

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

## **Meeting Minutes February 9, 2023**

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

### **AGENDA ADDITIONS & DELETIONS**

None

### **PUBLIC COMMENT**

None

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

- Deputy Chief Hiring Update: Chief Moravec briefed the Board on recent activity to fill the open Deputy Chief's position. First application deadline is March 5<sup>th</sup> with potential finalist interviews in early April.
- FF/EMT Hiring Update: Chief Moravec also briefed the Board on the recent FF/EMT hiring efforts. BIFD added two new hires to its FF/EMT ranks in the past two weeks, both BIFD Volunteer Firefighters, Matthew Murphy and Joon Song. A third new hire is expected to join the Department in early March.
- Volunteer Update: Chief Moravec updated the Board on recruitment efforts of new Volunteer Firefighters. Interviews will be held this spring for new volunteer firefighter applicants.
- Megacode Report: Chief Moravec provided a summary of the Megacode training exercise held at Station 21 on February 4<sup>th</sup>. There were 93 participants from 14 different agencies, including 33 BIFD personnel and 24 paramedic students from Harborview Paramedic Training.
- Governor Inslee Letter: Chief Moravec noted the letter received by Bainbridge Prepares from Governor Inslee praising the organization for its COVID-19 vaccination efforts. BIFD was listed as a partner agency in the effort.
- Point Monroe Response Follow-Up: Chief Moravec gave a detailed summary of the December 27<sup>th</sup> structure fire call on Point Monroe. The call was the fourth of four concurrent calls on Bainbridge. BIFD responders were first on scene with BN21, Admin21 and Tender23. The countywide mutual-aid response system performed as it was designed to with units responding from Poulsbo Fire and North Kitsap Fire & Rescue.

### **Emerging Issues:**

- Chief Moravec noted that the inter-local agreement with the Navy for mutual aid was due for updates and renewal. Chief Moravec intends to bring the updated agreement to the Board on February 23<sup>rd</sup> for approval.

## GOOD OF THE ORDER

Commissioner Isenman noted the annual fire extinguisher event to be held on May 20<sup>th</sup>.

Commissioner Isenman also noted the upcoming KCFCA onsite visit to the Readiness Center on February 25<sup>th</sup> and the Region 9 Commissioners Conference on March 20.

Commissioner Rosenberg thanked staff, specifically Tacey Peterson and Janine Courtemanche, for all their efforts during Chief Teran's retirement festivities and Chief Moravec's swearing in ceremony.

## CONSENT AGENDA

(Voucher numbers 34646 through 34714 totaling \$516,688.06, electronic payments for 1/19/23 through 1/31/23 totaling \$785,375.25, January payroll totaling \$775,079.45, Meeting Minutes 1/26/23) Commissioner Isenman moved to approve the Consent Agenda as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

## BUSINESS AGENDA

### 1. Resolution #02-2023: Appoint Board Secretary

Chief Moravec requested approval of Resolution #02-2023: Appoint Board Secretary. This resolution appoints Chief Moravec as Board Secretary, filling the position vacated by Chief Teran upon his retirement. Commissioner Carey moved to approve Resolution #02-2023 as presented. Commissioner Isenman seconded the motion and the motion passed unanimously.

### 2. 2023 Work Plan

Chief Moravec presented his 2023 Work Plan for approval by the Board. The plan includes the following items:

- Deputy Chief Hiring
- Collective Bargaining Agreement Negotiations (x2)
- Updated Fire Code Adoption
- Written Administrative Plan
- Style Guide Development
- Mental Health Program\*
- Standard of Cover\*
  - Community Risk Assessment\*
  - BLS Transport Analysis\*
  - Volunteer Program Evaluation\*

(\* 2019-2024 Strategic Plan goals)

Commissioner von Ibsch wanted to ensure that the written administrative plan was completed after all outstanding staffing questions had been resolved with the Board. Commissioner von Ibsch also wanted to make sure that the Board had final approval of

the contract for a third party vendor to complete the Standard of Cover since it is an unbudgeted item. Commissioner Isenman moved to approve the 2023 Work Plan as presented with the Standard of Cover item pending budget review after receipt of RFP responses. Commissioner Carey seconded the motion and the motion passed unanimously.

#### EXECUTIVE SESSION

At 6:10 PM Commissioner Rosenberg called for an executive session to last for 20 minutes. The session was called for collective bargaining planning per RCW 42.30.140(4)(b).

#### ADJOURNMENT

The meeting was adjourned at 6:30 PM.

Submitted by:



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Jared Moravec, Board Secretary

Approved

February 23, 2023



Safeguarding lives, property, and the environment through prevention, education, and emergency response.

**RESOLUTION #02-2023**  
**Appoint Board Secretary**

WHEREAS, per RCW 52.14.080 the Board of Commissioners is required to appoint by resolution a secretary of the fire district who shall keep a record of the proceedings of the Board and shall perform other duties as prescribed by the Board or by law.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Bainbridge Island Fire Department that Fire Chief Jared Moravec is appointed to serve as Board Secretary for the district until his successor is appointed; and

BE IT FURTHER RESOLVED, that Finance Manager Ed Kaufman shall serve as Board Secretary in Chief Moravec's absence; and

FURTHER RESOLVED, that no additional compensation is earned for serving as Board Secretary.

APPROVED this 9<sup>th</sup> day of February 2023.

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Scott R. Isenman, Position 1:

In favor / Opposed / Abstained / Absent

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Jay Rosenberg, Position 2:

In favor / Opposed / Abstained / Absent

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Andrea Chymiy, Position 3:

In favor / Opposed / Abstained / Absent

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Fritz von Ibsch, Position 4:

In favor / Opposed / Abstained / Absent

\_\_\_\_\_  
Tim Carey, Position 5:

In favor / Opposed / Abstained / Absent

Attest: \_\_\_\_\_

Jared Moravec, Board Secretary

