

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Meeting Minutes

October 12, 2023

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

AGENDA ADDITIONS & DELETIONS

None

PUBLIC COMMENT

None

FIRE CHIEF'S REPORT

- Washington Surveying & Rating Bureau (WSRB) Visit: Chief Moravec informed the Board that the Department has been contacted for its next rating evaluation by the WSRB. The evaluation will be conducted in 2024. This will be a 2024 Work Plan item.
- UW Harborview Paramedic Training Classroom Dedication: On October 9th, Chief Moravec attended a dedication ceremony for the new UW Harborview paramedic training classroom. The classroom space is significantly larger than the previous facility and is intended to allow for larger paramedic training class sizes in the future.
- Pancake Breakfast Reminder: Chief Moravec reminded the Commissioners of the upcoming annual Pancake Breakfast on October 14th.

GOOD OF THE ORDER

None

CONSENT AGENDA

(Voucher numbers 35280 through 35349 totaling \$140,781.44, electronic payments for 9/27/2023 through 9/29/2023 totaling \$678,726.34, September payroll totaling \$814,582.48, Meeting Minutes 9/28/23). Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner Chymiy seconded the motion and the motion passed unanimously.

BUSINESS AGENDA

1. Medical Services Officer Job Description

Chief Moravec presented the job description for the Medical Services Officer (MSO) to the Board for consideration. The MSO position is tasked with managing and directing all aspects of the emergency medical services for the Department. The MSO will report to

the Deputy Fire Chief and is a fulltime position with the rank of Battalion Chief. The Commissioners suggested two minor edits. Commissioner Isenman moved to approve the MSO job description as amended. Commissioner Chymiy seconded the motion and the motion passed unanimously.

2. Human Resources Manager Job Description

Chief Moravec presented the job description for a Human Resources (HR) Manager to the Board for consideration. An analysis of BIFD's administrative staffing over the last 18 months identified the need for more specialized expertise in human resources. The HR Manager will report to the Finance Manager and is a part time, contract position. The Commissioners suggested one minor edit. Commissioner Carey moved to approve the HR Manager job description as amended. Commissioner Chymiy seconded the motion and the motion passed unanimously.

3. New Volunteer Recruit Acceptance

Chief Moravec requested approval for three new Recruit Volunteer Firefighters:

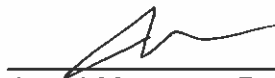
Malachi Allyn Redmond
Devin James
Robin Schofield

After a brief bio of each applicant was presented by Chief Moravec, Commissioner Isenman moved to accept the new Volunteer Recruit Firefighters as presented. Commissioner Carey seconded the motion and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 5:11 PM.

Submitted by:



Jared Moravec, Board Secretary

Approved

October 26, 2023