

RESOLUTION NO. 94-02

BE IT RESOLVED BY THE COMMISSIONERS OF ISLAND COUNTY FIRE PROTECTION DISTRICT NO. 5 AS FOLLOWS:

1. That the County Assessor has notified the Commissioners of Island County Fire Protection District No. 5 that the assessed valuation of real properties lying within the boundaries of said District for the calendar year 1995 is \$ 501,291,838.00

2. That the attached hereto Exhibit "A" (by this reference made a part of this resolution) be and hereby is adopted as the budget of Island County Fire Protection District No. 5 for the calendar year 1995.

3. That the Honorable Board of County Commissioners of Island County, Washington, be and are hereby requested to make a levy for (Year) 1995 for said Island County Fire Protection District No. 5 of \$ 552,069.44

4. That the County Treasurer of Island County, Washington, be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 3 above in the amounts and funds specified below:

- A. \$ 524,744.44 into the Current Expense Fund of said District
- B. \$ into the Reserve Fund of said District
- C. \$ Registered Warrant Fund
- D. \$ 27,325.00 to be used for the sole purpose of paying the interest and principal of said District's General Obligation Bonds heretofore authorized and now outstanding. This levy to be without limitation as to rate or amount, and sufficient to pay the principal of and interest on said bonds as the same shall become due.

E. \$ into the other Fund of said District

5. That one copy of this resolution together with Exhibit "A" be delivered to each of the following:

Board of County Commissioners and Auditor of Island County, Washington

Adopted at a meeting of the Board of Commissioners, Island County Fire Protection District No. 5, this 3rd day of November, 1994.

Cheryl J. Taylor
Chairperson

Paul M. ...
Commissioner

...
Commissioner

ATTEST:

Deland L. Bryan
Secretary

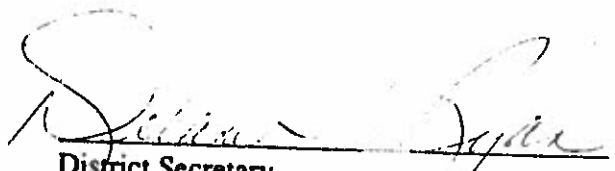
CERTIFICATION

STATE OF WASHINGTON)
 COUNTY OF ISLAND)

I, Delane T. Ryan, Secretary of Island County Fire Protection District No. 5, do hereby certify that the following is a true and correct copy of the budget for the year 19 95 adopted by the fire commissioners of said district and appearing in the minutes of a meeting held on the 3rd day of November, 19 94, requesting the board of commissioners of Island County to levy taxes as follows:

A. CURRENT EXPENSE FUND:	
(1) REGULAR LEVY	\$ <u>524,744.44</u>
(2) EMERGENCY MEDICAL SERVICES	\$ _____
(3) EXCESS LEVY	\$ _____
B. RESERVE FUND	\$ _____
C. REGISTERED WARRANT FUND	\$ _____
D. G. O. BOND FUND	\$ <u>27,325.00</u>
E. OTHER _____	\$ _____
F. TOTAL TAXES REQUIRED	\$ <u>552,069.44</u>

Given under my hand and the official seal of said district on this 3rd day of November, 19 94.



 District Secretary

Island County Fire Protection

District 5

1995 Budget

**Commissioner Cheryl Engle
Commissioner Gerald Helm
Commissioner Paul Messner**

November 1994

1995 Budget Introduction

1995 Budget

Again for the 7th time, I am pleased to present an annual budget for your consideration. The basics of this budget were presented at the Commissioner's Budget Workshop October 21, 1994.

This budget is the blueprint of District goals for 1995. It has been shaped after many hours of analysis, planning and discussion regarding a formidable strategy for 1995 with an eye toward the year 2000.

Revenue for 1995 appears to be stabilized with the renewal of the Coupeville Inter-Local Agreement for Fire Protection. Although at this time a final contract has not been signed off, an agreement is anticipated prior to January 1, 1995.

The Maintenance and Operation Budget (Current Expense) and the Capital Outlay Plan will allow the Fire District to meet the needs of the Firefighters and Community.

The 1995 Budget further outlines and initiates a feasibility study to look at all the Fire Stations and develop an outline to identify facility needs for the next 10 years. Within the plan is funds for land acquisition.....for the combined Station 55/56 and additional training facilities.

The 1995 and 1996 Equipment Replacement Plan, as outlined, incorporates a leveraging program to obtain low interest financing providing the means to the purchase 2 fire engines, 1 water tanker, and a new rescue unit.

The 1995 Budget paves the way for improved services to the Community and initiates the start of a very challenging year for the members of District 5.

**Joe Biller
Fire Chief**

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Current Expense Overview

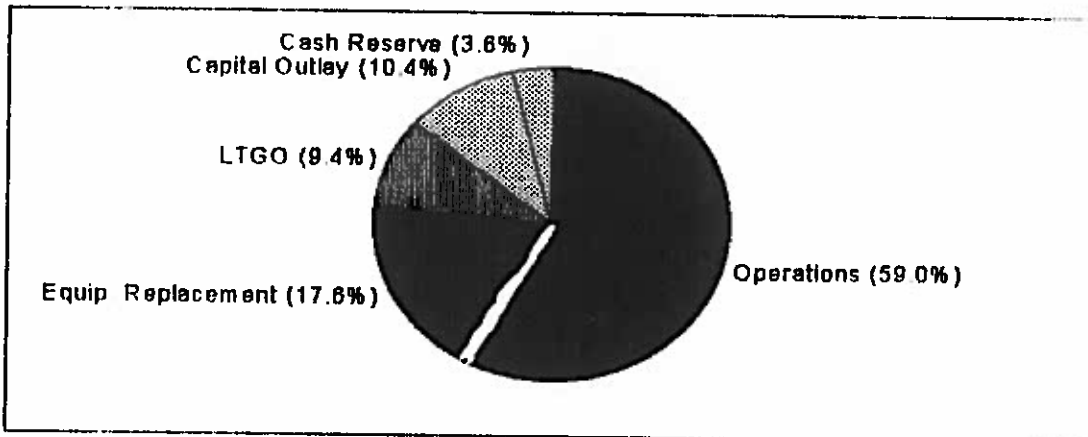
The Current Expense Fund is the primary account for District revenue and expenses required to operate the District on an annual basis. (See Appendix for complete details)

The Revenue Category is a listing of the various sources of annual budget moneys. 83% of the funds used to operate the fire district are taxes collected from property assessments. The other 17% is listed as miscellaneous - most of this comes from the Coupeville Interlocal Agreement for fire services in town.

1995 marks the beginning of a new contract with Coupeville. The new contract essentially renews previous agreements having District 5 providing the same level of service to the Town as it does to the property owners and residents in the Fire District. The agreement goes on further and recognizes that the Town wants the Fire District to provide all the apparatus and equipment necessary to protect the Town and help maintain the Town's current Washington Survey and Rating Bureau's Class 6 rating. With the 1995 agreement, the Town is freeing itself from the responsibility to provide any equipment, apparatus, or property needed for emergency response for fire protection, suppression, and medical aid.

This year, as in the past, the miscellaneous category reflects very little anticipated revenue from other agencies and revenue categories. This conservative viewpoint keeps the budget figures more accurate and less apt to be inflated. Examples of other miscellaneous income include revenue such as the moneys from Department of Natural Resources Interlocal Agreement for Fire Suppression of small wildland fires, the State Parks, State Ferry System, Timber Excise, Leasehold Excise, and from the sale of District excess property and equipment. Any funds that are obtained from these agencies as a past practice have been automatically rolled into cash carry over. This reserve is primarily used for capital projects and to provide a measure of security in the case of an unforeseen shortfall. It is a goal of the Fire District to try and have a 12 month cash reserve.

To ensure that the Island County Assessor is able to levy the fully authorized amount of taxes and the correct amount due for "New Construction", the total property tax amount listed reflects a 3% adjustment. As in the past this figure will be finalized by the Assessor early in 1995.



**SUMMARY
CURRENT EXPENSE**

Beginning Cash Reserve	\$300,000.00
Earmarked Vehicle Replacement	80,000.00
Transfer In & Interest	105,282.74
Subtotal	185,282.74
Earmarked Building Construction	\$51,217.00
Construction balance during 1995	2,217.00
Earmarked Vol. Incentive	4,600.00
Anticipated Investment Interest	5,282.74
Remaining cash from Current Expens	20,426.86

Revenue 1995		as per Assess
Property Tax	488,012.34	524,744.45
Miscellaneous	80,000.00	
Subtotal	\$568,012.34	

Expense	
Operational	335,045.48
Vehicle Replacement Transfer	100,000.00
LTGO Transfer	53,400.00
Capital Outlay	59,140.00
Expense Subtotal	547,585.48
Balance	\$20,426.86
Anticipated carryover end of 1995	\$186,826.86

Beginning cash figures may need to be revised after final accounting figures are completed early in 1995. Building construction plans are initiated in 1995 and funds are spent down as seen in the chart above. Project planning for Station 55/56, Headquarters phase II and land acquisition are key elements for this expense.

The carry over funds are necessary to ensure adequate cash on hand between tax collection periods. Four months of funding appears to be the minimum acceptable level. Additional carry over funds help ensure the District could operate if a significant shortfall occurred.

Expenditure Plan for Current Expense

Amounts in most line items reflect a zero based budget approach - that is each line item is justified by comparing previous years expenditure history. These funds then are modified up or down based on the goals for 1995. In most instances, line items are essentially maintaining the 1993 and 1994 level. The most noticeable differences in the 1995 Budget is apparent in Training, Prevention/Public Education and Vehicle Readiness. The career captain's salary and benefits are spread between these three categories. Estimated percentages of time committed and job responsibilities are the rationale for the calculations. A review of these percentages is recommended at the end of 1995.

Volunteer Services

Fire Pay reflects no change in the \$5.00 per call and drill rate; however additional moneys are added to the 1994 level to compensate for an anticipated 5% annual call increase. An additional improvement for 1995 increases the weekend duty pay from \$35.00 to \$100.00. To help enable this increase, the \$35.00 quarterly Training Officer and Battalion Chief's pay is discontinued. Volunteer and/or Career people assigned as weekend duty officers are entitled to this pay. Current district guidelines expect 1 person to be available to answer calls for assistance and be the responsible Officer in Charge of the District from 6 P.M. Friday night until 6 P.M. Sunday.

Volunteer Services			
Fire Pay	\$30,885.00		
State Volunteer Retirement	\$1,470.00		
Meals/Supplies	\$3,150.00		
Incentive	\$8,400.00		
Summer Help	\$4,000.00		47,885.00

Administration

This category includes the Chief and the Administrative Assistant positions. Salary adjustments are increased 5% starting January 1, 1995 and benefits are adjusted for the contract employee (Chief) and Fire Commissioner approval of proposed wage and salary schedules for the salaried positions (Administrative Assistant and Captain). Part-time office help is reduced from \$2,500.00 to \$2,000.00 as a result of more efficient office operations since the hiring of the full time Captain.

Administration			
Salaries	\$84,210.00		
Benefits	\$27,440.00		
Training	\$3,500.00		
Part time office help	\$2,000.00		117,150.00

Legislative

Commissioner salaries and training remain at 1994 levels as per WAC 52.14.010. New in 1995, is a monthly stipend of \$50.00 paid to the duly appointed **District Secretary**. This is intended to compensate the Secretary for the preparation of minutes, and any additional assigned tasks - such as attendance at Board meetings, workshops and other required functions. The Chair is responsible for the Secretary's assigned duties.

Legislative			
Salaries	\$2,100.00		
Benefits	\$1,500.00		
Training/Conferences	\$1,050.00		
Secretary	\$600.00		5,250.00

Programs

The Training, Prevention and Vehicle Readiness Programs reflects the full time captain's wages and benefits based on anticipated hours involved in each program.

Fire Prevention A Maintenance category for the Fire Safety House is created this year. It is recommended to initiate an annual user fee to offset operational costs for the Fire Safety House. (The Chief will develop a user agreement for the Fire Safety House).

Funding a "DOOR to DOOR" fire risk program of all homes within the District's protection area is suggested in 1995. The program would be submitted for possible grant funds from D.N.R. The basic idea of the plan involves ensuring every home has a working smoke detector and battery; and that the occupant is aware of the fire safety risk/challenges their home may pose from a wildland fire standpoint. A voluntary inside inspection would be offered to anyone interested. Brochures, handouts and fire other safety literature would be provided by 2 people - trained and paid a nominal hourly/piecework salary.

Vehicle Readiness The Professional Services category is reduced \$4,000.00 in 1995 because the full time captain is able to do some of the routine maintenance items. The supply category is increased in vehicle readiness because it is anticipated to increase with full time attention being given to District vehicles.

Programs			
Suppression Training			
Salaries	\$9,690.00		
Benefits	\$2,713.20		
Supplies	\$1,000.00		
District Classes/Training Fires	\$3,000.00		
Oak Harbor Facility use	\$800.00		
Recruit Academy	\$3,050.00		
North Bend Courses	\$2,300.00		22,553.20
Medical	\$4,200.00		
Infectious Disease	\$1,250.00		\$5,450.00
Special Operations			
Water Rescue	\$800.00		
Rope Rescue	\$550.00		\$1,350.00
Prevention			
Salaries	\$6,433.00		
Benefits	\$1,801.24		
Supplies	\$400.00		
Firesafety House	\$400.00		
Neighborhood Risk Assessment	\$1,800.00		10,834.24
Vehicle Readiness			
Salaries	\$16,143.00		
Benefits	\$4,520.04		
Supplies	\$16,000.00		
Professional Services	\$4,000.00		40663.04

Operating Supplies

Figures in these categories are based on the past 4 years actual expenses and are increased as necessary to keep the same level off service. Infectious Disease is move under the control of the Medical Program.

Operating Supplies			
Utilities	\$24,500.00		
Facilities Repair & Maint.	\$5,000.00		
Breathing Apparatus	\$1,200.00		
Small Tools & Equip	\$11,000.00		
Business Supplies	\$5,000.00		46,700.00

Other Services

Dispatch Fees are set at the same amounts as in previous years. It is still anticipated that ICOM may have a fee required of participants in the next 18 months. Re-evaluation may have to be done during 1995.

Under Communication and Repair, it is proposed to enter into a maintenance agreement with DuCapp Electronics for annual upkeep on mobiles and pagers. The new category is listed under Professional Services. This contract will provide *addtional* repair and maintenance for about the same cost as 1994.

Other Services			
Insurance	\$19,215.00		
State Auditor	\$1,000.00		
Election Fees	\$840.00		
Dues & Subscriptions	\$3,255.00		
Communication Repair and Maint.	\$2,000.00		
Professional Services Contract	\$2,900.00		
Dispatch	\$3,000.00		
Professional Services(Legal)	\$2,000.00		
Contingency	\$3,000.00		37,210.00
Total Maintenance and Operations			\$335,045.48

Bond Indebtedness

Fire District 5 has two Bond debts. Both will be redeemed and paid in full at the end of 1995. The proposed building construction and upgrading of facilities is *conditional* on the District issuing LTGO Bonds late in 1995 or early 1996. Recent legislative changes to the RCW's allow LTGO Bonds to be issued for up to twenty (20) years rather than 6 years. LTGO Bonds are called "Limited" Bonds because they are not voter approved; nor do they raise any additional tax burden on property owners. This type of indebtedness instrument is designed to be paid back from future "Current Expense" dollars; and by law (RCW 52.16.061) the bond debt cannot exceed 3/8 of 1% of the value of the taxable property of the District.

1985 Unlimited Tax General Obligation Bond (ends 12/95)	Face Amount 150,000.00	1995 Debt Service 27,325.00
reserves (estimated)		<u>< 5,071.00 ></u>
1989 Limited Tax General Obligation Bond (ends 11/95)	250,000.00	53,400.00
Transfer In		<u>53,400.00</u>
	<u>Total Bond Indebtedness</u>	75,654.00

Appendix A

1995 Budget Summary

Beginning Cash Reserve	\$300,000.00
Earmarked Vehicle Replacement	80,000.00
Transfer In & Interest	105,282.74
Subtotal	185,282.74
Earmarked Building Construction	\$51,217.00
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Capital Outlay	59,140.00
Expense Subtotal	547,585.48
Balance	\$20,426.86
Anticipated carryover end of 1995	\$186,826.86

Appendix B.

Maintenance and Operations Detail

Volunteer Services			
Fire Pay	\$30,885.00		
State Volunteer Retirement	\$1,470.00		
Meals/Supplies	\$3,150.00		
Incentive	\$8,400.00		
Summer Help	\$4,000.00		47,885.00
Administration			
Salaries	\$84,210.00		
Benefits	\$27,440.00		
Training	\$3,500.00		
Part time office help	\$2,000.00		117,150.00
Legislative			
Salaries	\$2,100.00		
Benefits	\$1,500.00		
Training/Conferences	\$1,050.00		
Secretary	\$800.00		5,250.00
Programs			
Suppression Training			
Salaries	\$9,690.00		
Benefits	\$2,713.20		
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District Classes/Training Fire	\$3,000.00		
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Special Operations			
Water Rescue	\$800.00		
Rope Rescue	\$550.00		\$1,350.00
Prevention			
Salaries	\$8,433.00		
Benefits	\$1,801.24		
Supplies	\$400.00		
Firesafety House	\$400.00		
Neighborhood Risk Assessment	\$1,800.00		10,834.24
Vehicle Readiness			
Salaries	\$18,143.00		
Benefits	\$4,520.04		
Supplies	\$18,000.00		
Professional Services	\$4,000.00		40863.04

Maintenance and Operations Detail cont.

Operating Supplies			
Utilities	\$24,500.00		
Facilities Repair & Maint.	\$5,000.00		
Breathing Apparatus	\$1,200.00		
Small Tools & Equip	\$11,000.00		
Business Supplies	\$5,000.00		46,700.00
Other Services			
Insurance	\$19,215.00		
State Auditor	\$1,000.00		
Election Fees	\$840.00		
Dues & Subscriptions	\$3,255.00		
Communication Repair and Maint.	\$2,000.00		
Professional Services Contract	\$2,900.00		
Dispatch	\$3,000.00		
Professional Services(Legal)	\$2,000.00		
Contingency	\$3,000.00		37,210.00
Total Maintenance and Operations			\$335,045.48

Appendix C.

Capital Outlay

Capital projects listed for 1995 are listed below. This list was compiled by the Firefighters, Officers and Program Managers. Upgrading and Standardizing key areas continue from 1994. Completion of the nozzle program by Lieutenant Hallett, additional pagers, continued replacement of heavy SCBA cylinders, and other items are listed. This list will be used as funds are available and spaced throughout the year as cash flow allows. The Firefighters and Officers were also queried for their opinions on the last three items listed. At the Commissioner Workshop, the list was modified to reflect purchasing 30 pagers and the safety door stop for Station 51. Just under \$60,000 is allocated for capital outlay. A plan will be developed to accomplish the following list during 1995:

Capital Projects 1995	
Business supplies	
Work Uniforms/Coveralls	\$9,000.00
copier	\$7,000.00
smoke machine	\$1,200.00
Pagers (30)	\$17,640.00
Air Cylinders (10)	\$3,900.00
Complete Nozzle Program	\$10,000.00
3 Mobile Radios/2 Portables	\$6,000.00
Scene lights on engines	\$900.00
Wildland hose	\$2,000.00
Safety Stop Door at Station 51	\$1,500.00
Door Openers at Station 52	\$0.00
Bunker Gear Washer	\$0.00
Pave Station 52	\$0.00
2nd Extrication tool	\$0.00

Appendix D

Facility Plan

During 1995 a cost estimate and preliminary draft on a 10 years district-wide facility use and land acquisition is proposed. The study will target completion of Headquarters Phase II, consolidation of Station 55/56 and long range look at Station 51 and 52. Moving ahead with further analysis of a live fire training prop is included. Travel to see Training Props is budgeted as well as some funds for real estate. The bulk of these funds come from the sale of the old Admirals' Cove Fire Station

Facilities Planning			
Consultant	\$7,500.00		
Site Selection/Acquisition			
Station 55/56	\$25,000.00		
Training Facility	\$18,000.00		
on site visitations	\$500.00		\$49,000.00

Appendix E

Equipment Replacement Schedule 1995

It appears cost effective and feasible that the District pursue securing the financing to enable the purchase of the following vehicles over the next two years. Two Fire Engines to replace E-52 and put a new engine at Headquarters, one 2000 gallon water tender to replace T-52 and one rescue unit at Headquarters.

Initial quotes from Whidbey Island Bank indicate a savings of \$37,000.00 in 5 years. More importantly it places NFPA 1500 compliant vehicles as first out attack engines at each station, it provides automatic transmissions in each first out engine and all but one water tender. The rescue rig would be place at headquarters to be available for daytime response and could fill other roles such as towing the boat, being the Command Unit on weekends and holidays, outfitted with a slide in 200 gallon water tank and pump for wildland response and initial safety at auto accidents.

Vehicle Plan		1995	1996	cost as proje
Tanker available 1995	\$90,000.00	90,000.00		131,000.00
2 engines delivery 1996	\$380,000.00	170,000.00	210,000.00	418,000.00
rescue available 1995	\$68,000.00	68,000.00		75,000.00
TOTAL COST OF VEHICLES	\$538,000.00	\$328,000.00	210,000.00	624,000.00
amount financed	\$352,929.34	142,929.34	210,000.00	
Down payment	185,070.66	1995		
Finance Charge	\$48,500.00			
Projected loan costs	\$401,429.34			
Net Savings/Loss	\$37,500.00			
Replacement Plan Schedule	\$185,070.66	Yr.	Running Total	
	\$116,447.00	1996	300,517.66	
	\$121,774.00	1997	237,221.00	
	\$128,980.00	1998	366,201.00	
	\$136,089.00	1999	502,290.00	
			\$687,360.66	