

# BAINBRIDGE ISLAND FIRE DEPARTMENT

## BOARD OF COMMISSIONERS

### Meeting Minutes

August 7, 2019

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

### AGENDA ADDITIONS & DELETIONS

None

### FIRE CHIEF'S REPORT

- Fire station construction update: Chief Teran provided an update on the station construction project including the following:
  - Station 22: The condition of the refinished floors and corrected floor joint caulking was accepted by the Build Team during an inspection conducted this afternoon. This removes the last hurdle to moving into Station 22 and for the station becoming operational.
  - Station 22 move in will commence immediately with the opening of the station anticipated to be during the week of August 12. AC Chuck Callaham will do the honors of raising the flag for the opening of the Station.
  - An inspection of the apparatus bay door painting by the Build Team revealed areas that require additional correction prior to acceptance. MZT will coordinate completion of the door paint work.
- Closest Unit update: Closest Unit dispatching remains on hold until Station 22 is operational.
- Paramedic Promotional Ceremony: Chief Teran and MSA Dave Coatsworth attended the graduation of FF/EMT Jeff Milsten from the paramedic trainee program on July 27<sup>th</sup>. A promotion ceremony for Milsten is scheduled for September 4 at 4:00 PM at Station 21.
- Deputy Fire Marshal resignation: DFM Eric Dieffenbach has resigned from the Department, effective July 30, to pursue other professional opportunities in Arizona. The Department will begin a search to fill that position as soon as possible.
- Mid-Year Financials: Finance Manager Kaufman presented a summary of the 2019 mid-year financials. As of June 30, 2019, expenses were 53% of budget. When those figures are adjusted for one-time annual expenses paid at the beginning of the year, expenses were at 50% of budget. Revenue is exceeding 2019 projections as a result of GEMT funds received to date. Kaufman suggested that a midyear budget adjustment may be necessary to ensure all expenses have been properly appropriated for the year.
- Mid-year Report (September): Kaufman also mentioned that the Department's mid-year report will be presented to the Board in September.

- WSRB notification: WSRB expects to conduct its evaluation of the Department in October.
- Audit notification: The State Auditor's Office expects to conduct the 2017-2018 audit in the fourth quarter of the year. Commissioner representation for the audit will be requested by staff once the audit schedule is finalized.
- Commissioner/FC Calendar update: An updated Commissioner/Fire Chief calendar will be sent to the Board on Thursday.

### ***Emerging Issues***

- RV/Permanent Housing: COBI is considering allowing recreational vehicles (RVs) to serve as permanent housing units on the Island. The City Manager asked for comment from Chief Teran regarding this topic. Chief Teran has provided a written response to City Council that discusses fire & life safety issues, water supply and fire Department access concerns as well as other code requirements. The Chief does not support the use of RVs as permanent housing for the reasons stated.
- Utility Advisory Commission: The Chief briefed the Board on recent activity of the Utility Advisory Commission (UAC), specifically water supply issues on the Island. In 2020, BIFD will be requesting that COBI adopt the updated 2018 International Fire Code. For efficiency, the Department would prefer to work directly with City staff for code adoption and not go through the UAC.
- Wildfire season update: DC Moravec briefed the Board on the 2019 fire season, which is continuing. Weather conditions in June and July helped temper wildfire concerns on the west side of the State. Due to personnel constraints this summer, BIFD has not deployed any staff to assist with wildfire suppression.

### **GOOD OF THE ORDER**

Chief Teran reminded the Board that due to staff calendar conflicts, the August 21 BOC meeting will be cancelled.

Commissioner Isenman noted ongoing discussions about a public plaque to thank the Bainbridge Island community for its support of the new station construction project.

Commissioner von Ibsch stated that the BOC would like to provide an acknowledgment to the membership for all of its efforts during the three year station construction project. Additional details on the nature of the acknowledgment will be forthcoming.

### **CITIZEN COMMENTS OR DISCUSSION**

None

### **CONSENT AGENDA**

(Vouchers totaling \$774,635.22, July Payroll, 2019 Mid-Year Financials, Meeting Minutes 7/17/2019.) Commissioner Isenman moved to approve the Consent Agenda as presented. Commissioner Cho seconded the motion and the motion passed unanimously.

### **EXECUTIVE SESSION**

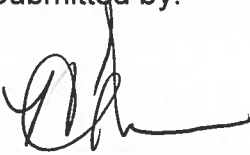
At 7:05 PM, Commissioner von Ibsch called for an Executive Session to last for 10 minutes. The Executive Session was called to review the performance of a public employee per RCW 42.30.110(1)(g).

At 7:15 PM the Executive Session was extended for 10 minutes. At 7:25 PM the Executive Session was extended for 10 minutes. At 7:35 PM the Executive Session was extended for an additional five minutes.

ADJOURNMENT

The meeting was adjourned at 8:39 PM.

Submitted by:



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Henry A. Teran, Board Secretary

Approved

September 4, 2019