

# **BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS**

## **Meeting Minutes** **September 22, 2016**

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

### **AGENDA ADDITIONS & DELETIONS**

None

### **FIRE CHIEF'S REPORT**

- Fire station construction update: Chief Teran introduced Charlie Demming as the new project manager for the capital facilities construction project. Mr. Demming brings decades of experience in construction management to the Department and is looking forward to assisting the Fire Department for the next several years. Mr. Demming's services will be shared with the Bainbridge Island School District to help provide cost saving efficiencies.
- Emergency preparedness update: AC Carpenter reminded the Board of the upcoming "3-Days of Preparedness" event on the Island September 28, 29 and October 1. The event is designed to heighten emergency preparedness awareness among Bainbridge residents through a movie about the geology of the region, a panel discussion regarding preparedness and a preparedness expo with multiple agencies providing information.
- Infrastructure discussion with COBI: Chief Teran noted that he and Commissioner von Ibsch intend to schedule a meeting with representatives from the City of Bainbridge Island to discuss infrastructure concerns islandwide as they pertain to emergency preparedness. Commissioner Alward volunteered his expertise if needed.
- HR communications: Chief Teran discussed how and when human resource issues are communicated to the Board. The Board had previously removed itself from the grievance process for internal discipline. The Chief will inform the Chair in the event of a significant development with one of the Department members. It is at the discretion of the Chief to determine if an issue warrants informing the Chair and the entire Board. The Board concurred.
- Annual Pancake Breakfast reminder: The Board was reminded of the upcoming Pancake Breakfast, to be held at Sakai Intermediate School on October 8, from 8:00 AM to noon.

### GOOD OF THE ORDER

Commissioner Cho briefed the Board on the recent KCFCA executive committee meeting. Topics included an upcoming tour of Cencom on September 27; Kitsap County tech rescue; and L&I rates for firefighters.

Chief Teran noted that Richard Kirton, Executive Director of Cencom (Kitsap 911) will be presenting to the BIFD Board on October 13. He also noted the retirement of Chief Duke in Bremerton. Finally, Chief Teran thanked the Board for its continued support of the Chief's participation with the Washington Fire Chief's Board of Directors.

### CITIZEN COMMENTS OR DISCUSSION

None

### CONSENT AGENDA

(Vouchers totaling \$580,902.93, August Payroll, Meeting Minutes 8/25/2016, 9/6/2016, 9/8/2016 & 9/13/2016). Commissioner Isenman moved to approve the Consent Agenda as presented. Commissioner Cho seconded the motion and the motion passed unanimously.

### BUSINESS AGENDA

#### 1. Fire Chief/Commissioner Planning Calendar

Chief Teran presented a template to be used as a planning calendar for future Department business with the Board. The calendar is not designed to be a catchall for the scheduling of meetings for the Commissioners but is intended to give Commissioners an overview of future agenda items and when those items will be brought before the Board. Commissioner Alward moved to approve the Fire Chief/Commissioner Planning Calendar as presented. Commissioner Cho seconded the motion and the motion passed unanimously.

#### 2. Fire Station 23 Staffing Implementation

Chief Teran requested Board approval to enter into negotiations with the Local regarding the staffing of Station 23 on a fulltime basis. In 2015, Bainbridge residents approved a levy lid lift to fund the staffing of Station 23 24/7. The Department has hired the approve number of firefighters (six) and those new hires have successfully reached the necessary training level to add them to the minimum staffing pool. Chief Teran would like to complete the fulltime staffing of Station 23 as soon as possible. Commissioner Isenman moved to direct Chief Teran to enter into discussions with Local 4034 regarding the staffing implementation of Station 23 on a 24/7 basis. Commissioner Alward seconded the motion and the motion passed unanimously.

#### 3. Firefighter Academy Presentation

In 2015, the Board requested a complete review of the Department's training processes for new hires including the benefits and/or deficiencies of utilizing the Washington State Fire Academy for the initial new hire training as opposed to training in-house. AC Moravec provided his analysis of fire academy versus in-house academy training. It is

staff's recommendation that the Department utilizes in-house resources for future hires, expected to be single hires from this time forward. This will allow for a faster inclusion of the new hires into the qualified minimum staffing pool of firefighters and therefore reduce the reliance on overtime to fill shift shortages. Commissioner Alward moved to have the Department utilize an in-house orientation academy for future firefighter hires. Commissioner Isenman seconded the motion and the motion passed unanimously.

#### 4. Commissioner Logistics

Chief Teran asked the Board for Commissioner assignments to several committees and events. The assignments are as follows:

- Kitsap County Fire Commissioners Association (KCFCA): Commissioner Cho – Executive Board, Commissioners Alward & Isenman attend monthly meetings.
- Intra-Governmental Working Group (IGWG): Commissioners Alward and von Ibsch.
- Board for Volunteer Firefighters: Commissioner Tim Carey (Chair) and Commissioner Cho with Commissioner Alward (alternate).
- Tri-District: Commissioners Isenman and von Ibsch.
- Kitsap County Legislative Day – January 16, 2017: Commissioners Alward and Isenman.
- Washington State Legislative Day – January 26, 2017: Commissioner Carey

The Commissioners also decided to have individual portrait photos taken to post on the BIFD website.

#### EXECUTIVE SESSION

Commissioner Carey called for an Executive Session at 9:07 PM to last for 15 minutes. The Executive Session was called per RCW 42.30.104(4)(b): to plan strategy to be taken by the governing body during the course of collective bargaining or professional negotiations.

At 9:22 PM the Executive Session was extended by 15 minutes.

At 9:37 PM the Executive Session was extended by 15 minutes.

At 9:52 PM the Executive Session was extended by 8 minutes.

At 10:00 PM the Executive Session was extended by 5 minutes.

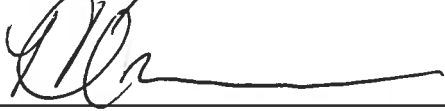
The regular business meeting resumed at 10:05 PM.

Commissioner Alward moved to establish a negotiating team of Commissioners Carey and Isenman to begin negotiating with Chief Teran for an extension of Chief Teran's employment contract. Commissioner Cho seconded the motion and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 10:07 PM.

Submitted by:

A handwritten signature in black ink, appearing to be 'HT', written over a horizontal line.

Henry A. Teran, Board Secretary

Approved

October 13, 2016