



CHELAN FIRE and RESCUE

Special Meeting
2024 Budget

Wednesday, October 4, 2023 @ 10:00 a.m.
232 East Wapato Ave, Chelan WA 98816

Flag Solute:

Roll Call: Commissioner Phil Moller, Karyl Oules and Russ Jones, Fire Chief Brandon Asher, Assistant Fire Chief Shawn Sherman, District Secretary Carol Kibler and Admin Assistant Karla Mendoza.

Called meeting to order: Chairman Moller opened the special budget meeting at 10:00 a.m.

2024 Budget Proposal

This is the *DRAFT* for the 2024 Budget Proposal, which is based upon our estimated revenues for 2024 and our best guess estimates for expenditures based upon our past and current operating periods (2023 financials, as of the end of September 2023). Decisions made during this *DRAFT* Budget review will affect the current proposed budget, resulting in changes to budget line items before the 2024 budget approval date of November 15, 2024. This proposal will address the measurable changes in the General Fund and Operations Budgets and the current Capital, Reserve, and Bond Fund Accounts.

Chief Asher stated the spartan trucks will not be delivered until January 2024, and the sales tax on the truck will be carried over to the 2024 budget. Spartan is picking up the cost of delivery.

Assumptions that we must use. First, we must recognize that the figures we are using will change based on the actual balance in each fund at year-end. Secondly, a budget is a plan based on the best available information at the time. A good plan will change as new information is obtained.

Chief Asher stated the City of Chehalis is in the process of purchasing the 2020 Ram truck. The City of Chehalis and Chief Asher are negotiating on \$120,000. This amount will be added to the carryover for the 2024 budget.

Assumptions for the 2024 Budget:

- 2024 tax revenue is based upon a 1% increase in 2023 valuation. Chelan County Assessor's Preliminary Values won't arrive until mid-October 2023.
- 2023 valuation \$4,158,449,269, with new construction at \$97,568.58, annexation \$15,144.01 and tax refund \$46,145.96 for a total of \$3,648,016.85.
- 2024 with 1% estimate at \$3,684,497.02 an estimated of new construction \$95,000.00 for a total of \$3,779,497.02.
- The 2023 total revenue is currently at \$3,044,591.00 and will increase depending upon reimbursements from State Mobe for the 2023 Fire Season. Approximately \$200,000.
- We have yet to receive the second half of property tax collection, we expect \$1,472,955.00.
- Any additional revenue (State Mobilization reimbursement on apparatus, sale of surplus equipment/apparatus, etc.) is not recognized in this budget proposal and will be allocated into appropriate accounts when received. Staff recommends transferring all unexpected revenue collected in 2023 into the Capital Investment Fund.
- General Reserve Account contingency reserves of 25% as required in SOG 103 for 2023. We have sufficient funds with a balance of \$656,544 as of September 30, 2023. Going into 2024, the balance will reflect an estimated \$786,965, meeting the estimated 25% at \$546,613. The Fire District shall rebuild the balance within a period not to exceed two fiscal years." This meets this requirement.
- We have allocated a Capital Savings investment plan of \$294,400 for the 2024 budget for future apparatus, equipment, and capital improvements.

- Capital Expenditure: we allocated \$150,000 to the type 3 apparatus purchasing in 2024.
- 2024 funding for Bond Fund set at principal and interest with no additional payment is \$93,200.
- \$100,000 funds in Capital savings plan to start funding towards Station 71 expansion/improvements. (Roof, AC units, and expansion)
- We formed the Station 71 committee to review the station's remodeling or expansion. Chief Asher will apply for funding through WA State, hoping that Representative Steele will allocate funds in 2024.
- Chief Asher stated we do have unknowns coming, bottom line, we won't go backward due to the TIF.
- All other budget expense proposals are listed per account below.

General Fund

| GENERAL REVENUE | 2023 | 2024 |
|--|--------------|--------------|
| General Revenue Totals | 5,211,406.10 | 4,949,369.73 |
| GENERAL EXPENDITURES | 2023 | 2024 |
| General Expenditures | 2,564,119.39 | 2,988,028.93 |
| Transfer to General Investment | 400,000.00 | |
| Transfer to Capital Expenditures | 873,954.00 | 420,803.85 |
| Transfer to Capital Investment (Accrual Savings) | | 294,400.00 |
| Transfer to Capital Investment | 250,000.00 | |
| Transfer Bond Payment | 95,300.00 | 93,200.00 |
| General Expenditure Totals | 4,193,033.39 | 3,796,432.78 |
| General Ending Balance | 1,018,372.71 | 1,152,936.95 |
| Desired Carry Over | 950,000.00 | 1,066,300.71 |
| Net Gain/Loss | 68,372.71 | 86,636.24 |

General Reserve Investment:

General Reserve Investments cover contingency expenses, meet seasonal cash flow shortages, and upgrade or maintain the Fire District’s credit rating. 2023 beginning balance of \$386,965.68 interest earned and a transfer of \$400,000 from the General Fund. In 2024 no funds are allocated to transfer from the General Fund, as we meet the SOG 103 25% requirement.

| | | |
|-----------------------------------|------------|------------|
| General Investment Ending Balance | 786,965.68 | 806,965.68 |
| 25% of the last 2 budgets | | 546,613.88 |

Capital Expenditure Fund:

Capital Reserve Funds cover the cost of capital projects that have been approved. This area has been set up to show budgeted items listed in 2024 Capital Requests.

| | | |
|----------------------------|------------|------------|
| Capital Expenditure Totals | 873,954.00 | 420,803.85 |
| Capital Ending Balance | - | - |

Chief Asher stated we made large capital purchases in 2023, which will lighten the future capital purchase projections. You can see what we have done based on the list below.

Commissioner Moller asked if we had any capital expenditures for Marine 71? Chief Asher stated we have budgeted \$1,500 in capital expenditures for Marine 71.

A request to find out how long the lease term is for the airport property at station 74.

Chairman Moller – what about checking into trading station 72 for the airport land that station 74 sits on? Chief Asher isn't sure that can happen due to FFA rulings. It would be great to own the property.

Capital Expenditure Fund:

| | 2023 | 2024 |
|------------------|-------------------|-------------------|
| Administration | 20,600.00 | 3,700.00 |
| Suppression | 70,840.00 | 27,560.00 |
| Public Education | 0.00 | 0.00 |
| Prevention | 0.00 | 0.00 |
| Training | 4,600.00 | 0.00 |
| Fleet | 331,818.00 | 346,818.85 |
| Facilities | 397,400.00 | 25,000.00 |
| Marine 71 | 5,000.00 | 1,500.00 |
| EMS/Aid/Rescue | 19,450.00 | 16,225.00 |
| Communications | 0.00 | 0.00 |
| | 873,954.00 | 420,803.85 |

Capital Reserve Investment Fund:

This account is set up for apparatus and equipment replacement. This fund has been recognized as a critical need for funding in order to replace critical apparatus and equipment. See the apparatus, equipment, and capital improvements spreadsheet.

| Account | CAPITAL INVESTMENT - EQUIPMENT | 2023 | 2024 |
|---------------|--|-------------------|-------------------|
| 308 91 00 004 | Beginning Cash Balance | 67,492.50 | 317,492.50 |
| 361 11 00 004 | Interest Earned | - | 12,000.00 |
| 389 00 00 004 | Refunds & Cancelled Warrants | - | |
| 397 22 00 004 | Transfer in from Capital Reserve | - | |
| 397 22 01 004 | Transfer In From General | 250,000.00 | |
| 397 00 00 000 | Transfer in from General (Cap "SAV" Accrual) | | 294,400.00 |
| 397 22 02 004 | Transfer In From General Investment | - | |
| | | 317,492.50 | 623,892.50 |
| 597 22 00 004 | Transfer out to Capital Reserve | - | |
| 597 22 00 010 | Transfer Out To General Investment | - | |
| 597 22 00 011 | Transfer Out To General Fund | - | - |
| | | - | - |
| | CAPITAL INVESTMENT ENDING BALANCE | 317,492.50 | 623,892.50 |

Capital Investment "Savings Plan"

| | |
|------------------|-------------------|
| Administration | 0.00 |
| Suppression | 1,000.00 |
| Public Education | 0.00 |
| Prevention | 0.00 |
| Training | 50,000.00 |
| Fleet | 120,000.00 |
| Facilities | 117,000.00 |
| SCBA | 4,400.00 |
| Marine 71 | 2,000.00 |
| EMS/AID/Rescue | 0.00 |
| Communications | 0.00 |
| | <u>294,400.00</u> |

Bond General Fund:

Station 75 non-voter approved bonds. 2023 Ending balance owed \$625,000.00 pay off 2031. We will transfer the amount below from the General Fund to the Bond Fund to make the annual interest \$23,200 and the principal \$70,000.00 payments for 2024.

| Account | BOND | 2023 | 2024 |
|---------------|----------------------------------|-------------------|-------------------|
| 308 10 00 005 | Beginning Balance | 695,000.00 | 625,000.00 |
| 311 10 00 005 | Tax Revenue (Bond) | - | |
| 397 00 01 005 | Transfer In From General | 95,300.00 | 93,200.00 |
| | | 790,300.00 | 718,200.00 |
| 591 22 70 005 | Bond Payments - Principal | 70,000.00 | 70,000.00 |
| 592 22 80 005 | Bond - Interest & Other Payments | 25,300.00 | 23,200.00 |
| 597 22 06 002 | Transfer Out To General | - | |
| | Bond Expenditure Total | 95,300.00 | 93,200.00 |
| | <i>BOND ENDING BALANCE</i> | <i>625,000.00</i> | <i>555,000.00</i> |

Fund Totals:

| GENERAL REVENUE | 2023 | 2024 |
|------------------------|--------------|--------------|
| General Revenue Totals | 5,211,406.10 | 4,949,369.73 |

| GENERAL EXPENDITURES | 2023 | 2024 |
|--|--------------|--------------|
| General Expenditures | 2,564,119.39 | 2,988,028.93 |
| Transfer to General Investment | 400,000.00 | |
| Transfer to Capital Expenditures | 873,954.00 | 420,803.85 |
| Transfer to Capital Investment (Accrual Savings) | | 294,400.00 |
| Transfer to Capital Investment | 250,000.00 | |
| Transfer Bond Payment | 95,300.00 | 93,200.00 |
| General Expenditure Totals | 4,193,033.39 | 3,796,432.78 |
| General Ending Balance | 1,018,372.71 | 1,152,936.95 |

| | | | |
|--|------------------------------|--------------|--------------|
| | <i>Desired carry over</i> | 950,000.00 | 1,066,300.71 |
| | <i>Net Gain/Loss</i> | 68,372.71 | 86,636.24 |
| General Investment Ending Balance | | 786,965.68 | 806,965.68 |
| | <i>25% of last 2 budgets</i> | | 546,613.88 |
| Capital Expenditure Totals | | 873,954.00 | 420,803.85 |
| Capital Ending Balance | | - | - |
| Capital Equipment Investment Totals | | 317,492.50 | 623,892.50 |
| Capital (Equip) Ending Balance | | 317,492.50 | 623,892.50 |
| Bond Totals | | 95,300.00 | 93,200.00 |
| Bond Expenditure | | 95,300.00 | 93,200.00 |
| Ending Balance | | 695,000.00 | 625,000.00 |
| Grand Ending Total | | 2,122,830.89 | 2,583,795.13 |

***Budget General Expense Proposals 2024**

Legislative: 2024 - \$21,775 / 2023 \$24,395

Administrative: 2024 - \$817,773/ 2023 \$615,005.67

Suppression: 2024 – \$1,429,559 / 2023 1,260,648

Chief Asher mentioned the marine line-item stipend shift for the summertime staffing for 12 peak days. Staffing model: one paid staff and one volunteer. Calculating OT rate for one career person and/or could do regular career staff rate when we have a 4 man crew on. The cost is \$5,000. This is under the marine line item.

Seasonal Firefighter: 2024 – \$156,151 / 2023 \$154,954

Public Education: 2024 - \$10,000 / 2023 \$12,500

Prevention: 2024 - \$5,000 / 2023 \$5,000

Training: 2024 – \$44,100 / 2023 \$39,900

Facilities: 2024 - \$83,500 / 2023 \$70,500

Chief Asher stated we did spend funds on getting station 74 updated and cleaned up for mechanic Miller fleet operations. We are waiting for bids for the HVAC and heating under a PUD grant. We will still use the oil-burning system. If not it could be surplus in the future.

Fleet: 2024 - \$249,148 / 2023 \$211,545

Chief Asher stated we want the mechanic to continue his certifications. Chelan Fruit will be doing all our forklift certifications in the future.

Marine: 2024 - \$10,500 / 2023 \$4,500

Communications: 2024 - \$48,400.00 / 2023 \$48,400

Chief Asher stated that Rivercom funding program will pay for the radios needed for the trucks we are receiving. We do surplus old handheld radios. We do not currently have any radios to surplus. We will move away from Kenwood and Motorola radios. Maintenance is all done through Rivercom.

EMS and Aid: 2024 - \$12,221 / 2023 \$12,221

Reserve FF (Volunteers): 2024 -\$99,900 / 2023 \$104,550

Giving the recruits an increase, hopefully, will help them to volunteer more.

Assistant Chief Sherman - stated we have a few new volunteer applications – we are getting a few volunteers to run the training. Last night was excellent training as Wentland did the training. We will continue to monitor and keep up with the standards.

Chairman Moller - stated the opportunity to pay the volunteer doing the training should get paid an extra amount. How about a sign-on bonus of \$5,000? Why not give an incentive to throw more monetary stuff out? Think about bumping up the volunteer point.

Assistant Chief Sherman - maybe there is a monetary amount we can look at doing more—measurable marks to award monetary amounts.

Chairman Moller - stated let's spend some money on the volunteers.

Agenda item for next commissioner meeting – incentive plan for volunteers.

Chief Sherman will work on:

Boat Maintenance program

Signing bonus for volunteers

And a Fence for the back lot of Station 71

Chairman Moller – stated it takes staff time to put things together. Today's presentation of the budget was great. It makes it easy to follow at its simplicity.


The board agreed there is no need for another budget meeting discussion.

Commissioner Jones would like the Excel version of the 2024 budget.

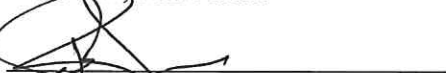
Adjournment: There was no more business before the Board of Commissioners; the meeting closed at 11:33.

Chelan County Fire Protection District 7

Board of Commissioners:



Chairman, Phil Moller



Commissioner Russ Jones



Commissioner Baryl Oules



Attest: Carol Kibler, District Secretary