

# BAINBRIDGE ISLAND FIRE DEPARTMENT

## BOARD OF COMMISSIONERS

### Meeting Minutes

October 20, 2021

Chair Scott Isenman called the Board of Commissioners meeting to order at 6:30 PM. Present were Commissioners Tim Carey, YongSuk Cho, Dave Coatsworth and Fritz von Ibsch; Fire Chief Hank Teran; Deputy Fire Chief Jared Moravec; Volunteer Program Coordinator Jay Rosenberg; and Finance Manager Ed Kaufman.

### AGENDA ADDITIONS & DELETIONS

None

### PUBLIC COMMENT

None

### FIRE CHIEF'S REPORT

- Vaccination clinic reimbursement: Finance Manager Kaufman announced that the Department had received a reimbursement of \$70,531.09 for expenses incurred during the vaccination clinics in January, February, and March 2021.
- Vaccination mandate: Chief Teran noted that the Department achieved 100% vaccination participation among career and volunteer first responders.
- St. Michael's update: Chief Teran briefed the Board on discussions with St. Michael's about the extended wait times for responding units. St. Michael's has requested manpower resources from DEM for nurses to work from 11:00 AM to 11:00 PM. Additional nurses will begin on October 25.
- Olympic Ambulance: Chief Teran announced that Olympic Ambulance has been purchased by Metro-West Ambulance service.
- Firefighter/Inspector assignment: Chief Teran announced that FF/EMT Forrest Hietpas will be the new FF/Inspector beginning January 1, 2022.
- Training Lieutenant assignment: The Chief also announced that LT James Lee will be the new Training Lieutenant beginning January 1, 2022.
- Kitsap County Training Consortium update: DC Moravec noted that Assistant Chief Jay Christian, who has been leading the efforts at the KCFTC, will return to duties at CKF&R January 1, 2022 and that Division Chief Nathan Post of SKF&R will be leading the KCFTC from that point forward.
- COBI update: Chief Teran updated the Board on two current items with COBI. The ILA for joint use of the BIPD boat is moving forward and anticipated for completion in Q1, 2022. Also, the Fire Safety Contract with COBI is in legal review and is anticipated to be brought to City Council on November 9.

### GOOD OF THE ORDER

Chief Teran noted a meeting attended by Commissioner Isenman, the Chief and an Island resident regarding the prospects for a joint public safety building with BIFD, BIPD and the municipal court. Chief Teran explained that this idea was discussed in 2014 and the City Council chose not to pursue a joint facility. BIFD then proceeded to build its own Station 21 headquarters.

DC Moravec briefed the Board of the Department's efforts to conduct a wildland mitigation burn at Bloedel Reserve. Ground fuel was too wet to complete the exercise but BIFD hopes to try again in 2022.

Chief Teran noted the "Great Shakeout" is scheduled for 10:21 on October 21 as an earthquake training exercise.

Commissioner Isenman inquired if the recent ferry schedule changes had any impact on operations. DC Moravec responded that he is not aware of any effect on operations.

Commissioner Isenman also noted the creation of an emergency flotilla as part of Bainbridge Prepares. The flotilla will assist with the movement of human assets in the event of an emergency that renders the bridge inoperable and shuts down the ferries.

#### CONSENT AGENDA

(Vouchers totaling \$171,805.67, Meeting Minutes 10/6/21) Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner von Ibsch seconded the motion and the motion passed.

#### BUSINESS AGENDA

##### 1. 2022 DRAFT Budget Presentation

Finance Manager Kaufman presented the 2022 DRAFT Budget for the Board's consideration. The budget includes revenues of \$12.3 million and expenses of \$11.8 million. (Please see the attached Board Information sheet regarding the 2022 DRAFT Budget for further details). All Commissioner questions regarding specific budget items have been answered by staff. No action was taken on this item. The Final 2022 Budget will be presented to the Board for approval on November 3<sup>rd</sup>.

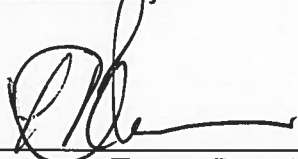
#### EXECUTIVE SESSION

At 7:25 Commissioner Isenman called for an Executive Session to last 15 minutes. The Executive Session was called to review the performance of a public employee Per RCW 42.30.110(1)(g).

#### ADJOURNMENT

The meeting was adjourned at 7:40 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

November 3, 2021

# Bainbridge Island Fire Department

## BOARD INFORMATION

October 20, 2021

**SUBJECT: 2022 DRAFT BUDGET**

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### **EXPENSE BUDGET:**

The attached 2022 draft budget is presented for the Board's review and consideration. Final action on the budget will take place at a subsequent Board meeting.

Personnel costs remain the largest portion of the Department's budget (86%). The 2022 budget is consistent with the Department's 10-year planning projections.

### ***Revenue***

Revenue projections for 2022 indicate an increase of approximately 1.1% (\$133,719) over 2021. This is a result of an increase in our general fire levy and EMS levy of 1.0% (statutory maximum), and the addition of new construction revenue (\$73,022). Overall, taxed assessed property values on Bainbridge Island increased 7.5% from 2021.

<b>2022 REVENUE</b>			
	<b>2021</b>	<b>2022</b>	<b>± % Change</b>
General Fire Levy	\$ 7,226,392	\$ 7,317,234	+ 1.3%
EMS Levy	\$ 3,774,156	\$ 3,822,424	+ 1.3%
Other Revenue	\$ 1,206,891	\$ 1,201,500	- 0.1%
<b>TOTAL REVENUE</b>	<b>\$12,207,439</b>	<b>\$12,341,158</b>	<b>+ 1.1%</b>

### ***Expenses***

The total 2022 expense budget is \$11,789,107, a 6.2% increase over the 2021 budget. Changes from 2021 include a 6.4% increase in personnel expenses, a 1.0% increase in non-personnel expenses and a 16.7% increase in transfers to other funds, primarily the Capital Fund. Personnel expenses continue to represent 86% of the operating budget, the same as 2021. 2022 expenditures include an operating budget of \$11,089,107 and transfers to other funds of \$700,000.

The breakdown of personnel and non-personnel costs, as well as the total Expense Fund budget is detailed below.

<b>2022 EXPENSES</b>			
	<b>2021</b>	<b>2022</b>	<b>± % Change</b>
Personnel	\$ 8,976,962	\$ 9,547,929	+ 6.4%
Non-Personnel	\$ 1,525,806	\$ 1,541,178	+ 1.0%
Transfers to Other Funds	\$ 600,000	\$ 700,000	+ 16.7%
<b>TOTAL EXPENSES</b>	<b>\$11,102,768</b>	<b>\$11,780,766</b>	<b>+ 6.2%</b>

Items of note:

- Personnel salaries have increased 3.3% for COLA + 0.5% per current CBA for represented employees.
- BIFD is projecting a 10% increase in medical premiums for 2022. Actual figures will be available prior to final approval of the budget in November.
- Cost Center 360 *EMS* includes personnel costs for the Medical Services Officer (MSO), previously accounted for in 910 *Administrative Personnel* in the 2021 budget.
- Cost Center 750 *Information Technology* includes personnel costs for the new position of IT Administrator.
- Cost Center 900 *Legislative* projects a 62% reduction due to no elections scheduled for 2022.
- Cost Center 915 *General Business* projects a 23% increase due primarily to budgeting for a 2-year audit in 2022 and increased liability insurance.
- Cost Center 940 *Volunteer Services* projects a 22% increase due primarily to an increase in volunteer recruitment expenses.

### ***Transfers***

Fund transfers include \$100,000 to the Reserve Fund (90839) for unrealized liabilities and \$600,000 to the Capital Fund (90841) for ongoing capital apparatus and equipment. These transfers from the Expense Fund are consistent with current 10-year plan projections.

### ***Fund Balance:***

The proposed 2022 budget includes revenues/transfers of \$12,341,158 and expenses of \$11,789,107, producing a surplus budget of \$552,051, consistent with projections in the Department's 10-Year plan. The 10-Year financial projections indicate surplus budgets for approximately an additional two (2) years before the onset of deficit budgets. The fund balance created by the surplus budgets supports the planned deferred request of voters for additional funding until the latter half of this decade.

## **CAPITAL BUDGET:**

### ***Revenue:***

Capital revenue includes a \$600,000 transfer from the Expense Fund (90838) to pay for capital expenses such as apparatus or other equipment replacement as scheduled.

### ***Expenses:***

Capital Expense budget is \$1,117,500. Major capital expenditures in 2022 include the following:

- Purchase of a Type 3 Engine (\$350,000, originally budgeted in 2021)
- An aid car replacement (\$205,000, originally budgeted in 2021)
- Purchase of two staff vehicles (\$105,000)
- Facilities improvements (\$207,500)
- IT equipment (\$170,000 hardware)

## **RESERVE FUND:**

Fund #90839 is used to provide for unrealized liabilities, such as sick leave payouts for retiring Department members. Revenue includes a \$100,000 transfer from the Expense Fund (90838). The Department does not anticipate any staff retirements in 2022.

## **BOND FUND:**

Fund #90840 is the Department's debt service fund. Revenue of \$1,105,538 will be collected as an assessment from taxpayers to cover principal (\$680,000) and interest (\$425,538) bond payments in 2022.

## **Conclusion:**

The 2022 Budget has been constructed to meet the projected expense obligations of the Department in 2022, given the projected revenue. It is also designed to fulfill the Department's future obligations, including the sustainability of the staffing model as outlined in the Strategic Plan. It is staff's opinion that the budget presented meets these goals.

**Submitted for review by:** Fire Chief Hank Teran

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