

# BAINBRIDGE ISLAND FIRE DEPARTMENT

## BOARD OF COMMISSIONERS

### Meeting Minutes

March 14, 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

Island resident Jay Rosenberg thanked the Department for its response and subsequent support to a local family as a result of a motor vehicle accident. Specifically, Mr. Rosenberg acknowledged BN Chris Schmit, LT/PM Carol Mezen, former FF/PM Dave Coatsworth, and volunteer Dr. Ted Rosenbaum for their support that was "above and beyond" the call of duty for the Island residents involved during and after the incident.

### FIRE CHIEF'S REPORT

- Fire Code Update: Chief Moravec reported that the Fire Code update passed the COBI City Council on March 12. Changes to the fire code are effective March 15, 2024. This completes the Fire Code Work Plan item.
- Style Guide Update: Chief Moravec was pleased to share samples of business stationery and examples of Power Point templates with the Board. The Chief anticipates receiving a draft of the Style Guide in the near future.
- COBI Solar Program Update: Chief Moravec reported that a site visit at Station 21 was performed by an electrical engineer involved in the COBI solar project. Station 21 is one of five sites being considered. Commissioner Alward attended the site visit as well. The Chief anticipates a decision by COBI on the preferred site could be made in the next 30 days.
- Station Projects Update: Chief Moravec provided updates on the status of BIFD's capital projects, including that the Station 21 patio overhang will be inspected by Commissioner Isenman on March 15; the Station 23 kitchen remodel is proceeding and will be inspected by Commissioner Carey on March 26; and the Station 23 asphalt replacement project is being coordinated at this time. Commissioner Carey will serve as the Board representative for the project, as previously discussed.
- HR Manager Hiring Update: Finance Manager Kaufman briefed the Board on the interview process for hiring a Human Resources Manager. 37 applications were received, seven of those received phone interviews with four selected for panel interviews on March 27.
- Kitsap 911 Update: Chief Moravec briefed the Board on recent discussions with Kitsap 911. Two areas of interest were identified, including the hiring of a permanent Executive Director for the organization and budget concerns. A committee has been

established to evaluate the needs of the organization before hiring a permanent Executive Director. Budget concerns include a potential revenue shortfall in 2025. This could have a significant impact on user fees and/or the radio replacement project. Chief Moravec will continue to monitor the situation at Kitsap 911 and will report any significant developments at future Board meetings.

### GOOD OF THE ORDER

Commissioner Isenman reminded the Board the annual fire extinguisher servicing event will be held on May 11<sup>th</sup>, sponsored by the Eagle Harbor Yacht Club.

Commissioner Isenman also noted a recent emergency medical call where the Department was quick to respond downtown. He had been passed misinformation from a citizen and will follow-up with them with a correction regarding response times.

Commissioner Chymiy noted the quick response to a recent medical emergency call at Bainbridge High School. She thanked staff for their excellent care.

Commissioner Carey noted that the fire lane behind the Town pool is frequently blocked by parked cars. Chief Moravec will have the Fire Marshal follow-up.

Commissioner Alward noted the poor road conditions in several locations on the Island could hamper emergency response in those areas. Chief Moravec noted that if these are fire code violations, then the Fire Marshal's Office and COBI public works will coordinate and sort of corrective action.

### CONSENT AGENDA

(Voucher numbers 35694 through 35752 totaling \$135,047.32, February Payroll totaling \$886,217.68, Meeting Minutes 2/22/24). Commissioner Isenman moved to approve the Consent Agenda as presented. Commissioner Chymiy seconded the motion and the motion passed unanimously.

### EXECUTIVE SESSION

At 5:30 Commissioner Alward called for an Executive Session to last 15 minutes. The Executive Session was called to review the performance of a public employee per RCW 42.30.110(1)(g).

### ADJOURNMENT

The meeting was adjourned at 5:45 PM.

Submitted by:



Jared Moravec, Board Secretary

Approved

March 28, 2024