

**KING COUNTY
FIRE DISTRICT 20**



**Special BOARD
MEETING**

**Monday
November 27, 2017**



King County Fire District 20 Board of Commissioners Notice of Special Meeting

Location: 12424 76th Avenue South, Seattle, WA 98178

Date: Monday, November 27, 2017

Time: 5:00 p.m.

AGENDA

- I. Call to order
- II. 2018 Budget Approval and Resolution
- III. Adjournment

Posted: Nov 21, 2017

**KING COUNTY FIRE PROTECTION DISTRICT #20
KING COUNTY, WASHINGTON**

**RESOLUTION NO. 2017-012
A RESOLUTION of the Board of Commissioners of
King County Fire Protection District #20, King County, Washington,
Regarding the Real Property Tax**

WHEREAS: the King County Assessor has notified the Commissioners of King County Fire District #20 that the assessed valuation of real properties lying within the boundaries of said District for the assessment year 2017 is currently \$1,820,245,726.

NOW THEREFORE, BE IT RESOLVED THAT:

- 1) Pursuant to RCW 84.52.125 it is the intent of the fire district commissioners to protect the district's tax levy from pro-rationing under RCW 84.52.010(2), by imposing up to a total of twenty-five cents (\$0.25) per thousand dollars of assessed valuation of the tax levies authorized under RCW 52.16.140 and RCW 52.16.160, or either of them, outside of the five dollars and ninety cents per thousand dollars of valuation limitation established under RCW 84.52.043(2), if those taxes would otherwise be prorated under RCW 84.52.010(2)(e).
- 2) The 2018 Operating Expenditure Budget (for the Current Expense Fund) of the District will be \$3,543,979.
- 3) Per RCW 84.55.120 and Chapter 251, Laws of 1995, Public Hearings were held prior to budget adoption by the Board of Fire Commissioners.
- 4) The Honorable County Council of King County, Washington is hereby requested to make a regular property tax levy for 2017, collected in 2018, for King County Fire District #20 of \$2,469,150 (which is a combination of the regular property tax levy and new construction.) This increase in regular property tax levy over last year's request totals \$77,768 (including new construction) which is a 3.29% increase.
- 5) The Honorable County Council of King County, Washington is hereby requested to make a voter approved Excess Levy for 2016, collected in 2017, for King County Fire District #20 of \$650,000. This Maintenance and Operations levy was approved at the General Election on November 7, 2017.
- 6) The County Comptroller of King County, Washington is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levies specified in Paragraph #4 above in the amount and fund specified below:
 - A. \$2,469,150 to the Current Expense Fund of King County Fire District #20
 - B. \$650,000 to a Special M&O Fund of the District
- 7) One copy of this resolution shall be delivered to each of the following: County Council and County Assessor of King County, Washington.

ADOPTED by the Board of Fire Commissioners of King County Fire Protection District #20 at a Regular Meeting this 27th day of November, 2017.

Terry Miller, Chairman

Eugene V. Lux, Commissioner

ATTEST:

Cynthia Lamothe, Commissioner

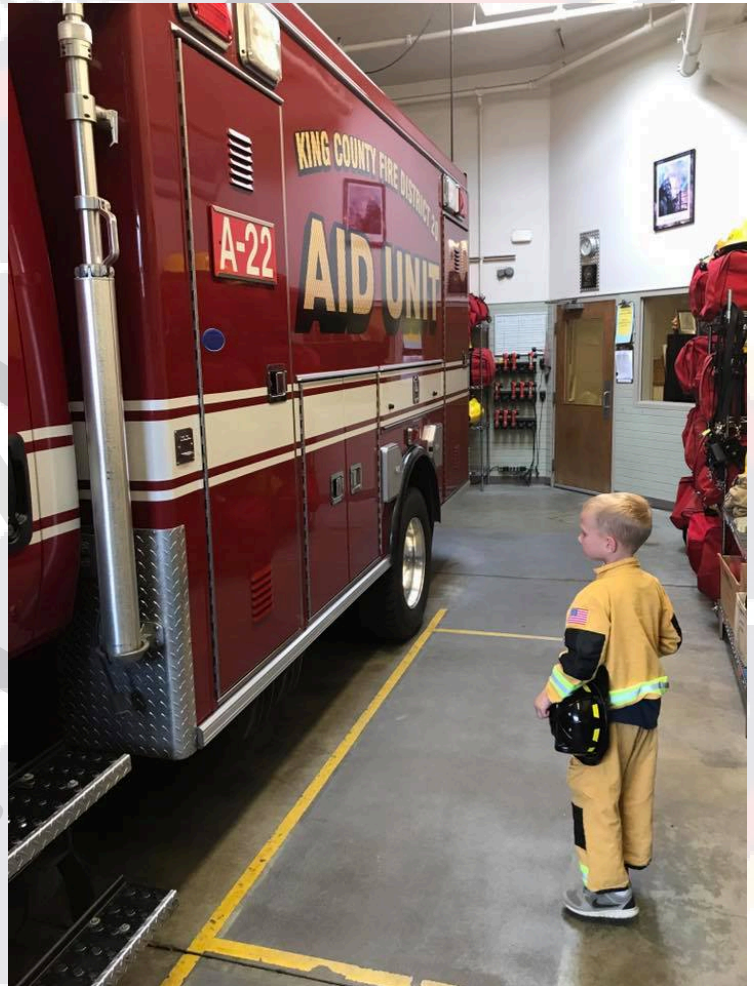
Eugene V. Lux, District Secretary

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King County

Fire District 20

KING



2018

Proposed
District Budget

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DISTRICT GOVERNANCE

A Board of Fire Commissioners, composed of three elected registered voters residing in the District, manages the affairs of the District. The Board of Fire Commissioners, members of the fire district and community groups work together to determine the best, most effective and efficient ways to provide emergency and safety services to our community.

Board of Fire Commissioners

Position 1 - Gene Lux



Position 2 - Terry Miller



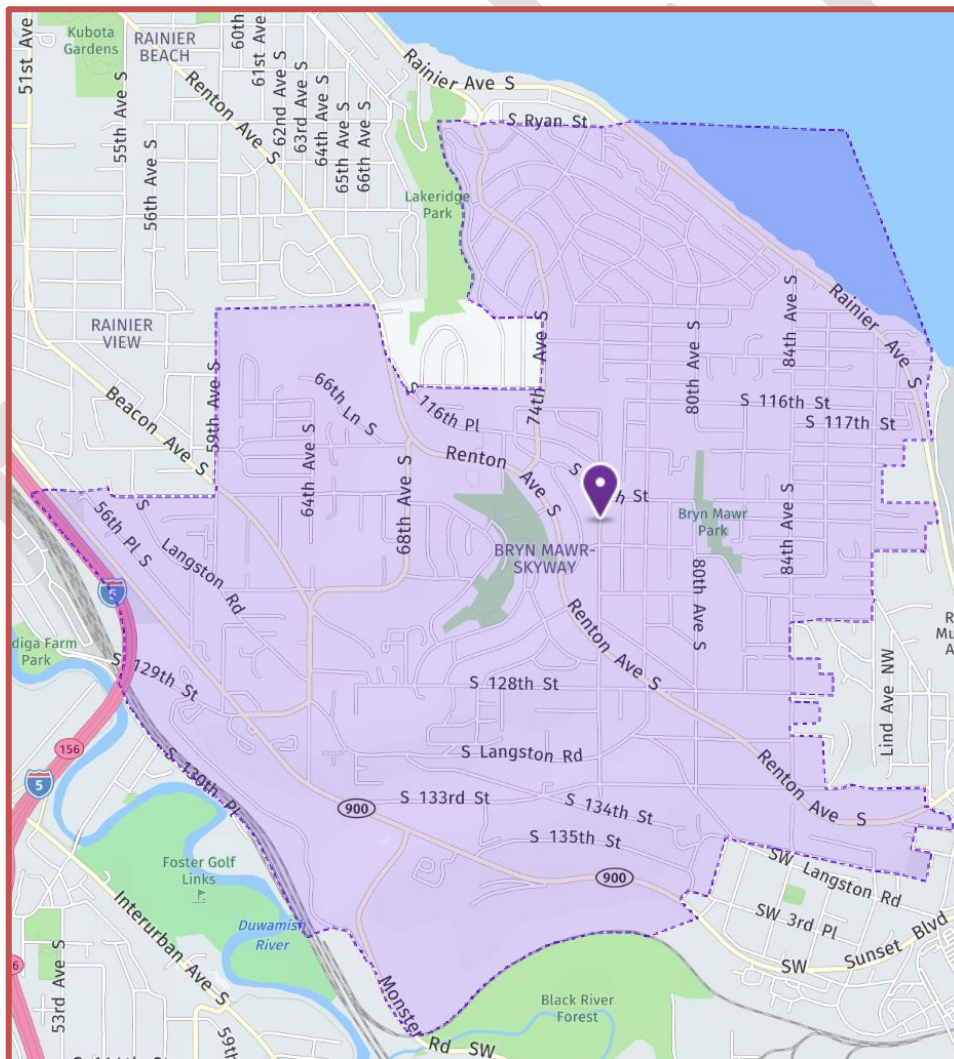
Position 3 - Cynthia Lamothe



DISTRICT OVERVIEW

King County Fire District 20 is a local government special purpose district that provides fire protection and emergency medical services to the public of approximately 16,000 residents in a three (3) square mile area of south King County (southeast of Seattle) and is supported primarily through property taxes. The District was incorporated in 1943 and operates under Chapter 52 RCW and other laws of the state of Washington applicable in the District.

The District has four full time paid Firefighters, twenty-five Volunteer Firefighters, one Shift Captain, three Shift Lieutenants, a Fire Chief and two office support personnel.



King County Fire District 20

PROPOSED BUDGET



JANUARY 1, 2018 – DECEMBER 31, 2018

ERIC HICKS
FIRE CHIEF

PREPARED BY BONNIE NETHERBY
OFFICE ADMINISTRATOR

BUDGET PACKET ASSISTANCE PROVIDED BY
SHARON GREER
ADMINISTRATIVE ASSISTANT

Contact Us

King County Fire District 20
12424 76th Ave S
Seattle, WA 98178
206-772-1430
admin@kcfcd20.org
www.king20fire.org



Mission Statement

We serve the needs of our community, with dignity and compassion, by professionally providing world class fire and life safety services.

BUDGET MESSAGE

November 13, 2017

Members of the Board of Commissioners, Residents and Staff of Fire District 20.

I am pleased to present the proposed budget for our fire district for the fiscal year 2018. As a collaborative effort between the Board of Fire Commissioners, Administration, and our Operations staff, this budget will allow us to continue to address the wants and needs of the community we serve while maintaining a level of financial stability. In 2017 we accomplished several goals aimed at maintaining and improving our level of service.

- ✓ Updated Board of Fire Commissioners Policy and Procedure Manual
- ✓ Updated Standard Operating Guidelines (SOG's)
- ✓ Continued progress on critical facility improvement
- ✓ Hosted KCFD 20 Annual Health and Safety Fair
- ✓ Purchased Ballistic Vest
- ✓ Restructured Administrative Staff

In 2018 we will continue emphasis on:

- ✓ Personnel
- ✓ Training
- ✓ Facility maintenance
- ✓ Equipment replacement
- ✓ Updating and creating new SOG's

In closing, this is a balanced and responsible budget. It allows us to provide the excellent service levels that our community deserves.

Eric Hicks, Fire Chief
King County Fire District 20

Budget Summary

Revenues

Property Taxes (Real & Personal)	\$2,469,150	73.06%
Fire/EMS Services – KCEMS Basic Life levy	201,370	5.96%
Ambulance Services	50,000	1.48%
Contributions & Donations from Private Sources	5,100	0.15%
Investment Interest	5,000	0.15%
Fire/EMS Services – Renton School District	2,682	0.08%
State Grant (Prehospital Participation Grant)	1,300	0.0%
Property Taxes (Ad Valorem Refunds)	(5,000)	-0.15%
M&O Levy Funds	650,000	19.23%
Total	\$3,379,602	

Non-Revenue Resources

Beginning Cash and Investments (Unreserved)	1,000,000
Other Non-revenues (Rehab reimbursements)	7,500
Total	\$1,007,500

Total Revenue 4,387,102

Expenditures

Personnel	\$1,885,919	53.21%
Volunteer Program	302,292	8.53%
Facilities	93,188	2.63%
Training	76,602	2.16%
Operations	176,506	4.98%
Vehicle Maintenance	100,811	2.84%
Information Technology	50,548	1.43%
Uniforms and Protective Clothing	30,150	.85%
Administrative and District-wide Expenses	148,963	4.2%
Capital Purchases	679,000	19.16%
Total	\$3,543, 979	

Ending Net Cash to Cover First Quarter of Following Year	\$843,123
Total	843,123

Total Expenditures 4,387,102

Revenue Summary

Total revenue for 2018 is projected to be \$3,379,602 (not including beginning fund balance, rehab reimbursements, or transfer in from Reserve Fund). Property taxes reflect 90% of this revenue.

Revenue from King County's EMS Basic Life levy is budgeted at \$201,370 which represents approximately a \$5,000 increase over 2017.

Ambulance transport revenue has decreased consistently since 2012 and is anticipated to be lower in 2018. Transport revenues could grow in 2018 considering the emphasis being placed on making our volunteer program more robust. KCFD 20 uses a conservative approach to estimating revenue, the 2017 budget reflects the recent trend and includes \$50,000 for this source of revenue. It is too soon in the implementation of the GEMT program to forecast the impact it will have on revenue

Donations and school contributions per student are budgeted with few changes expected for 2018. A state pre-hospital participation grant of approximately \$1,300 is expected for 2018.

The 2018 budget includes \$7,500 in non-revenue for Rehab service supplies provided to other fire districts as part of our Zone 3 resource contribution. This money reimburses the District for our cost of the rehab supplies, but personnel costs are covered by King County Fire District 20 and not billed to our mutual aid partners. The cost of these supplies is included in the expenditures.

2018 will begin with a carryover balance of approximately \$1,00,000 covering expenditures at the beginning of the year prior to the receipt of tax revenue in April and the amount previously earmarked for the purchase of the rehab unit replacement.

Expenditure Summary

GENERAL FUND EXPENDITURES

The \$3,543,979 operating budget (\$4,387,102 with Ending Fund Balance) supports basic operations of the District to provide fire protection, fire prevention, and emergency medical services. The 2018 budget includes twelve FTE paid positions (Fire Chief, Office Administrator, Administrative Assistant, Captain, three Lieutenants, and five Firefighters), three elected Commissioners, one part-time Public Information Officer, two Chaplains, one Safety Officer and approximately twenty-five Volunteer Firefighters.

Salaries and Benefits

Due to the elimination of one administrative support position and the District no longer having LEOFF 1 obligations, personnel costs are slightly lower in 2017 despite a 5% increase in the medical insurance plan. Due to long term disabilities and modified duty assignments it is necessary to increase the overtime budget in 2018 to better reflect this trend.

Volunteer Program

To facilitate the District's goal of making the Volunteer Program more robust in 2018, the budget has been increased by \$87,707. The enhancement of the Volunteer Program will also be augmented by federal grant funding allotted for recruitment and retention of volunteers.

Operations

The expenditures related to operations are virtually unchanged.

Training

The training budget was increased to expand the use of outside EMS instructors. Training costs for volunteers including the North Bend Fire Academy are accounted for in the Volunteer Program.

Facilities

The maintenance budget for the District has a very slight increase in 2018 due to an increase in the pest and insect control costs.

Vehicles

The maintenance budget has increased in 2018. The Air Van was not replaced in 2017 and has been experiencing higher than predicted expenses. The maintenance contract with Puget Sound Fire Authority increased in 2018.

Information Technology

The 2018 budget has remained the same as 2017.

Uniforms and Protective Equipment

Expenditures for career firefighter uniforms and turn out gear has increased the uniform budget by \$5,000 in 2018.

Administrative and District-wide Expenditures

There is an increase in administrative costs in the miscellaneous budget and in the legal fees for potential consultation costs regarding Station 21 property.

Capital Expenditures

In 2018 every capital expenditure will be evaluated to ensure that it is moving the District forward in its stated goals. The amount budgeted for capital expenditures is \$679,000.

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Capital Expenditures 2018 – 2021 Projected

2018

Machinery and Equipment-Ops	\$ 404,000	Air Van/Rehab Unit
	50,000	Staff Vehicle - Pickup
	150,000	SCBA Replacement
Machinery and Equipment - IT	20,000	Computer Equipment
Machinery and Equipment – Facilities	5,000	Furniture and Fixtures
	15,000	Lighting and Electrical
	20,000	Exterior Finishes and Paint
	10,000	Reseal Drill Yard
Miscellaneous	5,000	Miscellaneous as needed
	\$ 679,000	Total

2019

Machinery and Equipment – IT	\$ 20,000	Computer Equipment
Machinery and Equipment – Facilities	3,500	Appliances
	5,000	Furniture and Fixtures
	5,000	Electrical and Lighting
	35,000	Concrete Apron Replacement
	15,000	Apparatus Bay Floor Refinish
Miscellaneous	5,000	Miscellaneous as needed
	\$ 88,500	Total

2020

Machinery and Equipment-Ops	\$625,000	E22 Replacement
Machinery and Equipment – IT	\$ 20,000	Computer Equipment
Machinery and Equipment – Facilities	\$ 5,000	Furniture and Fixtures
	\$ 5,000	Electrical and Lighting
Miscellaneous	\$ 5,000	Miscellaneous as needed
	\$660,000	Total

2021

Machinery and Equipment-Ops	\$ 15,000	Thermal Imager
Machinery and Equipment-Ops	\$250,000	Aid Unit Replacement
Machinery and Equipment – IT	\$ 20,000	Computer Equipment
Machinery and Equipment – Facilities	\$ 3,500	Appliances
	\$ 5,000	Furniture and Fixtures
	\$ 5,000	Electrical and Lighting
Miscellaneous	\$ 5,000	Miscellaneous as needed
	\$ 303,500	Total

Fund Balances –

Projected 2018

	<u>Estimated Beginning Balance</u>	<u>Estimated Ending Balance</u>
General Fund	\$ 1,000,000	\$ 843,000
Petty Cash	\$ 1,000	\$ 1,000
Advanced Travel	\$ 3,000	\$ 3,000
Reserve Fund	\$ 2,873,000	\$ 2,873,000
<i>Encumbered</i>	<i>\$ 350,000</i>	<i>\$ 350,000</i>
<i>Unencumbered</i>	<i>\$ 2,523,000</i>	<i>\$ 2,523,000</i>
Total District Funds	\$ 3,877,000	\$ 3,877,000

Debt and Liabilities

DEBT

King County Fire District 20 has no outstanding debt.

LIABILITIES

The District has accrued leave liabilities for its employees. The Board of Fire Commissioners took action to encumber \$350,000 of its Reserve funds to cover this liability

GASB 68

The Governmental Accounting Standards Board (GASB) recently issued Statement 68 related to net pension liabilities. This required state and local governments to report their share of the DRS net pension liability. This was reported as a new liability for the District in 2015. King County Fire District 20's net pension liability with the Department of Retirement Systems was \$181,057 going into 2016. This liability does not have funds in the Reserve Fund encumbered to cover it.

See the following for more information:

http://www.gasb.org/jsp/GASB/Document_C/GASBDocumentPage?cid=1176160220621&acceptedDisclaimer=true

Budget Assumptions and Notes

Changes to budget: The 2018 budget was adopted with preliminary tax revenue and assessed value numbers from King County. It is anticipated that the final numbers will not be available until December. As such, final tax revenue numbers will be different than the projected ones in the adopted budget. If our property tax revenue increases with the final numbers, the transfer from Reserve to General Fund will be reduced accordingly.

The **August over August CPI was 2.5%**. All personnel costs were updated to reflect this change. Administration personnel COLA are calculated at the 2.5% CPI. Operations staff costs have been adjusted per the Collective Bargaining Agreement.

Insurance options: Medical Insurance rates rose by 5% this year.

Training: Training costs have increased from Kent Training Consortium and additional funds were also included to add the fire chief this year.

Volunteer Program: An emphasis is being placed on our volunteer program for 2018. The 2018 budget analysis specifically categorizes all expenses relevant to the recruitment, retention, and training of volunteers.

Grounds Maintenance: An increase was approved to provide quarterly grounds maintenance in the drill yard rather than two times per year. We are in the process of getting quotes from other vendors as well.

Vehicle fuel: Costs have remained low throughout 2016 so this line item was decreased, but the costs would go back up if fuel prices rise. We will continue to monitor these expenses.

Transports: The number of transports has decreased and the expenses and revenue have been adjusted accordingly. This may increase if staffing in 2017 allows for additional coverage.

Capital Purchases: The 2017 budget reflected \$300,000 for a new Air Van/Rehab unit which was not purchased in 2017. This item is again on the replacement schedule for 2018.

Fiscal Policy and Glossary of Terms is available on our website, www.King20fire.org