

BAINBRIDGE ISLAND FIRE DEPARTMENT

BOARD OF COMMISSIONERS

Meeting Minutes

October 27, 2022

Chair Jay Rosenberg called the Board of Commissioners meeting to order at 4:30 PM. Present were Commissioners Tim Carey, Andrea Chymiy, Scott Isenman, and Fritz von Ibsch; Fire Chief Hank Teran; Deputy Chief Jared Moravec and Finance Manager Ed Kaufman.

AGENDA ADDITIONS & DELETIONS

None

PUBLIC COMMENT

Island resident Bruce Alward commented on the "fantastic pancake breakfast."

FIRE CHIEF'S REPORT

- St. Michael's update: Chief Teran reported that the EMS Council voted to issue a formal complaint regarding the ongoing delays for patient care at St. Michael's Hospital. The Council will also be recommending a formal complaint be issued by the Kitsap Public Health District. DC Moravec noted that because the records management system at St. Michaels is working properly again, BIFD will no longer be upstaffing.
- Medic One update: DC Moravec reported that BIFD will not be sending a student to paramedic training at Harborview this year due to lack of available space in the program.
- International Association of Emergency Managers Annual Conference: DC Moravec briefed the Board on his participation in the upcoming conference. He will be attending the conference along with COBI and Bainbridge Prepares officials. Bainbridge Prepares is receiving an award for its COVID-19 vaccination efforts.
- Purvis update: DC Moravec informed the Board that the Purvis alerting system is working well for the district and the project has moved to the maintenance phase of the contract.
- Radio system update: Chief Teran briefed the Board on recent developments with the countywide radio system upgrade project.
- Special BOC meeting November 2nd reminder: Chief Teran reminded the Board of the upcoming Special Board Meeting at 4:30 on November 2nd.
- Pancake Breakfast summary: Chief Teran provided a summary of the Department's Pancake Breakfast, held on October 15th. Approximately 1,100 people attended the event, held for the first time since 2019.

Emerging Issues:

- Long-term military deployment: Chief Teran informed the Board that LT. James Lee will be deployed by the Army in 2023 for a time period of up to 400 days. LT Tim Quitslund has been named as the new Training LT for BIFD, effective January 1, 2023.

GOOD OF THE ORDER

Commissioner Chymiy inquired as to when BIFD will resume ride-alongs for those interested. DC Moravec said that ride-alongs have resumed in a limited way for trainees, but the Department does intend to open the program up to the public soon.

Chief Teran noted a card the Department received from the family of former Commissioner Michael Adams after his recent memorial service.

CONSENT AGENDA

(Voucher numbers 34345 through 34370 totaling \$136,581.37, Meeting Minutes 9/26/22 & 10/13/22) Commissioner Carey moved to approve the Consent Agenda as presented. Commissioner von Ibsch seconded the motion and the motion passed unanimously.

BUSINESS AGENDA

1. 2023 DRAFT Budget Presentation

Finance Manager Kaufman presented the 2023 DRAFT Budget for the Board's consideration. The budget includes revenues of \$12.9 million and expenses of \$12.8 million. (Please see the attached Board Information sheet regarding the 2023 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 2023 Budget will be presented to the Board for approval on November 2nd.

2. P&P 136: Information Technology Resources

Chief Teran presented P&P #136: Information Technology Resources for Board discussion. This policy establishes the roles and responsibilities for the use of Department information technology and defines standards of use to all owned, leased, on-site or off-site Department IT resources. No action was taken on this item. A final version of P&P #136 will be presented to the Board for approval on November 2nd.

3. P&P 151: IT Equipment Replacement

Chief Teran presented P&P #151: IT Equipment Replacement for Board discussion. This policy provides an outline of how and when Department owned computer hardware should be replaced to avoid service interruptions. It mandates that an equipment replacement schedule be maintained for use in strategic and budget planning. No action was taken on this item. A final version of P&P #136 will be presented to the Board for approval on November 2nd.

EXECUTIVE SESSION

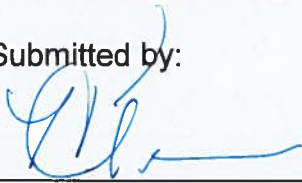
At 5:22 Commissioner Rosenberg called for an Executive Session to last 30 minutes. The Executive Session was called for collective bargaining planning per RCW 42.30.140(4)(b) and to review the performance of a public employee per RCW 42.30.110(1)(g).

At 5:52 PM, the Executive Session was extended by 30 minutes. At 6:22 PM, the Executive Session was extended by an additional five minutes.

ADJOURNMENT

The meeting was adjourned at 6:27 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

December 8, 2022

Bainbridge Island Fire Department

BOARD INFORMATION

October 27, 2022

SUBJECT: 2023 DRAFT BUDGET

EXPENSE BUDGET:

The attached 2023 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 2023 budget is consistent with the Department's 10-year planning projections.

Revenue

Revenue projections for 2023 indicate an increase of approximately 4.75% (\$586,211) over 2022. This is a result of an increase in our general fire levy and EMS levy of 1.0% (statutory maximum), new construction revenue of \$115,000, and an increase in projected transport revenue of \$300,000. The adjustment in transport revenue is based on the rolling, three-year average of total transport revenue, inclusive of all GEMT funds.

2023 REVENUE			
	2022	2023	± % Change
General Fire Levy	\$ 7,317,234	\$ 7,482,197	+ 2.25%
EMS Levy	\$ 3,822,424	\$ 3,908,672	+ 2.26%
Other Revenue	\$ 1,201,500	\$ 1,536,500	+ 27.88%
TOTAL REVENUE	\$12,341,158	\$12,927,369	+ 4.75%

Overall, taxed assessed property values on Bainbridge Island increased 24% from 2022.

Expenses

The total 2023 expense budget is \$12,795,772, a 9.1% increase over the 2022 budget. Changes from 2022 include an 8.4% increase in personnel expenses, an 11.3% increase in non-personnel expenses and a 14.3% increase in transfers to other funds, primarily the Capital Fund. Personnel expenses continue to represent 86% of the operating budget, the same as 2022. 2023 expenditures include an operating budget of \$11,995,772 and transfers to other funds of \$800,000.

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

2023 EXPENSES			
	2022	2023	± % Change
Personnel	\$ 9,485,309	\$10,281,772	+ 8.4%
Non-Personnel	\$ 1,541,178	\$ 1,714,575	+ 11.3%
Transfers to Other Funds	\$ 700,000	\$ 800,000	+ 14.3%
TOTAL EXPENSES	\$11,726,487	\$12,795,772	+ 9.1%

Items of note:

- Personnel salaries are increasing 8.6% for COLA + 0.25% per current CBA for represented employees. This 8.85% increase in personnel salaries is the largest increase in Department history.
- Overall inflation figures for the Seattle area for the past year is approximately 9%.
- Healthcare premiums are increasing 1.5%.
- Cost Center 310 *Fire Operations* budget includes a 10% increase due to personnel and supplies inflation factors and onetime costs for outfitting of Type 3 Engine.
- Cost Center 315 *Fire Investigation* budget includes a 300% increase due to the purchase of a replacement camera.
- Cost Center 320 *Community Risk Reduction* budget includes a 9% increase due to an increase in personnel expenses.
- Cost Center 330 *Special Operations* budget includes a 31.2% increase due to an increase in the Kitsap County Tech Rescue ILA fees.
- Cost Center 360 *Emergency Medical Services* budget includes a 15.1% increase due to personnel and supplies inflation factors and new controlled medication locker expense.
- Cost Center 500 *Training & Safety* includes a 1.9% decrease in total expenses primarily due to a reduction in Training Consortium dues.
- Cost Center 600 *Vehicles* budget includes a 21.6% increase due to personnel and supplies inflation factors, specifically a significant increase in the cost of fuel.
- Cost Center 700 *Facilities & Grounds* budget includes a 14.3% increase due to an increase in expected grounds maintenance expenses and an increase in heating fuel costs.
- Cost Center 750 *Information Technology* budget includes a 23% increase due primarily to personnel expenses.
- Cost Center 850 *Fire Code Management* budget includes a 4.8% increase due to personnel expenses and fire code update reference materials.
- Cost Center 900 *Legislative* budget includes an 83.7% increase due to the inclusion of election costs for two Commissioner seats in 2023.

- Cost Center 910 *Administrative Personnel* budget includes a 7.3% increase due to personnel expenses.
- Cost Center 915 *General Business* budget includes a 10.5% increase primarily due to an increase in Legal & Other Professional Services.
- Cost Center 940 *Volunteer Services* budget includes a 47.8% decrease pending a programmatic review in 2023.

Transfers

Fund transfers include \$100,000 to the Reserve Fund (90839) for unrealized liabilities and \$700,000 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 2023 budget includes revenues of \$12,927,369 and expenses/transfers of \$12,795,772, producing a surplus budget of \$131,597, consistent with projections in the Department's 10-Year plan. The 10-Year financial projections indicate that 2023 will be the last surplus budget before the onset of deficit budgets. The fund balance created by the surplus budget supports the planned deferred request of voters for additional funding until the latter half of this decade.

CAPITAL BUDGET:

Revenue:

Capital revenue includes a \$700,000 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 \$620,000. Major capital expenditures in 2023 include the following:

- An aid car replacement (\$275,000)
- Facilities improvements (\$127,000)
- Suppression equipment (\$161,000)
- IT equipment (\$11,000)
- Communication equipment (\$30,000)

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).

BOND FUND:

Fund #90840 is the Department's debt service fund. Revenue of \$1,106,538 will be collected as an assessment from taxpayers to cover principal (\$715,000) and interest (\$391,538) bond payments in 2023.

Conclusion:

The 2023 Budget has been constructed to meet the projected expense obligations of the Department in 2023, 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
