

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Meeting Minutes

October 10, 2024

Chair Scott Isenman called the Board of Commissioners meeting to order at 4:30 PM. Present were Commissioners Bruce Alward, Tim Carey, Andrea Chymiy and Fritz von Ibsch; Fire Chief Jared Moravec; Deputy Chief Jeremy Mendola; Human Resources Manager Julie Dunn; and Finance Manager Ed Kaufman.

AGENDA ADDITIONS & DELETIONS

None

PUBLIC COMMENT

None

FIRE CHIEF'S REPORT

- 2022-2023 Audit Completion: Finance Manager Kaufman briefed the Board on the completion of the 2022-2023 Financial and Accountability audits. An Exit Conference was held on October 7 with the State Auditor's Office. Commissioners Alward and Isenman represented the Board at that meeting. Kaufman reported a clean audit for 2022 and 2023. The 2024 audit will be conducted in Q4 of 2025.
- Battalion Chief Promotional Process: DC Mendola reported on the recent Battalion Chief testing process. Four BIFD members successfully participated in the process, creating a promotional list that will be valid for two years.
- Report on Wildfire Risk Presentation to City Council: Chief Moravec gave an overview of his Wildfire Risk Presentation that he gave to City Council on October 8.
- Pancake Breakfast Reminder: Chief Moravec reminded the Board of the upcoming Pancake Breakfast from 8:00 to 12:00 noon on October 12th.

GOOD OF THE ORDER

Commissioner Chymiy inquired about the battery life of the AEDs deployed by the Bainbridge Rotary Club. Commissioner Isenman indicated that all AED batteries are cataloged and checked regularly for battery life on a preset schedule.

CONSENT AGENDA

(Voucher numbers 36245 through 36304 totaling \$168,231.94, electronic payments for 9/27/24 through 9/30/24 totaling \$866,452.21, September payroll totaling \$914,147.12 Meeting Minutes 9/26/24). Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner Alward seconded the motion, and the motion passed unanimously.

BUSINESS AGENDA

1. Bainbridge Prepares Update

Bainbridge Prepares Executive Director, Loren Bast, gave a presentation to the Board outlining the breadth of work undertaken by Bainbridge Prepares. Bainbridge Prepares

currently has over 700 credentialed volunteer members, contributing over 6,000 volunteer hours year-to-date in activities on Bainbridge Island covering topics in emergency response, emergency preparedness, and community event support. It was noted that Commissioner Chymiy is a Team Lead for the Medical Reserve Corps. The Commissioners thanked Bast for all of Bainbridge Prepares efforts, especially those when assisting BIFD.

2. Kitsap County Fire Training Consortium ILA Renewal

Chief Moravec presented a red-lined updated interlocal agreement for the Kitsap County Fire Training Consortium. This ILA is up for renewal at the end of 2024. Chief Moravec indicated that work on the renewal is continuing at the county level and a draft agreement with final changes would be forthcoming at a later date. No action was taken on this item.

3. Resolution #04-2024: 2024 Year-End Budget Adjustment

Chief Moravec request approval of Resolution #04-2024: 2024 Year-End Budget Adjustment. The budget adjustment is necessary to accommodate additional spending as a result of staffing shortages throughout 2024 resulting in increased overtime expense, new provisions in the current collective bargaining agreement, and other cost overruns. The expense budget increase request is for an additional \$1.5 million. It is not anticipated that this entire amount will be added to the budget deficit for 2024, due to increased revenue projections for this year. Commissioner Alward moved to approve Resolution #04-204 as presented. Commissioner Chymiy seconded the motion, and the motion passed unanimously.

EXECUTIVE SESSION

At 5:52 PM, Commissioner Isenman called for an Executive Session to last for 10 minutes. The Executive Session was called to review the performance of a public employee per RCW 42.30.110(1)(g).

ADJOURNMENT

The meeting was adjourned at 6:02 PM.

Submitted by:



Jared Moravec, Board Secretary

Approved

October 30, 2024



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

RESOLUTION #04-2024
2024 Year-End Budget Adjustment

WHEREAS, the Board of Commissioners of the Bainbridge Island Fire Department establishes the expenditure authority for each Department fund as part of the annual budget process; and

WHEREAS, Department staff conducts a thorough review of the budget throughout the year to assess the status of programs and related accounts and to address unanticipated needs; and

WHEREAS, the total expenditure authority for each fund can only be changed by a resolution of the Board; and

WHEREAS, RCW 52.16.070 limits incurring of expenses or other financial obligations to the aggregate amount of taxes levied for the year, revenues derived from all other sources, and the cash balances on hand in the expense and reserve funds of the district; and

WHEREAS, the aggregate amount of taxes levied for 2024, revenues derived from other sources, and cash balances on hand in the expense fund exceed the budget per the below adjustments proposed herein.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Bainbridge Island Fire Department approves amendments to the following fund expenditure levels:

	<u>Total Adopted</u>	<u>Expenses Amended</u>
1. Expense Fund #90838	\$ 14,438,348	\$ 15,938,348
2. Reserve Fund #90839	\$ 128,200	\$ 356,550

APPROVED this 10th day of October 2024.


 Scott R. Isenman, Position 1:

☒ In favor / ☐ Opposed / ☐ Abstained / ☐ Absent


 Bruce Alward, Position 2:

☒ In favor / ☐ Opposed / ☐ Abstained / ☐ Absent


 Andrea Chymiy, Position 3:

☒ In favor / ☐ Opposed / ☐ Abstained / ☐ Absent


 Fritz von Ibsch, Position 4:

☒ In favor / ☐ Opposed / ☐ Abstained / ☐ Absent


 Tim Carey, Position 5:

☒ In favor / ☐ Opposed / ☐ Abstained / ☐ Absent

Attest:


 Jared Moravec, Board Secretary

