

# **2020 Fourth Quarter Report & Proposed Budget Adjustments December 10, 2020**

**Submitted by:**  
**Captain Jerry Helm, FO**  
**Chief Ed Hartin, MS, EFO, FIFireE, CFO**

## Table of Contents

<b>Introduction.....</b>	<b>3</b>
Budget Adjustment Format.....	3
Budget Adjustment Overview .....	3
<b>General Fund Adjustments .....</b>	<b>3</b>
General Fund Expense.....	3
522 10 41 06 Information Technology.....	4
522 20 42 01 ICOM Dispatch Charges.....	4
522 20 42 03 Data Cards for MDC computers .....	4
522 30 12 01 Shift Coverage Overtime .....	4
522 45 16 01 Training (CAPT) Longevity .....	4
522 45 24 01 FT CAPT LEOFF.....	4
522 30 23 01 FT FF/LT (Medical Dental) .....	5
522 30 22 01 FT FF/LT (L&I) .....	5
<b>Proposed Budget Changes .....</b>	<b>6</b>

## Introduction

Ongoing throughout 2020 we have faced many challenges with staffing holes and adequate numbers of qualified members on shift. This has been a direct result of multiple, dynamic factors that include part time firefighter vacancy and the challenges associated with filling that position, and multiple senior members being out on light duty with injuries. Another factor that was addressed with increased revenue and a previous budget adjustment was the staffing holes caused by wildfire mobilizations. Now that we have addressed the wildland mobilization impacts, we still have to address the budgetary holes due to members being on light duty. In addition, smaller adjustments are necessary to adjust the budget to adequately fund a few “fee for service” type lines where the fees were adjusted to be higher the original anticipated when the original 2020 budget was developed.

### Budget Adjustment Format

District Training staff have worked to provide clear, simple explanation for proposed adjustments in the proposed budget change report and have provided expanded justification for major changes as required by *Standard Operating Guideline (SOG) 1.3.1 Budget* (defined as an adjustment of any line that is greater than \$2000). We have also included a few that were below the \$2,000 dollar limit to ensure adequate transparency throughout our budget management practices.

The *2020 Fourth Quarter Report and Proposed Budget Adjustment* is comprised of this narrative report and the proposed budget changes.

### Budget Adjustment Overview

This report and proposed budget adjustment details proposed adjustments to the general fund budget on a line-by-line basis including:

- Original (Adopted) Budget Amount
- Proposed (Adjusted) Budget Amount
- Difference (Increase or Decrease)
- Remarks providing explanation and justification

If a change in a line (increase or decrease) is in excess of \$2,000 (and some slightly below) additional explanation and justification for this proposed adjustment is provided.

## General Fund Adjustments

### General Fund Expense

Increases in multiple lines within the General Fund Budget total \$28,583.44. The two budget lines primarily affecting this were; 522 20 42 01 *ICOM Dispatch Charges*, and 522 20 30 12 01 *Shift Coverage Overtime*.

***522 10 41 06 Information Technology***

Expenses in this line was more than anticipated due to rate adjustments for services after our budget was completed. This line had \$27,454 budgeted with expenditures equaling \$29,722.10. This resulted in a (-\$2,268.10) balance in this line.

It is recommended that this line be increased by \$2,300.

***522 20 42 01 ICOM Dispatch Charges***

Expenses in this line was more than anticipated due to rate adjustments for services after our budget was completed. This line had \$43,128.00 budgeted with expenditures equaling \$49,281.56. This resulted in a (-\$6,153.56) balance in this line.

It is recommended that this line be increased by \$6,200.

***522 20 42 03 Data Cards for MDC computers***

Expenses in this line was more than anticipated due to rate adjustments for services after our budget was completed. This line had \$4,200 budgeted with expenditures equaling \$5,471.90. This resulted in a (-\$1,271.90) balance in this line.

It is recommended that this line be increased by \$1,300.

***522 30 12 01 Shift Coverage Overtime***

The two main issues that drove the costs associated with this line were wildland mobilizations and having multiple members out injured and on light duty. The last budget adjustment addressed the wildland mobilization costs and some staffing holes. This adjustment will address the remaining staffing holes due to members being on light duty and needing qualified drivers on shift. This line had \$47,884 budgeted with expenditures equaling \$63,805.13. This resulted in a (-\$15,921.13) balance in this line.

It is recommended that this line be increased by \$16,000.

***522 45 16 01 Training (CAPT) Longevity***

Expenses in this line was more than anticipated due to the added hours of work that came with wildland deployments this summer. With added work hours comes added longevity payment. The amount of revenue from state mobilizations also adequately covers the amount deficient. This line had \$3,934 budgeted with expenditures equaling \$5,512.15. This resulted in a (-\$1,578.15) balance in this line.

It is recommended that this line be increased by \$1,600.

***522 45 24 01 FT CAPT LEOFF***

Expenses in this line was more than anticipated due to the added hours of work that came with wildland deployments this summer. With added work hours comes added contributions for LEOFF retirement system. The amount of revenue from state mobilizations also adequately covers the amount deficient. This line had \$5,809 budgeted with expenditures equaling \$7,199.70. This resulted in a (-\$1,390.70) balance in this line.

It is recommended that this line be increased by \$1,400.

***522 30 23 01 FT FF/LT (Medical Dental)***

Expenses in this line were less than anticipated likely due to the delay in hiring the second anticipated full-time firefighter this year (Kole Kellison factor). This line had \$158,748 budgeted with expenditures equaling \$130,530.87. This resulted in excess balance of \$28,217.13 in this line.

It is recommended that this line be decreased by \$22,200.

***522 30 22 01 FT FF/LT (L&I)***

Expenses in this line were less than anticipated likely due to the delay in hiring the second anticipated full-time firefighter this year (Kole Kellison factor). This line had \$43,191 budgeted with expenditures equaling \$32,562.15. This resulted in excess balance of \$10,628.85 in this line.

It is recommended that this line be decreased by \$6,600.

**Proposed Budget Changes**

Line	Description	Budgeted	Expended	Remaining	% Expended	Adjustment	Notes
522 10 41 06	Information Technologies	\$27,454.00	\$29,722.10	-\$2,268.10	108.3%	\$2,300.00	Related to fee for service changes post budget development
522 20 42 01	ICOM Dispatch Charges	\$43,128.00	\$49,281.56	-\$6,153.56	114.27%	\$6,200.00	Related to fee for service changes post budget development
522 20 42 03	Data Cards for MDC's	\$4,200.00	\$5,471.90	-\$1,271.90	130.28%	\$1,300.00	Related to fee for service changes post budget development
522 30 12 01	Shift Coverage OT	\$47,884.00	\$63,805.13	-\$15,921.13	133.25%	\$16,000.00	Overtime to maintain shift coverage during mobilization and wildland firefighting support.
522 30 22 01	FT FF/LT L&I	\$43,191.00	\$32,562.00	\$10,628.85	75.4%	-\$6,600.00	Likely due to delay in hiring FT/FF in first part of the year
522 30 23 01	FT FF/LT (Medical & Dental)	\$158,748.00	\$130,530.87	\$28,217.13	82.2%	-\$22,200.00	Likely due to delay in hiring FT/FF in first part of the year
522 45 16 01	Training (CAPT) Longevity	\$3,934.00	\$5,512.15	-\$1,578.15	140.12%	\$1,600.00	Related to wages paid for mobilization and wildland firefighting support
522 45 24 01	FT CAPT LEOFF	\$5,809.00	\$7,199.70	-\$1,390.70	123.94%	\$1,400.00	Related to wages paid for mobilization and wildland firefighting support
<b>Total change</b>						<b>\$0.00</b>	