



AGENDA

Board of Commissioners Study Session

August 28, 2017 – 4:00 PM – Administration Building

All matters listed in the Consent Agenda have been distributed to each member of the Board of Commissioners for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

1. ADMINISTRATIVE ITEMS

1. Call to Order/Establish Quorum/Pledge of Allegiance
2. Additions or Deletions to the Agenda
3. Announcements:

2. CONSENT ITEMS

- C 1. Vouchers – Current
- C 2. Payroll – August

3. DISCUSSION ITEMS

- A. Financial Report – Tim Maule
- B. Update on 2018 Budget Process – Tim Maule
- C. Update on Marketing & Branding – Chief Oliver
- D. Update on Staffing and Overtime – Chief Oliver
- E. Surplus Jointly Owned Lift – Chief Danskin
- F. Purchase Boat Tow Vehicle (Bond) – Chief Sorenson
- G. New Organizational Chart – Lindsay Anderson
- H. Economic Summit Meeting Presentation – Tim Maule
- I. Confirm BOC Reps for Economic Summit Meetings – Chair West

4. CORRESPONDENCE

- A.

5. ADJOURN

CHECK REGISTER

Central Kitsap Fire & Rescue

Time: 12:22:22 Date: 08/24/2017

MCAG #: 1162

08/28/2017 To: 08/28/2017

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2679	08/28/2017	Claims	1	30263	AIRGAS USA LLC	550.88	O2 Tank Rental/Refill
2680	08/28/2017	Claims	1	30264	ARAMARK	36.06	Laundry Services - Shop
2681	08/28/2017	Claims	1	30265	ASBURY'S TOPSOIL INC	340.08	Bark
2682	08/28/2017	Claims	1	30266	ASSOCIATED PETROLEUM PRODUCTS INC	2,951.09	Diesel Fuel
2683	08/28/2017	Claims	1	30267	ASSOCIATION OF WASHINGTON CITIES	320.00	McSherry/Anderson- 2017 WAPELRA Conf
2684	08/28/2017	Claims	1	30268	BELFAIR HOSE & HYDRAULIC INC	118.05	E41 Foam System Hose
2685	08/28/2017	Claims	1	30269	BLANCHARD AUTO ELECTRIC/AUTOMOTIVE SERVI	33.42	Electrical Supplies
2686	08/28/2017	Claims	1	30270	BRAUN NORTHWEST INC	4,734.78	BOND- Bal Of 3 North Star Medic Units
2687	08/28/2017	Claims	1	30271	CASCADE NATURAL GAS CORP	81.71	Natural Gas
2688	08/28/2017	Claims	1	30272	CENTURYLINK	1,557.16	Phone Service
2689	08/28/2017	Claims	1	30273	JASON M CHRISTIAN	406.00	Tuition Reimbursement
2690	08/28/2017	Claims	1	30274	CINTAS FIRE PROTECTION	1,007.16	Water Extinguisher; Partial BOND- Water/Fire Extinguishers
2691	08/28/2017	Claims	1	30275	CORPORATE SECURITY SERVICES INC	93.00	Background Cks
2692	08/28/2017	Claims	1	30276	DATEC, INC	4,159.44	BOND- MCT's
2693	08/28/2017	Claims	1	30277	DEERE & COMPANY	13,935.49	Gator W/Cargo Box
2694	08/28/2017	Claims	1	30278	E & F RECOVERY LLC	6,219.42	July 2017 PCR's Billed
2695	08/28/2017	Claims	1	30279	DENNIS M ELLIOTT	594.00	Tuition Reimbursement
2696	08/28/2017	Claims	1	30280	EXPRESS SERVICE GROUP	1,051.85	Sta 41 Toilet Install
2697	08/28/2017	Claims	1	30281	FIRST CHOICE HEALTH NETWORK	112.85	EAP Services
2698	08/28/2017	Claims	1	30282	FLEX-A-DENT DETAILING	163.50	5102 Dent Repair
2699	08/28/2017	Claims	1	30283	KELLEY IMAGING SYSTEMS	455.62	Sta 56 Copier Annual Maint
2700	08/28/2017	Claims	1	30284	KING COUNTY FIRE TRAINING OFFICERS' ASSN	795.00	Christian- Truck Academy
2701	08/28/2017	Claims	1	30285	KITSAP COUNTY EMS COUNCIL	1,300.00	Sargeant, J./Digionanni, M.- EMT Class
2702	08/28/2017	Claims	1	30286	KITSAP COUNTY PUBLIC WORKS	615.39	Sewer
2703	08/28/2017	Claims	1	30287	KITSAP COUNTY SHERIFF'S OFFICE	1.00	Alumcham Boat And EZ Loader
2704	08/28/2017	Claims	1	30288	KITSAP FARM GARDEN & TRACTOR	817.61	Saw Repair
2705	08/28/2017	Claims	1	30289	LAW OFFICE OF KENNETH W. BAGWELL, INC.,	7,026.32	General Counsel/Job Audit Prep
2706	08/28/2017	Claims	1	30290	LIFE ASSIST INC	1,381.80	BOND- Charging Shelf/Glove Dispenser
2707	08/28/2017	Claims	1	30291	LIFE ASSIST INC	7,453.78	Medical Supplies/Equipment
2708	08/28/2017	Claims	1	30292	LN CURTIS & SONS	479.49	Insignia/Anchor Straps
2709	08/28/2017	Claims	1	30293	MES - NORTHWEST	1,411.89	Boots
2710	08/28/2017	Claims	1	30294	OFFICE DEPOT	298.95	Office Supplies
2711	08/28/2017	Claims	1	30295	OLYMPIC SPRINGS	47.70	Sta 45 Drinking Water
2712	08/28/2017	Claims	1	30296	PAK MAIL	73.98	Shipping
2713	08/28/2017	Claims	1	30297	PREMIER WIRELESS SOLUTIONS INC	4,213.81	BOND- MCT's
2714	08/28/2017	Claims	1	30298	MARK ROMERO	710.00	CPR Instructor Recerts
2715	08/28/2017	Claims	1	30299	RULES GUYS INC, THE	4,200.00	EF Recovery Module + Annual Maint

CHECK REGISTER

Central Kitsap Fire & Rescue
MCAG #: 1162

08/28/2017 To: 08/28/2017

Time: 12:22:22 Date: 08/24/2017
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2716	08/28/2017	Claims	1	30300	SEATTLE AUTOMOTIVE DISTRIBUTING INC	178.63	Oil Filter/Throttle Body
2717	08/28/2017	Claims	1	30301	BROCK SHAFFER	1,188.00	Tuition Reimbursement
2718	08/28/2017	Claims	1	30302	SHANK, DEAN	275.00	Leoff I Medical Reimb
2719	08/28/2017	Claims	1	30303	SIX ROBBLEES' INC	107.07	Brake Cylinder Kit/Returned Items
2720	08/28/2017	Claims	1	30304	JOEL C STACK	295.00	Tuition Reimbursemenrt
2721	08/28/2017	Claims	1	30305	STAR RENTALS	34,703.52	Sta 41 Excavator Rental/40' Boomlift SWD Share
2722	08/28/2017	Claims	1	30306	SUNRISE PEST MANAGEMENT	956.41	Pest Control
2723	08/28/2017	Claims	1	30307	TACOMA SCREW PRODUCTS INC	44.90	Screws/Washers/Return
2724	08/28/2017	Claims	1	30308	TOSHIBA FINANCIAL SERVICES	223.51	Admin Color Copier
2725	08/28/2017	Claims	1	30309	TRI-TEK SYSTEMS	945.00	Alarm Monitoring
2726	08/28/2017	Claims	1	30310	HARLEY E TROT LAND	572.44	Grounds Maint Vehicle Seat Repair
2727	08/28/2017	Claims	1	30311	TRUSTEED PLANS SERVICE CORPORATION	4,333.59	Sept 2017 Retiree Medical
2728	08/28/2017	Claims	1	30312	UNUM LIFE INSURANCE COMPANY OF AMERICA	532.37	Leoff I Long Term Care Ins
2729	08/28/2017	Claims	1	30313	WASHINGTON FIRE CHIEFS	1,150.00	Eberle/Denton- WA Fire Mechanics Conf
2730	08/28/2017	Claims	1	30314	WESTCOAST FIRE & RESCUE	159.14	Service Kits
2731	08/28/2017	Claims	1	30315	ZOLL MEDICAL CORPORATION	771.72	Medical Supplies
001 GENERAL FUND						101,694.75	
320 CAPITAL PROJECTS FUND- BOND						14,489.83	
						<u>116,184.58</u>	Claims: 116,184.58

We, the undersigned of Central Kitsap Fire and Rescue, Kitsap County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the checks noted above are approved for payment.

Chairman

Commissioner

Vice Chairman

Commissioner

Commissioner

Fire Chief

Finance Director or HR Manager

**FINANCIAL REPORT FOR THE SEVEN MONTHS ENDING
JULY 31, 2017****Report on Financial Position**

A comparison between the Agency's current year and prior year fund balances as of July 31, 2017 and 2016 respectively is provided below. The current year balance totaled \$19.46 million or nearly \$1.80 million less than the prior year.

The primary reason for the reduction is from spending down nearly \$ 3.36 million of the bond project fund. This overall reduction has been partially offset by a \$1.03 million increase in the general fund balance, a \$242 thousand increase in the bond debt service fund and a \$255 thousand increase in the capital facilities fund balance.

ENDING FUND BALANCES	July 2017	July 2016	Variance
General Fund	\$ 8,001,388	\$ 6,974,101	1,027,287
Reserve Fund (General Liability)	2,397,942	2,377,714	20,228
Debt Service Fund (Bond)	979,122	736,774	242,348
Capital Projects Fund (Bond)	3,213,005	6,571,659	(3,358,654)
Capital Facilities Fund	3,562,142	3,307,246	254,896
Capital Apparatus/Equipment Fund	1,277,337	1,258,148	19,189
Fire Mitigation Fund (Restricted)	25,586	25,370	216
Total Fund Balance	\$ 19,456,522	\$21,251,012	\$(1,794,490)

GENERAL FUND ACTIVITY

Overall cash-flow is nearly \$919 thousand over budget year-to-date (YTD), but this is due in large part to timing differences and budget variances as discussed below. During the seven months ending July 31, 2017 total expenditures exceeded revenues by more than \$323 thousand. This deficit is within expected parameters and will normalize after the October tax revenue receipts. Total operating expenditures exceeded operating revenue by \$77 thousand while net non-operating expenditures totaled just over \$246 thousand during the period.

Budget to Actual Variances**Operating Revenue**

Total operating revenue is tracking only \$68 thousand or 0.7% behind expectations with the EMS levy causing the largest portion of the unfavorable variance in tax revenue. However, this variance is due to timing of tax payments and will likely normalize during the year. Interest and Other Earnings shows a favorable variance of \$22 thousand or 39% primarily due to higher than expected interest revenue on the general fund account.



Most expenditures are tracking below budget projections which is contributing significantly to the favorable YTD cash flow variance. Explanations for budget variances greater than \$50 thousand are discussed below.

Operating Expenses

- Salaries and Benefits: \$110,300 or 1.3% Unfavorable Variance – This unfavorable variance is primarily due to the retroactive payment for the new uniformed contract and separation and retirement payouts as discussed in the June report. The impacts have been offset somewhat by unfilled positions.
- Office and Operating Supplies: \$125,990 or 27.6% Favorable Variance – Due primarily from lower than expected building repair and maintenance supplies (\$57,400), EMS medical supplies (\$19,300), and bunker gear operations (\$17,500). We still expect the maintenance supplies variance to narrow somewhat over the next few months.
- Training and Travel: \$53,800 or 37.6% Favorable Variance – This variance is due to lower overall cost than expected for training registrations, travel and tuition reimbursement especially in Operations (\$24,800) and Administration (\$11,300).
- Professional Services: \$91,700 or 27.0% Favorable Variance – The main contributing factors to this variance are lower than expected costs for legal (\$46,200) and shared custodial services (\$12,500).
- Repairs and Maintenance: \$54,700 or 28.7% Favorable Variance – This category includes software maintenance contracts. The bulk of the overall variance is primarily from not implementing the software to interface with the hospital.
- Other Fees and Contingency: \$297,600 or 93.4% Favorable Variance – This variance is due to the unused operational contingency (\$280,000) and lower than expected costs for printing/marketing/rebranding (\$12,000).
- Elections & Kitsap 911 Contract: \$120,000 or 55.4% Favorable Variance – This variance is from the unused amount budgeted for election costs in 2017.

Non-Operating and Other Activity

- Interfund Transfers – \$210,000 or 100% Favorable Variance – This variance is due to timing. Year-to-Date we have nearly \$134,000 in planned net transfers out of the general fund which includes a \$200,000 transfer to the capital apparatus and equipment fund as budgeted offset by \$66,000 in inflows from other funds. The fund transfers will be made toward the end of the calendar year.
- Capital Expenditures, \$117,300 or 32.0% Favorable Variance – Largely due to less than expected expenditures for apparatus/equipment standardization (\$115,300), vehicle maintenance equipment (\$35,300), computer and network infrastructure upgrades (\$44,400), the rescue swimmer and wellness programs (\$40,600).
 - This net favorable variance is partially offset by higher than expected building upgrade costs (\$47,600), and vehicle purchases (\$95,800). More than half of this amount will be reimbursed from other sources.

CENTRAL KITSAP FIRE & RESCUE
Statement of Fund Resources and Uses Arising From Cash Transactions
For The Seven Months Ending July 31, 2017

	Total Budget	YTD Budget	YTD Actual	Budget Variance	Utilization 7 Mo = 58.3%
GENERAL FUND - 001					
Operating Revenue					
Taxes	\$ 16,397,664	\$ 8,781,568	\$ 8,717,525	\$ (64,043)	53.2%
Intergovernmental Revenues	83,290	47,668	35,146	(12,522)	42.2%
Charges for Goods and Services	1,569,255	906,690	892,693	(13,997)	56.9%
Interest and Other Earnings	84,000	55,980	78,341	22,361	93.3%
Total Operating Revenues	18,134,209	9,791,906	9,723,705	(68,201)	53.6%
Operating Expenditures					
Salaries and Wages	11,696,183	6,529,845	6,705,543	175,698	57.3%
Personnel Benefits	3,655,302	2,036,288	1,970,927	(65,361)	53.9%
Subtotal Salaries and Benefits	15,351,485	8,566,133	8,676,470	110,337	56.5%
Office and Operating Supplies	790,698	456,364	330,374	(125,990)	41.8%
Fuel Consumed	148,500	86,624	53,972	(32,652)	36.3%
Small Tools and Minor Equipment	25,764	13,941	4,940	(9,001)	19.2%
Training and Travel	316,954	143,145	89,310	(53,835)	28.2%
Professional Services	545,949	339,310	247,569	(91,741)	45.3%
Communication	81,010	47,218	49,387	2,169	61.0%
Taxes, Operating Rentals and Leases	12,810	7,287	3,170	(4,117)	24.7%
Insurance	82,805	1,555	1,384	(171)	1.7%
Utility Services	159,193	98,824	90,645	(8,179)	56.9%
Repairs and Maintenance	328,873	190,678	135,969	(54,709)	41.3%
Other Fees and Contingency	618,785	318,490	20,865	(297,625)	3.4%
Elections and CenCom Contract	285,878	216,761	96,762	(119,999)	33.8%
Total Operating Expenses	18,748,704	10,486,330	9,800,817	(685,513)	52.3%
Net Operating Revenues (Expenditures)	(614,495)	(694,424)	(77,112)	617,312	12.5%
Non-Operating Revenues (Expenditures)					
Sales and Leasehold Tax - Net	(1,458)	(729)	(749)	(20)	51.4%
Proceeds From the Sale of Assets	10,000	10,000	3,518	(6,482)	35.2%
Interfund Transfers	(210,000)	(210,000)	-	210,000	0.0%
Insurance Recoveries	39,000	19,500	-	(19,500)	0.0%
Capital Expenditures	(483,757)	(366,381)	(249,004)	117,377	51.5%
Total Non-Operating Revenues (Expenditures)	(646,215)	(547,610)	(246,235)	301,375	38.1%
Net Increase (Decrease) In Cash and Investments	(1,260,710)	(1,242,034)	(323,347)	\$ 918,687	25.6%
Beginning Cash and Investment Balance	2,352,790	2,352,790	8,324,735		
Total Ending Cash and Investments	\$ 1,092,080	\$ 1,110,756	\$ 8,001,388		

TREASURERS REPORT

Fund Totals

Central Kitsap Fire & Rescue
MCAG #: 1162

07/01/2017 To: 07/31/2017

Time: 16:23:29 Date: 08/21/2017
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 GENERAL FUND	9,280,505.09	163,522.04	1,442,639.28	8,001,387.85	40,617.98	418,480.01	-859.92	8,459,625.92
002 RESERVE-GENERAL LIABILITY FUND	2,395,665.01	2,277.43		2,397,942.44	0.00	0.00	0.00	2,397,942.44
201 BOND FUND- DEBT SERVICE	974,026.67	5,094.77		979,121.44	0.00	0.00	0.00	979,121.44
305 CAPITAL- APPARATUS/EQUIPMENT FUND	1,276,123.50	1,213.14		1,277,336.64	0.00	0.00	0.00	1,277,336.64
310 CAPITAL- FACILITIES FUND	3,539,954.13	22,188.07		3,562,142.20	0.00	0.00	-18,828.03	3,543,314.17
315 CAPITAL-FIRE MITIGATION AGREEMENT FUND	25,562.10	24.31		25,586.41	0.00	0.00	0.00	25,586.41
320 CAPITAL PROJECTS FUND- BOND	3,210,685.86	2,854.02	534.86	3,213,005.02	500.00	0.00	0.00	3,213,505.02
	<u>20,702,522.36</u>	<u>197,173.78</u>	<u>1,443,174.14</u>	<u>19,456,522.00</u>	<u>41,117.98</u>	<u>418,480.01</u>	<u>-19,687.95</u>	<u>19,896,432.04</u>

2017 BUDGET POSITION

Central Kitsap Fire & Rescue
MCAG #: 1162

Time: 16:19:30 Date: 08/21/2017

Page: 1

001 GENERAL FUND

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	2,352,790.00	8,324,735.31	(5,971,945.31)	353.8%
310 Taxes	8,781,568.00	8,717,524.66	64,043.34	99.3%
330 Intergovernmental Revenues	47,668.00	35,145.64	12,522.36	73.7%
340 Charges For Goods & Services	906,690.00	892,692.63	13,997.37	98.5%
360 Interest & Other Earnings	55,980.00	78,341.25	(22,361.25)	139.9%
380 Non Revenues	0.00	1,739.21	(1,739.21)	0.0%
390 Other Financing Sources	10,000.00	3,517.78	6,482.22	35.2%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
398 Insurance Recoveries	19,500.00	0.00	19,500.00	0.0%

Fund Revenues:	12,174,196.00	18,053,696.48	(5,879,500.48)	148.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
010 Admin Salaries	1,189,098.00	1,075,161.16	113,936.84	90.4%
020 Admin Benefits	371,909.00	318,721.50	53,187.50	85.7%
030 Admin Supplies	10,105.00	13,879.87	(3,774.87)	137.4%
040 Admin Professional Services	648,964.00	228,798.89	420,165.11	35.3%
050 Admin Intergovernmental	120,000.00	0.00	120,000.00	0.0%
210 Operations Salaries	4,830,384.00	5,123,993.72	(293,609.72)	106.1%
220 Operations Benefits	1,472,179.00	1,463,890.32	8,288.68	99.4%
230 Operations Supplies	305,411.00	217,858.09	87,552.91	71.3%
240 Operations Services	112,716.00	87,988.76	24,727.24	78.1%
250 Operations Intergovernmental	96,761.00	96,762.19	(1.19)	100.0%
310 Fire Prevention Salaries	46,618.00	44,288.05	2,329.95	95.0%
320 Fire Prevention Benefits	10,750.00	10,783.33	(33.33)	100.3%
330 Fire Prevention Supplies	10,400.00	5,268.94	5,131.06	50.7%
340 Fire Prevention Services	2,470.00	344.00	2,126.00	13.9%
440 Training Services-External	1,275.00	22,278.61	(21,003.61)	1747.3%
451 Training Salaries	143,868.00	149,184.61	(5,316.61)	103.7%
452 Training Benefits	41,122.00	41,093.33	28.67	99.9%
453 Training Supplies	10,978.00	4,646.57	6,331.43	42.3%
454 Training Services- Internal	146,000.00	68,982.46	77,017.54	47.2%
510 Facilities Salaries	135,343.00	128,098.14	7,244.86	94.6%
520 Facilities Benefits	58,599.00	57,493.72	1,105.28	98.1%
530 Facilities Supplies	138,959.00	70,408.85	68,550.15	50.7%
540 Facilities Services	175,494.00	164,216.90	11,277.10	93.6%
610 Vehicle Maintenance Salaries	187,048.00	185,908.02	1,139.98	99.4%
620 Vehicle Maintenance Benefits	79,215.00	77,853.96	1,361.04	98.3%
630 Vehicle Maintenance Supplies	81,076.00	77,223.67	3,852.33	95.2%
640 Vehicle Maintenance Services	15,838.00	21,122.91	(5,284.91)	133.4%
740 Ambulance Billing Services	43,750.00	44,566.65	(816.65)	101.9%

522 Fire Control	10,486,330.00	9,800,817.22	685,512.78	93.5%
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580 Non Expenditures	729.00	2,487.82	(1,758.82)	341.3%
594 Capital Expenditures	366,381.00	249,003.59	117,377.41	68.0%
597 Interfund Transfers	210,000.00	0.00	210,000.00	0.0%

Fund Expenditures:	11,063,440.00	10,052,308.63	1,011,131.37	90.9%
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2017 BUDGET POSITION

Central Kitsap Fire & Rescue
MCAG #: 1162

Time: 16:19:30 Date: 08/21/2017
Page: 2

001 GENERAL FUND

Months: 01 To: 07

Fund Excess/(Deficit):	1,110,756.00	8,001,387.85
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2017 BUDGET POSITION

Central Kitsap Fire & Rescue
MCAG #: 1162

Time: 16:19:30 Date: 08/21/2017
Page: 3

002 RESERVE-GENERAL LIABILITY FUND

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	2,384,757.16	(2,384,757.16)	0.0%
360 Interest & Other Earnings	0.00	13,185.28	(13,185.28)	0.0%
Fund Revenues:	0.00	2,397,942.44	(2,397,942.44)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	2,397,942.44		

2017 BUDGET POSITION

Central Kitsap Fire & Rescue
MCAG #: 1162

Time: 16:19:30 Date: 08/21/2017
Page: 4

201 BOND FUND- DEBT SERVICE

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	254,177.19	(254,177.19)	0.0%
310 Taxes	0.00	759,605.73	(759,605.73)	0.0%
330 Intergovernmental Revenues	0.00	953.92	(953.92)	0.0%
360 Interest & Other Earnings	0.00	3,586.31	(3,586.31)	0.0%
Fund Revenues:	0.00	1,018,323.15	(1,018,323.15)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
591 Debt Service - Principal Repayment	0.00	0.00	0.00	0.0%
592 Debt Service - Interest Costs	0.00	39,201.71	(39,201.71)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	39,201.71	(39,201.71)	0.0%
Fund Excess/(Deficit):	0.00	979,121.44		

2017 BUDGET POSITION

Central Kitsap Fire & Rescue
MCAG #: 1162

Time: 16:19:30 Date: 08/21/2017
Page: 6

305 CAPITAL- APPARATUS/EQUIPMENT FU

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	1,270,313.11	(1,270,313.11)	0.0%
360 Interest & Other Earnings	0.00	7,023.53	(7,023.53)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	1,277,336.64	(1,277,336.64)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	1,277,336.64		

2017 BUDGET POSITION

Central Kitsap Fire & Rescue
MCAG #: 1162

Time: 16:19:30 Date: 08/21/2017

Page: 7

310 CAPITAL- FACILITIES FUND

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	3,411,188.59	(3,411,188.59)	0.0%
360 Interest & Other Earnings	0.00	19,157.40	(19,157.40)	0.0%
390 Other Financing Sources	0.00	131,796.21	(131,796.21)	0.0%
Fund Revenues:	0.00	3,562,142.20	(3,562,142.20)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	3,562,142.20		

2017 BUDGET POSITION

Central Kitsap Fire & Rescue
MCAG #: 1162

Time: 16:19:30 Date: 08/21/2017
Page: 8

315 CAPITAL-FIRE MITIGATION AGREEMENT

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	25,445.71	(25,445.71)	0.0%
360 Interest & Other Earnings	0.00	140.70	(140.70)	0.0%
Fund Revenues:	0.00	25,586.41	(25,586.41)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	25,586.41		

2017 BUDGET POSITION

Central Kitsap Fire & Rescue
MCAG #: 1162

Time: 16:19:30 Date: 08/21/2017
Page: 9

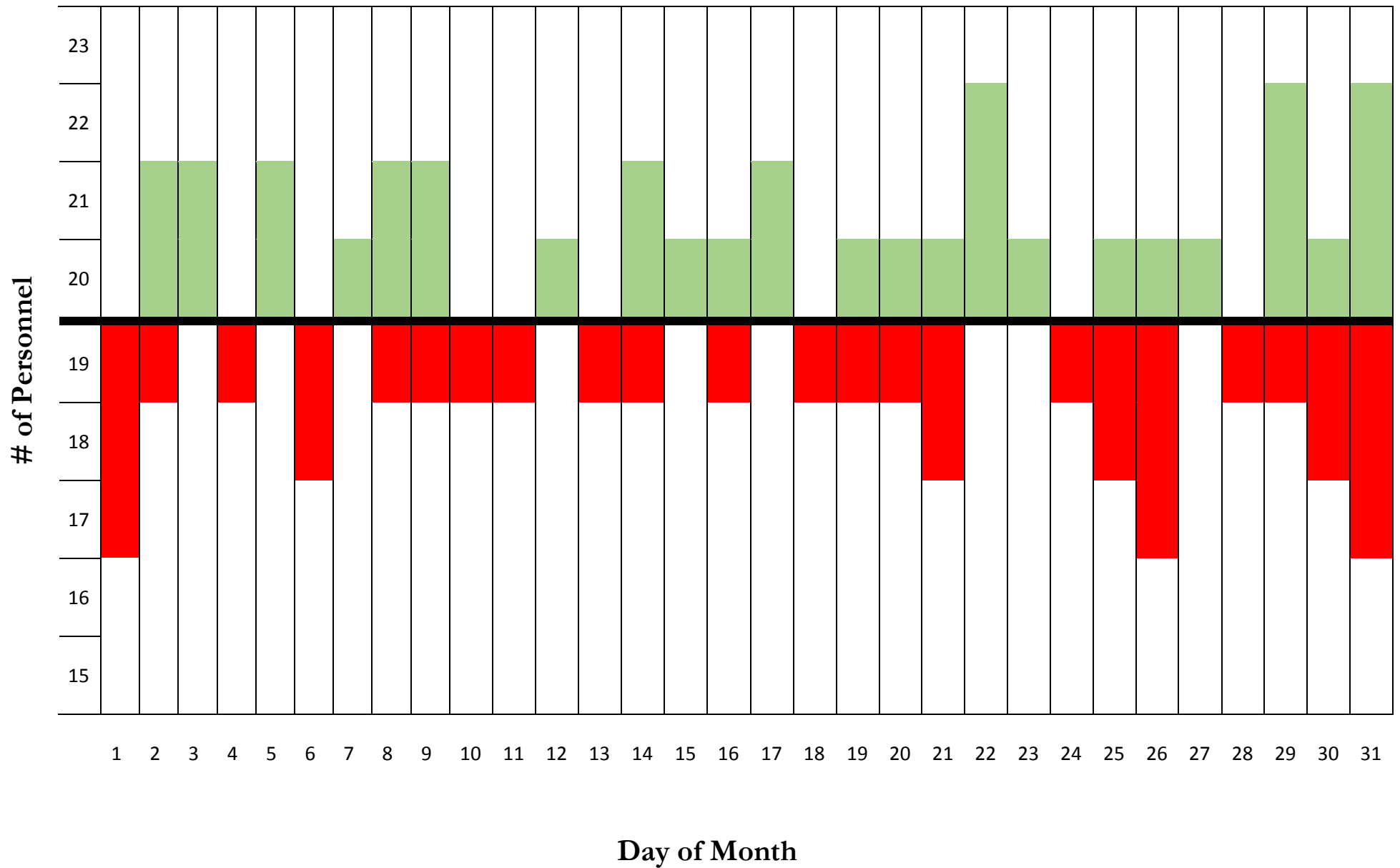
320 CAPITAL PROJECTS FUND- BOND

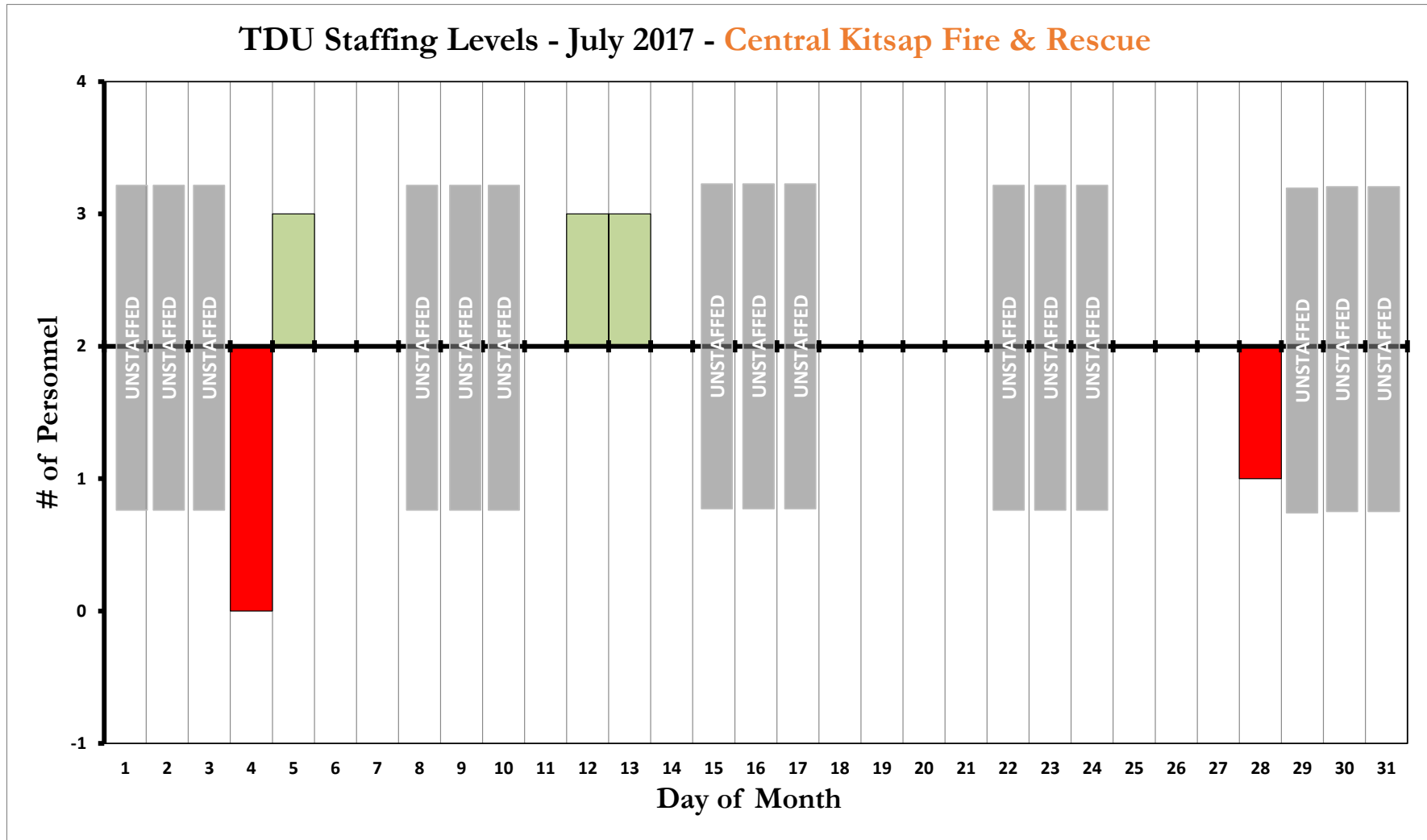
Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	3,769,222.99	(3,769,222.99)	0.0%
340 Charges For Goods & Services	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	19,124.20	(19,124.20)	0.0%
Fund Revenues:	0.00	3,788,347.19	(3,788,347.19)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
592 Debt Service - Interest Costs	0.00	0.00	0.00	0.0%
594 Capital Expenditures	0.00	575,342.17	(575,342.17)	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	575,342.17	(575,342.17)	0.0%
Fund Excess/(Deficit):	0.00	3,213,005.02		

Staffing Levels – July 2017 – Central Kitsap Fire and Rescue

3D-1

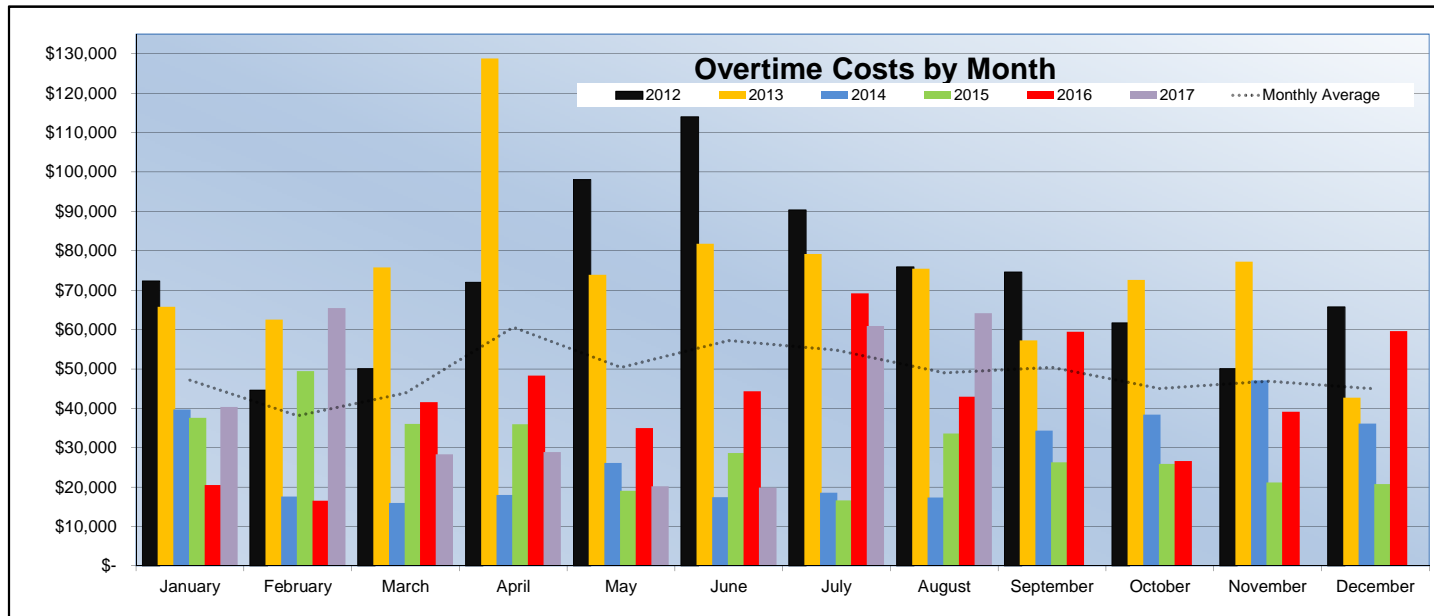




Overtime Costs by Month

CENTRAL KITSAP FIRE & RESCUE

Month	2012	% Spent	2013	% Spent	2014	% Spent	2015	% Spent	2016	% Spent	2017	% Spent	Utilization
January	\$ 72,303	10.63%	\$ 65,710	9.26%	\$ 39,684	10.21%	\$ 37,563	9.26%	\$ 20,458	4.26%	\$ 40,283	8.06%	8.33%
February	44,590	17.19%	62,499	18.07%	17,587	14.73%	49,399	21.45%	16,530	9.12%	65,381	21.13%	16.67%
March	50,085	24.55%	75,712	28.74%	15,948	18.84%	36,014	30.33%	41,543	16.34%	28,300	26.79%	25.00%
April	71,987	35.13%	128,775	46.89%	17,962	23.46%	35,964	39.20%	48,246	26.38%	28,870	32.57%	33.33%
May	98,097	49.55%	73,900	57.31%	26,078	30.17%	19,021	43.89%	34,970	33.66%	20,178	36.60%	41.67%
June	113,985	69.48%	81,719	68.83%	17,410	34.65%	28,579	50.93%	44,322	42.89%	19,808	40.56%	50.00%
July	90,386	79.60%	79,183	79.99%	18,507	39.41%	16,580	55.02%	69,194	57.29%	60,841	52.73%	58.33%
August	75,881	90.76%	75,372	90.61%	17,347	43.87%	33,589	63.31%	42,938	66.22%	64,142	65.56%	66.67%
September	74,591	101.72%	57,230	98.68%	34,311	52.70%	26,271	69.79%	59,367	78.58%	-	65.56%	75.00%
October	61,658	110.79%	72,581	108.91%	38,399	62.58%	25,870	76.17%	26,559	84.11%	-	65.56%	83.33%
November	50,025	118.14%	77,176	119.79%	47,094	74.69%	21,175	81.39%	39,064	92.24%	-	65.56%	91.67%
December	65,710	127.80%	42,659	125.80%	36,100	83.98%	20,772	86.51%	59,602	104.64%	-	65.56%	100.00%
Total	\$ 869,299	127.80%	\$ 892,515	125.80%	\$ 326,428	83.98%	\$ 350,798	86.51%	\$ 502,793	104.64%	\$ 327,802	65.56%	



Detail Breakdown for August:

Overtime Bike Team	\$ 2,258.72
Overtime CPR	-
Overtime Callback	24,079.62
Overtime Community Event	-
Overtime Computer Tech	73.88
Overtime Holdover	907.44
Overtime Instructor	236.40
Overtime Meeting	2,509.26
Overtime Military Leave	-
Overtime Misc	223.43
Overtime Off Shift Response	1,583.89
Overtime PM CE	-
Overtime Peer Review	-
Overtime SL Vacancy	28,977.12
Overtime Training	775.18
Overtime WOOC	2,516.64
Overtime Union Leave	-
Total	\$ 64,141.58



To: Board of Commissioners
From: Jeff Sorenson, Division Chief
Date: August 28, 2017
Re: Vehicle Purchase

Action Requested

Please review the purchase of the following vehicle:

1. 2017 Ford F250

Background

Staff are requesting to purchase the tow vehicle outlined in the Bond. The tow vehicle would mirror the new Battalion Chief truck and would be used as a back-up. Both vehicles will be rotated to balance out the mileage.

Budget Implication

The estimated cost for the 2017 Ford F250 is **\$39,367.50** (not equipped with any emergency lighting or equipment). Funds from the Bond will be used to purchase the truck through State bid.

Policy Implication

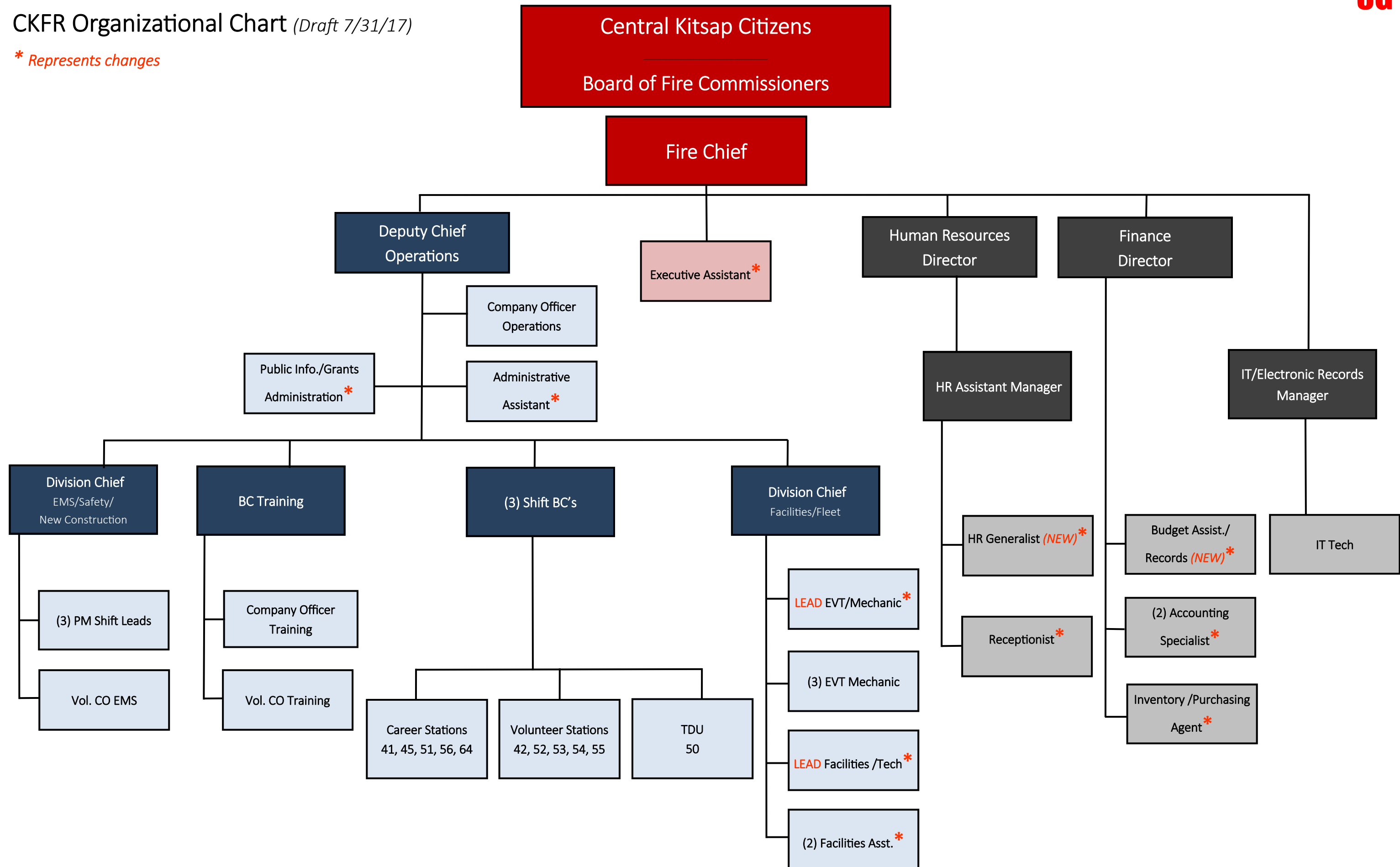
None.

Recommendation

At the September 11, 2017 Board meeting, Staff will request that the Board approve this vehicle purchase. The purchase will be made from the State Contract Vehicle Purchasing Program, not to exceed **\$42,000** for the 2017 Ford F250.

CKFR Organizational Chart (Draft 7/31/17)

* Represents changes





FINANCIAL OUTLOOK

CENTRAL KITSAP FIRE & RESCUE - PRELIMINARY 2017 ECONOMIC SUMMIT DATA



DISCUSSION TOPICS

- National Economy
- State / Local Economy
- CKFR Historical Trends & Projections

NATIONAL TRENDS

In July* . . .

- US Labor Market added a healthy 209,000 – Marks nine years of expansion
 - Strong gains in hospitality, education, healthcare and professional business services
- Layoff announcements declined by 9% - Unemployment at 4.3% (a 16 year low)
- Real GDP grew at an annual rate of 2.6% for Q2 – Up significantly from the previous quarter
- Average hourly earnings are up by 2.5% – Trending up over the past 4 quarters, but still slow
- Mixed purchasing data – Home sales continue to rise, but vehicle sales are down
 - Slow to Modest growth in factory production, retailing and heavy construction

*Source: BLS, WEAERFC, keloland.com

NATIONAL TRENDS

Dow Jones Industrial Average is at an all-time high



Source: Google Finance

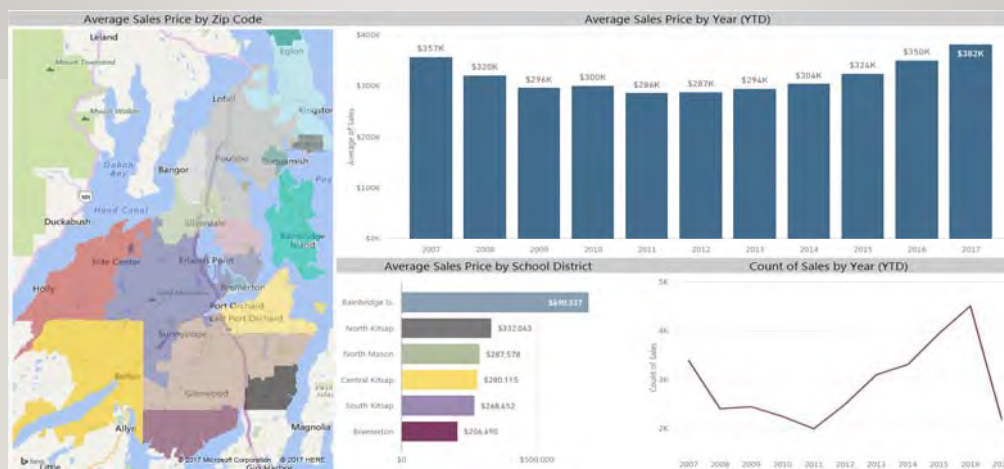
STATE & LOCAL TRENDS

Most recently....

- Seattle home prices increased by an average of 13.3% year-over-year (YOY)
 - Kitsap County median sale prices increased by 11% YOY to \$321,000
- State unemployment at an all time low of 4.5%
 - Kitsap County unemployment at 5.2%, down from 5.9% last year
 - Nearly 92,000 jobs in Kitsap – an all time high
- Seattle area consumer price inflation is at 3.0% - well above the national average
 - Biggest driving factor is shelter costs

Source: BLS, WAERFC, KCAO, Kitsap Sun

STATE & LOCAL TRENDS



CKFR SNAPSHOT



2017 Adopted Budget

- \$20,536,000 total general fund budget
 - 10% increase from 2016 and a 28.5% increase since 2014
- 110 Full Time Equivalents (FTE)
- Capital Budget: \$626,000 or 11% from general fund
- \$12,358,000 Operations Budget
 - 60% of entire general fund \$ budget
 - 75% of total FTE budget

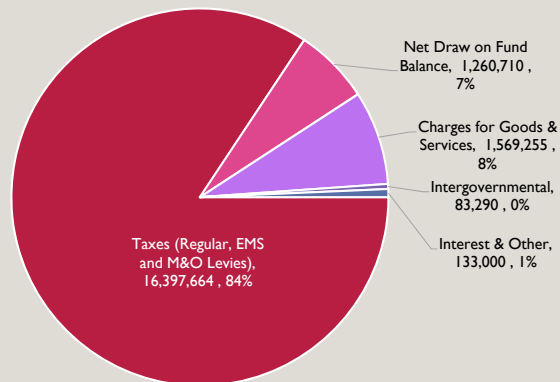
2017 Actual (See financial report)

2017 Capital Budget Sources of Funds	Budget Amount
General Fund	\$ 626,000
Bond Project Fund	3,362,000
Capital Facilities	<u>1,579,000</u>
Total	\$ 5,567,000

CKFR 2017 BUDGETED REVENUES

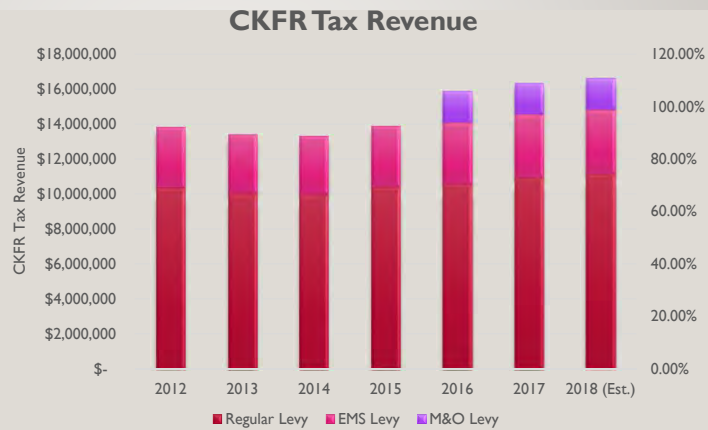
- Nearly 85% of all District Revenue comes from Property Taxes
- The 2017 budget included a net draw on fund balance of \$1.26M
- Ambulance transport fees were \$1.5M or nearly 8% of the 2017 budget

2017 Net Budget Revenue Sources \$19,443,919



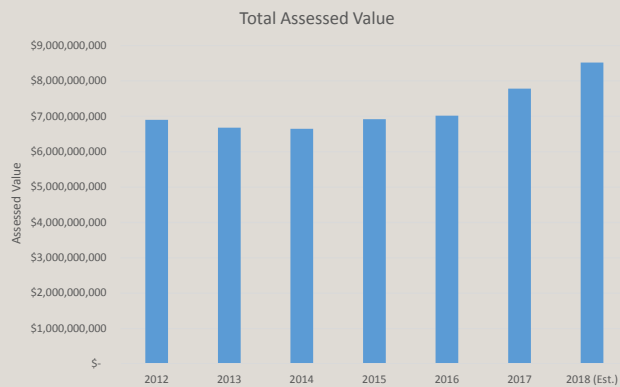
CKFR TAX REVENUE TRENDS

- Regular levy is 67% of total tax revenue in 2017
- M&O Levy added 1.8M or 13% additional tax revenue in 2016
- Total tax revenue increase of nearly \$2.8M or 20% since 2012
- 5 year average YOY change is a positive 1.02% excluding M&O



LEVY RATES & ASSESSED VALUE

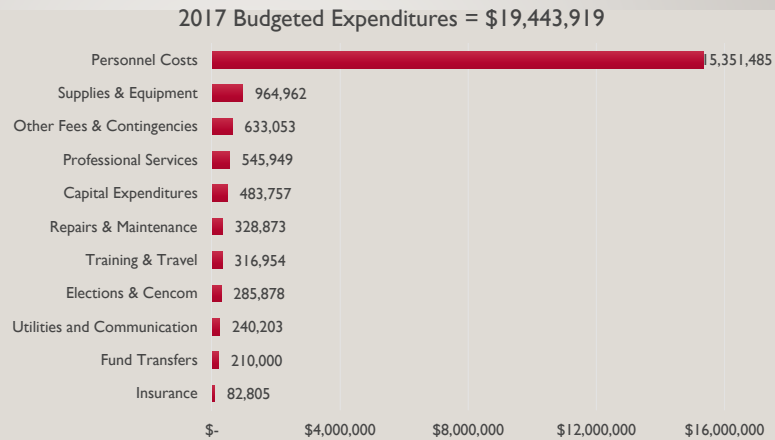
Levy	2012	2013	2014	2015	2016	2017	2018 (Est.)
Regular	1.500000	1.500000	1.500000	1.500000	1.500000	1.406290	1.307627
EMS	0.500000	0.500000	0.500000	0.500000	0.500000	0.460635	0.428388
Total	2.000000	2.000000	2.000000	2.000000	2.000000	1.866925	1.736015
M&O					0.258198	0.232882	0.213067
Bond					0.209944	0.185103	TBD



- Assessed value is projected to increase by nearly 9.5% in 2018
- CKFR tax revenue collections are projected to increase by less than 1.5%

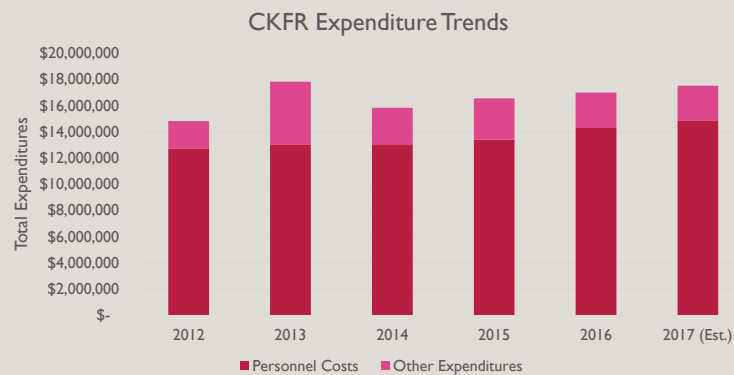
CKFR 2017 BUDGETED EXPENDITURES

- Personnel costs consume 79% of the budget
- Nearly \$2M or 12% increase over 2016 budget
- Largest increases in personnel, capital costs and contingency

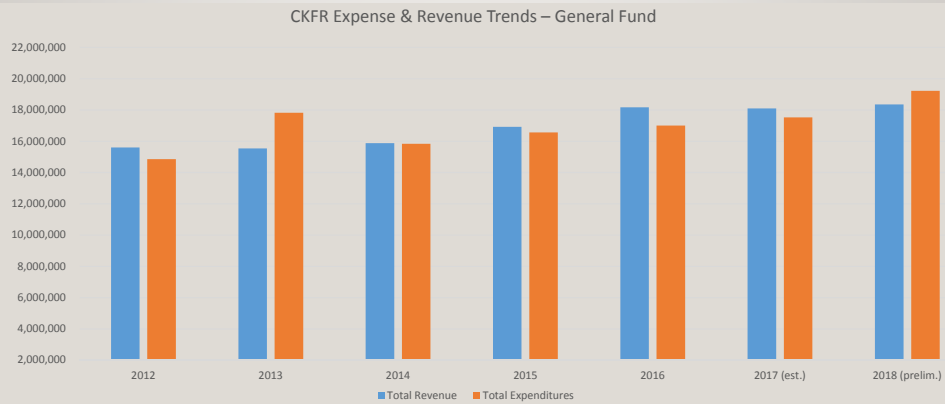


CKFR EXPENDITURE TRENDS

- Average annual increase is 3.9%
- Personnel cost increase ranged from 0.3% to 6.6%
- All other costs ranged from -1.8% to 15.9%
- 2013 increase due to funding new capital facilities fund



COMBINED TRENDS



LOOKING FORWARD

- Additional Forecasting and Scenario Analysis
- Examine Financial Impacts
 - Ground Emergency Medical Transport (GEMT)
 - M&O Renewal
 - Levy Lid Lift
 - Cost Reductions

