

# Thurston County Fire District Three



## Agenda for the Board of Fire Commissioners

### Regular Meeting

November 7<sup>th</sup>, 2019

5:30 pm

- I. **CALL TO ORDER / FLAG SALUTE**
- II. **APPROVAL OF THE AGENDA**
  - A. Additions / Deletions
- III. **HEARING OF THE PUBLIC / MEMBERS PRESENT**
- IV. **APPROVAL OF THE CONSENT AGENDA**
  - A. Draft minutes of the October 17<sup>th</sup> of the Board of Fire Commissioners meeting.
  - B. Warrants
    - General Fund 001 (Acct#6630) checks numbered #21639 through #21660 in the amount of \$72,611.59
    - Capital Projects Fund 301 (Acct# 6631) checks numbered # 21661 in the amount of \$ 6,106.59
    - 2017 Capital Improvement Project Fund 306 (Acct# 6639) check #21662 through #21663 in the amount of \$1,995.00
  - C. Payroll #10B-19 in the amount of \$399,705.71
- V. **COMMITTEE REPORTS**
  - A. Thurston County Medic One  
E.M.S. Council Commissioner Kirkbride
  - B. Thurston 9-1-1 Communications (TCOMM)

- |  |                              |
|--|------------------------------|
| Administration Board   | Commissioner Wilson          |
| C. City / District Liaison<br>Communication updates                  | Commissioners Wilson & Dobry |
| D. Thurston County Fire Commissioners Association<br>Regular meeting | Commissioner Hetzler         |
| E. Thurston Regional Planning Council<br>Status report               | Commissioner Dobry           |
| F. Community Outreach<br>Status report                               | Staff                        |
| G. Capital Facilities and Equipment Activities                       | Staff                        |
- VI. PUBLIC HEARING ON PROPOSED 2020 BUDGET**
- VII. OLD BUSINESS**
- A. Draft 2020 Budget: Discussion (Appendix A & B)
- B. Authorized Bond Sale: Staff Update
- VIII. NEW BUSINESS**
- IX. ADMINISTRATIVE REPORT**
- X. COMMISSIONER COMMENTS**
- XI. OTHER INFORMATION**
- A. Suggestion Box
- B. Correspondence
- XII. HEARING OF THE PUBLIC / MEMBERS PRESENT**
- XIII. REQUEST FOR EXECUTIVE SESSION**
- A. Pursuant to RCW 42.30.110(1)(g): To review the performance of a public employee
- XIV. ADJOURNMENT**

**THERE WILL BE NO WORKSHOP CONDUCTED THIS EVENING.**  
*Next Regular Meeting: November 21<sup>st</sup>, 2019 – 5:30 pm*

**THURSTON COUNTY FIRE DISTRICT THREE**

**BOARD OF FIRE COMMISSIONERS**

**MINUTES OF THE MEETING**

**October 17<sup>th</sup>, 2019**

Present:

Chairman Wilson

Vice Chair Dobry

Commissioner Hetzler

Commissioner Roberts

Commissioner Kirkbride

**I. CALL TO ORDER / FLAG SALUTE**

Chairman Wilson called the meeting to order at 5:30pm and followed with a salute to our Nations flag.

**II. APPROVAL OF THE AGENDA**

With an addition from staff for an Executive Session for RCW 42.30.110 (g) to Review the Performance of a Public Employee.

**MOTION:** To accept the agenda as modified.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Carried: Unanimous

**III. HEARING OF THE PUBLIC /MEMBERS PRESENT**

- Chris Clem from Olympic Ambulance shared that they were granted a one-time grant from the Department of Health for mobility equipment for fall prevention and injury prevention. He shared upcoming blood drive on the November 25<sup>th</sup>. Additionally, shared that Dispatch Health will be doing mobile flu shot clinic at Olympia Ambulance.

**IV. APPROVAL OF THE CONSENT AGENDA**

A. Draft minutes of the October 3<sup>rd</sup>, 2019 meeting of the Board of Fire Commissioners.

B. Warrants

- General Fund 001 (Acct#6630) checks numbered #21615 through #21634 in the amount of \$80,668.57

- Donation Fund 101 (Acct#6633) checks numbered #21635 in the amount of \$1,539.23
- 2017 Capital Improvement Project Fund 306 (Acct# 6639) check #21636 through #21638 in the amount of \$305, 996.05
  - (a) C. Payroll # 10A 2019 in the amount of \$ 1,104,465.27
    - Commissioner Kirkbride requested itemized expenses from credit card purchases if over a certain dollar amount, exact dollar amount to be decided on. Chief Brooks shared that there is actually a rebate given to the District when the District pays bills with a credit card and payments to vendors are paid timely, therefore the amount of credit card expenses likely to increase. He shared that Director Hough will look into itemized statements for the Board.
    - Commissioner Roberts inquired if the expenses were mainly Capital expenses. Chief Brooks shared that they were a mixture of expenses, since it is the form of payment the District is most frequently using.

**MOTION:** To accept the consent agenda as presented.

Motion: Commissioner Kirkbride

Second: Commissioner Hetzler

Carried: Unanimous

## V. COMMITTEE REPORTS

### A. Thurston County Medic One E.M.S. Council

Commissioner Kirkbride shared:

- Chair appointed Negotiation Committee for upcoming ALS contracts.
- Operations Committee shared that Tumwater Fire Chief Scott LaVielle discussed last summer's active shooter and mass casualty training and Commissioner Kirkbride requested summary from Chief Brooks for the Board.
- Last March undertook phone survey 400 people, but decided not to use the survey. Shared the pros and cons of the survey.

### B. Thurston 9-1-1 Communications (TCOMM) Administration Board

Commissioner Wilson shared reported on last meeting.

### C. City / District Liaison

Commissioner Wilson shared:

- Discussed when the City would potentially be annexing around 34. Currently they are working with Thurston County to get agreement on water drainage issue. Anticipating agreement by the end of year.
- Chief Brooks shared meeting with Public Works regarding a possible pilot project around traffic control devices. Additionally, he shared, that the City is in process of declaring an emergency regarding City of Lacey water supply system. Shared the importance of water system projects and timely repairs needed. Necessary repairs will require one well nearby to go offline for several weeks, however engineers evaluated project and it should not affect fire flow requirements.

### D. Thurston County Fire Commissioners Association

Commissioner Hetzler shared:

- Dispatch Health presented to the association to share services provided.
- Administrative information regarding dues and their new logo.

### E. Thurston Regional Planning Council (TRPC)

Commissioner Dobry shared:

- The council was briefed on the latest updates/abilities for the TRPC online mapping resources.
- Mobile phone app for biking and trail system shared and discussed.
- 2019 Retreat Report provided, based 2020-2022 Strategic Plan. It is comprised of eight goals, six main areas: transportation, land use and sustainability, environmental stewardship, economic opportunity, education and outreach, and housing.
- Discussed pay-by-the mile and gas taxes.

### F. Community Outreach Status Report Staff

Chief Brooks shared:

- The Buddy Walk on Saturday, October 5<sup>th</sup> was well attended.
- Commissioner Wilson attended the Mountain Aire Park HOA, which was well attended. Fire Prevention was discussed, and Chief Hulse shared information regarding the CERT program.

- Commissioner Kirkbride attended the Lake Forest HOA discussed bond monies, expenditures, and projects.
- Crews are visiting each of the schools in our District during the month of October for Fire Prevention month.
- Chief Brooks and Tumwater Fire Chief LaVielle Presenting are at EMS Night on October 29<sup>th</sup> at 5:30pm at the Lacey Community Center. He invited the Board to attend.
- On October 31<sup>st</sup> we will have a staff potluck.
- On November 2<sup>nd</sup>, CERT course will start and will be held the first two weekends of November.
- There will be a November 5<sup>th</sup> HOA meeting for The Ridge HOA and staff will attend.
- There will be a November 7<sup>th</sup> HOA meeting for Mullen Heights HOA and staff will most likely attend.
- There will be a November 11<sup>th</sup> HOA meeting for Meridian Campus HOA. Commissioner Dobry will attend.
- Aide units are scheduled for each of the football games held at North Thurston.

#### G. Capital Facilities and Equipment Activities

Chief Brooks provided the following updates:

- This week the first concrete poured for footers which went in today. Director Chambers is working to address needs as they arise for the new building.
- Received notice from Thurston County that Station 33 has passed gopher inspection. Awaiting documentation on Station 32 gopher mitigation or clearance.
- Discussed upcoming bond meetings regarding the bond process. The current schedule for pricing the bonds comes on November 20<sup>th</sup>.
- Truck Spec Committee working to update specs for the beginning of December. Pierce offered to sponsor three of our members to visit the factory the first week of November to see in person to assess most appropriate fit for new trucks in person.

## VI. OLD BUSINESS

### A. Petition for Annexation of Station 33: Staff Report/Potential Action.

**MOTION:** To authorize chief to resubmit petition for annexation of Station 33 on Mullen Rd. to the City of Lacey.

Motion: Commissioner Kirkbride

Second: Commissioner Dobry

Unanimous.

## VII. NEW BUSINESS

### A. Resolution #871-10-19 Regarding Sole Source Procurement of Apparatus: Staff Report/Proposed Action (Attachment B)

- Commissioner Dobry inquired how old pumpers were that the District would be replacing. Chief Brooks shared that they are 2001 models. Commissioner Dobry inquired about the estimated cost of the new apparatus. Chief Brooks stated it would be roughly \$3 million for three apparatus with sales tax included.

**MOTION:** To adopt resolution #871-10-19 Regarding the Sole Source Procurement of Apparatus

Motion: Commissioner Kirkbride

Second: Commissioner Roberts

Unanimous

### B. 2020 Preliminary Budget Overview: Staff Report (Attachment C)

Chief Brooks shared that this is overview and he extended an invitation to the Board to go over any portion of the budget and answer any questions they might have. A public hearing at the first November meeting anticipated with a plan for adoption at the second November meeting.

Chief Brooks provided the following budget highlights:

- Assessed evaluation of the District is at \$11.3 billion for this year with an estimated \$12.6 billion assessed value for next year.
- \$350 million expected in new construction in the City, Urban Growth Area and Unincorporated County areas combined bringing in an estimated \$525,000 of available revenues to the District.
- With assessed evaluation total and new construction monies it brings the District an available property tax levy for budgeting purposes ~\$18.2 million dollars.
- Director Hough is inquiring with the Department of Revenue regarding banking capacity to see if we are able to bank above can we bank above 1%. District currently proposing to bank about 1.5% or about \$250,000.
- Medic One contract in its final year and will be entering into negotiations to be initiated prior to the end of this year. Chief Brooks shared that this contract primarily provides ALS funding.
- EF Recovery revenues not included in 2020 budget due to variability of revenue.
- Investment earnings are above for this year.
- Disability reimbursement is variable based on member needs.
- Purchase card rebate of 1.5% is recovered by the District and there is no annual fee.
- Currently, there are 124 Full Time Equivalency positions and 87% of the budget allotted for wages and benefits.
- Staffing changes: Standardization of Officer levels, 2 new FF/PM positions to bring LFD3 to contract, new Fire Psychologist position, possible shared social worker position, support person for IT, part-time receptionist position.

- Trusteed plans 0% increase to health care renewal brings collective bargaining members closer to comps. Discussion was had regarding specific percentages
- Director positions below market to brought up to market with COLA.
- Director Hough included a COLA to Chief Brooks' position which will be looked at when the Board reviews his contract before the end of this year.
- Do anticipate an increase to L&I rates to be finalized on December 12<sup>th</sup>.
- HRA VEBA had anticipated increase of 5%.
- Tactical Athlete program has shown dramatic time to intervention for member injury, which allows members to return to work more quickly. \$15,000 covers Tactical Athlete expenses and existing program expenses. Tactical Athlete is working with area providers to get trained in their program.
- IT Licensing allows for us to utilize First Due, which is a program which provides the District the ability to do pre-incident planning, overlay maps to provide crews with additional information to provide pre-incident information.
- Discussed firefighter bunker gear and need for two sets by first quarter 2020. Commissioner Kirkbride inquired about ballistic vests. Chief Brooks shared that ballistic vests are currently available for every position, but not every person. Paid for out of the Medic One budget. Replacement order of 40 vests should be in November/ December, due for replacement because of manufacturer and WAC guidelines.
- All Stations, except Station 31 and Station 32, now online with fiber line for communications. With Station 31 coming online before the end of the year.
- Inter-fund Transfers – Equipment Repair and Replacement Fund. One Battalion vehicle and the Incident Support Unit to be replaced sometime next year.
- Reserve Fund currently at a level of \$100,000.
- Bond Fund for non-voted funds ~\$90,000/yr payments from. Current balance approximately \$1,000,000.
- Capital Fund received transfer of \$100,000. Things like apparatus, roofs, HVAC, water heaters can come out of this fund.
- Balanced budget for 2020 with a 16% reserve, as discussed with the Board.

## VIII. ADMINISTRATIVE REPORT

Chief Brooks provided the following updates:

- Chief Dickson was awarded Presidents Award for being a part of chiefs L&I Technical Review Committee.
- Shared that the EF Recovery program is being reviewed and there was discussion regarding EF Recovery program.
- City of Tumwater scheduled formal process with regionalization study for November 18<sup>th</sup> at Olympia City Hall. All of Board interested in attending.
- State Auditor audit of Lacey Fire District 3 should be available next Wednesday and District received favorable response from Auditor.



- Citizen Advisory Committee meeting to take place at Station 34 on November 14<sup>th</sup> at 6:30pm. The majority of members stated that they will attend. Commissioner Wilson and Commissioner Hetzler also to attend.

## **IX. COMMISSIONER COMMENTS**

Commissioner Kirkbride thanked Director Hough and his team for outstanding efforts and special thank you to Commissioner Hetzler for helping out with recent meetings.

Commissioner Hetzler shared that she is glad that the Department was present at the recent St. Martin's Cross Country Meet.

Commissioner Dobry shared the Executive Seminar about Disaster Recovery will be on the 9<sup>th</sup> of December.

Commissioner Wilson thanked Commissioner Hetzler for helping out with recent meetings.

Commissioner Roberts shared thankful for allowing her to be excused for special family event.

## **X. OTHER INFORMATION**

A. Suggestion Box – None.

B. Correspondence

- i. Receiving thank you notes from area elementary schools during Fire Prevention month.
- ii. Received thank you from East Olympia District 6 for support of Chief Peterson.

## **XI. HEARING OF THE PUBLIC / MEMBERS PRESENT**

None present.

## **XII. REQUEST FOR EXECUTIVE SESSION**

The regular meeting adjourned to the Executive Session pursuant to RCW 42.30.110 (g) to Review the Performance of a Public Employee.

The Board of Fire Commissioners meeting moved to Executive Session at 7:21pm for an anticipated ten-minute session with no planned action. The Executive Session concluded at 7:30 and the meeting was reconvened at 7:31 with no action taken.

## **XIII. ADJOURNMENT**

An announcement made to the public that the executive session was concluded. No members of the public were still present and the meeting adjourned at 7:32 p.m.

*Next Regular Meeting: November 7, 2019 – 5:30 p.m.*

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Chair

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Vice Chair

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Commissioner

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Commissioner

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Commissioner

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ATTEST: District Secretary

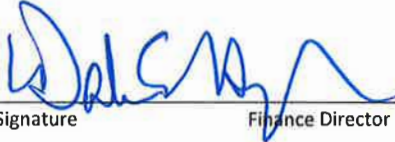
### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	35	25	0.00	80,713.18
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>35</b>	<b>25</b>	<b>0.00</b>	<b>80,713.18</b>

### Fund Summary

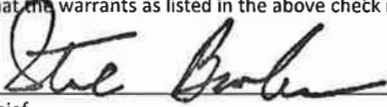
Fund	Name	Period	Amount
001	General Fund	11/2019	72,611.59
301	Capital Projects Fund	11/2019	6,106.59
306	2017 Capital Improvement Project Fund	11/2019	1,995.00
			<b>80,713.18</b>

### Authorization Signatures

  
 \_\_\_\_\_  
 Signature Finance Director

11/5/19  
 \_\_\_\_\_  
 Date

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the service rendered, or the labor performed as described herein, and that the warrants as listed in the above check register are submitted for approval.

  
 \_\_\_\_\_  
 Fire Chief

\_\_\_\_\_  
 Chairman of the Board

\_\_\_\_\_  
 Commissioner

\_\_\_\_\_  
 Commissioner

\_\_\_\_\_  
 Commissioner

\_\_\_\_\_  
 Commissioner



Lacey Fire District 3, WA

# Check Report

By Check Number

Date Range: 11/07/2019 - 11/08/2019

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
<b>Bank Code: 001-GENERAL FUND</b>							
981 <u>10-2019</u>	BARNES, JOHN C Invoice	11/07/2019	11/08/2019 Custodial Services - Oct. 2019	Regular	0.00 0.00	880.00 880.00	21639
17408 <u>Mileage Reimb.-</u>	BOUCK, JOAN E Invoice	11/07/2019	11/08/2019 Mileage-Cash Deposits to Bank 2/1-10/2/	Regular	0.00 0.00	34.80 34.80	21640
704 <u>15187</u>	CITY OF LACEY Invoice	11/07/2019	11/08/2019 Fuel - for September, 2019, Oct. 2019 St	Regular	0.00 0.00	3,976.42 3,976.42	21641
706 <u>7246</u>	CITY OF OLYMPIA Invoice	11/07/2019	11/08/2019 Oly Shop Contracted Svs. - Sept. 2019	Regular	0.00 0.00	34,604.99 34,604.99	21642
715 <u>INV2035692</u> <u>INV2035693</u>	COPIERS NORTHWEST INC Invoice Invoice	11/07/2019 11/07/2019	11/08/2019 Copier Contract & Copies Copier Contract & Copies	Regular	0.00 0.00	705.69 519.77 185.92	21643
113 <u>INV326925</u>	ECMS INC Invoice	11/07/2019	11/08/2019 Bunker Gear Maintenance	Regular	0.00 0.00	461.69 461.69	21644
589 <u>2729148</u> <u>2729149</u>	FOSTER GARVEY PC Invoice Invoice	11/07/2019 11/07/2019	11/08/2019 Legal Services Legal Services	Regular	0.00 0.00	3,750.50 734.00 3,016.50	21645
594 <u>24324</u> <u>24564</u>	GARDNER'S TRUST INC Invoice Invoice	11/07/2019 11/07/2019	11/08/2019 Grounds Maintenance - Aug. 2019 Grounds Maintenance - Oct. 2019	Regular	0.00 0.00	3,867.17 1,860.08 2,007.09	21646
961 <u>541390</u> <u>543409</u> <u>543472</u> <u>543694</u>	HUGHES FIRE EQUIPMENT INC Invoice Invoice Invoice Invoice	11/07/2019 11/07/2019 11/07/2019 11/07/2019	11/08/2019 #3173 (E342) & #3192 (E31) Apparatus Pa Apparatus Parts #3192 (E31) & Stock Apparatus Parts #3192 (E31) & Stock #3173 (E342) & #3192 (E31) Apparatus Pa	Regular	0.00 0.00 0.00 0.00	8,394.71 4,529.30 2,356.54 313.44 1,195.43	21647
50229 <u>Training Travel Ex</u>	HUNTER, JASON JAKE Invoice	11/07/2019	11/08/2019 Training Travel Expenses - Jake Hunter 10	Regular	0.00 0.00	286.71 286.71	21648
525 <u>000055414</u>	INTL ASSN OF FIRE CHIEFS INC Invoice	11/07/2019	11/08/2019 IAFC Membership	Regular	0.00 0.00	173.00 173.00	21649
555 <u>14941</u>	JOHNS PLUMBING Invoice	11/07/2019	11/08/2019 REPAIR 3 SHOWERS AT STA 34	Regular	0.00 0.00	1,725.93 1,725.93	21650
480 <u>INV323794</u> <u>INV326279</u>	LN CURTIS & SONS INC Invoice Invoice	11/07/2019 11/07/2019	11/08/2019 Structure Boots Rescue Tools for #3171 (E33)	Regular	0.00 0.00	750.30 471.37 278.93	21651
1032 <u>0557250-IN</u>	NATIONAL SAFETY INC Invoice	11/07/2019	11/08/2019 Gas Monitor Repair (E35)	Regular	0.00 0.00	806.63 806.63	21652
1284 <u>1761</u> <u>1812</u> <u>1895</u>	PALADIN BACKGROUND SCREENING Invoice Invoice Invoice	11/07/2019 11/07/2019 11/07/2019	11/08/2019 Background Checks - Bay, Bays, Hall Background Checks - Hiring and Ride Alon Background Checks for Hiring and Ride Al	Regular	0.00 0.00 0.00	986.25 285.93 447.32 253.00	21653
118 <u>77954</u>	POPE, HOUSER & BARNES, PLLC Invoice	11/07/2019	11/08/2019 Legal Service	Regular	0.00 0.00	844.60 844.60	21654
365	SEA-WESTERN INC		11/08/2019	Regular	0.00	144.79	21655

Check Report

Date Range: 11/07/2019 - 11/08/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>INV1342</u>	Invoice	11/07/2019	HAIK Structure Boots	0.00	84.02	
<u>INV2656</u>	Invoice	11/07/2019	Helmet Front & Boots- VFF Alavarez	0.00	60.77	
888	TEMP CONTROL MECH SVS CORP	11/08/2019	Regular	0.00	352.49	21656
<u>5849</u>	Invoice	11/07/2019	Belt Replacement Station 31	0.00	352.49	
862	THUR CO FD 6	11/08/2019	Regular	0.00	895.00	21657
<u>00309</u>	Invoice	11/07/2019	Annual Air 6 Maintenance and Operation	0.00	895.00	
1392	VOYAGER FLEET SYSTEMS / US BANK	11/08/2019	Regular	0.00	4,082.27	21658
<u>869357335944</u>	Invoice	11/07/2019	Fuel - Nov. 2019 Stmt. for Oct. 2019 Char	0.00	4,082.27	
226	WA ST AUDITOR'S OFFICE	11/08/2019	Regular	0.00	4,554.55	21659
<u>INV03573</u>	Invoice	11/07/2019	Audit Services - FY 2018	0.00	4,554.55	
1553	WEST COAST HOSE REPAIR / RICHARD GILES	11/08/2019	Regular	0.00	333.10	21660
<u>1255</u>	Invoice	11/07/2019	Hose Repair	0.00	333.10	

Bank Code 001 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	32	22	0.00	72,611.59
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>32</b>	<b>22</b>	<b>0.00</b>	<b>72,611.59</b>

Check Report

Date Range: 11/07/2019 - 11/08/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: 301-CAPITAL PROJECTS FUND</b>						
888	TEMP CONTROL MECH SVS CORP	11/08/2019	Regular	0.00	6,106.59	21661
<u>5884</u>	Invoice	11/07/2019	Sta. 35 - New Heat Recovery Unit	0.00	6,106.59	

Bank Code 301 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	6,106.59
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>6,106.59</b>

Check Report

Date Range: 11/07/2019 - 11/08/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: 306-2017 CAPITAL PROJECTS FUND</b>						
1551	MATERIALS TESTING & CONSULTING, INC	11/08/2019	Regular	0.00	825.00	21662
<u>29115</u>	Invoice	11/07/2019	Environmental Testing for new Sta. 34	0.00	825.00	
216	THUR CO CPED	11/08/2019	Regular	0.00	1,170.00	21663
<u>274983</u>	Invoice	11/07/2019	Permit 1910968 Critical Area Review Per	0.00	1,170.00	

Bank Code 306 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	1,995.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	<u>2</u>	<u>2</u>	<u>0.00</u>	<u>1,995.00</u>

THURSTON COUNTY FIRE DIST. #3  
MASTER PAYROLL LIST

Payroll Period 10B-19

DIRECT DEPOSIT - KEY BANK	341,563.82
<hr/>	
KEY BANK FUNDS TRANSFER TO IRS FED INCOME TAX DEPOSIT	46,716.09
KEY BANK FUNDS TRANSFER TO IRS MEDICARE DEPOSIT	11,425.80
KEY BANK FUNDS TRANSFER TO IRS SOCIAL SECURITY DEPOSIT	0.00
TAX DEPOSIT TOTAL	58,141.89
<b>TOTAL PAYROLL</b>	<b>399,705.71</b>





## LACEY FIRE DISTRICT THREE

*Service with Excellence*

COMMISSIONERS  
Eugene W. Dobry, Jr.  
K. Frank Kirkbride  
Sylvia Roberts  
Liberty Helzer  
Judy Wilson  
FIRE CHIEF  
Steve Brooks

# Budget Highlights – 2020 Proposed

## Revenue

The following document highlights significant changes or enhancements to the 2020 budget as compared to the 2019 budget

### Overall Revenue estimate

We are anticipating **\$27,741,512** in unreserved general fund revenue in 2020. Represents a 7% increase over District budgeted 2019 revenue.

### Unreserved Beginning Cash

- ending cash for 2019 is estimated to be \$4,830,511 or 23% of 2019 expenditures. This becomes the Unreserved Beginning Cash amount and a revenue source for 2020. It is part of the overall revenue estimate.

### Property Taxes (09/30/19)

- Assessed Valuation 11.26% (1.3 billion) greater than 2019 *estimated*
  - 2019 = 11,351,951,643 AV
  - 2020 = 12,629,506,388 AV– District estimated revenue limited to 106% of previous year **\$17,705,383**
- New construction AV \$356,971,222 – or an estimated **\$525,291** available revenue
- **Total available Property tax for budgeting purposes is \$18,230,674**
  - LFD3 is required to maintain at least 16% budgeted cash balance year to year
  - **Suggest Banking** (reducing levied amount to citizens) of any amount in excess of expenditures, **after the 16% reserve amount is met**. We estimate being able to bank 1-2% of current available property tax funds or \$175k to \$350k for future use, resulting in minimal service impact while creating a Property Tax “banked” savings available for use during future leaner years. Current budget estimates \$250,000 banked (1.4%). Project Property Tax revenue budgeted is **\$17,980,675**

### Medic One (Charges for Good and Services)

Second largest revenue source. We are anticipating an amount similar to 2019 of just over \$4,000,000. Revenue based primarily on compensation and benefits of our 28 paramedics including our Medical Services Officer.

### DNR and WSP Mobilizations (Charges for Good and Services)

- No Wildfire mobilizations in 2019. Budgeting conservatively again for 2020 at 2019 level of \$150,000 from Dept. of Natural Resources and Washington State Patrol combined.

### EF Recovery (Charges for Good and Services)

- No future budgeted revenue - discussion

### Nisqually Tribe and Red Wind Casino (Charges for Good and Services)

- Budgeting a conservative \$150,000 due to lack of payment history with combined Nisqually and Red Wind contract.

### Investment Earnings (Interest and Other)

- Interest received from Thurston Co. Investment Pool (TCIP). Slight budget increase from \$35,442 to \$50,000.

### Disability Reimbursements (Interest and Other)

- Increasing budget to \$100,000 based on anticipated revenue. No way to quantify how many members will be on disability and involved in our disability payback program. This amount is more of a placeholder. District has received nearly \$180,000 to date.

### P Card Rebates (Interest and Other)

- Represents approximately 1.5% of our expenditures charges to our P Cards. The program is working and growing! Anticipated rebate is \$12,000 for 2020.

## Expenditures

### Overall Expenditure estimate

We are anticipating **\$23,492,672** in general fund expenditures in 2020. This represents a 7% increase over our budgeted 2019 expenditures.

### Logistics

\*There will be a reorganization of the Facilities, Equipment and Technology (FET) department managed by Director Chambers. Part of the re-org is to name the department "Logistics". We are taking the opportunity to centrally align all Logistics type expenditures previously allocated to Operations, Support and Facilities and place them in one Logistics budget/department. Logistics is placed organizationally within the Administration division of the District.

### District Wages and Benefits

<b>Member Department</b>	<b>#</b>	<b>Compensation and Benefits</b>
Operations	109	\$18,824,573
Executive not including BoFC	1	\$236,629
Admin - Logistics	5	\$654,165
Admin - Support Services	3	\$481,952
Admin - Human Resources	3	\$334,233
Admin - Finance	3	\$422,420
<b>Total</b>	<b>124</b>	<b>20,953,972</b>

## 2020 Budget Highlights

- Compensation and Wages represents **87%** of the District's General Fund Budget
- 2020 will include a full year budget for the following positions
  - ✓ Battalion Chief – Training Division (Formerly Training Captain) – new position November 2019 (Operations)
  - ✓ Added two new Paramedic/Fire Fighter positions mid 2019 (Operations)
  - ✓ Fire Service Psychologist – new position September 2019 (Admin)
  - ✓ Social Worker – new position projected start mid-year 2020 (Admin)
  - ✓ IT Support staff – new position (Logistics)
  - ✓ Administrative Specialist – new part-time regular front office position (Human Resources)
- 3.5% COLA for Bargaining Unit members plus a 1.5% “catch-up” tied to affordability of health insurance and Property tax revenue.
  - *Labor Agreement Article 6: Wages-Section 2: Cola Adjustments states if property tax revenue is greater than 6% plus health insurance premiums are accounted for (< 6% increase) then members receive a 1.5% catch-up. Clause is effective for 2020 and 2021.*
- 2.3% cost of living increase for non-bargaining unit employees
- 3% contracted COLA plus a 7% market rate adjustment for Directors.
- Fire Chief budgeted 3% COLA – BoFC decides actual compensation.
- No increase to healthcare insurance or pension (LEOFF2 or PERS2/3)
- Labor and Industries estimated increase is 5%. We are estimating the District will be paying \$3.53 per hour for Fire/Paramedic personnel.
- Health Reimbursement Arrangement (HRA/VEBA) increase by 5% per bargaining agreement plus a normalization of rates between members and non-Union employees.

## Other expenditure areas of noteworthy change

- **Medical Services** – The Medical Services budget for our members is increasing by 21% (\$15,000) and includes the addition of Tactical Athlete Health and Performance Institute (TAHPI) Injury management services for an entire year. Medical services also include new member vaccinations, pre-hire and return to work physicals, annual member physicals plus member fitness evaluations.
- **IT Licensing and Services** – adding \$22,000 in 2020 for First Due, a pre incident planning tool. Line item also includes all IT program subscriptions, Active 911, Emergency Reporting, and station alerting.
- **Insurance** - We expect an increase of 10% - 15% in our Liability and Business Insurance premium due to the addition of new apparatus (3) and new Station 34. Our 2020 budget is \$136,000 up from a 2019 budgeted amount of \$120,000.
- **Garment Maintenance and Laundry** – NFPA required maintenance and inspection services of member Personal Protection Equipment (Bunker gear). Anticipate an increase of \$50,000. The District doubled inventory of PPE in 2019 so every member would have a working set plus a spare.
- **Telecom** - added fiber connectivity to all 24hr/day stations within the district in 2019. This has increased the annual service fee by an estimated \$23,000.

## Interfund Transfers

- **ER&R Fund** – annual \$210,000 transfer to ER&R fund to cover costs of new non-bond funded vehicles.

## 2020 Budget Highlights

- **Reserve Fund** – transferring \$100,000 to the reserve fund in order to build upon our balance ensuring growth and protection of future operations.
- **Bond Fund** – Transfer of \$90,000 to cover principal and interest of LTGO Non voted bonds. Payoff December 2031. Balance due \$1,059,340.
- **Capital Fund** – transferring \$100,000 to our Capital Fund as a hedge against future non-bond funded capital needs.

## Projected Ending General Fund Balance

- **\$3,754,255 or 16% of general fund appropriations**

Appendix B



**Lacey Fire District #3  
All Funds Budget Proposal  
2020**

**General Fund - 001**

<i>Revenue</i>	<b>2020 Budget</b>
Beginning Cash - Unreserved	\$ 4,830,511
Property Taxes including New Const.	17,980,675
Intergovernmental Revenue	7,141
Charges for Goods and Services	4,684,000
Interest and Other	244,600
<b>Total Revenue</b>	<b>\$ 27,746,927</b>
<b><i>Expenditures</i></b>	
Personnel/Taxes and Benefits	\$ 21,006,172
Supplies	689,000
Services	1,747,500
Capital	50,000
Transfers Out	500,000
<b>Total Expenditures</b>	<b>\$ 23,992,672</b>
<b>Unreserved Ending Cash</b>	<b>\$ 3,754,255</b>

**Donation Fund 101**

<i>Revenue</i>	<b>2020 Budget</b>
Beginning Cash - Unreserved	\$ 7,891
Investment and Other	100
Donations	250
Reserved - Injured Fire Fighters	1,000
<b>Total Revenue</b>	<b>\$ 9,241</b>
<b><i>Expenditures</i></b>	
Supplies	\$ 2,500
IFF Assistance	\$ 1,000
<b>Total Expenditures</b>	<b>\$ 3,500</b>
<b>Ending cash</b>	<b>\$ 5,741</b>

**Reserve Fund 102**

<i>Revenue</i>	<b>2020 Budget</b>
Beginning Cash - Unreserved	\$ 412,482
Investment and Other	5,000
Transfers In	100,000
<b>Total Revenue</b>	<b>\$ 517,482</b>
<b><i>Expenditures</i></b>	
LEOFF Benefits	\$ 50,000
Unemployment	20,000
<b>Total Expenditures</b>	<b>\$ 70,000</b>
<b>Unreserved Ending cash</b>	<b>\$ 447,482</b>

## ER&R Fund 103

<i>Revenue</i>	<b>2020 Budget</b>
Beginning Cash - Unreserved	\$ 201,668
Investment and Other	1,300
Transfers In	210,000
<b>Revenue</b>	<b>\$ 412,968</b>
<i>Expenditures</i>	
Emergency Vehicle Repair	\$ 5,000
Replacement Vehicles	200,000
<b>Total Expenditures</b>	<b>\$ 205,000</b>
Unreserved Ending cash	<b>\$ 207,968</b>

## General Fund and Sub Funds

### Summary

<i>Revenue</i>	<b>2020 Budget</b>
General Fund - 001	\$ 27,746,927
Donation Fund 101	9,241
Reserve Fund 102	517,482
ER&R Fund 103	412,968
<b>Total Revenue</b>	<b>\$ 28,686,619</b>
<i>Expenditures</i>	
General Fund - 001	\$ 23,992,672
Donation Fund 101	3,500
Reserve Fund 102	70,000
ER&R Fund 103	205,000
<b>Total Expenditure</b>	<b>\$ 24,271,172</b>
<b>Ending Cash</b>	<b>\$ 4,415,447</b>

## Bond Fund - 201

<i>Revenue</i>	<b>2020 Budget</b>
Beginning Cash - reserved	\$ 45,986
Property Taxes including New Const.	470,707
Interest/Other	2,000
Transfers In	90,000
<b>Total Revenue</b>	<b>\$ 608,693</b>
<i>Expenditures</i>	
UTGO Bond Principal	\$ 450,000
LTGO Bond Principal	60,000
UTGO Bond Interest	15,978
LTGO Bond Interest	28,485
Debt Service Fees	1,000
<b>Total Expense</b>	<b>\$ 555,463</b>
<b>Reserved Ending cash</b>	<b>\$ 53,230</b>

**Bond Fund - 202**

	<i>Revenue</i>	<b>2020 Budget</b>
Beginning Cash - reserved	\$	13,886
Property Taxes including New Const.	\$	704,504
Interest/Other		300
<b>Total Revenue</b>	<b>\$</b>	<b>718,690</b>
<b><i>Expenditures</i></b>		
UTGO 2017/2019 Bond Interest		696,529
Debt Service Fees		1,000
<b>Total Expense</b>	<b>\$</b>	<b>697,529</b>
<b>Reserved Ending cash</b>	<b>\$</b>	<b>21,161</b>

**Capital Projects Fund - 301**

	<i>Revenue</i>	<b>2020 Budget</b>
Beginning Cash - Unreserved	\$	229,991
Investment and Other		3,000
Transfers In		100,000
<b>Total Revenue</b>	<b>\$</b>	<b>332,991</b>
<b><i>Expenditures</i></b>		
Capital Facility Projects	\$	100,000
<b>Total Expenditures</b>	<b>\$</b>	<b>100,000</b>
<b>Reserved Ending cash</b>	<b>\$</b>	<b>232,991</b>

**Capital Projects Fund - 306**

	<i>Revenue</i>	<b>2020 Budget</b>
Beginning Cash - Unreserved	\$	12,660,706
Investment and Other		100,000
<b>Total Revenue</b>	<b>\$</b>	<b>12,760,706</b>
<b><i>Expenditures</i></b>		
Cap Facilities and Equipment Yr 3 Expenditures	\$	7,060,000
<b>Total Expenditures</b>	<b>\$</b>	<b>7,060,000</b>
<b>Reserved Ending cash</b>	<b>\$</b>	<b>5,700,706</b>

