

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Meeting Minutes

July 14, 2016

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

AGENDA ADDITIONS & DELETIONS

None

FIRE CHIEF'S REPORT

- Rotary Auction Briefing: Chief Teran and AC Moravec provided a recap of Department activities during the Rotary Auction on July 2. All three stations were open for the day and an aid car was positioned at Woodward Middle School. No significant medical emergencies occurred during the auction.
- July 4th briefing: AC Moravec continued his briefing of Department operations for the Fourth of July festivities on the Island. The Department up-staffed including four volunteers on extended standby and the staffing of all three stations. Fire activity was reduced from 2015 as a result of improved weather conditions compared to last year. AC Carpenter discussed the Department's emergency preparedness booth as well as the fireworks display on the evening of July 4th in Eagle Harbor.
- Fire Code adoption update: Chief Teran reported that the 2015 Fire Code was adopted by the City Council on July 12. Chief noted the significant work load completed by AC Carpenter in preparing the fire code for consideration. The fire code includes a number of significant code improvements that will assist with reducing the risk of fire in new buildings on the Island. Adoption of the Fire Code is an item on 2016/2017 work plan.
- Volunteer Fire Academy graduation: Chief Teran attended the Washington State Fire Academy graduation ceremony for two Department volunteers, Cooper Ashley and David Ortyn. The Chief was pleased to announce that Volunteer FF/EMT Ashley received a leadership award and Volunteer FF/EMT Ortyn received the Bull Dog and 1st Due Engine Company awards.
- Volunteer Recruit update: VPC Rosenberg provided an update on the nine (9) new recruit volunteers joining the Department. Three of the recruits will be attending the Fire Academy beginning in August, three will be attending EMS certification this fall and three recruits are laterals.
- 2017 Levy projections: Finance Manager Kaufman briefed the Board on early Tax Assessed Value (TAV) projections provided by Kitsap County Assessor Phil Cook. Bainbridge Island's TAV is projected to increase 11% in 2016. This figure represents the highest increase of any fire district in the County. Staff will use

this figure in developing the 2017 budget but will continue to use a 4% increase figure for future year projections in the Department's 10-year plan.

- Fire station construction update: AC Carpenter provided a summary of recent activities related to the fire station construction project. Building permits have been submitted for all three stations; the conditional use permit and site plan review are pending with the City; and a final review of the 90% plans is scheduled for July 26.
- KCFCA annual picnic: Chief Teran reminded the Commissioners that the annual Kitsap County Fire Commissioners Association picnic will be on July 16 in Poulsbo.

GOOD OF THE ORDER

Commissioner Morrow announced his resignation from the Board effective at the end of the meeting. Chief Teran thanked Commissioner Morrow for his service to the Department and to the community. The Board discussed options for appointing a replacement for Commissioner Morrow and chose to appoint from the list of Island residents who had expressed interest in filling the vacancy left by the resignation of Commissioner McSherry this spring.

Commissioner Carey noted that a picture of FF/EMT Kory Abercrombie is featured on the cover of the Medic One Foundation newsletter.

Commissioner Carey also noted the names of children of Department personnel who were acknowledged as being on the Bainbridge Island School District's honor roll this past semester.

CITIZEN COMMENTS OR DISCUSSION

None

CONSENT AGENDA

(Vouchers totaling \$641,341.24, June Payroll, Meeting Minutes 6/9/2016). Commissioner Cho moved to approve the Consent Agenda with one minor edit to the minutes. Commissioner Carey seconded the motion and the motion passed unanimously.

BUSINESS AGENDA

1. P&P #146: Budget Process

Chief Teran requested approval for P&P #146: Budget Process. This is an administrative update to P&P #146, originally approved on June 26, 2014. The updated language clarifies roles and responsibilities during the Department's budget process and streamlines the process to allow for greater flexibility for staff during the budget preparation cycle. Commissioner Isenman suggested expanding the definition of the Department's 10-year plan in paragraph 4.6. Commissioner Isenman moved to approve P&P #146: Budget Process with edits. Commissioner Cho seconded the motion and the motion passed.

EXECUTIVE SESSION

Commissioner Carey called for an executive session at 7:36 PM. The session was to last 25 minutes and was called per RCW 42.30.110(1)(g), to review the performance of a public employee.

At 8:01 the executive session was extended by 29 minutes.

At 8:30 the executive session was extended by 30 minutes.

At 9:00 the executive session was extended by 30 minutes.

At 9:30 the executive session was extended by 30 minutes.

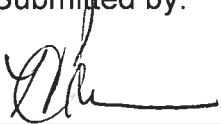
At 10:00 the executive session was extended by 5 minutes.

At 10:05 the executive session was extended by 45 minutes.

ADJOURNMENT

The meeting was adjourned at 10:50 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

July 28, 2016