

## KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

2022 Budget Workshop

Thursday October 19, 2021

**Called to order:** 10:30

### **In Attendance:**

Commissioner Montag, Commissioner Virts, Commissioner Connor. Quorum present.  
Chief Long, Rozalind Plumb, Jenifer Mclean

- Review 2022 General Operating Budget.

KCFD3 staff have been drafting a budget for 2022 General Operating expenditures. The Commissioners are reviewing the draft budget.

The 2022 budget is based on the maximum request allowed by law of 1% increase over the previous year taxable amount.

2021 taxable levy amount \$491,797.60

2022 taxable levy amount \$496,715.58, an increase of \$4,917.98 (at time of workshop we did not have the official estimate from the county assessor. We based the workshop on a 1% increase over the actual levy amount posted on the county web site).

The Commissioners reviewed the 2022 budget by line item:

### **Salaries and Benefits:**

The estimates for 2022 remain the same from 2021. Without a full time Training position being filled the budget should be enough to handle the part time position that began in October 2021. There is a 5% \$12,464.35 buffer that helps fund any Over Time that may be incurred over the year. An additional \$10,000 to offset any State Mobilization for staff while the district waits for reimbursement from the state. Additional funds were assigned to a buffer of \$13,587.57. While it appears to be padded the Wages and benefits holds the greatest liability for the district.

### **Volunteer Stipend & benefits**

The Station Captains have a set retainer. The Volunteer stipend is dependent on the number of volunteers attending calls and trainings. In 2021 the stipend was increased to \$10.00 per event. The Board for Volunteer Firefighters will increase rates from \$90 to \$140 per volunteer. Estimated for 40 volunteers.

Life Flight rate is \$59. Also estimated for 40 volunteers (usually less than 30).

The additional Accident and Disability coverage renewed at the end of 2020. This will assist any firefighter with lost wages should they be injured on a call and unable to work. Beginning in 2021 the Board approved a 24 hour coverage for volunteers (even off duty). The estimated additional cost would be \$2,000 per year. The district paid for the additional policies with a 3-year premium and gained a discount of 10%. We still budget for the annual cost of the premium.

**Volunteer Recognition:**

The recognition dinner has been cancelled 2 years running due to covid. \$3200.00.

**Office expenses:**

Standard office supplies and printer lease is included here. Costs are fairly straight forward but there may be some needs when we move back into the new office space.

**Professional Services:**

Legal fees are an unknown. It was determined that unforeseen legal costs, such as Torts, could be funded from the Cash Balance and not from the operating budget. This will leave more funding available for operational needs.

Lexipol is a set annual fee.

IT Services: The district needs IT support and back up. Radcomp have been extremely responsive and helpful with all the moves and updates and resolving issues.

**Insurance:**

Significant increases have occurred in insurance. We are still waiting for a representative to visit our facilities to ensure we are adequately covered. After the facilities upgrades, we will be looking at alternative insurance companies.

**Advertising:**

Legal notices: this will cover notices for special meetings and hearings, and advertising surplus equipment. The change in the newspaper has meant advertising cost have increased significantly (from \$60 to \$112 -200 depending on weeks posted).

**Communications:**

Active 911 – cost of service fee to have the app on volunteers' phones.

Phones: the district needs to move to providing work phones for the Chief and Training Officer.

**Vehicle parts & repairs:**

Maintenance and repairs of vehicles are covered here. The parts of vehicles that are needed to drive (eg. Anything under the hood, the chassis, wheels, body work etc.).

**Rescue apparatus and supplies:**

Any items on the vehicles required for response to emergencies. Eg. tanks, pumps, hose reels, generators Small items will be handled out of this section. SCBA Testing will be needed in 2022 and beyond.

**Fuel:**

Anticipated a 30% increase in cost from \$9,000 to 11,700.

**Station Repairs/Supplies:**

Adding grounds maintenance and needed weed control.

**Utilities:**

Biggest change will be the initial filling of new propane tanks with the new construction at facilities. Expect to see reduced electricity use.

**Travel & meals:**

This has not been getting used due to reduced out of district training events. But anticipate a return to normal levels soon. Meals for extended

**Training:**

Remains at \$7,000. There has been a shift to more online trainings at least for admin.

**Fire supplies/service:**

PPE, wildland, and structure gear. Any fire and emergency response related tools and equipment.

**EMS supplies/service:**

EMS Licenses, supplies, AED and equipment servicing,  
Cot- the Cot is scheduled for replacement under the capital projects.

**Uniforms:**

T shirts and sweatshirts etc. Staying the same.

**prevention:**

Preplanning, school programs and house numbers etc.

**Long Term Loans :**

No longer needed.

**Taxes:**

This covers use tax on items bought out of state.

**Dues and Fees:**

Annual fees for membership (eg. Washing Fire Commissioners Association, and Washington Fire Chief).

**Municipal Pool Reserve:**

Past years the district attempts to put aside 5% of the property taxes to be invested.  
5% of 496,715.58 = 24835.78.

Initial review resulted in overspending the actual amount available. The Commissioners reviewed areas that could be reduced.


Commissioners gave staff authorization to work on the budget to meet the available levy amount.

***Motion to adjourn made by Commissioner Connor, seconded by Commissioner Montag. (2 yay, 0 nay) motion passed. (Commissioner Virts had to leave the workshop early at 12:00).***

***Meeting adjourned: 12:37***

**APPROVED BY:**

  
Chairman – Commissioner Thomas Montag. (date)

  
Commissioner Robert Connor 11/10/21 (date)

  
Commissioner Charles Virts 18 Nov 2021 (date)

**Attest:**

  
District Secretary Rozalind Plumb

DRAFT 2020/2021/2022 OPERATING BUDGET COMPARISON  
 Klickitat County Fire District 3

10/19/2021

Category	2020 figures		2021 figures		2022 figures		notes
	\$	sub total	\$	sub total	\$	sub total	
admin	Salaries & Wages - employee paid	191,520.61		200,100.00	200,100.00		
admin	Benefits (excluding employee paid)	45,712.68		49,187.00	53,979.00		
	buffer OT (wage and bens)	13,564.00		12,464.00	12,464.00		
	wildland outlay to be reimbursed	10,000.00		10,000.00	10,000.00		5% over sal & ben wildland will be paid up front and reimbursed
	archive assistant	7,000.00					cost of living 5.9% / salary increases/State ag
3%2020	5% buffer over total	8,033.92		13,587.55	13,587.55		
admin	Salaries & Benefits	275,831.21		285,338.55	290,130.55		
	Volunteer Stipend	14,400.00		12,000.00	12,000.00		changed in 2021 to 10.00 per event for all (in 3,600 retainer for 3 captains
	Captain stipend	3,600.00		3,600.00	3,600.00		pension and dis premium increases to 140 per \$59 per person
	BVFF Dis/Pension	5,600.00		5,600.00	5,600.00		new policy in Jan 2021 so payment in Dec 20
	LifeFlight	3,000.00		2,500.00	2,500.00		2,000.00 cost of 24/7 coverage (\$
	Accidental H & D ins LOD	3,807.00		3,807.00	3,807.00		
	AD&D 24/7	2,000.00		2,050.00	2,000.00		
	Volunteer Stipend & Benefits	32,407.00		29,557.00	29,507.00		
admin	plagues/dinner	3,200.00		3,200.00	3,500.00		
	Volunteer Recognition						printer lease estimate 175/month
	printers (rent,ink, service)	2,500.00		2,500.00	2,500.00		budget for disruption?
admin	supplies (paper, misc,	3,000.00		3,000.00	3,000.00		
	Office Expense/Supplies	5,500.00		5,500.00	5,500.00		
admin	legal	3,000.00		3,000.00	3,000.00		legal fees
	Lexipol	3,500.00		3,500.00	3,500.00		web site only
	web site maint	600.00		600.00	600.00		5% increase
	IT services- Radcomp	8,300.00		10,000.00	10,000.00		Position 1 ends 2021
	MRSC	150.00		150.00	150.00		
	payroll	2,500.00		2,500.00	2,500.00		
	nov election cost	2,000.00		2,000.00	2,000.00		
	STATE AUDIT	5,500.00					
	Professional Services	25,550.00		21,750.00	21,750.00		2022 3-5% increase overall
	enduris	20,000.00		21,500.00	25,000.00		2020 actual \$20,625.00, 2021 14% increase
admin	Insurance	20,000.00		21,500.00	25,000.00		2022 increased \$3500
	legal notices/roster	200.00		200.00	200.00		2022 unknown increase as of 6/9/21
	bids	200.00		200.00	200.00		\$112/notice annexations etc
	special meetings/hearings	200.00		200.00	200.00		for capital projects and surplus
	annexations	800.00		500.00	500.00		
	other	500.00		500.00	900.00		
admin	Advertising	1,900.00		1,600.00	2,000.00		
	Active 911	360.00		400.00	400.00		hold for after station changes
	911 station phones	100.00		1,000.00	1,000.00		
	yahoo domain	100.00		100.00	150.00		
	Misc	1,000.00		1,500.00	1,500.00		need pagers replaced
	Maintenance radios/pagers	1,000.00		192.00	192.00		\$16/month
	zoom for meetings	1,300.00		1,500.00	1,500.00		\$120/mo
ops	Ops Cell phone	1,300.00		1,500.00	1,500.00		Look at purchasing district phones
	Communications	2,760.00		4,692.00	4,742.00		
ops	Vehicle Parts/Repairs	9,000.00		9,000.00	7,000.00		unknown repairs
	service fleet	5,000.00		5,000.00	5,000.00		charging points in vehicles (suction etc)
	supplies	5,000.00		6,000.00	3,000.00		

20625  
 721,875  
 21346.875



		14,000.00	20,000.00	15,000.00	replaced in 2021
tires					
Vehicle Parts/Repairs					
ops					
Rescue - Apparatus Supplies	1,500.00			1,500.00	tools
Tender spray project				5,000.00	
hose test	3,600.00	3,600.00		3,600.00	decrease linear foot due to new hose but retain for 2021 budget
pump test	1,700.00	1,700.00		1,700.00	
scba hydro test				-	2023
scba flow test				1,500.00	2021 budget
Rescue Apparatus		6,800.00	6,800.00	13,300.00	



admin	11,728.14	34,674.14	20,000.00	24,835.78	24,835.78	5%
anticipated annexation out						
Municipal Pool Investment						
Capital Reserve						
Total		499,422.35	489,403.55	509,125.33	<b>Total Budget</b>	
av property tax estimated in October	458,938.67			496,715.58		estimated based on actual 2021 county levy data
av estimated increase -new construc	11,483.68	470,422.35	489,404.40	0		from WSF &SCFD3
FD training Officer positon	29,000.00					<b>TOTAL EXPECTED</b>
		499,422.35	489,404.40	496,715.58		remaining
		0.00	0.85	(12,409.75)		



## 2022 Budget Work shop web notice

The screenshot shows a web browser window with the following content:

- Browser tabs: "Washington state vaccine require...", "Deadline arrives for unvaccinati...", "kcf3 - Bing", "Notice Of 2022 Budget Worksh..."
- Address bar: "kcf3.com/notice-of-2022-budget-workshop/"
- Navigation menu: HOME, ABOUT 3, LATEST 3, RESOURCES AND EDUCATION 3, ANNOUNCEMENTS, CONTACT US, MEMBERS, MINUTES (highlighted in red), U
- Logo: Fire Department 3
- Section Header: **NOTICE OF 2022 BUDGET WORKSHOP**
- Text: "by R. Leland Plumb | Oct 14, 2021 | Meetings"
- Text: "The Fire Commissioners of Klickitat County Fire District 3 will hold a **WORKSHOP**"
- Date: **Tuesday October 19<sup>th</sup> 2021**
- Time: **10:30 am**
- Location: **Zoom**
- Zoom Link: <https://us02web.zoom.us/j/3057260348>
- Meeting ID: **305 728 0348**
- Phone Numbers:
  - +1 888 800 8128 US (San Jose)
  - +1 253 215 9782 US (Tacoma)
- Purpose: "The purpose of the workshop is to review information for the 2022 Operating Budget."
- Approval: "Approval of the 2022 Budget will follow a Public Hearing currently scheduled for November 9th 2021."
- Footer: <https://kcf3.com>