> of 1% Levy funding would be removed from expenses and reallocated to reserves. Chairman Felici entertained the motion; Fire Commissioner Tremml 2<sup>nd</sup>. Motion carried 6 – 0.

**V. OLD BUSINESS**

None.

**VI. VARIA**

None.

**VII. ADJOURN**

Vice Chairman Merrill made a motion to adjourn. Fire Commissioner Tremml 2<sup>nd</sup>. All in favor. Motion carried 6 – 0. Meeting adjourned at 2:36 PM.

*Conclusion.*



Signature:

Chairman, ICOM Board of  
Directors

## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, February 6, 2023**

Time: **1:00 PM**

Place: **Oak Harbor Police Department, Conference Room  
860 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*Island County Commissioner's Office:*  
**Jill Johnson, Commissioner**

*One Administrative Officer of the Hospital District:*  
**EMS Director Chris Tumblin**

*Chief of Police who will represent the Police Departments of Langley, Coupeville, and Oak Harbor:*  
**Chief Kevin Dresker, Oak Harbor Police Department**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Savannah Erickson, Commissioner**

*One elected official to represent the participating Camano Island Fire and Rescue District:*  
**Janice Treml, Fire Commissioner Chair**

*ICOM:*  
**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Vice Chairman, Fire Chief – Oak Harbor Fire Department**  
**Tony Slowik, Captain – Oak Harbor Police Department**  
**Paul Messner, Fire Commissioner - Central Whidbey Fire and Rescue**

**Public Present:**

**Kim Williams, Camano Fire Commissioner**

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:** Chairman Felici called the meeting to order at 1:00 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Felici asked the Board to review the agenda and meeting minutes from December 5, 2022 and January 9, 2023.

**Motion:** County Commissioner Johnson made a motion to approve the Agenda and meeting minutes. Chairman Felici entertained the motion; Fire Chief Merrill 2<sup>nd</sup>. Fire Commissioner Trembl requested her suggestion to remove Reserves from the overall budget summary be added to the Minutes of January 9, 2023. Accordingly, Jo will insert that addition. All approved, Motion carried 7 – 0.

**III. COMMENTARY AND BUSINESS**

**A. Public Comment**

Sarah Reinstra, ICOM Dispatch Supervisor, addressed the Board with a summary of her employment at ICOM and how she balances the demands of a heavy work schedule and family life. Mrs. Reinstra expressed her concern and recommendations to improve work conditions for dispatch staff.

**B. Chairman Report** – None.

**C. Member Report**

**2. LawTAC** – None.

**3. FireTAC** – None.

County Commissioner Johnson asked Fire Chief Merrill if he could connect with the Commissioner's office and extend an invite to the next FireTAC meeting.

**D. Technical Advisory Committee Report(s)** – None.

**E. Director's Report**

**1) Personnel Update**

Director Kohfield circulated the Director's Report with updated staffing levels as: 2 Supervisors, 8 Full-time, 4 Part-time, 4 trainees, and 4 Administration personnel.

Trainees completed classroom training including CAD training, road tours, and final testing. Trainees are now on the floor going live with assigned trainers.

Police Chief Dresker asked Director Kohfield if she was aware of any dispatch personnel that was ready to retire or leave? Director Kohfield advised she is aware of some personnel that may retire or choose to leave in the future, but there has been no definitive resignations to date.

Police Captain Slowik inquired where the outline for the annual budget indicating 14 fulltime dispatchers and a certain number of part-time dispatchers was located. ICOM Resolutions reflect 14 fulltime staff, but do not have a reference to part-time staff. Jo made a note to add this to the resolution revisions already in place.

Highlights of the Director's Report included:

- **FEMA Reimbursement** – ICOM's first application for reimbursement and we expect more in the future.
- **Legislation** – Keeping an eye out for PSERS and other law enforcement bills
- **Community Involvement** – Speaking with NET (Neighborhood Emergency Team) and Camano Preparedness Group
- **ECW Phone Upgrade** – Expected to upgrade in mid-March, then we will be text to 9-1-1 capable. Chairman Felici inquired of the Board if this is the right time to go live with Text to 9-1-1. Police Captain Slowik stated it is his understanding the state will go live no matter what. Director Kohfield advised procedures will be in place prior to activating this capability.
- **SWOT Analysis** – Director Kohfield had created a SWOT (strengths, weaknesses, opportunities, and threats) analysis from her first 6 months on her own accord to help drive certain pathways and provided the Board with a summary of the analysis.
- **State Audit** – is mostly complete and the State Auditor's office will be scheduling a briefing which the Board are invited to attend. Commissioner Tremml advised if the Auditor's briefing was not scheduled during a regular board meeting, she would attend when available.

## **2) Rep. Dave Paul – Microwave Broadband Funding**

Director Kohfield stated ICOM would be submitting an application mid-February to fund new/upgraded radio microwave broadband equipment. Fire Commissioner Tremml offered for Director Kohfield to reach out with any needs, or let her know if Camano Fire can submit a letter of support.

## **3) Additional Funding Streams**

Director Kohfield is researching additional funding streams such as tourist tax and 1 10<sup>th</sup> of 1% tax. Commissioner Johnson stated ICOM would be eligible to apply for the tourist tax and recommended reading more about it.

Concerning the 1 10<sup>th</sup> of 1%, County Commissioner Johnson requested an updated Mission Statement and Strategic Plan before asking the public for more funds. Fire

Commissioner Trembl agreed. Police Chief Dresker requested in addition to the strategic plan, could ICOM provide required deadlines as well. Chairman Felici suggested several of these items may be resolved at the same time ICOM obtains ACE Accreditation and other levels of achievement.

#### **Miscellaneous**

County Commissioner Johnson requested more information on 988 mental health and how that works on the Island. Director Kohfield advised there are three (3) call centers in the state of Washington and calls are directed by area code. County Commissioner Johnson requested more information on redundancy and how to forward calls to proper resources. Director Kohfield advised that this is a hot topic across the state and will provide more with a future presentation.

#### **IV. NEW BUSINESS**

**A. Action:** Financial Activity-Review and Approve items A.1-A.3 as listed below

**1. Accounts Payable (752 FUND): December 1, 2022 – December 31, 2022**

Opening balance:	\$ 634,496.62
Revenues:	\$ 320,035.32
Expenditures:	<u>\$ 369,666.69</u>
Ending balance:	\$ 584,865.25

**2. Payroll Account: December 1, 2022 – December 31, 2022**

Opening balance:	\$ 120,172.42
Revenues:	\$ 168,184.52
Expenditures:	<u>\$ 160,139.38</u>
Ending balance:	\$ 128,217.56

Checks cleared: #2202-2203, 2205 \$ 53,153.09

**3. Petty Cash Account: December 1, 2022 – December 31, 2022**

Opening balance:	\$ 2,500.04
Revenues:	\$ 0.04
Expenditures:	<u>\$ 0.00</u>
Ending balance:	\$ 2,500.08

Check cleared: None.

**Motion:** County Commissioner Trembl made a motion to approve the financials in A.1 – A.3. Chairman Felici entertained the motion; Fire Chief Merrill 2<sup>nd</sup>. Motion carried 7 – 0.

**B. ICOM Financials: January 1, 2022 through December 31, 2022**

<b>Beginning Balance (1/1/2022)</b>	<b>Revenues</b>	<b>Expenses</b>	<b>Net Balance</b>	<b>% of Budgeted Expenses</b>
\$534,514	\$3,750,208	\$3,797,657	\$487,065	103%

**C. ICOM Guild Negotiations *Executive Session per R.C.W. 42.30.11(g)***

At 1:55 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 20 minutes to discuss Guild negotiations.

At 2:05 P.M., the Board extended executive session by 20 minutes to continue Guild negotiation discussions.

At 2:25 P.M., the Board extended executive session by 10 minutes to continue Guild negotiation discussions.

At 2:35 P.M., the Board extended executive session by 10 minutes to continue Guild negotiation discussions.

At 2:45 P.M., the Board extended executive session by 15 minutes to continue Guild negotiation discussions.

At 3:00 P.M., the Board extended executive session by 10 minutes to continue Guild negotiation discussions.

At 3:10 P.M., the Board extended executive session by 10 minutes to continue Guild negotiation discussions.

At 3:13 P.M., the Board exited executive session. No action was taken.

**D. Vote for Board Chairman and Vice Chair**

**Motion:** Fire Commissioner Treml made a motion for Chairman Felici and Vice Chairman Merrill to remain in their current positions. Chairman Felici entertained the motion. County Commissioner Treml 2<sup>nd</sup> the motion. Motion carried 7 – 0.

**E. Vote for Alternate Meeting Dates**

ICOM Board members to vote on acceptance of proposed alternate meeting dates as follows:

- 1) July 17<sup>th</sup>;
- 2) September 18<sup>th</sup>; and
- 3) November 20<sup>th</sup>

Board agreed to accept new proposed meeting dates per email circulated earlier. No action necessary.

**F. Operations Manager Job Description**

The Board reviewed the Operations Manager Job Description. Director Kohfield provided a brief summary of the position, the plan to advertise, and hiring process. Chairman Felici offered to sit in on interviews.

**V. OLD BUSINESS**

**A. Spillman Access – *cont.***

No longer needed to be discussed (other technology was the solution).

**VI. VARIA**

None.

**VII. ADJOURN**

Vice Chairman Merrill made a motion to adjourn. County Commissioner Johnson 2<sup>nd</sup>. All in favor. Motion carried 7 – 0. Meeting adjourned at 3:23 PM.

*Conclusion.*



Signature:

Chairman, ICOM Board of  
Directors

## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors *alternate* meeting was held:

Date: **Monday, January 9, 2023**

Time: **1:00 PM**

Place: **Oak Harbor Police Department, Conference Room  
860 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*

**Sheriff Rick Felici, Chairman**

*One Administrative Officer of the Hospital District:*

**EMS Director Chris Tumblin**

*Chief of Police who will represent the Police Departments of Langley, Coupeville, and Oak Harbor:*

**Chief Kevin Dresker, Oak Harbor Police Department**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*

**Savannah Erickson, Commissioner**

*One elected official to represent the participating Camano Island Fire and Rescue District:*

**Janice Trembl, Fire Commissioner Chair**

*ICOM:*

**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Vice Chairman, Fire Chief – Oak Harbor Fire Department**

**Tony Slowik, Captain – Oak Harbor Police Department**

**Marv Koorn, Fire Commissioner – North Whidbey Fire and Rescue**

**Paul Messner, Fire Commissioner - Central Whidbey Fire and Rescue**



**Public Present:**

**Kim Williams, Camano Fire Commissioner**

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:** Chairman Felici called the meeting to order at 12:59 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Felici asked the Board to review the agenda and meeting minutes.

**Motion:** Police Chief Dresker made a motion to approve the Agenda. Chairman Felici entertained the motion; Fire Commissioner Trembl 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

**III. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report** – None.

**C. Member Report**

2. **LawTAC** – None.

3. **FireTAC** – None.

**D. Technical Advisory Committee Report(s)** – None.

**E. Director's Report**

**1) Personnel Update**

Director Kohfield circulated the Director's Report with updated staffing levels as: 2 Supervisors, 8 Full-time, 4 Part-time, 4 trainees, and 4 Administration personnel.

Highlights of the Director's Report included:

- Motorola Console Project: progress update - final acceptance/completion 1/5/23
- Dispatch Trainee academy-style training class started January 9<sup>th</sup>.
- ICOM's bi-annual audit – is mostly complete and the State Auditor's office will be scheduling a briefing which the Board are invited to attend.  
Commissioner Trembl advised if the Auditor's briefing was not scheduled during a regular board meeting, she would attend when available.
- RAADAR, CAD-Lite, and Broadband

**2) KUDOS!**

- Washington Traffic Safety – Target Zero. Dispatcher Alex participated as a delegated dispatcher to law enforcement for two events in December.

- ICSO recognized Dispatcher Colby and Megan for their outstanding performance and going above and beyond during a critical call.
- ICOM staff including Dispatch Supervisors, Radio team and IT did a great job transforming the Conference Room for the training academy.

### 3) RAADER

Allows a view-only of CAD, radios or nature calls. The ICOM CAD sends information to the system and RAADER is a central holding center. This could assist IPCW or Fire look at fallen trees. RAADER is not system specific so anyone can help. Director Kohfield advised Skagit 911 is not enrolled as of yet. Pierce, Snohomish and King are currently using. Benefits are the program is free and a real-time platform.

### 4) NoahNet – NextGen 911 Capabilities

NoahNet is a potential replacement for ICOM's Comcast ethernet fiber connection. NoahNet should have reduced rates with the same quality of Comcast.

Chief Dresker reminded the Board all agencies are supposed to be P25 compliant by 2025, and he is looking at migrating earlier. Fire Commissioner Treml requested the other agencies notify the Board when they are going to convert to P25 so all agencies were aware and could plan accordingly.

Chief Dresker inquired if 1/10<sup>th</sup> of 1% may be applicable or if there was federal grant funding available. Director Kohfield advised ICOM was researching potential grants.

Chief Dresker suggested possibly Captain Slowik could compile a workgroup to assess possible issues and recommend how to obtain the P25 migration goal.

## IV. NEW BUSINESS

### A. Action: Financial Activity-Review and Approve items A.1-A.3 as listed below

#### 1. Accounts Payable (752 FUND): November 1, 2022 – November 30, 2022

Opening balance:	\$	481,348.22
Revenues:	\$	332,288.98
Expenditures:	\$	<u>179,140.58</u>
Ending balance:	\$	634,496.62

#### 2. Payroll Account: November 1, 2022 – November 30, 2022

Opening balance:	\$	150,756.97
Revenues:	\$	81,277.03
Expenditures:	\$	<u>111,861.58</u>
Ending balance:	\$	120,172.42

Checks cleared: #2183, 2197-2198 \$ 14,993.28

**3. Petty Cash Account: November 1, 2022 – November 30, 2022**

Opening balance:	\$	2,500.00
Revenues:	\$	0.04
Expenditures:	\$	<u>0.00</u>
Ending balance:	\$	2,500.04

Check cleared: None.

**Motion:** Fire Commissioner Treml made a motion to approve the financials in A.1 – A.3. Chairman Felici entertained the motion; Fire Commissioner Messner 2<sup>nd</sup>. Motion carried 6 – 0.

**B. ICOM Financials: January 1, 2022 through November 30, 2022**

<b>Beginning Balance (1/1/2022)</b>	<b>Revenues (to Date)</b>	<b>Expenses (to Date)</b>	<b>Net Balance</b>	<b>% of Budgeted Expenses to Date</b>
\$1,199,514	\$2,824,365	\$3,389,382	\$634,497	92.1%



**C. ICOM Guild Negotiations *Executive Session per R.C.W. 42.30.11(g)***

At 1:34 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 15 minutes to discuss Guild negotiations.

At 1:49 P.M., the Board extended executive session by 30 minutes to continue Guild negotiation discussions.

At 2:19 P.M., the Board exited executive session. No action was taken.

**V. OLD BUSINESS**

**A. Review Funding for Operations Assistant**

Director Kohfield briefed the Board the proposed 2023 Budget with the consideration for the salary to support this position. The Board agreed the position was valuable, however union negotiations have not been resolved and they asked Director Kohfield to assess which administrative openings were most needed in the near future. The Board unanimously agreed to remove the Operations Assistant discussion from the agenda at this time.

**B. Spillman Access – *cont.***

Continued Board discussion on Spillman Access for requesting independent persons and potential options. No action was taken at this time.

**VI. VARIA**

None.

**VII. ADJOURN**

Vice Chairman Merrill made a motion to adjourn. Fire Commissioner Koorn 2<sup>nd</sup>. All in favor. Motion carried 6 – 0. Meeting adjourned at 2:33 PM.

*Conclusion.*



Signature:

Chairman, ICOM Board of  
Directors

## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, December 5, 2022**  
Time: **1:00 PM**  
Place: **Oak Harbor Police Department, Conference Room  
860 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*One Administrative Officer of the Hospital District:*  
**EMS Director Chris Tumblin**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Paul Messner, Fire Commissioner for Central Whidbey Fire and Rescue**

*One elected official to represent the participating Camano Island Fire and Rescue District:*  
**Janice Trembl, Fire Commissioner Chair**

*ICOM:*  
**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Vice Chairman, Fire Chief – Oak Harbor Fire Department**  
**Tony Slowik, Captain – Oak Harbor Police Department**  
**Marv Koorn, Fire Commissioner – North Whidbey Fire and Rescue**

#### **Public Present:**

**Kim Williams, Camano Fire Commissioner**

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:** Chairman Felici called the meeting to order at 12:58 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Felici asked the Board to review the agenda and meeting minutes.

**Motion:** Fire Commissioner Treml made a motion to approve the Agenda and Board Meeting Minutes from November 7, 2022. Chairman Felici entertained the motion; Fire Chief Merrill 2<sup>nd</sup> with the revision to correct his title from Fire Commissioner to Fire Chief. All approved, Motion carried 7 – 0.

**III. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report** – None.

**C. Member Report**

2. **LawTAC** – None.

3. **FireTAC** – None.

**D. Technical Advisory Committee Report(s)** – None.

**E. Director's Report**

**1) Personnel Update**

Director Kohfield circulated the Director's Report with updated staffing levels as: 2 Supervisors, 8 Full-time, 4 Part-time, 0 trainees, and 4 Administration personnel. ICOM will hold a training class the beginning of January, and this is the first time we are scheduled to run 4-6 weeks.

Highlights of the Director's Report included:

- dispatch staff anniversaries
- ECW Callworks update
- Website visitor activity report
- KUDOS! Including the Chaplains bringing a Thanksgiving meal to staff and OHHS writing a Thank You card to Dispatch on 11/15/22.

**2) Dispatch Lights**

Director Kohfield updated the Board that the lighting in Dispatch continues to be an issue. ICOM will put it out for bid in January/February and update the Board with those responses.

**3) Representative Dave Paul**

Director Kohfield and Captain Slowik have a meeting with Rep. Dave Paul to discuss funding options for radios and tower microwaves. Director Kohfield will keep the Board apprised.

**4) MOU re Double-Overtime**

Captain Slowik inquired if the MOU concerning double-overtime was still in effect. Director Kohfield stated it was and that ICOM and the Guild have a 30 day notice to exit the MOU.

**Motion:** Captain Slowik made a motion for Director Kohfield to serve the Guild with a letter providing the Guild 30 days notice of exiting the MOU. Chairman Felici entertained the motion; Fire Chief Merrill 2<sup>nd</sup>. All approved, Motion carried 7 – 0.

**IV. NEW BUSINESS**

**A. Action:** Financial Activity-Review and Approve items A.1-A.3 as listed below

**1. Accounts Payable (752 FUND): October 1, 2022 – October 31, 2022**

Opening balance:	\$ 723,713.43
Revenues:	\$ 78,615.81
Expenditures:	<u>\$ 320,981.02</u>
Ending balance:	\$ 481,348.22

**2. Payroll Account: October 1, 2022 – October 31, 2022**

Opening balance:	\$ 38,446.25
Revenues:	\$ 183,724.96
Expenditures:	<u>\$ 71,414.24</u>
Ending balance:	\$ 150,756.97

Checks cleared: #2179, 2181-2182 \$ 24,970.41

**3. Petty Cash Account: October 1, 2022 – October 31, 2022**

Opening balance:	\$ 2,328.46
Revenues:	\$ 495.92
Expenditures:	<u>\$ 324.38</u>
Ending balance:	\$ 2,500.00

Check cleared: #2266, 2269 \$324.38

**Motion:** Fire Commissioner Trembl made a motion to approve the financials in A.1 – A.3. Chairman Felici entertained the motion; Fire Commissioner Messner 2<sup>nd</sup>. Motion carried 7 – 0.

**B. ICOM Financials: January 1, 2022 through October 31, 2022**

<b>Beginning Balance (1/1/2022)</b>	<b>Revenues (to Date)</b>	<b>Expenses (to Date)</b>	<b>Net Balance</b>	<b>% of Budgeted Expenses to Date</b>
\$1,199,514.02	\$2,465,822.59	\$3,210,241.37	\$455,095.24	86.5%

**C. Review Job Description for Operations Assistant**

Director Kohfield briefed the Board on the job duties and benefits to support ICOM administration and Dispatch Supervisors in the long run. Chairman Felici inquired where the funding for this position would be derived from. Director Kohfield advised there was an unfilled administrative position that we could use funding from. The Board agreed the position appeared valuable, however they would hold off on voting at this time until the 2023 Budget could be finalized.

**D. Spillman Access – cont.**

Continued Board discussion on Spillman Access for requesting independent persons. Captain Slowik inquired if there was a mobile view only that could assist the independent parties seeking access to Spillman. At this time, there is not. Fire Chief Messner recommended a presentation about the options Spillman offered, or independent companies that may have something similar. Director Kohfield advised we will continue to research options.

**E. ICOM Guild Negotiations *Executive Session per R.C.W. 42.30.11(g)***

At 1:42 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 10 minutes to discuss Guild negotiations.

At 1:57 P.M., the Board extended executive session by 10 minutes to continue Guild negotiation discussions.

At 2:07 P.M., the Board extended executive session by 15 minutes to continue Guild negotiation discussions.

At 2:21 P.M., the Board exited executive session.

**Motion:** Captain Slowik made a motion for non-Guild employees to receive a 3% wage increase. Chairman Felici entertained the motion; Fire Commissioner Trembl 2<sup>nd</sup>, with the caveat to revisit this issue when Guild negotiations are complete. 6 Members approved, 1 Member opposed; Motion carried 6 – 0.



**V. VARIA**

Fire Commissioner Trembl requested the Board discuss the date and method to hold Director Kohfield's six month evaluation. Chairman Felici advised he can conduct the Director's evaluation.

**VI. ADJOURN**

Vice Chairman Merrill made a motion to adjourn. Fire Commissioner Erickson 2<sup>nd</sup>. All in favor. Motion carried 7 – 0. Meeting adjourned at 1:54 PM.

*Conclusion.*



Signature:

  
Chairman, ICOM Board of  
Directors

## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, November 7, 2022**  
Time: **1:00 PM**  
Place: **Oak Harbor Police Department, Conference Room  
860 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Chairman**

*Island County Commissioner's Office:*  
**Jill Johnson, Commissioner**

*One Administrative Officer of the Hospital District:*  
**EMS Director Chris Tumblin**

*Chief of Police who will represent the Police Departments of Langley, Coupeville,  
and Oak Harbor:*  
**Chief Kevin Dresker, Oak Harbor Police Department**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a  
city Fire Department:*  
**Paul Messner, Fire Commissioner for Central Whidbey Fire and Rescue**

*One elected official to represent the participating Camano Island Fire and Rescue  
District:*  
**Janice Trembl, Fire Commissioner Chair**

*ICOM:*  
**Sofia Kohfield, Executive Director**

**Alternate Members Present:**

**Ray Merrill, Vice Chairman, Fire Chief** – Oak Harbor Fire Department  
**Tony Slowik, Captain** – Oak Harbor Police Department  
**Marv Koorn, Fire Commissioner** – North Whidbey Fire and Rescue  
**Savannah Erickson, Commissioner** - South Whidbey Fire/EMS

**Public Present:**

**Kim Williams, Camano Fire Commissioner**

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:** Chairman Felici called the meeting to order at 1:00 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Felici asked the Board to review the agenda and meeting minutes.

**Motion:** Commissioner Johnson made a motion to approve the Agenda and Board Meeting Minutes from October 17, 2022. Chairman Felici entertained the motion; Fire Commissioner Merrill 2<sup>nd</sup>. All approved, Motion carried 7 – 0.

**III. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report** – None.

**C. Member Report**

1. Commissioner Janice Treml expressed her appreciation for Director Kohfield and her efforts to fix the Gremlin that was in plans for CAD.

Commissioner Treml further introduced Fire Commissioner Kim Williams whom was present at the meeting and next in line as the Alternate Board Member for Camano Island Fire and Rescue.

2. **LawTAC** – None.

3. **FireTAC** – None.

**D. Technical Advisory Committee Report(s)** – None.

**E. Director's Report**

**1) Personnel Update**

Director Kohfield circulated the Director's Report with updated staffing levels as: 2 Supervisors, 8 Full-time, 3 Part-time, 1 trainee, and 4 Administration personnel.

The trainee is a lateral from Skagit which we anticipate will be released in the near future. Lastly, ICOM is in the midst of a recruitment boost and is preparing for a training class in December.

**2) IAmResponding**

There was an IAmResponding alert on Friday evening due to severe winds and staff responded appropriately. And the team handled the storm very well.

**3) Director Nominated for WA Association of Sheriffs & Police Chiefs**

Langley Police Chief Tavier Wasser nominated Executive Director Sofia Kohfield to be a member of the Washington Association of Sheriffs & Police Chiefs, which one can only join by nomination.

**4) WA State Audit**

ICOM continues to work on our bi-annual state audit for 2020 – 2021. We are in the process and expect the audit to continue through late November.

**5) ECW Callworks**

Motorola ECW will begin the process to enable text to 9-1-1.

Commissioner Johnson asked whether ICOM and the County share GIS support when updating county maps. Director Kohfield informed the Board that ICOM contracts with Lynn Palmer for GIS assistance. Both agreed it would be worth researching the interoperability between the County and ICOM.

**6) KUDOS to Staff!**

Director Kohfield directed the Board's attention to the KUDOS! To staff section of the Director's Report. Several highlights include: elliptical equipment and a new treadmill for Dispatch; the ICOM at OHPD Citizen Academy; and ICOM at NWF&R Halloween event.

**IV. NEW BUSINESS**

**1. ICOM Guild Negotiations *Executive Session per R.C.W. 42.30.11(g)***

At 1:14 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 15 minutes to discuss Guild negotiations.

At 1:29 P.M., the Board extended executive session by 15 minutes to continue Guild negotiation discussions.

At 1:44 P.M., the Board came out of executive session.

V. **VARIA**

A. **Board Meeting Dates in 2023**

Fire Commissioner Erickson noticed the scheduled Board meeting dates (regular and alternate) were both on a holiday and proposed meeting **Monday, January 9, 2023** instead.

**Motion:** Chief Dresker made a motion to hold the January, 2023 meeting on January 9, 2023. Chairman Felici entertained the motion; Fire Chief Merrill 2<sup>nd</sup>. All approved, Motion carried 7 – 0.

B. **Spillman Access**

Department of Emergency Management and Public Works have submitted Spillman Access forms to monitor emergencies and track road crew activity. Chief Merrill stated some fire departments will remove trees, while others rely on Public Works. The Board entered open discussions on the best practices to eliminate double-efforts in managing roadways. Chairman Felici requested additional time to connect with the Department of Emergency Management and Public Works to discuss the best, and most necessary, resolution moving forward.

VI. **ADJOURN**

Vice Chairman Merrill made a motion to adjourn. Fire Commissioner Erickson 2<sup>nd</sup>. All in favor. Motion carried 7 – 0. Meeting adjourned at 1:54 PM.

*Conclusion.*



Signature:

  
Chairman, ICOM Board of  
Directors

## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, October 17, 2022**  
Time: **1:00 PM**  
Place: **Oak Harbor Police Department, Conference Room  
860 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*

**Sheriff Rick Felici, Chairman**

*One Administrative Officer of the Hospital District:*

**EMS Director Chris Tumblin**

*Chief of Police who will represent the Police Departments of Langley, Coupeville, and Oak Harbor:*

**Chief Kevin Dresker, Oak Harbor Police Department**

*One elected official to represent the participating Camano Island Fire and Rescue District:*

**Janice Treml, Fire Commissioner Chair**

*ICOM:*

**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Vice Chairman, Fire Chief – Oak Harbor Fire Department**

**Tony Slowik, Captain – Oak Harbor Police Department**

**Savannah Erickson, Commissioner - South Whidbey Fire Department**

#### **Public Present:**

None.

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:** Chairman Felici called the meeting to order at 1:04 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Felici asked the Board to review the agenda and meeting minutes.

**Motion:** Chief Dresker made a motion to approve the Agenda and Board Meeting Minutes from September 19, 2022. Chairman Felici entertained the motion; Fire Commissioner Erickson 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

**III. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report**

Chairman Felici expressed his appreciation for the ICOM 25<sup>th</sup> Anniversary, and noticed how the culture at ICOM has already changed under Director Kohfield's leadership.

**C. Member Report**

**1. LawTAC** – None.

**2. FireTAC** – Vice Chairman Merrill advised there was an update to the recent data sharing Resolution; which prompted Chairman Felici to adopt the change and sign the revised Resolution #22-04/17-06(2).

**D. Technical Advisory Committee Report(s)** – None.

**E. Director's Report**

**1) Personnel Update**

Director Kohfield circulated the Director's report. Current staffing levels are: 2 Supervisors, 8 Full-time, 2 Part-time, and 4 Administration personnel. The two (2) lateral hires are currently in training. One is a return hire to ICOM, and the other is from Skagit 911. We currently have one applicant in the onboarding process and will expect some interest from the Anniversary celebration.

**2) Motorola Console Upgrade**

Dispatch staff continue to stagger times on the updated consoles and continue to learn the upgraded radios. Our radio team continue to troubleshoot any radio issues to improve performance for our center and emergency personnel.

Judy Hill will be attending a Motorola training program specifically designed for this upgrade, and will be able to implement that learning upon her return.

### **3) Recruiting Efforts**

ICOM remains 4 FTEs short of our annual goal. Through the Anniversary celebration, ICOM post cards and the High School Career Fair we hope to boost our recruiting efforts.

### **4) Supervisor Leadership Courses**

Executive Director Kohfield and both Dispatch Supervisors are scheduled to attend a leadership course to prevent dispatcher burnout, improve healthy emotional communications and positive leadership skills. The class was sponsored by King County and made available to Director Kohfield with a recent connection she had with their department.

### **5) Active Shooter**

The Sandy Hook lead investigator has a training company and was willing to come host an active shooter class in Spring of 2023. Chairman Felici asked that the course and the materials be reviewed to ensure it correlates with the County's current teachings.

### **6) WA State Audit**

ICOM is undergoing our bi-annual state audit for 2020 – 2021. We are in the process and expect the audit to continue through mid to late November.

### **7) APCO State Conference take-a-ways**

Director Kohfield shared several highlights from sessions she attended including:

- WA State is the 2<sup>nd</sup> state in the country for a 9.0 earthquake and highly susceptible to tsunamis and volcanic activity.
- Island County alone has 7 tsunami warning sirens out of the 121 that WA State has on the coastline (Camano Island has two alone).
- During the great ShakeOut out 10/20 at 10:20 am there are supposed to test the Tsunami warning sirens which is on a Thursday. They are typically checked on Mondays.
- October is cyber security awareness. Nino has double-checked our system and firewalls. This is a good reminder to all other agencies to be proactive.
- Recruitment and Retention Strategies which is needed by everyone at this current time.
- Building relationships with several people from around the state such as state DEM, numerous directors, and potential vendors for the future.

### **8) ICOM Tours & 25<sup>th</sup> Anniversary Celebration**

ICOM's 25<sup>th</sup> Anniversary celebration was a success and had approximately 25 public request a tour, which entailed an informative tour in the front lobby and Q & A



session by the public. ICOM's website will allow for future tours by the public at their request.

**9) KUDOS to Staff!**

The Whidbey Times published an article detailing the job duties of a 911 Dispatcher and the history of ICOM and recognizing the nature of 911 Dispatchers and their recognition of being everyday heroes.

The ICOM entryway is changing as a new display of ICOMs employees, and the logo has been installed.

Director Kohfield and Jo attended the Home Depot Safety Fair.

**10) Virtual Server Capital Project**

Director Kohfield advised the Board that ICOM has received some equipment to date.

Question: Fire Chief Merrill asked whether the redundancy in the system would be eliminated with this conversion? Director Kohfield advised she will consult with Nino and provide an update.

**IV. NEW BUSINESS**

**A. Action: Financial Activity-Review and Approve items A.1-A.3 as listed below**

**1. Accounts Payable (752 FUND): September 1, 2022 – September 30, 2022**

Opening balance:	\$ 1,066,403.86
Revenues:	\$ 531,758.32
Expenditures:	<u>\$ 874,448.75</u>
Ending balance:	\$ 723,713.43

**2. Payroll Account: September 1, 2022 – September 30, 2022**

Opening balance:	\$ 96,730.88
Revenues:	\$ 103,932.85
Expenditures:	<u>\$ 162,217.48</u>
Ending balance:	\$ 38,446.25

Checks cleared: #2174-2178 \$ 34,739.30

**3. Petty Cash Account: September 1, 2022 – September 30, 2022**

Opening balance:	\$ 2,310.67
Revenues:	\$ 189.33
Expenditures:	<u>\$ 171.54</u>
Ending balance:	\$ 2,328.46

Check cleared: #2268,2271-2272 \$171.54

**Motion:** Fire Chief Merrill made a motion to approve the Financial Activity listed in A.1 – A.3 for September, 2022. Chairman Felici entertained the motion; Fire Commissioner Treml 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

**B. ICOM Financials: January 1, 2022 through September 30, 2022**

Revenues	Expenses	Net Balance	% of Budgeted Expenses to Date
\$1,597,430	\$874,448	\$722,982	82%

**VARIA**

**1. ICOM Guild Negotiations** *Executive Session per R.C.W. 42.30.11(g)*

At 1:33 P.M., the Board went into executive session per R.C.W. 42.30.110(1)g for 15 minutes to discuss Guild negotiations.

At 1:48 P.M., the Board came out of executive session.

**2. Board Meeting Dates in 2023**

Fire Commissioner Erickson noticed the scheduled Board meeting dates (regular and alternate) were both on a holiday and proposed meeting **Monday, January 9, 2023** instead.

**VI. ADJOURN**

Vice Chairman Merrill made a motion to adjourn. Fire Commissioner Erickson 2<sup>nd</sup>. All in favor. Motion carried 6 – 0. Meeting adjourned at 1:54 PM.

*Conclusion.*



Signature:

  
Chairman, ICOM Board of  
Directors

## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, September 19, 2022**

Time: **1:00 PM**

Place: **Oak Harbor Police Department, Conference Room  
860 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*

**Sheriff Rick Felici, Chairman**

*One Administrative Officer of the Hospital District:*

**EMS Director Chris Tumblin**

*Chief of Police who will represent the Police Departments of Langley, Coupeville, and Oak Harbor:*

**Chief Kevin Dresker, Oak Harbor Police Department**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*

**Paul Messner, Fire Commissioner for Central Whidbey Fire and Rescue**

*One elected official to represent the participating Camano Island Fire and Rescue District:*

**Janice Treml, Fire Commissioner Chair**

*ICOM:*

**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Vice Chairman, Fire Chief – Oak Harbor Fire Department**

**Tony Slowik, Captain – Oak Harbor Police Department**

**Savannah Erickson, Commissioner - South Whidbey Fire Department**

**Public Present:**

None.

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:** Chairman Felici called the meeting to order at 1:00 PM.

**II. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Felici asked the Board to review the agenda and meeting minutes.

**Motion:** Vice Chairman Merrill made a motion to approve the Agenda and Board Meeting Minutes from August 1, 2022. Chairman Felici entertained the motion; Fire Commissioner Trembl 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

**IV. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report** – None.

**C. Member Report**

**1. LawTAC** – None.

**2. FireTAC** – Vice Chairman Merrill provided a brief update that there was discussion on responses for when trees were down, potential EMS natures that could involve the Priority Dispatch codes and a brief discussion on EMT classes.

**3. Camano Fire** –

Fire Commissioner Trembl valued ICOM's attendance at the Camano Emergency Preparedness fair on September 10<sup>th</sup>, and advised the event was a success.

**4. ICOM** –

Executive Director Sofia Kohfield expressed her appreciation to the Fire Chiefs of Island County for contributing \$500 to the ICOM 25<sup>th</sup> Anniversary celebration.

**D. Technical Advisory Committee Report(s)** – None.

**E. Director's Report**

**1) Personnel Update**

Director Kohfield circulated the Director's report. Current staffing levels are: 2 Supervisors, 8 Full-time, 2 Part-time, and 4 Administration personnel. The two (2) trainees voluntarily left the training program: One returned to the nursing field and the second decided the job duties and schedule were not right for her. We currently

have two applicants in the onboarding process and will be promoting our openings at the Anniversary celebration.

## **2) Motorola Console Upgrade**

The Director's report showed a picture of the progress that our Radio team has made on the dispatch consoles. We have four (4) consoles that went live with the new Motorola radios. We continue to improve and troubleshoot issues that arise.

Dispatch staff are staggering times on the updated consoles and continue to learn the upgraded radios. Our goal is to have all 8 consoles upgraded by the end of November.

Fire Commissioner Erickson asked if emergency responders will have improved radio communications? Director Kohfield advised JJ and Judy have been fine-tuning the radios to maximize their performance.

Chief Dresker asked whether agencies can be tied together? Director Kohfield replied yes there is a patching capability.

Fire Commissioner Messner inquired if ICOM could hear the USCG on our channels. Director Kohfield advised we could not on our current set up, however looking at an option where we can "monitor" only the channel on the new consoles.

## **3) ICOM's 25<sup>th</sup> Anniversary**

The 25<sup>th</sup> Anniversary celebration shall take place on September 26<sup>th</sup>, beginning at 4:00 PM for the public and 5:30 PM for all agencies. We will have guided tours for the public and a BBQ for all emergency personnel. ICOM will promote public education through written materials, public tours and Q & A sessions. We also promoted rebranding on our website and hand-out materials which has helped recruitment efforts. Additionally, ICOM purchased challenge coins with the new rebranding.

## **4) ICOM Website Traffic**

Director Kohfield provided a graph to reflect the increase in public traffic to our website. Fire Commissioner Erickson inquired if we knew which pages were visited most often and an average of how long the visits lasted. Director Kohfield advised the data did not reflect those specific questions, but she would investigate how to retrieve more data like that.

## **5) KUDOS to Staff!**

Director Kohfield informed the Board that during the plane crash, dispatchers answered 24 calls within 2 ½ minutes.

Director Kohfield shared a message that came in from Whidbey Health on a recent Dispatcher Assisted CPR (DACPR) call where seconds mattered.

Dispatch Supervisor Kimberli May celebrated her 12<sup>th</sup> work anniversary.

**V. NEW BUSINESS**

**A. Duties of Board Members**

Fire Chief Merrill advised his office will move forward with converting the Interlocal Agreement and Bylaws into a workable product from the PDF version which currently exists. Jo Bower offered to try a conversion software she has in office and will update the board on those efforts.

**VI. VARIA**

None.

**VII. ADJOURN**

Vice Chairman Merrill made a motion to adjourn. Chief Dresker 2<sup>nd</sup>. All in favor. Motion carried 6 – 0. Meeting adjourned at 1:42 PM.

*Conclusion.*



Signature:

  
Interim Chairman, ICOM  
Board of Directors

## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, August 1, 2022**

Time: **1:00 PM**

Place: **Oak Harbor Police Department, Conference Room  
860 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Sheriff Department:*

**Sheriff Rick Felici, *Interim* Chairman**

*One Administrative Officer of the Hospital District:*

**EMS Director Chris Tumblin**

*Chief of Police who will represent the Police Departments of Langley, Coupeville, and Oak Harbor:*

**Chief Kevin Dresker, Oak Harbor Police Department**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*

**Paul Messner, Fire Commissioner for Central Whidbey Fire and Rescue**

*One elected official to represent the participating Camano Island Fire and Rescue District:*

**Janice Treml, Fire Commissioner Chair**

*ICOM:*

**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, *Interim* Vice Chairman, Fire Chief – Oak Harbor Fire Department**

**Tony Slowik, Captain – Oak Harbor Police Department**

**Savannah Erickson, Commissioner - South Whidbey Fire Department**

**Public Present:**

Roger Meyers, *Chairman (ret.)*  
Nino Olalia, Technical Systems Manager  
John Jenkins, Sr. Radio Engineer

Notes by: Jo Bower, Executive Assistant

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**I. CALL TO ORDER:** *Interim* Chairman Felici called the meeting to order at 1:00 PM.

**II. Presentation – Certificate of Achievement to Roger Meyers, *Chairman (ret.)***

*Interim* Chairman Felici announced ICOM has been in operations for twenty-five (25) years and recognized the changes along the way. Former Chairman Meyers was a valuable participant and member of the Board for a significant amount of time. *Interim* Chairman Felici presented Mr. Meyers with a coin, memorabilia and Certificate of Appreciation for his role on the Board of Directors. Several members gifted items to Mr. Meyers and the public expressed their gratitude for his service.

**III. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

*Interim* Chairman Felici asked the Board to review the agenda and meeting minutes.

**Motion:** Fire Commissioner Treml made a motion to approve the Agenda and Board Meeting Minutes from July 18, 2022, with the adjustment to include voting for an *Interim* Vice Chairman under “Varia”. *Interim* Chairman Felici entertained the motion with the adjustment; Fire Commissioner Merrill 2<sup>nd</sup>. All approved, Motion carried 6 – 0.

**IV. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report**

*Interim* Chairman Felici explained his absence from the last Board meeting and appreciated the members stepping up.

**C. Member Report**

1. **LawTAC** – None.

2. **FireTAC** – None.



**D. Technical Advisory Committee Report(s) – None.**

[1:05 PM Fire Commissioner Erickson arrived.]

**E. Director's Report**

**1) Personnel Update**

Director Kohfield circulated the Director's report. Current staffing levels are: 2 Supervisors, 8 Full-time, 2 Part-time, and 4 Administration personnel. We currently have one dispatch trainee, and no applicants at this time.

Chief Dresker questioned how many full-time dispatcher positions ICOM was budgeted for. Director Kohfield answered 14 full-time positions and stated we have boosted recruiting efforts and anticipate recruiting a few more that could be ready for training in October/November.

**2) Motorola Console Upgrade**

The Director's report showed a picture of the progress that our Radio team has made on the dispatch consoles. The consoles are still being configured and we are scheduled for live-testing in September.

**3) Camano Preparedness Fair -**

ICOM will be present at the Camano Preparedness Fair and we appreciate the invite from Camano Fire.

**4) ICOM's 25<sup>th</sup> Anniversary**

Director Kohfield informed the Board that the 25<sup>th</sup> Anniversary celebration is still in the planning phase. ICOM has several projects in the works to prepare for and circulate the advertisement for this event. More to come at the next Board meeting.

**V. NEW BUSINESS**

**A. Proposed Resolution #22-02: Establishing the 2023 Annual Budget**

The Board reviewed Resolution #22-02 and open discussion followed. Chief Dresker questioned the average percent of User Fee increase for 2023. Jo responded the increase is 4.3% from 2022 fees.

**Motion:** Fire Chief Merrill made a motion to approve Resolution #22-02 Establishing the 2023 Annual Budget. Fire Commissioner Trembl 2<sup>nd</sup> the motion. *Interim* Chairman Felici entertained the motion. All approved, Motion carried 7 – 0.

**B. Proposed Resolution #22-03: Guidelines for Operating Reserve Funds**

The Board reviewed Resolution #22-03 and entertained open discussions. Chief Dresker inquired as to the purpose and ultimate goal of the operating reserve. Jo advised the goal is to have an 'operating savings' so ICOM avoids invoicing user agencies when operating costs are higher than expected. Overall, the Board

agrees with the concept of an operating reserve and would like to see some changes made to the Resolution.

**Action:** Resolution #22-03 will be revised and readdressed by the Board at a later date.

**C. Proposed Resolution #22-04/Amendment to Resolution #17-06 (2): Data Sharing**

Director Kohfield provided history on Resolution #17-06 and what brought about the desired change through Resolution #22-04. Fire Chief Merrill agrees with data sharing between fire agencies only. All members present agreed to Resolution #22-04 with the specification that the Resolution specify “fire agencies only”.

**Motion:** Fire Commissioner Treml made a motion to approve Resolution #22-04/Amendment to Resolution #17-06 (2) with the verbal changes agreed to by the Board specifying “data sharing between fire agencies only without leadership approval”. Fire Commissioner Messner 2<sup>nd</sup> the motion. *Interim* Chairman Felici entertained the motion. All approved, Motion carried 7 – 0.

**VI. VARIA**

**A. Vote on *Interim* Vice Chairman**

Fire Commissioner Treml made the recommendation that Fire Chief Ray Merrill serve as *Interim* Vice Chairman until the regular elections are held in February, 2023.

**Motion:** Fire Commissioner Treml made a motion for Fire Chief Ray Merrill to serve as *Interim* Vice Chairman. Fire Commissioner Messner 2<sup>nd</sup>. *Interim* Chairman Felici entertained the motion; Chief Dresker 2<sup>nd</sup>. All approved, Motion carried 7 – 0.

**Action:** Fire ~~Commissioner~~<sup>CHIEF</sup> Ray Merrill shall serve as *Interim* Vice Chairman until the next regular voting session in February, 2023.

**B. Duties of Board Members - Executive Session per R.C.W. 42.30.110(g)**

The Board discussed what the specific job duties of the Chairman, Vice Chairman and Members should be. Chief Dresker recommended obtaining a copy of the Mission Statement and Job Description for the Director so that the Board of Directors could review several documents and decide what, if any, changes should be made. *Interim* Chairman Felici and *Interim* Vice Chairman Merrill agreed to review the job description.

Fire Commissioner Treml volunteered to work on the panel defining any job duties or roles of Board members.

Chief Dresker also recommended a review of all hiring contracts for ICOM and review/update current policies and procedures.

*Interim* Vice Chairman Merrill suggested the Interlocal Agreement and ByLaws could use a few updates to reflect current agency names and districts. He offered to convert the documents from PDF to a workable version for the convenience of making revisions since the originals are a hard copy only.

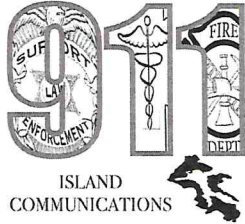
**C. Next Board Meeting**

Director Kohfield recommended in observation of Labor Day the Board meet on the alternate date of September 19<sup>th</sup>. All agreed.

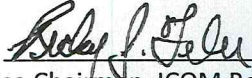
**VII. ADJOURN**

*Interim* Vice Chairman Merrill made a motion to adjourn. Fire Commissioner Trembl 2<sup>nd</sup>. All in favor. Motion carried 7 – 0. Meeting adjourned at 1:57 PM.

*Conclusion.*



Signature:

  
Vice Chairman, ICOM Board  
of Directors

## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, July 18, 2022**

Time: **1:00 PM**

Place: **Oak Harbor Police Department, Conference Room  
860 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*Island County Commissioner's Office:*  
**Jill Johnson, Commissioner**

*One elected official to represent the participating Camano Island Fire and Rescue District:*

**Janice Treml, Fire Commissioner Chair**

*ICOM Executive Director:*

**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Fire Chief** – Oak Harbor Fire Department  
**Tony Slowik, Captain** – Oak Harbor Police Department  
**Paul Messner, Commissioner** – Central Whidbey Fire Department  
**Chris Tumblin, Director** – WhidbeyHealth EMS

#### **Public Present:**

**Savannah Erickson, Commissioner** - South Whidbey Fire Department

Notes by: Jo Bower, Executive Assistant

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**Motion:** Commissioner Jill Johnson made a motion to appoint Fire Chief Ray Merrill to officiate the board meeting in the absence of Vice Chairman Rick Felici. All approved, Motion carried 5 – 0.

**CALL TO ORDER:** Fire Chief Ray Merrill called the meeting to order at 1:06 PM.

## **I. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Fire Chief Merrill asked the Board to review the agenda and meeting minutes.

**Motion:** Commissioner Jill Johnson made a motion to approve the Agenda and Board Meeting Minutes from June 21, 2022. Fire Chief Merrill entertained the motion; Fire Commissioner Janice Trembl 2<sup>nd</sup>. All approved, Motion carried 5 – 0.

## **II. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report** – None.

**C. Member Report** –

1. **LawTAC** – None.

2. **FireTAC**

Fire Chief Merrill informed the Board that the fire department leads have come to an agreement to update the Master Mutual Aid Resolution and agency data sharing information if that agency is on the same call so that all agencies can receive response times. Fire Commissioner Erickson mentioned it would be advantageous to receive EMS response times as well.

**D. Technical Advisory Committee Report(s)** – None.

**E. Director's Report**

1) **Personnel Update**

Director Kohfield circulated the Director's report in a new format. Current staffing levels are: 2 Supervisors, 8 Full-time, 2 Part-time, and 4 Administration personnel. We currently have two dispatch trainees, and 1 applicant in the onboarding process.

## 2) Motorola Console Upgrade

Director Kohfield directed the Board to the pictures of the before and after work progress that our Radio team has made on the dispatch consoles. The Motorola project progression is on track.

## 3) Dispatcher of the Quarter

Mitch Monroe (D117) has been recognized as the Dispatcher of the Quarter. Director Kohfield referenced the 2<sup>nd</sup> page of her Director's Report for a summary overview of the Mitch's employment and accomplishments.

## 4) Motorola Capital Project – Training for Dispatch Supervisors

Director Kohfield informed the Board that training for all of Dispatch is scheduled for the 2<sup>nd</sup> week of September.

## 5) ECW Equipment Grant

The application for Equipment grant funds for the Emergency CallWorks (ECW) has been solidified. ICOM will receive up to \$136,843 in reimbursement from the State. ICOM is matching 20% of the cost for this project.

### Text to 9-1-1

The added benefit of this upgrade is that Text to 9-1-1 will be a more efficient process when ICOM and the Board decide to go live. Currently, if ICOM moved forward with Text to 9-1-1, the dispatchers would have to open a new screen to view and process texts.

Director Kohfield recently met with the Director of Skagit 911 and viewed their Text to 9-1-1 system and how the calls integrated from ECW. It was Director Kohfield's recommendation that ICOM wait until this upgrade is implemented to begin Text to 9-1-1 operations. The Board agreed.

One member asked if video or picture images could be seen on Text to 9-1-1, Captain Slowik confirmed images were not accepted.

**Motion:** Captain Tony Slowik made a motion for ICOM to accept the state grant funding and withdraw ICOM's 20% of the approved funding from the Equipment Reserve as necessary in accordance with the State's contract. Fire Chief Merrill 2<sup>nd</sup>. All approved, Motion carried 5 – 0.

## 6) ICOM's 25<sup>th</sup> Anniversary

Director Kohfield recommended a celebration of ICOM's 25<sup>th</sup> anniversary recognized this year. She recommended a public notice (in the newspaper and/or on social media), an in-office event and potential public education opportunities. Director Kohfield welcomed any feedback or ideas from the Board. Commissioner Johnson

inquired if the recognition would be at the same time or at several times. Director Kohfield suggested a public notice in advance, then a resolution and commemoration at the same time – possibly the month of September/October.

Fire Commissioner Trembl stated the celebration was a good idea and would be an opportunity to educate the public on emergency communications should ICOM elect to go for the E911 tax.

#### 7) Board Directives

At the last meeting, Fire Commissioner Trembl suggested the Board meet to discuss certain board member duties. Director Kohfield inquired how the Board would like to meet to discuss these duties, and the Board agreed to list it as an agenda item for the following meeting. Commissioner Johnson agreed it would be beneficial and to assist the Board in clarifying what are or are not their specific duties.

Commissioner Johnson recommended that Director Kohfield take time in assessing the needs of ICOM before hiring a Deputy Director and possibly waiting until 2023 to post for any new administrative openings. Director Kohfield agreed.

### III. NEW BUSINESS

#### A. Action: Financial Activity-Review and Approve items A.1-A.3 as listed below

##### 1. Accounts Payable (752 FUND): June 1, 2022 – June 30, 2022

Opening balance:	\$ 862,639.54
Revenues:	\$ 564,159.08
Expenditures:	<u>\$ 242,150.72</u>
Ending balance:	\$ 1,184,647.90

##### 2. Payroll Account: June 1, 2022 – June 30, 2022

Opening balance:	\$ 140,465.03
Deposits:	\$ 69,272.48
Withdrawals:	<u>\$ 112,582.77</u>
Ending Balance	\$ 97,154.74

Checks cleared: #2158-2161 \$ 28,008.10

##### 3. Petty Cash Account: June 1, 2022 – June 30, 2022

Opening balance:	\$ 1,921.96
Deposits:	\$ 2,421.15
Withdrawals:	<u>\$ 2,019.71</u>
Ending balance:	\$ 2,323.40

Check cleared: 2252-2254, 2259 - \$2,019.71

**Motion:** Fire Commissioner Treml made a motion to approve the Financial Activity in A.1. – A.3. Fire Chief Merrill entertained the motion; Captain Tony Slowik 2<sup>nd</sup>. All approved, Motion carried 5 – 0.

**B. ICOM Financials: January 1, 2022 through June 30, 2022**

Revenues	Expenses	Net Balance	% of Budgeted Expenses to Date
\$2,170,791.11	\$1,557,463.68	\$220,040.51	44%

Fire Commissioner Treml requested to see the Budget Position earlier than when the board packet is circulated for additional time to review the materials. Commissioner Johnson stated some other boards will provide a summary page of only highlighted accounts (i.e. Overtime, operating expenses, etc.). Jo advised she could prepare a budget overview worksheet for the convenience of the Board.

**C. Proposed 2023 Annual Budget**

The Board reviewed the proposed 2023 Annual Budget. The Board noted the following budget items:

- 2022 Overtime fund - ICOM has almost exhausted this account for 2022.
- Professional services – ICOM has exhausted this account for 2022. All legal bills and personnel payouts have been satisfied to date.
- 2023 Employee Retention fund will be started to assist in retaining current employees.

[1:42 PM Chris Tumblin, EMS Director joined via telephone.]

- Motorola Contractor - Director Kohfield advised the Board that ICOM is entertaining signing Tom Stoddard's company for a 6 month contract (\$18,000) to assist ICOM with specific Spillman needs that are outside our scope of expertise. This contract would benefit user agencies and dispatch staff with utilizing more of Spillman's capabilities.
- Resolution for Reserves – Commissioner Johnson suggested ICOM and the Board establish a resolution to outline healthy financial operating goals.
- Motorola Capital funds paid in 2022 to avoid interest in 2023.
- Race Road equipment relocation completed in 2023.
- Guild Negotiations have not started. Director Kohfield has discussed this with the Guild President, and we expect negotiations to start in the near future. ICOM's current Guild contract is through 12/31/22.
- DRS PERS estimated expense for 2023.
- Agency User Fees for 2023.



**IV. VARIA**

1. Letter from Chief Ed Hartin

The Board reviewed the letter from Chief Hartin in appreciation of his department's mayday training.

2. Captain Tony Slowik wanted to give kudos to our dispatching staff for going above and beyond training new hires and stepping up as often as they do.
3. Fire Chief John Clark is resigning. Chris Swigart will serve as the interim Chief.

**V. ADJOURN**

Captain Tony Slowik made a motion to adjourn. Fire Commissioner Trembl 2<sup>nd</sup>. All in favor. Motion carried 6 – 0. Meeting adjourned at 2:54 PM.

*Conclusion.*



Signature:

  
Vice Chairman, ICOM Board  
of Directors

## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, June 21, 2022**  
Time: **1:00 PM**  
Place: **Oak Harbor Police Department, Conference Room  
860 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*One Administrative Officer of the Hospital District:*  
**EMS Director Roger Meyers, Chairman**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Vice Chairman**

*Chief of Police who will represent the Police Departments of Langley, Coupeville, and Oak Harbor:*  
**Chief Kevin Dresker, Oak Harbor Police Department**

*One elected official to represent the participating Camano Island Fire and Rescue District:*  
**Janice Treml, Fire Commissioner Chair**

*ICOM Executive Director:*  
**Sofia Kohfield, Executive Director**

#### **Alternate Members Present:**

**Ray Merrill, Fire Chief – Oak Harbor Fire Department**  
**Chris Tumblin, Lead Paramedic – EMS**

#### **Public Present:**

**Savannah Erickson, Commissioner - South Whidbey Fire Department**

Notes by: Jo Bower, Executive Assistant

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**CALL TO ORDER:** Chairman Meyers called the meeting to order at 1:01 PM.

**Introduction:** Chairman Meyers introduced the new Executive Director, Sofia Kohfield. Director Kohfield stated she was happy to be at ICOM and recently started on June 8<sup>th</sup>. She has already visited with several Agency leads and is looking forward to this opportunity.

## **I. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Meyers asked the Board to review the agenda and meeting minutes.

**Motion:** Fire Chief Ray Merrill made a motion to approve the Agenda and Board Meeting Minutes from May 2, 2022 and Special Board Meeting Minutes from May 10, 2022. Chairman Meyers entertained the motion; Police Chief Kevin Dresker 2<sup>nd</sup>. All approved, Motion carried 5 – 0.

## **II. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report** – None.

**C. Member Report** –

### **1. Oak Harbor Police Department** – *Interim* Director salary

Police Chief Kevin Dresker provided a salary cost summary in the amount of \$11,674.90 for Tony Slowik assisting ICOM as the *Interim* Director from 10/28/21 through 5/31/22. After some discussion, Police Chief Dresker recommended this amount be deducted from OHPD's User Agency Fees paid quarterly.

**Motion:** Vice Chairman Felici made a motion to approve the reduction of Oak Harbor Police Department's User Fees in the amount of \$11,674.90. Chairman Meyers entertained the motion; Fire Chief Ray Merrill 2<sup>nd</sup>. All approved, Motion carried 5 – 0.

**D. Technical Advisory Committee Report(s)** – None.

**E. Director's Report**

### **1) Personnel Update**

Director Kohfield circulated a graph providing a staff overview. ICOM currently has nine (9) fulltime dispatchers; two (2) part-time dispatchers, and three (3) trainees. Sydney was recently released from training and Shayla is on course to be released in the near future.

## **2) MOU – Overtime**

Police Chief Dresker asked what the status of the Overtime MOU was to date. Director Kohfield advised the revised MOU is in existence and confirmed it is on a monthly basis.

## **3) Motorola Console Upgrade**

ICOM continues to move forward with the console upgrade. JJ and Judy have been working hard to set up two (2) dispatch consoles to migrate to the Motorola upgrade and that is going well.

## **4) Text to 9-1-1**

Director Kohfield has an upcoming meeting with the state concerning Text to 9-1-1 and will update the Board thereafter. Police Chief Dresker advised that before ICOM moves forward with Text to 9-1-1, the Board would like to have a good understanding of how the operations would work. Director Kohfield confirmed she will update the Board as more information becomes available.

## **5) ECW Equipment Grant**

ICOM submitted an application for Equipment grant funds for the Emergency CallWorks (ECW) upgrade. The State had \$1 million dollars to allocate to qualified agencies and ICOM has been selected to receive funding. The specific funding amount that ICOM will receive shall be solidified at a later date.

## **6) 2021 Annual Report**

Director Kohfield referenced ICOM's 2021 Annual Report and inquired if anyone had any questions. The Board reviewed the Annual Report with no follow-up questions.

## **7) Miscellaneous**

Director Kohfield asked the Board if there were any items or information that the members would like to see in future board meetings. Police Chief Dresker advised he has had several meetings with the Director of Skagit 911 and he likes their Director Report format. Director Kohfield appreciated his suggestion and advised she has a meeting with Director Rasmussen in the near future.

Fire Commissioner Janice Treml recommended spending time at the next Board meeting to discuss what direction should come from the Chairman and what should come from the Vice Chairman.

### 8) Kuddos to Dispatcher Staff

Director Kohfield advised when the semi truck and trailer crashed into Penn Cove Pottery and ignited a fire, Dispatch Supervisor, Kimberli May, and Dispatcher Kelly Crownover processed over 21 calls in ten minutes while processing radio transmissions and dispatching emergency personnel for the event. They did a very good job.

### III. NEW BUSINESS

A. **Action:** Financial Activity-Review and Approve items A.1-A.3 as listed below

#### 1. Accounts Payable (752 FUND): April 1, 2022 – May 31, 2022

Opening balance:	\$ 1,224,411.12
Revenues:	\$ 245,255.90
Expenditures:	<u>\$ 607,027.48</u>
Ending balance:	\$ 862,639.54

#### 2. Payroll Account: April 1, 2022 – May 31, 2022

Opening balance:	\$ 119,028.18
Deposits:	\$ 286,868.75
Withdrawals:	<u>\$ 265,431.90</u>
Ending Balance	\$ 140,465.03

Checks cleared: #2104-2114, 2156-2157 \$ 89,329.66

#### 3. Petty Cash Account: April 1, 2022 – May 31, 2022

Opening balance:	\$ 1,500.27
Deposits:	\$ 1,222.83
Withdrawals:	<u>\$ 801.14</u>
Ending balance:	\$ 1,921.96

Check cleared: 2250-2251, 2255 - \$801.14

**Motion:** Vice Chairman Felici made a motion to approve the Financial Activity in A.1. – A. 3. Chairman Meyers entertained the motion; Fire Commissioner Trembl 2<sup>nd</sup>. All approved, Motion carried 5 – 0.

**B. ICOM Financials: January 1, 2022 through May 31, 2022**

<b>Revenues</b>	<b>Expenses</b>	<b>Net Balance</b>	<b>% of Budgeted Expenses to Date</b>
\$1,606,630.25	\$1,325,239.59	\$281,390.66	37%

**Note:** To date, ICOM has received \$218,306.69 in Capital Project funding from User Agencies; with a remaining balance of \$200,306.30 due by August 31, 2022.

**IV. VARIA**

Chairman Meyers informed the Board that this was his last Board meeting officiating as the Chairman since he has decided to resign as the Director of EMS at WhidbeyHealth. Chairman Meyers further advised that Chris Tumblin would be stepping into his position at WhidbeyHealth. Chairman Meyers recommended to the Board that Vice Chairman Rick Felici take over for the duration of 2022 until the next Board member vote in February, 2023. The Board accepted Chairman Meyers' recommendation for the Vice Chairman to assume the Chairman's duties until next February, 2023.

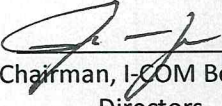
**V. ADJOURN**

Fire Commissioner Treml made a motion to adjourn. All in favor. Motion carried 5 – 0. Meeting adjourned at 1:43 PM.

*Conclusion.*



Signature:

  
Chairman, I-COM Board of  
Directors

## ICOM 911 BOARD OF DIRECTORS

### SPECIAL MEETING MINUTES

The ICOM Board of Directors special meeting was held:

Date: **Tuesday, May 10, 2022**  
Time: **8:30 AM – 3:00 PM**  
Place: **Best Western Plus – Conference Room**  
**33175 State Route 20**  
**Oak Harbor, WA 98277**

#### **Members Present:**

*One Administrative Officer of the Hospital District:*  
**EMS Director Roger Meyers, Chairman**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Vice Chairman**

*Chief of Police who will represent the Police Departments of Langley, Coupeville, and Oak Harbor:*  
**Chief Kevin Dresker, Oak Harbor Police Department**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Marv Koorn, Fire Commissioner for North Whidbey Fire and Rescue**

*One elected official to represent the participating Camano Island Fire and Rescue District:*  
**Janice Treml, Fire Commissioner Chair**

*ICOM Director:*  
**Tony Slowik, Interim Director**

#### **Alternate Members Present:**

**Ray Merrill, Fire Chief – Oak Harbor Fire Department**  
**Chris Tumblin, Lead Paramedic – EMS**

**Public Present:** Greg Prothman, GMP Consultants

**Notes by:** Jo Bower, Executive Assistant

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**CALL TO ORDER:** Chairman Meyers called the meeting to order at 8:30 AM.

**I. Candidate Interviews for Executive Director**

The Board held interviews for the Executive Director position as follows:

8:30 – 9:23 AM	Jeremy Soptich
9:30 – 10:44 AM	John Bruce
11:01 – 11:41 AM	Josh Dossett
11:42 – 12:22 PM	Lunch
12:23 – 1:08 PM	Sofia Kohfield
1:18 – 1:50 PM	James Soukup

**II. Interview Panel Review/Candidate Offer**

The Board entered open discussions about each candidate and selected the top three candidates. Thereafter the Board discussed an initial offer package to the top candidate and requested Greg Prothman make an offer.

**III. ADJOURN**

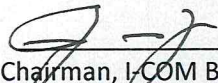
Vice Chairman Felici made a motion to adjourn. All in favor. Motion carried 7 – 0. Meeting adjourned at 2:37 PM.

*Conclusion.*





Signature:

  
Chairman, I-COM Board of  
Directors

## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, May 2, 2022**  
Time: **1:00 PM**  
Place: **Oak Harbor Police Department, Conference Room**  
**860 SE Barrington Drive**  
**Oak Harbor, WA 98277**

#### **Members Present:**

*One Administrative Officer of the Hospital District:*  
**EMS Director Roger Meyers, Chairman**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Vice Chairman**

*Chief of Police who will represent the Police Departments of Langley, Coupeville, and Oak Harbor:*  
**Chief Kevin Dresker, Oak Harbor Police Department**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Marv Koorn, Fire Commissioner for North Whidbey Fire and Rescue**

*One elected official to represent the participating Camano Island Fire and Rescue District:*  
**Janice Treml, Fire Commissioner Chair**

*ICOM Director:*  
**Tony Slowik, Interim Director**

#### **Alternate Members Present:**

**Ray Merrill, Fire Chief – Oak Harbor Fire Department**  
**Chris Tumblin, Lead Paramedic – EMS**  
**Paul Messner, Commissioner - South Whidbey Fire Department**

Notes by: Jo Bower, Executive Assistant

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**CALL TO ORDER:** Chairman Meyers called the meeting to order at 1:00 PM.

**I. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Meyers asked the Board to review the agenda and meeting minutes.

**Motion:** Fire Commissioner Paul Messner made a motion to approve the Agenda and Board Meeting Minutes from April 18, 2022. Chairman Meyers entertained the motion; Vice Chairman Felici 2<sup>nd</sup>. All approved, Motion carried 7 – 0.

**II. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report** – None.

**C. Member Report** – None.

**D. Technical Advisory Committee Report(s)** – None.

**E. Director's Report**

**1) Personnel Update**

*Interim* Director Slowik circulated a graph providing a staff overview. ICOM currently has nine (9) fulltime dispatchers; two (2) part-time dispatchers, and two (2) trainees. Alex was released from training; however a full-time dispatcher, Anastasiya, is relocating mid-May and Alex will be assuming her position on the schedule.

MOU – Overtime

*Interim* Director Tony Slowik updated the Board that he was in discussions with the Guild President to enter a new MOU concerning staff overtime. The Police Chief and Vice Chairman agreed they were in support of ICOM and the Guild entering a new MOU.

In an effort to move forward, the Board voted on the terms of a new MOU to include either party terminating the MOU with 30 days notice to the other party; and the necessity will be reviewed on staffing levels.

**Motion:** Police Chief Dresker made a motion to approve *Interim* Director Tony Slowik negotiating the MOU with the above-mentioned terms. Chairman Meyers entertained the motion; Vice Chairman Felici 2<sup>nd</sup>. All approved, Motion carried 7 – 0.

## 2) Motorola Console Upgrade

ICOM continues to move forward with the console upgrade, and a test console is currently being built on the floor in Dispatch.

## 3) Race Road Tower

The ICOM radio communications equipment has been relocated from Central Whidbey Fire Department into the equipment shelter at the base of the tower. The first phase of this project is complete. Once the demolition and reconstruction of the fire station is underway, ICOM will install a 4<sup>th</sup> side to the fence completely enclosing the tower base.

## 4) Solutions II Upgrade

Mr. Slowik advised the Motorola Solutions II upgrade has been scheduled. Mr. Slowik will send an email notice to all user agencies in advance of the Spillman upgrade.

## 5) Spillman/Server Upgrade

The Spillman upgrade is scheduled for May 17<sup>th</sup>. ICOM assumed the cost of the upgrade and maintenance. BETA testing is complete.

### III. NEW BUSINESS

#### A. Action: Financial Activity-Review and Approve items A.1-A.3 as listed below

##### 1. Accounts Payable (752 FUND): March 1, 2022 – March 31, 2022

Opening balance:	\$ 914,757.21
Revenues:	\$ 517,385.49
Expenditures:	<u>\$ 207,731.58</u>
Ending balance:	\$ 1,224,411.12

##### 2. Payroll Account: March 1, 2022 – March 31, 2022

Opening balance:	\$ 121,989.17
Deposits:	\$ 109,741.77
Withdrawals:	<u>\$ 112,702.76</u>
Ending Balance	\$ 119,028.18

Checks cleared: #2102-2104, 2106 \$ 33,314.32

**3. Petty Cash Account: March 1, 2022 – March 31, 2022**

Opening balance:     \$   2,500.23  
Deposits:             \$        0.04  
Withdrawals:         \$   1,000.00  
Ending balance:     \$   1,500.27  
  
Check cleared: 2249 - \$1,000.00

**Motion:** Vice Chairman Felici made a motion to approve the Financial Activity in A.1. – A. 3. Chairman Meyers entertained the motion; Fire Commissioner Trembl 2<sup>nd</sup>. All approved, Motion carried 7 – 0.

**B. ICOM Financials: January 1, 2022 through March 31, 2022**

Revenues	Expenses	Net Balance	% of Budgeted Expenses to Date
\$1,363,995.06	\$684,355.49	\$679,599.57	19%

**C. ICOM Executive Director Recruitment - Executive Session per R.C.W. 42.30.110(g)**

The Board entered *Executive Session* at 1:25 PM for 30 minutes. The Board returned from *Executive Session* at 1:54 PM. No action taken.

**IV. VARIA**

None.

**V. ADJOURN**

Fire Commissioner Trembl made a motion to adjourn. All in favor. Motion carried 7 – 0. Meeting adjourned at 1:55 PM.

*Conclusion.*



Signature:

  
Chairman, ICOM Board of  
Directors

## ICOM 911 BOARD OF DIRECTORS

### SPECIAL MEETING MINUTES

The ICOM Board of Directors special meeting was held:

Date: **Monday, April 18, 2022**  
Time: **10:00 AM**  
Place: **Oak Harbor Police Department, Conference Room  
860 SE Barrington Drive  
Oak Harbor, WA 98277**

#### **Members Present:**

*One Administrative Officer of the Hospital District:*  
**EMS Director Roger Meyers, Chairman**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Vice Chairman**

*Island County Commissioner:*  
**Jill Johnson, Commissioner**

*Chief of Police who will represent the Police Departments of Langley, Coupeville, and Oak Harbor:*  
**Chief Kevin Dresker, Oak Harbor Police Department [via Zoom]**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Marv Koorn, Fire Commissioner for North Whidbey Fire and Rescue**

*One elected official to represent the participating Camano Island Fire and Rescue District:*  
**Janice Trembl, Fire Commissioner Chair**

*ICOM Director:*  
**Tony Slowik, Interim Director**

#### **Alternate Members Present:**

**Chris Tumblin, Lead Paramedic – EMS**  
**Paul Messner, Commissioner - Central Whidbey Fire Department**

**Public Present:** Greg Prothman, GMP Consults  
Andrew Neiditz, GMP Consults [via Zoom]  
Savannah Erickson, Commissioner - South Whidbey Fire Dept. [via Zoom]

Notes by: Jo Bower, Executive Assistant

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**CALL TO ORDER:** Chairman Meyers called the meeting to order at 10:08 AM.

**I. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Meyers asked the Board to review the agenda and meeting minutes.

**Motion:** Fire Commissioner Janice Treml made a motion to approve the Agenda and Board Meeting Minutes from April 4, 2022. Chairman Meyers entertained the motion; Vice Chairman Rick Felici 2<sup>nd</sup>. All approved, Motion carried 8 – 0.

**II. RECRUITMENT OF ICOM Executive Director**

The Board entered executive session at 10:09 AM for the length of 60 minutes. At 11:08 AM, *Executive Session* was extended 30 minutes. At 11:39 *Executive Session* was extended an additional 10 minutes. General session resumed at 11:45 AM.

No action was taken.

**VI. ADJOURN**

Vice Chairman Felici made a motion to adjourn. All in favor. Motion carried 8 – 0. Meeting adjourned at 11:45 AM.

*Conclusion.*



Signature:

  
Chairman, I-COM Board of  
Directors

## ICOM 911 BOARD OF DIRECTORS

### MEETING MINUTES

The ICOM Board of Directors regular meeting was held:

Date: **Monday, March 7, 2022**  
Time: **1:00 PM**  
Place: **Oak Harbor Police Department, Conference Room**  
**860 SE Barrington Drive**  
**Oak Harbor, WA 98277**

#### **Members Present:**

*One Administrative Officer of the Hospital District:*  
**EMS Director Roger Meyers, Chairman**

*Island County Commissioner's Office:*  
**Jill Johnson, Commissioner**

*Island County Sheriff Department:*  
**Sheriff Rick Felici, Vice Chairman**

*Chief of Police who will represent the Police Departments of Langley, Coupeville, and Oak Harbor:*  
**Chief Kevin Dresker, Oak Harbor Police Department**

*Elected official(s) to represent Whidbey Island Fire Districts or a representative of a city Fire Department:*  
**Marv Koorn, Fire Commissioner for North Whidbey Fire and Rescue**

*One elected official to represent the participating Camano Island Fire and Rescue District:*  
**Janice Treml, Fire Commissioner Chair**

*ICOM Director:*  
**Tony Slowik, Interim Director**

#### **Alternate Members Present:**

**Fire Chief Ray Merrill, Oak Harbor Fire Dept. – for the Mayor**  
**Chris Tumblin, Lead Paramedic – EMS**  
**Paul Messner, Commissioner - South Whidbey Fire Department**

**Public Present: None.**

Notes by: Jo Bower, Executive Assistant

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**CALL TO ORDER:** Chairman Meyers called the meeting to order at 1:00 PM.

**I. ADOPTION OF AGENDA AND APPROVAL OF REGULAR MINUTES**

Chairman Meyers asked the Board to review the agenda and meeting minutes.

**Motion:** Fire Commissioner Koorn made a motion to approve the Agenda and Board Meeting Minutes from February 7, 2022. Chairman Meyers entertained the motion; Fire Commissioner Merrill 2<sup>nd</sup>. All approved, Motion carried 8 – 0.

**II. COMMENTARY AND BUSINESS**

**A. Public Comment** – None.

**B. Chairman Report** – None.

**C. Member Report**

Vice Chairman Felici updated the Board with the recruiting efforts of GMP Consultants for the ICOM Executive Director. Mr. Felici noticed an error on the advertisement concerning the location and GMP assured the correction would be made today.

Chairman Meyers asked how the interview process would take place? Mr. Felici advised GMP Consultants will collect resumes and it is up to the Board if the Board would like to interview the top candidates. Fire Commissioner Trembl stated if the Board wanted an interview panel, she would volunteer. *Interim* Director Slowik advised the Board that an ICOM Guild member also expressed an interest in partaking in the hiring process.

**D. Technical Advisory Committee Report(s)**

**LawTAC**

Sheriff Felici advised there was no report for LawTAC.

**FireTAC**

Fire Chief Merrill advised there was no report for FireTAC.

**E. Director's Report**

**1) Personnel Update**

*Interim* Director Slowik updated the Board that ICOM currently has eight (8) fulltime dispatchers; one (1) part-time dispatcher, and three (3) trainees. One trainee is



expected to be released to the Schedule in April. We also have notice that a fulltime employee will be relocating out of state in May.

Training:

Three dispatch trainees will be attending Telecommunicator I and II training in March. This timing is ideal as we will not have to find overtime coverage for the schedule.

Skagit 911 – Training Course:

Skagit anticipates having two (2) openings in their next training class that ICOM can utilize.

Supervisors

The Supervisor promotions took place recently. Mr. Slowik wanted to thank all the Board members who made an appearance.

Monthly Leadership Meetings

Mr. Slowik will hold monthly leadership meetings with IT, Radio personnel and Dispatch Supervisors to discuss ongoing projects. The first meeting is scheduled for March 8<sup>th</sup>.

**2) Motorola Console Upgrade**

ICOM continues to work with Skagit on moving forward with the console upgrade. The go-live date is estimated for June.

**3) Solutions II Upgrade**

Mr. Slowik advised the Motorola Solutions II upgrade is being planned. The CAD will be down but dispatchers will still be able to process 911 calls. User Agencies will be notified prior to the upgrade taking place.

**4) Race Road Tower**

DISH Network proposed to increase the tower height 15' thereby increase the height of ICOM emergency communications equipment and installing their own equipment. ICOM applied for and received FAA approval for the tower height increase. At the same time as these improvements take place, ICOM will update their antennas expecting improved calls and radio coverage.

Central Whidbey Fire Dept. is scheduled for demolition in June. ICOM has equipment located in the CWF which needs to be relocated to an equipment shelter at the base of the tower. ICOM has requested an updated quote to relocate this equipment. Funding was set aside in the 2021 Budget, and has been rolled over into 2022 for this project.

**5) Spillman Access from other Agencies**

Mr. Slowik advised the Board that he has received a request from FireTAC for access to Spillman, which would pull information from our CAD system and give them access to observe activity for all user agencies. Mr. Slowik advised the Board that he is not open to permitting user agencies this type of direct access into system firewalls.

Mr. Slowik has a meeting with one of the Fire Chiefs to review how they can access the information they need without having full access to ICOM's system.

**III. NEW BUSINESS**

**A. Action:** Financial Activity-Review and Approve items A.1-A.3 as listed below

**1. Accounts Payable (752 FUND): January 1, 2022 – January 31, 2022**

Opening balance:	\$ 1,199,514.02
Revenues:	\$ 104,783.32
Expenditures:	<u>\$ 290,204.90</u>
Ending balance:	\$ 1,014,092.44

**2. Payroll Account: January 1, 2022 – January 31, 2022**

Opening balance:	\$ 92,969.31
Deposits:	\$ 222,128.89
Withdrawals:	<u>\$ 150,709.11</u>
Ending Balance	\$ 164,389.09

Checks cleared: #2091-2095 \$ 17,457.65

**3. Petty Cash Account: January 1, 2022 – January 31, 2022**

Opening balance:	\$ 2,500.15
Deposits:	\$ 0.04
Withdrawals:	<u>\$ 0.00</u>
Ending balance:	\$ 2,500.19

Check cleared: None.

**Motion:** Fire Commissioner Koorn made a motion to approve the Financial Activity in A.1. – A. 3. Chairman Meyers entertained the motion; Fire Chief Merrill 2<sup>nd</sup>. All approved, Motion carried 8 – 0.

**B. ICOM Financials: January 1, 2022 through January 31, 2022**

Revenues	Expenses	Net Balance	Budget % Remaining
\$193,026.41	\$211,145.66	- \$18,119.25	94.2%

**C. ICOM Leadership - Executive Session per R.C.W. 42.30.110(g)**

The Board did not enter executive session.

**IV. UNFINISHED BUSINESS**

None.

**IV. VARIA**

Investigation Invoices

Commissioner Johnson asked if ICOM had settled all outstanding invoices for the investigation. Jo Bower confirmed all known invoices have been paid in full.

Police Chief Dresker stated there was an additional bill received from the attorney's office that originated from the independent investigator. Vice Chairman Felici advised he had seen that invoice and was under the impression that the attorney's office may absorb some of those fees due to the high amount.

Executive Director Search

Police Chief Dresker inquired if GMP Consultants was on track with the Director search. Vice Chairman Felici advised GMP Consultants had to make one change to the advertisement, but that it has been posted and everything seems on track.

**VI. ADJOURN**

Chief Dresker made a motion to adjourn. All in favor. Motion carried 8 – 0. Meeting adjourned at 1:34 PM.

*Conclusion.*