

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Meeting Minutes December 14, 2017

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

AGENDA ADDITIONS & DELETIONS

Chief Teran requested a change in the Agenda order, moving the 2nd Executive Session after the Oath of Office and then adding two Business items to follow the Executive Session: Resolution #09-2017: Ratify Collective Bargaining Agreement with IAFF Local 4034 Suppression Members and Resolution #10-2017: Ratify Collective Bargaining Agreement with IAFF Local 4034 Non-Suppression Members. The Agenda was amended as requested.

OATH OF OFFICE

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

EXECUTIVE SESSION

2. At 6:38 PM, Commissioner Carey 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 6:53, the Executive Session was extended 15 minutes. The session was extended by an additional 10 minutes at 7:08.

The open public meeting resumed at 7:18 PM.

BUSINESS AGENDA

6. Resolution #09-2017: Ratify Collective Bargaining Agreement with IAFF Local 4034 Suppression Members

Chief Teran requested approval of Resolution #09-2017: Ratify Collective Bargaining Agreement with IAFF Local 4034 Suppression Members. The Chief noted that after eight meetings with the Local, over the last six months, the Department and the Local had reached an agreement on the Collective Bargaining Agreement for suppression members. He also announced that the membership of the Local had voted to ratify the contract earlier in the day. The Chief informed that Board that both Management and the Local were pleased with the outcome of the negotiations. Commissioner Alward moved the approve Resolution #09-2017: Ratify Collective Bargaining Agreement with IAFF

Local 4034 Suppression Members as presented. Commissioner Isenman seconded the motion and the motion passed unanimously.

7. Resolution #10-2017: Ratify Collective Bargaining Agreement with IAFF Local 4034 Non-Suppression Members

Chief Teran requested approval of Resolution #10-2017: Ratify Collective Bargaining Agreement with IAFF Local 4034 Non-Suppression Members. Chief Teran announced that the Department and the Local had reached an agreement on a six month contract for non-suppression members. The shorten length of the contract was to allow for additional planning within the Community Risk Reduction division regarding its future direction and how that might affect non-suppression positions within the Department. It is the intention of the Department and the Local to sign a 2½ year contract with the non-suppression members before the end of June, 2018. The Chief also announced that the non-suppression members had voted to ratify the six month contract earlier in the day. The Commissioners discussed providing a 1% increase to the base wage of non-suppression members, as they had approved for suppression members. Commissioner Alward moved the approve Resolution #10-2017: Ratify Collective Bargaining Agreement with IAFF Local 4034 Non-Suppression Members with a 1% base wage increase. Commissioner Cho seconded the motion and the motion passed unanimously.

Commissioner Isenman departed the meeting at 7:26 PM.

FIRE CHIEF'S REPORT

- Fire station construction update: Construction Project Manager Charlie Demming provided an update on the station construction project including the following highlights:
 - Water and sewer connections to the COBI water supplies were almost complete.
 - Roofing and siding continue to be installed.
 - HVAC and electrical systems are being installed.
 - Windows have been installed.
 - Mackenzie is requesting a design fee of \$4,750 for the generator enclosure. This work is in addition to the extra efforts by Mackenzie for design work on the HAM antenna systems provided at no cost.
 - The current construction completion date is April 30, 2018.
 - Station 22 permit documents are being submitted to COBI on December 15.
 - Planned release date for the Station 22 bid is February 1, 2018.
- School District lockdown incident summary: AC Moravec provided a summary of the post incident analysis conducted by representatives of BIFD, BIPD and COBI. The purpose of the post incident analysis was to evaluate performance during the recent school lockdown incident including the evaluation of communication with the public.
- Website update: AC Carpenter provide the Commissioners with a “sneak peek” at the revamped BIFD website that will be rolled out by the end of December. The new site will be available across all platforms and will provide for more content control by staff.

- BOC training: The scheduled training for the Board on the new medic unit and power-lift gurneys was postponed until the new year.

GOOD OF THE ORDER

Commissioner Cho thanked Chief Teran for his efforts to bring a successful and amicable conclusion to the collective bargaining process with the Local.

Chief Teran thanked Volunteer Firefighter/EMTs Karissa Wood and Vernon Germano for their efforts to collect and deliver toys to the Seattle Children's Hospital.

The Chief also acknowledged several letters of gratitude to the Department for recent emergency medical calls as well as for providing Map Your Neighborhood training.

Finance Manager Kaufman announced that the biennial audit for 2015-2016 would be conducted in early 2018.

CITIZEN COMMENTS OR DISCUSSION

None

CONSENT AGENDA

(Vouchers totaling \$2,733,008.04, November Payroll, Meeting Minutes 11/16/2017). Commissioner Cho moved to approve the Consent Agenda as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

EXECUTIVE SESSION

1. At 8:03 PM, Commissioner Carey called for an Executive Session to last for 5 minutes. The Executive Session was called to review the performance of a public employee per RCW 42.30.110(1)(g).

The open public meeting resumed at 8:08 PM.

BUSINESS AGENDA

1. Deputy Fire Chief Job Description

Chief Teran requested approval of the job description for the newly created position of Deputy Fire Chief. This position will facilitate the command staff transition from two Assistant Chiefs and will match the command structures of a majority of the Kitsap County Fire Districts. The Chief noted that the job descriptions for Assistant Chief, Battalion Chief, Lieutenant and Firefighter/EMT, Business Agenda items #2 & 3, were administrative updates as a result of the new, Deputy Fire Chief position. Commissioner von Ibsch moved to approve the Deputy Fire Chief's job description as presented and also moved to approve the updated job descriptions for Assistant Chief, Battalion Chief, Lieutenant and Firefighter/EMT. Commissioner Alward seconded the motion and the motion passed unanimously.

2. Assistant Chief Job Description
See Business Agenda item #1 above.

3. Battalion Chief, Lieutenant & Firefighter/EMT Job Descriptions
See Business Agenda item #1 above.

4. New Recruit Acceptance

Chief Teran requested conditional approval of three new volunteer recruits: Tess Haskin, Duncan Kowalski & Adrian Rojas. VPC Rosenberg introduced the Board to all three members, via photos and short biographies. The new recruits are expected to take part in the Department's in-house firefighter academy beginning in January. Commissioner Alward moved to conditionally approve the three new volunteer recruits. Commissioner Cho seconded the motion and the motion passed unanimously.

5. Resolution #08-2017: Regular Meeting Schedule Change

Chief Teran requested approval of Resolution #08-2017: Regular Meeting Schedule Change. This resolution is required per RCW 52.14.090 in order to change the regularly scheduled Board meeting times from the current 2nd and 4th Thursday of each month to the 1st and 3rd Wednesday as agreed to by the Board. Commissioner von Ibsch moved to approve Resolution #08-2017: Regular Meeting Schedule Change as presented. Commissioner Alward seconded the motion and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 8:22 PM.

Submitted by:



Henry A. Teran, Board Secretary
Approved

January 3, 2018