

BAINBRIDGE ISLAND FIRE DEPARTMENT

BOARD OF COMMISSIONERS

Meeting Minutes August 11, 2022

Chair Jay Rosenberg called the Board of Commissioners meeting to order at 4:30 PM. Present were Commissioners Tim Carey, Andrea Chymiy, Scott Isenman (remote), and Fritz von Ibsch; Fire Chief Hank Teran; Deputy Chief Jared Moravec; and Finance Manager Ed Kaufman.

AGENDA ADDITIONS & DELETIONS

None

PUBLIC COMMENT

None

FIRE CHIEF'S REPORT

- COVID vaccination update: DC Moravec briefed the Board on the August 6th, pediatric vaccination clinic. 133 children were given the COVID-19 vaccination. The next clinic is scheduled for October 1.
- Vehicle auction update: Finance Manager Kaufman provided a summary of the sale of three surplus apparatus. The auction for all three apparatus was successful, netting the Department \$37,150.
- Audit information: Staff has been contacted by the Washington State Auditor's office regarding the annual audit, scheduled for Q4, 2022. Commissioner Chymiy volunteered to serve as Board representative during the audit.
- Hiring update: DC Moravec provided an update on the hiring of the Fire Prevention Technician (FPT) and lateral Firefighter/EMTs. The FPT is completing pre-employment requirements and the lateral FF/EMTs will be attending an assessment center on August 17th with Chief's interviews on August 22nd. Depending upon results of the testing process, Staff may request additional hiring authorization.
- APCO Conference: Chief Teran provided a summary of the Association of Public-Safety Communications Officials conference that he attended. Excellent conference with valuable information regarding radio systems and best practices.
- Volunteer Board meeting with the Fire Chief: Chief Teran met with the executive board of the BI Volunteer Firefighters Association to discuss new ideas to engage volunteers and improve participation.
- AC Nolta Celebration of Life Ceremony reminder: Chief Teran reminded the Board of the upcoming celebration of life for AC Gary Nolta at 1:00-5:00 PM, August 28th, at the Manor House in Lynnwood.
- August 25 BOC meeting: Due to staff and BOC scheduling conflicts, the August 25th Board meeting will be cancelled.

Emerging Issues:

- PD/School District training: Chief Teran informed the Board that BIPD and the School District will be conducting safety exercises at the schools with BIFD's participation.

- COBI EOC: The City has decided to include space for the Emergency Operations Center (EOC) in the new police station on Madison Avenue.
- Administrative Plan Workshop dates: September 26th, 2:00 PM has been chosen for the Administrative Plan workshop for the Board.

GOOD OF THE ORDER

Commissioner Carey noted his review of the asphalt repair project at Station 23.

Finance Manager Kaufman asked for and received approval to process the invoice for the new waste oil system installed at Station 22, pending Commissioner Chymiy's inspection.

Commissioner Chymiy inquired about water rescue responses this summer by BIFD. DC Moravec reported that BIFD has not responded to any serious water rescue events this summer.

Commissioner Iesenman noted the passing of former Fire Commissioner Michael Adams. A memorial is being planned by the family in early October.

CONSENT AGENDA

(Vouchers totaling \$860,396.72, July Payroll, Meeting Minutes 7/28/22) Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner Chymiy seconded the motion and the motion passed unanimously.

BUSINESS AGENDA

1. Community Wildfire Protection Plan

DC Moravec provided an overview of the Community Wildfire Protection Plan (CWPP). The Board thanked staff for all of the work that went into the CWPP. The Commissioners provided several suggestions for making the implementation of the plan more accessible for the public, specifically the charts outlining Firewise activities around a residence. Commissioner Carey moved to approve the content of the CWPP as presented with final approval pending a review of the document by a third-party communications professional prior to publication. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

2. Branding Proposal

Chief Teran requested approval of the branding proposal submitted by Hoffman Design Group. The scope of the proposal included providing consistent design elements and templates for Department communications such as business cards, letterhead, document templates, presentation templates and banners. Commissioner Carey suggested that prior to production of the communication templates, the project should include an identity or brand guide, outlining all of the design elements to be used in Department communications. The Board concurred with this assessment. Staff will relay the Board's suggestions to Hoffman Design Group for a revised proposal.

3. P&P #283: Member & Citizen Recognition

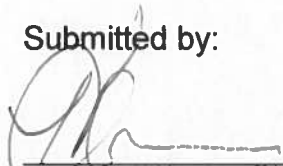
Chief Teran presented P&P #283: Member & Citizen Recognition to the Board for its consideration. The policy standardizes the process for recognizing both members and citizens for acts of service to the community. Commissioner von Ibsch moved to approve

P&P #283 as presented. Commissioner Carey seconded the motion and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 6:08 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

September 8, 2022