

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

## Meeting Minutes

March 24, 2016

Chair Tim Carey called the meeting to order at 6:30 PM. Present were Commissioners YongSuk Cho, Scott Isenman, Eileen McSherry, and Dan Morrow; 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

Commissioner Eileen McSherry announced her resignation from the Board of Commissioners and that the March 24, 2016 Board meeting would be her last. McSherry cited ongoing professional obligations that do not allow her to devote the proper time to her duties as Fire Commissioner as the reason for her resignation. Chief Teran thanked Commissioner McSherry for her service to the community and to the Department as did the remaining Commissioners.

### FIRE CHIEF'S REPORT

- Firefighter Stairclimb recap: Chief Teran provided a recap of Firefighter Stairclimb. BIFD fielded a 10 member team, including Commissioner Isenman, and raised over \$8,000 for the effort. Lt. Zach Bussard organized the team and FF/EMT Justin Foley posted the fastest time.
- P&P #390: Incident Reporting and Daily Log update: AC Moravec briefed the Board on minor administrative changes to P&P #390.
- LERA training: Chief Teran briefed the Board on the recent Labor & Employment Relations Association conference attended by the Chief and FM Kaufman.
- Apparatus Replacement Matrix update: AC Moravec provided an overview of the Department's updated apparatus replacement schedule for the next five years including the replacement of three Aid/Medic units, one staff car, one engine and one tender.
- BOC Workshop for 2016 Work Plan: The Board and Staff agreed to discuss the 2016 Work Plan at a regularly scheduled Board meeting. Staff will poll the Commissioners regarding their availability for Board meetings in April and May.
- Cencom governance update: Chief Teran briefed the Board on recent developments regarding the possible change of Cencom governance. The Department's attorney is waiting for final documentation and, once received, he will provide the Department with a memo outlining his position vis-à-vis Cencom's change from a County Department to a Public Development Authority (PDA). Commissioner Morrow asked for additional information regarding Cencom's current finances and financial projections as a PDA. Chief Teran said he will request the financial data from Cencom. The Commissioners agreed once their questions have been satisfied they will schedule a Public Hearing

regarding the transferring of interests and liabilities in assets currently owned by Cencom to Kitsap County. The Board also agreed to continue meeting monthly with members of the Tri-District until the Cencom governance issue is resolved.

- Fire Station Construction update: Chief Teran and AC Carpenter provided an update on the fire station construction project including right of way requirements from the City of Bainbridge, working with the City's tree ordinance, and improvements at Station 23.

### GOOD OF THE ORDER

None

### CITIZEN COMMENTS OR DISCUSSION

None

### CONSENT AGENDA

(Warrants totaling \$94,524.83, Meeting Minutes 3/10/2016). Commissioner Isenman moved to approve the Consent Agenda as presented. Commissioner Cho seconded the motion and the motion passed unanimously.

### BUSINESS AGENDA

#### 1. ILA: South Puget Sound Fire Coordinating Group

Chief Teran requested authority to enter into an ILA with the South Puget Sound Fire Coordinating Group to allow for the use of the Incident Qualification System and give authority to participating departments to issue wildland certifications. The purpose and objective of the agreement is to allow improved efficiencies with the coordination of training, qualifications and certification programs regarding wildland qualifications. Commissioner Morrow moved to grant authority to Chief Teran to enter into the presented ILA with the South Puget Sound Fire Coordinating Group. Commissioner McSherry seconded the motion and the motion passed unanimously.

#### 2. P&P #256: Volunteer Member Reimbursement

Discussion of P&P #256: Volunteer Member Reimbursement was a continuation of the discussion begun during the February 25, 2016 BOC meeting. Commissioner Cho raised objections to the wording of paragraphs 4.5.2 (a) and 4.5.3 (a). The Board discussed the merits of applying benefits listed in those two paragraphs to all volunteers, not just those in the "trainee" program. Commissioner Cho removed his objection to 4.5.2 (a). AC Moravec suggested adding paragraph 4.5.4 to the policy that would define parameters allowing outside training incentives for all volunteers. Commissioner Cho agreed with this amendment to the policy as presented. Commissioner McSherry moved to approve P&P #256: Volunteer Member Reimbursement as amended with the inclusion of paragraph 4.5.4 detailing outside training incentives for all volunteers. Commissioner Cho seconded the motion and the motion passed unanimously.

3. P&P #138: Credit Card Policy

FM Kaufman requested approval of updating P&P #138: Credit Card Policy, increasing credit limits on the Department credit card to \$15,000 for individual cards and \$30,000 aggregate limit for the Department. The increase in credit limits will allow for greater flexibility for the Department, especially with upcoming purchases related to the capital facilities project. Commissioner Isenman moved to approve the changes to P&P #138: Credit Card Policy as presented. Commissioner Cho seconded the motion and the motion passed unanimously.

4. Resolution #5-2016: Regular Meeting Location Change

Chief Teran requested approval of Resolution #5-2016: Regular Meeting Location Change. RCW 52.14.090 states that the regular meeting schedule and location must be established by resolution. Resolution #5-2016 changes the location of the regular meeting to Fire Station 23, 12985 Phelps Road, Bainbridge Island, effective April 14, 2016. Commissioner Morrow moved to approve Resolution #5-2016: Regular Meeting Location Change as presented. Commissioner Isenman seconded the motion and the motion passed, unanimously.

ADJOURNMENT

The meeting was adjourned at 8:04 PM.

Submitted by:

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Henry A. Teran, Board Secretary

Approved

April 14, 2016