

BAINBRIDGE ISLAND FIRE DEPARTMENT

BOARD OF COMMISSIONERS

Meeting Minutes

February 27, 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, Scott Isenman (remote – joined the meeting at 5:35) and Fritz von Ibsch (remote); Fire Chief Jared Moravec; Deputy Chief Jeremy Mendola; and Finance Manager Ed Kaufman.

AGENDA ADDITIONS & DELETIONS

Chief Moravec added “Radio & Cell Coverage” discussion to the Business Agenda.

PUBLIC COMMENT

None

FIRE CHIEF’S REPORT

- February 25 Windstorm Report: DC Mendola briefed the Board on response activity during the windstorm on February 25th. BIFD received 13 calls for service during the storm, including several calls for down power lines. BIFD emergency response was not significantly impacted by the storm.
- Megacode Recap: DC Mendola also briefed the Board on the recent Megacode training event, held at Station 21 on February 8th. 123 Attendees participated in the training, representing 16 agencies. This is the 21st year that BIFD has hosted Megacode, an important training event for the UW/Harborview Paramedic Training program.
- Partnership Presentation: WA State CRR Leadership Forum: Chief Moravec informed the Board that the Partnership will be presenting at the Washington State Community Risk Reduction Leadership Forum on March 10th and 11th. Chief Moravec will present along with Anne LeSage from COBI and Scott James from Bainbridge Prepares.

GOOD OF THE ORDER

Commissioner De Lanoy expressed concern regarding above ground power lines and emergency response access during significant weather events, such as the windstorm on February 25th. Chief Moravec is currently in communication with Puget Sound Energy (PSE) regarding this topic and will report back to the Board any significant information he can obtain from PSE.

Finance Manager Kaufman noted that BIFD recently sold surplus hose equipment, via public auction, to Grant County Fire District #12.

CONSENT AGENDA

(Voucher numbers 36629 through 36663 totaling \$279,346.89, Meeting Minutes 2/13/25). Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner De Lanoy seconded the motion, and the motion passed unanimously.

BUSINESS AGENDA

1. P&P #200: Human Resources Policies and Procedures

Chief Moravec requested approval of P&P #200: Human Resources Policies and Procedures. Staff had made minor administrative edits to the policy, last updated in 2013. Commissioner Carey suggested several additional edits for policy consistency. Commissioner Carey moved to approve P&P #200 as amended. Commissioner De Lanoy seconded the motion, and the motion passed unanimously.

2. P&P #210: Violence Free Workplace

Chief Moravec requested approval of P&P #210: Violence Free Workplace. Staff had made minor administrative edits to the policy, last updated in 2013. Commissioner Carey moved to approve P&P #200 as presented. Commissioner De Lanoy seconded the motion, and the motion passed unanimously.

3. 2024 Year End Dashboard

Chief Moravec presented the 2024 Year End Dashboard with data highlights from the past year including a record number of calls (3,913), a total of 119 Community Risk Reduction events and 444 construction plans reviewed by the Fire Marshal's Office. Please see the attached slide for complete data presented on the 2024 Year End Dashboard. No action was taken on this item.

4. 2024 Work Plan Review

Chief Moravec presented a review of the 2024 Work Plan including the following items:

- Updated Fire Code Adoption – Complete.
- Style Guide Development – 95% Complete.
- Washington Surveying & Rating Bureau Re-Rate – Complete.
- Strategic Planning Items:
 - Standard of Cover/Community Risk Assessment/BLS Transport Analysis – 50% Complete, carryover to 2025.
 - Volunteer Program Evaluation – Data compiled, include in 2025 Strategic Plan.
 - Fleet Replacement Plan – Complete with exception of Ladder Truck and Fire Boat discussion to be included in the 2025 Strategic Plan discussions.
 - Facilities Preventative Maintenance Plan – 90% Complete.
 - Career Development Guide – 50% Complete, possible inclusion in 2025 Strategic Plan.

As noted above, a number of the Strategic Planning items will be completed in 2025 as part of the Strategic Plan Update process. The Board acknowledged the work completed by Staff in 2024 and thanked Chief Moravec for his efforts. No action was taken on this item.

5. 2025 Proposed Work Plan

Chief Moravec presented the 2025 Work Plan for Board consideration including the following items:

- Strategic Plan Update
- Standard of Cover/Community Risk Assessment
- Policy and Procedures Updates

- Human Resource Manager Position Filled

Commissioner Carey asked if the Strategic Planning process will be delayed due to the delay in completion of the Standard of Cover project. Chief Moravec indicated that the Strategic Planning process can begin as planned, without the completion of the Standard of Cover. The Chief expects the Standard of Cover to be completed in the next two months. Commissioner Carey moved to approve the 2025 Work Plan as presented. Commissioner De Lanoy seconded the motion, and the motion passed unanimously.

6. Radio & Cell Coverage

Commissioner von Ibsch expressed concern regarding the reliability of cell service on the island during the recent power outage and how that could impact coverage for the new radio system being implemented by Kitsap 911. He noted that the new radio system has a feature that allows the radios to fail over to cellular if the radio signal is too weak. Chief Moravec concurred with this concern and noted the other County Fire Chiefs share a similar concern. Discussion ensued about the strategy to ensure that this would be addressed by Kitsap 911. Staff will conduct some fact finding and Chief Moravec will include this topic on the agenda for the next Board meeting. No action was taken on this item.

ADJOURNMENT

The meeting was adjourned at 6:00 PM.

Submitted by:



Jared Moravec, Board Secretary

Approved

March 13, 2025



EMERGENCY RESPONSE OPERATIONS

- **Total Calls:**
3,913 (+15%)
Call Types: EMS = 69%,
Fire/Other Non-EMS = 31%
- **Station Area Distribution of Calls:**
21: 57%, 22: 19%, 23: 19%, Off-Island: 5%
- **Mutual Aid:**
Arrived: Given: 88, Received: 59
- **Transport by Type:**
BLS: 74%, ALS: 26% (2023 ratio: 71/29)
- **Transport Destination:**
Kitsap: 89%, Seattle: 9%, Pierce: 1%
(2023 ratio: 83/17/<1)
- **Total Transports:**
1,432 (+69)
- **Concurrent Calls:**
42% (+4%)
- **6 Specific Addresses** generated more than 50 calls each in 2024: 1 Doctor's Office; 3 Assisted Living/Skilled Nursing; Ferry Terminal, Station 21.

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ADDITIONAL METRICS

- **Community Risk Reduction:**
Total Events: 119
39 CPR/AED Classes: 646 Attending
22 Adult Fire Safety: 198 Attending
32 School Fire Safety classes: 585 Attending
26 Other Public & Partner CRR events:
*(National Night Out, July 4th, etc)
- **Volunteers:**
Responding Volunteers: 8 (-6)
Special Services Volunteers: 1 (-4)
Total Responses: 398 (2023: 229)
Extended Standby Hours: 1,310 (2023: 2,800)
- **Financials:**
Revenue \$14,513,731
Expenses (\$15,837,682)
Net \$ (1,323,951)
- **Fire Marshal Office:**
Plans Reviewed: 444 (+13.7%)
Construction Inspections: 279 (-3.8%)
Annual Business Inspections: 309 (-46%)

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