SOUTH KING FIRE & RESCUE

SPECIAL COMMISSIONERS MEETING
Budget Workshop – Public Hearing
Virtual and Station 68
November 16, 2021

Commissioner Gates called the meeting to order at 0900 hours with Commissioners Thompson, Rickert, Berger and Fuller in attendance virtually. Board Secretary Lauri Perry recording.

Pledge of Allegiance was led by Commissioner Rickert.

COMMISSIONER COMMENTS

Commissioner Fuller noted excellent preparation for this meeting, very clear and thank you for getting everything out to us so we had time to read it in advance.

Commissioner Rickert reported that he is pleased to be here and see us moving into the future, he has a little bit of a concern about our reserves, the mistake that the County made and electric cars and parking lots with plugins. He is also concerned about purchasing apparatus as they will probably be a lot more expensive than what we are planning for. He is pleased to see that we are reengaging in our commitment to the Strategic Leadership Plan.

Commissioner Thompson thanked all of the staff that had input into the budget and looking into the future. We definitely will have some challenges coming in the future that we will need to take a look at. A lot of that can be accomplished via our Strategic Leadership Plan and including our staff, firefighters and officers to develop different elements to provide better service to our communities.

Commissioner Berger echoed the comments of his fellow Commissioners regarding the Strategic Plan. Hopefully we will reengage in the Strategic Leadership Plan very soon as well as the comment that Commissioner Rickert made about reserves. Commissioner Berger thanked Executive Director Ganem for taking the time last to walk him through the budget.

Commissioner Gates also echoed what the other Commissioners have mentioned.

COMMISSIONER BUDGET WORKSHOP/PUBLIC HEARING

Commissioner Gates welcomed everyone to the meeting, adding that this is a Special Meeting/Pubic Hearing to present the 2022 draft budget. The goal is to approve the 2022 budget at the November Regular Meeting. He asked the Commissioners to hold their questions until the end of each division budget and we will have public comments at the end of the draft budget presentation.

Chief Pennington mentioned that he and his staff have looked for efficiencies and best practices to be good stewards of the taxpayers' dollars. The district resources were stretched thin as COVID-19 and the Delta Variant took front and center in most of our activates, then there was the Governors Proclamation that interrupted District planning things that we wanted to get done, such as Strategic Planning. The Governor's mandate did take a tremendous amount of staff time and the Union's time to bargain. We have noticed that there is substantial economic development in the communities that we provide services to which continues to increase our emergency response. We determined that there was the need for additional funding in our capital and contingency budget lines.

As most of you know our Strategic Leadership Plan was been put on hold due to COVID, however we are looking forward to closing out the current plan as it expires December 31st of this year. We have budgeted in 2022 to hire a firm to help manage and guide us through the Strategic Leadership Plan process in the first quarter of 2022. We have 2 firms that we have been researching, we will bring these forward prior to our selection.

Our Diversity, Equity and Inclusion (DEI), First Rung pilot programs were completed this year. We have made a request to continue this into next year. The DEI will be embedded into our Strategic Plan.

For the budget process we engaged several people and we had four (4) budget workshops with Admin staff, divisional and program leads. Everyone presented their budget requests so as a team everyone had a transparent open discussion about the needs.

Executive Director Ganem presented the 2022 draft budget;

- Due to it being a virtual meeting, he read through the budget.
- The Fire District is a stand-alone district organized under Title 52 (RCW) with an elected Board of Fire Commissioners providing governance and policy direction to the Fire Chief and staff of the district. That direction includes the development and adoption of a fiscally responsible budget. The following areas of the budget were reviewed;
- Property taxes on existing parcels are estimated at $33,718,584 and new construction at $150,333 and prior year re-levied taxes at $118,524 for a combined 2022 property tax revenue of $33,868,917. Total revenues for 2022 including M&O Levy are projected at $42,577,296 or an overall increase of 8.18%

- Operating Budget
  - Ten (10 new firefighter positions, sight (8) to replace retirements and resignations; plus two (2) additional firefighters to help with Operations staffing.
  - Funding two (2) vacant Fire marshal office positions currently occupied with accommodated members.
  - Hiring of one (1) Human Resource Generalist to add immediate support and succession planning to HR Division.
  - Funding one (1) Deputy Chief to assist in the restructure of administrative projects and build in succession.
  - Funding for one (1) Communication Specialist to assist the Administration with content development and outreach including annual reports and filings required by RCW, newsletters and etc.
  - All represented contract personnel will receive a cost-of-living increase 3.30%
  - Qualified non-contract personnel shall also receive a 3.30% cost of living adjustment.
  - Increased costs for legal service.
  - Funding for labor negotiations for the expiring Firefighter Contract
  - Funding District policy and compliance services
  - Funding HR recruitment initiatives
  - Funding a Diversity, Equity and Inclusion program
  - Funding for the Strategic Planning process in 2022
  - Funding for an Accreditation process
  - Funding for annual cleanup and maintenance of District owned vacant properties
  - Increased costs for goods and services, including fuel and utilities, driven by market conditions and current supply chain issues

- Total District Expenses

- Capital Budget $1,856,801
  - 6 Division & Motor Pool Vehicles - $331,000
  - Heavy Rescue Unit – Down payment on 10 year lease to won - $400,000
  - Total Operations Equipment $219,997
  - Information Systems (Computers, Mobile Computing, Software, Battery back-up, Misc. Technology and Commissioner Meeting System) - $417,252
  - Total Station 63 Fencing Privacy/Security Slats - $1,000
  - Total Station 64 Ladder Exhaust Retro - $12,000
  - Total Station 67 Shop Repair, Sidewalk Repairs & Tree Removal - $13,500
  - Total Station 60 Canopy Shed, Gate Automation, Storage Mezzanine and Shop Dust Extractor- $130,000
  - Total Misc. Equipment & Expenses Cares Vehicle Package, Fuel Monitoring System, Knox Box Key System Replacement, PSERN Radio Upgrade and Accreditation Program (Software System) - $332,051

- Projected Revenues
  - $1.43532 per $1,000 of AV – Regular Property Tax
  - $ .15838 per $1,000 of AV – Maintenance and Operations Levy
  - $ .12 per $1,000 of AV – Safety Improvement Bond
  - $1.71 per $1,000 of AV = Total Fire Levy Rate

- Reviewed 2022 Revenues

- Reviewed Projected Fund balances for January 2022 and 2023.

At 1010 hours the meeting took a 5 minute break

At 1015 meeting reconvened.

- Reviewed Source of Funds and Use of Funds

- Commissioners, Legislative and Audit budget has remained the same

- General has increased $254,900 or 18% based on some of the below increases
  - Fuel costs
  - Office supplies – decrease costs
  - Legal costs
  - DEI Program – there are also other costs associated with staff overtime
  - HR - Recruitment
  - Postage
  - Causality & Liability Insurance
  - Utilities
  - Internet Connection

- Administration has increased $239,855 or 22.1% due to adding a new position

- Business Operations has increased $55,387 or 5.5%

- Operations budget has increased $1,224,457 or 6.2%
  - Adding ten (10) new firefighter positions
  - There are new budget lines built in for overtime and different pay grades, so we can track and budget accordingly next year for;
    - Overtime – Response
    - Overtime – Training
    - Overtime – Meetings/Committees

- Battalion Chiefs has increased of $56,911 or 6.5% due to regular and overtime salaries

- EMS has remained the same

- Rescue has decreased $265 or 0.2%

- Marine has increased $14,487 or 19.9%

- Hazmat has increased $2,150 or 2.3%

- Health & Safety has increased $14,727 or 9.1%

- Fire Marshal's Office has remained the same $136 decrease or 0%

- Community Affairs has increased $35,252 or 19.6%
  - Increase in Overtime Salaries to be able to hire Operations Personnel to assist with Programs
  - Audio/Visual and Educational Supplies to assist with Social Media

- CARES has increased $16,347 or 3.5%

- Training has increased $54,185 or 7.1%
  - Annual membership
  - First Watch/Pulse Point

- Facilities has increased $46,764 or 7.9%
  - Vacant Property Maintenance

- Fleet Maintenance has increased $24,182 or of 3.4%

- Logistics has increased $148,382 or 22.1%
  - PPE and uniform costs due to hiring new personnel
  - 1 staff position for half year per Accommodation

- Information Systems has increased $46,775 or 5.2%
  - Software Contracts

- Employee Health Benefits has decreased $75,264 or 1.9%

Public Comments

There were no public comments.

Chief Pennington thanked Executive Director Ganem for the budget presentation and added that there was a lot of folks that participated in the budget process and he thanked the Administrative Team, Business Operations Team, Finance Team and Operations Members.

Commissioner Gates thanked everyone that was involved in the budget process a lot of hours have gone into this process.

Meeting adjourned at 1055 hours.

CHAIR/COMMISSIONER

VICE CHAIR/COMMISSIONER

COMMISSIONER

COMMISSIONER

COMMISSIONER

BOARD SECRETARY

SOUTH KING FIRE & RESCUE IS AN EQUAL OPPORTUNITY EMPLOYER