

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Meeting Minutes

April 23, 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) and Fritz von Ibsch; Fire Chief Jared Moravec; Deputy Chief Jeremy Mendola; and Finance Manager Ed Kaufman.

AGENDA ADDITIONS & DELETIONS

None

PUBLIC COMMENT

None

FIRE CHIEF'S REPORT

- DRS Audit Update: Finance Manager Ed Kaufman provided an update on the Department of Retirement Services (DRS) audit. Staff has responded with all of the requested information and expects the audit to be complete in the near future.
- DOL Audit: FM Kaufman also briefed the Board on a recent audit by the Department of Licensing (DOL). DOL was auditing a recent request by the Department for driving records of its members. Staff has provided all requested information concluding this audit.
- HR Manager Hiring Update: FM Kaufman provided a status update of the ongoing Human Resources Manager hiring process. 52 applications were submitted and reviewed by Prothman, the Departments third party recruiter. That list was pared down to seven candidates who will be interviewed on April 30 and May 1. Staff anticipates making a hiring offer in the next several weeks.
- Upcoming News Articles: Chief Moravec informed the Board of two articles that the Bainbridge Review intends to publish in the coming weeks. One article is on the current state of the Department's Volunteer Program and the second article is on wildfire preparedness.

GOOD OF THE ORDER

Commissioner De Lanoy commented on his desire to see more social media participation by the Department as well as his favorable opinion of seeing the Department's apparatus parked out in front of Station 21.

Commissioner Alward extended congratulations on behalf of the Board to the five Department members who recently completed probation including: FF/PM Kory Abercrombie, FF/PM Paul Westfall, FF/EMT Daniel Hilmisson, FF/EMT Finn Mander and FF/EMT James Mullaney.

Commissioner Isenman noted a recent training that he attended that included discussion of options for updating apparatus rather than buying new.

Chief Moravec noted the upcoming memorial for former Department member Ken C. Beach on Saturday, April 26th.

Chief Moravec also noted several business items including:

- The 4/22 KCFCA meeting and the topic of a proposed hospital district in Kitsap County;
- Kitsap 911 funding formula proposal for 2026;
- His intention to have a draft Standard of Cover report for the Board to review in May;
- The Strategic Plan kickoff meeting will be on May 13th in the evening.

CONSENT AGENDA

(Voucher numbers 36774 through 36827 totaling \$203,785.52, Meeting Minutes 3/9/25). Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner von Ibsch seconded the motion, and the motion passed unanimously.

BUSINESS AGENDA

1. Collaborative Services Agreement – BIFD, COBI, BP

Chief Moravec presented the updated collaborative services agreement between the Department, City of Bainbridge and Bainbridge Prepares. This update includes previous feedback from the Commissioners as well as edits from the Department's attorney. All suggested language from the attorney was accepted by the Board. The Chief expects to bring the agreement to the Board for approval at a meeting in May or June after review by COBI and Bainbridge Prepares.

2. Bainbridge Prepares Emergency Response Service Agreement

Chief Moravec presented a draft Emergency Response Services Agreement between the Department and Bainbridge Prepares. The two parties are still working out a cost of services formula prior to finalizing the agreement. It is likely that the first services enumerated will be expense for the Drone Team on BIFD responses. Once the costs of services formula is negotiated, Chief Moravec will bring the final agreement back to the Board for final approval.

ADJOURNMENT

The meeting was adjourned at 5:40 PM.

Submitted by:



Jared Moravec, Board Secretary

Approved

May 14th, 2025