

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

## **Meeting Minutes** September 10, 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; Volunteer Program Coordinator Jay Rosenberg; Finance Administrator Ed Kaufman 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 to the wildfires on the east side of the State. Currently, AC Moravec is the only Department member deployed.
- MPD update: Chief Teran informed the Board that interviews for a new County Medical Program Director (MPD) are underway.
- County Assistance to Firefighters Grant submittal: Chief Teran briefed the Board on a joint grant application to fund SCBA replacement for all Kitsap County Fire Districts. Chief Teran received Board approval to move forward in the application process. NKF&R is the lead agency on the grant application.
- Fire Service Agreement (COBI): Chief Teran announced that the fire service agreement with the City of Bainbridge Island was approved by the City Council on September 8.
- BOC meetings for November/December: The current Board meeting calendar indicates one meeting in November and December due to the upcoming holiday season. The Commissioners intend to select a new chair for 2016 during the November 12 meeting.

### **GOOD OF THE ORDER**

Commissioner Dettmer noted the article on volunteer firefighters in the Fall/2015 edition of Bainbridgelsland.com magazine.

Chief Teran noted a card received by the Department thanking PM/FF Dave Coatsworth for his thoughtful and caring attention given during a recent emergency medical call.

### **CITIZEN COMMENTS OR DISCUSSION**

None

## CONSENT AGENDA

(Warrants totaling \$438,483.56, August Payroll, Meeting Minutes 8/27/2015)  
Commissioner Dettmer suggested minor edits to the 8/27/15 meeting minutes. Commissioner Isenman moved to approve the Consent Agenda as edited. Commissioner Dettmer seconded the motion and the motion passed unanimously.

## BUSINESS AGENDA

### 1. Cadet Program Proposal

Chief Teran provided an overview of the proposed revamped cadet program that will partner with the Bainbridge Island School District (BISD) to provide students with an introduction to careers in the fire service and emergency medical services. The program will be a part of BISD's "Career In" program that introduces high school students to a variety of career opportunities here on Bainbridge Island. Tom McClosky, an Island resident and Rotarian assisting the school district with the "Career In" program, presented the goals and vision of the program and how the school districts career readiness initiative works. Please see the attached slide show for additional details. The Board was very receptive to the program although some liability concerns were raised. All liability questions will be answered before the program begins. Chief Teran anticipates rolling the cadet program out in early 2016. Commissioner Morrow moved to approve the cadet program proposal as presented. Commissioner McSherry seconded the motion and the motion passed unanimously.

### 2. Intern Program Proposal

AC Moravec provided an overview of the new proposed volunteer intern program. An evaluation of the current volunteer resident program has shown it to be outdated, not meeting the needs of the volunteer firefighters and not competitive with other programs in the area. The new program would be designed to provide better training to participants, have a schedule that better meets the Department's needs, make residency optional, and may include additional firefighter testing incentives. Staff will provide the Board with an updated Policy & Procedure for review during the 2016 budget process with program costs. Commissioner Morrow moved to approve the program as presented and to move forward with an updated P&P for final approval during 2016 budget discussions. Commissioner McSherry seconded the motion and the motion passed unanimously.

### 3. Training Lieutenant Job Description

Chief Teran requested approval of the job description for the new Training Lieutenant position. This job description amends the current Administrative Lieutenant position, which is being eliminated. Commissioner Cho moved to approve the Training Lieutenant job description as presented. Commissioner Isenman seconded the motion and the motion passed unanimously.

### 4. Battalion Chief Job Description

Chief Teran requested approval of the job description for the new Battalion Chief position. The transition to Battalion Chiefs and elimination of the Captain's position was approved during the August 27, 2015 Board meeting. Minor edits were suggested

including clarification of required qualifications for current Captains who will be transitioning to Battalion Chiefs. Commissioner McSherry moved to approve the Battalion Chief job description with edits. Commissioner Dettmer seconded the motion and the motion passed unanimously.

#### 5. Finance Manager Job Description

Chief Teran requested approval of the job description for the new Finance Manager position. This new position will replace and eliminate the vacant Business Administrator position as approved during the August 27, 2015 Board meeting. Commissioners suggested listing the subordinates that will report to the Finance Manager in the job description. Commissioner Morrow moved to approve the Finance Manager job description with edits. Commissioner Cho seconded the motion and the motion passed unanimously.

#### ADJOURNMENT

The meeting was adjourned at 8:22 PM.

Submitted by:



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Henry A. Teran, Board Secretary

Approved

September 24, 2015



## Bainbridge Island Fire Department Fire Cadet Program

- Tradition
- Program digression
- Renewal needed
- "Career In Program"
- Tom McCloskey - Rotarian



## Career Readiness Initiative

- Sponsored by:
  - Bainbridge Island School District
  - Bainbridge Youth Services
  - Rotary Club of Bainbridge Island
- Supported by:
  - Bainbridge Community Foundation
  - Bainbridge Island Chamber of Commerce
  - City of Bainbridge Island

## Career Readiness Initiative

Presentation to:  
Bainbridge Island Fire Department  
Board of Commissioners

## Vision and Goals of Career Readiness Initiative

- See handout

## Goal of Bainbridge Island School District

- Every high school graduate will be college and career ready

## Work-based Learning Objectives

- "Career In . . ." Program
- Summer Internship Program
- Job Shadow Program
- Guided Tour Program
- Guest Speaker Program
- Career Day

## **"Career In . . . Program" Pilot Program**

- Career In Construction
- Fairbank Construction Company
- High School Senior Girl
- 2 hours/week for 13 weeks

## **Benefits of Program to Employers**

- Educate and excite students about who you are and what you do
- Make a significant contribution to their lives and future employability
- Give back to your community

## **Career In . . . Program Candidates 2015/16**

- Bainbridge Island Fire Department
- Bainbridge Island Metropolitan Park and Recreation District
- Bainbridge Island Police Department
- Bloedel Reserve
- Clark Construction Company
- City of Bainbridge Island
- Fairbank Construction Company
- Modern Collision

## **Bainbridge Island Fire Department Fire Cadet Program**

- Educate students about "non-traditional" careers
- Future Volunteer pool
- Assist BIRD with educational alternatives
- Educate families and community about BIFD




## **Goals of Program: Students**

- Experience a real world workplace environment
- Investigate career opportunities and pathways
- Build a strong work ethic
- Develop workplace skills

## **Program Requirements**

- First session: February thru May 2016
- Eligibility: Junior or Senior at least 16 years old
- Duration of program: 13 weeks (26 hours)
- Schedule: Monday 1400 – 1600 hours
- Maximum size of first group: Up to 6 students
- "Riders" during program: Permitted with parent approval.



## Program Schedule

- Week 1: Orientation, expectations
- Week 2: Fire department history, fire service organization
- Weeks 3 thru 6: AHA BLS Provider course and certification
- Week 7: Fire behavior, building construction
- Week 8: SCBA (self-contained breathing apparatus), teamwork
- Week 9: Hose evolutions
- Week 10: Fire prevention, fire extinguishers, public education
- Week 11: Incident management
- Week 12: Scenarios
- Week 13: Graduation, evaluations



## Questions?