



## CHELAN FIRE AND RESCUE

**GENERAL FUND/BUDGET**  
Standard Operating Guideline 101

**Division: Administration**

SOG - 101	REVISED: 11-25-2019	ISSUED BY: Chief Donnell
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*REFERENCE: None*

### **1.0 POLICY:**

- 1.1 **Policy 101: General Fund/Budget:** It shall be the policy of Chelan Fire and Rescue to establish a balanced operating budget (General Fund) each year. Operating expenditures shall be balanced with available operating revenues.

### **2.0 SCOPE**

- 2.1 This Administrative Guideline applies to the General Fund.

### **3.0 DEFINITIONS:**

- 3.1 **General Fund:** The main operating budget/fund that covers the daily cost of operating the fire district which includes, but is not limited to: wages, benefits, operations, maintenance and repairs of facilities, equipment and apparatus.

### **4.0 GENERAL**

- 4.1 The fire district shall prepare a balanced budget between operational expenditures and available operational revenues.
- 4.2 The Board of Fire Commissioners shall approve a balanced General Fund/Operational budget and submit it to Chelan County no later than December 1<sup>st</sup> of each year as directed by Chelan County.
- 4.3 The following is an example of the General Fund expense accounts and expenses within each account. Accounts and expenses may be added, modified or removed during the budget process each year at the direction of the Board of Fire Commissioners:

**Legislative (522-16):** The Legislative account covers the expenses of the elected Fire Commissioners to include wages, benefits, conference and education, and other miscellaneous costs. This account also covers election expenses when the fire district

places an item before the voters and/or the cost associated with a Fire Commissioner election.

**Administrative (522-10):** The Administrative account covers the wages and benefits of the Administrative staff, office supplies, office equipment, repair and maintenance of the office equipment, professional services, hiring process, conference and education for the administrative staff, advertising and printing, liability insurance and other miscellaneous expenses.

**Suppression (522-20):** The Suppression account covers the wages and benefits of the career fire officers and firefighters, suppression equipment, operational costs, repair and maintenance, professional services and other miscellaneous expenses.

**Public Education (522-30):** The Public Education account covers the wages and benefits of the Public Education staff, office supplies, equipment, operational costs, repair and maintenance, professional services, conference and education for the Public Education staff, advertising and printing, and other miscellaneous expenses.

**Fire Prevention (522-31):** The Fire Prevention account covers the wages and benefits of the Fire Prevention staff, office supplies, equipment, operational costs, repair and maintenance, professional services, conference and education for the Fire Prevention staff, advertising and printing, and other miscellaneous expenses.

**Training (522-45):** The Training account covers the wages and benefits of the Training staff, office supplies, equipment, operational costs, repair and maintenance, professional services, conference and education for all emergency response personnel, advertising and printing, and other miscellaneous expenses.

**Facilities (522-50):** the Facilities account covers the wages and benefits of the Facilities staff, cleaning supplies, equipment, operational costs, repair and maintenance to facilities equipment, professional services, conference and education for the Facilities staff, utilities for all fire district facilities, and other miscellaneous expenses.

**Fleet (522-60):** The Fleet Maintenance account covers the wages and benefits of the Fleet Maintenance staff, apparatus fuel, equipment, operational costs, in-house repair and maintenance to apparatus and equipment, professional services, conference and education for the Fleet Maintenance staff, sent-out repair and maintenance to apparatus and equipment and other miscellaneous expenses.

**Communication (528-60):** the Communications account covers operational supplies, dispatch services, repair and maintenance, communications utilities, and other miscellaneous expenses.

**EMS Rescue (522-28):** The EMS Rescue account covers EMS Rescue equipment, operational costs, repair and maintenance, and other miscellaneous expenses.

**Volunteers (522-29):** The EMS/Rescue Volunteer account covers volunteer point and volunteer stipend reimbursement and benefits, volunteer uniforms, and all expenses associated expenses for volunteer members. For the duration of the SAFER Volunteer Coordinator all expenses associated with this position shall be posted in this account. This includes wages and benefits of the SAFER Volunteer Coordinator (Assistant Chief), hiring /testing, advertising, training, and other related expenses identified in the grant.

**Emergency Management (525-60):** The Emergency Management account covers equipment, operations and miscellaneous expenses.

## **5.0 GUIDELINES**

- 5.1 The following are guidelines and may be adjusted by the Fire Chief with the approval of the Board of Fire Commissioners.
- 5.2 Staff shall forward their budget request and/or proposal for their area of responsibility to the Fire Chief by September 1<sup>st</sup> of each year for consideration of the forthcoming year's budget.
- 5.3 The Fire Chief shall draft a budget and provide to the Board of Fire Commissioners for their review by the regular October Board meeting of each year.
- 5.4 The Board of Fire Commissioners may request a special meeting to review/study the draft budget with the Fire Chief and staff.
- 5.5 The Board of Fire Commissioners shall hold an Open Public Hearing on the budget allowing the public to review and ask questions about the budget.
- 5.6 The Board of Fire Commissioners shall approve the budget by resolution following the open public hearing at their November meeting or prior to the end of the month at a special meeting.
- 5.7 The approved, balanced General Fund/Operational budget shall be submitted to Chelan County no later than December 1<sup>st</sup> of each year as directed by Chelan County.

## **6.0 APPENDIX:**

- 6.1 None