

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

## Meeting Minutes

January 25, 2024

Chair Bruce Alward called the Board of Commissioners meeting to order at 4:30 PM. Present were Commissioners Tim Carey, Andrea Chymiy, Scott Isenman and Fritz von Ibsch; Fire Chief Jared Moravec; Deputy Chief Jeremy Mendola and Finance Manager Ed Kaufman.

### AGENDA ADDITIONS & DELETIONS

None

### PUBLIC COMMENT

Commissioner Dave Ellingsen, Chair of the Kitsap County Fire Commissioners Association, presented two acknowledgements. The first was to former Commissioner Jay Rosenberg for his dedication and insightful contributions to the Kitsap County Fire Commissioners Association Executive Board. The second was to Chief Moravec for his leadership in the County during his first year as Fire Chief. Chief Moravec thanked Commissioner Ellingson and acknowledged the efforts of his whole team in assisting him throughout the year.

### FIRE CHIEF'S REPORT

- **Legislative Day:** Chief Moravec provided a summary of events during Legislative Day on January 23<sup>rd</sup>. Commissioner Alward joined Chief Moravec for the day in Olympia. Topics included Tax Increment Financing (TIF), restructuring of the State Fire Marshal's Office, and funding for regional training among other items. Chief Moravec and Commissioner Alward had productive sessions meeting with the District's local legislative representatives.
- **Style Guide Update:** Chief Moravec provided an update on progress with the Style Guide. Topics included the Power Point template design, standardization of icons and the table of contents of the guide. The Chief anticipates bringing a draft of the Style Guide to the Board within the next few meetings.
- **2024 Mega Code Drill:** Chief Moravec noted the upcoming Mega Code Drill on February 3<sup>rd</sup>, at Station 21. This is the 20<sup>th</sup> year of BIFD hosting the Mega Code drill for UW Paramedic training classes.

### GOOD OF THE ORDER

Commissioner Isenman noted that the annual fire extinguisher servicing event will be held on May 11<sup>th</sup> this year.

### CONSENT AGENDA

(Voucher numbers 35574 through 35612 totaling \$190,151.76, Meeting Minutes 1/11/24). Commissioner Isenman moved to approve the Consent Agenda as presented. Commissioner Chymiy seconded the motion and the motion passed unanimously.

## BUSINESS AGENDA

### 1. 2023 Department Dashboard

Chief Moravec provided the Board a preliminary look at 2023 operations and financial data. Please see the attached 2023 Dashboard report. 2023 was the busiest on record in terms of calls: 3,394. The data indicates similar call types to past years but with increased volume. No action was required on this item.

### 2. Resolution #02-2024: Purchasing Cooperative:

Chief Moravec requested approval of Resolution #02-2024: Purchasing Cooperative. This resolution authorizes the purchase of a new fire engine through Sourcewell, a purchasing cooperative in Minnesota. Commissioner von Ibsch moved to approve Resolution #02-2024 as presented. Commissioner Chymiy seconded the motion and the motion passed unanimously.

### 3. NK Facilities ILA Update

Chief Moravec requested approval of an update to the North Kitsap Fire Rescue Facilities Interlocal Agreement (ILA). This agreement outlines parameters for the use of a shared facilities technician. BIFD will be allotted and invoiced for 50% of the NKFR facilities supervisor's time and vehicle expenses. This ILA does not have an expiration date. Commissioner von Ibsch moved to approve the ILA with North Kitsap Fire Rescue as presented. Commissioner Isenman seconded the motion and the motion passed unanimously.

### 4. 2023 Work Plan

Chief Moravec presented a recap of the 2023 Work Plan. 2023 highlights include, but are not limited to the following:

- Deputy Chief Hiring - Completed
- Collective Bargaining Agreement Negotiations (x2) – Completed
- Written Administrative Plan – Completed
- Mental Health Program – Structure Completed, Ongoing
- Updated Fire Code Adoption – Deferred until 2024 by State Code Adoption
- Style guide Development – In Progress
- Standard of Cover – In Progress

The Board was appreciative of the Chief's and Staff's efforts in 2023. Commissioner von Ibsch moved to receive and file the 2023 Work Plan Review as presented. Commissioner Isenman seconded the motion and the motion passed unanimously.

### 5. 2024 Work Plan

Chief Moravec presented a draft of the 2024 Work Plan. 2024 goals include:

- Updated Fire Code Adoption (from 2023)
- Style Guide Development (from 2023)
- Washington Surveying & Rating Bureau Re-Rate

- Strategic Planning Items
  - Standard of Cover/Community Risk Assessment/BLS Transport Analysis
  - Volunteer Program Evaluation
  - Update Fleet Replacement Plan
  - Facilities & Fleet Preventative Maintenance Plan
  - Career Development Guide

Commissioner Carey moved to approve the 2024 Work Plan as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

#### EXECUTIVE SESSION

At 5:52 Commissioner Alward called for an Executive Session to last 30 minutes. The Executive Session was called for collective bargaining planning per RCW 42.30.140(4)(b) and to review the performance of a public employee per RCW 42.30.110(1)(g).

#### ADJOURNMENT

The meeting was adjourned at 6:22 PM.

Submitted by:



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Jared Moravec, Board Secretary

Approved

February 8, 2024