

BAINBRIDGE ISLAND FIRE DEPARTMENT

BOARD OF COMMISSIONERS

Meeting Minutes

May 14, 2025

Chair Scott Iseman called the Board of Commissioners meeting to order at 4:30 PM. Present were Commissioners Bruce Alward, Tim Carey, John De Lanoy (4:50, remote), and Fritz von Ibsch; Fire Chief Jared Moravec; Deputy Chief Jeremy Mendola; and Finance Manager Ed Kaufman.

AGENDA ADDITIONS & DELETIONS

None

PUBLIC COMMENT

None

FIRE CHIEF'S REPORT

- California Wildfire Deployment Reimbursement Update: Finance Manager Ed Kaufman provided a financial update on the recent Department deployment to the fires in Los Angeles. The Department applied for and received reimbursement of \$170,032.81 covering personnel and equipment costs associated with the deployment.
- New Aid Car in Service: DC Mendola briefed the Board on the deployment of the Department's newest Aid Unit, Aid 21. Finish details on a second aid unit are being completed with an expected in-service date by the end of the summer.
- HR Manager Hiring Update: Chief Moravec updated the Board on the ongoing hiring process for an Human Resources Manager. The Chief was pleased to announce that a conditional offer of employment has been extended and accepted by a candidate, with a tentative start date of June 2nd. The Chief thanked Prothman Company for its assistance with the hiring process.
- Newsletter Update: Chief Moravec presented a draft of the inaugural *Firehouse News* newsletter that staff intends to mail to Island residents. The Commissioners had several suggestions as to format to make the newsletter more "consumable" for Islanders. Commissioner von Ibsch wanted to ensure that the newsletter fits with a cohesive marketing and communications strategy by the Department. Chief Moravec thanked the Board for its input and intends to send them a revised draft once the suggested changes have been incorporated. He also stressed that this is a first communication vehicle with the public and changes can be made in future editions. The Board had previously approved the publishing of two newsletters for mailing in 2025.
- Standard of Cover Update: Chief Moravec briefed the Board on the most recent draft of the Standard of Cover document. This draft is substantially more in line with his expectations of a Standard of Cover report. There is still additional editing and analysis that needs to be completed prior to the final edition. The Chief will be discussing the updates with AP Triton on May 19 and should have a firmer schedule for completion after that meeting.

- **K911 Fee Increase Update:** Chief Moravec updated the Board on discussions with Kitsap 911 regarding its fee structure moving forward. The budget shortfall for Kitsap 911 will likely be made up through increases to fees for member agencies, spread over the next several years. The Chief expects a final decision on future user fee structuring to be made in the next 60 days.

GOOD OF THE ORDER

Commissioner von Ibsch inquired about any follow up information on the recent structure fire in North Kitsap resulting in an over dispatch of units. Although not a definitive answer, DC Mendola said the call was likely first dispatched as a commercial structure fire, then re-dispatched as a single-family structure fire without the cancellation of the first alarm. DC is still collecting information on this item.

Commissioner von Ibsch also asked for any update from FirstNet regarding communication traffic during a power outage in February. Staff is still following up with FirstNet to see if there was any interruption of service.

Commissioner Isenman mentioned a recent marine response that resulted in four medic units being dispatched. Chief Moravec provided an explanation of how the dispatch process can result in this scenario.

Chief Moravec thanked the Board for its participation in the Strategic Plan Kickoff Workshop on May 13th.

Commissioner Isenman provided a recap of the annual fire extinguisher maintenance event and Eagle Harbor Marina.

CONSENT AGENDA

(Voucher numbers 36828 through 36876 totaling \$234,919.10, electronic fund transfers of \$1,077,659.18, April Payroll of \$991,948.75, Meeting Minutes 4/23/25). Commissioner Alward moved to approve the Consent Agenda as presented. Commissioner von Ibsch seconded the motion, and the motion passed unanimously.

BUSINESS AGENDA

1. Collaborative Services Agreement – BIFD, COBI, BP

Chief Moravec presented the updated collaborative services agreement between the Department, City of Bainbridge and Bainbridge Prepares. This update includes previous feedback from the Commissioners, as well as legal review by the Department's attorney and the City attorney. Commissioner Carey moved to approve the Collaborative services Agreement as presented. Commissioner von Ibsch seconded the motion, and the motion passed unanimously.

2. Bainbridge Prepares Emergency Response Service Agreement

Chief Moravec presented a final Emergency Response Services Agreement between the Department and Bainbridge Prepares. The agreement includes a Cost of Services Appendix for Drone services. Two minor edits were suggested by the Board. Commissioner Carey moved to approve the Bainbridge Prepares Service Agreement with edits. Commissioner Alward seconded the motion, and the motion passed unanimously.

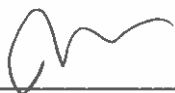
3. Branding Style Guide

Chief Moravec presented the Bainbridge Island Fire Department Brand Style Guide for final approval. The guide provides guidelines for font, color, logo and other branding criteria for future BIFD communications. The guide also provides standards for the uniform striping of department apparatus. Commissioner Carey moved to approve the Branding Style Guide as presented. Commissioner Alward seconded the motion, and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 6:15 PM.

Submitted by:



Jared Moravec, Board Secretary

Approved

May 28th, 2025