



# CHELAN FIRE and RESCUE

Special Meeting  
2025 Budget

Monday, October 21, 2024 @ 4:30.  
232 East Wapato Ave, Chelan WA 98816

**Flag Salute:**

**Roll Call:** Chairman Russ Jones, Commissioners Mark Donnell, and Karyl Oules. Chief Brandon Asher, Assistant Fire Chief Shawn Sherman, District Misty Fifield, and Admin Assistant Karla Mendoza.

**Called meeting to order:** Chairman Jones opened the special budget meeting at 16:54.

**2025 Budget Proposal**

This is the *DRAFT* for the 2025 Budget Proposal, which is based on our estimated revenues for 2025 and our best guess estimates for expenditures based upon our past and current operating periods (2024 financials, as of the end of September 2024). Decisions made during this *DRAFT* Budget review will affect the current proposed budget, resulting in changes to budget line items before the 2025 budget approval date of November 15, 2025. This proposal will address the measurable changes in the General Fund and Operations Budgets and the current Capital, Reserve, and Bond Fund Accounts.

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 reported the following updates regarding the budget:**

1. **Administrative Expenses:** The administrative costs were higher than expected due to the purchase of four new laptops for the administration team. Additionally, the switch to a new insurance provider resulted in a \$37,000 administrative insurance fee, which was deferred into 2024, further increasing administrative costs.
2. **Overtime Costs:**
  - o **Suppression Overtime:** The suppression overtime was elevated due to a firefighter being out on injury, which required promoting another firefighter to an acting captain position.
  - o **Training Overtime:** This was significantly higher because of several week-long training classes, including rescue swimmer and rope training, as well as hazmat training. A shortage of instructors required one of the firefighters to teach the classes, which added to the overtime costs.
  - o **MOBE Overtime:** MOBE overtime costs were particularly high this year but will be reimbursed.
3. **Miscellaneous:**
4. **Looking Ahead:** Chief Asher does not anticipate these exceptional expenses recurring in the coming year, particularly the overtime costs and large training expenses.

**Chairman Jones** asked if there would be a breakdown of the MOBE costs, to which Chief Asher confirmed that it would be provided.

Overall, Chief Asher feels that the department did a good job managing expenses this year despite the higher-than-expected costs in several areas.

**Assumptions for the 2025 Budget:**

- 2025 tax revenue is based upon 1% increase in 2024 valuations arriving from the assessor mid mid-October.
- 2025 County Preliminaries valuation of \$4,693,697,727 AV with new construction AV at \$82,004,736
- 2025 tax revenue with 1% estimate at \$3,721,341.97 plus new construction at \$65,587.00 for a total of \$3,786,928.

- The 2024 total revenue is currently at \$3,520,729.80 and will increase depending upon reimbursements from State Mobe for the 2024 Fire Season. Approximately \$350,000.00
- We have yet to receive the second half of property tax collection, we expect \$1,710,097.81.
- Any additional/unknown revenue in 2025 (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 recommend that all unexpected revenue collected in 2025 be transferred into the Capital Reserve Fund.
- Per SOG 103 a 25% General Reserve Account contingency requirement of \$787,781.64 is being met with the account currently at \$904,000.00.
- We have allocated a Capital Savings investment plan of \$345,542.00 for the 2025 budget for future apparatus, equipment and capital improvements.
- 2025 funding for Bond Fund set at principal and interest with no additional payment is \$96,100.00
- 2025 adds \$135,150 funds into the Capital savings plan for funding toward Fire Station improvements (Roof, AC units, feasibility study, and expansion)
- All budget expense proposals are listed per account below.\*

**General Fund**

GENERAL REVENUE	2024	2025
<b>General Revenue Totals</b>	<b>5,152,803.42</b>	<b>5,162,461.97</b>

GENERAL EXPENDITURES	2024	2025
<b>General Expenditures</b>	<b>2,988,028.94</b>	<b>3,224,170.71</b>
<b>Transfer to General Investment</b>	<b>-</b>	<b>-</b>
<b>Transfer to Capital Expenditures</b>	<b>460,803.85</b>	<b>352,698.85</b>
<b>Transfer to Capital Investment (Accrual Savings)</b>	<b>297,400.00</b>	<b>345,532.00</b>
<b>Transfer Bond Payment</b>	<b>95,300.00</b>	<b>96,100.00</b>
<b>General Expenditure Totals</b>	<b>3,839,432.79</b>	<b>4,018,501.56</b>

	2024	2025
<b>General Revenue Totals</b>	<b>5,152,803.42</b>	<b>5,162,461.97</b>
<b>General Expenditure Totals</b>	<b>3,839,432.79</b>	<b>4,018,501.56</b>
<b>General Ending Balance</b>	<b>1,313,370.63</b>	<b>1,143,960.41</b>

Desired carry over 950,000.00 1,103,848.00

Net Gain/Loss 363,370.63 40,112.41

**General Reserve Investment:**

General Reserve Investments cover contingency expenses, meet seasonal cash flow shortages, and upgrade or maintain the Fire District's credit rating. 2025 beginning balance of approximately \$864,000 (with interest). In 2025 no funds are allocated to transfer from the General Fund, as we meet the SOG 103 25% requirement.

<b>General Investment Ending Balance</b>	<b>818,891.20</b>	<b>904,000.00 (w/ interest)</b>
<i>25% of the last 2 budgets</i>		<b>\$787,781.64</b>

**Capital Expenditure Fund:**

Capital Reserve Funds cover the cost of capital projects that have been approved. This area has been set up to show items that are budgeted as listed in 2025 Capital Requests.

<b>Capital Expenditure Totals</b>	<b>460,803.85</b>	<b>352,698.85</b>
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**Capital Expenditure Items:**

Item	2024	2025
<b>ADMINISTRATION</b>		
Server to Cloud Upgrade	\$0.00	\$0.00
Chairs/Desks	\$2,500.00	\$8,000.00
Computer Screens/Accessories	\$1,200.00	\$800.00
Computer Desktop/Laptop		\$2,500.00
Fit Test Service		
Lock Changeout (Security)	\$0.00	
<b>Administration Subtotal</b>	<b>\$3,700.00</b>	<b>\$11,300.00</b>
<b>SUPPRESSION</b>		
Structural Helmets	\$400.00	\$800.00
Structural PPE (coat/pants)	\$9,960.00	\$13,200.00
Wildland Helmets	\$0.00	\$0.00
Wildland PPE (shirt)	\$0.00	\$500.00
Fire Hose & Appliances	\$5,000.00	\$4,000.00
Thermal Imaging Camera	\$0.00	\$0.00
Chainsaws	\$0.00	\$3,400.00
Circular Saw	\$0.00	\$2,800.00



Ventilation Fan	\$0.00	\$0.00
Rescue Struts (1 Person)	\$3,000.00	\$0.00
PF Equipment Request	\$400.00	\$100.00
Tech Rescue Rope Replacement/PPE	\$8,800.00	\$8,500.00
Battery-Powered Extrication Tool	\$0.00	
<b>Suppression Subtotal</b>	<b>\$27,560.00</b>	<b>\$33,300.00</b>
<b>PUBLIC EDUCATION</b>		
<b>Public Education Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>PREVENTION</b>		
<b>Prevention Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TRAINING</b>		
Training Props		
Fog Machine	\$0.00	
<b>Training Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>FLEET</b>		
Ward Diesel		\$10,380.00
Type 3 brush	\$150,000.00	
CH72 Truck	\$0.00	\$90,000.00
Spartan Tax for (1)	\$65,000.00	
Spartan Pymt	\$131,818.85	\$131,818.85
<b>Fleet Subtotal</b>	<b>\$346,818.85</b>	<b>\$232,198.85</b>
<b>FACILITIES</b>		
St-71 Expansion		\$50,000.00
Ward Diesel Exhaust	\$9,000.00	
Admin and Training Floors	\$0.00	
St71 Building Expansion		
ST-71 AC Units (Repair)	\$13,000.00	\$13,000.00
ST-71 Roof Repairs	\$0.00	
ST-71 Tools	\$0.00	\$1,200.00
ST-71 Workout Mirrors		\$500.00
ST-74 - HVAC Replacement	\$40,000.00	
ST-74 Hose Reel	\$3,000.00	
<b>Facilities Subtotal</b>	<b>\$65,000.00</b>	<b>\$64,700.00</b>

<b>SCBA</b>		
SCBA Composite Bottles	\$0.00	
SCBA Packs & Harnesses	\$0.00	
SCBA Masks	\$0.00	
<b>SCBA Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>MARINE</b>		
Operational Upgrades	\$1,500.00	
<b>Marine Subtotal</b>	<b>\$1,500.00</b>	<b>\$0.00</b>
<b>EMS</b>		
Rescue Swimmer Gear	\$7,000.00	\$1,200.00
AED Replacement	\$9,225.00	\$10,000.00
<b>EMS Subtotal</b>	<b>\$16,225.00</b>	<b>\$11,200.00</b>
<b>COMMUNICATIONS</b>	<b>\$0.00</b>	
<b>Communications Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>
	\$460,803.85	\$352,698.85

**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	2024	2025
308 91 00 004	Beginning Cash Balance	623,242.00	921,842.00
361 11 00 004	Interest Earned	1,200.00	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		
397 00 00 000	Transfer in from General (Cap "SAV" Accrual)	297,400.00	345,532.00
397 22 02 004	Transfer In From General Investment	-	
		<b>921,842.00</b>	<b>1,279,374.00</b>
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	-	-
		-	-
	<b>CAPITAL INVESTMENT ENDING BALANCE</b>	<b>921,842.00</b>	<b>1,279,374.00</b>

<b>CAPITAL "SAVINGS PLAN"</b>		<b>0.03</b>	
<b>Item</b>	<b>2024</b>	<b>2025</b>	
<b>COMMUNICATIONS - RIVERCOM</b>	\$0.00	\$0.00	
Communications - Rivercom			
<b>Subtotal</b>	\$0.00	\$0.00	
<b>ADMINISTRATION</b>			
Server Replacement			
Fit Test Service	\$3,000.00	\$3,000.00	
Lock Changeout (Security)		\$0.00	
<b>Administration Subtotal</b>	\$3,000.00	\$3,000.00	
<b>SUPPRESSION</b>			
Structural Helmets		\$0.00	
Structural PPE (coat/pants)			
Wildland Helmets		\$0.00	
Wildland PPE Shirt		\$0.00	
Fire Hose & Appliances		\$0.00	
Thermal Imaging Camera		\$350.00	
Chainsaws		\$0.00	
Circular Saw		\$0.00	
Ventilation Fan		\$500.00	
Rescue Struts (1 Person)		\$0.00	
PF Equipment Request		\$0.00	
Tech Rescue Rope Replacement/PPE		\$0.00	
Battery Powered Extrication Tool	\$1,000.00	\$1,000.00	
<b>Suppression Subtotal</b>	\$1,000.00	\$1,850.00	
<b>PUBLIC EDUCATION</b>			
Misc	\$0.00	\$0.00	
<b>Public Education Subtotal</b>	\$0.00	\$0.00	

<b>PREVENTION</b>		
Misc	\$0.00	\$0.00
<b>Prevention Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TRAINING</b>		
Training Props	\$50,000.00	\$50,000.00
Fog Machine		
<b>Training Subtotal</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>
<b>FLEET</b>		
CH71 Replacement		
Spartan Pymt and Tax		
CH72	\$70,000.00	
Fleet Purchases	\$50,000.00	\$150,000.00
<b>Fleet Subtotal</b>	<b>\$120,000.00</b>	<b>\$150,000.00</b>
<b>FACILITIES</b>		
Blank		
ST 71 Expansion	\$50,000.00	\$50,000.00
Dorm Mattresses	\$0.00	\$0.00
Admin and Training Floors	\$5,000.00	\$5,150.00
ST-71 AC Units	\$15,000.00	\$15,000.00
ST-71 Roof Replacement	\$35,000.00	\$35,000.00
St 74 - Pad	\$12,000.00	
ST-74 HVAC		\$30,000.00
<b>Facilities Subtotal</b>	<b>\$117,000.00</b>	<b>\$135,150.00</b>
<b>SCBA</b>		
SCBA Composite Bottles	\$2,000.00	\$2,060.00
SCBA Packs & Harnesses	\$2,000.00	\$2,060.00
SCBA Masks	\$400.00	\$412.00
<b>SCBA Subtotal</b>	<b>\$4,400.00</b>	<b>\$4,532.00</b>
<b>MARINE</b>		
Operational Upgrades	\$2,000.00	\$1,000.00
<b>Marine Subtotal</b>	<b>\$2,000.00</b>	<b>\$1,000.00</b>
<b>EMS</b>		
Rescue Swimmer Gear	\$0.00	\$0.00
AED Replacement	\$0.00	\$0.00



<b>EMS Subtotal</b>	\$0.00	\$0.00
<b>COMMUNICATIONS</b>		
<b>Communications Subtotal</b>	\$0.00	
	\$297,400.00	\$345,532.00

**Bond General Fund:**

Station 75 non-voter approved bonds. 2024 Ending balance owed \$555,000.00 pay off 2031. We will transfer the amount below from the General Fund to the Bond Fund to make the annual interest \$21,100 and the principal \$75,000.00 payments for 2024.

Account	BOND	2024	2025
308 10 00 005	Beginning Balance	625,000.00	555,000.00
311 10 00 005	Tax Revenue (Bond)	-	
397 00 01 005	Transfer In From General	93,200.00	96,100.00
		555,000.00	480,000.00
591 22 70 005	Bond Payments - Principal	70,000.00	75,000.00
592 22 80 005	Bond - Interest & Other Payments	25,300.00	21,100.00
597 22 06 002	Transfer Out To General	-	
	Bond Expenditure Total	95,300.00	96,100.00
<b>Fund Totals:</b>	<b>BOND ENDING BALANCE</b>	<b>555,000.00</b>	<b>480,000.00</b>



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Transfer to General Investment	-	-
Transfer to Capital Expenditures	460,803.85	352,698.85
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Desired carry over	950,000.00	1,103,848.00
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General Investment Ending Balance	818,891.20	904,000.00
25% of last 2 budgets		787,781.64

Capital Expenditure Totals	460,803.85	352,698.85
Capital Ending Balance	-	-

Capital Equipment Investment Totals	921,842.00	1,279,374.00
Capital (Equip) Ending Balance	921,842.00	1,279,374.00

Bond Totals	95,300.00	96,100.00
Bond Expenditure	95,300.00	96,100.00
Ending Balance	555,000.00	480,000.00

Grand Ending Total	3,054,103.83	3,327,334.41
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**\*Budget General Expense Proposals 2025**

**Legislative: 2025- \$12,325**

- 2025 Board members to stay at three elected officials.
- Increased legislative salaries by \$1000
- Commissioner Oules open position election costs expected to be paid in 2026
- Total decrease of (\$9,450)

**Administration: 2025 - \$860,158**

- Administrative staff for 2025 will be 4 personnel (Chief, Assistant Chief, Administrative Office Manager, and Administrative Assistant.)
- Salary increases for 2025 are budgeted for all administration at 5%. The CPI-U (West-Size Class B/C) is 3.4% for June 2023-July 2024.
- The Fire District's medical health premiums will increase in 2025 by 7% at \$7,456. The 2025 budgeted amount is \$113,872
- Decrease R & M by \$11,000
- 2-year audit in 2025 Approximately \$20,000
- Increased insurance for buildings and equipment. \$3,580 for a total of \$45,580
- Total increase of \$42,385
  - Key Methods has one phase left and that is to replace the server for our B drive which will cost roughly \$17,000.00 in addition to two new admin desks.

**Suppression: 2025 – \$1,634,446**

- Career staffing is 10 Firefighters/EMTs with 3 captains and 2 Firefighters/EMTs for each of the three shifts and the 10<sup>th</sup> Firefighter/EMT floating to cover Kelly Comp Time (work week reduction.)
- Salary increases for 2025 are budgeted at 4.5% plus 3.4% CPI as addressed in the CBU agreement. The CPI-U (West-Size Class B/C) is 3.4% for June 2023-July 2024. The negotiated CPI range is between 2-4%.
- The Fire District's medical health premiums will increase in 2025 by 7% at \$12,787 2025 budgeted amount of \$198,110
- Includes multiple increases for years of service for newer employees.
- Increased Overtime, acting Capt. and Training OT. We seem to have 1 significant injury a year which I would like to better account for covering.
- Total increase of \$204,887
  - **Revenue:** Chief Asher expects that revenue from all the MOBE fires will trickle in over the course of the year.

**Seasonal Firefighter: 2025 – \$154,100**

- Continue the seasonal program with 4 positions (3 assigned and 1 floater). This program allows us to handle back-to-back calls, quickly meet the 2 in 2 out requirement, and help significantly decrease career OT costs. It also increases our ability to go on state mobilizations, which supplements the budget and saves taxpayers money on equipment replacement and upgrades.
- Decreased annual wages to more accurately reflect costs
- Increase to health insurance \$1,197.
- Added \$7,500 for required retirement supplementation.
- Added \$40,000 for 4 FF's potential unemployment costs when laid off.
- Total decrease (\$2,051)
  - **Chief Asher** the **seasonal line item** was not properly accounted for, and it was noted that retirement contributions for seasonal staff are required.
  - informed us that the seasonals are allowed to collect unemployment which we are required to pay therefore we are now budgeting for it.

**Public Education: 2025 - \$10,000**

- No change

**Prevention: 2025 - \$5,000.00**

- No change.

**Training: 2025 - \$44,100**

- No change

**Facilities: 2025 - \$78,000**

- Future Capital projects are identified in the Capital Replacement Schedule, and these expenses are reflected in Capital Expenses.
- Decrease in R&M Out of (\$8000)
- Total decrease of (\$5,500)
  - Expenses were also higher because the mechanic was allowed to purchase the necessary resources to improve the efficiency of the shop, his performance, and productivity.

**Commissioner Donnell** noted that facilities costs have consistently been over budget and There was discussion about the status of all stations, but the key point emphasized was ensuring proper maintenance of the equipment and facilities. Would like to see about putting a new coat of paint on ST72 and station 75 specifically needs a heat pump.

Also, suggested creating a strategic plan for building and property maintenance to ensure long-term efficiency and cost-effectiveness.

**Fleet: 2025 - \$257,519**

- Fleet staffing remains unchanged with one Fleet Manager shared with Chelan County Fire District #5.
- Salary increases for 2025 are budgeted at 5%. The CPI-U (West-Size Class B/C) is 3.4 % for June 2023-July 2024.
- The Fire District's medical health premiums increase in 2024 by 7%
- Increase in fleet operational supplies and conferences.
- Decrease to R & M in-house of (\$7,500).
- Increase uniform allowance \$500 to reflect cleaning and 1 pair of boots a year.
- Added \$1000 for OT. No OT was previously budgeted.
- Total increase \$8,370
  - **Suppression Equipment:** Costs increased due to wanting the two new engines to mirror each other. .
  - **Fleet Operational Supplies:** The expense was higher due to NFPA requirements for new tires on the ladder truck, along with replacement tires for Engine 75. Additionally, Brush 71 required new off-road tires, so the tires from Brush 71 were swapped to Engine 75, and new tires were purchased for Brush 71.
  - **MOBE Fuel:** Fuel costs for MOBE were high, but these will be reimbursed.

**Refund:** We received notice today of an available administrative refund of \$237,935. Our current mill rate is 8.34

**Marine: 2025 - \$5,500**

- Removed Career staff OT stipend for increased staffing.
- Total decrease (\$5,000)
  - Commissioner Donnell would like all boat expenses left under Marine so we can have the actual expense
  - Saving for upgrades

**Communications: 2025 - \$48,400.00**

- No change

**EMS and Aid: 2025 - \$12,221**

- No change.

**Commissioner Donnell** suggested a review of the AED (Automated External Defibrillator) update schedule. He recommended identifying where new AEDs are needed and phasing out the old models, replacing them with the new brand.

**Reserve FF (Volunteers): 2025 -\$102,400**

- Added funds to reserve FF Hiring and Testing.
- Total increase of \$2,500

**Assistant Chief Sherman's** discussion with Manson- Heavily invested in the training center and curious about what the resident program could do.

**Chief Asher** discussed potentially sharing a position with Manson for Duty officer, recruit/retention, and training center.

**Chief Asher** touched on some specific items such as replacing some outdated bunker gear, \$13,000. Two Chain saws which will give all first out engines the 500 series saw. Need to purchase a new circular saw for E79- possibly a battery-operated one. The life safety rope is at the end of its life cycle so it will need to be replaced. Chief Sherman's truck is due for replacement, and we are looking at diesel. Possibly get a grant for some of the outfitting. Another big cost overrun was the second Spartan was the Tax in addition to the refurb on B71, but we did sell a couple of vehicles. Barry suggests a feasibility study on our property and a sketch of ideas. Some other expenses: Air conditioning units are in our budget annually, updating some of our small tools, and mirrors in our workout room, and there are a few upgrades to the rescue swimmer gear that are needed. We are down in Capital expenditures compared to 2023. We will save an extra \$1,000.00 a year for the replacement of extrication tools. Saving \$50,000.00 for station expansion. Roof replacement is in the future for ST71. ST74 will eventually need to have an HVAC system. Look into Gurnee's ideas for the boat.

The growth of Chelan has increased and will continue to grow. Our call volume has increased by 8%. We are not sure what the TIF will do. We need to start looking into the future. Presented the potential of hiring two Firefighters.


Chairman Jones and Commissioner Donnell requested a copy of the proposed budget.


Could potentially hold another Budget meeting.

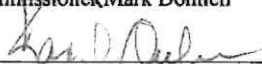
Adjournment: There was no more business before the Board of Commissioners; Commissioner Oules motioned to adjourn the meeting, Commissioner Donnell seconded, the motion passed, and the meeting closed at 17:30.



**Chelan County Fire Protection District 7  
Board of Commissioners:**

  
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Chairman, Russ Jones

  
\_\_\_\_\_  
Commissioner Mark Donnell

  
\_\_\_\_\_  
Commissioner Karyl Oules

  
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Attest: Misty Fifield, District Secretary