BAINBRIDGE ISLAND FIRE DEPARTMENT
BOARD OF COMMISSIONERS

Meeting Minutes
September 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; Human Resources Manager Shannon Webber; and Finance Manager Ed Kaufman.

AGENDA ADDITIONS & DELETIONS
None

PUBLIC COMMENT
None

FIRE CHIEF'S REPORT
- Standard of Cover/CRA Report Update: Chief Moravec thanked the Commissioners for providing comments on the report. Chief has distilled the comments and forwarded them to AP Triton for revisions. The Chief expects to have an updated Standard of Cover/CRA Report by the next Board meeting.
- Strategic Plan Update: Chief Moravec briefed the Board on the status of the Strategic Planning process and hopes to have material for BOC comment in October.
- Department Newsletter: Volume 2 of the BIFD newsletter *Firehouse News* was shown to the Board. Minor style edits were suggested. Page 4 of the newsletter included Levy Lid Lift information that will be reviewed by the Department attorney prior to publishing. This edition of the newsletter will be going to the printer within the next week.
- Badge Pinning Ceremony: Chief Moravec provided a recap of the Badge Pinning Ceremony on September 9. Two lateral Paramedic/Firefighters, Colllin Chavez and Garren Dukes and three Firefighter/EMTs, Connor Bass, Tiffany Fergus and Kiel Reijnen, all received their badges for completing probation.
- 2024 Audit Representative: Finance Manager Kaufman informed the Board that the State Auditor's Office has reached out to BIFD to begin scheduling the 2024 Audit. Commissioner De Lanoy volunteered to be the Board representative for this audit.

GOOD OF THE ORDER
Chief Moravec noted the arrival of the Type 3 Engine and invited the Commissioners to see the unit after the meeting.

Chief Moravec also provided an update on currently deployed BIFD crews. MSO Bailey is returning to Bainbridge while two crews are still mobilized on the Crown Creek fire.

Commissioner Alward announced that he is running for an open Trustee position on the Kitsap County Fire Commissioners Association Board.

CONSENT AGENDA

(Voucher numbers 37110 through 37163 totaling $104,656.68, Electronic Fund Transfers of $885,325.30, August Payroll of $969,603.99, Meeting Minutes 8/27/25). Commissioner Isenman moved to approve the Consent Agenda as presented. Commissioner Alward seconded the motion, and the motion passed unanimously.

BUSINESS AGENDA

1. Public Records Index

Finance Manager Kaufman provided answers to the Board's questions raised during the July 9, 2025 Board meeting regarding efforts required to create and maintain a public records index. The Commissioners were satisfied with the information presented and asked that staff prepare a Resolution declaring the creation and maintenance of a public records index a burden to the operations of the Department. Staff will bring this Resolution to the Board for approval at the next Board meeting.

2. PSE – Easement Agreement

Chief Moravec presented answers to Board questions from the August 13, 2025 BOC meeting regarding the proposed easement agreement with Puget Sound Energy (PSE). Specifically, there would be no construction impact on daily operations at Station 22. Including language to protect egress and ingress at Station 22 has been suggested by Department counsel. Commissioner Carey moved to authorize Chief Moravec to enter into the Easement Agreement with PSE and to negotiate any additional terms with them. Commissioner De Lanoy seconded the motion and the motion passed unanimously.

3. Policies & Procedures Updates: #110 Mission Statement, #120 Organizational Structure, #131 Electronic Funds Transfers

Chief Moravec requested approval of three Policy & Procedures (P&P). Each P&P has been formatted in the new P&P template following the Brand Style Guidelines. Commissioner von Ibsch suggested tightening P&P #131 by mandating any changes to a staff member's bank information be completed in person. Staff concurs with this edit. Commissioner Isenman moved to approve P&P 110 and 120 as presented and P&P 131 with edits. Commissioner De Lanoy seconded the motion and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 5:38 PM.

Submitted by:

Jared Moravec, Board Secretary
Approved
September 24th, 2025