

BAINBRIDGE ISLAND FIRE DEPARTMENT

BOARD OF COMMISSIONERS

Meeting Minutes

August 13, 2025

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

AGENDA ADDITIONS & DELETIONS

None

PUBLIC COMMENT

Jay Rosenberg, Island resident, commented on the Eagle Harbor Drive closure and how BIFD's emergency response may be affected.

FIRE CHIEF'S REPORT

- Station 21 Open House Report: Chief Moravec briefed the Board on the lightly attended Station 21 open house held on August 12th.
- Station 23 Asphalt Project: Chief Moravec briefed the Board on the recently completed asphalt sealing work at Station 23. Commissioner Carey inspected the capital project prior to final payment.
- November Election Update: Finance Manager Kaufman informed the Board that Resolution #03-2025: Levy Lid Lift had been received by the Kitsap County Elections Division for inclusion on the November ballot. An "Argument For" Committee had been formed for the Voter Pamphlet, but there were no volunteers for the "Argument Against" Committee.
- Cyber Fraud Incident: Finance Manager Kaufman briefed the Board on a recent cyber fraud incident sustained by the Department. Fraudulent banking information was sent to the Department resulting in the theft of less than \$7,000. Staff notified KeyBank, Kitsap County Treasurer's Office, Washington State Auditor's Office and the Department's insurance carrier Enduris as well as the Fire Chief upon discovery of the fraud. The Department has put controls in place to prevent this type of loss in the future.
- Bloedel Reserve Prescribed Burn: Chief Moravec informed the Board that a prescribed burn at the Bloedel Reserve is scheduled for August 18th pending weather conditions prior to and on that day.
- SOC/CRA Report Update: In order to address the BOC's concerns regarding the absence of certain substantive topics in the Standard of Cover Report, Chief Moravec requested redline comments from the Commissioners on the SOC Report to be submitted to him by August 25th. The Chief intends to communicate these concerns to AP Triton for inclusion in the report prior to final acceptance.

GOOD OF THE ORDER

Commissioner von Ibsch informed the Board of his recent comments to Bainbridge City Council regarding COBI's habit of moving forward with significant road projects without including BIFD in the design or final decision-making process and not considering BIFD's emergency response in those designs. Chief Moravec has met with the City Manager and was told that a new design/engineering working group with Public Works will include representatives of BIFD in future projects to mitigate potential effects on the Department's response protocols.

Chief Moravec noted that it has been Board practice to elect a new Chair of the Board to serve from July to June. This item will be added to the 8/27 Board Agenda.

CONSENT AGENDA

(Voucher numbers 36994 through 37099 totaling \$455,922.77, electronic fund transfers of \$1,133,236.54, July Payroll of \$1,007,169.25, Meeting Minutes 7/9/25 & 7/14/25). Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner von Ibsch seconded the motion, and the motion passed unanimously.

BUSINESS AGENDA

1. ILA: Reimbursement of Additional Staffing Costs - COBI

Chief Moravec requested approval of an interlocal agreement between the Department and COBI for the reimbursement of additional staffing costs associated with the closure of Eagle Harbor Drive until the beginning of October. BIFD intends to staff a second response unit at Station 22 during the road closure. COBI has agreed to reimburse BIFD up to \$38,500 for additional staffing costs. This figure could be adjusted depending on the date of project completion. Commissioner von Ibsch moved to approve the ILA as presented. Commissioner Carey seconded the motion and the motion passed unanimously.

2. PSE: Offer to Purchase Easement Rights

Chief Moravec informed the Board that BIFD has been notified that as a part of PSE's Winslow Tap Project, PSE is required to negotiate with property owners for easement enhancements along the project route, in this case, on Bucklin Hill Road through the Station 22 property. The Chief has a number of questions for PSE prior to agreement on the purchase package for the easement. He will report back to the Board on answers to the Department's questions and on any negotiations on purchase price at a future Board meeting. No Board action was taken on this item.

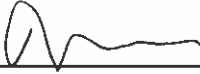
3. Estate of Asteria O. Corpuz: Trust Documentation

BIFD has been named as a beneficiary in the estate of Asteria O. Corpuz. The estate consists of multiple trusts for Ms. Corpuz's beneficiaries. The estate has asked BIFD to stipulate to the consolidation of the trusts into one. BIFD's legal counsel sees no reason not to stipulate to the consolidation of the trusts and requests concurrence of the Board. Commissioner Carey moved to allow Department legal counsel to stipulate to the consolidation of the trusts as proposed. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 5:30 PM.

Submitted by:



Jared Moravec, Board Secretary

Approved

August 27th, 2025