

BAINBRIDGE ISLAND FIRE DEPARTMENT BOARD OF COMMISSIONERS

Special Meeting Minutes October 30, 2024

Chair Scott Isenman called the Special Board of Commissioners meeting to order at 6:00 PM. Present were Commissioners Bruce Alward, Tim Carey, Andrea Chymiy and Fritz von Ibsch; Fire Chief Jared Moravec; Deputy Chief Jeremy Mendola; Human Resources Manager Julie Dunn; and Finance Manager Ed Kaufman.

AGENDA ADDITIONS & DELETIONS

None

PUBLIC COMMENT

None

FIRE CHIEF'S REPORT

- Recent Response Update:
 - Haz Mat Incident: DC Mendola briefed the Board on a hazardous material response on October 14th at Virginia Mason Clinic. The response was prompted by a refrigerant leak. BIFD was on scene for six hours with assistance from eight off-island crews and consultation with Navy Region NW Haz Mat. No injuries were reported.
 - Suquamish KSORT Response & Rescue: Concurrently with the response above, BIFD members of the KSORT Team responded to an animal trapped in a well in Suquamish. BN Josh Foley served as Safety Officer and FF/EMT Fletcher Gaydos successfully rescued a dog from the well performing a confined space rescue.
 - Old Mill Fire: DC Mendola reported on a detached garage fire at a residence on Old Mill on October 16th. Mendola characterized the response as a “quick response and quick knockdown” of the fire. Origins of the fire is undetermined. No injuries were reported.
 - Sunrise Drive Fire: DC Mendola also reported on a house fire on Sunrise Drive on October 27th. LT/PM Carol Mezen was able to rescue the family cat from the building. The fire was believed to have started inside a sauna in the structure.
- Pancake Breakfast Recap: Chief Moravec provided a recap of the annual Pancake Breakfast on October 12th. A very successful event netted the Volunteer Firefighter Association over \$10,000. 1,300 breakfasts were served. The Chief thanked the Board members for their support and participation in the event.
- WFC Administrative Support Board – Tacey Peterson: Chief Moravec announced that Administrative Assistant, Tacey Peterson, was elected to the Washington Fire Chiefs Administrative Support Board as a Regional Representative. This is a two-year term. Chief Moravec noted Peterson’s past participation on the Board and congratulated her for being elected one of four Regional Representatives.

GOOD OF THE ORDER

Commissioner Isenman noted discussion at the recent KCFCA meeting concerning St. Michael's Medical Center. Chief Moravec briefed the Board on the efforts of the KC Fire Chief's to work with St. Michaels as they work through shortages of both bed space and staffing. Chief Moravec will continue to brief the Board on developments with St. Michaels as they occur.

CONSENT AGENDA

(Voucher numbers 36305 through 36329 totaling \$186,615.20, Meeting Minutes 10/10/24). Commissioner von Ibsch moved to approve the Consent Agenda as presented. Commissioner Chymiy seconded the motion, and the motion passed unanimously.

BUSINESS AGENDA

1. 2025 Draft Budget

Chief Moravec and Finance Manager Kaufman provided a summary of the 2025 Draft Budget. Overall, the draft budget indicates a \$2.9 million deficit in 2025. This deficit is consistent with the Department's 10-year financial projections. The Commissioners had questions on several specific items that require more research by staff. Chief Moravec indicated that refinement of the budget would continue with staff over the next two weeks. The Chief assured the Board that any adjustments prior to the 2025 Budget being finalized, would be communicated to the Board in advance of the next BOC meeting. The 2025 Budget is expected to be completed by the November 14th BOC meeting.

2. Kitsap County Fire Training Consortium ILA Renewal

Chief Moravec requested approval of the Kitsap County Fire Training Consortium ILA renewal. The term of the ILA is three years with provisions for exiting the ILA early if a member agency chooses to. Chief Moravec indicated that the agency fee formula will be re-evaluated in 2025 and will change. Commissioner Chymiy moved to approve the KCFTC ILA renewal as presented. Commissioner Alward seconded the motion, and the motion passed unanimously.

3. Administrative Job Descriptions

Chief Moravec presented drafts of updated job descriptions for the Finance Manager and Finance & Human Resources Administrator and a new job description for a permanent Human Resources Manager. These job description updates are necessary due to a realignment of job duties as a result of the Department hiring a fulltime HR Manager. The Finance Administrator position is being retitled as the Finance & HR Administrator since a majority of that position's daily activities are HR related. The Board expressed a desire for a clear reporting relationship for the Finance & HR Administrator to one supervisor. Commissioners also suggested clarifying language for duties listed across all three job descriptions. Chief Moravec anticipates bringing revised job descriptions to the Board for approval November 14th.

EXECUTIVE SESSION

At 7:56 PM, Commissioner Isenman called for an Executive Session to last for 10 minutes. The Executive Session was called to review the performance of a public employee per RCW 42.30.110(1)(g). At 8:06 the Executive Session was extended by 10 minutes. At 8:16 the Executive Session was extended by an additional five minutes.

ADJOURNMENT

The meeting was adjourned at 8:21 PM.

Submitted by:



Jared Moravec, Board Secretary

Approved

November 14, 2024