

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

## Meeting Minutes January 28, 2026

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

Chief Moravec added one item to the Fire Chief's Report, Badge Pinning Ceremony.

### PUBLIC COMMENT

None

### FIRE CHIEF'S REPORT

- Annual Awards Banquet: Chief Moravec briefed the Board on the 3<sup>rd</sup> Annual Department Awards Banquet, held on January 24<sup>th</sup> at the Bainbridge Rowing Club facility. The on-island location was enjoyed by approximately 60 members of the BIFD family, including the on-shift Duty Crew. Highlights included the following awards: Distinguished Service Award to Community Risk Reduction Coordinator Janine Courtemanche; Core Values Awards to FF/PM Garren Dukes & FF/EMT Danny Sacket; Unit Citations to LT Forest Hietpas, Volunteer FF/EMT Devin James & IT Administrator Nico Cimorez.
- Badge Pinning Ceremony: Chief Moravec also noted the Badge Pinning Ceremony that occurred on January 27<sup>th</sup>. Receiving badges were the following FF/EMTs who had completed probation: Evan Rose, Corey Runberg, Veronica Saez and Anders Tonsmann. Two administrative staff were also recognized for completing probation: Fire Prevention Technician Kristi Wlodarchak and IT Administrator Nico Cimorez.
- Mega Code Drill: Chief Moravec briefed the Board on the upcoming annual Mega Code drill that the Department will host on January 31<sup>st</sup>. The focus of Mega Code is CPR education for UW Paramedic training students. Battalion Chief David Bailey is managing the event, and he expects approximately 120 participants.
- Community Risk Reduction Coordinator Retirement: Chief Moravec noted the upcoming retirement of Janine Courtemanche on January 31. Janine has been with the Department for nearly 20 years, most recently as the Community Risk Reduction Coordinator. Her many contributions to the Department and the Community have been greatly appreciated.
- High School Road/Hwy 305 Roundabout Update: Chief Moravec briefed the Board on a recent meeting that he attended with Fire Marshal Jackie Purviance and representatives from WS-DOT regarding the proposed roundabout at High School Road and Highway 305. The Chief believes the Department should address its concerns to senior WS-DOT representatives. The primary concerns are collateral issues that are likely to occur as a result of the roundabout including queuing on High

School Road for vehicles trying to turn onto Wintergreen Lane or Hildebrand, ferry traffic queuing, and pedestrian safety at the intersection. Staff will draft a letter to be sent to local State legislators outlining these concerns.

### GOOD OF THE ORDER

Commissioner Isenman shared information he received about the reallocation of two million dollars of Trauma Care funds to other uses.

Chief Moravec discussed the need for Commissioner training every four years and whether or not the Board would like Department Counsel Brian Snure to conduct the training in house, as he has done in the past. The Board would be interested in having Mr. Snure provide the training at a future Board meeting.

### CONSENT AGENDA

(Voucher numbers 37493 through 37511 totaling \$252,413.45, Meeting Minutes 1/14/26). Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner De Lanoy seconded the motion, and the motion passed unanimously.

### BUSINESS AGENDA

#### 1. 2025 Annual Review

Chief Moravec presented the 2025 Annual Review, a high-level dashboard of significant Department statistics from 2025 including operational data such as call volume (3,781), Community Risk Reduction activity, Fire Marshal Office activity and a 2025 financial summary including overtime data. Please see attached slides. Commissioner Isenman suggested including response time data in future dashboards. No action was taken on this agenda item.

#### 2. Fleet Manager Job Description

Chief Moravec requested approval of the Fleet Manager job description. This job description outlines supervisory duties for the Fleet Manager when the hiring of an additional Emergency Vehicle Technician is complete. The Board suggested several minor administrative edits to the job description.

#### 3. Emergency Vehicle Technician (EVT) Job Description

Chief Moravec requested approval of the updated job description for the Emergency Vehicle Technician. A new, full-time EVT was approved in the 2026 budget by the Board and updating of the job description was necessary prior to the hiring process beginning. The Board suggested several minor administrative edits to the EVT job description. Commissioner De Lanoy moved to approve both the Fleet Manager and EVT job descriptions as amended. Commissioner Alward seconded the motion and the motion passed unanimously.

### EXECUTIVE SESSION

At 6:05 PM, Commissioner von Ibsch called for an Executive Session to last for 50 minutes. The Executive Session was called for collective bargaining planning per RCW

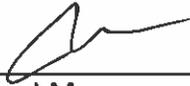
42.30.140(4)(b) and to review the performance of a public employee per RCW 42.30.110.(1)(g).

At 6:55 PM, the Executive Session was extended by 10 minutes. At 7:05 PM the Executive Session was extended by an additional 5 minutes.

ADJOURNMENT

The meeting was adjourned at 7:10 PM.

Submitted by:



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Jared Moravec, Board Secretary

Approved

February 25<sup>th</sup>, 2026



- **Total Calls:**  
3,781 (-3.4%) 2<sup>nd</sup> Most in Department History
- **Call Types:**  
EMS = 71%  
Fire/Other Non-EMS = 29%
- **Station Area Distribution of Calls:**  
21: 56%, 22: 18%, 23: 21%, Off-Island: 4%
- **Mutual Aid (Arrived):**  
Given: 84, Received: 53 (2024: 88/59)
- **Transport by Type:**  
BLS: 75%, ALS: 25% (2024 Ratio: 75/25)

- **Transport Destination:**  
Kitsap: 94.3%, Seattle: 5.5%,  
Pierce: 0.2% (2024 ratio: 89/9/<1)
- **Total Transports:**  
1,567 (+135)
- **Concurrent Calls:**  
38% (-4%)
- 6 Specific Address generated more than 60 calls each throughout 2025: 1 Doctor's Office and 5 Assisted Living/Skilled Nursing Facilities



- **Community Risk Reduction:**

**Total Events: 110**

- 36 CPR/AED Classes: 577 Attending
- 35 Residential/Wildfire Safety: 213 Attending
- 23 School/Senior Fire Safety classes: 507 Attending
- 16 Other Public & Partner CRR events (100+):  
National Night Out, July 4<sup>th</sup>, etc

- **Fire Marshal Office:**

- Plans Reviewed: 520 (+12%)
- Construction Inspections: 221 (-23%)
- Annual Business Inspections: 381 (+10%)

- **Volunteers:**

- Responding Volunteers: 5 (-3)
- Special Services Volunteers: 1 (-)
- Total Responses: 264 (2024: 229)
- Extended Standby Hours: 1,734  
(2024: 1,310)

- **Financials:**

- Revenue \$14,629,804
- Expenses (\$16,086,398)
- Net \$ (1,456,594)\*

\* This is \$1,000,000 less than the 2025 budgeted projection



## 2025 OVERTIME FACTS

- 50% reduction in Shift OT
- \$436,630 total OT reduction not including reimbursement
- 22.3% total OT cost reduction
  - \*35% adjusted w/reimbursements
- 2025 OT reimbursement: \$316,833
  - Wildfire Mobilizations
  - Eagle Harbor Dr Closure

