

CENTRAL WHIDEY ISLAND FIRE & RESCUE

Island COUNTY FIRE PROTECTION DISTRICT NO. 5

RESOLUTION NO. 98-03

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 District No. 5 that the assessed valuation of real properties lying within the boundaries of said District for the calendar year 1998 is \$ _____.

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 District No. 5 for the calendar year 1999.

3. That the Honorable Board of County Commissioners of Island County, Washington, be and are hereby requested to make a levy for (Year) 1999 for said Island County Fire District No. 5 of \$ 832,123.44.

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. \$ 832,123.44 into the Expense Fund of said District
- B. \$ _____ into the Reserve Fund of said District
- C. \$ _____ Registered Warrant Fund
- D. \$ _____ 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 District No. 5, this 12th day of November, 1998.

Paul E. Messer
Chairperson

Cheryl J. Engle
Commissioner

Tom L. Smith
Commissioner

ATTEST:

Selma Taylor
Secretary

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

CERTIFICATION

STATE OF WASHINGTON)
 COUNTY OF ISLAND)

I, Delane Taylor, 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 99 adopted by the fire commissioners of said district and appearing in the minutes of a meeting held on the 12th day of November, 19 98, requesting the board of commissioners of Island County to levy taxes as follows:

A. EXPENSE FUND:	
(1) REGULAR LEVY	\$ <u>832,123.44</u>
(2) EMERGENCY MEDICAL SERVICES	\$ _____
(3) EXCESS LEVY	\$ _____
B. RESERVE FUND	\$ _____
C. REGISTERED WARRANT FUND	\$ _____
D. G. O. BOND FUND	\$ _____
E. OTHER _____	\$ _____
F. TOTAL TAXES REQUIRED	\$ <u>832,123.44</u>

Given under my hand and the official seal of said district on this 12th day of November, 19 98.

Delane Taylor
 District Secretary

Central Whidbey Island Fire and Rescue



1999 Annual Budget

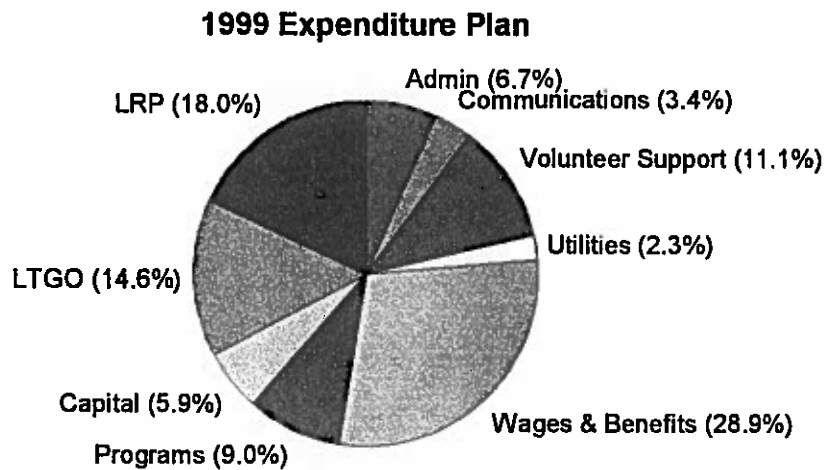
*Approved
11/12/98*

Table of Contents

Budget Message	2
Preliminary Budget Revenue.....	3
Expenditure Summary	4
Administration	5
Communications and Dispatch	6
Utilities	7
Medical and Infectious Disease	8
Equipment and Facility Readiness	9
Special Operations	10
Prevention and Public Education	11
Safety	12
Training	13
Volunteer Support Services.....	14
Wages and Benefits	15
Capital Outlay	16
Bond Fund	17
Cash Carry Over	18
Appendix	19

Below is a pie chart depicting the 1999 expenditure plan. Not shown is approximately \$5,000 of grant money allocated to the District for EMS that was obtained in 1998 and still remains to be spent.

The major areas of financial focus for the District will be the completion on the Facilities construction and completion of the Training Burn Facility.



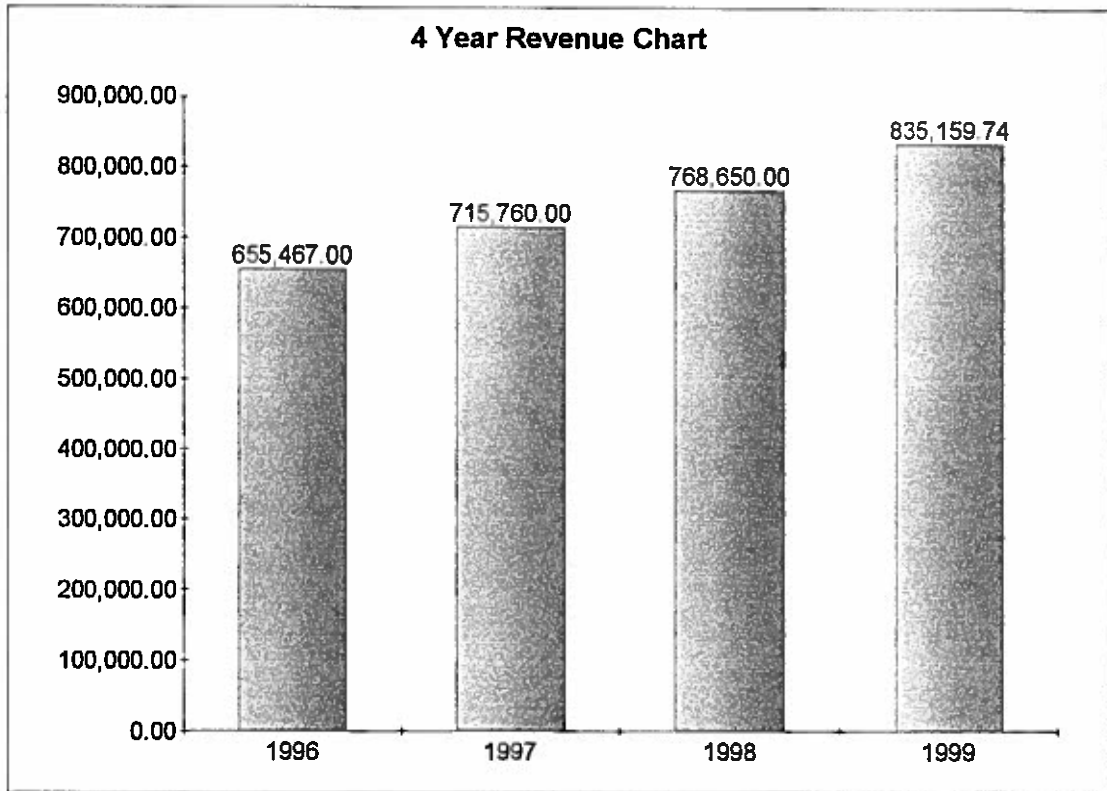
Two unique proposals are offered this year for two unrelated situations.

First is the establishment of a "Fire District Fire Protection Grant". The intention of this idea is to promote community fire safety. A successful applicant would apply for moneys to help accomplish a project. The project would be screened and evaluated for merit and awarded some or all of the available funds.

Second is a proposal to create an incentive program for career employees. This program would hopefully create a pathway that encourages exceptional personal, professional and district improvement. Included in the 1999 Budget is a wage and salary schedule that creates a base starting salary, a journeyman salary and longevity steps for senior employees.

Revenue

Revenue			
1	Property Tax at 97%	807,159.74	
2	Inspections	3,000.00	
3	Hospital Reimbursement	25,000.00	
4			
4a	Total Revenue		835,159.74



- The Hospital District increased its EMS funding to the Fire Agencies. This sum is to help offset costs incurred training and responding to Medical Incidents

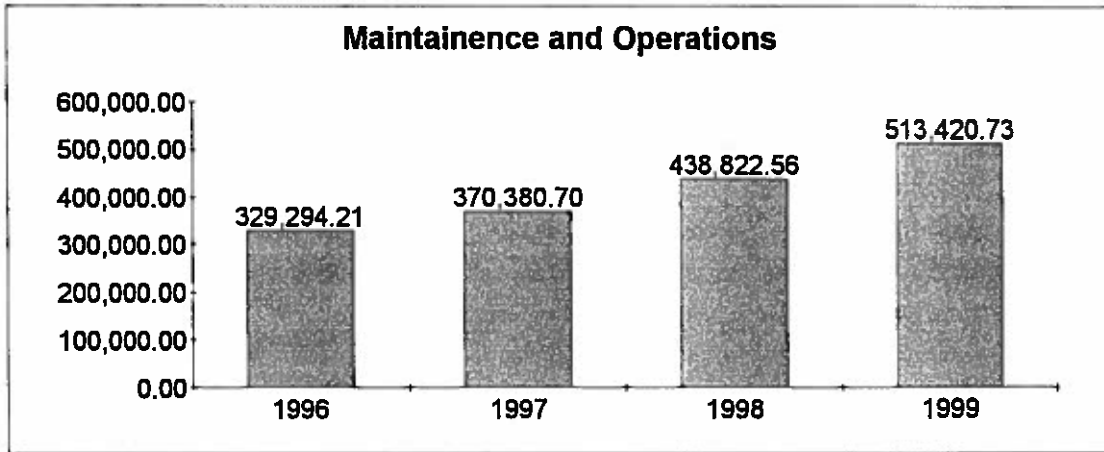
•

•

•

Expenditure Summary

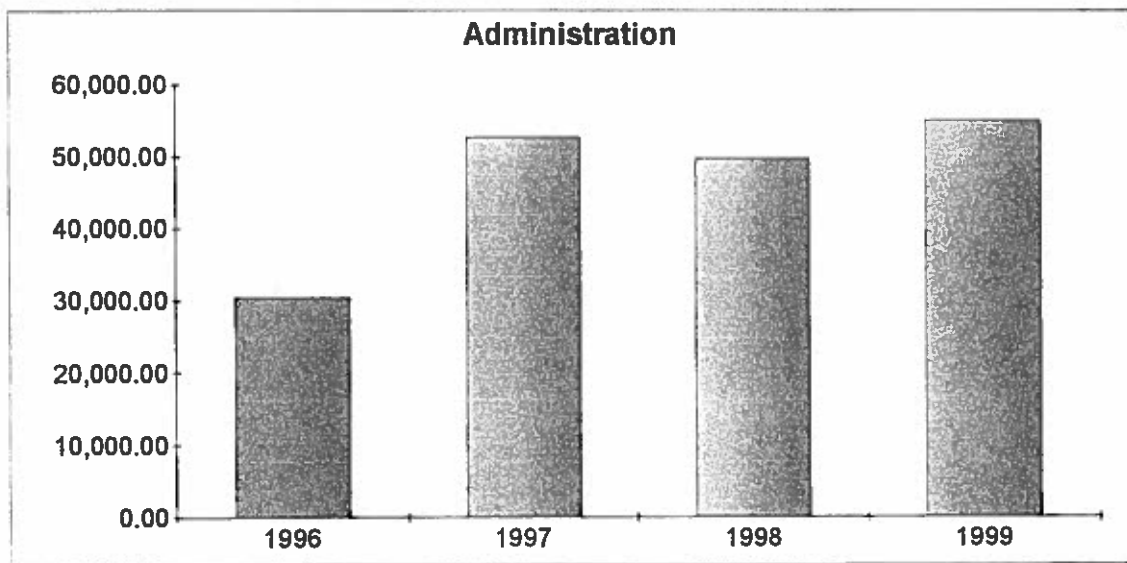
Expenditure Summary		
TOTAL OPERATIONS		
Maintenance/Operations	271,553.00	
Salaries/Benefits	241,867.73	513,420.73



-
-
-
-

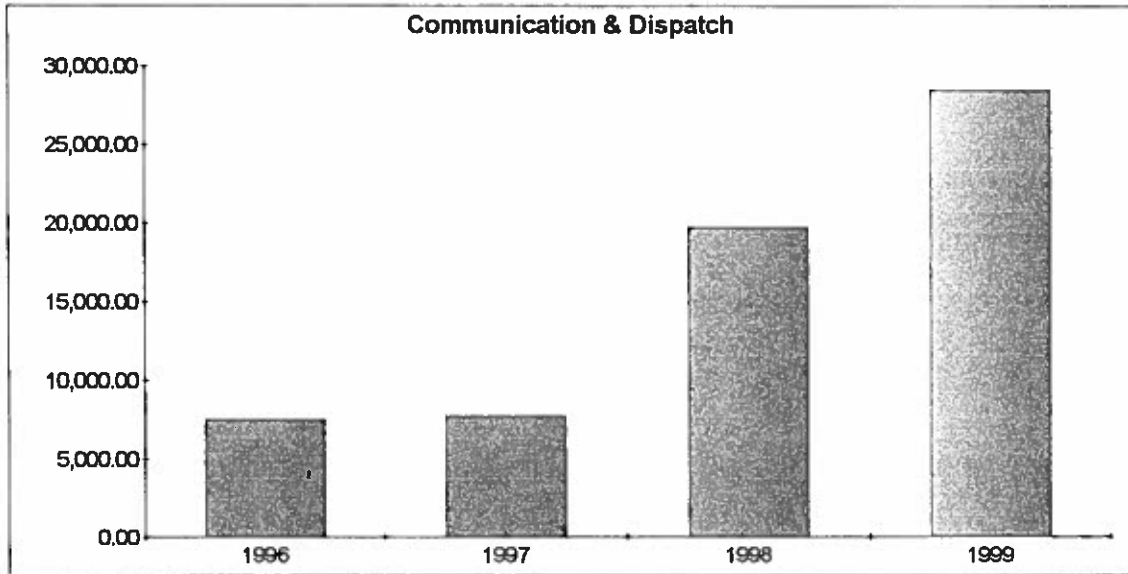
Administration

Administration	
Contingency	3,000.00
Dist. Ins	19,500.00
Dues and Subscriptions	3,900.00
Part time Clerical	1,500.00
Training	2,000.00
Supplies/computer supplies	8,000.00
Commissioners Salary	3,000.00
Commissioners Training	1,000.00
Uniforms/Supplies	1,000.00
Secretary Salary	1,200.00
Map Updates	1,200.00
Audit fees	4,000.00
Legal Fees	2,000.00
Fire Safety Grant	5,000.00



- ◆ Under the Administration Supplies category a limitation on bouquets to deserving recipients is limited to a maximum of 75.00
- ◆ Sunpro Software
- ◆ Improvement to office computer systems for Y2K

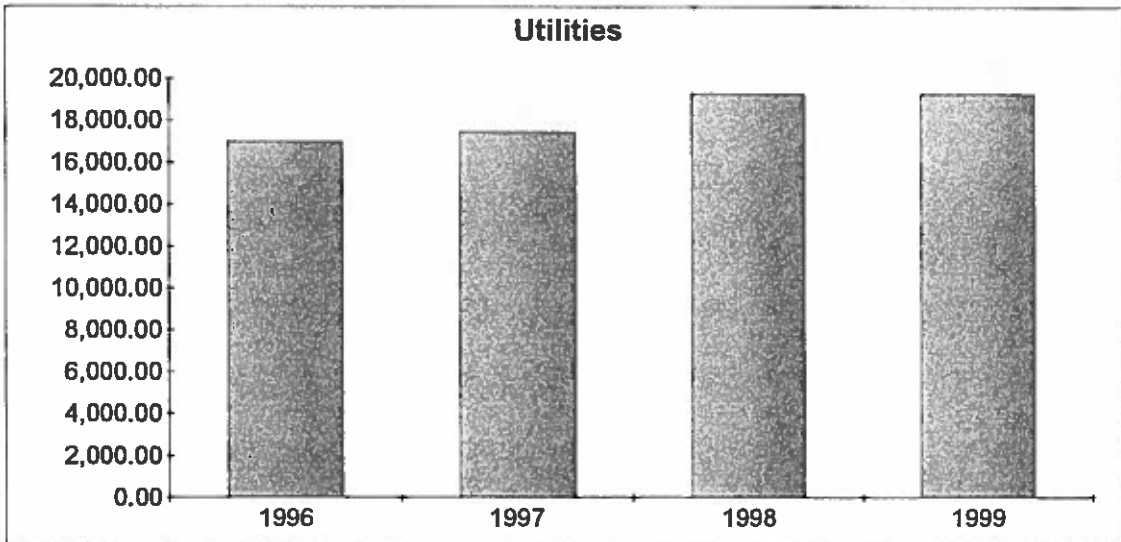
Communication & Dispatch		
Dispatch	13,997.00	
Maint. Contract	3,036.00	
Pager & Radio Repair & Installations	2,700.00	
I-Com Up grades	8,000.00	
Re-occurring Line Charge GTE	720.00	28,453.00



- ◆ This fund item is increased 7%
- ◆ Pagers are now being updated by Motorola
- ◆ Dispatch Fees went down 500.00
- ◆ I-Com's Enhanced system means we will be able to inter-tie printers and computers
- ◆ As per State Auditor's recommendation the District will set a of limit 3 cell phones to members on the government plan that holds the District responsible for any default of payment.

Utilities

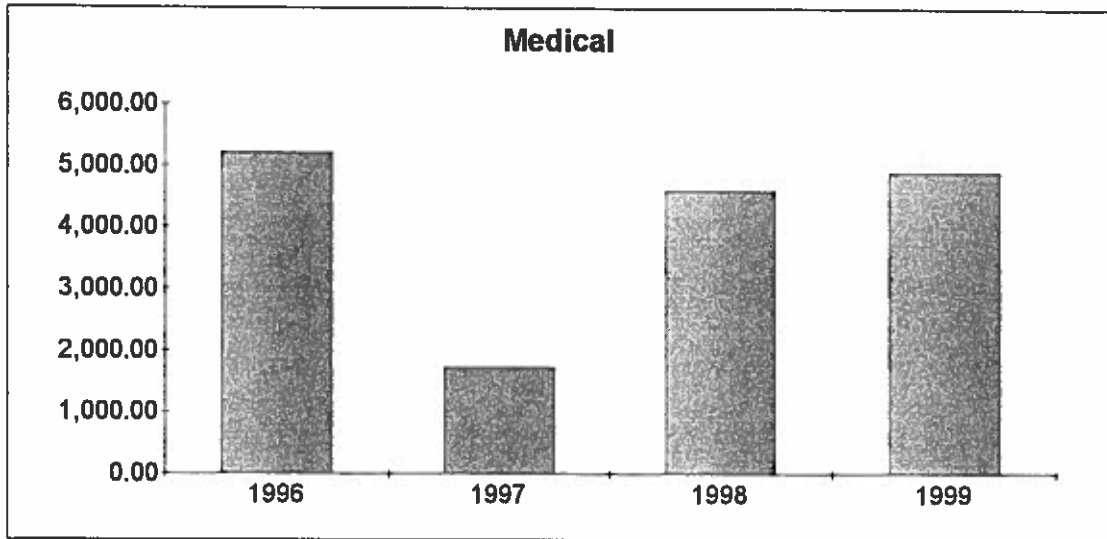
Utilities		
Electric	6,000.00	
Garbage	600.00	
Phone/Cellular	2,500.00	
Phone Fixed	4,700.00	
Propane	4,500.00	
Water	1,000.00	19,300.00



-
-
-
-

Medical/Infectious Disease

Medical/Infectious Disease		
Hep B	1,000.00	
Supplies	2,500.00	
4 EMT	1,000.00	
Training	400.00	4,900.00

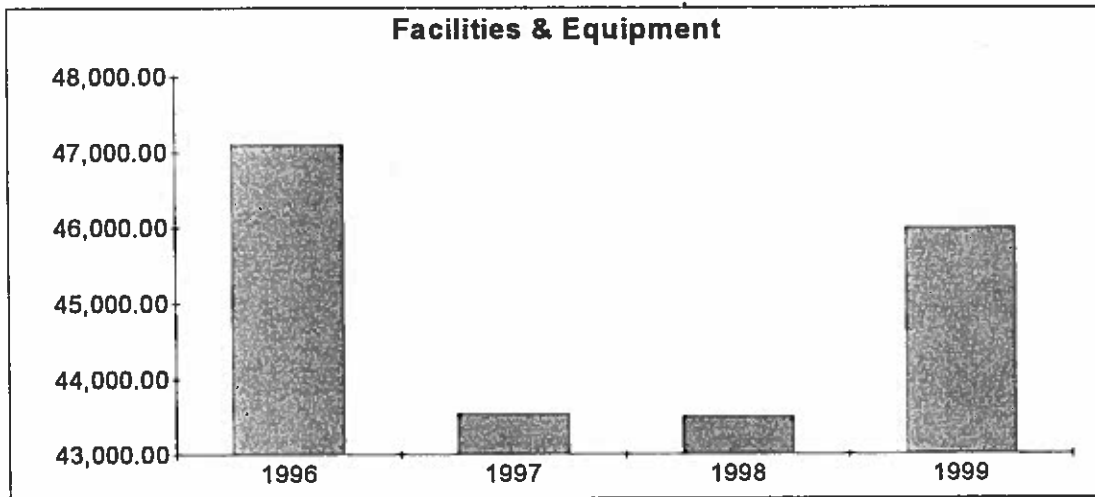


-
-
-
-

Equipment & Facilities Readiness

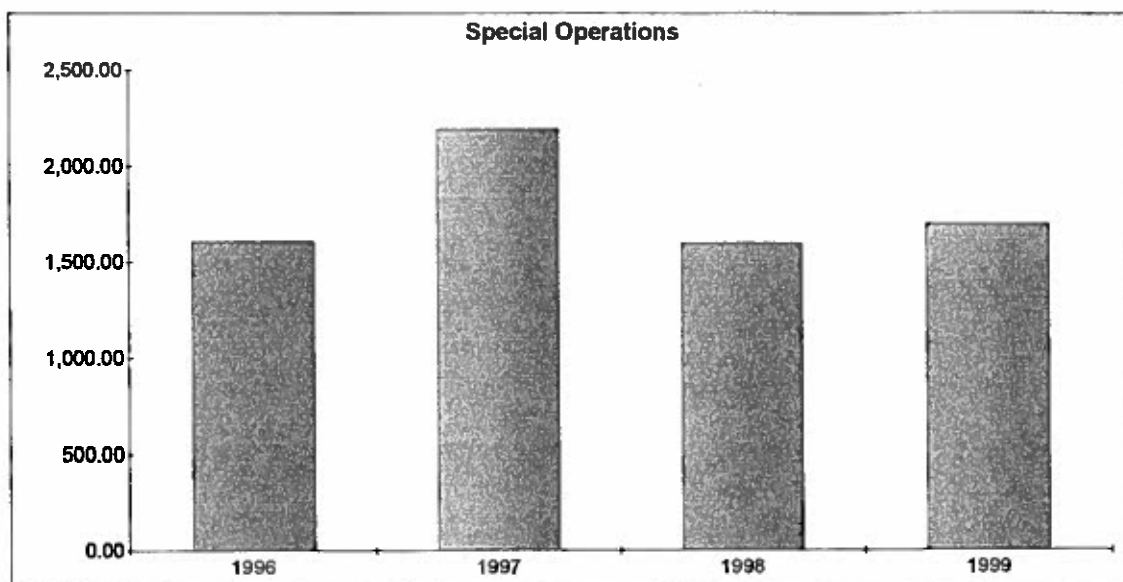
9

Equipment & Facilities Readiness		
Fuel	8,000.00	
O.H. Repair Contract	1,000.00	
Supplies	20,000.00	
Small Tools	6,000.00	
Facilities	7,000.00	
Janitor	4,000.00	46,000.00



- ◆ The purchase of a clothes dryer
- ◆ Headsets for E52 & E56
- ◆ Cell Phones E51, E52, E56
- ◆ Hand tools, adapters and fittings for MCI/Wildland Trailer
- ◆ Replacement signage to CWIFR at stations
- ◆ Roof Repair at Station 52

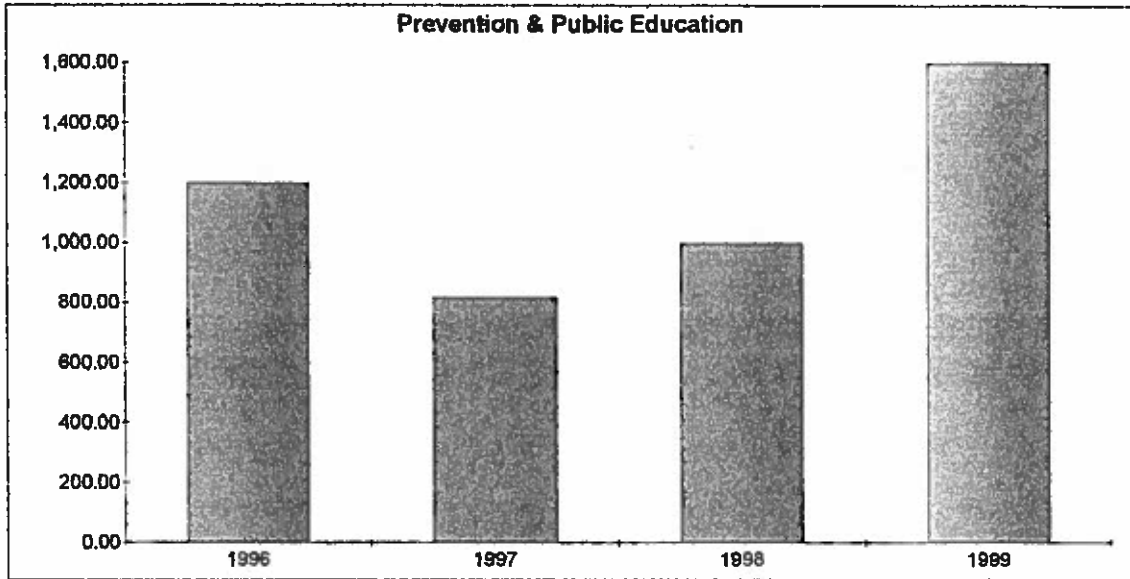
Special Operations		
High Angle	800.00	
Water Rescue	900.00	1,700.00



- ◆ (2) 450' Kernmantle Ropes
- ◆ (4) Rope and Gear Bags
- ◆ Safety Helmets for responders
- ◆ Replacement survival suit and reef boots

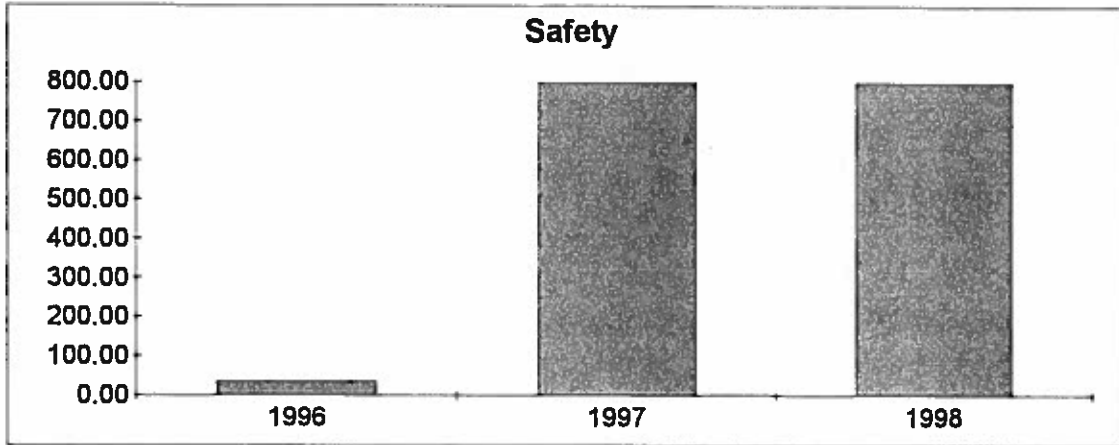
Prevention & Public Education

Prevention/Public Education		
Supplies	1,000.00	
Citizen CPR & First Aid Startup	600.00	1,600.00



-
-
-
-

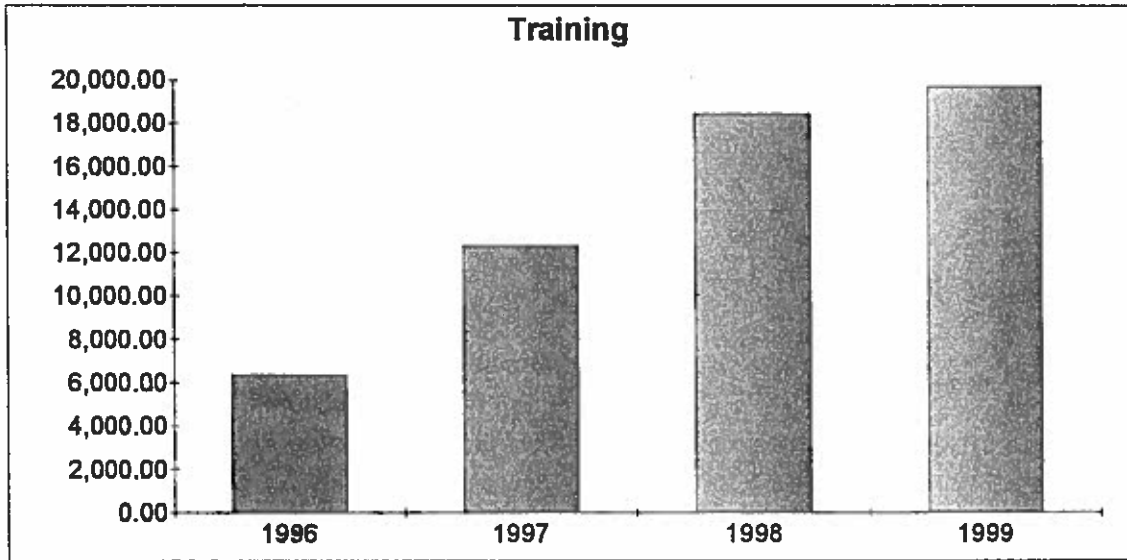
Safety		
WAC Implementation	800.00	800.00



-
-
-
-

Training

Training			
	Recruit	3,950.00	
	North Bend	1,750.00	
	Supplies	3,000.00	
	Outside Classes	11,000.00	19,700.00

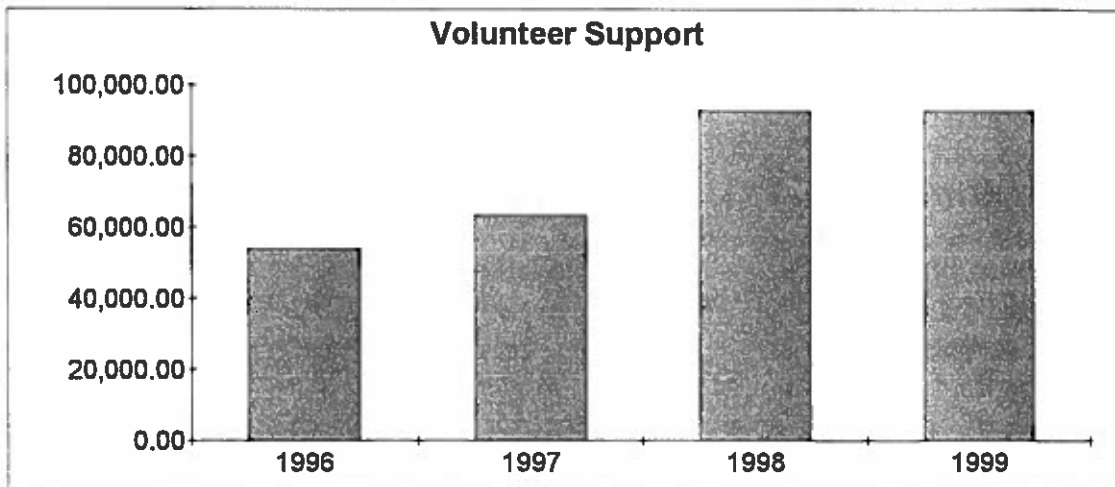


◆ Based on recruiting 10 new firefighters

Volunteer Support Services

14

Volunteer Support/Services		
Incentive Plan	10,500.00	
Meals/Supplies	4,000.00	
Retirement	3,300.00	
Quarterly Reimbursement	54,000.00	
Summer Help	4,000.00	
Duty Crew (2.5 days per wk.)	14,000.00	
Advertising	3,000.00	92,800.00



- ◆ Provide a cap and shirts for members

- ◆ consider EAP if accessible from Coupeville

Exhibit "A" Salary and Benefits	
Monthly Base Salary	
Chief	5,322.24
Admin Asst	2,979.17
Capt	3,676.67
Capt II 3604.22@3 months 3622.24 @9 mos	see detail
Total Combined Wages Budgeted	187,500.00
Total combined Benefits Budgeted	51,902.07

Part 1. Salary Scales

	entry level					Journeyman
	6mos	Yr 1	18 mos.	Yr 2	Yr 3	Yr 4
	-1%	-1%	-1%	-1%	-1%	100%
Admin Ast.	2,576.89	2,602.66	2,628.68	2,654.97	2,681.52	2,708.33
Capt.	3,498.22	3,533.20	3,568.54	3,604.22	3,640.26	3,676.67
Chief	4,759.81	4,807.41	4,855.48	4,904.04	4,953.08	5,002.61

Part 2. Longevity

Journeyman					
Yr 4	Yr 7	Yr 10	Yr 15	Yr 20	
100%	+3%	+10%	+15%	+20%	
2,708.33	2,789.58	2,979.17	3,114.58	3,250.00	Admin Ast.
3,676.67	3,786.97	4,044.33	4,228.17	4,412.00	Capt.
5,002.61					

Part 3. Employee Incentive

This incentive is offered to an employee who voluntarily takes on extra duties or assignments over an above normally expected job duties. The extra duties or assignments would be approved and monitored by the chief for satisfactory completion. At completion the employee would receive a 2% incentive bonus in November of the year the project was completed.

- ◆ Fire Chief's Salary established by contract thru 1999.
- ◆ Intended to bring staff closer to comparables

Capital Outlay
Short Term
Long Term

1999 MSA Airpack Debt Service 2nd. of 3 yrs.	36,350.00	
6 new pagers @ 500.00 each	3,000.00	
3 new Difibulators	10,000.00	49,350.00

Bond Fund

17

1.1 Million for Station Construction

SPENT to-date.....	Infra-structure well, detention pond, septic system etc.....	77,000
	Station 54 additional Alternates	<u>26,500</u>
		102,500

Interest Accrued

1997 19,727.12

1998 59,611.74

Total 79,338.86

Cash Carry Over

	1997		1998	1999
Planned Budget		Actual	Planned	Planned
408,138.00		455,847.00	64,557.44	150,208.93

APPENDIX

1999 Budget & Narrative Revenue

November 12, 1998

1		Property Tax at 97%	807,159.74
2		Inspections	3,000.00
3		Hospital Reimbursement	25,000.00
4,			
5		Total Revenue	835,159.74

Expenditure Summary

TOTAL OPERATIONS			
6		Maintenance/Operations	271,553.00
7		Salaries/Benefits	241,867.73
BOND REDEMPTION			
8		LTGO	122,180.00
CAPITAL OUTLAY			
9		Short Term Capital - Breathing Apparatus Upgrade	36,350.08
10		6 Pagers	3,000.00
10a		3 Defibs	10,000.00
		New Rescue	
11		Long Range Plans Reserve	144,329.00
12		To Cash Carry Over	5,879.93 5,879.93

Detailed Narrative

13		Wages (Exhibit A)	187,500.00	
14		Benefits	51,902.07	
15		Incentive	2,465.66	241,867.73

Administration

16		Contingency	3,000.00	
17		Dist. Ins	19,500.00	
18		Dues and Subscriptions	3,900.00	
19		Part time Clerical	1,500.00	
20		Training	2,000.00	
21		Supplies/computer supplies	8,000.00	
22		Commissioners Salary	3,000.00	
23		Commissioners Training	1,000.00	
24		Uniforms/Supplies	1,000.00	
25		Secretary Salary	1,200.00	
26		Map Updates	1,200.00	
27		Audit fees	4,000.00	
28		Legal Fees	2,000.00	
29		Fire Safety Grant	5,000.00	56,300.00

Communication & Dispatch

30		Dispatch	13,997.00	
31		Maint. Contract	3,036.00	
32		Pager & Radio Repair & Installations	2,700.00	
33		I-Com Up grades	8,000.00	
34		Re-occurring Line Charge GTE	720.00	28,453.00

Utilities

35		Electric	6,000.00	
36		Garbage	600.00	
37		Phone/Cellular	2,500.00	
38		Phone Fixed	4,700.00	
39		Propane	4,500.00	
40		Water	1,000.00	19,300.00

Programs

Medical/Infectious Disease

41		Hep B	1,000.00	
42		Supplies	2,500.00	
43		4 EMT	1,000.00	
44		Training	400.00	4,900.00

Equipment & Facilities Readiness

45		Fuel	8,000.00	
46		O.H. Repair Contract	1,000.00	
47		Supplies	20,000.00	
48		Small Tools	6,000.00	
49		Facilities	7,000.00	
50		Janitor	4,000.00	46,000.00

Special Operations

51	High Angle	800.00	
52	Water Rescue	900.00	1,700.00

Prevention/Public Education

53	Supplies	1,000.00	
54	Citizen CPR & First Aid Startup	600.00	1,600.00

Training

55	Recruit	3,950.00	
56	North Bend	1,750.00	
57	Supplies	3,000.00	
58	Outside Classes	11,000.00	19,700.00

Safety

59	WAC Implementation	800.00	800.00
----	--------------------	--------	--------

Volunteer Support/Services

60	Incentive Plan	10,500.00	
61	Meals/Supplies	4,000.00	
62	Retirement	3,300.00	
63	Quarterly Reimbursement	54,000.00	
64	Summer Help	4,000.00	
65	Duty Crew (2.5 days per wk.)	14,000.00	
66	Advertising	3,000.00	92,800.00

67	Total Maintenance and Operations	513,420.73	
----	----------------------------------	------------	--

Capital

68	1999 MSA Airpack Debt Service 2nd. of 3 yrs.	36,350.00	
69	6 new pagers @ 500.00 each	3,000.00	
70	3 new Difibulators	10,000.00	49,350.00

Exhibit "A" Salary and Benefits

Monthly Base Salary			
71	Chief	5,322.24	
72	Admin Asst	2,979.17	
73	Capt	3,676.67	
74	Capt II 3604.22@3 months 3622.24 @9 mos	see detail	
75	Total Combined Wages Budgeted	187,500.00	
76	Total combined Benefits Budgeted	51,902.07	