

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Special Board Meeting Minutes

November 16, 2017

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

AGENDA ADDITIONS & DELETIONS

None

PUBLIC HEARING: PROPOSED PROPERTY TAX REVENUES FOR 2018

At 6:30 PM Commissioner Isenman opened the public hearing on revenue sources for the Department's 2018 expense budget per RCW 84.55.120.

There were no questions or comments from the public and the hearing was closed at 7.36 PM.

FIRE CHIEF'S REPORT

- Election results: Chief Teran announced the following results of the November 7 election: Commissioner Position 3 - Bruce Alward 99.2% of the vote; Commissioner Position 4 – Fritz von Ibsch 99.3% of the vote. The Commissioners will take the oath of office at the December 14 Board meeting.
- 2018 Board Chair nominations: The Commissioners discussed the naming of a new Board Chair for 2018. Commissioner Isenman suggested Bruce Alward for Chair and he agreed to serve with the consent of the other Commissioners present.
- Fire station construction update: Project Manager Charlie Demming briefed the Board on recent construction developments including:
 - All interior framing is complete.
 - Insulation is being installed and gypboard installation is underway.
 - Exterior siding is beginning.
 - Rough in plumbing is almost complete and HVAC installation has begun.
 - Demming recommended against accepting Alternate #3 – wood ceiling and paneling in the lobby. The Commissioners agreed and did not vote to move forward with this alternate.
 - Demming also recommended against moving forward at this time with any station artwork. He suggested that if the Board wants to entertain the idea of artwork they should work with the Public Art Committee from the Bainbridge Arts & Humanities Council and follow a process prescribed by the State of Washington Arts Commission.

- Meeting with COBI service agreement: Chief Teran briefed the Board on his recent meeting with representatives of COBI regarding the scope of work of the current Fire Safety Services Agreement with the City. Along with AC Carpenter, the Chief discussed the growing volume of work for the Fire Marshal's Office and the list of additional duties associated with emergency preparedness that BIFD is completing on COBI's behalf. This increased work load could be addressed with additional staffing including a plan reviewer and a community risk reduction specialist. The message was well received by the City Manager, Doug Schulze, who indicated he will confer with the City Council in February regarding possibly renegotiating the Services Agreement for 2018.
- 2018 BOC meeting schedule: Chief Teran suggested the Board adjust the regularly scheduled meeting schedule to the 1st and 3rd Wednesday of each month. This will help avoid calendar conflicts with holidays in both November in December. The Commissioners agreed with this suggestion and staff will bring a resolution formally changing the schedule to the December 14 meeting.
- Food Drive: Chief Teran informed the Board of a recent food drive for Helpline House led by FF Justin Foley. The drive collected over 30 bags of groceries and \$300, all donated to Helpline House.
- BIVFFA Holiday Dinner reminder – 12/9: The Chief reminded the Board of the upcoming holiday dinner, hosted by the Bainbridge Island Volunteer Firefighters Association on 12/9 at 6:00 PM at the Masonic Center.
- KCFCA Holiday Brunch reminder – 12/9: The Chief also reminded the Board of the KCFCA Holiday Brunch, on 12/9, at the Clearwater Casino.
- California deployment thank you letters: Chief Teran shared dozens of thank you letters the Department has received from grateful California residents in the Santa Rosa area. The letters thanked the Department for its recent deployment to assist with firefighting efforts in Northern California.

GOOD OF THE ORDER

AC Moravec briefed the Board on the November 13 windstorm weather event. BIFD responded to more than 50 calls, only 10 of which were emergency medical related.

Chief Teran reminded the Board that the annual BIFD Christmas Truck map and schedule is now posted on the BIFD website.

Commissioner Isenman commented on his recent attendance to OTEP training that including a presentation on infectious diseases. "Wash your hands!"

CITIZEN COMMENTS OR DISCUSSION

None

CONSENT AGENDA

(Vouchers totaling \$560,899.87, October Payroll, Meeting Minutes 10/26/2017). Commissioner von Ibsch moved to approve the Consent Agenda as presented. Commissioner Carey seconded the motion and the motion passed unanimously.

BUSINESS AGENDA

1. Resolution #05-2017: 2018 Property Tax Revenue – General Fire Levy

Finance Manager Kaufman requested approval for Resolution #05-2017: 2018 Property Tax Revenue – General Fire Levy. This resolution authorizes Kitsap County to collect funds through the general fire levy. It also authorizes a 3.2% increase over 2017 as allowed by the 2015 voter approved temporary lid lift. The general fire levy represents 67% of the Department's annual revenue. The projected levy rate for 2018 is \$0.85. Commissioner Alward moved to approve Resolution #05-2017: 2018 Property Tax Revenue – General Fire Levy as presented. Commissioner Carey seconded the motion and the motion passed unanimously.

2. Resolution #06-2017: 2018 Property Tax Revenue – EMS Levy

Finance Manager Kaufman requested approval for Resolution #06-2017: 2018 Property Tax Revenue – EMS Levy. This resolution authorizes Kitsap County to collect funds through the EMS levy. It also authorizes a 1.0% increase over 2017 as allowed by statute. The EMS levy represents 28% of the Department's annual revenue. The projected levy rate for 2018 is \$0.35. Commissioner Carey moved to approve Resolution #06-2017: 2018 Property Tax Revenue – EMS Levy as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

3. Resolution #07-2017: 2018 Budget

Finance Manager Kaufman requested approval for Resolution #07-2017: 2018 Budget. This resolution presents revenue and expenditure levels for the Department's five funds: Expense; Reserve; Bond; Capital; and, Capital Facilities Bond Fund. The 2018 expense budget includes a 4% increase in revenue and 4% increase in expenses. The presented budget is consistent with the Department's 10-year financial projections and is essentially the same as the draft budget presented to the Board on October 12. Only healthcare costs have been adjusted. Commissioner von Ibsch moved to approve Resolution #07-2017: 2018 Budget as presented. Commissioner Alward seconded the motion and the motion passed unanimously.

EXECUTIVE SESSION

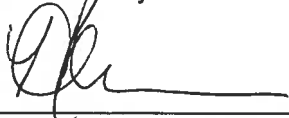
At 7:52 PM, Commissioner Isenman called for an Executive Session to last for 15 minutes. The Executive Session was called for collective bargaining planning per RCW 42.30.140(4(b)).

At 8:07, the Executive Session was extended 10 minutes. The session was extended by an additional 10 minutes at 8:17. The session was extended by an additional 10 minutes at 8:27. The session was extended by an additional 10 minutes at 8:37. The session was extended for an additional five minutes at 8:47.

ADJOURNMENT

The meeting was adjourned at 8:52 PM.

Submitted by:



Henry A. Teran, Board Secretary
Approved

December 14, 2017