

# **BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS**

## **Meeting Minutes**

**March 11, 2026**

Acting Chair Scott Isenman called the Board of Commissioners meeting to order at 4:30 PM. Present were Commissioners Bruce Alward, Tim Carey, John De Lanoy, and Fritz von Ibsch (remote); Fire Chief Jared Moravec; Human Resources Manager Shannon Webber; Finance Manager Ed Kaufman; and Department Counsel Sofia Mabee of Summit Law.

### **AGENDA ADDITIONS & DELETIONS**

Chief Moravec added one Blanket Voucher for electronic fund transfers to the Consent Agenda.

### **EXECUTIVE SESSION**

At 4:30 PM, Commissioner Isenman called for an Executive Session to last for 45 minutes. The Executive Session was called for collective bargaining planning per RCW 42.30.140(4)(b).

At 5:15 PM, the Executive Session was extended by 10 minutes. The regular open meeting resumed at 5:25 PM.

### **PUBLIC COMMENT**

None

### **FIRE CHIEF'S REPORT**

- Chief Moravec noted the arrival of the new Type 1 Engine. This engine will replace E25, the last 1999 Pierce Engine. Final modifications and outfitting of the engine will take place during 2026 before the engine will be fully deployed.
- GEMT Refund: Finance Manager Kaufman informed the Board that due to an error in the GEMT payment system at the State level, BIFD was overpaid \$31,922 for GEMT revenue in fiscal year 2025. Staff will repay those funds as instructed by WA DSHS.

### **GOOD OF THE ORDER**

Commissioner De Lanoy noted the recent social media post regarding International Women's Day and said he would like to see more of those types of posts from BIFD.

Commissioner Alward noted a recent article in the Seattle Times regarding delays in the 911 dispatch system in Seattle.

Commissioner Isenman mentioned that the Bainbridge Flotilla has been included in wildfire evacuation planning. He also noted the new Executive Director of Bainbridge Prepares, Stephen Richardson.

Commissioner Isenman noted the 2026 Station Open House schedule that Chief Moravec sent out this week.

Commissioner Isenman also brought up the idea of a Board Handbook and whether the BOC should consider developing one.

Chief Moravec noted that letters to the Governor and Director of WSDOT regarding the proposed roundabout at High School Road and Highway 305 are ready for Commissioner signatures.

### CONSENT AGENDA

(Voucher numbers 37582 through 37629 totaling \$248,182.63, Electronic Fund Transfers of \$854,928.04, February Payroll of \$924,065.61, Meeting Minutes 2/25/26). Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner De Lanoy seconded the motion, and the motion passed unanimously.

### BUSINESS AGENDA

#### 1. Facilities Manager Job Description

Chief Moravec requested approval of a new job description for the Facilities Manager position. Minor edits provided by the Board have been incorporated into the job description. Commissioner Carey moved to approve the Facilities Manager job description as amended. Commissioner Alward seconded the motion and the motion passed unanimously.

#### 2. HRIS/Payroll/Accounting Software

HR Manager Webber presented the results of research on numerous providers of Human Resources Information Systems (HRIS) and Payroll packages. Eight vendors were included in the search comparing various HR and payroll functions. Staff recommended a change in the Department's administrative software platforms to include HRIS bundled with Payroll from ADP and Springbrook Express for accounting software. The total annual subscription for this software is approximately \$14,700. One time startup expense of \$8,000 is expected for implementation and training. Finance Manager Kaufman noted that final startup costs from Springbrook are dependent on engineering required to link the ADP payroll data to the accounting software. Commissioner Carey moved to authorize Staff to proceed with the purchase and implementation of new HRIS, payroll and accounting software as recommended. Commissioner Alward seconded the motion and the motion passed unanimously.

### ADJOURNMENT

The meeting was adjourned at 6:17 PM.

Submitted by:



---

Jared Moravec, Board Secretary

Approved

April 8<sup>th</sup>, 2026