

North Mason Regional Fire Authority (NMRFA)
Budget Hearing
1/21/2014

Present: Commissioners Burrus, Kewish, McIntosh, Quigley, Voss-Petredis, Wampold; Fire Chief Bakken, Assistant Chief Cooper, District Secretary Patti, Commissioner Blackwell arrived at 7:05pm.

The meeting was called to order at 7:01pm and opened with the Pledge of Allegiance.

Commissioner McIntosh turned the meeting over to Chief Bakken for the Budget Hearing for the establishment of a 2014 NMRFA Budget. (Budget attached)

Chief Bakken reviewed the preparation of the budget with the Commissioners. He reported the bulk of the monies coming in are from Fire District 2 (\$1.4 million) and Fire District 8 (\$311k). There will be a full transfer report at the meeting in February once we have received our report from the County. He also reviewed the budget and provided background on the financial status of the districts.

Commissioner Voss Petredis asked if new construction monies are beneficial. Chief Bakken reported that while new construction does not hurt us, it isn't something we depend on as there are many variables involved with this type of revenue.

Chief Bakken described different areas where we collect revenue. Those include several contracts with multiple jurisdictions; State Parks, Department of Corrections, Belfair Water District, and North Mason School District. We also have revenue provided through our SAFER Grant and a relatively new Fire Marshall Reimbursement program. There is about \$170k in Fire District 8's reserves. We do not anticipate spending those monies.

Chief Bakken explained objectives and line items as it relates to the budget. He explained that objectives are established with line item managers and are reviewed throughout the year, as well as at the end of the year. These touch point's ensure purchases are consistent with our Strategic Plan. We also use a Purchase Order System to track expenses that the line item managers approve.

Chief Bakken shared with the Commissioners that he is excited about two things:

The first is that the emergency contingency account is at \$500k and the Capital Account (used for big ticket items such as fire trucks) has approximately \$84k. We will continue to put monies away into these accounts.

The second is that the two Districts are debt free. The last payment that either District made was to the store. There are not many Districts that can make that claim that they are 100% debt free.

WA State Firefighter Association (WSFFA): Chief Bakken addressed a recommendation that was made about membership to the WSFFA at the meeting on January 14 by T. Thombs. Chief Bakken received confirmation that both District 2 and District 8 were members and under the NMRFA we will also remain a member.

Chief Bakken asked if the Commissioners had any questions with regards to the budget. There were none. Commissioner Kewish commended Chief Bakken on a great Budget presentation.

Public Comments:

Herb Gearhart: He asked about the figures in the report that are represented with \$0.00. Why is this? He inquired if it would be easier to combine D2 and D8 figures to compare? *Chief Bakken indicated this hearing is to establish the budget for the NMRFA and we won't have those numbers until we have been operating as a Fire Authority.*

Shirley Aries: She asked where the well fund monies are being held. She also asked if we can use those monies to upgrade the store to function as a disaster shelter in the event of an emergency in Tahuya.

Chief Bakken reported the money he is aware of totals approximately \$34k. There is not a separate "Well Fund" account however. The monies could be in four separate funds that are set up for FD8 with the county; 1. General Expense (like a checking account); 2. EMS Fund (monies for EMS Services); 3. Reserve Fund – there is \$64k in that fund; and finally 4. Bond Fund – used to pay off the store (this account is at a 0 balance).

There has been a separate line item that Chief Bakken has seen in past budgets but the notation line item does not tie it to the county. Chief compared this set up to the Reserve fund that District 2 has and drew everyone's attention to the last page.

The Fire Authority can earmark the monies in the budget at any time. Commissioner Wampold spoke on the legalities of the well fund monies. We have receipts on monies that have come in with the understanding that they would go towards a specific purpose. Commissioner Kewish gave recollection of the history of the well. He indicated due to controversy the Commissioners didn't take action.

Harold Carey: One year from now we will have spent 1.6 million – How will the Fire Authority account for what they have spent. Will the store have any of those monies applied to the store? *Chief Bakken replied no.*

Are there goals that the public can see that are based on the budget- 1. Yes, what you are seeing is the tail end of District 2's five year strategic plan. We do not have a strategic plan for the Fire Authority as of yet.

Transferring monies: Mr. Carey also asked if we would have another budget hearing to show the public what is going on. Chief Bakken reported that monthly financials are presented to the Commissioners for review which is available to the public as well. Commissioner Voss- Petredis: thought a semi-annual budget hearing may be helpful.

Mr. Carey acknowledged Firefighter Nick Bowman and what are Nick's goals and objectives while he is stationed in Tahuya and what does it cost to have Nick in Tahuya. *Chief Bakken indicated a rough estimate is \$50k.*

Chief Bakken asked for the baseline set of priorities and community input from the CAC Meeting. Commissioner Quigley – spoke of the Strategic Plan that District 2 set out based on the indicators. When the public participates in the new plan it will be helpful.

Harold Carey: Mr. Carey asked about response times. Will we be seeing reports on response times as we move forward? *Chief Bakken indicated yes, we already have begun collecting data and will continue to monitor and report on response times.*

Herb Gearhart: He addressed the audience and provided comment on what the purpose of a budget hearing was.

In the essence of time, Commissioner McIntosh asked that we please move forward with the hearing as we have another business meeting to attend to following this meeting. She thanked the public for their comments.

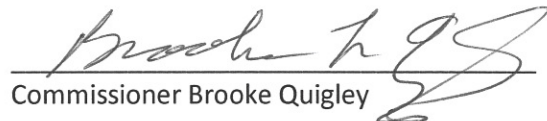
Motion made by Commissioner Wampold to adjourn; Commissioner Burrus seconded the motion. The Budget Hearing was adjourned at 8:01pm.



Katie Patti – District Secretary



Commissioner Kelley McIntosh



Commissioner Brooke Quigley




Commissioner Dan Burrus

Commissioner Bev Voss-Petredis



Commissioner Shelby Blackwell

Commissioner Thomas Wampold



Commissioner Daniel Kewish

NORTH MASON REGIONAL FIRE AUTHORITY ANNUAL BUDGET 2014

The North Mason Regional Fire Authority's 2014 annual budget is a document that is designed to, 1) help the NMRFa with the implementation of sound financial principals, 2) indicate program and service priorities and, 3) provide a means of communication for NMRFa financial matters to all internal and external stakeholders



2014 Budget Goals

- 1) Provide essential emergency services for the North Mason community
- 2) Provide line item budget objectives consistent with initial Fire Authority Service Priorities
- 3) Hold budget line item managers accountable for all line item spending
- 4) Ensure financial accountability with thorough budget oversight and review
- 5) Fund and maintain NMRFAs contingencies per NMRFAs policy
- 7) Stay within budget for 2014 despite NMRFAs alternative funding mechanisms
- 8) Clearly communicate the NMRFAs budget with the citizens we serve

North Mason Regional Fire Authority 2014 Draft Budget

Revenue	2011	2012	2013	2014	2014 Line Item Objectives
BAC	0	0	0	0	
FD 2 Property Fire Levy Tax	1,781,367	1,864,064	1,892,521	1,907,000	1% increase with new construction over 2013
FD 8 Property Levy Fire Tax	0	0	0	158,237	
FD 2 EMS Levy Tax	575,737	601,725	610,092	620,000	1% increase plus new construction over 2013
Reserve Carryover	0	0	0	175,000	
Ambulance Fees	424,612	445,843	468,135	491,541	O: Maintain current transport rates through 2014, without fee increase
Land Transfer (Timber)	20,000	20,000	20,000	23,000	
Forest Excise Tax	15,000	15,000	15,000	17,000	
SKFR Tri Lakes Contract-FD5 Contract	22,000	4500	0	0	
MCFD 8 ALS Service Contract	45,000	45,000	45,000	0	ALS Contract is removed with NMRF A formation
Mission Creek Service Contract	12,050	10,400	10,600	10,600	O: Provide fire and EMS services for Mission Creek Corrections Center O: Ensure proper assessed valuation of center with new developments
Interest	1,000	1,000	1,000	1,000	
Misc. Utilities	3,000	3,000	3,000	3,000	
Grants	1,800	1,800	1,800	1,300	O: Continue to seek and apply for all applicable grant opportunities to include AFG, Prevention, and DOH.
Grants FEMA SAFER	0	0	0	0	
DNR Fire Reimbursement	11,000	11,000	11,000	11,000	O: Maintain adequate resources to assist with out of area wild fire deployments

Non Rev. Reimbursement	6,700	13,000	13,000	13,000	O : Continue and seek reimbursement for select emergency and non-emergency services
Schools/Parks Service Contract	6,000	2,000	4,000	2,000	O : Provide fire and EMS services for North Mason School NMRF-A and Washington State Parks. O : Ensure proper assessed valuation of WA State Park facilities and improvements
Private Contributions	1,000	1,000	1,000	1,000	
Training/Practice Burns	2,000	5,000	5,000	5,000	O : Conduct three separate NMRF-A trainings open to outside agencies. O : Seek Reimbursement from WA State for fire training.
Junk/Salvage	17,000	0	15,000	15,000	
Starting Balance	145,000	225,000	155,000	100,000	Carryover from 2012 budget
Federal SAFER Grant	0	0	0	120,000	2013 SAFER Grant Proceeds
Fire Marshal Reimbursement	0	0	0	10,000	Reimbursement of NMRF-A provided Fire Marshal Services to Mason County
Total Revenue	3,090,266	3,269,332	3,271,148	3,684,678	

Expenditures	2011	2012	2013	2014	2014 Line Item Objectives
Line Item Manager- Beau Bakken Fire Chief					
Career Salaries	1,520,000	1,625,000	1,725,000	1,880,000	O: Maintain adequate staffing levels to provide essential emergency and non-emergency services for NMRFA operations O: Minimize overtime staffing expenditures through organized and efficient use of staffing models. O: Hire personnel necessary for NMRFA staffing requirements (Tahuya Station)
Career Benefit Costs	561,600	587,000	650,000	625,000	O: Maintain employee and member benefits consistent with CBA, state, local and federal law; benefits include medical, dental, vision, life, and industrial insurance coverage as well as employer social security, employer Medicare employer retirement, deferred compensation and health retirement account contributions. O: Provide state mandated LEOFF 1 retiree medical benefit program (2 retirees) O: Provide supplemental Medicare insurance coverage for LEOFF 1 retirees to minimize impacts of medical costs that are employer responsible
Retirement Medical Costs	12,000	12,000	12,000	12,000	O: Make an annual contribution to EFF, as defined by NMRFA Policy, to facilitate the NMRFA's equipment replacement plan. O: Increase annual contribution with any funds received from beginning of the year carryover
Equipment and Facilities Fund	135,000	230,000	130,000	160,000	
Vehicle Lease Payments	40,000	0	0	0	
Trails End Fire Station Purchase	0	0	0	0	
Emergency Reserve	30,000	0	0	0	
Operational Misc. Expenses	10,000	10,000	10,000	10,000	O: Provide for miscellaneous required services in the NMRFA.

Admin/Comm. Training	15,000	15,000	7,500	12,500	O : Provide administrative personnel with NMRF A approved and required training, to included classes, seminars and conferences. O : Each fire commissioner to attend a minimum of one WFC A training event in 2013.
Insurance	42,000	38,000	38,000	65,000	O : Provide adequate insurance for all NMRF A assets, operations and activities as required by applicable state law.
Legal Fees	4,000	4,000	4,000	6,000	O : Provide legal consult and direction for the NMRF A as necessary
Computer Upgrades	15,000	14,000	12,000	12,000	O : Maintain NMRF A computers, network, and IT O : Network Station 81
Ambulance Refunds	4,750	4,500	4,500	4,500	O : Provide funding for EMS billing over-payment refunds.
Elections	3,000	9,000	0	6,000	O : 2013 election costs to be billed in 2014
Professional Service	7,000	12,000	17,500	12,000	O : Pay for 2013 Professional Membership and Service Fees. Memberships include NM Chamber, Rotary, W A Fire Chief's Assoc., W A Fire Commissioners Assoc., MC Fire Commissioners Assoc.
Commissioner Stipend	20,000	25,000	25,000	40,000	O : Provide commissioner stipends as outlined in SOP "Admin-06" and RCW 52.14.010
Subtotal	2,420,000	2,585,500	2,635,500	2,845,000	

Expenditures	2011	2012	2013	2014	2014 Line Item Objectives
Line Item Manager: Katie Patti - Executive Assistant					
Payroll Administration	3,000	0	0	0	
Postage	2,000	2,000	2,000	2,000	O: Provide for mail and postage services required by the NMRF A
Office Supplies	8,000	8,000	8,000	8,000	O: Provide for office supplies required for NMRF A operations.
Volunteer Pension and Disability	8,000	8,000	8,000	6,000	O: Maintain Volunteer Pension and Disability program for retired and active volunteer firefighters through state BVFF pension board.
Legal Advertisements/Subs	1,000	1,000	500	500	O: Provide funding for all state mandated legal advertisements, including but not limited to commission meeting changes, special commission meetings, bid and surplus announcements.
Subtotal	22,000	19,000	18,500	16,500	

Expenditures	2011	2012	2013	2014	2014 Line Item Objectives
Line Item Manager: Scott Cooper - Assistant Fire Chief					
Station Utilities	55,000	50,000	50,000	50,000	O: Maintain utility services at all NMRF A facilities. Utility services include internet, phone, cable, water, garbage, and gas. O: Review all utility services and expenditures to ensure cost and benefit efficiencies. O: Maintain NMRF A septic system at regular intervals to ensure proper working order.
Preventative Maintenance Contract	17,000	17,000	17,000	20,000	O: Fund preventative maintenance program to ensure fleet and equipment safety and minimize repairs. O: Q/A program to ensure effectiveness in safety and repair records. O: Perform annual testing as necessary. O: Maintain and check small equipment as necessary. O: Document and file maintenance records on all NMRF A vehicles
Vehicle Repairs	60,000	60,000	60,000	55,000	O: Provide repair services for NMRF A vehicle fleet.
Vehicle Fuel	40,000	50,000	50,000	57,000	O: Provide for fuel needs for department equipment. O: Investigate fuel services to ensure "best price" available for the NMRF A throughout the year. O: Provide necessary funding for potential unanticipated increases in fuel prices throughout the year.
Infectious Disease/Safety and Health	6,000	8,000	8,000	5,000	O: Provide federal, state and department policy required health and safety programs for all members. Programs include infectious disease prevention (Hep B, TB), respiratory and hearing protection, and member physicals.
Training	45,000	45,000	35,000	35,000	O: Provide Fire and EMS training for all department members consistent with and as required by training SOPs.
Fire Academy	12,000	20,000	15,000	10,000	O: Provide Bates Academy Firefighter training for 2 NMRF A members

Career Staff Education	18,000	20,000	20,000	20,000	O: Provide tuition assistance as required by CBA and NMRFPA approval
Student Resident Program	40,000	40,000	40,000	45,000	O: Provide stipend reimbursement for 12 student resident volunteer positions (per NMRFPA policy)
Dispatching Services	24,000	31,482	36,398	40,000	O: Provide annual MACECOM Dispatching services at a rate consistent with interlocal agreement
EAP/CISD Services	2,000	2,000	2,000	2,000	O: Provide Contracted First Choice EAP employee counseling services O: Provide group debriefing services following critical incidents
Volunteer Stipend/BLS Transports	8,000	10,000	8,000	38,000	O: Provide for annual volunteer member stipend and BLS reimbursement. O: Provide for Tahuya Volunteer Stipend Reimbursement Program
Awards/Recognition/Code 13	650	650	650	650	O: Provide for NMRFPA sponsored awards, acknowledgements and fire rehabilitation supplies
Building Maintenance	35,000	50,000	30,000	30,000	O: Provide maintenance as necessary for all NMRFPA facilities.
(Capital Project) Dept. Sign/Station 27	35,000	9000	0	29,028	O: Remodel Station 27 O: NMRFPA Signage
Dewatto Fire Engine Purchase	25,000	0	0	0	
Subtotal	422,650	413,132	372,048	436,678	

Expenditures	2011	2012	2013	2014	2014 Line Item Objectives
Line Item Manager: Carl Ehresman - Captain					
EMS Supplies	45,000	45,000	40,000	45,000	O: Maintain adequate medical supply for emergency operations. O: Track medical supply ordering. O: Conduct ordering inquiries with supply companies to ensure best prices. O: Provide for ALS capacity in Tahuya area
EMS Equipment	8,000	13,000	13,000	13,000	O: Replace medical equipment as needed for 2013. O: Purchase necessary equipment in accordance with replacement schedule.
MPD/QA	7,200	8,000	7,100	8,000	O: Provide NMRFPA MPD and Q/A services at amount set by MC EMS council. O: Monitor and assess MPD and QA services
Ambulance Billing	19,000	24,000	23,500	24,000	O: Maintain billing services for EMS transports (See SOP Ambulance Billing) O: Provide annual presentation on billing to Fire Commissioners. O: Q/A billing procedures and processes
CRT Programs	2,000	1,000	500	10,000	O: Provide equipment and supplies necessary for new and current CRT members. O: Provide CRT training in handling requests during large scale emergencies and operating during disasters. O: Establish Tahuya and TRV CRT
Wellness (New)	0	5,000	5,000	5,000	O: Providing funding for wellness committee recommendations.
Subtotal	96,200	96,000	89,100	105,000	

Expenditures	2011	2012	2013	2014	2014 Line Item Objectives
Line Item Manager: Ryan Cleveland - Captain					
Wildland	2,500	2,500	2,500	5,000	O: Replace aging wildland hose on B-21, and B-27 O: Support "in area" and "out of area" wildland operations O: Replace wildland or outdated wildland equipment as necessary.
ORV	1,500	1,500	1,500	1,500	O: Maintain NMRF A ORV Vehicles and ORV equipment to include preventative maintenance and repairs
Fire Equipment Testing	5,000	5,000	8,500	10,000	O: Conduct NFPA standard annual testing for all NMRF A fire hose and fire ladders O: Test all newly AFG acquired fire hose.
Fire Equipment Replacement	30,000	20,000	20,000	22,500	O: Replace miscellaneous fire equipment that may become lost or broken O: Purchase fire equipment as outlined by NMRF A replacement plan.
Fire Equipment Reserve	20,000	30,000	30,000	27,500	O: Make an annual contribution to Fire Equipment Reserve to facilitate the NMRF A's short, medium and long term fire equipment replacement planning
SCBA/Compressor Maintenance	8,000	8,000	8,000	8,000	O: Conduct air compressor preventative maintenance and necessary repairs O: Conduct required air quality sampling as required WISHA O: Conduct annual WISHA required SCBA flow-testing O: Perform mandated 5-year hydrostatic testing of SCBA bottles.
Station Amenities (Moved)	17,500	12,000	13,000	13,500	O: Providing funding for facility and amenity committee recommendations.
Station Supplies	0	4,000	4,000	5,000	O: Provide miscellaneous station supplies for all NMRF A Fire Stations
Subtotal	84,500	83,000	87,500	93,000	

Expenditures	2011	2012	2013	2014	2014 Line Item Objectives
Line Item Manager: Jordan Reese - Captain					
Protective Equipment	15,000	15,000	15,000	13,000	O : Maintain PPE Inspection and Repair Program to ensure member safety (See Policy "PPE Care and Maintenance") O : Clean and repair all PPE as required by policy. O : Provide proper PPE for all members as required by law and policy O : Purchase 5 to 6 sets of new protective equipment for replacement purposes. O : Augment 2013 grant request for 35 sets of new PPE.
Uniforms	15,000	15,000	15,000	15,000	O : Provide for uniforms for career staff members as outlined in CBA O : Provide for the uniform needs of volunteer members
Radio Upgrades	17,000	15,000	15,000	15,000	O : Purchase new minitor V's and 7 portable radios to outfit volunteers with communications equipment. O : Establish secondary "voted" repeater site for radio operations
Subtotal	49,000	45,000	45,000	43,000	

Expenditures	2011	2012	2013	2014	2014 Line Item Objectives
Line Item Manager Jeromy Hicks - Community Outreach Coordinator					
Community Newsletter	3,863	9,200	5,000	7,000	O: Distribute annual NMRF A newsletter and outreach materials.
Community Outreach Program	9,053	15,000	15,000	15,000	O: Provide Annual Fire Inspections on all commercial structures in NMRF A. O: Participate in plans reviews for all commercial structures. O: Conduct annual Safety Days elementary school outreach event. O: Distribute safety/outreach devices O: Maintain fully involved newspaper column O: Provide auto dialer, CPR, smoke detector, and public education community programs
Department Dinner	650	3,500	3,500	3,500	O: Provide funding for the annual NMRF A dinner/volunteer association meeting in March 2014
Subtotal	12,916	27,700	23,500	25,500	

Expenditures	2011	2012	2013	2014	2014 Line Item Objectives
Line Item Manager- Tina Miller Volunteer Coordinator					
SAFER-Volunteer R & R	0	0	0	120,000	O: Fulfill requirements of Federal SAFER Grant Award. This includes volunteer recruitment retention, training and equipping.
Subtotal	0	0	0	120,000	
2014 NMRFA Expenditure Totals	3,090,266	3,269,332	3,271,148	3,684,678	

2014 Contingency Balances (Beginning of the Year and prior to 2014 contributions)	
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Emergency Contingency:	\$500,140.68
Capital:	\$84,279.45
Fire Equipment:	\$80,000