

# **BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS**

## **Meeting Minutes July 13, 2023**

Chair Jay Rosenberg called the Board of Commissioners meeting to order at 4:30 PM. Present were Commissioners Tim Carey, Scott Isenman and Fritz von Ibsch (remote, joined meeting in person at 5:35 PM); Fire Chief Jared Moravec; Deputy Chief Jeremy Mendola and Finance Manager Ed Kaufman. Commissioner Andrea Chymiy was excused.

### **AGENDA ADDITIONS & DELETIONS**

None

### **PUBLIC COMMENT**

None

### **FIRE CHIEF'S REPORT**

- Sunrise Drive Structure Fire: DC Mendola provided a summary of the BIFD response during the structure fire on Sunrise Drive on June 29<sup>th</sup>.
- July 4<sup>th</sup> Holiday Week Review: DC Mendola also provided a recap of Department response activities during the July 4<sup>th</sup> holiday week, including the July 3<sup>rd</sup> Street Dance, July 4<sup>th</sup> parade and downtown events and the Rotary Sale on July 8<sup>th</sup>. BIFD upstaffed for July 3<sup>rd</sup> & 4<sup>th</sup> to meet call demand, which was higher than an average two-day period. All emergency calls during this period were handled by BIFD staff.
- Kitsap 911 Radio Replacement Project Update: Chief Moravec briefed the Board on recent developments with the Kitsap 911 radio replacement project. Two vendors have been selected for final evaluation. Chief Moravec relayed concerns from the Kitsap County Fire Chiefs about ensuring a comprehensive review of any contract and a review of the total project budget prior to signing the contract. Final vendor selection will take place at a Kitsap 911 Board of Directors meeting on July 26<sup>th</sup>.
- Personnel Update: Chief Moravec noted the addition of four new firefighter hires on July 10<sup>th</sup> including Daniel Hilmisson, Finn Mander, Lucas Mitchell and James Mullaney. The new members will participate in the Kitsap County Training Consortium EMS and fire academies prior to beginning their probationary period with BIFD. Chief Moravec also noted the completion of Firefighter/EMT Alicia Potswald's probation. Finally, the Chief noted the upcoming "pinning" ceremony, to be held at 4:00 PM, August 14<sup>th</sup> to recognize the recent promotions of several Department members.

## GOOD OF THE ORDER

Commissioner Isenman noted the upcoming KCFCA summer picnic on July 15<sup>th</sup>.

Chief Moravec informed the Board that as a result of changing staff schedules, staff is available for the regularly scheduled Board meeting on July 27<sup>th</sup>.

## CONSENT AGENDA

(Voucher numbers 35057 through 35113 totaling \$153,454.93, electronic payments for 6/28/23 through 6/29/23 totaling \$701,831.16, June payroll totaling \$739,397.17, Meeting Minutes 6/22/23) Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner Isenman seconded the motion and the motion passed unanimously.

## BUSINESS AGENDA

### 1. Administrative Assistant Job Description

Chief Moravec requested approval of a new job description for an Administrative Assistant position. This position was deemed necessary after an evaluation of duties completed by the Receptionist. The job description more accurately depicts the scope of the duties currently being asked of the Department's administrative support position. Commissioner Carey moved to approve the Administrative Assistant job description as presented. Commissioner Isenman seconded the motion and the motion passed unanimously.

### 2. BIFD/NKFR Shared Paramedic Staffing ILA

Chief Moravec requested approval of an interlocal agreement (ILA) between BIFD and NKFR regarding shared paramedic staffing in the event outside paramedics are needed to fill temporary gaps in staffing. The ILA formalizes the process for BIFD utilizing NKFR UW/Harborview trained paramedics and has been agreed to by NKFR. Commissioner Carey moved to approve the shared paramedic staffing ILA as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

### 3. KRMG ILA

Chief Moravec discussed edits to the current Kitsap Risk Management Group ILA. Due to the age of the agreement, a significant re-write of the document is necessary to bring the agreement in line with current practices. Chief Moravec will be working with the KRMG in the coming months on the necessary edits and will bring the updated ILA back to the Board for final approval at a future meeting. No action was taken on this item.

### 4. BIPD Boat ILA

Chief Moravec provided an overview of the history since 2014 of joint use of the BIPD marine asset. The Chief recommends a short-term agreement with COBI to continue to jointly use the BIPD boat for fire and rescue responses by BIFD. This will allow time for the Department to evaluate its marine response objectives and requirements. Chief Moravec will bring an edited ILA back the Board for final approval at a future meeting. No action was taken on this item.

5. Resolution #05-2023: Surplus Apparatus

Chief Moravec requested approval of Resolution #03-2023: Surplus Apparatus. The Department no longer has a need its 2009 GMC C-5500 utility vehicle. Commissioners agreed that Chief Moravec has authority to dispose of the vehicle as he sees fit. Commissioner von Ibsch moved to approve Resolution #05-2023 as presented. Commissioner Carey seconded the motion and the motion passed unanimously.


EXECUTIVE SESSION

At 6:35 PM Chair Rosenberg called for an executive session to last for five minutes. The session was called for collective bargaining planning per RCW 42.30.140(4)(b).

ADJOURNMENT

The meeting was adjourned at 6:40 PM.

Submitted by:



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Jared Moravec, Board Secretary

Approved

July 27, 2023