

# BAINBRIDGE ISLAND FIRE DEPARTMENT

## BOARD OF COMMISSIONERS

### Meeting Minutes

December 10, 2025

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

#### AGENDA ADDITIONS & DELETIONS

Chief Moravec added an update regarding the Department's LifePaks to the Fire Chief's Report.

#### PUBLIC COMMENT

None

#### FIRE CHIEF'S REPORT

- 2024 Audit Summary: Finance Manager Kaufman briefed the Board on the 2024 Audit Exit Conference, held on December 8. Kaufman reported a clean accountability and financial audit for 2024 and thanked Commissioner De Lanoy for representing the Board in the audit process. Kaufman also thanked Finance & HR Administrator Hilary Hall for her efforts and oversight throughout the past year.
- Community Engagement Coordinator Hiring Update: HR Manager Webber briefed the Board on the hiring process for the new Community Engagement Coordinator. The Department received over 100 applications for the position. Numerous phone interviews narrowed the field to six, who completed panel interviews on December 9<sup>th</sup> & 10<sup>th</sup>. Four finalists will be invited to a Meet & Greet with staff on December 15<sup>th</sup> followed by final Chief interviews on December 17<sup>th</sup>.
- NERIS Implementation: MSO David Bailey briefed the Board on the upcoming transition from the NFIRS fire incident reporting system to NERIS on January 1, 2026. The Department will still use its current platform, ESO, for reporting but will be using the NERIS standard beginning January 1.
- LifePak 35 Update: MSO Bailey also updated the Board on the Department's current LifePak equipment and contracts. Bailey will meet with Zoll next week to discuss Zoll CPR equipment, but he does not believe the Department should make a change in vendor at this time. The Board agreed with Bailey's position, pending his meeting with Zoll.
- KCFCA Holiday Brunch: Chief Moravec reminded the Board of the upcoming KCFCA Holiday Brunch on December 13<sup>th</sup>.

#### GOOD OF THE ORDER

Commissioner Isenman noted a recent news article regarding a fire district that had sued a municipality over traffic calming efforts.

Commissioner Isenman also noted the upcoming retirement of COBI City Manager Blair King.

Commissioner De Lanoy noted that Thurston County was rolling out the use of ultrasounds on all of their EMS response units.

Chief Moravec informed the Board that the Department's Holiday Truck was set to begin its nightly routes on December 13<sup>th</sup>.

Chief Moravec also noted that staff intends to cancel the regularly scheduled meeting on December 24<sup>th</sup> due to the Christmas holiday.

Commissioner Isenman asked if an islandwide hydrant map could be posted to the Department's website. Chief Moravec will follow up on that request.

#### CONSENT AGENDA

(Voucher numbers 37326 through 37405 totaling \$280,454.42, electronic fund transfers of \$798,536.52, November Payroll of \$965,441.30, Meeting Minutes 11/12/25, 11/19/25). Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner De Lanoy seconded the motion, and the motion passed unanimously.

#### BUSINESS AGENDA

##### 1. Resolution #08-2025: 2025 Year-End Capital Budget Adjustment

Finance Manager Kaufman requested approval of Resolution #08-2025: 2025 Year-End Capital Budget Adjustment. This resolution increases the Capital budget by just under \$20,000 for 2025. This adjustment is necessary due to unforeseen licensing fees for the Type 3 Engine. Commissioner Isenman moved to approve Resolution #08-2025 as presented. Commissioner Alward seconded the motion and the motion passed unanimously.

##### 2. NKFR Facilities ILA Renewal

Chief Moravec requested approval of a five-month renewal of the facilities ILA with NKFR. BIFD anticipates hiring its own facilities technician by June 1, 2026, following the retirement of the facilities supervisor at NKFR this spring. Commissioner Carey moved to approve the NKFR Facilities ILA with suggested edits. Commissioner De Lanoy seconded the motion and the motion passed unanimously.

##### 3. K911 Service Agreement Renewal

Chief Moravec requested approval of the K911 Service Agreement renewal. This is an update to the current K911 Service Agreement, last signed in 2017. There are very few changes to the agreement, with the exception of updates to the service fees. Commissioner Carey asked for an explanation of the "Total Surcharges: \$30,525.96" listed on Exhibit A of the agreement. Chief Moravec will provide an explanation of those fees at the January 14<sup>th</sup> BOC meeting. No action was taken on this item at this meeting.

#### 4. Strategic Plan Update

Chief Moravec presented a draft of the 2026-2028 Strategic Plan to the Board. The Chief noted several edits that he intends to make in the final draft and asked Commissioners to send their comments or edits to the Chief by December 12<sup>th</sup>. Chief Moravec intends to bring a final copy of the Strategic Plan to the Board for approval on January 14<sup>th</sup>. No action was taken on this item at this meeting.

#### 5. Policies & Procedures Updates

Finance Manager Kaufman presented an overview of updates completed on the following Policies & Procedures:

- #130: Purchasing Policy
- #138: Credit Card Policy
- #146: Budget Process
- #149: Asset Management
- #150: Surplus Property
- #160: Donations

All of these P&P's have been updated to the current approved format and several include minor updates to thresholds or language. Commissioner von Ibsch suggested edits to P&P #138, #146, and #160. Staff will incorporate suggested edits into the final policies. Commissioner Isenman moved to approve the updates to the Policies & Procedures as edited. Commissioner De Lanoy seconded the motion and the motion passed unanimously.

#### ADJOURNMENT

The meeting was adjourned at 6:05 PM.

Submitted by:



Jared Moravec, Board Secretary  
Approved  
January 14<sup>th</sup>, 2026