



King County

Fire District 20

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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 – Craig Buckton



Position 2 - Terry Miller



Position 3 - Cynthia Lamothe



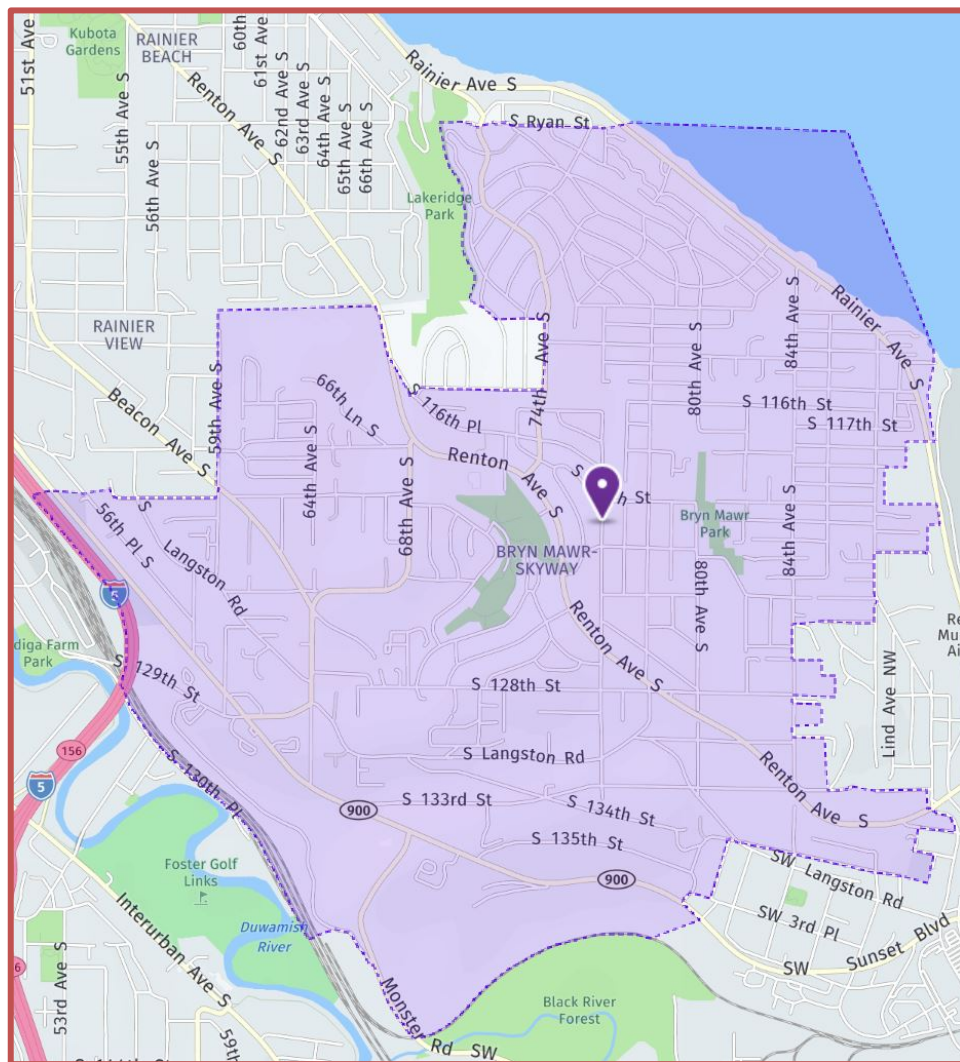
Operations



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 six full time paid Firefighters, twenty-five Volunteer Firefighters, one Captain, three Lieutenants, a Fire Chief and two office support personnel.



King County Fire District 20

BUDGET



JANUARY 1, 2019 – DECEMBER 31, 2019

PREPARED BY

ERIC HICKS
FIRE CHIEF

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@kcf20.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 19, 2018

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

I am pleased to present the budget for our fire district for the fiscal year 2019. 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 2018 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)
- Settled labor contract with IAFF local 3740
- Continued progress on critical facility improvement
- Hosted KCFD 20 Annual Health and Safety Fair
- Hired additional Firefighter to meet operational needs
- Hired a Grant Funded Volunteer Firefighter Recruitment & Retention Coordinator

In 2019 we will continue emphasis on:

1. Safety
2. Personnel
3. Training
4. Facility maintenance
5. Equipment replacement
6. 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	2019 Budget	
Property Taxes (Real & Personal)	2,558,389	90.84%
Fire/EMS Services - KCEMS Basic Life	209,313	7.43%
Ambulance Services	40,000	1.42%
Contributions & Donations From Private Sources	5,000	0.18%
Miscellaneous Revenue,		
Investment Interest; other interest	5,000	0.18%
Fire/EMS Services - RentonSchool District	2,500	0.09%
State Grant (Prehospital Participation Grant)	1,200	0.04%
Property Taxes (AD Valorem Tax Refund)	(5,000)	-0.18%
Sub Total	\$ 2,816,402	
Non-Revenue resources		
Beginning Cash and Investments (Unreserved)	\$ 1,000,000	
M&O Levy Funds	650,000	
FEMA Safer Grant*		
Other Nonrevenues (Rehab reimbursements)	5,000	
Sub Total	\$ 1,655,000	
Total Revenue	\$ 4,471,402	
Expenditures		
Personnel	2,088,307	72.01%
Volunteer Program	212,669	7.33%
Facilities	100,300	3.46%
Training	69,500	2.40%
Operations	174,126	6.00%
Vehicle Maintenance	105,000	3.62%
Information Technology	40,100	1.38%
Uniforms and Protective Clothing	30,150	1.04%
Administrative & District-wide expenses	80,050	2.76%
Sub total	\$ 2,900,202	
Ending Net Cash to Cover First Quarter Following Year	921,200	
Capital Purchases	650,000	
FEMA Safer Grant Expenditures*	-	
Subtotal	\$ 1,571,200	
Total Expenditures	\$ 4,471,402	
*Grant awarded by FEMA for Volunteer Recruitment and Retention program. Up to \$209,000 reimbursable for qualified expenditures over three year period.		

Revenue Summary

Total revenue for 2019 is projected to be \$3,466,402 (not including beginning fund balance, rehab reimbursements, or transfer in from Reserve Fund). Property taxes reflect 91% of this revenue.

Revenue from King County's EMS Basic Life levy is budgeted at \$209,313 which represents approximately a \$8,000 increase over 2018.

Patient transport revenue decreased slightly in 2018. Transport revenues could grow in 2019 considering the emphasis being placed on making our volunteer program more robust. KCFD 20 uses a conservative approach to estimating revenue, the 2018 budget reflects the recent trend and includes \$40,000 for this source of revenue. It is too soon to forecast the impact the [GEMT program](#) will have on revenues.

Donations and school contributions per student are budgeted with few changes expected for 2019. A state pre-hospital participation grant of approximately \$1,300 is expected for 2019.

The 2019 budget includes \$5,000 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.

2019 will begin with a carryover balance of approximately \$1,000,000 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 \$3,550,202 operating budget (\$4,471,402 with Ending Fund Balance) supports basic operations of the District to provide fire protection, fire prevention, and emergency medical services. The 2019 budget includes thirteen FTE paid positions (Fire Chief, Office Administrator, Administrative Assistant, Captain, three Lieutenants, and six Firefighters), a grant funded Recruitment & Retention Coordinator, three elected Commissioners, one part-time Public Information Officer, one Chaplain, one Safety Officer and approximately twenty-five Volunteer Firefighters.

Salaries and Benefits

The CBA effective Jan 1, 2019 allows for salary adjustments equal to 100% of August to August CPI which for 2019 is 3.1%. Medical premiums in 2019 have increased 15%. Per the CBA an annual firefighter specific physical examination is now available to all career firefighters resulting in potentially a \$7000 per year expense. Succession planning for upcoming retirements has also been costed in the 2019 budget.

Volunteer Program

Changes to the Volunteer Program in 2018, has allowed the district to decrease the program's budget by \$50,000 while increasing focus on training and fitness. The Volunteer Program has also been enhanced by federal grant funding specifically earmarked for recruitment and retention of volunteers.

Operations

The expenditures related to operations are virtually unchanged.

Training

Training costs for volunteers including the cooperative training academy with Maple Valley and Enumclaw Fire Department are accounted for in the Volunteer Program.

Facilities

The facilities budget has a slight increase in 2019. Major facilities projects are reflected in the capital expenditures.

Vehicles

The maintenance budget has increased slightly in 2019. The Rehab Unit was not replaced in 2018 so remains in the capital expenditures for replacement in 2019. The District continues to have an apparatus maintenance contract with Puget Sound Fire Authority increased in 2018 due to replacing and adding a utility unit.

Information Technology

The 2019 budget has remained the same as 2018.

Uniforms and Protective Equipment

Career firefighter uniforms and turn out gear are budgeted the same as 2018; although a capital expenditure for turnout gear is anticipated in 2019

Capital Expenditures

In 2019 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 \$650,000.

2019 Projected

Capital Expenditures

Apparatus	\$250,000	Rehab Replacement
	\$ 4,000	Apparatus Improvements
Operations	\$ 18,000	Bunker Replacement
	\$ 50,000	Radio Comm. Equipment
	\$ 3,500	Fire Hose Replacement
Information Technology	\$ 20,000	Computer Upgrades
Machinery and Equipment – Facilities	\$ 3,500	Appliances
	\$ 10,000	Furniture and Fixtures
	\$ 5,000	Electrical
	\$ 20,000	Station Flooring
	\$ 20,000	Fire Station Alerting
	\$ 20,000	Refurbish Electrical Panel
	\$ 5,000	Health and Wellness Equip.
	\$ 429,000	Total

2019 Projected

Fund Balances

	<u>Estimated Beginning Balance</u>	<u>Estimated Ending Balance</u>
General Fund	\$ 1,000,000	\$ 921,200
Petty Cash	\$ 1,000	\$ 1,000
Advanced Travel	\$ 3,000	\$ 3,000
Reserve Fund	\$ 2,750,000	\$ 2,850,000
<i>Encumbered</i>	<i>\$ 350,000</i>	<i>\$ 350,000</i>
<i>Unencumbered</i>	<i>\$ 2,400,000</i>	<i>\$ 2,500,000</i>
Total District Funds	\$ 3,750,000	\$ 3,775,200

Debt and Liabilities

DEBT

King County Fire District 20 has no outstanding debt.

LIABILITIES

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

Budget Assumptions and Notes

Changes to budget: The 2019 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 3.1%**. All personnel costs were updated to reflect this change. Operations staff costs have been adjusted per the Collective Bargaining Agreement.

Insurance options: Medical Insurance rates rose by 15% this year.

Training: Training costs have remained the same for the South King Fire Training Consortium.

Volunteer Program: An emphasis is being placed on our volunteer program for 2019. The 2019 budget analysis specifically categorizes all expenses relevant to the recruitment, retention, and training of volunteers.

Transports: The number of transports has decreased, and the expenses and revenue have been adjusted accordingly. This may increase if staffing in 2019 allows for additional coverage.

Capital Purchases: The 2018 budget reflected \$300,000 for a new Air Van/Rehab unit which was not purchased in 2018. This item is again on the replacement schedule for 2019.

Fiscal Policy and Glossary of Terms is available on our website,
<https://www.king20fire.org/document-center/>