

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Meeting Minutes November 14, 2024

Acting Chair Bruce Alward 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 Jared Moravec; Deputy Chief Jeremy Mendola; and Finance Manager Ed Kaufman.

AGENDA ADDITIONS & DELETIONS

None

PUBLIC HEARING

At 4:30 Commissioner Alward opened a Public Hearing per RCW 84.55.120 to take public comment on revenue sources for the District's 2025 expense budget. No comments were offered from the public. The Public Hearing remained open until 4:47 PM.

PUBLIC COMMENT

None

FIRE CHIEF'S REPORT

Deferred

GOOD OF THE ORDER

Commissioner Chymiy announced her resignation from the Board effective at the end of this meeting. Commissioner Chymiy is relocating out of the District and must, therefore, resign. She has been a Fire Commissioner since her appointment in January 2022. Board members thanked her for her efforts and input over the last several years. Chief Moravec thanked Commissioner Chymiy on behalf of the District.

Commissioner von Ibsch inquired about the recent road repairs on Madison Avenue and asked if the Fire Department had been consulted on the traffic calming measures put in place. He asked if there was sufficient room for emergency response vehicles to safely pass vehicles on the street during emergency responses. Chief Moravec intends to discuss this issue with the City Manager and will report back to the Board with any information he is able to obtain from the City.

Commissioner Alward asked if another Commissioner could fill in for him at the County Commissioner's Executive Board meeting on November 21. Commissioner Carey will attend the meeting.

Chief Moravec noted that the November 28th Board meeting will be cancelled due to the Thanksgiving Holiday.

Commissioner Alward noted an article that discussed an alarm that can sense when lithium batteries are about to explode and thought it may be of assistance to the District.

CONSENT AGENDA

(Voucher numbers 36330 through 36375 totaling \$687,387.71, electronic payments for 10/17/24 through 10/30/24 totaling 995,121.77, October payroll totaling \$940,258.64, Meeting Minutes 10/30/24). Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner Chymiy seconded the motion, and the motion passed unanimously.

BUSINESS AGENDA

1. Resolution #05-2024: 2025 Property Tax Revenue – General Fire Levy

Chief Moravec requested approval of Resolution #05-2024: 2025 Property Tax Revenue – General Fire Levy. This resolution authorizes the increase of the General Fire Levy collected in 2025 by 1.0%. Commissioner Chymiy moved to approve Resolution #05-2024 as presented. Commissioner von Ibsch seconded the motion, and the motion passed unanimously.

2. Resolution #06-2024: 2025 Property Tax Revenue – EMS Levy

Chief Moravec requested approval of Resolution #06-2024: 2025 Property Tax Revenue – EMS Levy. This resolution authorizes the increase of the EMS Levy collected in 2025 by 1.0%. Commissioner von Ibsch moved to approve Resolution #06-2024 as presented. Commissioner Carey seconded the motion, and the motion passed unanimously.

3. Resolution #07-2024: 2025 Budget

Chief Moravec requested approval of Resolution #07-2024: 2025 Budget. This resolution establishes the Department's operating budget for 2025. Prior to action on this Resolution, staff provided the Board with a review of the Department's 10-Year financial projections, with specific analysis on when the District will have to ask the public for a levy lid lift. The District intends to ask voters for a levy adjustment by the end of 2026. The District last asked voters for a levy adjustment in 2019. At that time, the intention of the Board was to not ask the voters for an adjustment for at least five years and preferably longer. Commissioner Carey noted that those intentions have been met. Chief Moravec noted that the presented budget meets the operational needs of the Department in 2025 and is consistent with the Department's 10-year financial projections. Commissioner von Ibsch moved to approve Resolution #07-2024 as presented. Commissioner Chymiy seconded the motion, and the motion passed unanimously.

4. Facilities ILA Renewal 2025

Chief Moravec requested approval to renew the Facilities ILA with North Kitsap Fire & Rescue. The term of the ILA is one year with provisions for exiting early if both parties agree. This is a renewal with only minor changes to the existing Facilities ILA. Commissioner Carey moved to approve the Facilities ILA renewal as presented. Commissioner von Ibsch seconded the motion, and the motion passed unanimously.

5. Administrative Job Descriptions

Chief Moravec presented final versions of job descriptions for the Finance Manager, Human Resources Manager, and Finance & Human Resources Administrator. Edits suggested by the Board at the previous meeting have been incorporated into these documents. These job description updates are necessary due to a re-alignment of job duties as a result of the Department hiring a fulltime HR Manager. Commissioner Carey

moved to approve all three job descriptions as presented. Commissioner von Ibsch seconded the motion, and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 5:35 PM.

Submitted by:



Jared Moravec, Board Secretary

Approved

December 12, 2024



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

RESOLUTION #05-2024
2025 Property Tax Revenue – General Fire Levy

WHEREAS, the Board of Commissioners of the Bainbridge Island Fire Department, Kitsap County Fire District #2, is considering its budget for the calendar year 2025; and

WHEREAS, the Board of Commissioners continuously evaluates and considers the District's 10 year revenue and expenditure requirements; and

WHEREAS, the Board of Commissioners has held a Public Hearing and has duly considered all relevant evidence and testimony presented; and

WHEREAS, the District's actual General Fire levy amount from the previous year was \$7,621,077; and

WHEREAS, the limit factor for a taxing jurisdiction with a population of 10,000 or more is the lesser of 101 percent or 100 percent plus inflation.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Bainbridge Island Fire Department, that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$56,164.00, which is a percentage increase of 0.73695% from the previous year. The proposed increase is less than the 1.0% due to the inclusion of refunds in the previous year's levy amount. This increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of State assessed property, and any amounts resulting from refunds made.

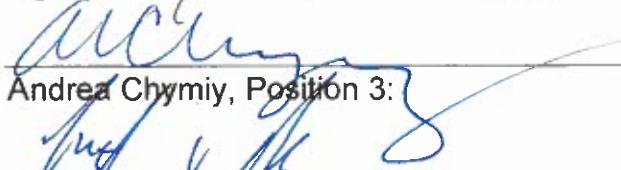
APPROVED this 14th day of November 2024.


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



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

RESOLUTION #06-2024
2025 Property Tax Revenue – EMS Levy

WHEREAS, the Board of Commissioners of the Bainbridge Island Fire Department, Kitsap County Fire District #2, is considering its budget for the calendar year 2025; and

WHEREAS, the Board of Commissioners continuously evaluates and considers the District's 10 year revenue and expenditure requirements; and

WHEREAS, the Board of Commissioners has held a Public Hearing and has duly considered all relevant evidence and testimony presented; and

WHEREAS, the District's actual EMS levy amount from the previous year was \$3,981,303; and

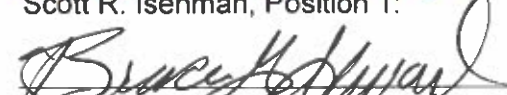
WHEREAS, the limit factor for a taxing jurisdiction with a population of 10,000 or more is the lesser of 101 percent or 100 percent plus inflation.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Bainbridge Island Fire Department, that an increase in the EMS property tax levy is hereby authorized for the levy to be collected in the 2025 tax year. The dollar amount of the increase over the actual EMS levy amount from the previous year shall be \$29,358.00, which is a percentage increase of 0.73739. The proposed increase is less than the 1% due to the inclusion of refunds in the previous year's levy amount. This increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of State assessed property, and any amounts resulting from refunds made.

APPROVED this 14th day of November 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:

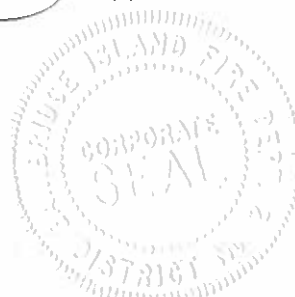
In favor / Opposed / Abstained / Absent


 Tim Carey, Position 5:

In favor / Opposed / Abstained / Absent

Attest:


 Jared Moravec, Board Secretary





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

RESOLUTION #07-2024
2025 Budget

WHEREAS, the Bainbridge Island Fire Department accounts for expenditures and revenues using four separate funds: Expense #90838; Reserve #90839; Bond #90840; and Capital #90841; and

WHEREAS, the Board of Commissioners establishes the expenditure authority for the annual budget process, which links the budget with the Department's Strategic Plan; 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.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Bainbridge Island Fire Department, in compliance with RCW 52.16.070, establishes the expenditure levels as detailed in the attached 2025 Expense and Revenue Budgets. Furthermore, the Board of Commissioners directs the Fire Chief to submit at least quarterly updates regarding the status of the four funds and to request mid-year adjustments if expenses in any of the four funds should exceed the expenditure level set.

APPROVED this 14th day of November 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



BAINBRIDGE ISLAND FIRE DEPARTMENT

EXPENSE FUND #90838

2025 Expense Budget

	COST CENTER	EXPENSES	REVENUES	2025 Budget
310	Fire Operations	\$ 11,335,054	GENERAL LEVY	\$ 7,750,428
315	Fire Investigation	\$ 1,700	EMS LEVY	\$ 4,048,894
320	Community Risk Reduction	\$ 208,442	FIRE SAFETY CONTRACTS	\$ 244,500
330	Special Operations	\$ 17,600	TRANSPORT INCOME	\$ 1,350,000
360	Emergency Medical Services	\$ 432,514	OTHER CONTRACTS	\$ 40,000
500	Training & Safety	\$ 524,898	GRANTS	\$ 2,000
600	Vehicles	\$ 420,123	INTEREST AND OTHER INCOME	\$ 275,000
700	Facilities & Grounds	\$ 433,460		
750	Information Technology	\$ 448,342		
850	Fire Code Management	\$ 350,593		
900	Legislative	\$ 64,476		
910	Administrative Personnel	\$ 1,340,888		
915	General Business	\$ 298,864		
940	Volunteer Services	\$ 65,726		
	TOTAL OPERATING EXPENSES	\$ 15,942,679	TOTAL OPERATING REVENUE	\$ 13,710,822
980	Transfers to Capital	\$ 300,000		
980	Transfer to Reserve	\$ -	Transfer from Reserve	\$ 70,000
	TOTAL BUDGET	\$ 16,242,679	TOTAL REVENUES/TRANSFERS	\$ 13,780,822
	+/- Expense Fund Balance	\$ (2,461,857)		

RESERVE FUND #90839
2025 Reserve Budget

	COST CENTER	2025 Budget		REVENUES	2025 Budget
	Transfer to Other Funds	\$ 70,000		Transfer from other funds	\$ -
	TOTAL ESTIMATED EXPENSES	\$ 70,000		TOTAL ESTIMATED REVENUES	\$ -

BAINBRIDGE ISLAND FIRE DEPARTMENT

**BOND FUND #90840
2025 Bond Budget**

	COST CENTER	2025 Budget	REVENUES	2025 Budget
	Interest Expense	\$ 318,288	Capital Facilities Bond Levy	\$ 1,108,288
	Principal Expense	790,000		
	TOTAL ESTIMATED EXPENSES	\$ 1,108,288	TOTAL ESTIMATED REVENUES	\$ 1,108,288

CAPITAL FUND #90841
2025 Capital Budget

2023 DRAFT BUDGET 10-27-22.xlsm