



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

www.cwfire.org

## Board of Fire Commissioners Meeting Agenda

October 13, 2022

5:00 PM

### Consensus Approval of the Agenda

### Input from the Public

### Approval/Correction of Previous Minutes

September 8, 2022 Regular Meeting

### Approval of Vouchers

M&O Vouchers #through #5893 - #5959	\$197,610.36
Dept. of Retirement Systems (Debit)	\$29,076.41
IRS – Payroll Taxes (Debit)	\$28,351.09
Capital Voucher #	\$0.00
Bond Capital Voucher #5960 - #5961	\$41,237.27
<b>Total</b>	<b>\$296,455.13</b>

### Chief's Report

1. COVID-19
2. Operational Activity
3. Administrative Activity
4. Operations/B Shift
5. Community Risk Reduction (CRR)/A Shift
6. Training
7. Facilities/C Shift
8. Fleet Maintenance

### Finance Officer's Report

Budget Position

## ICOM Board Report

Report from Commissioner Messner regarding the most recent ICOM Board of Directors Meeting and other issues related to ICOM 911.

## Old Business

None

## New Business

1. Motion to approve or disapprove the 4<sup>th</sup> quarter 2022 budget adjustment.

*The 4<sup>th</sup> quarter budget adjustment is needed to recognize several substantial increases in revenue due to payment for 2021 in-state and emergency management assistance compact (EMAC) mobilizations and sale of surplus assets (engine, boat, and miscellaneous equipment). In addition, multiple lines within the budget are in need of adjustment based on prior or anticipated expenditures. These adjustments are proposed on a net zero basis with no overall change in budgeted funds.*

2. Motion to Approve or Disapprove an interfund transfer of \$114,788.00 from the general fund to contingency.

*Standard Operating Guideline (SOG) 1.3.9 Financial Reserves specifies that the district maintain a general fund contingency of 10% of budgeted expenditures. As a general rule, funds are transferred to contingency at the start of the year. However, due to an oversight this interfund transfer did not occur in the 1<sup>st</sup> Quarter. Making this interfund transfer in October ensures that contingency is fully funded and reduces the amount of interfund transfer required at the start of 2023. Note: Delay in transferring these funds did not have any impact on the district's financial position as they remained in the unappropriated balance of the general fund.*

3. Motion to Approve or Disapprove an interfund transfer of \$577,759 from the general fund to the capital projects fund.

*The district received an insurance settlement of \$333,870 for the total loss of the rescue boat during marine rescue operations and \$4,000 for sale of miscellaneous surplus fire and rescue equipment. As these revenues are related to capital assets, staff recommends transfer of these funds to the capital projects fund to fund purchase of the new rescue boat and other capital projects.*

*The district's long term financial plan calls for transfer of \$239,889 from the general fund to the capital projects fund for the amortized expense of planned capital projects. This transfer is normally done in November, but as there is a need to transfer funds receive from the insurance settlement and sale of surplus apparatus and equipment, these transfers have been combined.*

4. Motion to Approve or Disapprove an interfund transfer of \$31,837 from the general fund to the compensated absences fund.

*The compensated absences fund is used develop and maintain sufficient funds to meet the district's liability for compensated absences at such time that employees retire or otherwise separate from district employment. Compensated absences include unused annual leave or paid time off and up to 240 hours of long-term sick leave (executive staff only).*

5. Motion to approve or disapprove the 2023 executive staff salary schedule  
*As a standard practice, the district evaluates and adjusts executive staff compensation in June, allowing integration of changes into the proposed district budget. This year, the district was delayed in obtaining executive staff compensation data from comparable agencies and as such proposed changes are being presented concurrently with the 2023 proposed district budget. As noted in the chief's executive staff compensation memorandum to the board, a 5% compensation increase and adjustment for the district to pay 90% of medical and dental insurance costs for executive staff dependents is recommended to maintain internal equity with the district's International Association of Firefighters (IAFF represented firefighters).*

6. Motion to approve or disapprove the fire chief initiating the process for a councilmanic bond in the amount of \$2,650,000 for completion of the Station 53 construction project.

*On July 16, 2022, the board of fire commissioners approved Resolution 22-01, awarding the bid for construction of Station 53. As discussed prior to bid award, the bid amount exceeded the funds available from the 2017 voter approved bond, necessitating development of additional revenue to fund this project. The district has been pursuing multiple options including a grant from the United States Department of Defense for the difference between the available and needed funds. Unfortunately, this grant was not approved (but Deputy Chief Helm has had discussion with the DOD regarding reapplication prior to the end of this project in 2023). Month-by-month cash flow projections for the Bond Fund indicate that the district will have sufficient funds for this project through April (or possibly May) of 2023. This necessitates issuance of a councilmanic bond to generate sufficient funds to complete this project, pending any new revenue sources.*

*As interest rates have risen considerably and are projected to continue to do so, Jim Nelson, Senior Vice President with DA Davidson recommends that the district proceed with its proposed councilmanic bond measure for \$2,650,000 without delay for delivery of funds by February 2023. Authorization for the fire chief to proceed allows for a bond attorney to prepare the required resolution for board authorization to sell the councilmanic bonds for this project. Once the bond attorney drafts the resolution it will be presented for board approval.*

*The debt service on a \$2,650,000 bond would be approximately \$200,000/year. Using the recently updated prospective cash flow model, passage of a lid lift to raise the 2024 levy rate to 1.25 (consistent with the district's long term financial plan) would allow the district to both pay the debt service on this councilmanic bond and continue to improve service delivery to the*

*community. Should a levy lid lift fail, the district would be able to maintain current service levels through 2026. As outlined in the 2022 adopted district budget, absent the increased expense in debt service related to a councilmanic bond, the district would have been able to continue current service levels through 2028. In any case, the district requires a levy lid lift to maintain or improve service levels.*

7. Presentation of the 2023 proposed district budget to the board of fire commissioners.  
The 2023 proposed district budget is being submitted to the board of fire commissioners at their regular October meeting with a subsequent public hearing scheduled later in October, prior to the board's adoption of the final 2023 district budget at their regular meeting in November.

The proposed budget shows a 4.45% increase over 2022. While above the 3.00% increase used within the long-term financial plan, the budget includes funding for a proposed levy lid lift and related public communications expense. Absent these expenses, the budget increase would have been 2.51% (within plan).

8. Presentation of a proposed joint resolution regarding interlocal cooperation between Central Whidbey Island Fire & Rescue (CWIFR) and South Whidbey Fire/EMS (SWFE).  
*CWIFR and SWFE have a long history of inter-district collaboration and maintain interlocal agreements for automatic and mutual aid, information technology services, and temporary financial services. In addition, the district has jointly operated an annual recruit academy and are planning for a fully integrated in-service training program in 2023. Chief Ed Hartin and Chief Nick Walsh (SWFE) are proposing to the boards of fire commissioner of both districts to approve a resolution establishing a formalized committed to joint planning, evaluation, and implementation of interlocal cooperation between our two districts.*

*In many respects this simply validates the great work that the two districts have done, working together to improve service to our communities. This resolution provides policy direction to continue and extend these efforts.*

*Subject to board direction, the chiefs will work with the two board secretaries to schedule a joint meeting between the CWIFR and SWFE boards of fire commissioners prior to the end of the 4<sup>th</sup> quarter of 2022 to discuss and take action on this resolution.*

### Good of the Order/Announcements

October 26-29, 2022                      WFCM Conference, The Davenport Grand Hotel, Spokane, WA  
**(Commissioners Messner, Hutchinson and Board Secretary Niiro)**

### Regular Meeting

November 10, 2022

Time: 5:00 pm

**Location: Station 54 due to construction of Station 53.**