

# BAINBRIDGE ISLAND FIRE DEPARTMENT

## BOARD OF COMMISSIONERS

### Meeting Minutes

February 25, 2026

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 (remote), and Scott Isenman; Fire Chief Jared Moravec; Human Resources Manager Shannon Webber; and Finance Manager Ed Kaufman.

### AGENDA ADDITIONS & DELETIONS

None

### PUBLIC COMMENT

None

### FIRE CHIEF'S REPORT

- Lynwood Center Road Fire: Chief Moravec briefed the Board on the January 30<sup>th</sup> fire on Lynwood Center Road. The fire was in a detached garage. No injuries were reported and the fire has been ruled as accidental. BIFD personnel were assisted by units from Poulsbo Fire and North Kitsap Fire Rescue.
- DNR Prescribed Fire Grant: Battalion Chief Jason Livdahl briefed the Board on a grant from the Department of Natural Resources for prescribed fire training education. This grant was applied for in partnership with Bloedel Reserve, BI Metropolitan Park & Rec District and the Land Trust. The grant award was for \$21,500.
- Mega Code Recap: Battalion Chief David Bailey provided a recap of the January 31<sup>st</sup> Mega Code Drill held at Station 21. The drill included 32 UW/Harborview Paramedic Training students, personnel from 13 different agencies and a total of 112 participants. This was the 22<sup>nd</sup> consecutive year that BIFD hosted this drill which focuses on various CPR training scenarios.
- High School Road/Hwy 305 Roundabout Update: Chief Moravec provided a recap of the WSDOT open house at Woodward Middle School on February 11<sup>th</sup> regarding the construction of a roundabout at High School Road and Highway 305. Battalion Chief Bailey reported on BIFD statistics for injuries at that intersection and compared the BIFD data to that from WSDOT. The WSDOT data is from the WA State Patrol database. Not all reported accidents resulted in response call data for BIFD. Chief Moravec suggested the Department write a letter to the Governor, Transportation Secretary and high ranking WSDOT officials outlining the Department's concerns on the proposed roundabout. The Board agreed with this approach and also wants a copy of this letter sent to the local Bainbridge state legislators. Chief Moravec will prepare the letter for Board signatures.
- HRIS Application Presentation: HR Manager Webber presented an overview of human resources information systems (HRIS) and how they might be bundled with payroll and accounting software to improve administrative efficiencies. Webber explained how the continued growth of the Department makes the need for

appropriate HR tools more and more essential. Staff intends to make recommendations for new HRIS/payroll and accounting software at the March 11<sup>th</sup> Board meeting for Board approval.

### GOOD OF THE ORDER

Commissioner Isenman noted follow up discussions on the use of State Trauma Funds for other purposes.

Commissioner Alward noted the following Commissioner workshops: April 11<sup>th</sup> WFCA Regional workshop, May 2<sup>nd</sup> WFCA at Clearwater Casino, June 6<sup>th</sup> at Campbell Resort. He also mentioned the KCFCA annual picnic is scheduled for July 18<sup>th</sup>.

Commissioner Carey noted that Parks Commissioner Ken DeWitt approached him about the BIFD Board joining with Parks to request COBI for more inclusion in the City Manager search process.

Chief Moravec provided the following apparatus update: new medic unit was placed into service today; Type 3 Engine is in its final equipment outfitting process; and, the new Type 1 Engine will be delivered February 26<sup>th</sup>.

### CONSENT AGENDA

(Voucher numbers 37536 through 37581 totaling \$274,240.98, Meeting Minutes 1/28/26 & 2/11/26). Commissioner Isenman moved to approve the Consent Agenda as presented. Commissioner Alward seconded the motion, and the motion passed unanimously.

### BUSINESS AGENDA

#### 1. Facilities Technician Job Description

Chief Moravec intended to request Board approval of a new job description for the Facilities Technician, but staff and the Local have not yet completed their discussion of the position. The Chief intends to bring a draft job description forward at the next Board meeting.

### EXECUTIVE SESSION

At 6:05 PM, Commissioner von Ibsch called for an Executive Session to last for 30 minutes. The Executive Session was called for collective bargaining planning per RCW 42.30.140(4)(b).

At 6:35 PM, the Executive Session was extended by 10 minutes. At 6:45 PM the Executive Session was extended by an additional 10 minutes.

ADJOURNMENT

The meeting was adjourned at 6:55 PM.

Submitted by:



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Jared Moravec, Board Secretary

Approved

March 11<sup>th</sup>, 2026