

# BAINBRIDGE ISLAND FIRE DEPARTMENT

## BOARD OF COMMISSIONERS

### Meeting Minutes

February 7, 2018

Chair Bruce Alward called the meeting to order at 6:30 PM. Present were Commissioners 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. Commissioner YongSuk Cho was excused.

### AGENDA ADDITIONS & DELETIONS

None

### 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:
  - Storm drainage system is continuing to be installed.
  - Siding is almost complete
  - Interior wallboard installation is complete and interior painting is continuing.
  - HVAC & electrical systems installation is continuing.
  - Rough plumbing is complete
  - Projected date of Substantial Completion is May 1.
  - Station 22 permit comments from COBI have been received.
  - February 15 is date for Station 22 bid release.
  - March 22 is date for Station 22 bid opening.
- COBI Committees update:
  - Critical Areas Ordinance update: BIFD Command Staff and Commissioner von Ibsch attended a COBI workshop addressing the Critical Areas Ordinance. BIFD presented its concerns about the ordinance properly addressing defensible space for homeowners to protect from wildfires. BIFD's concerns were well received by City Staff.
  - Tree Ordinance: DC Moravec provided a summary of a recent Tree Committee meeting.
  - Utilities Committee: DC Moravec briefed the Board on discussions by the Utility Advisory Committee regarding underground water lines as they relate to infrastructure updates and fire flow.
  - Emergency Prep Committee: DC Moravec also summarized recent developments on the Emergency Preparedness Committee including discussions of moving power lines underground. A representative of Puget Sound Energy is on this committee.
- Firefighter testing update: DC Moravec briefed the Board on the ongoing firefighter testing process. BIFD received 50 applications for the firefighter test; 36 of those

participated in the written exam; the top 22 candidates were invited to the assessment center. Chief's interviews will take place the week of February 12.

- Mega Code briefing: Chief Teran summarized the recent Mega Code training hosted by BIFD on January 20. The training focuses on cardiac arrests and is held in partnership with the Medic One Paramedic Training program. The Chief thanked FF/PM David Bailey for his leadership in organizing and running the program.
- IGWG summary: Chief Teran and Commissioners Alward and von Ibsch attended the January 22 IGWG meeting. Discussions included District updates and COBI interest in recreating a tax matrix for Island residents.
- Strategic Plan update: Chief Teran briefed the Board on the upcoming strategic planning process. Six critical areas will be addressed in the new, five year plan. BIFD intends to hold two public outreach meetings in March and each Commissioner has been asked to forward three names to the Chief as potential participants. Staff will advertise for the public meetings. It is staff's intention to present a final draft of the Strategic Plan to the Board by the end of 2018.
- Audit update: Finance Manager Kaufman noted that the 2015-2016 biennial audit is nearly complete. An Exit Conference has been scheduled for February 15 and the Commissioners have been invited to attend.
- March training for Commissioners: Commissioner training in March will include CPR and AED training.
- 2017 Year-End statistics: Finance Manager Kaufman summarized the 2017 year-end Department statistics including the following highlights: BIFD responded to 3,157 calls, a new annual high; 70% of calls were rescue & EMS related; new construction inspections were up 35.7% from 2016; BIFD staff conducted 87 Map-Your-Neighborhood meetings; 207 participants received CPR training; and, year-end financials were consistent with the Department's 10-year financial projections.

DC Moravec also reported on recent BLS activity by the Department. In the 13 days since January 25, BIFD completed 37 BLS & 9 ALS transports. Concurrent call rate remains approximately 30%.

### GOOD OF THE ORDER

Commissioner Isenman noted an upcoming fire extinguisher servicing event from 10:00-2:00 on April 28 at the Winslow Marina.

Commissioner Isenman also complimented FF/Inspector Brian Wilkinson for his well-spoken professionalism during a business interaction.

Commissioner Carey briefed the Board on his participation in the State Legislative Day in Olympia on January 25. Commissioner Carey believes that Commissioner participation in both the County Legislative Day and State Legislative Day are important and valuable resources for the District.

DC Moravec provided a brief recap of the officer involved shooting incident on Bainbridge that occurred earlier in the day.

CITIZEN COMMENTS OR DISCUSSION

None

CONSENT AGENDA

(Vouchers totaling \$1,510,976.62, January Payroll, Meeting Minutes 1/17/2018). Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

EXECUTIVE SESSION

Commissioner Alward called for an Executive Session at 8:02 PM to last for 15 minutes. The Executive Session was called per RCW 42.30.140(4)(b), for collective bargaining planning.

The Executive Session was extended five minutes at 8:17 PM

ADJOURNMENT

The meeting was adjourned at 8:22 PM.

Submitted by:



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Henry A. Teran, Board Secretary  
Approved

February 21, 2018