

# BAINBRIDGE ISLAND FIRE DEPARTMENT

## BOARD OF COMMISSIONERS

### Meeting Minutes November 14, 2024

Acting Chair Bruce Alward called the Board of Commissioners meeting to order at 4:30 PM. Present were Commissioners Tim Carey, Andrea Chymiy, Scott Isenman (remote) and Fritz von Ibsch; Fire Chief Jared Moravec; Deputy Chief Jeremy Mendola; and Finance Manager Ed Kaufman.

#### AGENDA ADDITIONS & DELETIONS

None

#### PUBLIC HEARING

At 4:30 Commissioner Alward opened a Public Hearing per RCW 84.55.120 to take public comment on revenue sources for the District's 2025 expense budget. No comments were offered from the public. The Public Hearing remained open until 4:47 PM.

#### PUBLIC COMMENT

None

#### FIRE CHIEF'S REPORT

Deferred

#### GOOD OF THE ORDER

Commissioner Chymiy announced her resignation from the Board effective at the end of this meeting. Commissioner Chymiy is relocating out of the District and must, therefore, resign. She has been a Fire Commissioner since her appointment in January 2022. Board members thanked her for her efforts and input over the last several years. Chief Moravec thanked Commissioner Chymiy on behalf of the District.

Commissioner von Ibsch inquired about the recent road repairs on Madison Avenue and asked if the Fire Department had been consulted on the traffic calming measures put in place. He asked if there was sufficient room for emergency response vehicles to safely pass vehicles on the street during emergency responses. Chief Moravec intends to discuss this issue with the City Manager and will report back to the Board with any information he is able to obtain from the City.

Commissioner Alward asked if another Commissioner could fill in for him at the County Commissioner's Executive Board meeting on November 21. Commissioner Carey will attend the meeting.

Chief Moravec noted that the November 28<sup>th</sup> Board meeting will be cancelled due to the Thanksgiving Holiday.

Commissioner Alward noted an article that discussed an alarm that can sense when lithium batteries are about to explode and thought it may be of assistance to the District.

## CONSENT AGENDA

(Voucher numbers 36330 through 36375 totaling \$687,387.71, electronic payments for 10/17/24 through 10/30/24 totaling 995,121.77, October payroll totaling \$940,258.64, Meeting Minutes 10/30/24). Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner Chymiy seconded the motion, and the motion passed unanimously.

## BUSINESS AGENDA

### 1. Resolution #05-2024: 2025 Property Tax Revenue – General Fire Levy

Chief Moravec requested approval of Resolution #05-2024: 2025 Property Tax Revenue – General Fire Levy. This resolution authorizes the increase of the General Fire Levy collected in 2025 by 1.0%. Commissioner Chymiy moved to approve Resolution #05-2024 as presented. Commissioner von Ibsch seconded the motion, and the motion passed unanimously.

### 2. Resolution #06-2024: 2025 Property Tax Revenue – EMS Levy

Chief Moravec requested approval of Resolution #06-2024: 2025 Property Tax Revenue – EMS Levy. This resolution authorizes the increase of the EMS Levy collected in 2025 by 1.0%. Commissioner von Ibsch moved to approve Resolution #06-2024 as presented. Commissioner Carey seconded the motion, and the motion passed unanimously.

### 3. Resolution #07-2024: 2025 Budget

Chief Moravec requested approval of Resolution #07-2024: 2025 Budget. This resolution establishes the Department's operating budget for 2025. Prior to action on this Resolution, staff provided the Board with a review of the Department's 10-Year financial projections, with specific analysis on when the District will have to ask the public for a levy lid lift. The District intends to ask voters for a levy adjustment by the end of 2026. The District last asked voters for a levy adjustment in 2019. At that time, the intention of the Board was to not ask the voters for an adjustment for at least five years and preferably longer. Commissioner Carey noted that those intentions have been met. Chief Moravec noted that the presented budget meets the operational needs of the Department in 2025 and is consistent with the Department's 10-year financial projections. Commissioner von Ibsch moved to approve Resolution #07-2024 as presented. Commissioner Chymiy seconded the motion, and the motion passed unanimously.

### 4. Facilities ILA Renewal 2025

Chief Moravec requested approval to renew the Facilities ILA with North Kitsap Fire & Rescue. The term of the ILA is one year with provisions for exiting early if both parties agree. This is a renewal with only minor changes to the existing Facilities ILA. Commissioner Carey moved to approve the Facilities ILA renewal as presented. Commissioner von Ibsch seconded the motion, and the motion passed unanimously.

### 5. Administrative Job Descriptions

Chief Moravec presented final versions of job descriptions for the Finance Manager, Human Resources Manager, and Finance & Human Resources Administrator. Edits suggested by the Board at the previous meeting have been incorporated into these documents. These job description updates are necessary due to a re-alignment of job duties as a result of the Department hiring a fulltime HR Manager. Commissioner Carey

moved to approve all three job descriptions as presented. Commissioner von Ibsch seconded the motion, and the motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 5:35 PM.

Submitted by:



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Jared Moravec, Board Secretary

Approved

December 12, 2024