

KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

2022 Budget Workshop

Tuesday October 4, 2021, 10:30am

In Attendance:

Commissioner Virts, Commissioner Connor. Quorum present.

Chief Long, Rozalind Plumb, Jenifer Mclean

Absent: Commissioner Montag,

- Review 2023 General Operating Budget.

KCFD3 staff have been drafting a budget for 2023 General Operating expenditures. The Commissioners are reviewing the draft budget.

The 2023 budget is based on the maximum request allowed by law of 1% increase over the previous year taxable amount. At the time of the meeting the county had not notified the agency of the 2022 Actual Levy value. Therefore, the estimate for 2023 is based on the estimate for 2022.

2022 (estimated) taxable levy amount \$496,715.58

1% = \$4,967.16

2023 estimated taxable levy amount \$501,682.73. This does not include any additional revenue from new construction.

The Commissioners reviewed the 2023 budget by line item:

Salaries and Benefits:

Cost of living increases are a concern. The staff positions reflect an 8% Cost of Living increase over 2022 (not approved by the board but used as an *example* for budgeting purposes).

The Part Time Training Position has been vacant but is still included in the budget to hire when we find a candidate. There is a 5% buffer that helps fund any Over Time that may be incurred over the year.

We did not include specific outlay for Wildland/MOBE compared to last year –MOBE is reimbursed.

Last year we had an additional 5% buffer over the total cost of payroll. – we did not do that this year.

Wages and benefits hold 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. With the consent of the volunteers the stipend will be paid in January of the following year. This reduces duplication of efforts in tallying calls and training for BVFF and stipend. 2022 has not been particularly busy and turn out has been

moderate. However, we have new recruits going through Fire academy now and that will be an increase in training records.

The Board for Volunteer Firefighters has been set to 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. Beginning in 2021 the Board approved a 24-hour coverage for volunteers (even off duty). 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 premiums which is held to pay the future 3-year premiums.

Volunteer Recognition:

Used to recognize volunteers for years of service.

Office expenses:

Standard office supplies and printer lease is included here. Costs are straight forward, and we are consolidating in 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. Consultant fees are included for the new joint needs assessment with White Salmon FD.

Lexipol and Emergency Reporting is a set annual fees.

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. Commissioner re-election is scheduled for November 2023. The State Auditor will be reviewing the district finances for the last 3 years. This will include extra time to review the Bond expenditures.

Insurance:

Significant increases have occurred in insurance. We have also made significant claims for the roof collapse and loss of a fire engine.

Advertising:

Legal notices: this will cover notices for special meetings and hearings, and advertising surplus equipment.

Communications:

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

Phones: Duty phone for the Chief.

Vehicle parts & repairs:

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

Rescue apparatus and supplies:

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

Fuel:

Fuel costs have been increasing.

Station Repairs/Supplies:

Adding grounds maintenance and needed weed control.

Utilities:

We are anticipating cost savings due to the building improvements.

Travel & meals:

Travel and Meals for extended trips for trainings and district business.

Training:

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.

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 (e.g. Washington 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 501,682.73 = 25,08.14 rounded to 25,000

APPROVED BY:

Attest:

 ABSENT
Chairman – Commissioner Thomas Montag. (date)


District Secretary Rozalind Plumb

 13 Oct 22
Commissioner Robert Connor (date)

 13 Oct 2022
Commissioner Charles Virts (date)

DRAFT

2023 OPERATING BUDGET
 Klickitat County Fire District 3

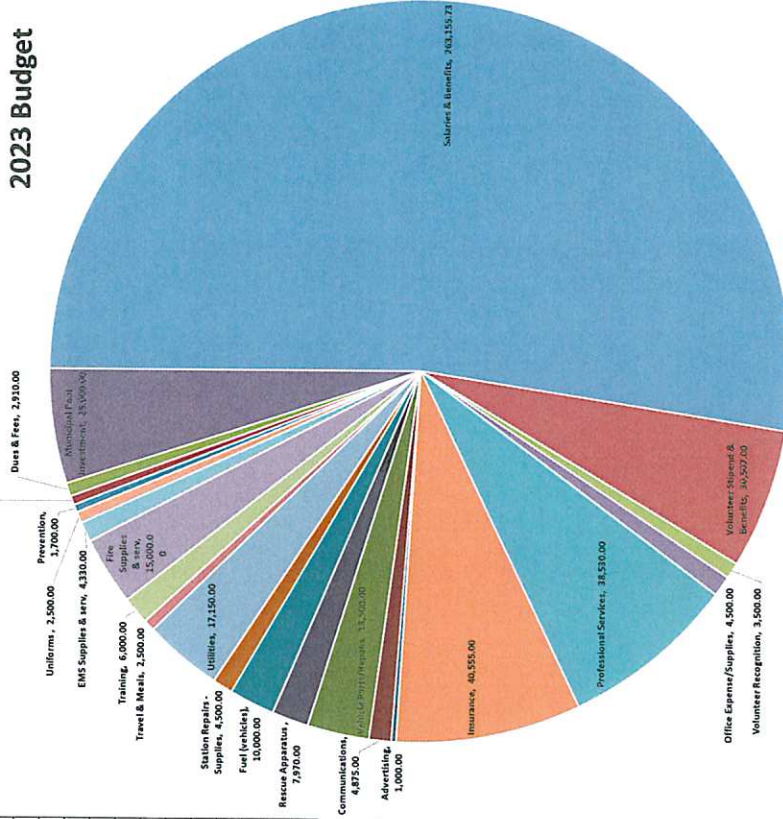
10/4/2022

	Category	2022 figures \$	2023 figures \$	sub total	notes
admin	Salaries & Wages + employee paid				
	benefits	200,100.00	204,035.21		8% increase
admin	Benefits (excluding employee paid)	49,187.00	44,511.61		
	buffer OT (wage and bens)	12,464.35	12,427.34		248,546.82 12,427.34 5 % wage ben buffer
	wildland outlay to be reimbursed	10,000.00	-		wildland will be paid up front and reimbursed
	archive assistant	-	-		
	misc	-	2,181.57		
	5% buffer over total	13,587.57	-		
admin	Salaries & Benefits	285,338.92	263,155.73		cost of living /salary increases/State agency rate increases Includes estimate to accommodate future PT Training
	Volunteer Stipend	12,000.00	13,000.00		residency program may cause increase?
	Captain stipend	3,600.00	3,600.00		3,600 retainer for 3 captains
	BVFF Dis/Pension	5,600.00	5,600.00		pension and dis premium increases to 140 per FF 40x140= 5600
	LifeFlight	2,500.00	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). Set aside 3807 for yearly premiums
	AD&D 247	2,000.00	2,000.00		2,000.00 cost of 24/7 coverage (\$5,408 paid 3 yrs in dec 2020)
	Volunteer Stipend & Benefits	29,507.00	30,507.00		
admin	plaques/dinner	3,500.00	3,500.00		dinner/plaques/retirement/pins
	Volunteer Recognition				
	printers (rent,ink, service)	2,500.00	2,500.00		printer lease estimate 175/month
admin	supplies (paper, misc, Office Expense/Supplies	3,000.00	2,000.00		budget for disruption?
admin	legal	3,000.00	2,500.00		legal fees
	Emergency Reporting		2,970.00		anticipate 10% over 2021
	mhc		7,500.00		WSFD joint project
	Lexipol	3,500.00	3,675.00		
	web site maint	600.00	600.00		web site only
	IT services- Radcomp	10,000.00	10,500.00		5% increase
	MRSC	150.00	160.00		
	payroll	2,500.00	2,625.00		
	nov election cost	2,000.00	1,500.00		
	STATE AUDIT		6,500.00		
	Professional Services			38,530.00	

admin	enduris	25,000.00		40,555.00	40,555.00	15% over actual paid in 2022
	Insurance					
	legal notices/roster	200.00		100.00		\$112/notice annexations etc
	bids	200.00		100.00		for capital projects and surplus
	special meetings/hearings	200.00		100.00		
	annexations	500.00		100.00		
	other	900.00		600.00		WSFD joint project flyers
admin	Advertising			1,000.00		
	Active 911	400.00		515.00		
	911 station phones	1,000.00		-		purchased in 2022 - need installed
	yahoo domain	150.00		160.00		
	Misc			-		
	Maintenance radios/pagers	1,500.00		3,000.00		need pagers replaced
	zoom for meetings	192.00		200.00		\$16/month
	Ops Cell phone	1,500.00		1,000.00		\$120/mo
ops	Communications			4,875.00		Look at purchasing district phones
ops	Vehicle Parts/Repairs	7,000.00	7,000.00	6,000.00		unknown repairs
	service fleet	5,000.00	5,000.00	5,000.00		
	supplies	3,000.00	3,000.00	2,500.00		replaced in 2021
	tires			-		
	Vehicle Parts/Repairs		15,000.00		13,500.00	
ops	Rescue - Apparatus Supplies	1,500.00	1,500.00	1,000.00		tools , PP fans
	Tender spray project	5,000.00		-		
	hose test	3,600.00		3,600.00		
	pump test	1,700.00		1,450.00		\$275/truck 2022
	scba bottle hydro test	-		1,920.00		2023 *new expense -\$89+SHIPPING 4X/YR
	scba flow test	1,500.00		240.00		bi yearly
	SCBA Compressor 1/4 testing			-		
	SCBA Compressor Service			-		
	Fit test machine service			-		
	Rescue Apparatus		13,300.00		7,970.00	
ops	Fuel (vehicles)	11,700.00		10,000.00	10,000.00	anticipated 30% increase

2023 budget summary	\$	%
Salaries & Benefits	263,155.73	0.00
Volunteer Stipend & Benefits	30,507.00	#DIV/0!
Volunteer Recognition	3,500.00	#DIV/0!
Office Expense/Supplies	4,500.00	#DIV/0!
Professional Services	38,530.00	#DIV/0!
Insurance	40,555.00	#DIV/0!
Advertising	1,000.00	#DIV/0!
Communications	4,875.00	#DIV/0!
Vehicle Parts/Repairs	13,500.00	#DIV/0!
Rescue Apparatus	7,970.00	#DIV/0!
Fuel (vehicles)	10,000.00	#DIV/0!
Station Repairs - Supplies	4,500.00	#DIV/0!
Utilities	17,150.00	#DIV/0!
Travel & Meals	2,500.00	#DIV/0!
Training	6,000.00	#DIV/0!
Fire Supplies & serv	15,000.00	#DIV/0!
EMS Supplies & serv	4,330.00	#DIV/0!
Uniforms	2,500.00	#DIV/0!
Prevention	1,700.00	#DIV/0!
Taxes	2,000.00	#DIV/0!
Dues & Fees	2,910.00	#DIV/0!
Municipal Pool Investment	25,000.00	#DIV/0!

NOTES: Where are we padded?



Total 501,682.73