

BAINBRIDGE ISLAND FIRE DEPARTMENT

BOARD OF COMMISSIONERS

Special Meeting Minutes

September 26, 2022

Chair Jay Rosenberg called the Board of Commissioners meeting to order at 2:00 PM. Present were Commissioners Tim Carey, Andrea Chymiy, Scott Isenman, and Fritz von Ibsch; Fire Chief Hank Teran; Deputy Chief Jared Moravec; and Finance Manager Ed Kaufman.

ADMINISTRATIVE PLAN WORKSHOP

The goal of this special Board meeting was to allow staff to present results of a year long process evaluating the Department's administrative needs. Administrative needs are those defined as not response related. The following topics were discussed with the work status outcome noted:

1. Business Administration
 - a. Finance: current staffing is sufficient for the Department's needs at this time provided HR support is made available.
 - b. Human Resources: additional staffing and expertise is needed as the Department continues to grow. The Board requested additional information on options for HR staffing including the use of an HR consultant, the hiring of an HR contractor or hiring of a part or fulltime FTE. The Board asked that this topic be presented for further discussion at a future Board meeting.
 - c. Information Technology: current staffing is sufficient for the Department's needs.
2. Facilities: continue the shared facilities staffing ILA with NKF&R with a 0.5 FTE Facilities Technician in 2023. Evaluate the workload of the shared Facilities Technician in 2023 to see if it meets the Department's needs. If it doesn't, consider hiring a part or fulltime Facilities Technician.
3. Fire Marshal Office: the recent promotion of the Deputy Fire Marshal to Fire Marshal and the hiring of a civilian Fire Prevention Technician in lieu of the Fire Inspector position is sufficient staffing for the Department's needs.
4. Community Risk Reduction: current staffing is sufficient for the Department's needs at this time. Evaluate future staffing needs when all public CRR programs are fully developed. Adjust the reporting relationship of the CRR Coordinator to fit span of control when the direct reports of the Admin BN and MSO are established (see Admin BN below).
5. Fleet: current staffing is sufficient for the Department's needs at this time. Fleet size has been reduced over the past decade and is not expected to significantly change in the near future.

6. Volunteers: an evaluation of the Volunteer Program is on the workplan for 2023. Staffing to manage the Volunteer Program will be determined at that time.
7. Safety: current staffing is sufficient for the Department's needs at this time. This area is considered collateral duty and is not expected to change in the near future.
8. Training: continued evaluation of staffing for the Kitsap County Fire Training Consortium and internal BIFD training needs is warranted. No additional personnel are being proposed provided the Admin BN can operate without MSO duties.
9. Administrative Battalion Chief: The Admin BN is unable to perform all of its assigned duties until the MSO position is filled.
10. EMS: staffing of the MSO position has already been identified as necessary to manage the Department's EMS program as well as allow the Admin BN to function as it was originally intended. The trigger point for filling this position needs to be re-evaluated. The Board asked that this topic be presented for further discussion at a future Board meeting.

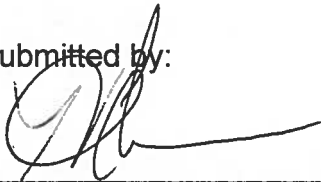
AIRLIFT NORTHWEST MEMORIAL WORK PARTY

The work party for the Airlift NW Memorial was postponed to a future date.

ADJOURNMENT

The meeting was adjourned at 6:00 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

October 13, 2022