

BAINBRIDGE ISLAND FIRE DEPARTMENT

BOARD OF COMMISSIONERS

Meeting Minutes

July 28, 2022

Chair Jay Rosenberg called the Board of Commissioners meeting to order at 4:30 PM. Present were Commissioners Andrea Chymiy, Scott Isenman (remote), and Fritz von Ibsch; Fire Chief Hank Teran; Deputy Chief Jared Moravec; and Finance Manager Ed Kaufman. Commissioner Tim Carey was excused.

AGENDA ADDITIONS & DELETIONS

None

PUBLIC COMMENT

None

FIRE CHIEF'S REPORT

- 80th Anniversary event: Chief Teran provided a recap of the Department's 80th Anniversary event, held at Battle Point Park on July 23rd. Several hundred people attended the event which was designed to thank Island residents for their support over the last 80 years. Chief Teran thanked the organizers of the event, specifically Tacey Peterson, Janine Courtemanche, LT/PM Carol Mezen and LT Kyle Moerke, as well as other Department members who assisted.
- Peter Gibson Graduation: Chief Teran congratulated FF/PM Peter Gibson for completing the Paramedic training course at Harborview. The Chief also noted that a new award, the David S. Coatsworth Award, is given annually to an outstanding Paramedic trainer by Harborview.
- Position updates: Chief Teran and DC Moravec updated the Board on the following positions:
 - Fire Prevention Technician: The Department has a signed conditional offer of employment and is currently working through the pre-employment requirements.
 - Lateral Firefighters: The Department has received 10 lateral Firefighter applications and has conducted its first review. Qualified candidates will move to the next steps in the hiring process.
 - Paramedic Trainee: FF/EMT Ben McCarty is currently attending the Anatomy & Physiology class and is prepared to accept a spot in the next Paramedic Trainee class at Harborview should one become available.
- K911 Radio Steering Committee update: Chief Teran provided an update on recent discussions with the K911 Radio Steering Committee. BIFD is actively involved on the committee to ensure that the Department's radio communication needs will be addressed.
- Administrative Plan Workshop date: Chief Teran informed the Board that staff is hoping to present the Admin Plan to the Board on September 22 pending Commissioner availability.
- DC Moravec recognition: Chief Teran announced that DC Moravec was awarded the Firefighter of the Year Award by the Washington State American Legion for his efforts managing operations of the Fire Department as well as the COVID-19

vaccination clinics on Bainbridge in 2021. DC Moravec thanked the Chief and the Board for its support during these challenging times.

- AVL/Purvis update: DC Moravec briefed the Board on recent developments with both the Purvis alerting system and the AVL GPS system.

Emerging Issues:

- AC Nolta ceremony: Chief Teran announced that a memorial service for AC Gary Nolta will be held on August 28th, 1:00 – 5:00 PM, at the Manor House on Pleasant Beach.
- Budget Workshop dates: Chief Teran noted that the 2023 budget cycle has begun and staff will be holding individual Commissioner meetings the week of October 24th to discuss the 2023 draft budget.
- Annual Pancake Breakfast: Chief Teran noted that the Pancake Breakfast will be held on October 15, pending the state of the COVID-19 pandemic. A decision will be made on holding the event in early September.

GOOD OF THE ORDER

Chief Teran provided an update on transport issues with St. Michael's Hospital.

CONSENT AGENDA

(Vouchers totaling \$861,768.06, June Payroll, Meeting Minutes 6/23/22) Commissioner von Ibsch moved to approve the Consent Agenda as presented. Commissioner Chymiy seconded the motion and the motion passed unanimously.

BUSINESS AGENDA

1. Mid-Year Financials

Finance Manager Kaufman provided a summary of the 2022 mid-year financials. The Department has collected 59% of projected revenue for 2022 and has expended 51% of budgeted operating expenses. Kaufman anticipates a year-end adjustment will be necessary in Q4 but continues to expect a surplus budget consistent with the adopted 2022 budget. Commissioner Chymiy moved to accept the 2022 Mid-Year Financials as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

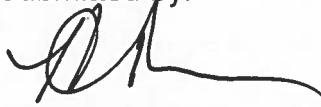
2. Branding Update

Finance Manager Kaufman briefed the Board on recent discussion with the Hoffman Design Group regarding the scope of branding activities in 2022. These activities will include a complete logo set to be used for Department communications such as letterhead, business cards, document templates, presentation templates and banners. Staff will present a revised proposal from the Hoffman Design Group at the next Board meeting. Commissioner von Ibsch suggested that any new apparatus be striped with approved branding detail before receipt. No action was taken on this item.

ADJOURNMENT

The meeting was adjourned at 5:14 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

August 11, 2022