

# BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

## Meeting Minutes August 15, 2018

Chair Scott Isenman called the meeting to order at 6:30 PM. Present were Commissioners Gina Batali, Tim Carey, 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

### AWARD PRESENTATIONS: WAYNE HILTON ESGR

Wayne Hilton, Area Chair of the Employer Support of the Guard and Reserve (ESGR) presented three awards to the Department on behalf of the Department of Defense. The awards are given to employers who support and value the military service of their employees. The following awards were presented:

Battalion Chief Greg Borgen: Patriotic Employer Award  
Deputy Chief Jared Moravec: Patriotic Employer Award  
Bainbridge Island Fire Department: Above and Beyond Award (accepted by Chief Teran)

### FIRE CHIEF'S REPORT

- Fire station construction update: Construction Project Manager Charlie Demming provided an update on the station construction project including the following:
  - Station 22 underground utility work is complete.
  - Concrete slab was poured on August 13.
  - Framing is to begin next week.
  - Washington Water service hot tap is scheduled for August 27.
  - Project in on schedule.
  - Station 21 concrete cleaning is complete.
  - Helipad lighting has been installed.
  - Fuel system is operational.
  - The majority of warranty items have been remedied.
  - Final inspection list is being issued by Mackenzie.
  - Final items on COBI's punch list are being addressed.
- Fire Station 21 Open House summary: Chief Teran thanked the Commissioners for their participation during the August 4 Station 21 open house. The Board and staff both agreed that the event was well received by the public.
- Hiring Updates: Chief Teran introduced via a bio and photo Tacey Peterson as the Department's new Receptionist and Eric Dieffenbach as the new Deputy Fire Marshal. Both employees will begin with the Department in the next three weeks.

- Strategic Plan update: Chief Teran informed the Board that the Strategic Plan is on schedule and staff intends to provide the draft plan to the Board by September 28 for review during the October 3 BOC meeting. Final approval is expected by the end of 2018.
- Kitsap County Commissioner meeting reminder: The August 28 KCFCA meeting will be hosted by BIFD at Station 21. A tour and discussion of the new station will be the primary education item on the agenda.
- City Manager resignation: Chief Teran noted the resignation of the COBI City Manager Doug Schulz effective early October.
- Quarterly Reports: The 2018 Q2 statistical reports were presented to the Board for discussion. DC Moravec stressed that it is too early to evaluate trends as a result of BIFD completing more BLS transports because there is only one full quarter of data to date.

### GOOD OF THE ORDER

DC Moravec briefed the Board on the current wildfire conditions and deployments in the State. The fire danger remains extreme, including on Bainbridge Island. The Department currently does not have any resources deployed off the island.

### CITIZEN COMMENTS OR DISCUSSION

None

### CONSENT AGENDA

(Vouchers totaling \$1,256,830.03, Meeting Minutes 8/1/2018). Commissioner von Ibsch moved to approve the Consent Agenda as presented. Commissioner Carey seconded the motion and the motion passed unanimously.

### BUSINESS AGENDA

#### 1. Resolution #4-2018: 2018 Mid-Year Budget Adjustment

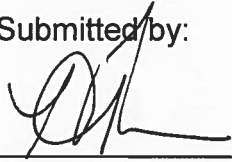
Finance Manager Kaufman requested approval of Resolution #4-2018: 2018 Mid-Year Budget Adjustment. The budget adjustment authorizes \$467,273 of additional expenditures within the operating budget Expense Fund #90838. These funds will cover necessary adjustments as a result of final CBA approval, the retirement of two senior members and staffing changes. Projected additional revenue will cover these expenditures.

The mid-year adjustment also authorizes an additional transfer of \$750,000 from the Expense Fund #90838 to the Capital Fund #90841 in anticipation of capital expenditures required to complete the construction of Station 22. These adjustments are supported by the Departments 10-Year financial projections. Commissioner Carey moved to approve Resolution #4-2018 as presented. Commissioner Batali seconded the motion and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:57 PM.

Submitted by:

A handwritten signature in black ink, appearing to be 'HT', written over a horizontal line.

Henry A. Teran, Board Secretary

Approved

September 5, 2018