

# BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

## Meeting Minutes December 8, 2022

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

### AGENDA ADDITIONS & DELETIONS

None

### BUSINESS AGENDA

#### 1. Fire Chief Contract

Chief Hank Teran announced his retirement, effective January 31<sup>st</sup>, 2023, on November 2<sup>nd</sup>, 2022. Following the Department's Succession Plan and concurrence from the Board, Deputy Chief Jared Moravec was named as the next Fire Chief, effective February 1<sup>st</sup>, 2023. Commissioner Chymiy moved to approve the Employment Contract between DC Moravec and BIFD. Commissioner von Ibsch seconded the motion and the motion passed unanimously. DC Moravec thanked the Board, Chief Teran and the membership for their support of his promotion and said he was looking forward to leading the Department as Fire Chief.

### PUBLIC COMMENT

None

### FIRE CHIEF'S REPORT

- St. Michael's update: DC Moravec reported on the continuing staffing challenges in the emergency room at St. Michael's Hospital.
- IAEM Conference: DC Moravec briefed the Board on his attendance at the recent International Association of Emergency Managers conference where Bainbridge Prepares was named Emergency Management Volunteer Organization of the Year for its COVID-19 vaccination efforts over the last two years. This award is shared with BIFD, COBI, Bainbridge Community Pharmacy and over 500 volunteers who assisted Bainbridge Prepares throughout the pandemic.
- Firefighting testing: DC Moravec briefed the Board on the current firefighter testing process. Seven applicants have been selected to move forward in the testing process on December 12<sup>th</sup>. Interviews will follow on December 20<sup>th</sup>. The results of the testing process will be reported at a future Board meeting.
- Battalion Chief promotional testing: DC Moravec also noted the upcoming BN testing process to be conducted on December 19<sup>th</sup> to establish a BN promotional list.

- Audit Update: Finance Manager Kaufman briefed the Board on the upcoming Exit Conference with the Washington State Auditor's Office on December 15<sup>th</sup>. Commissioner Chymiy will serve as the Board representative at this meeting. A full report will be provided to the Board at the next Board meeting.
- Kitsap County Fire Commissioners' Brunch reminder: Chief Teran reminded the Commissioners of the upcoming KCFCA Brunch on December 10<sup>th</sup>.
- Starbucks "Chat with the Chiefs": Chief Teran noted an upcoming event at Starbucks called "Chat with the Chiefs". This is an opportunity for residents to meet the fire and police Chiefs and ask questions. The event is scheduled for 6:00 PM on December 15<sup>th</sup>.
- Holiday Truck: Chief Teran noted that the Holiday Truck will be rolling again this year from December 12<sup>th</sup> to December 24<sup>th</sup>.
- Leadership transition report: Chief Teran reported on the leadership transition efforts underway by management to ensure a smooth hand off from Chief Teran to Chief Moravec on February 1<sup>st</sup>.

### ***Emerging Issues:***

- JMG site visit: Chief Teran informed the Board that a site visit of the Joint Management Group site in Bremerton will be schedule in the first quarter of 2023.
- Fire boat inquiry: Chief Teran noted an offer from a member of the public to purchase a fire boat from that person. BIFD staff researched the boat and determined that it would not meet the Department's needs and has informed the owner of that conclusion.

### **GOOD OF THE ORDER**

Chief Teran noted that barring any significant Department business, the December 22<sup>nd</sup> Board meeting will be cancelled.

Commissioner Rosenberg informed the Commissioners that he cannot attend the upcoming KCFCA Executive meeting on December 15<sup>th</sup>.

### **CONSENT AGENDA**

(Voucher numbers 34371 through 34478 totaling \$306,515.98, electronic payments for 10/25/22 through 11/30/22 totaling \$1,382,625.76, October and November payroll totaling \$1,398,187.41, Meeting Minutes 10/27/22, 11/2/22, 11/7/22, 11/10/22, 11/28/22 & 12/1/22) Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner Chymiy seconded the motion and the motion passed unanimously.

### **BUSINESS AGENDA**

#### **2. Resolution #07-2022: 2022 Year-End Budget Adjustment**

Chief Teran requested approval of Resolution #07-2022: 2022 Year-End Budget Adjustment. This resolution increases the approved budget for the Expense Fund, #90838, by \$350,000. The Budget adjustment is necessary due to an increase in overtime expenses as a result of staffing challenges in 2022. Commissioner Carey moved to

approve Resolution #07-2022 as presented. Commissioner Chymiy seconded the motion and the motion passed unanimously.

### 3. Strategic Plan Update

Chief Teran presented a summary of progress made in completing the identified strategic goals in the current Strategic Plan. Half of the goals have been completed and 80% are on schedule to be completed by the end of 2023. No Board action was taken on this item.

### 4. 2023 Deputy Chief Compensation

The Board had requested a recommendation from staff regarding the 2023 compensation of the new Deputy Chief, replacing DC Moravec upon his promotion to Fire Chief. Staff proposed a three-year step schedule, depending on qualifications, with a 5% step increase each year. Starting base salary for 2023 is \$165,410. The Board concurred with staff's compensation assessment. No formal action was taken on this item.

### 5. Non-Represented Employee Handbook

The Board had requested a review of the existing benefit package outlined in the Non-Represented Employee Handbook. Specifically, the following changes were discussed:

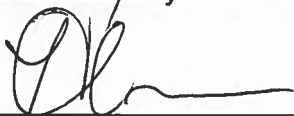
- Capping of COLA at 4%
- Sick Leave accrual bank limit of 1,000 hours, paid out annually, and sick leave bank payout to HRA at 50% for hours banked after January 1, 2023
- Vacation accrual change to 16.67 hours for 10+ years of service
- Increase of group life insurance benefit from \$10,000 to \$50,000
- Increase Deferred Compensation (457 Plan) match from 3.5% to 5%
- Add longevity premium of 2% at 20 years of service

Commissioner von Ibsch moved to approve the Non-Represented Employee Handbook with changes enumerated above. Commissioner Chymiy seconded the motion and the motion passed unanimously.

### ADJOURNMENT

The meeting was adjourned at 5:49 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

January 12, 2023