

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Meeting Minutes November 12, 2025

Chair Fritz von Ibsch called the Board of Commissioners meeting to order at 4:32 PM. Present were Commissioners Bruce Alward, Tim Carey, John De Lanoy, and Scott Isenman; Fire Chief Jared Moravec; Deputy Fire Chief Jeremy Mendola; Human Resources Manager Shannon Webber; and Finance Manager Ed Kaufman.

AGENDA ADDITIONS & DELETIONS

Chief Moravec added an update regarding the Type 3 Engine to the Fire Chief's Report.

PUBLIC COMMENT

Island resident David Coatsworth noted the support of Bainbridge Island residents for the Fire Department as shown in the results of the levy lid lift ballot measure. He thanked the Department for its service to the community.

FIRE CHIEF'S REPORT

- **Levy Lid Lift Election Results:** Chief Moravec updated the Board on the latest election results including the levy lid lift measure passing with 73% of the vote. He thanked the public for its continued support of BIFD. The Chief also thanked the Board and staff for its efforts during the election. Chief Moravec also noted the reelection of Commissioners Alward, De Lanoy and von Ibsch as Fire Commissioners.
- **Officer Development Academy Summary:** DC Mendola briefed the Board on the recently completed Officer Development Academy. This was a four-day academy with significant membership participation, between seven and fifteen members per session attending. The DC thanked Training Lieutenant Forest Hietpas for organizing the academy and thanked staff who participated as session leaders.
- **Type 3 Engine Update:** DC Mendola updated the Board on the status of the Type 3 Engine. BIFD has taken possession of the engine and is currently working on striping and added equipment. As soon as the Fleet Manager can finish the pre-rollout tasks, training can begin on the engine followed by deployment.

GOOD OF THE ORDER

Commissioner von Ibsch noted that he was asked to be a guest speaker at his daughter's high school Civics class to discuss the role of an elected Fire Commissioner. Excellent interaction with the high school students with lots of questions for the Commissioner.

CONSENT AGENDA

(Voucher numbers 37251 through 37325 totaling \$277,115.75, electronic fund transfers of \$1,157,456.22, October Payroll of \$1,079,910.04, Meeting Minutes 10/15/25, 10/22/25). Commissioner Alward moved to approve the Consent Agenda as presented. Commissioner Carey seconded the motion, and the motion passed unanimously.

BUSINESS AGENDA

1. 2026 DRAFT Budget

Finance Manager Kaufman presented an overview of the proposed 2026 Budget, please see the attached 2026 Draft Budget Summary. Highlights include: a 12% increase in revenue as a result of the levy lid lift authorized by Island residents on November 4; a 5.3% increase in expenses, the largest portion of that being capital expenditures; and an overall proposed deficit budget of \$1,545,985. The Commissioners had several questions about specific line-item spending. Chief Moravec assured the Board that his goal with final adjustments to the Budget is to reduce the deficit budget further while maintaining the quality of response service that Bainbridge Island residents expect. Chief Moravec anticipates presenting a final budget proposal to the Board at a special meeting on November 19th. No action was taken on this agenda item during this meeting.

ADJOURNMENT

The meeting was adjourned at 6:21 PM.

Submitted by:



Jared Moravec, Board Secretary

Approved

December 10th, 2025

Bainbridge Island Fire Department

BOARD INFORMATION

November 12, 2025

SUBJECT: 2026 DRAFT BUDGET

EXPENSE BUDGET:

The attached 2026 draft budget is presented for the Board's review and consideration. Final action on the budget will take place at a subsequent Board meeting.

Revenue

Revenue projections for 2026 indicate an increase of approximately 12.0%, \$1,648,370, over 2025. This is a result of a voter approved \$0.15 per \$1,000 of tax assessed value increase in the General Fire Levy on November 4, 2025. *Other Revenue* indicates a significant decrease due to uncertainty in Medicaid funding of Ground Emergency Medical Transports (GEMT) generated revenue.

2026 REVENUE			
	2025	2026	± % Change
General Fire Levy	\$ 7,750,428	\$ 9,886,645	+ 27.6%
EMS Levy	\$ 4,048,894	\$ 4,120,877	+ 1.8%
Other Revenue	\$ 1,981,500	\$ 1,351,670	- 31.8%
TOTAL REVENUE	\$13,780,822	\$15,359,192	+ 12.0%

Overall, taxed assessed property values on Bainbridge Island increased 1.0% from 2025.

Expenses

The total 2026 expense budget is \$17,107,527, a 5.3% increase over the 2025 budget, which is primarily due to known capital expenses. Changes from 2025 include a 1.3% increase in personnel expenses, a 0.3% decrease in non-personnel expenses and a 230.0% increase in transfers to other funds. Personnel expenses continue to represent 87% of the operating budget, unchanged from 2025. 2026 expenditures include an operating budget of \$16,117,527 and transfers to other funds of \$990,000.

The breakdown of personnel and non-personnel costs, as well as the total Expense Fund budget, is detailed below.

2026 EXPENSES			
	2025	2026	± % Change
Personnel	\$13,825,882	\$14,006,346	+ 1.3%
Non-Personnel	\$ 2,116,799	\$ 2,111,181	- 0.3%
Transfers to Other Funds	\$ 300,000	\$ 990,000	+ 230.0%
TOTAL EXPENSES	\$16,242,681	\$17,107,527	+ 5.3%

The Department's 2026 Budget goals included no increases in Non-Personnel costs and minimal increases in Personnel costs. This budget achieves those goals. Non-Personnel expenses indicate a decrease of \$5,618 compared to 2025 budgeted items. Personnel expenses increased by 1.3%. This includes a COLA for staff salaries of 2.3%, offset by reductions in overtime expenses due to projected staffing levels. Personnel expenses also include a 5% increase in healthcare premiums. Items of note for each Cost Center are as follows:

- Cost Center 310 *Fire Operations*: Personnel expenses 0.0% change, Non-Personnel expenses decrease (10.9%).
- Cost Cent 315 *Fire Investigation*: Non-Personnel expenses decrease (11.8%).
- Cost Center 320 *Community Risk Reduction*: Personnel expenses increase 21.5% (anticipated retirement payout), Non-Personnel expenses 0.0% change.
- Cost Center 330 *Special Operations*: Non-Personnel expenses decrease (52.6%) – reduction in Tech Rescue ILA obligation for 2026.
- Cost Center 360 *Emergency Medical Services*: Personnel expenses increase 2.4%, Non-Personnel expenses increase 10.0% (Ultrasound equipment \$9,000, additional EMS subscription services).
- Cost Center 500 *Training & Safety*: Personnel expenses decrease (4.2%), Non-Personnel expenses 0.0% change.
- Cost Center 600 *Vehicles*: Personnel expenses increase 69.0% (hiring of additional Emergency Vehicle Technician), Non-Personnel expenses increase 25.3% (increase in fuel costs, maintenance supplies, maintenance services).
- Cost Center 700 *Facilities & Grounds*: Non-Personnel expenses decrease 2.3% (Facilities technician staff expense will either be through existing ILA with NKFR or hiring of a BIFD facilities technician).
- Cost Center 750 *Information Technology*: Personnel expenses decrease (8.3%), Non-Personnel expenses increase 10.3% (increase in Kitsap 911 fees, equipment purchased).
- Cost Center 850 *Fire Code Management*: Personnel expenses increase 4.6%, Non-Personnel expenses increase 22.8% (FMO reference manuals for code changes in November 2026).
- Cost Center 900 *Legislative*: Personnel expenses 0.0% change, Non-Personnel expenses decrease (79.7%) (zero election expenses in 2026).
- Cost Center 910 *Administrative Personnel*: Personnel expenses increase 1.7%.

- Cost Center 915 *General Business*: Non-Personnel expenses increase 4.1% (transport service billing, legal & other professional services).
- Cost Center 940 *Volunteer Services*: Personnel expenses decrease (9.7%) (reduction in Volunteer pension & disability payments), Non-Personnel expenses decrease (75%) (reduction in overall volunteer program expenses).

Transfers

Fund transfers include \$990,000 to the Capital Fund (90841) for ongoing capital apparatus and equipment. This transfer from the Expense Fund is consistent with current 10-year plan projections.

Fund Balance:

The proposed 2026 budget includes revenues and transfer of funds of \$15,561,542 and expenses/transfers of \$17,107,527, producing a deficit budget of (\$1,545,985). A deficit budget is consistent with the current 10-Year financial projections and is **less than** 10-Year projections made in support of the November general fire levy lid lift and the Board's funding strategy to minimize the short-term impact to Island property owners.

CAPITAL BUDGET:

Revenue:

Capital revenue includes a \$990,000 transfer from the Expense Fund (90838) to pay for capital expenses such as apparatus or other equipment replacement as scheduled.

Expenses:

Capital Expense budget is \$992,175. Major capital expenditures in 2026 include the following:

- Remaining balance of two Aid Car replacements, ordered in 2025 (\$526,102)
- New Spartan Engine outfitting (\$30,000)
- Facilities vehicle (\$39,000)
- Facilities improvements and deferred maintenance (\$295,700)
 - Station 23 generator replacement (\$200,000)
 - Station 23 septic repair (\$49,500)
 - Other Station capital expenses (\$46,200)
- Suppression/EMS equipment (\$67,603)
- IT equipment (\$33,770)

RESERVE FUND:

Fund #90839 is used to provide for unrealized liabilities, such as sick leave payouts for retiring Department members and LEOFF1 healthcare obligations. A transfer of \$202,350 to the Expense Fund is earmarked for anticipated retirements in 2026.

BOND FUND:

Fund #90840 is the Department's debt service fund. Revenue of \$1,108,788 will be collected as an assessment from taxpayers to cover principal (\$830,000) and interest (\$278,788) bond payments in 2026. The station construction bonds are scheduled to be fully paid by 12/1/2034.

Conclusion:

The 2026 Budget has been constructed to meet the projected expense obligations of the Department in 2026, given the projected revenue and current Board funding strategy.

Submitted for review by: Fire Chief Jared Moravec
