

BAINBRIDGE ISLAND FIRE DEPARTMENT

BOARD OF COMMISSIONERS

Meeting Minutes September 15, 2021

Chair Scott Isenman called the Board of Commissioners meeting to order at 6:30 PM. Present were Commissioners Tim Carey, YongSuk Cho, Dave Coatsworth and Fritz von Ibsch; Fire Chief Hank Teran; Deputy Fire Chief Jared Moravec; Volunteer Program Coordinator Jay Rosenberg; and Finance Manager Ed Kaufman.

AGENDA ADDITIONS & DELETIONS

None

PUBLIC COMMENT

None

EXECUTIVE SESSION

At 6:35 PM Commissioner Isenman called for an Executive Session to last 30 minutes. The Executive Session was called for the following reasons:

1. To review negotiations on the performance of a public contract per RCW 42.30.110 (1)(d)
2. Collective bargaining planning per RCW 42.30.140 (4)(b)

At 7:05 PM the Executive Session was extended by 30 minutes. At 7:35 PM the Executive Session was extended by an additional 5 minutes. At 7:40 PM the Executive Session was extended by an additional 10 minutes. The open public meeting resumed at 7:50 PM.

FIRE CHIEF'S REPORT

- Vaccination update: DC Moravec briefed the Board on recent and upcoming COVID-19 vaccine clinics on Bainbridge Island. Current clinics are for booster shots for immuno-compromised individuals who are fully vaccinated. The vaccination team is prepared to mobilize for mass booster shot clinics if authorized.
- Community Wildfire Presentation: DC Moravec also briefed the Board on a joint presentation with Anne LeSage of COBI on Community Wildfire topics. The virtual presentation was held on August 12th.
- Volunteer update: VPC Rosenberg briefed the Board on recent Volunteer Program activities including the ongoing 16-week firefighter academy hosted by BIFD for eight (8) volunteer firefighter recruits and the current recruitment cycle which is yielding seven (7) new recruits.
- IT Administrator position update: Finance Manager Kaufman announced that BIFD has hired its first IT Administrator, John Keagle. Keagle's first day with the Department is September 20. Chief Teran thanked Commissioner von Ibsch for his IT knowledge and assistance over the past year.

- 2021 Mid-Year Financial Report: Kaufman also presented the 2021 mid-year financials. The 2021 financials are tracking on-budget as of June 30, 2021 and Kaufman does not expect a year-end budget adjustment at this time.
- Medic-One Grant: Chief Teran noted a grant awarded to BIFD from the Medic-One Foundation for the purchase of an AED Trainer for the Department, valued at \$795.
- September 11 Ceremony: Chief Teran recapped events at the Legion Hall commemorating the 20th anniversary of the attacks on September 11, 2001.
- Instagram account: Chief Teran announced that the Department has established an Instagram account to be used for special announcements from the Department to the public.

Emerging Issues:

- COBI update: Chief Teran noted his participation in a September 9th Planning Commission meeting that discussed the tree removal ordinance and the creation of a 30' defensible space regulations around private homes. The City Council will vote on the recommendations in October.
- Pancake Breakfast reminder: Chief Teran reminded the Board of the cancellation of this year's Pancake Breakfast due to the COVID-19 pandemic.
- PSE update: Chief Teran informed the Board that the Department's comments on under grounding of power lines on the Island will be included with COBI's response to PSE regarding high voltage lines on the Island.

GOOD OF THE ORDER

Commissioner Isenman noted that Chief Teran was named Firefighter of the Year in the 2021 Annual Best of Bainbridge survey.

Commissioner Isenman also noted the complimentary feedback he received about BIFD from a local merchant regarding a recent medical emergency call.

Commissioner Carey commented on the efficient operation of the COVID-19 testing site hosted by the Bainbridge School District.

CONSENT AGENDA

(Vouchers totaling \$936,212.34, August Payroll, Meeting Minutes 8/4/21, 2021 Mid-year Financials) Commissioner von Ibsch moved to approve the Consent Agenda as presented. Commissioner Isenman seconded the motion and the motion passed.

BUSINESS AGENDA


1. P&P #250: Volunteer Entrance Program
2. P&P #252: Firefighter/EMT Candidate Program
3. P&P #258: Cadet Program

Chief Teran presented all three policies and procedures as a group for Board consideration and discussion. All three P&Ps involve the Volunteer Program. P&Ps #250 & #258 require Board approval and will be included in the October 6, 2021 Consent Agenda. P&P #252 only requires the approval of the Fire Chief. See the attached Board information sheet for additional details. No Board action was taken on these items.

ADJOURNMENT

The meeting was adjourned at 8:54 PM.

Submitted by:

A handwritten signature in black ink, appearing to be 'HT', written over a horizontal line.

Henry A. Teran, Board Secretary

Approved

October 6, 2021

Bainbridge Island Fire Department

BOARD INFORMATION

September 15, 2021

SUBJECT: Volunteer Program P&Ps: #250, 252 & 258

BACKGROUND: As part of the staff's ongoing effort to update the Department's policies and procedures, three volunteer program P&Ps have been refreshed and are presented to the Board for consideration. The update P&Ps are as follows:

P&P #250: Volunteer Firefighter Entrance Program

P&P 250 defines the process of becoming a Volunteer Firefighter with BIFD. This update represents a major overhaul of the existing P&P, which dates from 2000. Major edits include removal of categories of Volunteer FF/EMT applicants, maintains stipulation of evaluation of skills for new applicants who possess certifications and need for refresher and/or additional training and the streamlining of approval status from recruit volunteer to full status. The Board has approval authority for P&P 250.

P&P #252: Firefighter/EMT Candidate Program

P&P #252 defines the parameters for the FF/EMT Candidate program. The program is designed to prepare volunteer members for a career in the fire service. Major edits include removal of unnecessary definitions and responsibilities, removal of mandatory driver/operator qualification requirement and the deletion of the residency option since that is no longer BIFD's practice. The Fire Chief has approval authority for P&P 252.

P&P #258: Cadet Program

P&P #258 defines the parameters of the Cadet program which is designed to provide young people an introduction to a career in the fire and EMS field. Edits to this P&P include changing the liaison from the Ops Chief to the Volunteer Program Coordinator and removal of the P&P compliance reference. The Board has approval authority for P&P 258.

All of these P&Ps have been reformatted to match the Department's current P&P standard.

FINANCIAL IMPACT: None

RECOMMENDATION: Approval of P&P 250 & 258 as part of the Consent Agenda at the October 6th Board meeting. The Fire Chief has approval authority for P&P 252.