

KLICKITAT COUNTY FIRE DISTRICT 3
White Salmon Fire Station
119 NE Church St.
White Salmon, WA 98672
Wednesday October 17th 2018 at 3:00pm,
2019 BUDGET WORKSHOP MINUTES

Called to order: 3:04pm

Attendance:

Commissioner Montag, Commissioner Connor, Commissioner Virts, Chief Long, Secretary Plumb,

2019 Tax revenues estimated by the County will be \$454,497.53.

The Commissioners reviewed the preliminary budget for 2019 as drafted by Chief Long and Secretary Plumb.

Payroll:

Details of the estimated payroll costs for 2019 were presented. The new Training Captain position will be hourly and that has potential to incur overtime expenses. A 10% buffer is included in the budget for OT of approximately \$6,000, an additional \$4,000 was added to the buffer to cover Mobilization pay that is not reimbursed *before* the end of the budget year, and any other changes to payroll such as pension or health benefit, or L&I cost increases etc. Total budgeted for Payroll is \$206,649.72. There is concern that wages and benefits appears to be 50% of the budget. There was discussion on the comparison of wages with other similarly structures agencies. Chief's salary is low to mid-range, however he believes this is a fair salary for the community we are in. The benefit package is low compared to other agencies. Most agencies will pay the health benefit for family members too, and pay additional AD&D coverage (currently we rely on L&I only). Overall, for the size of the district and the size of the budget we are not overpaying the employees.

There is an anticipated increase in the Commissioners Stipend. The amount and authorization is set by the State and will not be finalized by the State until November.

Volunteer Stipend:

There are no changes planned for the Stipend in 2019. Captains will continue to get \$100 per month. Volunteers will continue to receive \$8.50 per event. And there is an allowance budgeted for authorized out of district training.

Volunteer Coverage:

BVFF: The District covers Volunteers for L&I and pension through the Board for Volunteer Firefighters. There may be an increase in the premiums this year.

AD&H: Additional accident coverage has been purchased by the district to cover volunteers and their families in the event of an on duty accident that prevents the volunteer from working. The district committed to a three year policy with Provident, and paid the premium in advance. The district continues to budget for annual payments and sets these funds aside for future payment of the premiums.

Volunteer Recognition:

The annual recognition dinner remains the same as 2018. The district is reimbursed by the Associations for guests of the fire fighters.

Office Expenses:

No change to the budget for 2019. This should still allow for replacement of office equipment (printers, paper, ink and general supplies, Chief's Computer is due for replacement).

Professional Services:

This covers consultant and legal fees, payroll services, MRSC services, and estimates election costs.

Insurance:

The premium for insurance was increased by 3.5%.

Advertising:

Advertising costs cover legal notices in the newspapers for meetings and public works bids. (anticipate bids for public works contracts).

Communications:

Funds for purchase of radios and communication equipment and services (Active 911, Emergency Reporting), anticipate adding 911 only phones to 3 stations, Discussion is needed on the purchase and maintenance of Cell phones for Operations Personnel (chief and Training Captain).

Vehicle Parts/Repairs:

Fleet service, and maintenance and repair costs. Increased fleet service costs for 2019.

Rescue Apparatus supplies/repairs:

This covers equipment carried on the engines. 2018 used the entire budget on Hose/ladder testing, Hurst Tool repair, and SCBA Flow testing. Annual Pump testing is still to be paid in 2018 so this line item is over budget in 2018. Need to review costs for 2019 budget.

Fuel:

Fuel prices are expected to increase, and Fuel consumption will likely increase with the addition of a full time Training Captain.

Station Repairs/supplies:

Ongoing maintenance of the stations includes cleaning supplies, servicing of heating units and general repairs. Stn. 32 apron and parking area requires resurfacing, this is budgeted into 2019 in the event the Bond does not pass.

Utilities and services:

No change in the anticipated costs for 2019.

Travel and Meals:

This covers mileage, hotels and meals. Expected to increase costs in this line item due to addition of full time Training Captain needs.

Training:

To cover EMS, Fire and Admin. This has been increased for 2019 to help with the Training Captain position.

Fire Supplies & Services:

In 2018 this included all PPE, hand tools and miscellaneous Fire supplies (e.g. water and meals for extended time on fire scenes). Also include was Hydro testing of SCBA tanks. (More detail is needed in this budget line to more accurately anticipate costs).

EMS Supplies & service:

2018 saw a decrease in spending in this area. The 2018 budget included funds to be set aside to go towards future purchase of a new lifepak. The service contract for Physio Control needs to be addressed, and details are still needed for this line item.

Uniform:

Uniforms are needed for both paid and volunteer staff.

Prevention:

No changes have been requested by the prevention officers.

Long term Loans:

The Ambulance will be paid off in full in June 2019.

Taxes:

The State use tax and excise taxes for purchases made out of state are covered under this item. Final cost will not be verified until the end of December.

Dues and Fees:

Annual memberships for Washington Fire Chief's Association, Washington Fire Commissioners Association.

Municipal Reserve:

This is the amount of funding the Commissioners want to see put into the cash reserve by the end of the fiscal year. 5% of the total estimated tax revenue for the year. (5% of $\$45,497.53 = \$22,724.84$).

At the end of the workshop the 2019 budget totaled **\$461,194.56**.

The estimated tax revenue for the 2019 budget year is $\$454,497.53$.

The additional funding for the training Captain from 2 other agencies will total $\$22,000$.

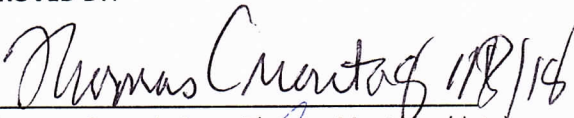
The total anticipated income for the District operating budget is **\$476,497.53**.

There are still details to work on in the budget before the hearing on November 5th 2018.

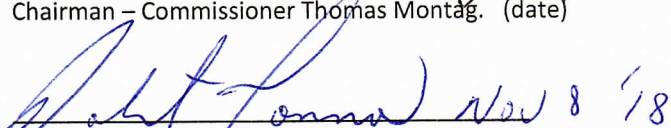
**Motion to adjourn made by Commissioner Virts, seconded by Commissioner Connor.
Meeting adjourned: 4:30**

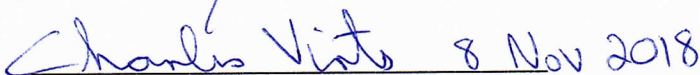
APPROVED BY:

Attest:


Chairman – Commissioner Thomas Montag. (date)


District Secretary Rozalind Plumb


Commissioner Robert Connor (date)


Commissioner Charles Virts (date)

District: Fire 3		
	Previous Years Levy Amount	Maximum Lawful Levy since 1985
	\$437,950.85	\$438,340.79
plus 1% increase	\$442,330.36	\$442,724.20
Estimated additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made	\$11,773.33	\$11,773.33
Estimated total Request		
	\$454,103.69	\$454,497.53
	This Value is the difference between 1% of previous years levy minus the previous years levy	This Value is the difference between 1% of the max lawful levy minus the previous years levy without the 1%
Estimated dollar amount increase	\$4,379.51	\$4,773.35
ESTIMATED Percentage increase over last years levy amount	using last years levy	using Max lawful levy
	1.00%	1.09%
Estimated total district value	\$528,400,961.00	

Previous Year State Assessed

\$8,755,987.00

Taxable Value

\$519,644,974.00

10/17/2018

Klickitat County Fire District 3

BARS	Category	2018		2019		sub totals	notes
		2016	2017	Plan 2 No bond cost	sub totals		
admin	Salaries & Wages + employee paid benefits	116,800.00	136,665.00	139,398.30			full time Training Cpt. plus 10% buffer
admin	Benefits (excluding employee paid)	32,060.00	41,600.00	42,432.00			
	Salaries & Benefits				181,830.30	208,649.72	wildland will come out of here and be refunded 3,600 retainer for 3 captains
admin	Volunteer Stipend	12,650.00	20,000.00	18,000.00			
admin	Volunteer Dis/Pension/LF	7,950.00	5,100.00	5,100.00			
	Accidental D & D ins			3,807.00			
	Volunteer Stipend & Benefits				26,907.00	27,807.00	236,456.72 all personnel
admin	plaques/dinner	2,900.00	2,500.00	2,700.00			
admin	Volunteer Recognition		6,000.00	6,000.00			replace computer, back up service
admin	Office Expense/Supplies	4,460.00	6,000.00				
admin	Professional Services	13,010.00	6,652.00	5,000.00			web site, FB, IT coverage,
admin	IT services				5,000.00		
	MRSC			1,500.00			
	payroll			1,500.00			
	nov election cost			1,500.00			
	Professional Services				8,000.00	10,250.00	
	Insurance	15,200.00	15,700.00	16,500.00			2 new vehicles will increase prem 3.5% increase
admin	Advertising	1,300.00	500.00	1,300.00			
	911 station phones						
	Ops Cell phone				1,400.00	1,400.00	project bids
ops	Communications	8,985.00	4,500.00	4,500.00			
ops	Vehicle Parts/Repairs	16,900.00	14,000.00	10,000.00			station radios
	service fleet			4,100.00			tires
	Vehicle Parts/Repairs				14,100.00	15,000.00	
ops	Rescue - Apparatus Supplies	39,840.00	7,500.00	2,500.00			
	hose test			3,500.00			
	pump test			1,500.00			
	scba flow test						
	Rescue - Apparatus Supplies				7,500.00	7,500.00	
ops	Fuel	5,805.00	8,000.00	8,000.00			
ops	Station Repairs - Supplies	20,000.00	20,000.00	10,000.00			garage door openers, Lighting, drop cords

2018 Operating Budget

This budget sheet is connected to the expenditure spreadsheet.

updated 10/17/2018

Klickitat County Fire District 3

Category	Original Budget	September expenditure	expenditure YTD	Balance	% Used	notes
Salaries & Wages + employee paid benefits	139,398.30	13,477.94	110,022.18	29,376.12	79%	includes Wildland pay which will be reimbursed. (20,412.76 due for sal and bens)
Benefits (excluding employee paid)	42,432.00	2,711.20	20,970.88	21,461.12	49%	
Volunteer Stipend	18,000.00	-	2,493.45	15,506.55	14%	
Volunteer Disability/Pension/lifeflight	8,907.00	-	4,957.00	3,950.00	56%	paid LF. Paid A&H into investments.
Volunteer Recognition	2,700.00	-	2,499.23	200.77	93%	(\$1,196.23 reimbursed. (\$1399.00 available)
Office Expense/Supplies	6,000.00	72.09	2,352.53	3,647.47	39%	computer
Professional Services	8,000.00	133.80	4,220.68	3,779.32	53%	
Insurance	16,500.00	16,651.00	16,651.00	(151.00)	101%	
Communications	4,500.00	1,159.99	1,672.99	2,827.01	37%	
Advertising	1,300.00	405.00	735.32	564.68	57%	
Vehicle Parts/Repairs/service	14,100.00	973.52	9,369.94	4,730.06	66%	
Rescue - Apparatus/Supplies	7,500.00	-	7,871.34	(371.34)	105%	Pump Testing. - Wildland Sp. Returb.
Fuel	8,000.00	2,161.61	7,495.84	504.16	94%	
Station Repairs/Supplies	10,000.00	83.20	5,030.17	4,969.83	50%	
Utilities Services	17,000.00	1,317.47	11,847.63	5,152.37	70%	
Travel & Meals	3,000.00	-	1,115.52	1,884.48	37%	
Training	9,000.00	718.00	5,230.54	3,769.46	58%	
Fire Supplies	15,000.00	956.00	13,281.18	1,718.82	89%	200 repay for Danner boots PLUS EDA GRANT to be completed
EMS Supplies	9,500.00	-	582.89	8,917.11	6%	
Uniform/apparel	2,000.00	-	69.99	1,930.01	3%	
Prevention	1,500.00	267.76	814.53	685.47	54%	425 from NWL for signs
Long Term Loans (Ambulance)	51,223.00	-	50,710.00	513.00	99%	
Taxes (for previous year)	2,000.00	-	1,229.55	770.45	61%	
Dues & Fees	2,500.00	-	497.24	2,002.76	20%	
Municipal Pool Reserve	21,595.82	-	-	21,595.82	0%	
Capital Pool	-	-	-	-	0.00%	
Total budgeted expenditure	421,656.12	41,088.58	281,721.62	139,934.50	67%	
Capital projects using cash balance		31,949.82	73,597.64			
Bond prep expenditure		-	7,038.82			
invested funds		-	94,393.00			
GRANT / other spending		-	358.10			
Expense for Wildland		-	1,061.91			
Total Actual Expenditure		73,038.40	458,171.09			
av property tax estimated in November 2017	431,916.33					
04/14/17, property tax confirmed from Assessor			458,171.09	(458,171.09)		
expected Revenue from Wildland (-)	26,869.38			25,807.47		

This is not complete - \$ in wages not included here. See Wages above.

**NOTICE OF FIRE DISTRICT BOARD MEMBER
DOLLAR THRESHOLD ADJUSTMENT**

\$114 per day (\$10,944 per year)

Effective July 1, 2013 - December 31, 2018

Compensation limits for fire district board members are set in statute. RCW 52.14.010(4) provides for the Office of Financial Management to adjust the dollar threshold for inflation every five years, beginning **January 1, 2019**. The adjustment is to be based upon changes in the consumer price index for "wage earners and clerical workers, all items" compiled by the Bureau of Labor and Statistics, U. S. Department of Labor during that five year period.

NOTE: Legislation passed in 2017 revised the date that the Office of Financial Management adjusts fire district commissioner compensation from July 1, 2018 to January 1, 2019. This allows Boards of Commissioners to properly budget for commissioner compensation based on a calendar fiscal year instead of the state biennial fiscal year of July 1st.

The new dollar threshold shall be transmitted to the Office of the Code Reviser for publication in the Washington State Register at least one month before the new threshold takes effect.

DATE	DAILY AMT	ANNUAL AMT	NOTES
July 1, 2008	\$104	\$9,984	
July 1, 2013	\$114	\$10,944	Increase based on April 2008-April 2013 Seattle-Tacoma-Bremerton Bureau of Labor Statistics, US Dept of Labor, 8.66%
January 1, 2019	TBD		

