

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

## **Special Meeting Minutes**

January 21, 2020

Chair Gina Batali called the special meeting to order at 6:30 PM. Present were Commissioners YongSuk Cho, Tim Carey, Scott Isenman and Fritz von Ibsch; Fire Chief Hank Teran; Deputy Chief Jared Moravec; Volunteer Program Coordinator Jay Rosenberg; Finance Manager Ed Kaufman; and other Department members.

### **AGENDA ADDITIONS & DELETIONS**

None

### **OATH OF OFFICE**

Board Secretary, Chief Hank Teran administered the Oath of Office to recently re-elected Commissioner Fritz von Ibsch.

### **CITIZEN COMMENTS OR DISCUSSION**

None

### **EMERGENCY PREPAREDNESS PRESENTATION**

DC Moravec, Anne LeSage, Emergency Management Coordinator for the City of Bainbridge Island, and Scott James, Cofounder of Bainbridge Prepares, presented "Shaping the Future of Community Preparedness: A Whole Community Approach on Bainbridge Island" to the Board. The presentation focused on coordinated emergency preparedness efforts, ongoing throughout the community, led by these three individuals and their respective organizations. The goal of these efforts is to make Bainbridge Island a recognized leader in emergency preparedness in Washington as well as throughout the nation. Please see the attached presentation slides for content detail.

### **BUSINESS AGENDA**

#### **1. Station 21 Construction Final Acceptance**

Chief Teran requested final Board acceptance of the Station 21 construction contract with FORMA Construction. After careful review of all outstanding punch list and warranty items by the Department Build Team, including Commissioners Carey and von Ibsch, the Build Team recommended final acceptance of the \$8,694,099 construction contract with FORMA. Commissioner von Ibsch moved to declare final acceptance of the Station 21 construction contract with FORMA Construction. Commissioner Carey seconded the motion and the motion passed unanimously.

#### **2. 2019 Work Plan Summary**

Chief Teran provided a recap of the 2019 Work Plan including the following completed tasks: completion of the Station 22 construction project and final acceptance of Station 21 & 22; successful outcome of the 2019 EMS Levy renewal and changing the status of the levy to permanent; successful completion of the Washington Surveying and Rating Board (WSRB) review; and, successful completion of 2017/2018 biennial audit by the Washington State Auditor's Office. Additional completed tasks in 2019 included, but were not limited too, ILA with the Parks District for landscape maintenance services, conducting

a firefighter test, the Rotary AED project, participating in community podcasts, numerous wildfire presentations and the partnership with the Bainbridge Island Police Department for the equipping and use of the police boat by BIFD. Commissioner Isenman moved to receive and file the 2019 Work Plan Summary as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

### 3. 2020 Work Plan Proposal

Chief Teran led a discussion of the 2020 Work Plan with the Board, asking for Commissioner input and agreement with the major topics to be included in the plan. The following items were added to the 2020 Work Plan:

#### Priority Items

Collective Bargaining Agreements (2)  
Fire Code Adoption  
Succession Plan  
IT Master Plan

#### Secondary Items

Master Training Plan  
Wildfire Protection Plan Update  
Policies & Procedure Update Plan

Regarding succession planning for the Department, this will address the following positions: Fire Chief, Deputy Chief, Battalion Chief, Lieutenant, Paramedic and Finance Manager. Commissioner Batali stated that it is the Board's intention that the next Fire Chief will be hired from the Deputy Chief's position at that time. Commissioner von Ibsch moved to approve the 2020 Work Plan as outlined above. Commissioner Cho seconded the motion and the motion passed unanimously.

### GOOD OF THE ORDER

Commissioner Cho noted that the upcoming KCFCA meeting will be January 28 in Poulsbo.

Finance Manager Kaufman provided preliminary 2019 financial figures which indicate total revenue of \$11,765,432 and expenses of \$10,849,025. Final numbers will be provided in March.

Finance Manager Kaufman also noted that after polling the membership, the decision has been made to continue the daily subscription of the Kitsap Sun and the weekly subscription of the Bainbridge Review at Station 21 only.

### CONSENT AGENDA

(Vouchers totaling \$1,894,056.71, December Payroll, Meeting Minutes 12/18/2019.)  
Commissioner Isenman moved to approve the Consent Agenda as presented. Commissioner Carey seconded the motion and the motion passed unanimously.

### BUSINESS AGENDA

#### 4. Resolution #01-2020: Roster Update

Chief Teran requested approval of Resolution #01-2020: Roster Update. This annual resolution memorializes the Department's roster on January 1 of each year and assists with proper authorizing of volunteer benefits. Commissioner Carey moved to approve Resolution #01-2020 as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

5. Resolution #02-2020: Purchasing Cooperative

Chief Teran requested approval of Resolution #02-2020: Purchasing Cooperative. This resolution authorizes Chief Teran to enter into an agreement with Sourcewell, a purchasing cooperative through the State of Minnesota, for the purchase of a new engine as allowed by P&P #130. The engine is included in the 2020 Capital Budget and the Department will realize a \$28,000 savings by pre-paying. Commissioner Cho moved to approve Resolution #02-2020 as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 9:17 PM.

Submitted by:



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Henry A. Teran, Board Secretary

Approved

February 5, 2020

# Shaping The Future of Community Preparedness:

## A Whole Community Approach on Bainbridge Island



### Anne LeSage

Emergency Management Coordinator,  
City of Bainbridge Island

[bainbridgewa.gov](http://bainbridgewa.gov)

### Jared Moravec

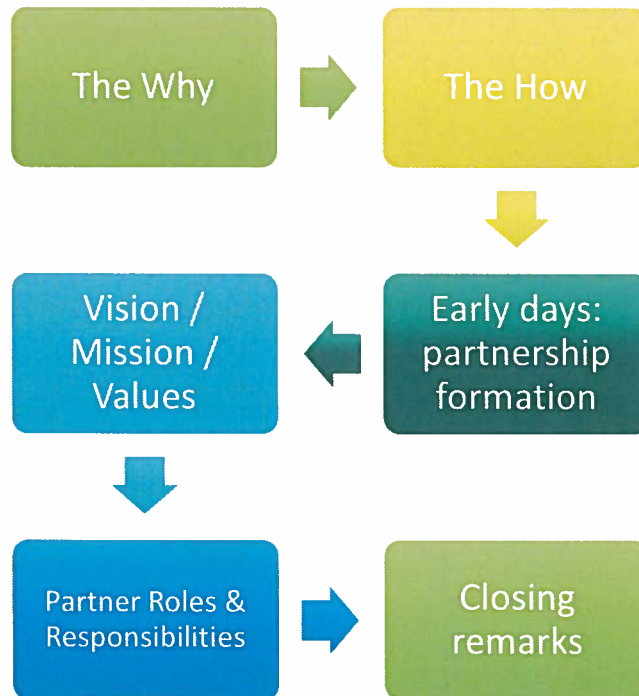
Deputy Chief,  
Bainbridge Island Fire Department

[bifd.org](http://bifd.org)

### Scott James

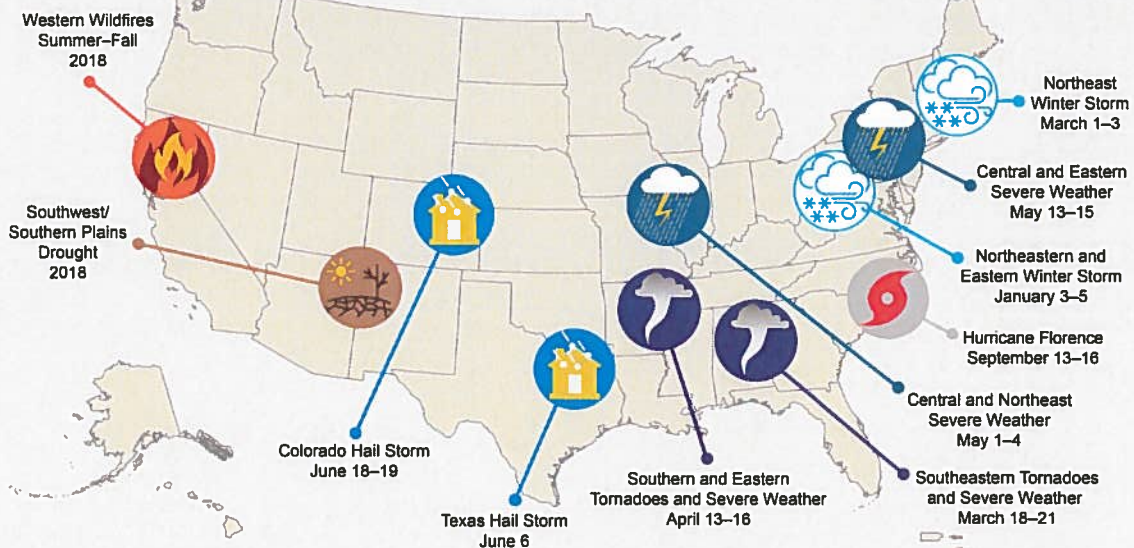
Cofounder, Bainbridge Prepares  
Author, Prepared Neighborhoods

[bainbridgeprepares.org](http://bainbridgeprepares.org)  
[preparedneighborhoods.com](http://preparedneighborhoods.com)



# THE WHY

## U.S. 2018 Billion-Dollar Weather and Climate Disasters January–September 2018



*This map denotes the approximate location for each of the 11 separate billion-dollar weather and climate disasters that impacted the United States from January–September 2018.*

## Bainbridge Island

- 28 square miles
- 53 miles of shoreline
- 25,000 residents
- Connected to the mainland via Agate Pass Bridge and the Washington State Ferry system (hourly ferries to downtown Seattle)

City – 130 FTE

BIFD – 40 FTE, 25 Volunteers

BIPD – 30 FTE

BP – 275 Volunteers



**“It is amazing  
what you can  
accomplish if you  
do not care who  
gets the credit.”**

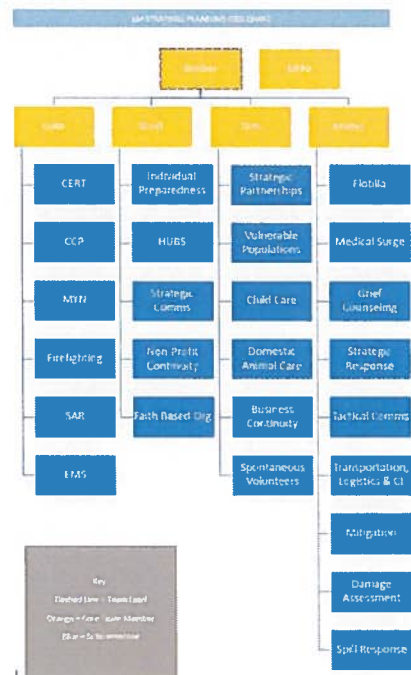
**President Harry S.  
Truman**

*the*  
**HOW**



## The Partnership

Where we started





## Whole Community Approach

Program foundations:  
empowering local action!

Encourage community members to lead – not follow – in identifying priorities, organizing support, implementing programs, and evaluating outcomes.

The emergency manager promotes and coordinates – does not direct – these conversations and efforts.



## Our Vision & Mission

### Vision

A whole community approach to  
create a safer, more resilient  
Bainbridge Island

### Mission

To continuously improve the  
resilience and readiness of the  
community and the ability to  
respond to and recover from  
natural and human-caused  
disasters



## Our Values

- Active
- Embraced by Island Culture
- Institutionalized in Response Agencies
- Innovative
- Inclusive
- Positive
- Collaborative

## Emergency Management Strategic Planning Organizational Chart

### Lead Agency



#### Preparedness Teams

Mitigation  
Communication  
Strategic Partnerships  
Continuity of Governance  
Volunteer Management & Credentialing  
Critical Infrastructure, Transportation & Logistics

#### Emergency Response Teams

City Flotilla  
Public Safety & Security  
Damage Assessment Team  
Severe Weather / Overnight Shelter  
Emergency Operations Center (EOC)

### Partner Agency



#### Preparedness Teams

FireWise Program  
Community Risk Reduction  
(CPR, Stop the Bleed, Fire Extinguisher  
Training, Community Outreach)

#### Emergency Response Teams

Firefighting  
Casualty Collection  
Search and Rescue  
Emergency Medical Services  
Department Operations Center (DOC)

• *Disaster Hubs provide the following limited services for a limited duration after a wide-scale disaster. Hubs have a formal relationship with COBI and are staffed by Bainbridge Prepares volunteers.*

### Community Nonprofit



#### Preparedness Teams

Map Your Neighborhood  
Ready Congregations  
Food & Water Resilience  
Access & Functional Needs  
Community Outreach & Training

#### Emergency Response Teams

Citizen Flotilla  
Medical Reserve Corps  
Emergency Medical Responders  
Emergency Auxiliary Radio Service  
Community Emergency Response Team

#### Disaster Hubs Teams •

Interpretation (LEP)  
Domestic Animal Care  
Medical (MRC & BIEMRs)  
Psychological First Aid & Wellness  
Child Safety & Family Reunification

# Role of the City

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## Lead Agency



### Preparedness Teams

- Mitigation
- Communication
- Strategic Partnerships
- Continuity of Governance
- Volunteer Management & Credentialing
- Critical Infrastructure, Transportation & Logistics

### Emergency Response Teams

- City Flotilla
- Public Safety & Security
- Damage Assessment Team
- Severe Weather / Overnight Shelter
- Emergency Operations Center (EOC)

# Role of the Fire Department

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## Partner Agency



### Preparedness Teams

- FireWise Program
- Community Risk Reduction  
(CPR, Stop the Bleed, Fire Extinguisher  
Training, Community Outreach)

### Emergency Response Teams

- Firefighting
- Casualty Collection
- Search and Rescue
- Emergency Medical Services
- Department Operations Center (DOC)

## Role of the Community

### Community Nonprofit

## BAINBRIDGE PREPARES

#### Preparedness Teams

Map Your Neighborhood  
Ready Congregations  
Food & Water Resilience  
Access & Functional Needs  
Community Outreach & Training

#### Emergency Response Teams

Citizen Flotilla  
Medical Reserve Corps  
Emergency Medical Responders  
Emergency Auxiliary Radio Service  
Community Emergency Response Team

#### Disaster Hubs Teams +

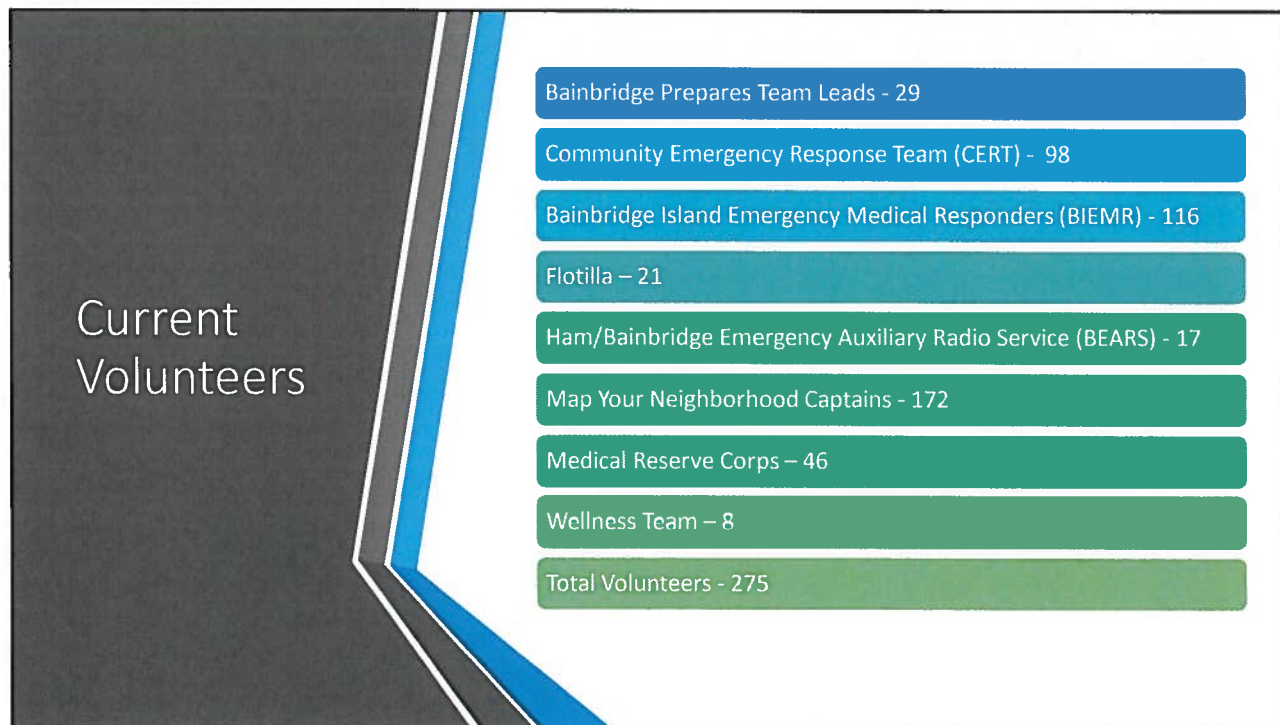
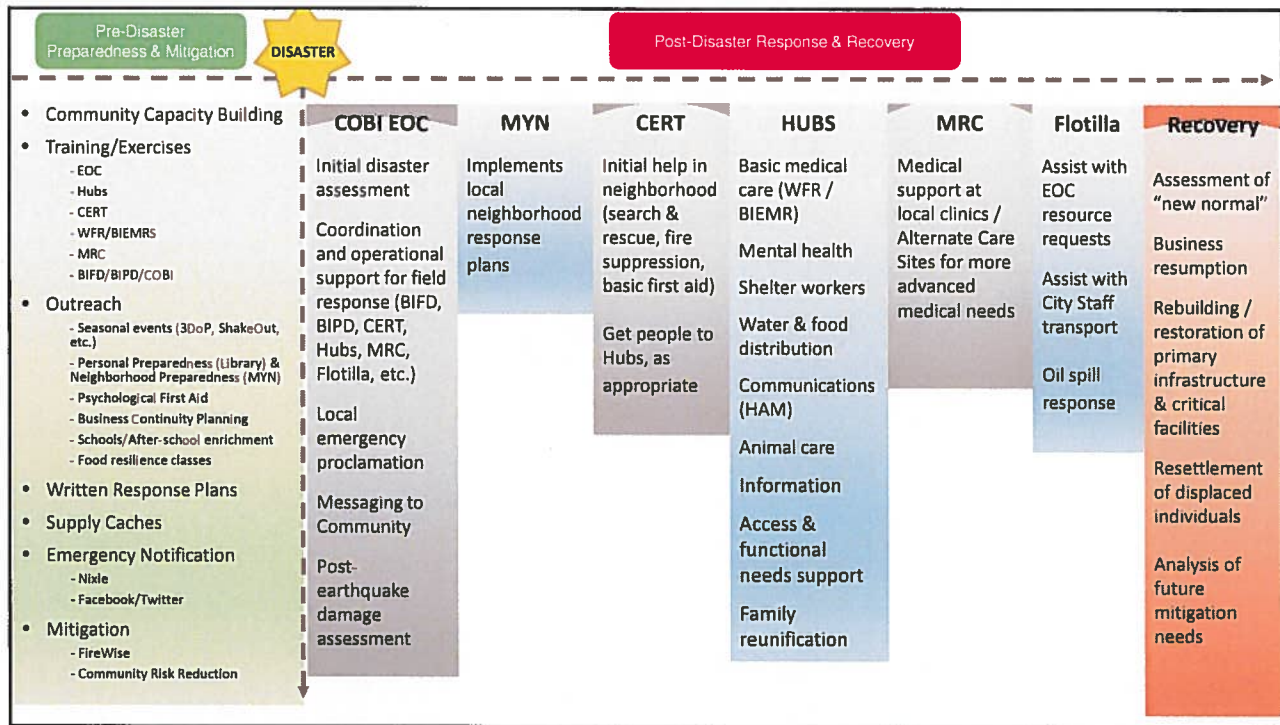
Interpretation (LEP)  
Domestic Animal Care  
Medical (MRC & BIEMRs)  
Psychological First Aid & Wellness  
Child Safety & Family Reunification

## Hubs will be...

A system of 12 networked community centers designed to support service gap needs by providing the following limited services during disaster:

- Official information
- Shelter (some accommodate pets)
- Basic sustenance
- Limited medical care
- Limited psychological care









**Local Milestones**

- 12 Hubs online by 2020
- Increased volunteer capacity – 600 volunteers on island by 2021
  - 150 WFR/150 CERT
  - 300 Other (Flotilla, MRC, Hubs)

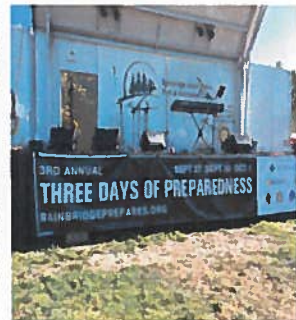


**Become the recognized leader within Washington State**



**Become a recognized model city by FEMA**

# Long Term Goals



“2017 has taught us that nothing is more important than having trained people within the whole community ready to execute our collective mission.” – Brock Long

**Emergency Management is  
Community Building!**

# Bainbridge Island Emergency Management Program



## **Anne LeSage**

Emergency Management Coordinator,  
City of Bainbridge Island

[bainbridgewa.gov](http://bainbridgewa.gov)

## **Jared Moravec**

Deputy Chief,  
Bainbridge Island Fire Department

[bifd.org](http://bifd.org)

## **Scott James**

Cofounder, Bainbridge Prepares  
Author, Prepared Neighborhoods  
Cofounder, ReadyPod

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[preparedneighborhoods.com](http://preparedneighborhoods.com)  
[readypod.com](http://readypod.com)