

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Meeting Minutes September 8, 2016

Chair Tim Carey called the meeting to order at 6:40 PM. Present was Commissioner Fritz von Ibsch; Fire Chief Hank Teran; Assistant Chief Jared Moravec; Volunteer Program Coordinator Jay Rosenberg; Finance Manager Ed Kaufman; and other Department members. Commissioners YongSuk Cho and Scott Isenman were excused. Commissioner Alward was unable to attend the meeting via telephone so a quorum was not established.

AGENDA ADDITIONS & DELETIONS

None

FIRE CHIEF'S REPORT

Deferred

GOOD OF THE ORDER

Chief Teran informed the Board that he is intending to hire a project manager to assist the Department during the construction phase of the capital facilities project. As a cost saving measure, the Department will be partnering with the Bainbridge Island School District to hire the project manager. BIFD will be billed by the BISD for hours expended by the project manager on the Department's project.

Chief Teran also informed the Board that building and site permits for Station 21 are anticipated to be issued in November or early December. A determination regarding the current bid calendar for Station 21 will be discussed with Department counsel on September 9. The Chief will inform that Board of any changes to the bid calendar for Station 21 via email.

Chief Teran indicated that the September 22 Board meeting agenda will include discussions regarding Board logistics, the Chief's planning calendar and the fire academy proposal among other items.

CITIZEN COMMENTS OR DISCUSSION

None

CONSENT AGENDA

(Vouchers totaling \$550,737.26, August Payroll, Meeting Minutes 8/25/2016). Due to a lack of a quorum, approval of the consent agenda was deferred until the September 22 Board meeting.

BUSINESS AGENDA

1. Station 23 Construction Bid

The bidding process for capital improvements at Station 23 was concluded at 2:00 PM on September 1, 2016. The bidding process was conducted by Coates Design, Inc., the projects architecture firm of record. BIFD received five (5) bids from general contractors for the project. Bids ranged from \$334,000 to \$608,000. After a thorough review of the bid packet by Coates Design and a reference investigation by BIFD, Clark Construction LLC was deemed to be the lowest responsible and qualified bidder with a bid of \$334,000.

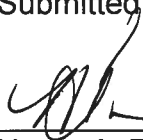
Representatives of Coates Design and Clark Construction were present to answer Commissioner questions regarding the project and the contract. Commissioner von Ibsch suggested that a dollar threshold be established for change orders that must be reviewed by the Chair and/or the Board prior to Chief Teran authorizing the order. Chief Teran agreed with this suggestion. Due to a lack of a quorum, action to award the bid and authorize Chief Teran to sign a contract with Clark Construction was deferred.

Staff will check Commissioner availability for a special meeting on Tuesday, September 13 to award the bid.

ADJOURNMENT

The meeting was adjourned at 7:13 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

September 22, 2016