

# BAINBRIDGE ISLAND FIRE DEPARTMENT

## BOARD OF COMMISSIONERS

### Meeting Minutes December 14, 2023

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 Jared Moravec; Deputy Chief Jeremy Mendola and Finance Manager Ed Kaufman.

#### AGENDA ADDITIONS & DELETIONS

None

#### PUBLIC COMMENT

None

#### FIRE CHIEF'S REPORT

- Kitsap 911 Radio Project Update: Chief Moravec briefed the Board on recent developments with the Kitsap 911 radio replacement project. The contract for the radio vendor is due to be considered for approval by the Kitsap 911 Board of Directors on December 15<sup>th</sup>. Chief Moravec expressed some concerns that he and several BIFD Board members have regarding the lack of clarity and specificity of some conditions in the contract. Chief Moravec suggested sending a letter to the Kitsap 911 Board of Directors outlining BIFD's concerns. The Board agreed with the Chief's recommendation. BIFD does not intend to object to the approval of the contract but wants to be on record with its concerns.
- Style Guide Update: Chief Moravec presented the most recent information regarding the Style Guide being developed for the Department by Hoffman Design Group. This included the BIFD Brand Color Guide. Chief Moravec expects a draft of the Style Guide to be available in early 2024.
- L&I FIIRE Program: Chief Moravec briefed the Board on Labor & Industries Firefighter Injury and Illness Reduction (FIIRE) Program. This is a three-year pilot program designed to reduce the incidence of firefighter occupational injuries and illnesses through proactive risk management and the implementation of best practices. BIFD intends to participate in the final year of the pilot program. Participation should result in a 10% discount in L&I premiums for the responder classification. Chief Moravec will report on data gleaned from the program at a future BOC meeting.
- Commissioner Compensation Adjustment: Chief Moravec noted the new Commissioner compensation rate of \$161 per day with a \$15,546 annual maximum. These rates are effective January 1, 2024.

#### GOOD OF THE ORDER

Commissioner Carey noted the incident command training he attended regarding the roles of elected officials during serious incidents.

Chief Moravec noted the upcoming Academy graduation on December 15<sup>th</sup> of four BIFD recruit firefighters, Daniel Hilmisson, Finn Mander, Lucas Mitchell, and James Mullaney.

Chief Moravec also noted the pinning ceremony on December 15<sup>th</sup> for two BIFD members, Fire Prevention Technician Robert Wittenberg and FF/EMT Mitch Shapley, who have completed their probation with the Department.

Chief Moravec informed the Board that he has been asked by Kitsap Public Health District to be a “figure of public prominence” in the District’s campaign for vaccinations.

Finally, Chief Moravec took a few moments to recognize Commissioner Jay Rosenberg for his nearly 22-year service to the Department. Commissioner Rosenberg’s term in office expires at the end of December. Jay joined the Department as a volunteer firefighter in 2002, becoming the Volunteer Program Coordinator in 2008 and then Commissioner in January of 2022. Rosenberg has served the Department admirably and departs as a friend to all. The Commissioners thanked Jay for his years of service and wished him well in his future endeavors.

#### CONSENT AGENDA

(Voucher numbers 35395 through 35504 totaling \$411,364.42, electronic payments for 10/2/2023 through 11/30/2023 totaling \$1,730,738.05, November payroll totaling \$812,735.17, Meeting Minutes 11/9/23). Commissioner von Ibsch moved to approve the Consent Agenda as presented. Commissioner Chymiy seconded the motion and the motion passed unanimously.

#### BUSINESS AGENDA

##### 1. Report on Administrative Staffing

Chief Moravec presented a draft report on Administrative Staffing. This report is the culmination of 18 months of discussions and analysis of the role of administrative staffing for the Department. Administrative positions are those other than responding positions. The Commissioners provided feedback on the document which staff will incorporate into a final version for Board approval in early 2024.

##### 2. Resolution #10-2023: 2023 Year-End Budget Adjustment

Finance Manager Kaufman requested approval of Resolution #10-2023: Year-End Budget Adjustment. Staff asked for approval of a \$902,204 increase in the Expenses budget (90838) and \$377,204 increase in the Reserve budget (90839). These increases are necessary to primarily cover personnel expenses incurred throughout 2023. This budget adjustment is not projected to adversely impact the Department’s 10-Year financial projections and is largely offset by increases in revenue due to interest income and COVID-19 reimbursement. Commissioner von Ibsch moved to approve Resolution #10-2023 as presented. Commissioner Carey seconded the motion and the motion passed unanimously.

3. Resolution #11-2023: Wire Transfer Authority:

Finance Manager Kaufman requested approval of Resolution #11-2023: Wire Transfer Authority. This resolution authorizes the Department to use its' payroll ACH account for ACH payments to vendors as well. Commissioner von Ibsch moved to approve Resolution #11-2023 as presented. Commissioner Chymiy seconded the motion and the motion passed unanimously.

4. P&P #138: Credit Card Policy

Finance Manager Kaufman requested approval of Policy and Procedure #138: Credit Card Policy. This policy provides limits on credit card usage for staff members as well as for the Department as a whole. Kaufman asked to raise the aggregate borrowing limit for the Department from \$30,000 to \$50,000 due to the increase in Department purchases via credit cards. Commissioner von Ibsch moved to approve P&P #138 as presented. Commissioner Carey seconded the motion and the motion passed unanimously.

5. P&P #280: Fitness For Duty

Chief Moravec requested approval of Policy and Procedure #280: Fitness For Duty. This policy ensures a fair and equitable process for evaluating a member to ensure they can safely perform their duties. This P&P has been edited to reflect minor language clean-up and revisions that correspond to citations in the new Collective Bargaining Agreement. Commissioner Carey moved to approve P&P #280 as presented. Commissioner Chymiy seconded the motion and the motion passed unanimously.

6. P&P #461: Peer Support Program

Chief Moravec requested approval of Policy and Procedure #461: Peer Support Program. This is a new policy that establishes the framework for expansion of the Department's mental health program. P&P #461 satisfies requirements agreed to in the new Collective Bargaining Agreement and formalizes a program that has been in place for the past several years. Commissioner Carey moved to approve P&P #461 as presented. Commissioner Isenman seconded the motion and the motion passed unanimously.

7. Resolution #12-2023: Ratify Collective Bargaining Agreement with IAFF Local 4034 Suppression Members

Chief Moravec requested approval of Resolution #12-2023: Ratify Collective Bargaining Agreement with IAFF Local 4034 Suppression Members. This contract outlines the conditions of employment for Suppression members from January 1, 2024, to December 31, 2026. Chief Moravec reported that members of Local 4034 had ratified the CBA. Commissioner Carey moved to approve Resolution #12-2023 as presented. Commissioner Chymiy seconded the motion and the motion passed unanimously.

8. Resolution #13-2023: Ratify Collective Bargaining Agreement with IAFF Local 4034 Non-Suppression Members

Chief Moravec requested approval of Resolution #13-2023: Ratify Collective Bargaining Agreement with IAFF Local 4034 Non-Suppression Members. This contract outlines the conditions of employment for Non-Suppression members from January 1, 2024, to December 31, 2026. Chief Moravec reported that members of Local 4034 had ratified the

CBA. The Board thanked Chief Moravec for leading the Department's negotiating team and for a job well done on both CBAs. Commissioner Chymiy moved to approve Resolution #13-2023 as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 5:57 PM.

Submitted by:



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Jared Moravec, Board Secretary

Approved

January 11, 2024