

BAINBRIDGE ISLAND FIRE DEPARTMENT

BOARD OF COMMISSIONERS

Meeting Minutes

January 20, 2021

The January 20, 2021 Board of Fire Commissioners meeting was conducted “virtually” due to the restrictions put on public meetings by Governor Inslee. The restrictions were put in place due to the ongoing health concerns presented by the COVID-19 pandemic. Commissioners participated in the meeting remotely and the public was provided the opportunity to listen to the proceedings.

Chair Scott Isenman called the meeting to order at 6:30 PM. Present (remotely) were Commissioners Tim Carey, YongSuk Cho, Jack Metz and Fritz von Ibsch; Fire Chief Hank Teran; Deputy Chief Jared Moravec; Volunteer Program Coordinator Jay Rosenberg; and Finance Manager Ed Kaufman.

AGENDA ADDITIONS & DELETIONS

None.

FIRE CHIEF'S REPORT

- Preliminary 2020 Financials: Finance Manager Kaufman provided a summary of the preliminary 2020 financials including: revenue exceeding projections by \$200K and expenses \$270K under budget for the year.
- 2019 Audit completed: FM Kaufman also reported that the 2019 audit was complete and published on the State Auditor's site on January 14.
- Volunteer Program update: VPC Rosenberg provided an update on current volunteer firefighter recruiting efforts. Rosenberg has interviewed 14 new potential recruits and received applications from 10 of them.
- New engine update: Chief Teran reported on the progress of the new fire engine. The build process should be completed by early February.
- Mega Code Drill: BIFD will be hosting and participating in the annual Mega Code Drill with the current Harborview Paramedic training class on February 13. The drill will be staged at Bainbridge High School this year.
- Fire Code adoption update: After several delays due to the COVID-19 pandemic, the fire code adoption is scheduled for February 5. Staff will present its recommendations to COBI City Council in early February.
- Rotary “Wear A Mask” campaign. Chief Teran noted that he was asked by the Bainbridge Island Rotary Club to participate in a print campaign asking Island residents to wear a mask while in public during the COVID-19 pandemic.

GOOD OF THE ORDER

None

PUBLIC COMMENT

None

CONSENT AGENDA

(Vouchers totaling \$35,852.26, Meeting Minutes 1/6/2021.) Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner von Ibsch seconded the motion and the motion passed.

BUSINESS AGENDA

1. Resolution #01-2021: Roster Update

Chief Teran requested approval of Resolution #01-2020: Roster Update: This resolution confirms member participation as of January 1, 2021 and is used to verify volunteer pension participation. Commissioner Carey moved to approve Resolution #01-2020 as presented. Commissioner Metz seconded the motion and the motion passed unanimously.

2. Kitsap County Auditor District Questionnaire

Chief Teran requested approval of edits to information provided on the Kitsap County Auditor's website regarding Commissioners' personal and term information. Edits were presented for Commissioner Isenman's address and Commissioner Metz' term. Commissioner Carey moved to approve the edits as presented. Commissioner Metz seconded the motion and the motion passed unanimously.

3. Policy & Procedure Process

Chief Teran requested approval of a step by step process for the review of the Department's policies and procedures (P&P). The intent of the process is to provide a guide to use when bringing updated P&Ps forward to the Board for review and/or approval. The Board agreed with the presented process without taking formal action.

4. P&P #110: Mission Statement

Chief Teran presented an updated P&P #110: Mission Statement for Board consideration. Chief Teran suggested adding the Department's core values to the P&P. The Board agreed with the inclusion of the Core Values in the P&P. A final draft will be included in the Consent Agenda for approval at the February 3rd meeting.

5. P&P #522: Tuition Reimbursement

Chief Teran presented an updated P&P #522: Tuition Reimbursement for Board consideration. The updated P&P reflects language in the current collective bargaining agreements as well as current practice. The Board agreed with the updates to the P&P. A final draft will be included in Consent Agenda for approval at the February 3rd BOC meeting.

6. Community Vaccination Support

The Board had asked staff to review its current level of participation in the Bainbridge Island community COVID-19 vaccination effort and present options for increasing its participation. After an evaluation of the current effort, being conducted jointly with COBI, Bainbridge Prepares, and BIFD, Chief Teran recommended the following steps to increase participation in the vaccination effort on the island:

- Provide more consumables, such as gloves, masks, other medical supplies as needed.

- Have the flexibility to hire hourly employees to assist with the community vaccination effort when appropriate.
- Utilize uniformed personnel, on temporary assignment (up to 90 days), for logistical assistance for vaccine distribution.
- Hire a permanent, fulltime Administrative Battalion Chief (BN) to relieve the Deputy Chief of significant work load, allowing the DC to devote more time in a leadership role to the vaccination effort. The hiring of an Admin BN is consistent with the Department's Strategic Plan, although the additional position was not anticipated for another 12 to 18 months. The DC brings a wealth of knowledge and experience to the Unified Command structure of the vaccination effort.

The Board agreed with the steps as outlined by Chief Teran with the exception of Commissioners Isenman and Cho who expressed concerns about the permanent hiring of an Admin BC at this time. After a lengthy discussion, Commissioner Carey moved to approve the increase community vaccination support efforts as presented by the Chief. Commissioner von Ibsch seconded the motion and the motion passed 3-2 with Commissioners Isenman and Cho voting against.

ADJOURNMENT

The meeting was adjourned at 8:15 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

February 3, 2021