

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Meeting Minutes

August 25, 2016

Chair Tim Carey called the meeting to order at 6:30 PM. Present were Commissioners Bruce Alward, Scott Isenman, and Fritz von Ibsch (via phone); 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 YongSuk Cho was excused.

AGENDA ADDITIONS & DELETIONS

None

FIRE CHIEF'S REPORT

- FEMA Risk Report summary: AC Carpenter provided a summary of the FEMA Risk Report for Kitsap County. This report is the first detailed risk analysis of this community and can be used as a blueprint for future emergency preparations. It identifies areas of Bainbridge Island that are most at risk during earthquakes.
- Emergency Preparedness forum: AC Carpenter also briefed the Board on the upcoming *Three Days of Preparedness* forum to be held September 28, 29 and October 1 on Bainbridge Island. The forum is a cooperative effort among island taxing districts and Puget Sound Energy. BIFD is taking a lead role in a number of the activities over the three days.
- Medic One grant update: AC Moravec informed the Board that the Department received a grant from the Medic One Foundation to purchase a software upgrade to the LifePak software. The amount of the award was \$1,862.
- SCBA grant update: AC Moravec also provided an update on the SCBA grant for the upgrade of SCBA equipment. This grant is a Kitsap County wide effort with North Kitsap Fire & Rescue as the lead. BIFD will be purchasing new SCBA equipment that will have uniform specifications across all County fire districts. BIFD will be purchasing several add-ons to the base bid with a projected cost of up to \$35,000 in addition to the Department's 10% grant match. This is consistent with the Department's SCBA replacement plan. Grant funding will relieve the Department of approximately \$250,000 of projected expenditures.
- Future presentations: Chief Teran provided an outline to the Commissioners regarding future presentations to the Board by partner organizations including: Bainbridge Island Ambulance Association; Medic One Foundation; Kitsap 911; and the Kitsap County Medical Program Director, Dr. Roger. Representatives from these organizations will address the Board at future meetings over the next six months.
- Brian Snure presentation reminder: Chief Teran reminded the Board that Brian Snure will provide a presentation on the open public meetings act at a special Board meeting on September 6 at 4:00 PM.

- Fire station(s) construction update: The Board was briefed on recent developments with the capital facilities project including the following:
 - Station 23 – construction bids are due at 2:00 PM on September 1; it is anticipated that the Board will accept the low bid on September 8; construction timeline is up to four months.
 - Station 21 - construction bids are due at 2:00 PM on September 22; it is anticipated that the Board will accept the low bid by the end of September at a Special Board meeting; construction timeline is approximately one year.
 - An incident action plan is being developed for the operational shut down of Station 21 and the move to Station 22 and 23. The move is scheduled to be completed by the last week in September.
 - The capital facilities project is currently on budget with the opening of the construction bids for Station 23 and Station 21 being the next important financial benchmarks.

The Board was briefed on discussions staff has had with the City of Bainbridge Island (COBI) regarding site plans and the need for sidewalks on Madison Avenue and New Brooklyn. BIFD and COBI are working closely together to develop an acceptable solution to this issue for both parties. The Board will be briefed as new developments become available.

GOOD OF THE ORDER

AC Moravec provided an update on the Department's wildland deployment in eastern Washington. Five personnel and three vehicles are deployed to assist the wildland firefighting efforts.

Chief Teran relayed a letter he received that discussed the respect and professionalism of our staff during a recent emergency medical response. In particular, the author commended the effort the crew made to communicate with the patient's family and the care they took with the patient's pet.

Commissioner Carey thanked Commissioner von Ibsch for making the effort to call into the meeting that evening. He also noted a moving experience he had during a recent visit to the 911 memorial in New York City.

Commissioner Isenman thanked the crew, led by Lt. Foley, for a recent lift assist in the marina and also thanked FF/EMTs Linich, Parrish, FF/PM Mezen and Volunteer FF/EMT Gibson for their assistance.

CITIZEN COMMENTS OR DISCUSSION

None

CONSENT AGENDA

(Vouchers totaling \$81,932.83, Meeting Minutes 8/11/2016). Commissioner Isenman moved to approve the Consent Agenda as presented. Commissioner Alward seconded the motion and the motion passed unanimously.

BUSINESS AGENDA

1. COBI Fuel ILA

Chief Teran requested approval of the Interlocal Agreement between COBI and BIFD to allow the Department to use the City's fueling facility while BIFD's fueling facility is out of service during construction. Commissioner Alward moved to approve the ILA as presented. Commissioner Isenman seconded the motion and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:53 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

September 22, 2016