

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Meeting Minutes

April 23, 2015

Chair Dan Morrow called the meeting to order at 6:30 PM. Present were Commissioners YongSuk Cho, Teri Dettmer, Scott Isenman (via phone) and Eileen McSherry; Fire Chief Hank Teran; Assistant Chief Luke Carpenter; Assistant Chief Jared Moravec; Volunteer Program Coordinator Jay Rosenberg; Finance Administrator Ed Kaufman; and other Department members. The District's Attorney, Brian Snure, was also in attendance.

AGENDA ADDITIONS & DELETIONS

No additions or deletions however, the Chair asked to adjust the order of the meeting to accommodate the schedule of the Department's legal counsel and move Business Agenda item #1 to the beginning of the meeting.

BUSINESS AGENDA

1. P&P 137: Social Media & Photography

Chief Teran requested approval of P&P 137: Social Media & Photography. P&P 137 had been discussed by the Board at the March 26, 2015 meeting. Edits suggested during that meeting were incorporated into the document presented to Commissioners. Brian Snure answered questions from the Board regarding various aspects of the Social Media policy. Additional edits were suggested to 4.1.2 and 4.1.8. Commissioner Cho moved to approve P&P 136: Social Media & Photography with edits. Commissioner McSherry seconded the motion. The motion passed three votes to two with Commissioners Dettmer and Morrow voting no.

FIRE CHIEF'S REPORT

- Monte Vista Drive Incident: AC Moravec provided a summary of the Department's response to a recent house fire.
- Quarterly Reports:
 - Operations: AC Moravec provided response statistics for the first quarter including: 647 calls, a 3.7% increase over the same period in 2014; 76% of calls were for EMS; Station 23 was open 8.4% of hours; and, members participated in 1,843 hours of training in the quarter.
 - Volunteers: VPC Rosenberg provided an update on volunteer activity in the first quarter including: 30 volunteer firefighters on the roster; 5 special service volunteers; volunteers responded to 525 calls; 18 volunteer firefighters participated in 2,335 hours of extended standby; and, there are approximately 20 applicants in process as potential volunteer recruits.
 - Prevention and Preparedness: AC Carpenter provided activity statistics for the Fire Marshal's office including: 103 plan reviews, a 45% increase over the same period in 2014; 49 new construction inspections; 96 business

inspections; 2 active shooter drills completed; and, 3 scheduled CPR classes conducted for 49 students.

- Administration: FA Kaufman reported on first quarter financials for the Department including: actual expenses are in line with budget projections; revenue collection will increase significantly in the 2nd quarter as a result of property tax collections in April; and, staff anticipates presenting a mid-year budget adjustment to the Board in July due to a number of factors including the February election results.
- L&I Inspection Station 22: AC Moravec reported on a voluntary compliance inspection that BIFD requested from L&I. This was an occupational safety inspection for the Department's apparatus shop area.
- Facilities Update: Chief Teran informed the Board that following a selection process, negotiations are underway with an architectural firm to design the facilities capital improvements for Station 21 and Station 22.
- Fire Academy Update: AC Moravec briefed the Board on the activities of the Department's four new hires. Graduation from the Fire Academy was held on April 17. BIFD members were acknowledged for their outstanding performance among the class of 41 recruits including: leadership awards for Firefighters Hartley, Hietpas & Wilkinson: 1st Due Engine award for Wilkinson; and 1st Due Truck Company award for FF Pippinger.
- County Commissioner Meeting: Chief Teran reminded the Board that the next KCFCA meeting will be April 28, 7:00 PM at Station 21.
- Tri-District Meeting: Chief Teran also announced that the next Tri-District meeting will be on May 13, 7:00 PM at Station 23.
- Member Introduction: Lt. Sequoia Jones was introduced to the Board and provided a brief summary of his 30 years in the fire service, beginning as a Cadet with the Seattle Fire Department at age 15.

GOOD OF THE ORDER

- Chief Teran noted the upcoming retirement celebration for Captain Butch Lundin on May 2, 2:00-4:00 PM at Station 21.
- Commissioner Morrow reminded the Board that the candidate filing period for the November election is May 11 to May 15.
- Commissioner Morrow also read a thank you note that the Department received for Chief Teran's timely assistance with a medical emergency at a recent Rotary Club meeting. The note thanked Chief Teran as well as the responding staff.

CITIZEN COMMENTS OR DISCUSSION

Island resident David Lynch asked several questions regarding the Department's response time to the recent house fire on Monte Vista Drive. AC Moravec provided as much information as he had available to answer Mr. Lynch's questions.

CONSENT AGENDA

(Warrants totaling \$277,071.01, Meeting Minutes 4/9/2015, 1st Quarter 2015 Financials) Commissioner Morrow moved to approve the Consent Agenda as presented. Commissioner McSherry seconded the motion and the motion passed 3-0 with Commissioners Cho and Dettmer abstaining due to their absence at the April 9 meeting.

BUSINESS AGENDA

2. Non-Represented Employee Handbook

As directed by the Board, Chief Teran presented a draft of the Non-Represented Employee Handbook for discussion by the Board. The intent of the handbook is to provide an overview of employee practices and benefits provided by the Department as a replacement for the current use of personal service contracts for non-represented personnel. The Board reviewed each section provided and asked staff to repackage the handbook to include only Benefits and Compensation. In addition, the Board would like further discussion on the following areas: grievance procedures; medical and dental coverage including HRA and FSA contributions for part-time employees; tuition reimbursement and education premiums; and, any severance provisions. Staff will edit and reconfigure the handbook as directed and will have available for further Board discussion at the May 14 Board meeting.

3. Resolution #7-2015: Transfer of Reserve Funds

Chief Teran requested approval of Resolution #7-2015: Transfer of Reserve Funds to fund expenses resulting from a separation from the Department by a career member. Commissioner Dettmer moved to approve Resolution #7-2015: Transfer of Reserve Funds as presented. Commissioner Morrow seconded the motion and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 8:58 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

May 14, 2015