

BAINBRIDGE ISLAND FIRE DEPARTMENT

BOARD OF COMMISSIONERS

Meeting Minutes

December 12, 2024

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

AGENDA ADDITIONS & DELETIONS

Chief Moravec requested that Business Agenda items #2, Administrative Battalion Chief Job Description, and #3, Training Lieutenant Job Description, be deleted from the agenda for consideration at a future meeting. The Commissioners agreed.

PUBLIC COMMENT

Island resident Jay Rosenberg asked a question about protocols during a 911 call from a mobile phone on Bainbridge and whether or not the 911 dispatch can accurately locate the caller as being on Bainbridge. Chief Moravec explained how the 911 dispatch can triangulate to properly locate the caller.

FIRE CHIEF'S REPORT

- November 19th Storm Response: DC Mendola reported on the Department's response during the recent "bomb cyclone" on November 19th. Call volume was above average for that evening but no major disruption to service as a result of the storm.
- Academy Graduation December 13th: DC Mendola also reported on the upcoming Firefighter Academy Graduation, to be held at the Undersea Warfare Museum in Keyport, 1:00 PM on December 13th. BIFD will have four members graduating in this class, Evan Rose, Veronica Saez, Anders Tonsmann and Justin Wolf (Volunteer Firefighter).
- Hiring & Personnel Announcements: Chief Moravec reported on several personnel changes including the following:
 - Hiring of Nico Simorez as IT Administrator on December 1.
 - Three Academy graduates being assigned to shift, Rose, Saez, & Tonsmann.
 - Firefighters Connor Bass and Keil Reijnen passing minimum staffing evaluations.
 - Paramedic/FFs Paul Westfall and Kory Abercrombie, completing minimum staffing requirements by January.
 - Firefighters Finn Mander and James Mullaney completing probation in December.
 - The hiring of three new recruit Firefighters, Charlie Hennessy, Eric Russell and Carl Smith, who will attend the Fire Academy beginning in January.
 - The hiring of two new lateral Paramedic/FFs in January.
- December 26th BOC Meeting Cancellation: Chief Moravec reminded the Board that due to the December Holiday calendar, the December 26th BOC meeting will be cancelled.

GOOD OF THE ORDER

Commissioner Carey noted that another organization that he is affiliated with has hired the Department's HR Contractor, Julie Dunn, for human resources consulting.

Commissioner Carey provide a recap of the recent KCFCA Executive board meeting on November 21st.

Chief Moravec noted the upcoming KCFCA Holiday Brunch on December 14th.

Chief Moravec noted that the annual Holiday Truck would commence its rounds on December 13th.

Chief Moravec also thanked the Board and the Department membership for its support during his recent family emergency.

As a follow up to the above discussion of the November 19th storm, Commissioner von Ibsch expressed concerns about the vulnerability of the cell towers on the Island during severe weather events or power outages.

CONSENT AGENDA

(Voucher numbers 36376 through 36459 totaling \$273,105.06, electronic payments for 11/27/24 through 11/29/24 totaling 888,569.60, November payroll totaling \$934,536.76, Meeting Minutes 11/14/24). Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner Alward seconded the motion, and the motion passed unanimously.

BUSINESS AGENDA

1. Resolution #08-2024: 2024 Year-End Capital Budget Adjustment

Chief Moravec request approval of Resolution #08-2024: 2024 Year-End Capital Budget Adjustment. The budget adjustment is necessary to accommodate additional capital spending as a result of carryover expenses paid in 2024 that were budgeted in 2023. Commissioner Carey moved to approve Resolution #08-2024 as presented. Commissioner von Ibsch seconded the motion, and the motion passed unanimously.

2. Administrative Battalion Chief Job Description

Deleted from Agenda

3. Training Lieutenant job Description

Deleted from Agenda

4. Fire Commissioner Position #3 Vacancy

The Commissioners discussed the process for filling the vacant Fire Commissioner Position #3 seat. The Board agreed to advertise the vacancy and then make the appointment after hearing from interested parties. Commissioner Carey moved to direct staff begin an advertising campaign to allow for all qualified, interested, parties to submit their names to the Board for consideration. Commissioner Alward seconded the motion, and the motion passed unanimously.

It is the intention of the Board to interview interested parties during the January 9th BOC meeting and to make an appointment shortly thereafter.

EXECUTIVE SESSION

At 5:40 PM, Commissioner Alward called for an Executive Session to last for 15 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 5:55 PM.

Submitted by:



Jared Moravec, Board Secretary
Approved
January 8, 2025



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

RESOLUTION #08-2024
2024 Year-End Capital 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 Capital fund expenditure levels:

	<u>Total Adopted</u>	<u>Expenses Amended</u>
1. Capital Fund #90841	\$ 1,618,000	\$ 1,668,000

APPROVED this 12th day of December 2024.

 Scott R. Isenman, Position 1:

 In favor / Opposed / Abstained / Absent

 Bruce Alward, Position 2:

 In favor / Opposed / Abstained / Absent

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