

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Meeting Minutes

June 20, 2018

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

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:
 - A review of several landscaping items including the rock wall on New Brooklyn and the landscaping around the 911 Airlift Memorial.
 - A review of punch list and warranty items at Station 21.
 - The site mobilization at Station 22 has begun in preparation for demolition.
 - Building permit for Station 22 has been issued.
 - The Department and Washington Water continue to work through logistics of having Station 22 hooked up to Washington Water water supply.

Chief Teran also announced that August 4 from 2:00-4:00 PM will be the public Open House for the new Station 21.

- Deputy Fire Marshal update: DC Moravec briefed the Board on the open Deputy Fire Marshal position. To date, the Department has received six applications and conducted five phone interviews. In person interviews will be scheduled for the first week of August.
- BC Hannon's retirement ceremony: Chief Teran reminded the Board that BC Dave Hannon's last day is June 26. A retirement ceremony for BC Hannon is scheduled for 3:00 PM on June 21 at Station 21.
- GEMT update: Finance Manager Kaufman provided an update on the GEMT (Ground Emergency Medical Transportation) program. BIFD has applied for Medicaid transport reimbursements for FY2017 and will be applying for FY2018 reimbursements later this year. FY2019 reimbursements will be remitted on an ongoing basis beginning July 1, 2018.
- Volunteer Academy graduation: A graduation ceremony for five volunteer recruit firefighters was held on June 17. Joe Gaffney, Tess Haskin, Tyron Kleim, Duncan Kowalski, and Adrian Rojas all successfully completed the in-house fire academy.
- New Medic Unit: BIFD has taken possession of its newest medic unit. It is anticipated that the vehicle will be in service within the next 60 days.
- Rotary Auction and July 4th preparations: DC Moravec provided a briefing on BIFD preparations for the upcoming holiday weekend.

- Fire Commissioner compensation: Finance Manager Kaufman announced an adjustment to the Commissioner compensation that was scheduled to begin July 1st. This adjustment has been delayed until January 1, 2019 due to Washington State legislative action.
- Fire Commissioner vacancy update: Five residents of Bainbridge Island submitted letters of interest in the soon to be vacant Fire Commissioner Position #3. All five will be invited to the July 18 Board of Commissioners meeting for interviews prior to selection by the Board.

GOOD OF THE ORDER

Chief Teran noted the resignation of Amber Richards, the COBI emergency management manager.

Commissioner Carey noted several recent press reports regarding the open public meetings act.

Commissioner Isenman briefed the Board on his participation on the Washington State Pre-Hospital Technical Advisory Committee.

Commissioner Alward relayed a recent compliment he received, on behalf of the Department, for an emergency medical call. The attention to the dignity of the patient by staff was noted and greatly appreciated.

CITIZEN COMMENTS OR DISCUSSION

None

CONSENT AGENDA

(Vouchers totaling \$538,675.20, Meeting Minutes 6/6/2018). Commissioner Isenman moved to approve the Consent Agenda as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

EXECUTIVE SESSION

Commissioner Alward called for an Executive Session at 7:25 PM to last for 15 minutes. The Executive Session was called per RCW 42.30.140(4)(b), for collective bargaining planning.

The open public meeting resumed at 7:40 PM.

BUSINESS AGENDA

1. Resolution #03-2018: Regular Meeting Location

Chief Teran requested approval of Resolution #03-2018: Regular Meeting Location that changes the location of the regularly scheduled Board of Commissioners meeting to Station 21, 8895 Madison Avenue NE, effective July 18, 2018. Commissioner Carey moved to approve Resolution #03-2018 as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

2. Community Risk Reduction Coordinator Job Description

Chief Teran requested the approval of a new job description for the position of Community Risk Reduction Coordinator (CRRC). In addition, the Chief requested approval for the transition of the current Executive Assistant (EA) to the new CRRC. The current EA has essentially been serving as the CRRC for the last two years. Labor and management are both in support of this transition. Commissioner Alward moved to approve the new CRRC job description as presented and approve the transition of the current EA to the newly created CRRC position. Commissioner Isenman seconded the motion and the motion passed unanimously.

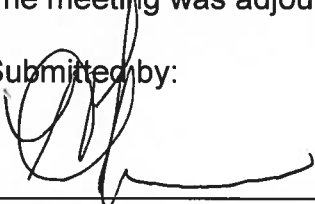
3. Receptionist Job Description

Chief Teran also requested approval of a new job description for the position of Receptionist at the new Station 21. The floor plan of the new station creates a need for a fulltime receptionist to handle routine administrative duties as well as welcoming members of the public to the station. This position is included in the 2018 budget. Commissioner Isenman moved to approve the new receptionist job description as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:45 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

July 18, 2018