

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Meeting Minutes

June 4, 2015

Chair Dan Morrow called the meeting to order at 6:31 PM. Present were Commissioners Teri Dettmer, Scott Isenman 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 Department's Attorney, Graehm Wallace, was also in attendance. Commissioner YongSuk Cho was excused.

AGENDA ADDITIONS & DELETIONS

No additions or deletions however, Chief Teran 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. Architectural Contract Update: Graehm Wallace – Perkins Coie

Graehm Wallace, the Department's legal counsel assisting with the completion of the contract for hiring an architecture/design firm for the upcoming capital facilities project, briefed the Board on the status of the contract. Wallace assured the Board that negotiations are proceeding as he would expect. He anticipates having a completed contract for Board approval in early July.

FIRE CHIEF'S REPORT

- Volunteer Firefighter Graduation: VPC Rosenberg informed the Board that the current recruit class of seven volunteer firefighters will be graduating from the North Bend Fire Academy on July 12.
- New Volunteer Firefighter selection: VPC Rosenberg also briefed the Board on the recent interviews for the next class of volunteer recruits. Ten prospective volunteers were interviewed on May 20 with seven continuing on with the process. Rosenberg anticipates bringing a list of new recruit volunteers to the Board in August, pending background checks and suitability exams.
- Firefighter vacancy: Chief Teran informed the Board that Firefighter/EMT Kyle Havens has tendered his resignation from the Department for personal reasons. Haven's last shift will be on June 13.
- Firefighter test: Chief Teran informed the Board that the firefighter written test to establish a new hiring list will be held on June 6. One hundred twelve (112) applicants have applied. The practical exam for the top 24 applicants will take place on June 15 and 16.
- Medic One changes: A/C Moravec briefed the Board on changes being made to the paramedic trainee program. The two primary changes are: keeping the

paramedic trainee on shift during the initial Anatomy & Physiology (A&P) class; and, offering housing in Seattle during the paramedic training at Harborview. Housing in Seattle is being offered for logistical reasons involving the training program as well as for the safety of the trainee. Moravec explained that the changes are expected to save the Department approximately \$9,000 or more. The housing will be a shared apartment with another participating fire department.

- 2015 Fun Fair: Chief Teran announced that Fun Fair is being put on hold until after Station 21 has been rebuilt. This will allow for the program to be refreshed and updated under new leadership within the Department.
- Facilities update: A/C Carpenter provided an update on the capital facilities project including the following anticipated timeline: completion of the design process by the end of 2015; completion of the permitting process by mid-year 2016; and, anticipated construction completion by the fourth quarter of 2017.
- Deployment during construction: A/C Moravec briefed the Board on ideas for deployment during the construction phase of the capital project. Two primary goals were considered when developing the deployment plan including maintaining acceptable response levels and creating efficiencies to reduce the cost of temporary housing during construction in order to dedicate as much bond funding as possible to the construction of the new buildings. The plan will be to deploy out of Stations 22 and 23 with Station 21 closed due to lack of space for temporary quarters. There is sufficient property at Station 22 to provide temporary housing and deploy from that station during the construction of the new Station 22. Deploying from Stations 22 & 23 will not significantly change the Department's overall response time island wide. Response time on the north end of the island will be reduced.

GOOD OF THE ORDER

- Commissioner Isenman briefed the Board on the recent KCFCA meeting that included a tour of CENCOM and a discussion of the new 911 texting procedures.
- Chief Teran noted two letters received, one praising the Department's professionalism for the care given to a patient and the second, thanking the Department for responding to a recent medical emergency and specifically recognizing the excellent care provided by Paramedics Dave Coatsworth and Jeremiah Ballou, Firefighters Justin Foley, Jason Livdahl and Forest Hietpas.

CITIZEN COMMENTS OR DISCUSSION

None

CONSENT AGENDA

(Warrants totaling \$493,995.83, May Payroll, Meeting Minutes 5/14/2015)
Commissioner Isenman moved to approve the Consent Agenda as presented. Commissioner Morrow seconded the motion and the motion passed 3-0 with Commissioner Dettmer abstaining due to her absence at the May 14 meeting.

BUSINESS AGENDA

2. P&P 213: Family Medical Leave Act (FMLA)

As directed by the Board, Chief Teran presented a draft P&P 213: Family Medical Leave Act (FMLA) that was prepared by the Department's attorney, Brian Snure. Snure acknowledged that BIFD follows the practices of FMLA even though FMLA does not apply since the Department has fewer than 50 employees. The Board decided to table the approval of P&P 213 until such time as the Department has 50 or more employees while endorsing the following of FMLA practices until that threshold is reached.

3. Non-Represented Employee Handbook

Staff provided the Commissioners with an edited version of the Non-Represented Employee Handbook including suggested additions and edits by the Board during the May 14 Board meeting. Commissioners had requested comparable data on two questions, healthcare benefits provided to part-time employees and longevity premiums for non-represented staff. Staff provided this information to the Board. After reviewing comparable data from other fire districts, the Board agreed to pay 100% of the employee portion of medical premiums while pro-rating the dependent portion of the premiums based on full time equivalency. This policy will be applied to new hires only.

The longevity premium schedule for new hires was adjusted to the following:

2% at 5 years
4% at 10 years
6% at 15 years

The Board agreed that the current longevity schedule for non-represented staff will remain in place for the existing non-represented employees.

Staff will forward the employee handbook on to the Department's attorney for legal review prior to final approval by the Board.

ADJOURNMENT

The meeting was adjourned at 8:29 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

June 25, 2015