

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Meeting Minutes

January 2, 2019

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

AGENDA ADDITIONS & DELETIONS

Chief Teran requested that Resolution #03-2019 Interlocal Agreement for Landscape Services be added to Business Item #3. The Board agreed.

FIRE CHIEF'S REPORT

- Fire station construction update: Construction Project Manager Charlie Demming provided an update on the station construction project including the following:
 - An agreement with the contractor has been reached to remedy the landscaping issues at Station 21.
 - One item remains to be resolved on the COBI punchlist for Station 21.
 - The Washington Water mock well design for Station 22 is under review by the Department of Health.
 - Station 22 completion is expected in April, 2019.
- 911 outage update: DC Moravec reported on the statewide 911 outage on December 28. The cause of the outage has not been determined at this time. There are contingency plans in place to handle this type of service interruption.
- Closest Unit Pilot Program: DC Moravec reported that there is no additional information to report on the pilot program at this time.
- 2018 Member recognition: Chief Teran briefed the Board on the 2018 member recognition awards that were announced during the annual holiday party. These included awards for Volunteer Member of the Year, Ben McCarty, Career Member of the Year, Peter Gibson, a Special Recognition Award to Peter Redinger as well as Years of Service awards to several members.
- 2019 Commissioner assignments: The Board discussed 2019 committee assignments with the following designations: Intergovernmental Working Group (IGWG) – Tim Carey with Gina Batali as backup; and, Kitsap County Fire Commissioners Association (KCFCA) representative Scott Isenman and YongSuk Cho as KCFCA Executive Committee representative.
- 2019 Commissioner in-house training: Chief Teran asked the Board for topics that they would like covered in 2019 for Commissioner training. These topics will be added to the Chief/Commissioner calendar as they are scheduled.

GOOD OF THE ORDER

DC Moravec reported on the December 20th windstorm. The Department responded to 36 calls during the storm, 31 of those were weather related. The Department Operations Center was activated and BIFD hosted representatives from COBI due to a power outage at City Hall.

Chief Teran noted the resignation of LT Zach Bussard, effective December 31, 2018.

Commissioner Carey announced that he would not be available for the February 20 or April 3 Commissioner meetings.

CITIZEN COMMENTS OR DISCUSSION

None

CONSENT AGENDA

(Vouchers totaling \$1,804,197.09, December Payroll, Meeting Minutes 12/5/2018)
Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner Batali seconded the motion and the motion passed unanimously.

BUSINESS AGENDA

1. 2017-2018 Work Plan

Chief Teran presented a review of the 2017/2018 Work Plan. Commissioner Isenman moved to receive and file the 2017/2018 Work Plan as presented. Commissioner Cho seconded the motion and the motion passed unanimously. Please see the attached presentation for additional details.

2. 2019 Work Plan

Chief Teran presented the 2019 Work Plan including the following primary items:

- Fire Station Construction project
- EMS Levy Campaign
- Washington Surveying and Rating Bureau (WSRB)
- Washington State Audit

Commissioner Isenman moved to approve the 2019 Work Plan as presented. Commissioner Carey seconded the motion and the motion passed unanimously. Please see the attached presentation for additional details.

3. Resolution #01-2019: Roster Update

Chief Teran requested approval of Resolution #01-2019: Roster Update. The Department provides a roster update annually to allow for proper enrollment in various benefit programs. Commissioner Cho moved to approve Resolution #01-2019 as presented. Commissioner Batali seconded the motion and the motion passed unanimously.

4. Resolution #02-2019: Authorizing and Approving Participation in the Washington Public Employees' Retirement System (PERS)

Chief Teran requested approval of Resolution #02-2019: Authorizing and Approving Participation in the Washington Public Employees' Retirement System (PERS). The Department decided to adopt PERS as the retirement program for non-suppression members during the recent collective bargaining negotiations with Local 4034. This resolution is required by the Department of Retirement Services for program enrollment.

Commissioner Batali moved to approve Resolution #02-2019 as presented. Commissioner Cho seconded the motion and the motion passed unanimously.

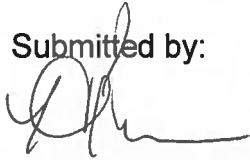
5. Resolution #03-2019: Interlocal Agreement for Landscaping Services

Chief Teran requested approval of Resolution #03-2019: Interlocal Agreement for Landscaping Services. BIFD and the Bainbridge Island Metropolitan Park & Recreation District (BIMPRD) have entered into an interlocal agreement (ILA) for the BIMPRD to provide landscape services to BIFD at all three stations. This ILA is intended to provide cost savings and create efficiencies for the Bainbridge Island tax payers. Commissioner Carey moved to approve Resolution #03-2019 as presented. Commissioner Isenman seconded the motion and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:57 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

January 16, 2019



BAINBRIDGE ISLAND FIRE DEPARTMENT

2017/18 Work Plan Summary

"Safeguarding lives, property, and the environment through prevention, education, and emergency response."



BAINBRIDGE ISLAND FIRE DEPARTMENT

Background

- Work Plan presented annually
- BOC adopted
- 18-month Work Plan
- Department's major priorities
- In concert with Department's Strategic Plan
- Can be amended to reflect changing conditions
- Is not all inclusive of work performed

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BAINBRIDGE ISLAND FIRE DEPARTMENT

Fire Station Construction

- Station 21 move in
- Grand Opening event
- Station 22 bid challenges
- Station 22 construction
- Architect/contractor challenges



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BAINBRIDGE ISLAND FIRE DEPARTMENT

BIAA Contract

- 1999 Contract
- June 2017 notification of potential closure
- BIAA notice to terminate
- New BIAA leadership
- BOC and labor support
- January 2018 BLS services provided by BIFD



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BAINBRIDGE ISLAND FIRE DEPARTMENT

COBI Fire Services Contract

- Expiration December 2018
- City Manager transition
- Three-year contract
- Increase compensation/reduced expectation
- Maintain positive relations



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BAINBRIDGE ISLAND FIRE DEPARTMENT

Collective Bargaining Negotiations

- Suppression and Non-Suppression contracts
- 44/32 Articles reviewed/discussed/negotiated
- Updated Substance Abuse Policy
- Maintain positive relations



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 **BAINBRIDGE ISLAND FIRE DEPARTMENT**

Washington State Audit

Accountability & Financial Audit
 Audit years 2015 - 2016
 Focus on accountability and financials
 No findings
 Two decades of no findings




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 **BAINBRIDGE ISLAND FIRE DEPARTMENT**

Strategic Plan Update

Five-Year Plan
 11-Month process
 Six Committees
 Community Outreach
 Draft October 2018
 BOC November 2018
 Third Strategic Plan
 January 2019 in effect




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 **BAINBRIDGE ISLAND FIRE DEPARTMENT**

Additional Accomplishments

New medic unit
 Firefighter testing processes
 Electronic Reporting (ESO)
 Blue Card Incident Management
 International Academy for Professional Driving
 Department rebranding




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 **BAINBRIDGE ISLAND FIRE DEPARTMENT**

Additional Accomplishments

New Positions Added

- Receptionist
- Deputy Fire Marshal
- Community Risk Reduction Coordinator
- Medical Services Administrator
- Deputy Chief



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 **BAINBRIDGE ISLAND FIRE DEPARTMENT**

Recommendation

Receive and file report as presented



"Safeguarding lives, property, and the environment through prevention, education, and emergency response."




2019 Work Plan Proposal

*"Safeguarding lives, property, and the environment
through prevention, education, and emergency response."*

Background



- 12-month Work Plan
- Department's major priorities
- In concert with new 2019 – 2024 Strategic Plan
- Can be amended to reflect changing conditions
- Not all inclusive of work performed



*"Safeguarding lives, property, and the environment through
prevention, education and emergency response"*

Fire Station Construction


- Station 21 completion
- Station 22 move in
- Station 22 Open House event
- Station 22 completion
- Close out entire 2015 Capital Facility Project

*"Safeguarding lives, property, and the environment through
prevention, education and emergency response"*

EMS Levy Campaign



- Position Statement Committee
- Advertising campaign
- Educational outreach
- February 12 election




*"Safeguarding lives, property, and the environment through
prevention, education and emergency response"*

Washington Surveying and Rating Bureau (WSRB)



- WSRB evaluates all Washington communities for their fire protection and suppression capabilities
- Strategic Plan objective of 7 to 5 rating accomplished
- Five-year intervals
- Fall evaluation

*"Safeguarding lives, property, and the environment through
prevention, education and emergency response"*

Washington State Audit

- Accountability and Financial Audit
- 2017-2018
- Staff participation
- Commissioner representation for exit evaluation
- Annual audits commencing in 2020

*"Safeguarding lives, property, and the environment through
prevention, education and emergency response"*

Additional Expectations

BLS transport evaluation

Closest unit dispatching

New Tender apparatus

Firefighter test

Paramedic test

Officer development training

2020 Fire Code analysis and preparation

2020 CBA negotiations preparation



"Safeguarding lives, property, and the environment through prevention, education and emergency response"

Recommendation

Concur with Fire Chief's recommendation and approve 2019 Work Plan as presented.



"Safeguarding lives, property, and the environment through prevention, education and emergency response"