

# BAINBRIDGE ISLAND FIRE DEPARTMENT

## BOARD OF COMMISSIONERS

### Meeting Minutes

April 17, 2019

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

### 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:
  - Station 21 punch list items have been remedied.
  - A Certificate of Occupancy was issued by COBI on April 12.
  - Remaining items prior to Final Acceptance by the Board include final billing negotiations with FORMA and a final walkthrough by representatives of the Board.
  - Station 22 construction continues and has entered its final phase.
  - A number of electrical discrepancies in the construction plans have been identified and are being corrected with the architect, electrical engineer, and contractor.
  - Replacement concrete work is being completed on the outside patio.
  - Installation of the vehicle exhaust system is scheduled to begin April 25.
  - Washington Water has been issued a permit to begin work on the mock-well on Old Woods Lane.
  - Substantial complete date is scheduled for May 9<sup>th</sup>.
  - Target move-in date is May 22<sup>nd</sup>.
  - Finance Manager Kaufman provide an update of the construction bond proceeds. All bond proceeds had been exhausted by mid-April, 2019.
- Department Wide-Area Network: Commissioner von Ibsch provided an overview of recent and proposed Informational Technologies improvements throughout the Department. These improvements include efforts to increase redundancies in the event of outages or catastrophic loss at individual stations.
- DC Moravec/Executive Fire Officer Program: Chief Teran announced that DC Moravec had completed the Executive Fire Officer Program at the National Fire Academy. This is a four year program designed to prepare individuals for executive advancement in the fire service. DC Moravec thanked the Board for its support of his participation in the program over the last several years.

### GOOD OF THE ORDER

Chief Teran and DC Moravec provided an overview of the Department's wildland fire mitigation efforts being conducted on Bainbridge Island.

DC Moravec briefed the Board on a recent emergency response by BIFD members at a vehicle accident in Bremerton.

Commissioner Isenman reminded the Board of the upcoming fire extinguisher service event on April 27 from 9:00 to 2:00 at the Bainbridge waterfront.

#### CITIZEN COMMENTS OR DISCUSSION

None

#### CONSENT AGENDA

(Vouchers totaling \$1,068,004.23, March Payroll, Meeting Minutes 3/6/2019)  
Commissioner Carey moved to approve the Consent Agenda with one edit to the Minutes. Commissioner Isenman seconded the motion and the motion passed unanimously.

#### BUSINESS AGENDA

##### 1. 2018 EMS Transport Review

DC Moravec provided a presentation to the Board on 2018 EMS Transports. The presentation was designed to evaluate the effect of increased Basic Life Support (BLS) transports on the Department's daily workload. The review included an analysis of total EMS calls, an analysis of transports and an analysis of concurrent transport activity. (Please see the attached slide show for additional detail.) DC Moravec stressed that this report includes less than a full year of data. He stated that it will be important to have several years' worth of data with all three fire stations operational and with a full complement of responders for each shift before any change in level of service is considered. Commissioner Carey moved to approve the report and recommendations as presented with the following caveat; staff will provide quarterly updates of the data where possible. Commissioner Cho seconded the motion and the motion passed unanimously.

#### EXECUTIVE SESSION

At 8:45 PM, the Chair called for an Executive Session to last for 20 minutes. The Session was called per RCW: 42.30.110 (1) (G), to review the performance of a public employee.

At 9:05 PM, the Session was extended for five minutes.

#### ADJOURNMENT

The meeting was adjourned at 9:10 PM.

Submitted by:



---


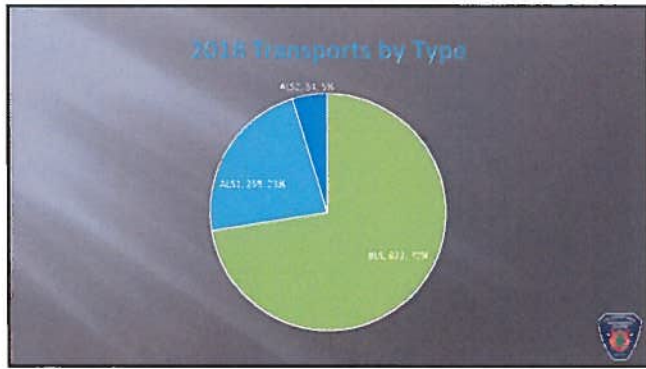
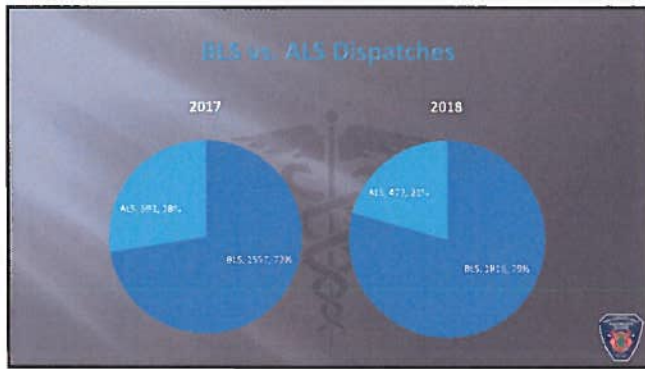
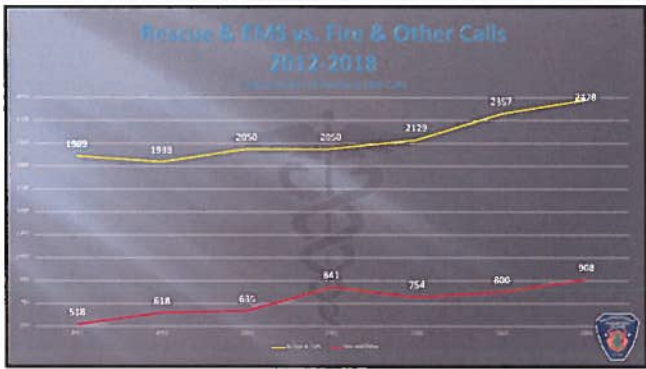
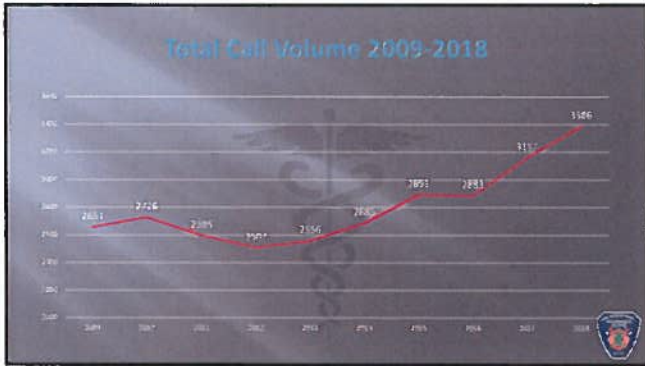
Henry A. Teran, Board Secretary

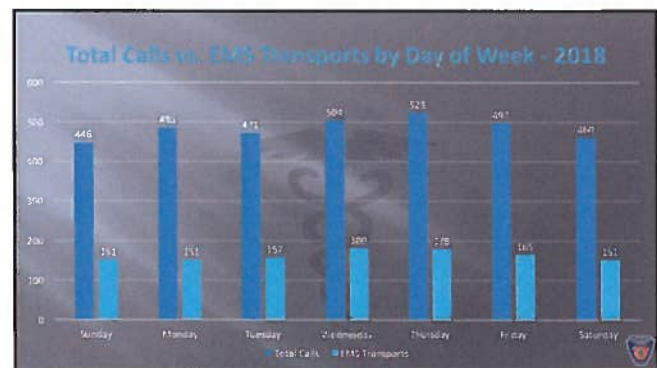
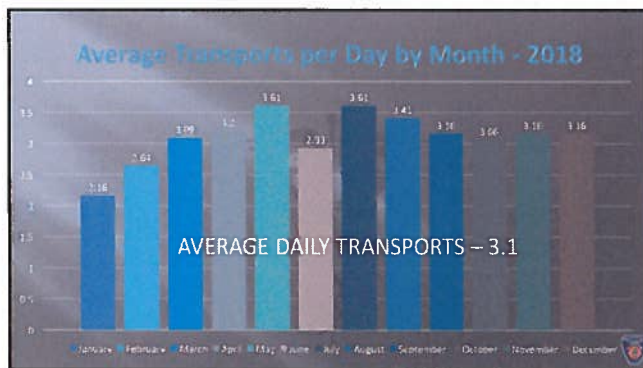
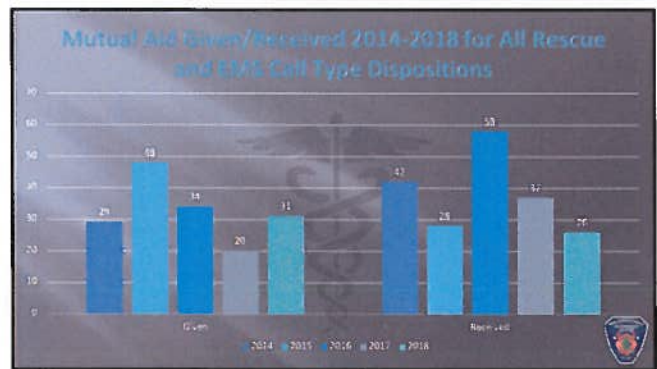
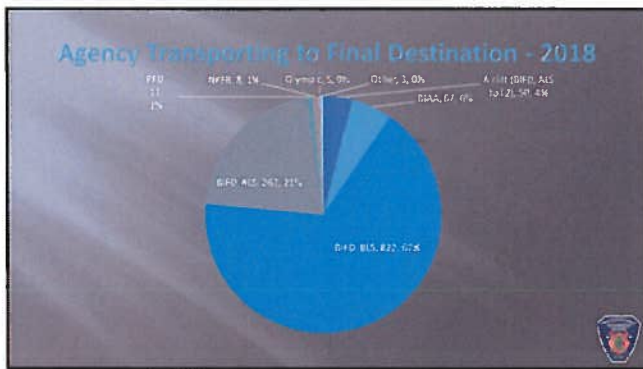
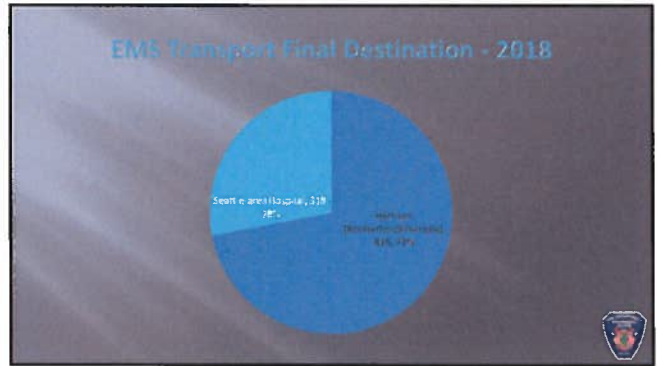
Approved

May 1, 2019

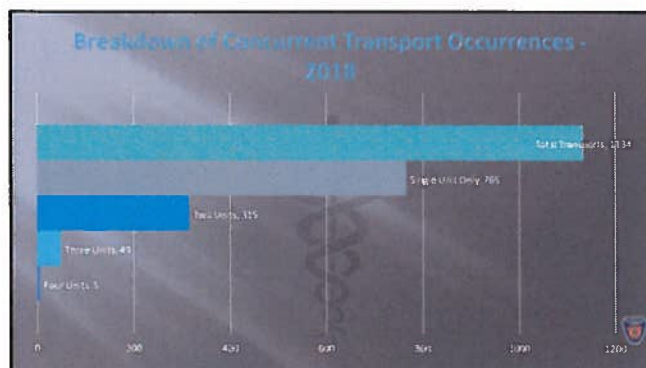
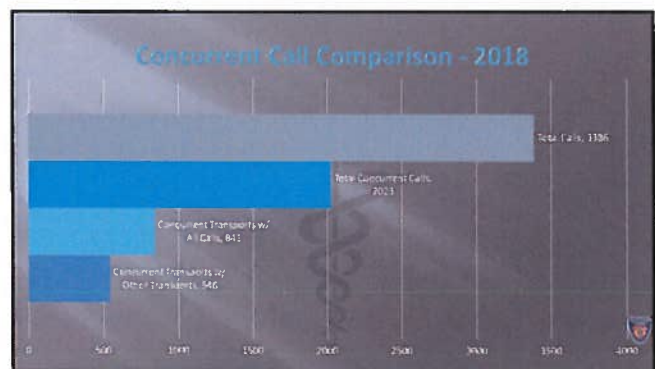
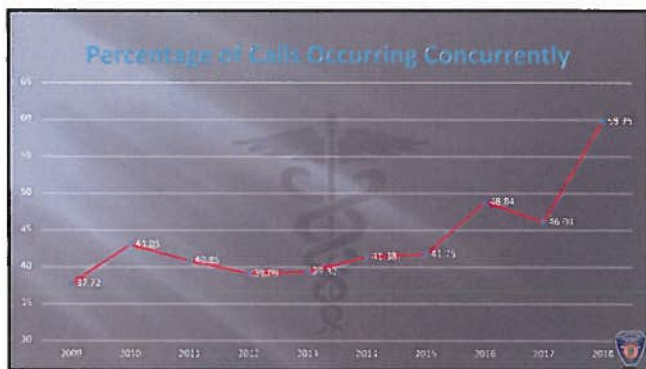
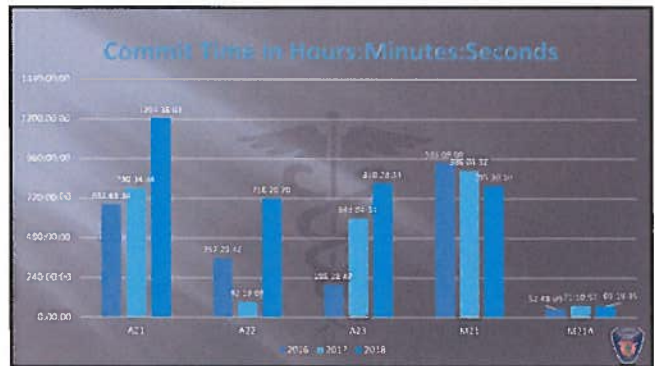
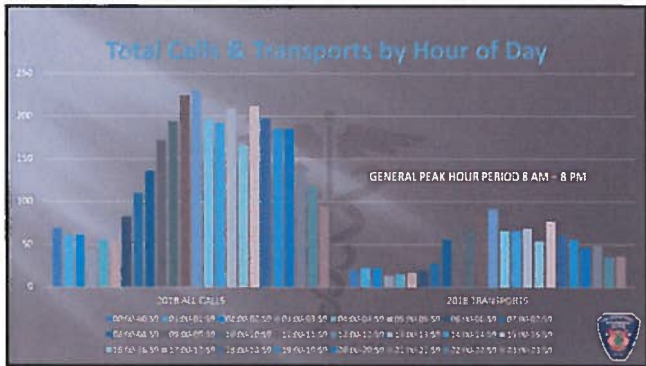
# 2018 EMS TRANSPORT REVIEW

Board of Commissioners Meeting  
April 17, 2019

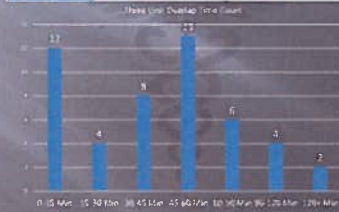






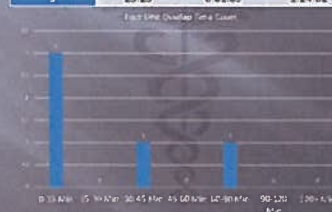
### Three Units Transporting Concurrently

Number of Occurrences	Average Overlap Time	Shortest Overlap Time	Longest Overlap Time
49	45:18	0:00:53	2:19:16

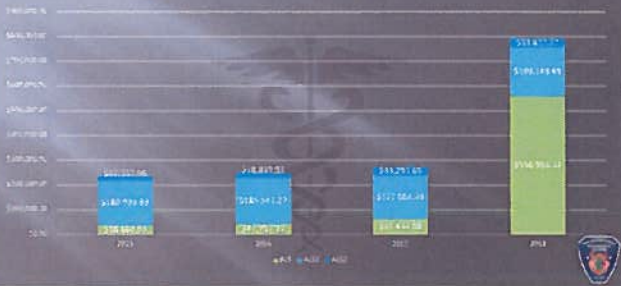


### Four Units Transporting Concurrently

Number of Occurrences	Average Overlap Time	Shortest Overlap Time	Longest Overlap Time
5	25:25	0:01:09	1:24:02



### Transport Revenue by Year 2015-2018



### Conclusions & Recommendations

- Conclusions**
  - Transport services can be accomplished by BIFD staff
  - Important to note that this occurred in addition to a station move and being short staffed for the entire year.
  - More data is required.
    - A single year of transport data is not enough to make firm conclusions about workload, staffing, etc.
- Recommendations for Staff**
  - Continue to collect and report data annually.
  - Establish key indicators to be used to make staffing decisions.
  - Establish trigger points and staffing alternatives.
  - Permanent Level of Service Recommendations would be submitted to BOC for approval.