

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

2020 Budget Workshop

Tuesday October 20, and continued Thursday October 22, 2019

Meeting held via Zoom.

Notice and the zoom link was given in writing to the commissioners, posted on the office door, and on Face book for both the 1st work shop on October 20th and the continuation on October 22.

Called to order: 12:30

In Attendance:

Commissioner Montag, Commissioner Virts, Commissioner Connor. Quorum present.
Chief Long, Rozalind Plumb, Jenifer McLean, Eric Bosler.

- **Review 2021 General Operating Budget.**

KCFD3 staff have been drafting a budget for 2021 General Operating Expenditures. The Commissioners are reviewing the draft budget.

The 2021 budget is based on the maximum request allowed by law of 1% increase over the previous year levy.

Klickitat County Assessor's Office estimate 2021 property tax to be \$480,474.77.

Additional increase from new construction is estimated at \$8,929.63.

A total taxable amount of \$489,404.40.

In 2020 additional funding for the district came from WS Fire and Skamania County Fire 3 to help fund the Training Captain position. The following operating budget includes the expense for the training captain but does not include any potential revenue from outside agencies. In 2020 the district received \$29,000 to help fund this position.

The Commissioners reviewed the 2021 budget by line item:

Salaries and Benefits:

The estimates for 2021 include the cost of all paid staff positions. There is a 5% \$12,464.00 buffer that helps fund any Over Time that may be incurred over the year. It also helps offset any State Mobilization for staff while the district waits for reimbursement from the state. Initially a 3% buffer was added to the total cost of salaries and benefits. After some changes elsewhere in the budget it ended at 5% buffer. This is intended to cover Cost of living increases.

Volunteer Stipend.

The Station Captains have a set retainer of \$100 per month. They do not receive stipend for individual calls and regular training. The Volunteer stipend is dependent on the number of calls and trainings. Current Firefighter stipend is \$8.50 per event. Commissioners would like to increase it to \$9.50.

The Board for Volunteer Firefighters will increase rates from \$90 to \$140 per volunteer. Life Flight increased rates to \$59 in 2020. This budgets for 40 firefighters (we currently have less than that).

The additional Accident and Disability coverage will renew at the end of 2020. This will assist any firefighter with lost wages should they be permanently injured on a call. There is an option to increase coverage from only covering incidents while on duty, to covering volunteers 24/7, (even off duty).

Volunteer Recognition:

the recognition dinner is paid out up front but the Associations pay back to the District to cover the cost of family members. We were unable to host this event in 2020 due to Covid. Remained at \$3200.00.

Office expenses:

Estimated costs to remain the same. However, the disruption of station 31 during the remodel could cause some unexpected costs.

Professional Services:

Legal fees are an unknown. Any legal fees associated with capital projects can be paid from the Bond. 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 policy program, and has a set annual fee.

IT Services: This expense has already given the district much needed IT support and back up.

While adding this is a big change to the ongoing cost it is a requirement that is long overdue.

MRSC hosts our Vendor Rosters. This is a needed service when going to bid on capital projects.

Election costs: Commissioner position 1 is up for renewal in 2021.

Insurance:

2020 increased to 20,625.00 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 cost savings too. Increased 2020 cost by 3.5% plus a small buffer to \$21,500.00.

Advertising:

Legal notices: this will cover notices for special meetings and hearings. Also covers any advertising for bids or surplus.

Communications:

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

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

Vehicle parts & repairs:

Maintenance and repairs are covered here.

Rescue apparatus and supplies:

SCBA Flow Testing will be required annually. Hydrotesting will not be required in 2021 as the SCBAs are new.

Fuel:

Fuel for vehicles. 2020 saw reduced costs here, but the price of fuel can fluctuate. Maintain a budget at \$9,000.

Station Repairs/Supplies:

Adding grounds maintenance and needed weed control.

Utilities:

Reductions are being seen at stn 32. However, the construction work may affect both stations (increased activity/power tool use etc).

Travel & Meals:

Reduced due to covid restrictions

Training:

Reduced cost due to covid – online classes are cheaper than in person.

Fire supplies/service:

This area has been reduced as the Bond should cover turnouts and capital items like training Props.

EMS supplies/service:

The Monitor is a capital item,

AEDS are serviced by a new vendor and costs are reduced.

Cot- the Cot was scheduled for replacement under the capital projects.

Uniforms:

Reduced for paid staff.

prevention:

This program is staying the same.

Long Term Loans :

No longer needed.

Taxes:

This covers use tax on items bought out of state. Capital items will be covered under the capital purchase.

Dues and Fees:

Annual fees for membership to helpful associations. Increased fees for WA Fire Chiefs Association.

Municipal Pool Reserve:

The district attempts to put aside 5% of the property taxes to be invested.
5% of 489,404.40 = 24,470.2. 2021 to hold \$20,000.00 in reserve.

Initial review resulted in overspending the actual amount available by \$10,0000.

Due to time constraint for another meeting the Workshop was adjourned at 14:55 and continued 10/22/2020 at 12:35.

The Commissioners reviewed areas that could be reduced. Areas included reducing the 5% for investing, This resulted coming in under budget.

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

Commissioners also discussed the goal of having enough in saved funds to accommodate a severe drop in the economy and still maintain operations and staffing.

Current funds :

Invested general funds = \$629,536.00 this would cover annual operating costs for at least one year in a crisis.

Unused cash balance and investments should be reserved for specific items in the future. Consideration should be given to saving specifically for replacement of fire vehicles and

equipment. By reserving funds they cannot be used for anything else. Reserved funds need to be specific.

Budget Hearing is scheduled for November 12th at 1pm before the regular meeting at 3pm.

Discussion on the tax revenues and levy rates. See the attached graphs. The commissioners discussed the impact of increased property values and therefore reduced tax rate per \$1000 of property value.

The current Levy is permanent. It began at 0.92 cents per 1,000 of property value. The district can only increase the levied taxes by 1% each year. Due to property values increasing the rate is now down to 0.83 cents per 1000.

At what point does the District need to consider a Levy Increase? If the District starts to see a trend where it can not maintain the operations of the district on the predicted taxes, or when the demand for services by the customers increases, then the district would need to go back to the voters for a levy lid lift.

The Bond Levy: The Rate per 1000 is also decreasing for the Bond. 2019 it was 0.61 cents and 2020 it was 0.56 cents. The actual amount levied each year is constant as it is based on the repayment schedule.

Now is the time to start strategizing for the entire community in the event the Citizens require increased service. If in the future the district is unable to meet demands with the current volunteer model, then the region will need to look at different models for service such as paid staffing.

Motion to adjourn made by Commissioner Virts, seconded by Commissioner Connor. (3 yay, 0 nay) motion passed.

Meeting adjourned: 13:50.

APPROVED BY:

Thomas Montag 11/17/20
Chairman – Commissioner Thomas Montag. (date)

Attest:

Rozalind Plumb
District Secretary Rozalind Plumb

Charles Virts 11-18-2020
Commissioner ~~Robert Connor~~ Charles Virts (date)
VIRTS

Robert Connor 11-18-2020
Commissioner Charles Virts (date)
ROBERT CONNOR

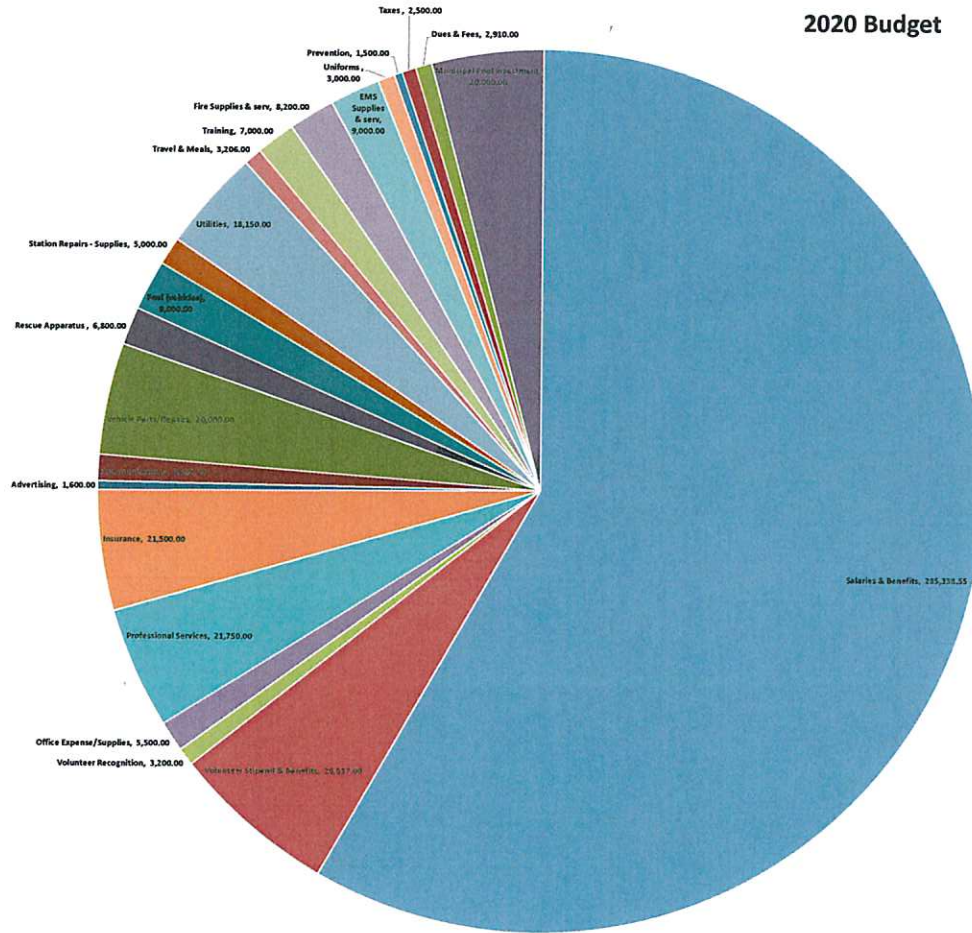
<https://us02web.zoom.us/j/86538262638?pwd=cGl1U3NSOExQT3pGenVQanYwaHBBdz09>

		2020 figures		2021 figures		
Category	\$	sub total	\$	sub total	notes	
admin	Salaries & Wages + employee paid benefits	191,520.61		200,100.00		249,287.00
admin	Benefits (excluding employee paid)	45,712.68		49,187.00		12,464.35
	buffer OT (wage and bens)	13,564.00		12,464.00	5% over sal & ben	
	wildland outlay to be reimbursed	10,000.00		10,000.00	wildland will be paid up front and reimbursed	
	archive assistant	7,000.00		-		
3%2020	5% buffer over total	8,033.92		13,587.55	cost of living 1.3% /salary increases/State agency rate increases	
	Salaries & Benefits		275,831.21	285,338.55		
admin	Volunteer Stipend	14,400.00		12,000.00	change stipend to 9.50 per event FF only not captains	15,600.00
	Captain stipend	3,600.00		3,600.00	3,600 retainer for 3 captains look at costs per call revise in 2022	
	BVFF Dis/Pension	5,600.00		5,600.00	pension and dis premium increases to 140 per FF 40x140= 5600	2,360.00
	LifeFlight	3,000.00		2,500.00	\$59 per person	
	Accidental H & D ins LOD	3,807.00		3,807.00	new policy in jan 2021 so payment in Dec 2020 (10,313)	
	AD&D 24/7	2,000.00		2,050.00	2,003.00 estimated cost of additional 24/7 coverage	
	Volunteer Stipend & Benefits		32,407.00	29,557.00		
admin	plaques/dinner	3,200.00		3,200.00		
	Volunteer Recognition		3,200.00	3,200.00		
	printers (rent,ink, service)	2,500.00		2,500.00	printer lease estimate	175/month
	supplies (paper, misc,	3,000.00		3,000.00		
admin	Office Expense/Supplies		5,500.00	5,500.00	budget for disruption?	
admin	legal	3,000.00		3,000.00	legal fees	
	Lexipol	3,500.00		3,500.00		
	web site maint	600.00		600.00	web site only	
	IT services- Radcomp	8,300.00		10,000.00	5% increase	
	MRSC	150.00		150.00		
	payroll	2,500.00		2,500.00		
	nov election cost	2,000.00		2,000.00	Position 1 ends 2021	
	STATE AUDIT	5,500.00		-		
	Professional Services		25,550.00	21,750.00		
	enduris	20,000.00		21,500.00	2020 actual \$20,625.00 3.5% increase plus a buffer	20625 721.875
admin	Insurance		20,000.00	21,500.00	reach out for guidance	21346.875
	legal notices/roster	200.00		200.00		
	bids	200.00		200.00	for capital projects and surplus	
	special meetings/hearings	200.00		200.00		
	annexations	800.00		500.00		
	other	500.00		500.00		
admin	Advertising		1,900.00	1,600.00		
	Active 911	360.00		400.00		
	911 station phones			1,000.00	hold for after station changes	
	yahoo domain	100.00		100.00		
	Misc					
	Maintenance radios/pagers	1,000.00		1,500.00	need pagers replaced	
	zoom for meetings			192.00	\$16/month	
	Ops Cell phone	1,300.00		1,500.00	\$120/mo Look at purchasing district phones	
ops	Communications		2,760.00	4,692.00		
ops	Vehicle Parts/Repairs	9,000.00		9,000.00		
	service fleet	5,000.00		5,000.00		
	supplies			6,000.00	tiers? 20,000	
	tires					
	Vehicle Parts/Repairs		14,000.00	20,000.00		
ops	Rescue - Apparatus Supplies	1,500.00			tools	
	hose test	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		
	scba hydro test					
	scba flow test			1,500.00	2021 budget	
	Rescue Apparatus		6,800.00	6,800.00		

ops	Fuel (vehicles)	9,000.00	9,000.00	9,000.00	9,000.00	
	general supplies	5,000.00		3,000.00		
	ground maint			2,000.00		*increase due to construction? Tree removal, dump fees
ops	Station Repairs - Supplies		5,000.00		5,000.00	
	PUD stn 31	4,500.00		4,500.00		*increase due to construction?
	PUD stn 32	2,500.00		2,000.00		
	PUD stn 33	1,000.00		1,000.00		
	Water	650.00		650.00		
	Century Link	4,500.00		5,000.00		
	propane	4,000.00		3,500.00		
	misc/buffer	1,950.00		1,500.00		
ops	Utilities		19,100.00		18,150.00	
		4,000.00		3,206.00		
ops	Travel & Meals		4,000.00		3,206.00	mileage, hotels, meals
	EMS	4,000.00		2,000.00		EMT
	Fire	4,000.00		2,000.00		academy and other training
	Admin	1,500.00		1,500.00		WFOA conf. State Auditors/WFOA/ Chief's Conference
	Training Supplies	1,500.00		1,500.00		Materials purchased & used during drill
ops	Training		11,000.00		7,000.00	
	Emergency Reporting	-		2,700.00		\$2,677.57 2019 rate + 2021 possible 15% increase
	Turnouts x 3	-				Capital purchase
	wildland (pants, boots,)	-		3,500.00		
	misc	6,500.00		2,000.00		
	fire training props	2,500.00				connex box/ Roof prop
ops	Fire Supplies & serv		9,000.00		8,200.00	Fire related supplies - PPE,
	EMS licences	500.00		500.00		
	EMS Supplies	3,500.00		4,000.00		
	AED & monitor service	5,500.00		3,500.00		
	Stryker cot service			1,000.00		
	budget to replace monitor	-				Capital item
ops	EMS Supplies & serv		9,500.00		9,000.00	
	Paid staff	2,000.00		1,000.00		
	Volunteers class B & A	2,000.00		2,000.00		tshirts and shirts, commissioners
ops	Uniforms		4,000.00		3,000.00	
	preplanning supplies	200.00		200.00		
	signs	500.00		500.00		
	schools	400.00		400.00		
	misc	400.00		400.00		
ops	Prevention		1,500.00		1,500.00	
admin	Long Term Loans (ends June)	-	-			
admin	Use Tax	2,500.00		2,500.00		for items purchased out of state
admin	Taxes		2,500.00		2,500.00	sales tax owed from purchases and sales
	Category					notes
	WA Fire Chiefs Assoc.	550.00		1,260.00		increased for 2020-21
	NFPA member					
	WFOA member	1,500.00		1,500.00		
	WFOA	150.00		150.00		admin x2 @75
	Training Officer membership					
admin	Dues & Fees		2,200.00		2,910.00	
	5% of tax rev	22,946.00		20,000.00		5% goal of tax rev. 24,023.74
	anticipated annexation out	11,728.14				
admin	Municipal Pool Investment		34,674.14		20,000.00	24,470.22 5%
	Capital Reserve					
	Total		499,422.35		489,403.55	Total Budget
	av property tax estimated in October	458,938.67		480,474.77		
	av estimated increase -new construc	11,483.68	470,422.35	8,929.63	489,404.40	
	FD training Officer position	29,000.00		0		from WSF &SCFD3
			499,422.35		489,404.40	TOTAL EXPECTED
			0.00		0.85	remaining

2021 budget summary		
	\$	%
Salaries & Benefits	285,338.55	58.30
Volunteer Stipend & Benefits	29,557.00	6.04
Volunteer Recognition	3,200.00	0.65
Office Expense/Supplies	5,500.00	1.12
Professional Services	21,750.00	4.44
Insurance	21,500.00	4.39
Advertising	1,600.00	0.33
Communications	4,692.00	0.96
Vehicle Parts/Repairs	20,000.00	4.09
Rescue Apparatus	6,800.00	1.39
Fuel (vehicles)	9,000.00	1.84
Station Repairs - Supplies	5,000.00	1.02
Utilities	18,150.00	3.71
Travel & Meals	3,206.00	0.66
Training	7,000.00	1.43
Fire Supplies & serv	8,200.00	1.68
EMS Supplies & serv	9,000.00	1.84
Uniforms	3,000.00	0.61
Prevention	1,500.00	0.31
Taxes	2,500.00	0.51
Dues & Fees	2,910.00	0.59
Municipal Pool Investment	20,000.00	4.09

Total 489,403.55



stipend estimates

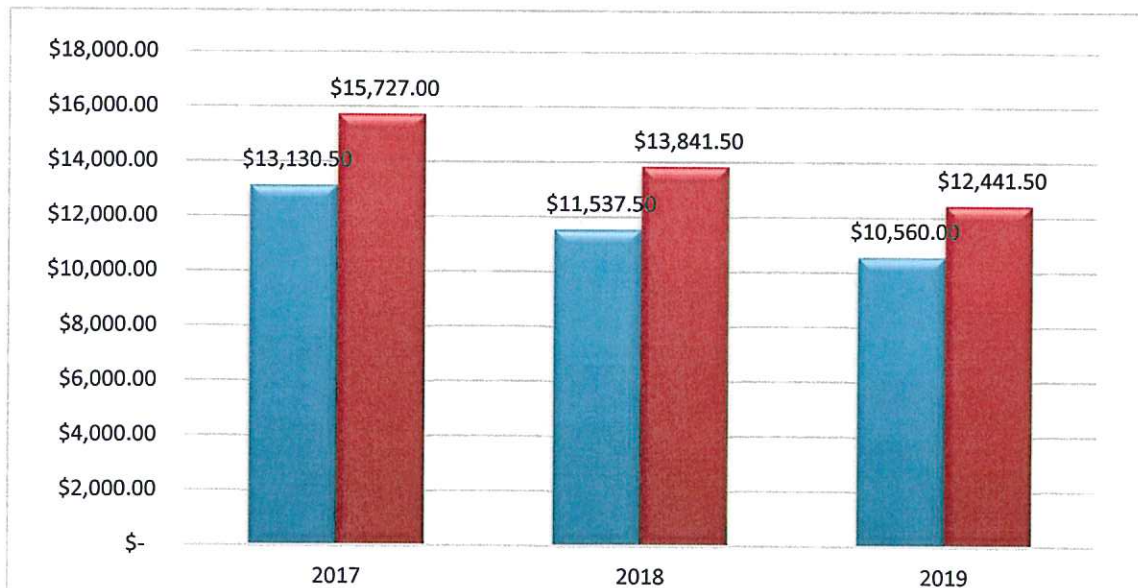
		actual at 8.50	FF at 9.50
ff	2017	13130.5	14,487
captains	2017		
		13130.5	14487
		1240	15727 with capt.per call added

		actual at 8.50	at 9.50
ff	2018	10378.5	11599.5
captains	2018	1159	1083
		11537.5	12758.5
			13841.5 with capt.per call added

		actual at 8.50	at 9.50
ff	2019	8160	9120
captains	2019	2400	921.5
		10560	11520
			12441.5 with capt.per call added

actual

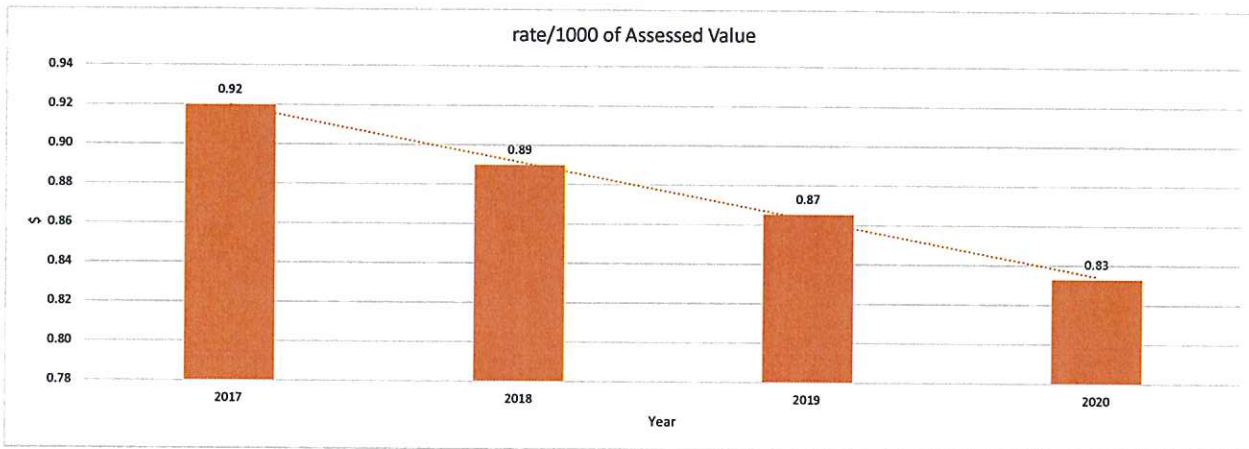
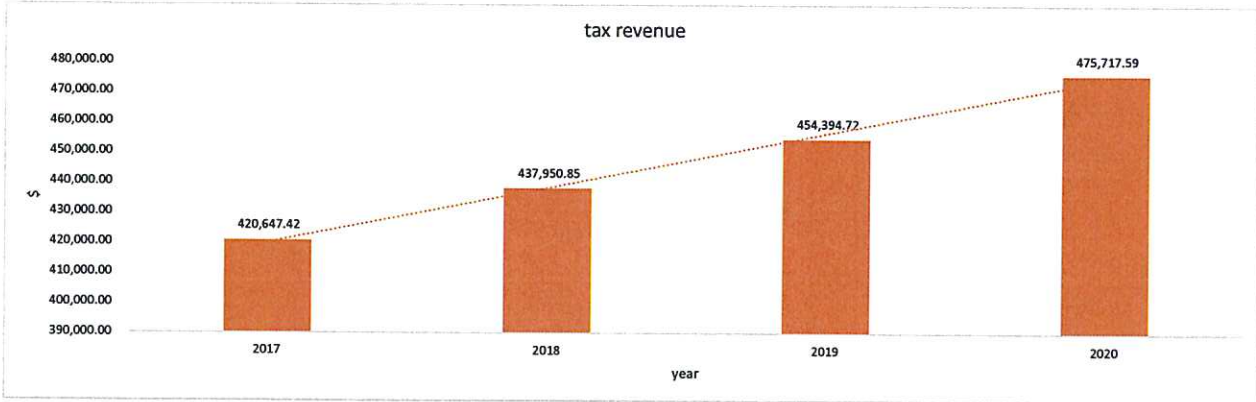
		8.5	9.5
2017	\$	13,130.50	\$ 15,727.00
2018	\$	11,537.50	\$ 13,841.50
2019	\$	10,560.00	\$ 12,441.50



KCFD3 regular Levy 2017 to 2020

DATA from Klickitat County Auditor's Office Web site..

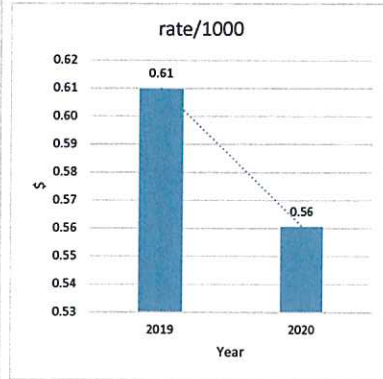
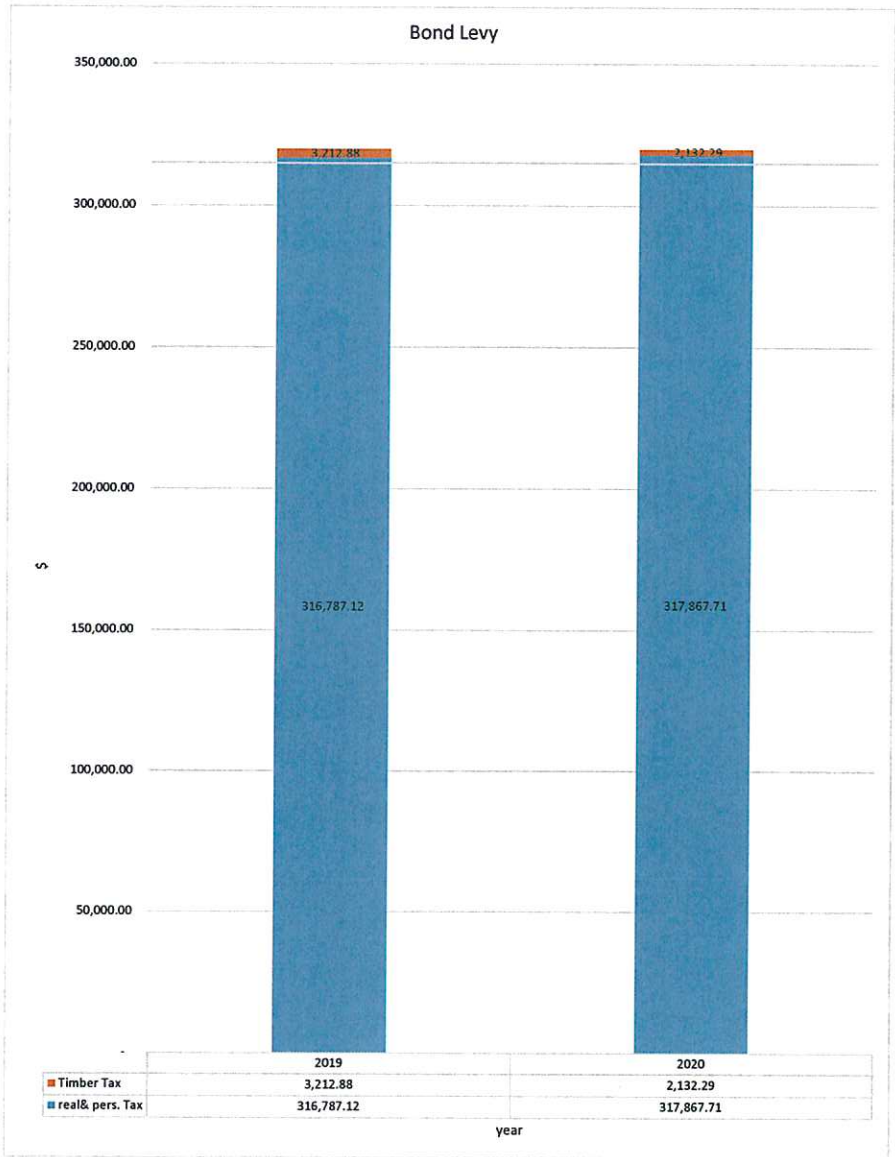
year	regular value	rate/1000	real& pers. Tax
2017	454,363,919.00	0.92	420,647.42
2018	488,666,885.00	0.89	437,950.85
2019	525,041,757.00	0.87	454,394.72
2020	571,051,555.00	0.83	475,717.59



KCFD3 Capital Bond Levy 2019 to 2020

DATA from Klickitat County Auditor's Office Web site..

Bond	excess vlaue	Timber value	rate/1000	real& pers. Tax	Timber Tax	Total
2019	518,009,843.00	5,253,693.00	0.61	316,787.12	3,212.88	320,000.00
2020	566,964,376.00	3,803,253.00	0.56	317,867.71	2,132.29	320,000.00



Topic: 2021 Budget Workshop Zoom Meeting

Time: Oct 20, 2020 12:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86538262638?pwd=cGl1U3NSOExQT3pGenV0anYwaHBBdz09>

Meeting ID: 865 3826 2638

Passcode: 957078

One tap mobile

+12532158782,,86538262638#,,,,,0#,,957078# US (Tacoma)

+13462487799,,86538262638#,,,,,0#,,957078# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

Commissioners to review the proposed operating budget for 2021.

Topic: 2021 Budget Workshop Zoom Meeting

PART 2 – Continuation of workshop.

Time: THURSDAY Oct 22, 2020 12:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86538262638?pwd=cGl1U3NSOExQT3pGenV0anYwaHBBdz09>

Meeting ID: 865 3826 2638

Passcode: 957078

One tap mobile

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+13462487799,,86538262638#,,,,,0#,,957078# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

Commissioners to review the proposed operating budget for 2021.

2020 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

Klickitat County Fire District 3

BUDGET 2020 CATEGORY	Original Budget	October expenditure	Expenditure YTD	Balance	% Used	NOTES
Salaries & Wages + employee paid benefits	230,118.53	24,171.59	200,083.78	30,034.75	87%	275,831.21
Benefits (excluding employee paid)	45,712.68	8,008.26	49,764.03	(4,051.35)	109%	
Volunteer Stipend	18,000.00	-	2,188.69	15,811.31	12%	
Volunteer Disability/Pension/lifeflight	14,407.00	-	1,475.00	12,932.00	10%	
Volunteer Recognition	3,200.00	-	16.99	3,183.01	1%	
Office Expense/Supplies	5,500.00	290.54	3,976.01	1,523.99	72%	
Professional Services	25,550.00	1,546.75	16,011.52	9,538.48	63%	
Insurance	20,000.00	-	20,624.00	(624.00)	103%	
Communications	2,760.00	-	603.52	2,156.48	22%	
Advertising	1,900.00	-	365.00	1,535.00	19%	
Vehicle Parts/Repairs/service	14,000.00	19.53	9,188.10	4,811.90	66%	
Rescue - Apparatus/Supplies	6,800.00	-	5,062.87	1,737.13	74%	
Fuel	9,000.00	79.16	4,448.28	4,551.72	49%	
Facilities/Station Repairs/Supplies	5,000.00	-	2,175.98	2,824.02	44%	
Utilities Services	19,100.00	655.54	10,381.36	8,718.64	54%	
Travel & Meals	4,000.00	-	323.98	3,676.02	8%	
Training	11,000.00	679.00	3,331.37	7,668.63	30%	
Fire Supplies/service	9,000.00	-	4,482.37	4,517.63	50%	
EMS Supplies	9,500.00	1,121.54	1,613.50	7,886.50	17%	
Uniform/apparel	4,000.00	300.00	3,624.53	375.47	91%	
Prevention	1,500.00	111.28	1,029.09	470.91	69%	
Taxes (for previous year)	2,500.00	-	1,565.66	934.34	63%	
Dues & Fees	2,200.00	1,260.00	1,399.36	800.64	64%	
Municipal Pool Reserve	34,674.14	-	-	34,674.14	0%	
Capital Pool	-	-	-	-	0.00%	
Total budgeted expenditure	499,422.35	38,243.19	343,734.99	155,687.36	69%	
EXTRA projects using cash balance		-	1,300.00			
Invested funds		-	200,000.00			
State Grant Dept. of Health	1,260.00	-	1,086.15	173.85	86%	
Expense for Wildland						
Total Actual Expenditure		38,243.19	546,121.14			
Ave. property tax estimated in November 2019 + 29,000 TO share	499,422.35					