



Central Whidbey Island Fire & Rescue

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Professionalism • Integrity • Compassion • Excellence

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2015 Third Quarter Report & Proposed Budget Adjustments

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Introduction

Central Whidbey Island Fire & Rescue has expended 64.3% of its Maintenance and Operations (M&O) budget in the first nine months of 2015. 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 Third 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 adjustment of lines in the Maintenance and Operations Budget has a net zero impact on the General Fund and changes to the Capital Budget simply defers CWIFR's share of the Fire 1 Radio System upgrade until 2016.

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).

Admin Professional Services

522 10 41 01 Legal

The District's legal expenses have been greater than anticipated due to legal issues related to legal services including formation of a water system association for operation of the well serving Station 54, easement at Station 51, and drafting an agreement with Whidbey General Hospital regarding a temporary construction access road at Station 51. It is recommended to increase this line by \$3,500.

Operations Personal Services

522 20 19 04 Quarterly Stipend

Based on the current number of volunteer firefighters, emergency medical technicians, and support services volunteers and anticipated remaining quarterly stipend in 2015, this line is recommended for a reduction of \$12,357. This will allow funding of recommended increases in other lines while maintaining necessary stipends for volunteer members.

Life Safety/CRR Small Equipment & Tools

522 30 35 01 Computer Hardware

The District will not be purchasing a ruggedized tablet computer running Microsoft Windows to support fire inspections as the updates to the District's records management and inspections software will allow it to be run on I-Pads currently used by the District. It is recommended to reduce this line by \$2,500 to fund in part on-line incident command training, development the hardware and training of qualified instructional personnel to conduct simulation based incident command training for our Command Officers, Company Officers, and Firefighters who act in capacity (AIC) as Company Officers.

Training Office and Operating Supplies

522 45 31 02 Fire Training Supplies

The Districts expense for fire training supplies has been less than anticipated. It is recommended to reduce this line by \$5,000 to fund in part in-house officer development training, on-line incident command training, development the hardware and training of qualified instructional personnel to conduct simulation based incident command training for our Command Officers, Company Officers, and Firefighters who act in capacity (AIC) as Company Officers.

522 45 35 05 Computer Hardware

It is recommended to increase this line by \$3000 to purchase the computer hardware necessary to conduct simulation based incident command training for our Command Officers, Company Officers, and Firefighters who act in capacity (AIC) as Company Officers.

Training Travel, Lodging, and Meals

522 45 43 04 Officer Development Travel Meals & Lodging

The Districts expense for Officer Development Travel, Meals, & Lodging has been less than anticipated due to conducting officer development training on an in-house basis. It is recommended to reduce this line by \$2,000 to fund in part in-house officer development training, on-line incident command training, development the hardware and training of qualified instructional personnel to conduct simulation based incident command training for our Command Officers, Company Officers, and Firefighters who act in capacity (AIC) as Company Officers.

522 45 43 06 Commissioner Training

The Districts expense for Commissioner Travel, Meals, & Lodging has been greater than anticipated. It is recommended to increase this line by \$2,000 to provide adequate funding for Commissioners to attend the annual Washington Fire Commissioners Association conference..

Training Operating Rentals and Leases

522 45 45 01 Learning Management System (formerly EMS On-Line)

The District has entered into a partnership with South Whidbey Fire/EMS to use a common learning management system for on-line training to support EMS continuing education necessary for recertification as well as fire and administrative training. Use of on-line training provides flexibility for our volunteer members in meeting didactic (knowledge based) training requirements. This replaces the EMS On-Line program (which only addressed EMS training requirements) previously used by the District for EMS training. It is recommended that this line be increased by \$3,390.

Training Miscellaneous

522 45 49 01 Fire Training Registrations

The District's expenses for fire training registrations has been higher than anticipated due to the number of members participating in the Firefighter 2 training and certification program. It is recommended that this line be increased by \$2,500.

522 45 49 02 EMS Training Registrations

The District's expenses for fire training registrations have been less than anticipated due to reduced participation in outside training. It is recommended that this line be reduced by \$4,000. This reduction will fund in part increases in other Training and Recruitment Division lines.

522 45 49 04 Officer Development Training Registrations

The District has made a significant effort to qualify volunteer and career members for promotion to Lieutenant. It is recommended to increase this line by \$4,900 to permit the District to conduct a Fire Officer 1 course in support of this effort. It is anticipated that much of this cost will be offset by course registration fees paid by participants from other agencies.

522 45 49 05 Other Training Registrations

The District plans to qualify one instructor to deliver the Blue Card Incident Commander training and certification program. The expense of instructor qualification will be offset by the reduction in cost of members participating in an off-site, three-day simulation lab and will also allow us to schedule simulation training and certification programs to meet the time constraints of our volunteer members. A further offset of the costs will likely be realized by simulation lab registration fees paid by other agencies.

522 45 49 10 Vision Training

Participation in the vision grant program has been less than anticipated. It is recommended that this line be reduced by \$2,500. These funds will fund in part increases in other Training and Recruitment Division lines.

General Capital Projects Fund Adjustments

2014-594-22-63-08 Station 53 Common Area Renovation

This project to replace existing cabinets and modifying existing storage space (formerly used as the server closet) should be deferred pending renovation of Station 53. It is recommended to reduce the Capital Budget by \$6,500.

2014-594-22-63-09 Electrical Efficiency Upgrade (Stations 51, 53, 54)

This project would to renovate the interior and exterior lighting systems at Stations 51, 53, and 54 to maximize energy efficiency. Electrical efficiency upgrades at Stations 51 and 53 should be deferred pending renovation. Electrical efficiency upgrade should be re-evaluated based on data in the District's long term facilities plan after adoption. It is recommended to reduce the Capital Budget by \$36,620.

2014-594-22-64-33 Fire 1 Radio System Upgrade

The Island County Communications Center (ICOM) is upgrading the Fire 1 radio system. This system is the means by which CWIFR is dispatched to emergency incidents and our volunteer and other on-call members are paged for response. This upgrade is necessary to maintain reliability of the system by replacing aging radio transmitters. As ICOM will not begin this project until 2016, funding of CWIFR's share of replacing aging transmitters on the Fire 1 (Paging/Dispatch) radio system should be deferred. It is recommended to reduce the Capital Budget by \$18,000. This project will be included in the 2016 Capital Budget.