



Central Whidbey Island Fire & Rescue

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2015 Second Quarter Report & Proposed Budget Adjustments

Submitted by:

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Introduction

Central Whidbey Island Fire & Rescue has expended 22.3% of its Maintenance and Operations (M&O) budget in the first three months of 2014. This is well within our target of 24.6% (on an even prorated basis). However, based on analysis of expenditures and projections, we have identified a number of areas within the M&O and Capital budgets which are recommended for adjustment.

Budget Adjustment Format

District Executive Staff have worked to provide clear, simple explanation for proposed adjustments in the Proposed Budget Change report and have provided expanded justification for major changes (defined as an adjustment of any line that is greater than \$2000).

The *2015 Second Quarter Report and Proposed Budget Adjustment* is comprised of this narrative report and the *2015 Proposed Budget Changes* report (attached).

Budget Adjustment Overview

The *2015 Proposed Budget Changes* report (attached) details proposed adjustments to the General Fund and Capital Projects Fund budgets on a line-by-line basis. This report identifies:

- Original (Adopted) Budget Amount
- Proposed (Adjusted) Budget Amount
- Difference (Increase or Decrease)
- Remarks providing explanation and justification

If a change in a line (increase or decrease) is in excess of \$2,000 additional explanation and justification for this proposed adjustment is provided in this report (by line number).

Proposed budget adjustments presented in this report are divided into three sections.

- Adjustment of lines in the Maintenance and Operations and Capital Budgets related to programs and projects that have a net zero impact on the General Fund
- Proposed transfer from the Contingency [Administrative] Fund to the General Fund Maintenance and Operations Budget to address increased in Labor and Industries (workers compensation) expenses and changes in Medical and Dental expenses.
- Addition to two lines to the Capital Budget to provide funding for projects that carried forward from 2015 to the current year.

General Fund Adjustments

This section includes expanded explanation and justification of proposed changes (decrease) greater than \$2000. Explanation and justification of proposed changes of less than or equal to \$2000 are included directly on the *2015 Proposed Budget Changes* report (attached).

General Fund Internal Adjustment

522 20 18 04 VIP Annual Pay

Payment to volunteer members under the Volunteer Incentive Program was less than anticipated. In that this payment is made once annually, it is recommended that this line be decreased by \$4,838 to offset increases in other lines within the Maintenance and Operations Budget.

Contingency Fund

Transfer to the General Fund

Several factors impacting the districts projected expenses within the Maintenance and Operations Budget have prompted this request for a Contingency Fund transfer in the amount of \$24,675 to the General Fund.

Labor and Industries

The Districts workers compensation insurance rates from the Washington Department of Labor and Industries increased after the adoption of the District's 2015 Maintenance and Operations Budget, resulting in a \$6,175 increase in workers compensation costs spread across eight line items (workers compensation for all employees and the Board of Fire Commissioners). The increase in two of these lines equals or exceeds \$2,000:

522 20 22 01 FT FF/LT L&I

The total workers compensation increase for Full-Time Firefighters and Lieutenants requires an increase in this line of \$2,000

522 20 22 03 PT FF L&I

The total workers compensation increase for Part-Time Firefighters and Lieutenants requires an increase in this line of \$2,600

Medical and Dental Expense

During budget preparation the District was advised by its medical and dental insurance provider (Washington Fire Commissioners Association) that the medical and dental rates would remain at 2014 levels in 2015. However, 2014 medical and dental insurance expenses were reduced in that the provider did not charge a premium for one month. Unfortunately, the District used last year's expenses in budget calculations without accounting for the month in which no premium was charged, resulting in a shortfall of \$12,568.28.

In addition, two members added dependents which had not been anticipated during budget preparation resulting in an additional annual expense of \$5,856.72

522 10 23 02 Deputy Chief Medical & Dental

The exact expense for the Deputy Chief's medical and dental insurance was not known during the budget preparation process (as this position was vacant). This line requires an increase of \$3,720.

522 20 23 01 FT FF/LT Medical & Dental

The expense of medical and dental insurance for Full-Time Firefighters and Lieutenants was impacted by the miscalculation of premium cost for 2015 as well as the addition of a dependent by one Firefighter. This line requires an increase of \$6,720.

522 45 23 01 FT CAPT Medical & Dental

The expense of medical and dental insurance for the Full Time Captain was impacted by the miscalculation of premium cost for 2015 as well as the addition of a dependent. This line requires an increase of \$5,630.

General Capital Projects Fund

Replacement of Engine 542 (with the new Engine 53) was scheduled for completion prior to the end of 2014 and purchase of a new staff vehicle was scheduled for 2014. However, due to delays outside the District's control, were not completed until the first quarter of 2015. As such it is necessary to establish and fund lines for these projects to account for these expenses in the year that they occurred. The contract between the District and Spartan Emergency Response Vehicles (ERV) for the new engine specified a penalty for delays beyond a 300 day construction time, as such the District received a \$30,417 refund which has been added to the unappropriated balance in the General Capital Projects Fund.

Both of these projects will be funded with unappropriated funds within the General Capital Projects Fund.

594-22-64-04 Replace Apparatus 8601 (E542)

This item needs to be added to the 2015 Capital Budget and requires funding in the amount of \$1,713.34.

594-22-64-12 New Apparatus 502

This line needs to be added to the 2015 Capital Budget and requires funding in the amount of \$10,967.91.

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001 General Fund

Revenues	Original	Proposed	Difference	Remarks	
Fund Revenues:	0.00	0.00	0.00	0.0%	
<hr/>					
Expenditures	Original	Proposed	Difference	Remarks	
<hr/>					
522 Fire Control					
<hr/>					
522 10 11 02 Deputy Chief	87,213.00	86,538.00	(675.00)	99.2%	Revised estimate
101 Admin Wages	87,213.00	86,538.00	(675.00)	99.2%	
522 10 22 01 Fire Chief (L&I)	725.00	950.00	225.00	131.0%	Page 5
522 10 22 02 Deputy Chief (L&I)	725.00	950.00	225.00	131.0%	Page 5
522 10 22 03 Office Manager (L&I)	369.00	469.00	100.00	127.1%	Page 5
522 10 22 05 Commissioners (L&I)	21.00	46.00	25.00	219.0%	Page 5
522 10 23 01 Fire Chief (Medical/Dental)	12,465.00	13,610.00	1,145.00	109.2%	Page 5
522 10 23 02 Deputy Chief (Medical/Dental)	16,474.00	20,194.00	3,720.00	122.6%	Page 5
522 10 23 03 Office Manager (Medical/Dental)	16,786.00	17,996.00	1,210.00	107.2%	Page 5
102 Admin Benefits	47,565.00	54,215.00	6,650.00	114.0%	
522 10 31 01 Office Supplies	5,500.00	5,795.00	295.00	105.4%	Revised estimate
522 10 31 04 Uniforms-Admin&Comm	2,400.00	2,900.00	500.00	120.8%	Revised estimate
522 10 31 07 Member Recognition	1,500.00	2,400.00	900.00	160.0%	Revised estimate
110 Admin Supplies	9,400.00	11,095.00	1,695.00	118.0%	
522 10 41 06 Information Technology	20,087.00	20,867.00	780.00	103.9%	Revised estimate
130 Admin Professional Services	20,087.00	20,867.00	780.00	103.9%	
522 10 42 01 Postage & Shipping	4,480.00	5,440.00	960.00	121.4%	Revised estimate
140 Admin Communication	4,480.00	5,440.00	960.00	121.4%	
522 20 13 01 Project Overtime	6,008.00	5,508.00	(500.00)	91.7%	Revised estimate
522 20 18 04 VIP Annual Pay	8,463.00	3,625.00	(4,838.00)	42.8%	Page 4
201 Ops Wages	14,471.00	9,133.00	(5,338.00)	63.1%	
522 20 22 01 FT FF/LT (L&I)	20,146.00	22,146.00	2,000.00	109.9%	Page 5
522 20 22 03 PT FF (L&I)	15,651.00	18,251.00	2,600.00	116.6%	Page 5
522 20 23 01 FT FF/LT (Medical & Dental)	85,488.00	92,208.00	6,720.00	107.9%	Page 5
522 20 23 02 P/T FF (Life Insurance)	186.00	261.00	75.00	140.3%	Page 5
202 Ops Benefits	121,471.00	132,866.00	11,395.00	109.4%	

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001 General Fund

Expenditures	Original	Proposed	Difference		Remarks
522 Fire Control					
522 20 42 01 ICOM Dispatch Charges	29,400.00	30,635.00	1,235.00	104.2%	Revised estimate
522 20 42 03 Data Cards for MDCs	2,900.00	3,100.00	200.00	106.9%	Revised estimate
240 Ops Communication	32,300.00	33,735.00	1,435.00	104.4%	
522 30 13 01 CRR OT Projects	0.00	500.00	500.00	0.0%	New line established
310 Life Safety Supplies	0.00	500.00	500.00	0.0%	
522 45 11 01 FT CAPT (LT AIC As Captain)	77,738.00	76,688.00	(1,050.00)	98.6%	Revised estimate
522 45 17 01 AIC Differential	641.00	1,691.00	1,050.00	263.8%	Revised estimate
401 Training FT Wages	78,379.00	78,379.00	0.00	100.0%	
522 45 22 01 FT CAPT (L&I)	3,168.00	3,668.00	500.00	115.8%	Page 5
522 45 23 01 FT CAPT (Medical/Dental)	13,035.00	18,665.00	5,630.00	143.2%	Page 5
402 Training FT Benefits	16,203.00	22,333.00	6,130.00	137.8%	
522 45 49 07 Tuition	4,500.00	5,175.00	675.00	115.0%	Revised estimate
480 Training Miscellaneous	4,500.00	5,175.00	675.00	115.0%	
522 50 31 04 Station 53 (Operating Supplies)	3,000.00	2,208.00	(792.00)	73.6%	Revised estimate
510 Facilities Supplies	3,000.00	2,208.00	(792.00)	73.6%	
522 60 22 01 FT FF Mechanic (L&I)	3,168.00	3,668.00	500.00	115.8%	Page 5
602 Vehicle Maintenance FT Benefits	3,168.00	3,668.00	500.00	115.8%	
522 60 31 01 Apparatus R&M Supplies	4,000.00	4,760.00	760.00	119.0%	Revised estimate
610 Vehicle Maintenance Supplies	4,000.00	4,760.00	760.00	119.0%	
522 Fire Control	446,237.00	470,912.00	24,675.00	105.5%	
Fund Expenditures:	446,237.00	470,912.00	24,675.00	105.5%	
Fund Excess/(Deficit):	(446,237.00)	(470,912.00)			

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110 Contingency Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

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130 Grant Management Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

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310 General Capital Projects

Revenues	Original	Proposed	Difference	0.0%	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%	

Expenditures	Original	Proposed	Difference	0.0%	Remarks
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594 Capital Expenditures

594 22 64 04 Replace Apparatus 8601 (E 542)	0.00	1,713.34	1,713.34	0.0%	Page 7
594 22 64 12 NEW Apparatus (502)	0.00	10,967.91	10,967.91	0.0%	Page 7
700 Capital Expenditures	0.00	12,681.25	12,681.25	0.0%	
594 Capital Expenditures	0.00	12,681.25	12,681.25	0.0%	
Fund Expenditures:	0.00	12,681.25	12,681.25	0.0%	
Fund Excess/(Deficit):	0.00	(12,681.25)			

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610 Sick Leave Buyback Trust Fund

Revenues	Original	Proposed	Difference	Remarks
Fund Revenues:	0.00	0.00	0.00	0.0%
Expenditures	Original	Proposed	Difference	Remarks
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	0.00		

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Fund Totals

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Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 General Fund	0.00	0.00	0.00	0.0%	446,237.00	470,912.00	(24,675.00)	105.5%
110 Contingency Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
130 Grant Management Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
310 General Capital Projects	0.00	0.00	0.00	0.0%	0.00	12,681.25	(12,681.25)	0.0%
610 Sick Leave Buyback Trust Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Excess/(Deficit):	0.00	0.00	0.00	0.0%	446,237.00	483,593.25	37,356.25	108.4%