

# BAINBRIDGE ISLAND FIRE DEPARTMENT

## BOARD OF COMMISSIONERS

### Meeting Minutes September 19, 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

#### CITIZEN RECOGNITION

Chief Teran acknowledged Pastor Dan Wymer of the Bainbridge First Baptist Church for being loyal supporters and excellent neighbors of the Department over many years. The Church has allowed the use of its parking lot for Department functions and was particularly helpful during the construction of Station 21 over the last year. Unfortunately, Pastor Wymer was unable to attend the meeting. Chief Teran will present the *Recognition of Service* certificate to Pastor Wymer at a future date.

#### FIRE CHIEF'S REPORT

- Fire station construction update: Construction Project Manager Charlie Demming provided an update on the station construction project including the following:
  - A change order for the Station 21 generator and phone outlets has been negotiated and agreed upon for \$71,761.00. The Board authorized Chief Teran to sign this change order.
  - Department attorney, Graehm Wallace, will attend the October 17<sup>th</sup> BOC meeting to discuss the Station 21 closeout process.
  - Final punch list items at Station 21 are being addressed.
  - Battalion Chief Jones has been assigned as Facilities Manager.
  - Framing of Station 22 continues.
  - Station 22 site work is near completion.
  - The first layer of parking lot pavement will be placed in two weeks.
  - The well at the north end of the Bucklin Hill property has been decommissioned and sealed.
- Senator Rolfes visit: State Senator Christine Rolfes toured Station 21 on October 19<sup>th</sup>. Commissioners Isenman and Batali accompanied Senator Rolfes, who was very impressed with the new facility.
- Firefighter hiring update: DC Moravec informed the Board that the Department made two conditional employment offers to lateral firefighters. Chief Teran added that on October 1<sup>st</sup>, the Department will be holding a competitive process for BIFD volunteers to possibly fill the remaining open firefighter positions. This process is not precedent setting.

- IGWG summary: Chief Teran and Commissioner von Ibsch briefed the Board on the September 17<sup>th</sup> IGWG meeting.
- Strategic Plan workshop reminder: Chief Teran reminded the Board that the October 3<sup>rd</sup> BOC meeting will be devoted to a review of the Draft 2019-2024 Strategic Plan.

### GOOD OF THE ORDER

Commissioner Isenman noted the upcoming KCFCA meeting on September 25<sup>th</sup> at SKF&R.

Chief Teran announced that the promotion ceremony for Lieutenant Justin Foley will be held at 5:30 PM, October 15<sup>th</sup>.

Chief Teran also reminded the Board about the high performance CPR training to follow this Board meeting.

Commissioner Carey noted the upcoming "3 Days of Preparedness" September 26<sup>th</sup>, 27<sup>th</sup>, & 29<sup>th</sup>.

### CITIZEN COMMENTS OR DISCUSSION

None

### CONSENT AGENDA

(Vouchers totaling \$210,951.04, Meeting Minutes 9/5/2018). Commissioner von Ibsch moved to approve the Consent Agenda as presented. Commissioner Carey seconded the motion and the motion passed unanimously.

### BUSINESS AGENDA

#### 1. P&P #120: Organizational Structure

Chief Teran requested approval of Policy & Procedure #120: Organizational Structure. This is the first update to the Department's organizational chart in five years. Commissioner Batali moved to approve P&P #120 as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

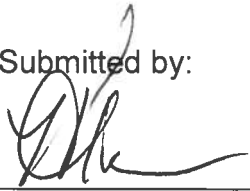
#### 2. P&P #660: Public Use of Department Community Room

Chief Teran requested approval of Policy & Procedure #660: Public Use of Department Community Room. This updated policy reflects the use of the Community Room at Station 21. The Commissioners chose to continue the Department's past practice of allowing not-for-profit organizations to use the room without charge while charging for-profit organizations \$15.00 an hour. Commissioner Carey moved to approve P&P #660 as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

### ADJOURNMENT

The meeting was adjourned at 7:42 PM.

Submitted by:

A handwritten signature in black ink, appearing to read 'H. Teran', written over a horizontal line.

Henry A. Teran, Board Secretary

Approved

October 3, 2018