BAINBRIDGE ISLAND FIRE DEPARTMENT
BOARD OF COMMISSIONERS

Meeting Minutes
October 14, 2026

Chair Scott Isenman called the Board of Commissioners meeting to order at 4:30 PM. Present were Commissioners Bruce Alward, John De Lanoy and Fritz von Ibsch; Fire Chief Jared Moravec; Deputy Chief Brian Carson; HR Manager Shannon Webber; and Finance Manager Ed Kaufman. Commissioner Tim Carey was excused

AGENDA ADDITIONS & DELETIONS
Chief Moravec added two vouchers to the Consent Agenda, Electronic Fund Transfers and September Payroll.

PUBLIC COMMENT
None

FIRE CHIEF'S REPORT
- Pancake Breakfast Recap: Chief Moravec briefed the Board on the annual Pancake Breakfast, held at Station 21 on October 10th. Approximately 1,200 members of the public attended the Breakfast and approximately $7,000 was raised for the Bainbridge Island Volunteer Firefighters Association.
- Fall Newsletter Update: Chief Moravec informed the Board that the most recent Department Newsletter would be mailed by the end of this week and should be in mailboxes shortly.
- Battalion Chief Promotional Exam: DC Carson briefed the board on the recent Battalion Chief promotional testing process. The process resulted in a Battalion Chief promotional list with four (4) Department members.
- Entry-Level FF/EMT Test Update: HR Manager Webber briefed the Board on the current FF/EMT testing process. 137 written tests were sent to applicants. The top 20 will take part in an in-person test on October 19th or 20th. The top candidates will be invited to Chief's interviews on October 26th.
- Audit Update: Finance Manager Kaufman briefed the Board on the ongoing 2025 Audit. The audit is proceeding and is expected to be completed by the end of this year.
- November 11 BOC Meeting: Chief Moravec noted that the first November BOC meeting is scheduled for November 11th, the Veterans Day Holiday. The Board agreed to cancel that meeting and hold a Special Board Meeting on November 10th.

GOOD OF THE ORDER
Commissioner De Lanoy's birthday was acknowledged.

Commissioner Isenman thanked staff for their excellent response service during a recent emergency medical call with a family member.

Commissioner Isenman also noted compliments he received from an Island resident in the aftermath of a vehicle accident. The resident was very pleased with the service provided by BIFD staff.

CONSENT AGENDA

(Voucher numbers 39032 through 39090 totaling $301,837.28, Electronic Fund Transfers totaling $1,058,785.39, September Payroll totaling $1,124,186.19, Meeting Minutes 9/23/26). Commissioner von Ibsch moved to approve the Consent Agenda as presented. Commissioner De Lanoy seconded the motion, and the motion passed.

BUSINESS AGENDA

1. Administrative Battalion Chief Job Description Update

Chief Moravec requested approval of an updated Administrative Battalion Chief Job Description as presented. This job description has been updated to more accurately reflect this position's duties as part of the Department restructuring with the hiring of an Assistant Chief of Operations and future hiring of an Assistant Chief of Support Services.

2. Medical Services Officer Job Description Update

Chief Moravec also requested approval of an updated Medical Services Officer Job Description as presented. This job description has also been updated to more accurately reflect this position's duties as part of the Department restructuring with the hiring of an Assistant Chief of Operations and future hiring of an Assistant Chief of Support Services.

Commissioner von Ibsch moved to approve the updates to both job descriptions as presented. Commissioner Alward seconded the motion and the motion passed.

3. 2027 Preliminary DRAFT Budget

Chief Moravec and Finance Manager Kaufman provided an overview of the DRAFT 2027 Budget. The overview included the stated goals of the budget, a summary of proposed Revenue, Operating and Capital Expenses, and a list of items identified by the Board for additional explanation. (See the attached slide presentation for additional detail.) Additional information and adjustments will be presented to the BOC on October 28th for further consideration with final 2027 Budget approval expected on November 10th.

EXECUTIVE SESSION

At 5:00 PM, Commissioner Isenman called for an Executive Session to last for 30 minutes. The Executive Session was called for collective bargaining planning per RCW 42.30.140(4)(b).

ADJOURNMENT

The meeting was adjourned at 5:30 PM.

Submitted by:

Jared Moravec, Board Secretary
Approved
October 28th, 2026



2027 PRELIMINARY DRAFT BUDGET

PRESENTED BY FIRE CHIEF JARED MORAVEC

October 14th, 2025



2027 PRELIMINARY DRAFT BUDGET - GOALS

- Re-Align Budget/General Ledger Codes to Match WA State Accounting Requirements
- Budget Appropriately for 2027 Operating Expenses
- Ensure Capital Expenditures Are Accounted For
- Budget To Meet Objectives In the 10-Year Financial Plan & Future Levy Projections



RE-ALIGN BUDGET/GENERAL LEDGER CODES TO MATCH WA STATE ACCOUNTING REQUIREMENTS

Current Budget Format - Cost Center
310: Fire Operations
315: Fire Investigations
320: Community Risk Reduction
330: Special Operations
360: EMS
500: Training & Safety
600: Vehicles
700: Facilities & Grounds
750: IT
850: Fire Code Management
900: Legislative
910: Admin Personnel
915: General Business
940: Volunteer Services

BARS - Functional Areas
10: Administration
20: Fire Suppression & EMS
30: Fire Prevention & Investigation
41: Training - External
45: Training - Internal
50: Facilities
60: Vehicles & Equipment
70: Ambulance Services



2027 REVENUES

General Fire Levy	$10,392,153
EMS Levy	$ 4,178,179
Fire Prevention/safety Contracts	$ 255,140
Transport Revenue	$ 1,000,000
Other Revenue	$ 431,000
TOTAL PROJECTED REVENUE:	$16,256,472

6.4% Increase from 2026



2027 OPERATING EXPENSES

	2026 BUDGET	2027 BUDGET
Personnel:	$ 13,973,255	$ 15,104,010
Non-Personnel:	$ 2,017,383	$ 2,307,815
TOTAL OPERATING BUDGET:	$ 15,990,638	$ 17,411,825



2027 CAPITAL EXPENSES

	2026 BUDGET	2027 BUDGET
Facilities:	$ 295,700	$ 15,000
Vehicles & Equipment:	$ 690,075	$ 348,174
TOTAL CAPITAL BUDGET:	$ 985,775	$ 363,174



TOTAL 2027 EXPENSE BUDGET

	2026 BUDGET	2027 BUDGET
Operating Expenses:	$ 15,990,637	$ 17,411,824
Tranfers to Capital:	$ 985,000	$ 365,000
TOTAL EXPENSE BUDGET:	$ 16,975,637	$ 17,776,824

4.7% Increase from 2026



TOTAL 2027 NET OPERATING BUDGET

	2026 BUDGET	2027 BUDGET
Revenue:	$ 15,284,192	$ 16,256,472
Transfers From Reserve:	$ 202,350	$ 150,500
TOTAL Revenue + Transfers:	$ 15,486,542	$ 16,406,972
TOTAL Operating Expenses + Transfers:	$ (16,975,637)	$ (17,776,825)
NET OPERATING BUDGET:	$ (1,489,095)	$ (1,369,853)



BUDGET CLARIFICATION ITEMS

- IT Hardware & Software
- EMS CARES Program, Ultrasound, Blood Protocol
- Wildland IT Equipment, Accessories, Radios, Supplies & Consumables
- Health Wellness Services
- BIFD Website



QUESTIONS?