

# **BAINBRIDGE ISLAND FIRE DEPARTMENT**

## **BOARD OF COMMISSIONERS**

### Meeting Minutes

August 12, 2015

Vice Chair Scott Isenman called the Special Board meeting to order at 8:04 PM. Present were Commissioners Teri Dettmer and Eileen McSherry; Fire Chief Hank Teran; Assistant Chief Luke Carpenter; Finance Administrator Ed Kaufman; Bond Counsel Marc Greenough and other Department members. Commissioners YongSuk Cho and Dan Morrow were excused.

### AGENDA ADDITIONS & DELETIONS

None

### BUSINESS AGENDA

#### 1. Draft Bond Resolution & Preliminary Official Statement

Chief Teran opened the discussion on the draft Bond Resolution and the Preliminary Official Statement. These documents represent the next step in the bond process prior to actual sale of the voter approved bonds, scheduled for October, 2015. The Department's bond counsel, Marc Greenough, of Foster Pepper PLLC, briefed the Board on each document. The Bond Resolution authorizes the sale of bonds. The Preliminary Official Statement serves as the "offering document", similar to a prospectus, for prospective buyers of the bonds. Both documents were prepared by bond counsel. The Commissioners had a number of questions regarding the timing of the sale, what happens on the day of the sale, and what happens to the proceeds. Mr. Greenough answered all questions to the satisfaction of the Board. He described the bonds as "100% pure vanilla", bonds that will be very appealing to institutional investors. He stressed that unlimited-tax general obligation (UTGO) bonds, such as these, are the most secure in terms of repayment and therefore should attract a lot of interest on the day of the sale.

This agenda item was for discussion only with final approval of the Bond Resolution scheduled for the special meeting on August 20, 2015. The Preliminary Official Statement will continue to be modified slightly until it is published, approximately two weeks prior to the scheduled bond sale date in October.

### FIRE CHIEF'S REPORT

Deferred

### GOOD OF THE ORDER

Chief Teran reminded the Board that staff will be presenting information regarding the new Intern and Cadet programs at the September 10, 2015 Board meeting.

### CITIZEN COMMENTS OR DISCUSSION

None

### CONSENT AGENDA

(Warrants totaling \$486,261.24, July Payroll, 2015 Mid-Year Financials, Meeting Minutes 7/23/2015) Commissioner Dettmer moved to approve the Consent Agenda as presented. Commissioner McSherry seconded the motion and the motion passed.

## BUSINESS AGENDA

### 2. Resolution #8-2015: 2015 Mid-Year Budget Adjustment

Chief Teran requested approval of Resolution #8-2015: 2015 Mid-Year Budget Adjustment. FA Kaufman presented an overview of the 2015 budget and highlighted the expenditures incurred by the Department that were not included in the original 2015 Budget. The majority of these expenditures are a result of Board actions taken after the approval of the 2015 Budget in November, 2014 and as a result of the election held in February, 2015. (Please see the attached Board Information Sheet for additional details.) Commissioner McSherry moved to approve Resolution #8-2015: 2015 Mid-Year Budget Adjustment as presented. Commissioner Dettmer seconded the motion and the motion passed.

### 3. 2016 Budget Assumptions

FA Kaufman also presented the 2016 budget assumptions that staff will be using to develop the 2016 Budget. The primary assumptions for the expense budget will include the following: a reflection of the February election and voter approval of the general fire levy increase to support staffing at Station 23; an expected 8% increase in taxed assessed values on Bainbridge Island; and COLA being lower than projected. The 2016 capital budget will also be a reflection of the voter approved bond authorization and the ongoing station replacement project currently underway. All assumptions in the 2016 Budget will be with in line with sustainability projections in the Department's 10-year plan. Commissioners directed staff to move forward with preparation of the 2016 Budget using these assumptions. Staff informed the Board that a draft 2016 budget would be presented in October, 2015 with final approval scheduled for November.

### 4. New Recruit Acceptance

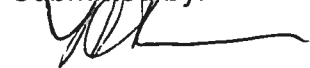
Chief Teran requested conditional acceptance of five new Recruit Volunteer Firefighters: Cooper Ashley, Frank Brennan, Vernon Germano, David Ortyn, and Jeremy Van Nuys; and one new Special Service Volunteer John Shoemaker.

The Volunteer Firefighters have met and completed all required entry guidelines except for physical examinations, which will be completed prior to any fire response training. Commissioner McSherry moved to accept the six new recruit volunteers as presented. Commissioner Dettmer seconded the motion and the motion passed.

## ADJOURNMENT

The meeting was adjourned at 9:01 PM.

Submitted by:



Henry A. Teran, Board Secretary

Approved

August 27, 2015