

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Meeting Minutes

October 7, 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 Iseman; Fire Chief Jared Moravec; Deputy Chief Jeremy Mendola; and Finance Manager Ed Kaufman.

AGENDA ADDITIONS & DELETIONS

None

PUBLIC COMMENT

None

FIRE CHIEF'S REPORT

- **Mobilization Update:** Chief Moravec provided an update on recent mobilization efforts by BIFD staff. BN David Bailey and FF/EMTs Danny Sackett and Max Hale returned today from deployment on the Labor Mountain fire in Cle Elum. They previously were deployed on the Lower Sugarloaf fire near Leavenworth.
- **Road Construction Update:** Chief Moravec informed the Board that the Eagle Harbor Drive project has been completed and BIFD has returned to its regular response model. The Chief also briefed the Board on the road work being completed at Highway 305 and Madison Ave. This project is anticipated to be completed in 45 days.
- **Strategic Plan Meeting Reminder:** Chief Moravec reminded the Board of the upcoming, Special Board Meeting on October 15 to discuss progress on the Strategic Plan.

GOOD OF THE ORDER

Commissioner Iseman noted the upcoming Pancake Breakfast on October 11th at Station 21.

Commissioner Alward inquired about the schedule for deploying the new Type 3 engine. He is concerned that the deployment of the new engine will be delayed due to the workload of the fleet staff.

Chief Moravec informed the Board that he had just received a response from Puget Sound Energy (PSE) regarding the proposed easement agreement. He will report on PSE's response at the next meeting.

Chief Moravec also noted a recent fire at Bainbridge High School and briefed the Board about BIFD's response and follow-up on the fire. The fire was completely out by the time BIFD arrived. The cause of the fire was a science experiment in a lab.

Commissioner Carey asked if staff could establish criteria for determining if a response event was newsworthy enough to inform the Board? This criterion would keep the Commissioners informed of events that may have increased public interest.

CONSENT AGENDA

(Voucher numbers 37164 through 37203 totaling \$233,445.34, Electronic Fund Transfers of \$883,194.41, September Payroll of \$943,868.89, Meeting Minutes 9/10/25). 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 #04-2025: Establishing Public Records Index Burden

Chief Moravec requested approval of Resolution #04-2025: Establishing Public Records Index Burden. The resolution outlines staff's efforts to determine whether or not creating and maintaining a public records index per RCW 42.56.070 would be unduly burdensome on the Department's budget and staff time. After completing an analysis of existing and potential future public records, staff determined that creating and maintaining a public records index would be unduly burdensome. Commissioner Carey moved to approve Resolution #04-2025 as presented. Commissioner Alward seconded the motion and the motion passed unanimously.

2. SOC/CRA Report

Chief Moravec presented an updated Standard of Cover/Community Risk Assessment Report from AP Triton and recommended final acceptance of the report to the Board. AP Triton made edits to the report based on recent feedback from staff and Chief Moravec is satisfied that the final report has met the terms of the contract and will be a useful document for BIFD. Chief Moravec anticipates updating the SOC/CRA Report every five years but recommends that BIFD staff complete the next update in-house. Commissioner Alward moved to accept the SOC/CRA Report from AP Triton as final. Commissioner De Lanoy seconded the motion and motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 5:28 PM.

Submitted by:



Jared Moravec, Board Secretary
Approved
October 22nd, 2025



Safeguarding lives, property, and the environment through prevention, education, and emergency response.

RESOLUTION #04-2025
Establishing Public Records Index Burden

WHEREAS, RCW 42.56.070 requires that Bainbridge Island Fire Department maintain and make available for public inspection an index of its public records created since 1973 or adopt an order that the creation of such an index would be unduly burdensome.

WHEREAS, the Department creates and maintains a significant number of records on a regular basis in the conduct of business of the Bainbridge Island Fire Department.

WHEREAS, Department staff has compiled the attached memorandum (Exhibit 1) identifying the volume of Department records and the estimated staff time and costs it would take to review and index the records.


WHEREAS, the sheer volume of the records and the constant creation of records on an ongoing basis makes it unduly burdensome to create and maintain a useful index.

WHEREAS, existing Department staff all perform essential functions necessary to the operation of the Bainbridge Island Fire Department and adding record review and indexing job duties to the existing workload would unduly burden and interfere with the Department's core operations, and

WHEREAS, based on budgetary limitations, and the Board's desires to provide fire protection and emergency medical services in the most cost-effective manner, it would be unduly burdensome to Department operations and the budget and would not be in the taxpayers' best interest, to hire additional staff to create and maintain a records index.

NOW THEREFORE, BE IT RESOLVED, pursuant to the authority granted under RCW 42.56.070(4), it is hereby ordered that based on the recitals above, the Bainbridge Island Fire Department shall not establish a public records index as the creation and maintenance of such an index would be unduly burdensome and would interfere with Department operations.

APPROVED this 7th day of October 2025.

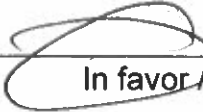


Scott R. Isenman, Position 1:


In favor / Opposed / Abstained / Absent



Bruce Alward, Position 2:


In favor / Opposed / Abstained / Absent



BAINBRIDGE ISLAND



FIRE DEPARTMENT

Safeguarding lives, property, and the environment through prevention, education, and emergency response.


John De Lanoy, Position 3:

In favor / Opposed / Abstained / Absent


Fritz von Ibsch, Position 4:

In favor / Opposed / Abstained / Absent


Tim Carey, Position 5:

In favor / Opposed / Abstained / Absent

Attest:



Jared Moravec, Board Secretary

Exhibit 1



DATE: October 7, 2025
TO: Jared Moravec, Fire Chief
FROM: Ed Kaufman, Finance Manager
SUBJECT: Records Index Analysis

In order to determine whether it would be unduly burdensome to create an index of Department records in accordance with the requirements in RCW 42.56.070(3), we have conducted a review of the volume of Department records that staff believes would fall under each category of records identified by the statute:

- (a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases; N/A
- (b) Those statements of policy and interpretations of policy, statute, and the Constitution which have been adopted by the agency;
- (c) Administrative staff manuals and instructions to staff that affect a member of the public;
- (d) Planning policies and goals, and interim and final planning decisions;
- (e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports, or surveys, whether conducted by public employees or others; and
- (f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

The Department maintains extensive records relating to the operation of the Bainbridge Island Fire Department's emergency response and prevention activities and interactions with its taxpayers and residents. The Department regularly engages with the public through EMS, fire, and fire prevention and code enforcement activities. The Department generates and maintains substantial records related to

these activities. Department staff has compiled below a general summary of the types of records that would likely fall under the statutory categories identified in RCW 42.56.070(3).

The records identified below and additional records that may fall under the statutory categories contain over 9,457,822 electronic files consisting of over 3.0 TB of data and over 312 cubic feet of physical records (estimated to include over 624,000 separate records based on 2000 pieces of paper per cubic foot of storage). The sheer volume of records would require substantial staff time to review and index. Staff estimates that it would take a full time employee a minimum of 54 years (averaging review and indexing of 200 individual records per work day) to complete an index consistent with the statutory requirements. See Analysis worksheet attached.

Identified Record Types:

1. Board meeting minutes and Resolutions from 1942 through the present day.
2. Staff reports, studies and contracts dating from 1996 through the present day.
3. Fire, EMS and Hazard Materials reports going back to 1943 through the present day.
4. Financial and business records and reports from 1961 through the present day.
5. Requests for public information from 2011 through the present day.
6. Burn permits and Public Fire Works permits dating back to 2007 through the present day.
7. Fire inspection records dating back to 2001 through the present day.
8. Fire investigation records dating back to 1971 through the present day.
9. Public education curriculum and events dating back to 2015 to present day.
10. Fleet records and bid documents dated from 1997 to the present day.
11. Training records from 1990 through present day.
12. Correspondence relating to the above records and miscellaneous records.