



Central Whidbey Island Fire & Rescue

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Professionalism • Integrity • Compassion • Excellence

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2017 Third Quarter Report & Proposed Budget Adjustments

Submitted by:

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Introduction

Central Whidbey Island Fire & Rescue has expended 64.9% of its Maintenance and Operations (M&O) budget in the first nine months of 2017. This is well within our target of 75% (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 as required by *Standard Operating Guideline (SOG) 1.3.1 Budget* (defined as an adjustment of any line that is greater than \$2000).

The *2017 Third Quarter Report and Proposed Budget Adjustment* is comprised of this narrative report and the *2017 Proposed Budget Changes* report (attached).

Budget Adjustment Overview

The *2017 Proposed Budget Changes* report (attached) details proposed adjustments to the General Fund budget 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).

General Fund Internal 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 *2017 Proposed Budget Changes* report (attached).

Staffing Impacts on the Budget

In the spring of 2017, LT Jen Porter advised the District that due to pregnancy she would be unable to serve in an operational role from July 2017 to February 2018. The District offered her a light duty assignment, continuing in her role as Community Risk Reduction Division Manager. With the concurrence of the Board, the District hired Jeffery Rhodes a temporary (eight month term) Full-Time Firefighter. This 0.67 Full-Time Equivalent (FTE) increase in staffing will minimize the overall cost of maintaining shift coverage, but does result in a significant increase to a number of lines within the General Fund budget.

General Fund Internal Adjustment

Increases in multiple lines within the General Fund Budget total \$67,861. These increases have been offset by decreases in other lines totaling \$67,861. This results in a net zero impact to General Fund expense.

522 10 41 02 Legal

The District has incurred minimal legal expenses and projects no unanticipated legal expenses for the remainder of the year.

This line is recommended to be decreased in the amount of \$2,000.

522 10 41 08 Consulting

Due to transition of the proposed bond measure from 2016 to 2017, this line was under funded for provision of public communications consulting.

This line is recommended for increase by \$2,068.

522 10 42 03 Telephone

Telephone rates increased substantially after adoption of the 2017 District Budget. Negotiation with the telephone service provider has decreased these rates substantially for future service, but substantial additional expense was incurred prior to this renegotiation of terms of service.

This line is recommended for increase by \$3,245.

522 10 42 06 Mail House Expense (New Line)

For many years, the District has printed our newsletter in-house and used standard bulk mailing. In-house printing has several negative impacts, 1) the District's copier, is not designed to handle the over 5000 copies printed in a short timeframe, this results in excessive down time, delays, and repairs. In addition, in-house printing, folding, and mailing requires a significant amount of staff time. Use of a mail house to print, fold, and mail the newsletter will minimize the negative impacts to the District and also

allow more targeted mailing (picking up areas of the Freeland Zip Code within the district and dropping the residents in the Coupeville Zip Code who live in North Whidbey Fire Rescue's response area). The mail house would also handle the direct mail information card related to the bond measure on the November ballot.

This line is recommended to be funded in the amount of \$3,000.

522 10 46 01 Liability/Umbrella Insurance

This line was adequately funded in the 2017 budget, but was reduced in a prior budget adjustment based on the estimated cost provided by the District's insurance agent. This estimate proved to be lower than the actual premium cost.

This line is recommended for increase by \$3,920.

522 20 19 04 Part-Time Firefighter Wages

Turnover in part-time staffing has resulted in lower than budgeted expense for Part-Time Firefighter Wages, reduction in this line will substantially offset the overtime expense of ensuring apparatus operator staffing.

This line is recommended for decrease by \$6,000.

522 20 19 04 (Volunteer) Quarterly Stipend

Quarterly stipend payments were lower than budgeted due to members' activity level and smaller than planned increases in volunteer staffing. New members are currently in the academy and will qualify for stipend payment after completion. If decrease in this line is approved, sufficient funds remain for all members to receive stipend payments through the end of the year.

This line is recommended for decrease by \$9,000.

522 20 31 06 Volunteer and Part-Time Uniforms

Uniform replacement expenses have been lower than budgeted.

This line is recommended for decrease by \$5,000.

522 20 32 01 Motor Fuel

Motor fuel expenses have been lower than budgeted.

This line is recommended for decrease in the amount of \$5,000.

522 20 35 02 EMS Equipment

The District is embarking on an effort to improve the efficiency and effectiveness of emergency medical service (EMS) operations. Part of this process involves standardizing EMS kits across all licensed vehicles and ensuring that these kits are configured to simplify access to equipment and supplies. A joint project is underway to accomplish this task in conjunction with South Whidbey Fire/EMS. This project will also

enhance interoperability between our two agencies and reduce expense through joint purchasing. While not originally funded in the 2017 budget, this target of opportunity will have a significant impact on EMS operations.

This line is recommended for increase by \$2,000.

522 20 35 05 Personal Protective Equipment

We have reduced the personal protective equipment expenses in the current year.

This line is recommended for decrease in the amount of \$2,961.

522-20-41-04 Medical and Psychological

Funds were budgeted for new member physical and psychological examinations as well as to provide periodic medical physicals for members who's insurance would not cover this expense or who's insurance would not cover the full cost of a National Fire Protection Association (NFPA) Standard 1582 medical physical). Expenses have been lower than budgeted as members have not taken advantage of this benefit.

This line is recommended for decrease by \$10,000.

522 20 41 05 Vaccinations

In addition to hepatitis B vaccinations, the District budgeted for flu vaccinations for members and their families to minimize the risk from influenza. There has been limited use of this benefit. Limited use is potentially due to coverage of this expense by health insurance.

This line is recommended for decrease by \$2,000.

522 30 10 01 Full-Time Firefighters and Lieutenants Wages

Maintaining full-time shift staffing and providing an Acting-in-Capacity (AIC) Lieutenant on A Shift for the duration of LT Jen Porter's light duty assignment results in increased expense from this line. Increased expense includes salary for a Full Time Firefighter and temporary increase in compensation from Firefighter to Lieutenant (as specified in the Collective Bargaining Agreement) for the individual assigned as the long term AIC Lieutenant.

This line is recommended for increase in the amount of \$25,697.

522 30 12 01 Shift Coverage Overtime

In 2017, the District lost four Part-Time Firefighters who were qualified apparatus operators within a short period of time. While turnover amongst the District's Part-Time staff is anticipated, this occurrence had (and continues to have) a significant impact on overtime as call shifts are at times required due to lack of a qualified apparatus operator. Need to fill an apparatus operator position with a call shift (overtime), combined with normal shift coverage overtime requirements has left this line underfunded.

This line is recommended for increase in the amount of \$8,000.

522 30 23 01 Full-Time Firefighters and Lieutenants Medical and Dental

Hiring a temporary Full-Time Firefighter resulted in an increase in medical and dental insurance expense.

This line is recommended for increase in the amount of \$7,402.

522 30 24 01 Full-time Firefighters LEOFF

Hiring a temporary Full-Time Firefighter resulted in an increase in retirement expense.

This line is recommended for increase in the amount of \$2,653.

522 30 35 01 Computer Hardware

Recent upgrades to the District's records management system make purchase of a Windows based tablet for fire prevention inspections unnecessary as existing I-Pad tablets may be used for this purpose.

This line is recommended for decrease by \$2,000.

522 45 43 04 Officer Development Travel, Lodging, and Meals

Officer development training expenses have been less than budgeted as members have not participated in several planned training activities.

This line is recommended for decrease by \$4,000.

522 45 49 01 Fire Training Registrations

Fire training expenses have been less than budgeted as members have not participated in several planned training activities.

This line is recommended for decrease by \$4,000.

522 45 49 02 EMS Training Registrations

EMS training expenses have been less than budgeted as members have not participated in several planned training activities.

This line is recommended for decrease by \$2,000.

522 45 49 07 Tuition

Tuition have been less than budgeted as members have not completed higher education coursework at the anticipated rate due to conflicting time demands.

This line is recommended for decrease by \$4,000.

2017 PROPOSED BUDGET CHANGES

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001 General Fund

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

Expenditures	Original	Proposed	Difference		Remarks
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522 Fire Control

522 10 11 02 Deputy Chief	89,142.00	90,420.00	1,278.00	101.4%	Revised estimate
522 10 19 02 Deputy Chief (Def Comp)	8,023.00	8,138.00	115.00	101.4%	Revised estimate
101 Admin Wages	97,165.00	98,558.00	1,393.00	101.4%	
522 10 21 02 Deputy Chief (Medicare Only)	1,686.00	1,706.00	20.00	101.2%	Revised estimate
522 10 22 05 Commissioners (L&I)	20.00	30.00	10.00	150.0%	Revised estimate
522 10 22 07 Command Duty (L&I)	1,400.00	1,700.00	300.00	121.4%	Revised estimate
522 10 24 02 Deputy Chief (LEOFF)	5,219.00	5,334.00	115.00	102.2%	Revised estimate
102 Admin Benefits	8,325.00	8,770.00	445.00	105.3%	
522 10 31 01 Office Supplies	5,795.00	6,295.00	500.00	108.6%	Revised estimate
522 10 31 05 Copy Fees	6,300.00	7,100.00	800.00	112.7%	Revised estimate
522 10 31 07 Member Recognition	2,400.00	1,400.00	(1,000.00)	58.3%	Revised estimate
110 Admin Supplies	14,495.00	14,795.00	300.00	102.1%	
522 10 41 01 Legal	3,000.00	1,000.00	(2,000.00)	33.3%	Page 4
522 10 41 08 Consulting	43,058.00	45,126.00	2,068.00	104.8%	Page 4
130 Admin Professional Services	46,058.00	46,126.00	68.00	100.1%	
522 10 42 03 Telephone	6,820.00	10,065.00	3,245.00	147.6%	Page 4
522 10 42 05 Cable/Internet	4,173.00	4,473.00	300.00	107.2%	Revised estimate
522 10 42 06 Mail House Fees	0.00	3,000.00	3,000.00	0.0%	Page 4 - (New Line)
140 Admin Communication	10,993.00	17,538.00	6,545.00	159.5%	
522 10 46 01 Liability/Umbrella	34,038.00	37,958.00	3,920.00	111.5%	Page 5
167 Admin Insurance	34,038.00	37,958.00	3,920.00	111.5%	
522 20 10 03 Part-Time Firefighters Wages	168,243.00	162,243.00	(6,000.00)	96.4%	Page 5
522 20 19 04 Quarterly Stipend	30,068.00	21,068.00	(9,000.00)	70.1%	Page 5
201 Ops Wages	198,311.00	183,311.00	(15,000.00)	92.4%	
522 20 31 06 Uniforms-(PT & Vol)	23,700.00	18,700.00	(5,000.00)	78.9%	Page 5

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001 General Fund

Expenditures	Original	Proposed	Difference	%	Remarks
522 Fire Control					
210 Ops Supplies	23,700.00	18,700.00	(5,000.00)	78.9%	
522 20 32 01 Motor Fuel	31,000.00	26,000.00	(5,000.00)	83.9%	Page 5
215 Operations Fuel	31,000.00	26,000.00	(5,000.00)	83.9%	
522 20 35 02 EMS Equipment	1,200.00	3,200.00	2,000.00	266.7%	Page 5
522 20 35 05 Personal Protective Equipment	41,032.00	38,071.00	(2,961.00)	92.8%	Page 6
220 Ops Equipment	42,232.00	41,271.00	(961.00)	97.7%	
522 20 41 04 Medical and Psychological	29,970.00	19,970.00	(10,000.00)	66.6%	Page 6
522 20 41 05 Vaccinations	5,425.00	3,425.00	(2,000.00)	63.1%	Page 6
230 Ops Professional Services	35,395.00	23,395.00	(12,000.00)	66.1%	
522 30 10 01 Full-Time FF/LT	441,972.00	467,669.00	25,697.00	105.8%	Page 6
522 30 12 01 Shift Coverage Overtime	22,266.00	30,266.00	8,000.00	135.9%	Page 6
522 30 15 01 Educational Incentive (CRR)	5,893.00	6,750.00	857.00	114.5%	Revised estimate
522 30 18 01 FT FF/LT Def Comp	17,679.00	18,571.00	892.00	105.0%	Revised estimate
301 CRR Wages	487,810.00	523,256.00	35,446.00	107.3%	
522 30 21 01 FT FF/LT (Medicare Only)	7,467.00	7,843.00	376.00	105.0%	Revised estimate
522 30 22 01 FT FF/LT (L&I)	23,200.00	24,835.00	1,635.00	107.0%	Revised estimate
522 30 23 01 FT FF/LT (Medical & Dental)	92,880.00	100,282.00	7,402.00	108.0%	Page 6
522 30 24 01 FT FF/LT (LEOFF)	26,933.00	29,586.00	2,653.00	109.9%	Page 7
302 CRR Benefits	150,480.00	162,546.00	12,066.00	108.0%	
522 30 35 01 Computer Hardware	2,200.00	200.00	(2,000.00)	9.1%	Page 7
320 Life Safety Equipment	2,200.00	200.00	(2,000.00)	9.1%	
522 45 24 01 FT CAPT (LEOFF)	5,167.00	5,867.00	700.00	113.5%	Revised estimate
402 Training FT Benefits	5,167.00	5,867.00	700.00	113.5%	
522 45 43 01 Fire Trng-(Tvl/Lodge/Meals)	2,100.00	800.00	(1,300.00)	38.1%	Revised estimate
522 45 43 02 EMS Trng-(Tvl/Lodge/Meals)	1,200.00	600.00	(600.00)	50.0%	Revised estimate
522 45 43 03 Special Ops Trng-(Tvl/Lodge/Mea	1,200.00	200.00	(1,000.00)	16.7%	Revised estimate
522 45 43 04 Officer Develop Trng-(Tvl/Lodge/	4,875.00	875.00	(4,000.00)	17.9%	Page 7
522 45 43 05 Other Trng-(Tvl/Lodge/Meals)	4,200.00	3,200.00	(1,000.00)	76.2%	Revised estimate

2017 PROPOSED BUDGET CHANGES

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001 General Fund

Expenditures	Original	Proposed	Difference		Remarks
522 Fire Control					
450 Training Professional Development	13,575.00	5,675.00	(7,900.00)	41.8%	
522 45 49 01 Fire Trng-Registrations	8,200.00	4,200.00	(4,000.00)	51.2%	Page 7
522 45 49 02 EMS Trng-Registrations	5,340.00	3,340.00	(2,000.00)	62.5%	Page 7
522 45 49 03 Special Ops Trng-Registrations	1,200.00	200.00	(1,000.00)	16.7%	Revised estimate
522 45 49 04 Officer Develop Trng-Registrations	7,590.00	6,590.00	(1,000.00)	86.8%	Revised estimate
522 45 49 05 Other Trng-Registrations	6,010.00	4,510.00	(1,500.00)	75.0%	Revised estimate
522 45 49 07 Tuition	5,000.00	1,000.00	(4,000.00)	20.0%	Page 7
522 45 49 10 Vision Training	2,250.00	750.00	(1,500.00)	33.3%	Revised estimate
480 Training Miscellaneous	35,590.00	20,590.00	(15,000.00)	57.9%	
522 50 32 01 Training Propane	0.00	77.00	77.00	0.0%	Revised estimate
515 Facilities Fuel	0.00	77.00	77.00	0.0%	
522 60 11 01 FT FF Mechanic	75,379.00	76,807.00	1,428.00	101.9%	Revised estimate
522 60 13 01 FT FF Mechanic (Educational Ince	1,508.00	1,538.00	30.00	102.0%	Revised estimate
522 60 19 01 FT FF Mechanic (Def Comp)	3,015.00	3,072.00	57.00	101.9%	Revised estimate
601 Vehicle Maintenance FT Wages	79,902.00	81,417.00	1,515.00	101.9%	
522 60 21 01 FT FF Mechanic (Medicare Only)	1,110.00	1,131.00	21.00	101.9%	Revised estimate
522 60 24 01 FT FF Mechanic (LEOFF)	4,183.00	4,548.00	365.00	108.7%	Revised estimate
602 Vehicle Maintenance FT Benefits	5,293.00	5,679.00	386.00	107.3%	
522 Fire Control	1,321,729.00	1,321,729.00	0.00	100.0%	
Fund Expenditures:	1,321,729.00	1,321,729.00	0.00	100.0%	
Fund Excess/(Deficit):	(1,321,729.00)	(1,321,729.00)			

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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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210 LTGO Debt Service 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	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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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		

2017 PROPOSED BUDGET CHANGES

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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%	1,321,729.00	1,321,729.00	0.00	100.0%
110 Contingency Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
210 LTGO Debt Service 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	0.00	0.00	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%	1,321,729.00	1,321,729.00	0.00	100.0%