

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Meeting Minutes August 27, 2015

Chair Dan Morrow called the meeting to order at 6:31 PM. Present were Commissioners YongSuk Cho, Teri Dettmer, Scott Isenman and Eileen McSherry; Fire Chief Hank Teran; Assistant Chief Luke Carpenter; Assistant Chief Jared Moravec; Finance Administrator Ed Kaufman; Department Counsel Graehm Wallace and other Department members.

AGENDA ADDITIONS & DELETIONS

None

FIRE CHIEF'S REPORT

- Mobilization update: AC Moravec briefed the Board on the recent deployment activities of Department members. AC Moravec, FFs Livdahl & Phillips, and PM Bailey along with Engine 21A and Tender 23 have all been deployed to assist with firefighting efforts in eastern Washington.
- City Council presentation: Chief Teran provided a recap of the Department's presentation to COBI City Council on August 25 regarding wildfire preparation on the Island. AC Moravec and AC Carpenter participated in the presentation.
- NFPA Fire Sprinkler Summit: Chief Teran has been asked by the State Chief's Association to represent them at the NFPA Fire Sprinkler Summit in Arizona in October. The Board gave approval for the out of state travel for Chief Teran.
- Fire Service Agreement (COBI): Chief Teran informed the Board that COBI City Council would be discussing the renewal to the Fire Service Agreement at its September 1 council meeting.
- WSRB evaluation: Chief Teran informed the Commissioners that the Department's WSRB rating will be adjusted from a "6" to a "5" as of December 1, 2015. Staff will provide a presentation on the effects of the rating change at a meeting later this fall.

GOOD OF THE ORDER

Commissioner Isenman provided a summary of the recent KCFCA meeting. The meeting included a presentation by the Kitsap County Auditor Delores Gilmore discussing the election process in the County.

Chief Teran noted several letters of acknowledgement for outstanding service provided by Department members including the following: FF Ruddick & PM Ballou assisting with a vehicle accident while off duty and out of the area; FFs Ruddick, Hartley & Moerke for a recent medical emergency call; and, FF Ranney for providing prompt information to an island resident who had wildfire questions.

CITIZEN COMMENTS OR DISCUSSION

None

CONSENT AGENDA

(Warrants totaling \$35,687.93, Meeting Minutes 8/12/2015 & 8/20/2015) Commissioner Morrow moved to approve the Consent Agenda as presented. Commissioner Isenman seconded the motion and the motion passed unanimously.

BUSINESS AGENDA

1. Contract for Architectural Services

Chief Teran requested authorization to sign the amended contract for architectural services with Mackenzie. As directed by the Board at the August 20, 2015 meeting, staff met with representatives of Mackenzie on August 24 to revise the contract to more specifically address renovations at Station 23. Commissioner Morrow participated in this meeting, representing the Board. The construction budget for the project was edited to include potential renovations at Station 23. Department counsel, Graehm Wallace, concurred with all edits to the contract. The Commissioners also agreed with the edits and felt comfortable that the questions raised on August 20 had been answered. Commissioner Isenman moved to authorize Chief Teran to sign the contract for architectural services as amended. Commissioner McSherry seconded the motion and the motion passed unanimously.

2. Battalion Chief/Fire Station 23 Transition Plan

Chief Teran presented the Department's plan for the staffing of Station 23 and the command structure transition from duty Captains to Battalion Chiefs. The transition will be phased in over the next several years with completion occurring once the rebuild of Station 21 is finished and all three stations are operational. The phases include the following details:

1. Phase I (2015): Elimination of the Business Administrator position and promotion of the current fulltime Finance Administrator to Finance Manager; transition and elimination of the current Administrative Lieutenant position to the newly created Training Lieutenant position; elimination of the Training & Safety Captain position; promotion of the existing Duty Captains to Battalion Chiefs for command oversight of the island; and, the promotion of three Firefighter/EMTs to Lieutenants.
2. Phase II (2016): Hiring of three new Firefighter/EMTs to staff Station 23 per election results of February, 2015; the closure of Station 21 for rebuilding; redeployment out of Stations 22 & 23; and, no adjustment to minimum staffing.
3. Phase III (2017): Station 21 reopens; redeployment out of all three stations; and, minimum staffing is adjusted to eight with a Lieutenant at each.

The plan includes the eventual reduction of one Assistant Chief's position through attrition, is consistent with the Department's Strategic Plan, provides significant savings to the Department and is in line with 10-year financial projections. Chief Teran requested approval of the transition plan as presented and authorization to enter into an

MOU with the local to address any changes to the CBA. Commissioner Isenman moved to approve the Battalion Chief/Station 23 transition plan as presented. Commissioner McSherry seconded the motion and the motion passed unanimously.

EXECUTIVE SESSION

An Executive Session for collective bargaining planning per RCW 42.30.140 (4)(b) was on the agenda however, Chair Morrow cancelled the session.

ADJOURNMENT

The meeting was adjourned at 7:15 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

September 10, 2015