BAINBRIDGE ISLAND FIRE DEPARTMENT
BOARD OF COMMISSIONERS

Meeting Minutes
April 14, 2016

Chair Tim Carey called the meeting to order at 6:30 PM. Present were Commissioners Scott Isenman 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. Commissioner Cho was excused.

AGENDA ADDITIONS & DELETIONS
None

FIRE CHIEF'S REPORT
Deferred

GOOD OF THE ORDER
Chief Teran informed the Board that representatives of Mackenzie will give a presentation during the facilities update segment of the April 28 Board meeting.

CITIZEN COMMENTS OR DISCUSSION
Holly Van Schaick, an Island resident and former BIFD volunteer firefighter, spoke on behalf of the Bainbridge Island Ambulance Association (BIAA). Ms. Van Schaick was informing the Board that BIAA is contemplating increasing their service to include ALS interagency transports. This added service will likely begin after a review by the State Department of Health and the Kitsap County Medical Program Director. BIAA will provide status updates to Chief Teran when available.

CONSENT AGENDA
(Warrants totaling $549,526.73, March Payroll, Meeting Minutes 3/24/2016). Commissioner Isenman moved to approve the Consent Agenda as presented. Commissioner Morrow seconded the motion and the motion passed unanimously.

BUSINESS AGENDA
1. CENCOM Governance Update
The Board continued their discussion of the reorganization of CENCOM as a Public Development Authority (PDA). Commissioners had received updated versions of the Ordinance, Charter and Bylaws of the PDA from the Department's attorney, Brian Snure. The Board has requested further clarification on the stability of funding sources for the PDA, specifically funds generated from the Enhance 911 fees, and the process for approval of the PDA. Staff intends to provide the answers to the Board's questions prior to the Public Hearing on April 28 to adopt Resolution #6-2016 authorizing the transfer of any interests and liabilities in the assets of CENCOM to Kitsap County.

2. Aid Unit Bid Acceptance

Chief Teran requested the Board accept the bid for the new aid unit submitted by Braun NW. A competitive bidding process was used for the new aid unit and Braun NW submitted the winning bid of $160,942 (sales tax not included). This bid is within the 2016 budget established for this purchase. Commissioner Morrow moved to accept the Braun NW bid as presented. Commissioner Isenman seconded the motion and the motion passed.

3. P&P #654: Maintenance Shop Operations

Chief Teran requested approval of P&P #654: Maintenance Shop Operations. This P&P was created to address safety items related to the Department's maintenance shop and is designed to establish safe working conditions for the Department's Emergency Vehicle Technician. Washington State Department of Labor & Industry (L&I) approved the policy as written. The Commissioners thanked staff for their due diligence with this policy, specifically Safety Officer BC David Dilley. Commissioner Isenman moved to approve P&P #654: Maintenance Shop Operations as presented. Commissioner Morrow seconded the motion and the motion passed.
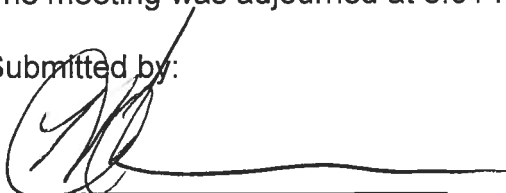
4. Board Vacancy Appointment

The Board discussed options for filling the vacancy created by the resignation of Commissioner McSherry. The Commissioners decided to advertise the vacancy in local media, soliciting letters of interest to be submitted by May 11. The Board will review the letters of interest during the May 12 Board meeting. It is the Board's intention to interview potential candidates on May 26 and make an appointment at that same meeting. Staff will arrange for the vacancy to be advertised in the local newspaper and on the Department's website.

After a review of the Board's upcoming calendar, the Commissioners decided to review the 2016 work plan after the existing vacancy is filled.

ADJOURNMENT

The meeting was adjourned at 8:01 PM.

Submitted by:

Henry A. Teran, Board Secretary
Approved
April 28, 2016