



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

www.cwfire.org

Board of Fire Meeting Agenda

July 8, 2021

5:00 PM

Consensus Approval of the Agenda

Input from the Public

Approval/Correction of Minutes

June 10, 2021

Approval of the Vouchers

M&O Vouchers & Payroll #5202 through #5243	\$72,351.64
Direct Deposit Payroll	\$89,248.17
Dept. of Retirement Systems (Debit)	\$23,178.71
IRS – Payroll Taxes (Debit)	\$18,103.37
Bond Capital Voucher	\$7,447.22
CRR Grant Fund	\$13,504.05
Total	\$223,833.16

Chief’s Report

Finance Officer’s Report

Old Business

1. Discussion of joint meetings with South Whidbey Fire/EMS and North Whidbey Fire and Rescue boards of fire commissioners.

Board Chair Messner will pursue a meeting in July to accommodate meeting location restrictions.

2. Motion to approve or disapprove extension of Whidbey Health interlocal agreement to staff a basic life support ambulance.

Based on direction provided by the board, the fire chief renegotiated an extension of the current interlocal agreement with WhidbeyHealth to staff a basic life support ambulance through 2024 for \$285,000. This agreement will be opened to adjust cost for 2023 and 2024.

3. Motion to approve or disapprove Resolution 21-01 readopting the Board of Fire Commissioners Policy Manual with no changes after review by Board of Fire Commissioners.

The board reviews key policies on an annual basis. This resolution readopts the board’s policy manual after review in the 2nd quarter of 2021.

New Business

1. Motion to approve or disapprove Resolution 21-02 Appointing the District's Auditing Officer

This resolution appoints Fire Chief Ed Hartin as the districts auditing officer maintaining separation of duties between the finance officer and auditing officer. This resolution also authorizes the fire chief to delegate auditing responsibility to Deputy Chief Jerry Helm or Acting Captain James Meek in the fire chief's absence.

2. Motion to approve or disapprove transfer of \$19,188.00 from General Fund #640 00 95000 to Capital Projects #643 00 95000

This transfer moves funds donated for purchase of the Lucas 3 Chest Compression System from the general fund to the capital projects fund.

3. Motion to approve or disapprove transfer \$19,984.91 from General Fund #640 00 95000 to Grant Management Fund #624 00 95000

This transfer moves Assistance to Firefighter Grant funds from the general fund to the grants management fund

4. Motion to approve or disapprove 3rd Quarter 2021 Budget Adjustment

The district has experienced multiple line items in which expenditures have exceeded budgeted funds. However, we have had other line items where expenditures or anticipated expenditures are less than budgeted. The proposed budget adjustment has a net zero impact on the total district budget. Detail is provided in the 3rd Quarter 2021 Budget Adjustment document.

Good of the Order/Announcements

Oct 20-23, 2021	Annual WFCFA Conference, Tulalip Casino, WA (Commissioners Messner, Hutchinson & Engle and Board Secretary Niiro)
March 2-4, 2022	Northwest Leadership Seminar, Red Lion Hotel on the River, Portland, OR (Commissioners Messner, Hutchinson & Engle)

Next Regular Meeting

August 12, 2021

Time: 5:00 pm

Location: Station 53

Renewal of Agreement Between WhidbeyHealth and Central Whidbey Island Fire & Rescue

Recitals:

WhidbeyHealth and Central Whidbey Island Fire & Rescue (“the agency”) have an agreement to provide the citizens residing in the response area of the Agency with Basic Life Support (“BLS”) ambulance response and transport and to improve over-all Emergency Medical Service (“EMS”), including Advanced Life Support (“ALS”) availability to Whidbey Island dated September 13, 2019 (the “Agreement”), and renewed on December 10, 2020.

WhidbeyHealth and the agency desire to continue this Agreement from January 1, 2022 to December 31, 2024 with the following changes to the terms and conditions.

NOW, THEREFORE, the parties agree to renew this Agreement as follows:

1. **Contract Cost.** WhidbeyHealth agrees to pay the agency the sum of \$285,000 for the 2022 calendar year for this Agreement, which sum shall be paid in two semi-annual installments, with the first installment payable on December 31st and the second installment payable on June 30th. In the case of early termination of this Agreement by either party, the sum payable to the Agency shall be prorated based on the percentage of the calendar year that the agreement is effective prior to termination. The parties agree to re-open the agreement for the sole purpose of adjusting the annual contract cost for the 2023 and 2024 calendar years.
1. **Term of Renewal.** The Agreement is hereby renewed for additional three (3) years, commencing on January 1, 2022 and terminating on December 31, 2024. Either party may terminate this Agreement for any reason upon one hundred and twenty (120) days prior written notice to the other party. WhidbeyHealth and the agency agree to meet at a mutually agreeable time in April 2024 to discuss terms and conditions for extension of this agreement beyond the current term.
2. **All Other Terms and Conditions.** All other terms and conditions of the Agreement will remain unchanged and in effect for the duration of this renewal period, including, without limitation, the payment amount identified in Paragraph 2.5.

IN WITNESS HEREOF, the parties have caused this renewal to the Agreement to be executed in duplicate this 10^h day of June, 2021.

Central Whidbey Island Fire & Rescue

Commissioner Paul Messner, Chair

Commissioner Steve Hutchinson

Commissioner Cheryl Engle

Whidbey Island Hospital District

Ron Telles, Chief Executive Officer

2021 Third Quarter Report & Proposed Budget Adjustments July 8, 2021

**Submitted by:
Chief Ed Hartin, MS, EFO, FIFire, CFO**

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Introduction

Central Whidbey Island Fire & Rescue expended 56.9 % of its Maintenance and Operations (M&O) budget through the month of July, 2020. This is within our historical general fund expense at this point in the year of 57.99%. 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 *2020 Third Quarter Report and Proposed Budget Adjustment* is comprised of this narrative report and the *2020 Proposed Budget Changes* report (attached).

Budget Adjustment Overview

The *2019 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

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 *2018 Proposed Budget Changes* report (attached).

Increases in multiple lines within the General Fund Budget total \$85,989.00. This is offset by a decrease in multiple lines within the General Fund Budget totaling \$85,989.00 resulting in a “net zero” budget adjustment. Lines in deficit by less than \$1000 were not adjusted if the division budget, fund budget (e.g., general fund), and overall district budget remain balanced.

522 10 11 02 Deputy Chief Salary

This position was vacant (covered by captain acting-in-capacity) for three months.

It is recommended that this line be decreased by \$25,000.

522 10 19 02 Deputy Chief Deferred Compensation

This position was vacant (covered by captain acting-in-capacity) for three months.

It is recommended that this line be decreased by \$5,500.

522 10 20 04 Paid Time Off (PTO) Buyback

Buyback of PTO and 240 hours of long-term sick leave from former Deputy Chief Smith upon his separation from the district and buyback of excess vacation leave from Captain Helm upon his promotion to deputy chief resulted in \$50,327.44 of unbudgeted expense.

It is recommended that this line be increased by \$50,327.44.

522 10 23 02 Deputy Chief Medical/Dental

This position was vacant (covered by captain acting-in-capacity) for three months.

It is recommended that this line be decreased by \$11,400.

522 10 41 02 Accounting

Movement of the district's finance and accounting system to the cloud to increase security and improve remote access resulted in increased expense.

It is recommended that this line be increased by \$3,500.

522 10 41 01 Legal

Human resource related legal expenses have been greater than anticipated.

It is recommended that this line be increased by \$3,000 (additional adjustment will likely be needed in the 4th quarter).

522 20 18 04 Volunteer Incentive Program-Annual

Volunteer incentive program payments were less than budgeted due to lower activity levels of volunteer members. This is an annual payment made in January for the previous year.

It is recommended that this line be decreased by \$2,500.

522 20 31 06 Part-Time & Volunteer Uniforms

Expenditure in this line is projected to be substantially less than budgeted.

It is recommended that this line be decreased by \$6,000.

522 20 32 01 Motor Fuel

Expenditure in this line is projected to be substantially less than budgeted.

This line is recommended to be decreased by \$4,624.50.

522 20 35 05 Personal Protective Equipment

Several expenditures in this line have been reprogrammed from the current year to 2022.

This line is recommended to be decreased by \$3,000.

522 20 42 02 ICOM Other Expense

ICOM equipment expense cost received after budget adoption. This expense is split over the 2021 and 2022 budget years.

This line is recommended to be increased by \$5,861.

522 30 10 01 Full-Time Firefighter/Lieutenant Wages

The district has carried a vacancy since January 1, 2021. It is anticipated that this vacancy will be filled in the 4th quarter of 2021. With the recommended reduction, the district will still be able to fill this position in the 4th quarter as anticipated.

This line is recommended to be decreased by \$10,000.

522 30 17 01 Full-Time Firefighter/Lieutenant AIC Pay

The district discovered an error in calculation of AIC pay in the finance and accounting system that extended back over two years. Retroactive AIC payment increased expense in this line.

This line is recommended to be increased by \$7,000.

522 30 23 01 Full-Time Firefighter/Lieutenant Medical/Dental

The district has carried a vacancy since January 1, 2021. It is anticipated that this vacancy will be filled in the 4th quarter of 2021. With the recommended reduction, the district will still be able to fill this position in the 4th quarter as anticipated.

This line is recommended to be decreased by \$8,000.

522 45 12 01 Training Overtime

Use of full-time staff to assist with the fire and emergency medical technician (EMT) academies resulted in increased training overtime expense.

This line is recommended to be increased by \$4,584.76.

522 45 43 04 Officer Development Travel Meals & Lodging

Funds for use of an external instructor for officer development will not be needed due to exchange of services with the Kennewick Fire Department.

This line is recommended to be decreased by \$2,000.

522 50 18 02 Station 52 Repair and Maintenance

Expenses in this line for preparation of this facility for storage during construction of the new Station 53 have been less than anticipated.

This line is recommended to be decreased by \$2,000.

2021 THIRD QUARTER REPORT& PROPOSED BUDGET ADJUSTMENTS

Line	Description	Budgeted	Expended	Remaining	% Expended	Adjustment	Notes
522 10 11 02	Deputy Chief Salary	\$103,961.00	\$25,384.00	\$78,577.00	24.42%	-\$25,000.00	Position vacancy
522 10 19 02	Deputy Chief Deferred Compensation	\$9,356.00	\$1,674.92	\$7,681.08	17.90%	-\$5,500.00	Position vacancy
522 10 20 04	PTO buyback	\$0.00	\$50,327.44	-\$50,327.44		\$50,327.24	Smith PTO, Helm AL Buyback
522 10 23 02	Deputy Chief Medical/Dental	\$22,536.00	\$2,932.27	\$19,603.73	13.01%	-\$11,400.00	Position vacancy
522 10 41 02	Accounting	\$2,750.00	\$6,199.98	-\$3,449.98	225.45%	\$3,500.00	Move Finance/Accounting to the Cloud
522 10 41 01	Legal	\$3,500.00	\$4,607.71	-\$1,107.71	131.65%	\$3,000.00	Increased legal expenses (will likely need additional funding in 4th Qtr
522 10 49 08	Finance Charges	\$200.00	\$538.48	-\$338.48	269.24%	\$800.00	DRS and bank charges
522 20 18 04	VIP Annual	\$5,310.00	\$2,775.00	\$2,535.00	52.26%	-\$2,500.00	Paid annually in January
522 20 19 04	Quarterly Stipend	\$30,750.00	\$9,450.00	\$21,300.00	30.73%	-\$8,000.00	Estimated expenditure based on current volunteer staffing
522 20 22 01	Overtime L&I	\$782.00	\$908.92	-\$126.92	116.23%	\$1,036.00	Estimated expenditure based on expense to date.
522 20 26 04	Volunteer Life Insurance	\$45.00	\$191.76	-\$146.76	426.13%	\$400.00	Correction of rate and current number of volunteers
522 20 31 06	Uniforms, PT & Volunteer	\$17,546.00	\$1,013.60	\$16,532.40	5.78%	\$6,000.00	Reduction based on anticipated expenditure
522 20 32 01	Motor Fuel	\$25,800.00	\$6,494.49	\$19,305.51	25.17%	-\$4,624.50	Estimated expenditure based on expense to date
522 20 35 05	Personal Protective Equipment	\$50,476.00	\$9,283.05	\$41,192.95	18.39%	-\$3,000.00	Deferred expenditure
522 20 41 05	Vaccinations	\$2,220.00	\$0.00	\$2,220.00	0.00%	-\$1,500.00	Estimated expenditure based on expense to date
522 20 42 02	ICOM Other	\$0.00	\$0.00	\$0.00		\$5,861.00	Unbudgeted ICOM expense (received after budget adoption)
522 30 10 01	Full-Time FF/LT Wages	\$652,589.00	\$299,632.87	\$352,956.13	45.91%	-\$10,000.00	Position vacancy
522 30 17 01	Full-Time FF/LT AIC Pay	\$3,805.00	\$8,932.39	-\$5,127.39	234.75%	\$7,000.00	Correction of AIC Rate (prior & current years)
522 30 23 01	Full-Time FF/LT Medical/Dental	\$158,748.00	\$59,681.42	\$99,066.58	37.60%	-\$8,000.00	19,693 AVAILABLE (IF NO NEW HIRE THIS YEAR)/2505 FOR 3 MOS
522 45 13 01	Educational Incentive, Training	\$1,962.00	\$1,307.11	\$654.89	66.62%	\$1,310.00	AIC Capt Meek BS degree requies increased educational incentive
522 45 16 01	Training Longevity	\$3,924.00	\$1,959.50	\$1,964.50	49.94%	-\$1,964.50	AIC Capt Meek does not receive longevity (<10 years full-time service)
522 45 12 01	Training Overtime	\$2,687.00	\$5,671.76	-\$2,984.76	211.08%	\$4,584.76	Excess expenditure in this line largely due to the Fire and EMT Academies
522 45 17 01	CAPT AIC Pay	\$0.00	\$735.69	-\$735.69		\$740.00	Meek AIC
522 45 21 01	FT Captain Medicare	\$1,448.00	\$877.49	\$570.51	60.60%	\$305.00	Estimated expenditure based on expense to date
522 45 31 02	Fire Training Supplies	\$0.00	\$98.29	-\$98.29		\$125.00	Estimated expenditure based on expense to date.
522 45 31 08	Books & Publications	\$810.00	\$1,222.58	-\$412.58	150.94%	\$1,000.00	Increased number of students attending the EMT academy
422 45 43 04	Officer Development TLM	\$2,000.00	\$0.00	\$2,000.00	0.00%	-\$2,000.00	Funds in this line were budgetd for an external instructor, arranged a trade of services
522 45 49 10	Vision Training	\$1,000.00	\$0.00	\$1,000.00	0.00%	-\$500.00	No member has taken advantage of this resourc
522 50 18 02	Station 52 R&M	\$3,000.00	\$0.00	\$3,000.00	0.00%	-\$2,000.00	Estimated expenditure based on expense to date
Total						\$0.00	