

BAINBRIDGE ISLAND FIRE DEPARTMENT

BOARD OF COMMISSIONERS

Meeting Minutes

April 18, 2018

Chair Bruce Alward called the meeting to order at 6:30 PM. Present were Commissioners YongSuk Cho, Scott Isenman and Fritz von Ibsch; Fire Chief Hank Teran; Deputy Chief Jared Moravec; Finance Manager Ed Kaufman; and other Department members. Commissioner Tim Carey was excused.

AGENDA ADDITIONS & DELETIONS

None

BUSINESS AGENDA

1. Station 22 Construction Bid

Chief Teran requested the Board award the construction bid for Station 22 to Macro-Z-Technologies (MZT) for \$4,680,000. MZT submitted the lowest, responsive bid for the project, out of three bids received. Four representatives of MZT were in attendance and introduced themselves and the role that they have with the project. They are: Jeremy Wastweet, Project Manager; Harrison Hotchkiss, Estimator; Ron Craig, Project Supervisor; and, Eddie Baba, Project Engineer. Charlie Demming, BIFD Project Manager vetted MZT and reported that proof of all of the necessary bonding and insurance was in place. Commissioner Isenman moved to award the \$4,680,000 contract for the construction of Station 22 to Macro-Z-Technologies, and to authorize Chief Teran to sign the contract on behalf of the BIFD. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

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:
 - Paving is complete.
 - Landscaping around the site was continuing.
 - Exterior painting is nearly complete.
 - Interior finish work is nearing completion.
 - Inspections and development of punch lists are underway.
 - Substantial completion is projected to be May 1.
 - The new automatic transfer switches have been installed.
 - The new generator is expected to arrive at Station 21 on June 4.
- Retirement announcements: Chief Teran discussed the April 9, 2018 retirement of Assistant Chief Luke Carpenter, after nearly 30 years of service to BIFD. A retirement acknowledgement will be held on Wednesday, April 25 at 3:00 PM. The Chief also announced that Battalion Chief Dave Hannon has decided to retire after 43 years of service to BIFD. BC Hannon's last day will be June 25.
- Lateral Firefighter update: Chief Teran reported that as a result of the current firefighter opening and with the departure of BC Hannon, the Department will be

conducting a lateral Firefighter hiring process for 2 new Firefighters. Staff hopes to have that process active in the next 30 days.

- COBI negotiations update: Chief Teran and DC Moravec have met with representatives of the City to begin negotiating a new Fire Services Agreement, to begin in January, 2019. A draft agreement was presented to COBI staff. Doug Schulz, City Manager, asked if Chief Teran would be available to address City Council at a future meeting to discuss the contract and the Chief readily agreed. It is COBI's goal to have the new agreement completed for inclusion in the next COBI budget in July, 2018.
- COBI/DEM agreement: COBI has announced its intention to end an ILA with Kitsap County Department of Emergency Management and to take full responsibility for emergency management activities on the Island. BIFD will remain as an important partner with COBI staff in facilitating emergency management on the Island.
- Strategic Plan update: Chief Teran updated the Board on the current state of the strategic planning process. Staff has completed 40% of the internal, staff meetings for strategic planning and is on schedule to present a draft Strategic Plan to the Board in the latter part of 2018.
- Public Outreach update: Finance Manager Kaufman briefed the Board on the recent public outreach meetings held on March 28 & 29. 10 members of the public attended the meetings and provided valuable feedback to staff regarding services that the Department provides. The group was supportive of the Department's efforts in the community but suggested that the Department be as transparent and specific as possible when asking tax payers for additional funding in the future.
- Lieutenant test update: DC Moravec briefed the Board on a recent Lieutenant testing process that was held to produce a new promotion list. Six members of the Department took part in the testing process and all six passed the test. The new promotion list will be effective May 1, 2018 and will be active for two years.

GOOD OF THE ORDER

Commissioner Alward noted that Board members had received an email from Sharon Gilpin, a member of COBI's Affordable Housing Task Force. Staff will reach out to Ms. Gilpin to arrange a time to meet and answer any questions she may have.

Commissioner Isenman briefed the Board on the recent KCFCA meeting that included as guest speaker, Hailey Blankenship, Executive Director of the State Board for Volunteer Firefighters.

The Commissioners discussed hosting a "welcoming barbeque" for staff and their families once Station 21 has opened. The Board will discuss details at the May 2nd meeting with the intention of having the barbeque in mid-July.

CITIZEN COMMENTS OR DISCUSSION

None

CONSENT AGENDA

(Vouchers totaling \$1,797,308.07, March Payroll, Meeting Minutes 3/21/2018). Commissioner Isenman suggested one edit to the March 21 meeting minutes.

Commissioner von Ibsch moved to approve the Consent Agenda as amended. Commissioner Cho seconded the motion and the motion passed unanimously.

BUSINESS AGENDA

2. Assistant Fire Chief Position

Chief Teran requested elimination of the Assistant Chief's position, consistent with the Strategic Plan. The timing of the status change for this position occurred as a result of the promotion of one Assistant Chief to Deputy Chief and the recent retirement of the other Assistant Chief. Chief Teran explained that with the transition to Battalion Chiefs three years ago and the recent changes in personnel at the Assistant Chief level, the desired command staff structure is now complete. The Volunteer Assistant Chief's position will remain in place. Commissioner Isenman moved to eliminate the Assistant Chief's position from the Department's command staff. Commissioner Cho seconded the motion and the motion passed unanimously.

3. Deputy Fire Marshal Job Description

Chief Teran requested approval of a new job description for the position of Deputy Fire Marshal. With the recent retirement of Assistant Chief Carpenter, there is a need to provide the services required in the current COBI Fire Services Agreement including, but not limited to, plan reviews and new construction inspections. This position would be a civilian hire and would be a member of the Non-Suppression bargaining unit. The Deputy Fire Marshal would report to DC Moravec who is acting as Fire Marshal. Chief Teran is in the process of negotiating compensation for this position with Local 4034. Commissioner von Ibsch moved to approve the Deputy Fire Marshal job description as presented and authorize the Chief to fill that position as soon as necessary. Commissioner Isenman seconded the motion and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:56 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

May 2, 2018