

SOUTH COUNTY FIRE



2020 Operating Budget

As Adopted November 19, 2019

Douglas C. Dahl, Interim Fire Chief



Southsnofire.org

Appointed Officials



James Kenny – Board Chair



Drew Burnett



Benjamin Goodwin – Vice Chair



Christine Frizzell



David Chan



Bob Meador



Jim McGaughey

Administrative Staff

Interim Fire Chief – Doug Dahl
Acting Assistant Chief of Operations – Thad Hovis
Assistant Chief of Prevention – Kevin Zweber
Acting Deputy Chief of Operations – John Chalfant
Deputy Chief of EMS – Shaughn Maxwell
Deputy Chief of Training – Jason Isotalo
Deputy Chief Special Projects – Bob Eastman
Human Resources Director – Sandra Hollenbeck
Finance Director – Kathleen Junglov

Purpose Statement and Core Values

Enhance the Lives of Our Community



- Integrity
- Humility
- Compassion
- Family
- Trust

The image is a graphic with a red background. At the top, the text 'Enhance the Lives of Our Community' is written in white, bold, sans-serif font. Below this text is the South County Fire EMS logo, which is a shield-shaped emblem with a white border and a black interior. The words 'SOUTH COUNTY' and 'FIRE' are written in white, bold, sans-serif font across the top and middle of the shield, respectively. The letters 'EMS' are written in red, bold, sans-serif font at the bottom of the shield. To the right of the logo is a list of five core values, each preceded by a white bullet point: Integrity, Humility, Compassion, Family, and Trust. The entire graphic is set against a red background with a thin gold horizontal line near the bottom and a black horizontal bar at the very bottom.

Developed by SCF Employees

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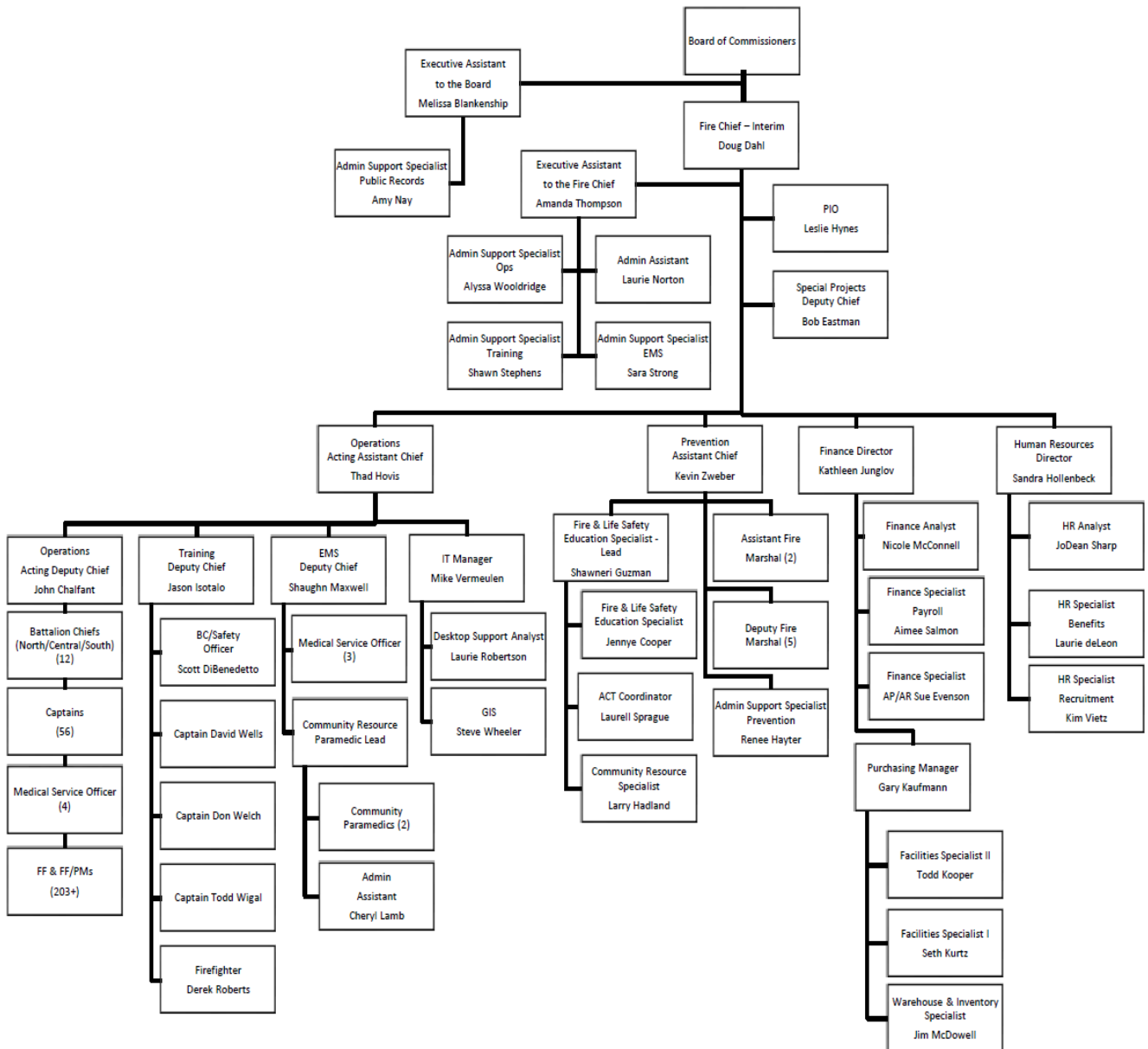
ABOUT SOUTH COUNTY FIRE

On August 8, 2017 voters in the City of Lynnwood and Fire District 1 approved a plan creating and funding the South Snohomish County Fire and Rescue Regional Fire Authority (SCF). The creation of SCF consolidated and standardized resources providing for sustainable and stable funding for fire and emergency medical services. Effective October 1, 2017, existing City of Lynnwood and Fire District 1 fire personnel and equipment transferred to SCF. The new entity was initially governed by an appointed Board of Commissioners consisting of two Lynnwood elected officials and five Fire District 1 Commissioners. The two City of Lynnwood and three of the District commissioner positions were on the November 5, 2019 ballot. The remaining appointed District commissioner positions will be on the November 2021 ballot.

At an election held on August 7, 2018, a proposition to impose a ten year Emergency Medical Services Levy (“EMS Levy”) at a levy rate of fifty cents (\$.50) or less per thousand dollars of assessed valuation (in addition to its regular property tax levy) was approved by the voters paving the way for the dissolution of Fire District 1. The District submitted a ballot measure to its voters on February 19, 2019 to dissolve the District in accordance with RCW 52.10.010. The ballot measure was approved and the District will dissolve effective December 31, 2019.

SCF employs approximately 340 employees and operates 14 fire stations serving approximately 250,000 residents in South Snohomish County. In addition to unincorporated South Snohomish County and the City of Lynnwood, the service area includes the cities of Brier, Edmonds and Mountlake Terrace who have contracted for service with SCF.

ORGANIZATION CHART



BUDGET DEVELOPMENT OVERVIEW

7/19/19	All Day Summer Workshop <ul style="list-style-type: none"> • June 30, 2019 Financial Update • 2020 Estimated Assessed Valuation and Levy Rates • 2020 Budget Priorities
8/7/19	Emergency Reserve Fund <ul style="list-style-type: none"> • Status as of July 31, 2019 • Overview of current policy Compensated Absences Reserve Fund <ul style="list-style-type: none"> • Status as of July 31, 2019 • Overview of current policy
8/20/19	LEOFF 1 Fund <ul style="list-style-type: none"> • Status as of July 31, 2019 • Overview of current policy Healthcare Self-Insurance Fund <ul style="list-style-type: none"> • Status as of July 31, 2019 • 2019 Benefits and Program Performance Overview
9/4/19	Apparatus, Building and Equipment <ul style="list-style-type: none"> • Status as of July 31, 2019 • 2020 Scheduled Replacements • 2020 Additional Requests • 2019 – 2026 Outlook • Overview of current policy
9/10/19	2020 Estimated Revenue <ul style="list-style-type: none"> • 2019 Year End Estimates • 2020 Revenue Estimates • Levy Options
9/17/19	2020 Chief's Priorities <ul style="list-style-type: none"> • General Fund Program Budgets-Operations
9/20/19	2020 Chief's Priorities <ul style="list-style-type: none"> • General Fund Program Budgets
10/1/19	Continued 2020 Budget Discussion <ul style="list-style-type: none"> • Board requests for additional information • Reserve Fund Update
10/8/19	Continued 2020 Budget Discussion <ul style="list-style-type: none"> • Staff responses to Board requests for additional information • Self-Insurance Fund Update • Funding Options – Operating and Capital
10/15/19	Continued 2020 Budget Discussion <ul style="list-style-type: none"> • Request decisions on 2020 Budget Requests • Request direction on 2020 Budget Funding Options
11/6/19	Continued 2020 Budget Discussion <ul style="list-style-type: none"> • Present 2020 Proposed Budget • Request decisions on 2020 Budget Requests
11/13/19	Final 2020 Budget Discussion
11/19/19	Public Hearing on Budget <ul style="list-style-type: none"> • Adopt Budget, Property Tax and other related Resolutions

CHIEF'S MESSAGE**SOUTH COUNTY FIRE**

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November 6, 2019

Members of the Board of Commissioners, Residents and Staff of South County Fire,

On May 22, 2019 Chief Stedman announced he would be on medical leave until his retirement date of August 1, 2019. During his 18 months as our Chief, he was instrumental in building an incredible foundation for our new agency. I respect his decision to make himself and his family a priority after dedicating over 41 years of his life to the fire service.

The Board of Commissioners asked me to serve as Acting Fire Chief, and lead this incredible organization while we work to find a permanent Fire Chief. I have over 32 years in the fire service and committed to utilize my experience and work with our senior leadership, union leadership and the Board of Commissioners to keep our organization moving forward and continue to support the communities we serve.

On October 1, 2019, the RFA marked its two year anniversary. 2019 was a very busy year with many accomplishments to celebrate.

- ✓ Completed a Standards of Coverage study and implemented phase one on July 1, 2019 increasing day time staffing to 60 and nighttime staffing to 54.
- ✓ Completed a Cost of Services Study providing a cost model for use in determining system costs for the main services SCF provides.
- ✓ Enhanced Community Outreach by adding one Public Educator position and a part time ACT Coordinator.
- ✓ Completed all required processes for the Dissolution of Fire District 1, including submitting a ballot measure to the voters for their approval.
- ✓ Conducted an all-day strategic planning session with governance, administration and bargaining unit members participating.
- ✓ Worked with members of the community to petition the County council to ban consumer fireworks in the RFA's unincorporated service area. As a result the County Council put a countywide advisory measure on the November 5, 2019 ballot to ban the discharge of Fireworks.
- ✓ Completed enrollment in the Ground Emergency Medical Transport (GEMT) program. A voluntary program providing for supplemental cost payments to ambulance transportation providers for providing services to Medicaid enrollees.

- ✓ Continued to partner with neighboring jurisdictions to provide services including the Snohomish County Training Academy and Training Consortium, Snohomish County EMS, Snohomish County Special Operations Policy Board, Fire Data Standards Committee, as well as national and regional wildland fire deployment to include personnel and equipment.
- ✓ Made significant investment in apparatus and equipment including, a ladder truck, aid units, engines, command vehicles, operations equipment and technology.
- ✓ To date, we have promoted 15 individuals (we expect to promote 5 more by year end) and hired 41 new employees. We are in the process of hiring 16 new employees for the 2020-1 academy. By year end we will have also promoted 17 employees into specialty roles (Rescue Tech, Hazmat).

Today, I am pleased to present my proposed budget for 2020. This proposed budget builds on the success of 2019 and includes some new initiatives for 2020. The proposed budget was developed after numerous presentations to the Board of Commissioners and was based on the following priorities:

- Response Times\Standards of Coverage
 - Additional 8 FTE - \$554,226 Operations - \$510,231 New Hire
- Emergency Management\Disaster Preparedness
 - Consultant (Carried forward from 2019) – \$35,000 Office of the Fire Chief
 - Generator for Headquarters – \$200,000 Capital Fund
- Paramedic Training
 - Send 4 FTE to Paramedic School at Edmonds CC (CWU) - \$589,511 EMS
- Firefighter Training and Preparedness
 - Replacement of 3 Extrication tools – \$93,300 Capital Fund
 - Nozzle Upgrade –\$70,000 Capital Fund
 - Replacement of Operations Small Tools and Equipment – \$94,661 Operations
 - HazMat Tech Training - \$36,890 HazMat
 - Formal Marine Training Program - \$30,000 Training
 - Unmanned Aircraft System (UAS\Drone Program) – \$45,000 Capital Fund
 - Video Production Equipment - \$10,000 Training
- Succession Planning
 - Professional Development Overtime - \$137,200 Training
 - Prevention Overtime - \$20,000 Prevention
- Strategic Plan\Long term Sustainability Operations and Capital
 - Election Consultant - \$60,000 Office of the Fire Chief
 - Election Costs - \$225,000 Non-Departmental
 - Fact Sheet - \$35,000 Public Information
- Firefighter Safety
 - Body Armor – \$148,028 Capital Fund
 - Portable Bunker Gear Dryers –\$33,000 Capital Fund
- Community Outreach
 - Increase funding for Chaplains - \$6,200 Office of the Fire Chief
 - Community Outreach Videos - \$20,000 Public Information
 - Consolidate Public Educators into one Program – Prevention Public Education

- Technology
 - Wave Broadband (Internet) - \$140,000 Communications and Technology
 - Security Software Improvements - \$45,000 Communications and Technology
 - Firewall Replacements at Headquarters and Data Center – \$50,000 Capital Fund
 - FMO Portal Software - \$25,000 Prevention Inspections

Additionally funds were requested for the purchase of a passenger van – \$46,000 Capital Fund, Station 10 Driveway Repair – \$70,000 Capital Fund and flooring replacement at multiple locations - \$30,000 Facilities.

In conclusion I would like to reiterate I am overwhelmingly humbled to be allowed to lead our team, as we continue this journey.

Respectfully,

Doug Dahl
Interim Fire Chief

FUND SUMMARY

SCF organizes its financial structure around six funds. A fund is a self-contained accounting entity that encompasses a beginning cash balance as of January 1, internal transfers of money into the fund from another fund, revenue earned by and deposited directly into the fund, expenses by the fund, transfers out to another fund, and finally, an ending cash balance as of December 31.

The Capital Reserve Fund contains three separate, self-balancing accounts: the Apparatus Reserve; the Facility/Major Maintenance (Building) Reserve; and the Equipment Reserve.

Following are summary tables for all of the funds and accounts, detailed information on each of the funds and accounts can be found in subsequent sections.

General Fund - This fund is SCF's primary operating fund. It accounts for all financial resources and uses, except those required or elected to be accounted for in another fund.

	2019 AMENDED	2020 BUDGET
Beginning Cash Balance	17,720,242	21,391,958
REVENUE		
Regular (Fire) Levy	47,838,403	50,877,622
Service Contracts	12,021,822	12,694,043
Other Charges for Services	5,946,844	6,723,657
Other Miscellaneous Revenue	539,600	852,187
Periodic Revenue	759,440	328,600
Transfer In from Reserves	0	4,000,000
Total Revenues	67,106,110	75,476,109
TOTAL RESOURCES AVAILABLE		
EXPENSES		
Budgeted Labor Expenses	56,747,406	61,213,094
Budgeted M&O Expenses	12,255,449	11,823,983
Total Expenses	69,002,855	73,037,077
General Fund Ending Cash Balance	15,823,497	23,830,990

Capital Reserves - The RFA has established a number of reserves to accumulate funds for future acquisitions. The RFA also maintains detailed replacement schedules of its apparatus and equipment to support the need for these reserves. Additionally, the RFA has engaged a consultant to develop a Capital Facilities plan which will provide information on stations, apparatus and equipment. Please refer to the Reserve section of this document for additional information.

	APPARATUS	FACILITY/MAJOR MAINTENANCE	EQUIPMENT	TOTAL
Beginning Cash	3,079,701	2,870,522	229,632	6,179,855
Property Tax Revenue	1,339,000	0	1,014,000	2,353,000
GEMT	0	5,000,000	0	5,000,000
Other Revenue	76,768	49,591	17,896	144,256
Total Revenue	1,415,768	5,049,591	1,031,896	7,497,256
Expenses	1,957,764	70,000	1,107,008	3,134,772
Ending Cash	2,537,705	7,850,113	154,520	10,542,338

Other Funds and Reserves - Please refer to the Reserve section of this document for additional information.

	EMERGENCY	COMPENSATED ABSENCES	LEOFF 1	SELF-INSURANCE
Beginning Cash	7,465,892	505,199	2,126,369	2,907,409
Property Tax Revenue	0	709,410	1,186,777	0
Other Revenue	95,289	10,589	38,145	5,402,298
Total Revenue	95,289	719,999	1,224,922	5,402,298
Expenses	4,000,000	786,572	949,421	6,105,652
Ending Cash	3,561,181	438,626	2,401,869	2,204,055

GENERAL FUND RESOURCES**Property Taxes**

The RFA plan document approved by the voters authorized SCF to levy and collect property taxes in accordance with RCW 52.26.050. The initial levy at a rate of \$1.50 per thousand of assessed valuation (AV) was levied in November, 2017 for taxes that were collected in 2018.

At an election held on August 7, 2018, a proposition to impose a ten year Emergency Medical Services Levy ("EMS Levy") at a levy rate of fifty cents (\$.50) or less per thousand dollars of assessed valuation (in addition to its regular property tax levy) was approved by the voters. For 2020 the following taxes will be levied on a total AV of \$31,458,079,519, a 9.1% increase over the 2019 AV:

	Rate	Levy
Regular (Fire) Property Taxes	1.2834	40,372,395
EMS Property Taxes	0.4690	14,754,413
Total	<u>1.7524</u>	<u>55,126,808</u>

Property Taxes are allocated as follows:

	2019 AMENDED	2020 BUDGET	% OF 2020 BUDGET
General Fund	47,838,403	50,877,622	92.29%
Emergency Reserve	0	0	0.00%
Apparatus Reserve	1,287,500	1,339,000	2.43%
Facility\Major Maintenance Reserve	1,039,445	0	0.00%
Equipment Reserve	1,560,000	1,014,000	1.84%
Leoff 1 Medical Reserve	1,252,888	1,186,777	2.15%
Compensated Absences Reserve	663,000	709,410	1.29%
	<u>53,641,236</u>	<u>55,126,808</u>	

Service Contracts

SCF has contracts with the cities of Brier, Mountlake Terrace, and Edmonds to provide Fire and EMS Services. Additionally, in 2019 SCF had contracts with the city of Mukilteo for incident command, ladder truck services, Medical Service Officer (MSO), and Medical Program Director (MPD) services. The contract for MSO/MPD services was not renewed and was terminated on June 30, 2019. The contract for incident command and ladder truck services was scheduled to end on December 31, 2019 but was terminated on September 30, 2019 at the request of the City of Mukilteo. As SCF is currently in negotiations with its bargaining unit, the amount included for 2020 is estimated. The amount billed remains at the amount in effect for 2017. Once SCF has settled with labor the amount will be adjusted and the Cities will be retroactively billed for the 2018, 2019, and if applicable the 2020 increases.

Additionally, SCF is a partner in an Interlocal Agreement (ILA) with the City of Lynnwood for Fire Marshal and Inspection services (refer to Other Charges for Services).

	2019 AMENDED	2020 BUDGET
City of Brier	1,101,799	1,181,610
City of Edmonds	7,682,279	8,385,914
City of Mountlake Terrace	2,905,518	3,108,815
City of Mukilteo	332,226	17,703
	<u>12,021,822</u>	<u>12,694,043</u>

Other Charges for Services

Transport Fees - When victims of accidents, fires, or medical conditions require transportation to hospital emergency rooms the RFA charges a fee. These fees provide additional funding to assure the highest level of medical care for our citizens. By a provision in the contracts with the City of Edmonds and the City of Mountlake Terrace the RFA remits transport fees collected in these cities back to the cities.

City of Lynnwood - An Interlocal Agreement (ILA) was entered into with the City of Lynnwood for Fire Marshal and Inspection services. The amount is to be adjusted annually based upon increases to the cost of labor. As SCF is currently in negotiations with its bargaining unit, the amount included for 2019 is estimated. The amount billed remains at the amount in effect for 2017. Once SCF has settled with labor the amount will be adjusted and the Cities will be retroactively billed for the 2018, 2019, and if applicable the 2020 increases.

Other Miscellaneous Charges for Services - SCF receives revenue from other miscellaneous charges including, School District Assessments, reimbursement for Wildland Fire Deployments, and reimbursement for two employees who provide support to Snohomish County EMS.

	2019 AMENDED	2020 BUDGET
Transport Fees	4,803,000	5,388,966
City of Lynnwood	881,174	930,417
Other Charges for Services	262,670	404,274
	<u>5,946,844</u>	<u>6,723,657</u>

Other Miscellaneous Revenue

Other Miscellaneous Revenue - SCF also receives revenue from other miscellaneous sources including, Disability Insurance Reimbursements (including Labor and Industries) Donations, Rent and Investment Interest.

	2019 AMENDED	2020 BUDGET
Investment Interest	150,000	431,331
Disability Reimbursements	329,600	347,786
Other Miscellaneous Revenue	60,000	73,070
	<u>539,600</u>	<u>852,187</u>

Periodic Revenue - SCF has been the recipient of three Verdant Health Commission grants, supporting the Community Paramedicine Program (CRP) thru 2021, supporting hiring veterans

to administer a Falls Prevention Program thru 2019, and to support the ACT Program thru 2019. SCF intends to apply for a continuation of funds to support the Falls Prevention Program. On occasion SCF may receive funds from Washington State Labor and Industries for a return to work program. As part of a regional effort, SCF is receiving Medicaid Transformation funds in support of the Community Resource Program. SCF continues to receive contributions from Fire District 1 for residual collections of transport fees as well as delinquent property taxes; however District 1 will dissolve at the end of 2019.

	2019 AMENDED	2020 BUDGET
Verdant CRP	344,000	223,600
Verdant Falls Prevention	89,240	0
Verdant ACT Program	50,000	0
State of Washington Stay at Work	18,000	10,000
Federal Grant-UASI	13,500	0
State of Washington Archives	19,700	0
Medicaid Transformation Funds	0	85,000
Contribution from District 1	225,000	10,000
	<u>759,440</u>	<u>328,600</u>

Onetime Resource - As the Emergency Financial Reserve fund has reached its Target Ending Cash balance, in 2020 the General Fund will receive a onetime transfer of \$4M, the amount that exceeds the target (refer to page 47 – Emergency Financial Reserve).

	2019 AMENDED	2020 BUDGET
Transfer In from Reserves	0	4,000,000
	<u>0</u>	<u>4,000,000</u>

GENERAL FUND EXPENSES

The General Fund encompasses all of the operating programs of the RFA. By operating programs we mean the governance, the administration, and the operations that support the mission and service delivery of the RFA. Detailed information on the General Fund Programs can be found on the following pages. Below you will find summary information on the General Fund expenses.

GOVERNANCE	2019 AMENDED	2020 BUDGET
Board of Commissioners	305,017	241,417

ADMINISTRATION & SUPPORT SERVICES	2019 AMENDED	2020 BUDGET
Office of the Fire Chief	1,596,984	1,531,107
Transitional Costs	363,500	0
Human Resources	1,153,973	839,447
Public Information	308,887	333,062
Non-Departmental	5,712,162	7,838,138
Finance	561,872	581,265
GIS Mapping	78,287	86,017
Communications & Technology	1,575,519	1,547,491
Vehicle Maintenance	1,154,350	1,074,350
Facility Maintenance	1,576,431	1,702,602
TOTAL	14,081,965	15,533,479

OPERATIONS	2019 AMENDED	2020 BUDGET
Station Operations		
Suppression	44,178,083	46,008,048
Wildland	70,975	64,816
Technical Rescue	114,020	93,210
Hazardous Materials	123,820	114,506
SUBTOTAL Station Operations	44,486,898	46,280,580
Emergency Medical Services		
EMS Administration	2,513,909	2,516,887
Community Resource Paramedicine	845,421	684,047
Paramedic School	0	589,511
Bike	25,000	26,000
Public Education	217,415	0
ACT	117,000	0
SUBTOTAL EMS	3,718,745	3,816,444
Training		
SCF Training	1,583,390	1,863,452
New Hires	2,210,944	2,400,072
Safety	689,294	757,052
Volunteers	96,030	25,600
Physical Fitness	49,000	49,700
SUBTOTAL TRAINING	4,628,657	5,095,876
TOTAL OPERATIONS	52,834,300	55,192,900

PREVENTION	2019 AMENDED	2020 BUDGET
Inspection	1,496,908	1,466,559
Public Education	284,665	525,726
ACT	0	76,995
TOTAL	1,781,573	2,069,281

GRAND TOTAL GENERAL FUND EXPENSES	69,002,855	73,037,077
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BUDGETED POSITIONS

DIVISION	POSITION	2019 AMENDED	2020 BUDGET	Change
Board of Commissioners	Executive Assistant to the Board of Commissioners	1.0	1.0	
Office of the Fire Chief	Fire Chief	1.0	1.0	
Office of the Fire Chief	Assistant Fire Chief	2.0	2.0	
Office of the Fire Chief	Deputy Chief-Special Projects	1.0	1.0	
Office of the Fire Chief	Executive Assistant to the Fire Chief	1.0	1.0	
Office of the Fire Chief	Receptionist	1.0	1.0	
Office of the Fire Chief	Public Disclosure and Records Coordinator	1.0	1.0	
Human Resources	Human Resources Director	1.0	1.0	
Human Resources	Human Resources Analyst	1.0	1.0	
Human Resources	Human Resources Specialist	2.0	2.0	
Public Information	Public Information Officer	1.0	1.0	
Finance	Finance Director	1.0	1.0	
Finance	Financial Analyst	1.0	1.0	
Finance	Finance Specialist	2.0	2.0	
GIS	GIS Specialist-Contract	1.0	1.0	
Communications & Technology	IT Manager	1.0	1.0	
Communications & Technology	Help Desk Analyst	1.0	1.0	
Facilities	Purchasing\Fleet\Facilities Manager	1.0	1.0	
Facilities	Facilities Maintenance Technician	2.0	2.0	
Facilities	Central Stores	1.0	1.0	
Operations	Deputy Chief-Operations	1.0	1.0	
Operations	Battalion Chief	12.0	12.0	
Operations	Medical Service Officer	4.0	4.0	
Operations	Captain	56.0	56.0	
Operations	Firefighter\Paramedic	93.0	93.0	
Operations	Firefighter	102.0	110.0	8.0
Operations	Administrative Assistant	1.0	1.0	
EMS Administration	Deputy Chief of EMS	1.0	1.0	
EMS Administration	Medical Service Officers-Days	3.0	3.0	
EMS Administration	Administrative Assistant	1.0	1.0	
EMS Administration	Sno Co EMS Executive Director	1.0	1.0	
EMS Administration	Admin Specialist Sno Co EMS	1.0	1.0	
Community Resource Paramedicine	Community Resource Paramedic	3.0	3.0	
Community Resource Paramedicine	Administrative Assistant-.5 Grant Funded	1.0	1.0	
EMS Public Education	Community Resource Specialist	1.0	0.0	-1.0
ACT	ACT Coordinator Part Time-Grant Funded	0.5	0.0	-0.5
Training	Deputy Chief-Training	1.0	1.0	
Training	Captain-Days	3.0	3.0	
Training	Administrative Assistant	1.0	1.0	
Training	Firefighter-Days	1.0	1.0	
Safety	Battalion Chief\Safety Officer	1.0	1.0	
Prevention Inspections	Assistant Fire Marshal	2.0	2.0	
Prevention Inspections	Deputy Fire Marshal	5.0	5.0	
Prevention Public Education	Fire/Life Safety Educator-Manager	0.0	1.0	1.0
Prevention Public Education	Fire/Life Safety Educator	2.0	1.0	-1.0
Prevention Public Education	Community Resource Specialist	0.0	1.0	1.0
Prevention Public Education	Administrative Assistant	1.0	1.0	
Public Education ACT	ACT Coordinator	0.0	0.5	0.5
	TOTAL FULL TIME POSITIONS	322.5	330.5	8.0
Office of the Fire Chief	Chaplains	5.0	6.0	1.0
Volunteers	Volunteer	24.0	24.0	
Prevention Public Education	Falls Prevention-Veterans Part Time	4.0	4.0	
	TOTAL PART TIME POSITIONS	33.0	34.0	1.0
	TOTAL	355.5	364.5	9.0

EXPENSE CLASSIFICATION

SCF utilizes the Budgeting Accounting Reporting System (BARS) as prescribed by the Washington State Auditor's office for coding of expenditures. Program budgets are presented at the object code level. The following information is presented for reference should you desire more detailed information as to what type of expenses are summarized to the Salary and Wages, Personnel Benefits, Supplies and Services categories.

11 Salaries and Wages - Salaries and wages of employees.

12 Overtime - Compensation to employees for time worked in excess of their regularly established work schedule.

20 Personnel Benefits - The employer share of healthcare premiums, retirement, deferred compensation, Labor & Industries, Medicare, life and disability insurance.

30 Supplies

31 - Office & Operating Supplies - Items purchased directly and consumed by the operating departments. Examples include: Paper, pens, envelopes, uniforms, smoke detectors, absorbent, foam, incident command supplies (ICS), and self-contained breathing apparatus (SCBA) supplies, Emergency Medical Services (EMS) medications, and software.

32 - Fuel Consumed - Includes for operating engines and vehicles.

35 - Small Tools & Equipment - Office equipment, furniture and fixtures, tools and equipment, Personal Protection Equipment (PPE), nozzles and appliances.

40 Services

41 - Professional Services - Fees and expenses paid to outside parties and individuals for services. Examples are: legal, technology support, benefits administration, third party billing agency, state audit, email archival\security, and emergency medicine supervising physician and medical program director, and dispatch and radio services (SNO911).

42 - Communication - Phone, internet, fax and data lines, and postage.

43 - Travel\Training - Expenditures for travel while on RFA business. This includes mileage, per diem, lodging, air, train and bus fares, airport shuttle, taxi services, and registration.

45 - Operating Rental and Leases - Rent of space for occupancy or storage purposes, payments to contract cities for use of stations.

46 - Insurance - Fire, bonds, theft, liability, other casualty, etc. Does not include insurance related to personnel benefits.

47 - Utility Services - Payments to other agencies for the provision of utilities such as gas, water, sewer, electricity, garbage and recycling, and hazardous waste disposal.

48 - Repairs & Maintenance - Contracted (external) labor and supplies if included in the invoice total furnished by the contractors, cleaning and repair of PPE.

49 - Miscellaneous - Costs that are minor in amount and/or infrequent in occurrence and are not specifically described under any other object code; dues, subscription and memberships, and advertising.



BOARD OF COMMISSIONERS

Leading to meet the growing public safety needs of our regional communities

- ✓ Leadership
- ✓ Integrity
- ✓ Trust
- ✓ Respect
- ✓ Excellence

The primary function of the Board is to oversee the strategic operations of SCF, to generate, review, and approve policies which provide clear guidance to the administrative and managerial staff in conducting their respective operational duties, and to review and acknowledge the expenditure of funds for goods and services received by SCF.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Commissioner Compensation	93,696	86,016
Salary and Wage	74,597	77,291
Overtime	0	0
Employee Benefits	39,823	43,411
Supplies and Services	96,900	34,700
TOTAL	305,017	241,417

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
Commissioner	7.0	7.0
Executive Assistant to the Board	1.0	1.0
D1 Commissioner	5.0	0.0
	13.0	8.0

BUDGET NARRATIVE:

- Compensation for RFA Commissioners - Pursuant to RCW 52.14.010 and WSR 08-11-127 each of the commissioners may be compensated at \$128 per day with an annual compensation limit of \$12,288. 2019 included funds for Commissioner Compensation for Fire District 1 meetings. With the dissolution of Fire District 1 these funds will not be needed in 2020.
- Salary and Benefits for the Executive Assistant to the Board of Commissioners.
- 2019 Professional Services included funds for recruiting a new Fire Chief and a contract for services for records management funded by a grant from the State Archivist.
- Funding for supplies, travel, and miscellaneous meeting expenses.



ADMINISTRATION AND SUPPORT SERVICES

Information on Administration and Support Services programs can be found on the following pages.

ADMINISTRATION & SUPPORT SERVICES	2019 AMENDED	2020 BUDGET
Office of the Fire Chief	1,596,984	1,531,107
Transitional Costs	363,500	0
Human Resources	1,153,973	839,447
Public Information	308,887	333,062
Non-Departmental	5,712,162	7,838,138
Finance	561,872	581,265
GIS Mapping	78,287	86,017
Communications & Technology	1,575,519	1,547,491
Vehicle Maintenance	1,154,350	1,074,350
Facility Maintenance	1,576,431	1,702,602
TOTAL	14,081,965	15,533,479

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	4,388,871	6,216,592
Overtime	11,000	17,000
Employee Benefits	906,722	913,218
Supplies and Services	8,775,372	8,386,669
TOTAL	14,081,965	15,533,479

POSITION SUMMARY:

Position	2019 AMENDED	2020 BUDGET
Fire Chief	1.0	1.0
Assistant Fire Chief	2.0	2.0
Deputy Chief-Special Projects	1.0	1.0
Executive Assistant to the Fire Chief	1.0	1.0
Receptionist	1.0	1.0
Public Disclosure and Records Coordinator	1.0	1.0
Human Resources Director	1.0	1.0
Human Resources Analyst	1.0	1.0
Human Resources Specialist	2.0	2.0
Public Information Officer	1.0	1.0
Finance Director	1.0	1.0
Financial Analyst	1.0	1.0
Finance Specialist	2.0	2.0
GIS Specialist-Contract	1.0	1.0
IT Manager	1.0	1.0
Help Desk Analyst	1.0	1.0
Purchasing\Fleet\Facilities Manager	1.0	1.0
Facilities Maintenance Technician	2.0	2.0
Central Stores	1.0	1.0
TOTAL FULL TIME POSITIONS	23.0	23.0



OFFICE OF THE FIRE CHIEF

PROGRAM DESCRIPTION

The primary function of the Office of the Fire Chief is to oversee the specific operations of the RFA, to assure compliance with RFA policies, to delegate operating authority and responsibility to the Assistant and Deputy Chiefs, to assist staff in conducting their respective duties, and to initiate the expenditure of funds for the receipt of goods and services received by the RFA. The Administration manages the conduct and affairs of the RFA on a daily and detailed basis to assure the highest level of service consistent with the resources approved by the Fire Commissioners.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	1,067,535	1,000,929
Overtime	2,000	2,000
Employee Benefits	312,949	298,918
Supplies and Services	214,500	229,260
TOTAL	1,596,984	1,531,107

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
Fire Chief	1.0	1.0
Assistant Chief-Operations	1.0	1.0
Assistant Chief-Prevention	1.0	1.0
Deputy Chief-Special Projects	1.0	1.0
Executive Assistant to the Fire Chief	1.0	1.0
Receptionist	1.0	1.0
Public Disclosure and Records Coordinator	1.0	1.0
TOTAL FULL TIME POSITIONS	7.0	7.0
Chaplains	5.0	6.0
TOTAL PART TIME POSITIONS	5.0	6.0
TOTAL	12.0	13.0

BUDGET NARRATIVE:

- Supplies and Services include funds for professional service contracts for consultants to provide guidance as may be required including the updating of the cost of services study and strategic planning. For 2020 \$35,000 was carried forward for an emergency preparedness consultant and \$60,000 was requested for an election consultant.
- For 2020 funding for the Chaplains was increased by \$6,200.
- Funding for travel\training, supplies and miscellaneous expenses.



TRANSITIONAL COSTS

PROGRAM DESCRIPTION

This program was established to account for the costs that will be incurred to transition the two separate organizations into one.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	0	0
Overtime	0	0
Employee Benefits	0	0
Supplies and Services	363,500	0
TOTAL	363,500	0

BUDGET NARRATIVE:

The 2019 Amended Budget included funds for finishing apparatus graphics and removal and installation of station signage. It is anticipated that the RFA will complete all aspects of branding by December 2019.



HUMAN RESOURCES

PROGRAM DESCRIPTION

The Human Resources Program (HR) oversees all human resource activities. Activities include labor negotiations, compensation and benefits, health care contract management and administration, and staffing management which includes advertising, testing, interviewing, and orientation for new employees.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	364,491	389,490
Overtime	3,000	3,000
Employee Benefits	155,232	163,907
Supplies and Services	631,250	283,050
TOTAL	1,153,973	839,447

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
Human Resources Director	1.0	1.0
Human Resources Analyst	1.0	1.0
Human Resources Specialist 2	1.0	1.0
Human Resources Specialist 1	1.0	1.0
TOTAL	4.0	4.0

BUDGET NARRATIVE:

- Supplies and Services include funds for professional service contracts for legal costs, employee testing, benefits administrators, and Peer Support. The 2020 budget reflects a reduction in Professional Services related to labor negotiations.
- Funding for supplies and miscellaneous expenses.



PUBLIC INFORMATION

PROGRAM DESCRIPTION

The Public Information program serves as the official communications channel for the RFA in promulgating technical, financial, and operational data to the media and the general public. The channels include direct interviews with the print and visual media, newsletters, informational flyers, brochures, management of the website, press releases, coordinating RFA involvement in community events, and on-scene media relations.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	106,451	108,244
Overtime	3,000	3,000
Employee Benefits	46,836	48,317
Supplies and Services	152,600	173,500
TOTAL	308,887	333,062

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
Public Information Officer	1.0	1.0
TOTAL	1.0	1.0

BUDGET NARRATIVE:

- In 2020 funds were added for the production of videos to support community outreach and risk reduction education - \$20,000, and funds to produce two election fact sheets - \$35,000.
- Funding for supplies and miscellaneous expenses.
- Printing and Postage for newsletters\educational materials.



NON-DEPARTMENTAL EXPENSES

PROGRAM DESCRIPTION

The Non-Departmental Expenses program is designed to incorporate all RFA expenses not otherwise assigned to a specific operations program. This program captures major organizational expenses that arise from Commissioner Policy directives and which are not under the discretionary control of the Fire Chief and management staff, such as legal services, insurance, on-going fire service contracts, Interlocal agreements, and interagency programs.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	1,900,000	3,700,000
Overtime	0	0
Employee Benefits	0	0
Supplies and Services	3,812,162	4,138,138
TOTAL	5,712,162	7,838,138

POSITION SUMMARY:

There are no budgeted positions assigned to this program.

BUDGET NARRATIVE:

- Salary reserve for Wages and Benefits for 2017 and 2018 pending the outcome of interest arbitration with the bargaining unit.
- Funding for supplies and postage - \$19,000.
- Professional services for legal fees, transport billing agency, GEMT Consultant and state audit - \$510,000.
- Transport fees remitted to the cities of Edmonds and Mountlake Terrace - \$1,500,000.
- General insurance package, unemployment, early retirement healthcare incentive offered in 2011 - \$473,253.
- Dispatch and radio (SNO911) assessments - \$1,410,885.
- Election Costs - \$225,000.



FINANCE

PROGRAM DESCRIPTION

The Finance program employs non-uniformed professional staff that develops annual budgets with forecasted revenue and expenses, processes the timely payment of payroll and claims expenses incurred by the operating and reserve components of the SCF, generates billings, performs cash management, provides treasury and oversight services for the Snohomish County Emergency Medical Services and Trauma Care Council, the Snohomish County Special Operations Policy Board, and the Snohomish County Fire Training Academy. The Program prepares monthly and quarterly financial performance reports showing the status of revenue and expenses measured against the adopted budget. At year end, the Program also prepares and publishes an annual report open for public inspection and submitted to the State Auditor's Office.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	389,658	414,907
Overtime	3,000	3,000
Employee Benefits	154,764	153,259
Supplies and Services	14,450	10,100
TOTAL	561,872	581,265

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
Finance Director	1.0	1.0
Finance Specialist 2	1.0	1.0
Finance Specialist 1	1.0	1.0
Financial Analyst	1.0	1.0
TOTAL	4.0	4.0

BUDGET NARRATIVE:

- Funding for supplies and miscellaneous expenses.



GIS MAPPING

PROGRAM DESCRIPTION

The GIS Mapping program provides digital mapping services for the RFA's needs and is available for mapping services work to outside agencies on a reimbursement basis. This program is under the oversight of the IT Manager.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	56,650	61,655
Overtime	0	0
Employee Benefits	13,637	14,362
Supplies and Services	8,000	10,000
TOTAL	78,287	86,017

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
GIS Specialist-Contract	1.0	1.0
TOTAL	1.0	1.0

BUDGET NARRATIVE:

- The 2020 Budget includes \$2,000 for travel/training
- Funding for supplies.



COMMUNICATIONS AND TECHNOLOGY

PROGRAM DESCRIPTION

The Communications and Technology program provides for the estimated cost of placing technology equipment into service at the administrative and operational levels of the RFA.

It also includes the maintenance and service agreements for the software and the hardware the RFA uses, as well as professional services required to maintain. It provides the RFA with data, voice communications and connectivity required for department operations. This program is under the oversight of the Assistant Chief of Operations.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	188,342	201,858
Overtime	0	3,000
Employee Benefits	72,617	73,862
Supplies and Services	1,314,560	1,268,771
TOTAL	1,575,519	1,547,491

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
IT Manager	1.0	1.0
Help Desk Analyst	1.0	1.0
TOTAL	2.0	2.0

BUDGET NARRATIVE:

- Service expenses including maintenance and service agreements for the software and the hardware the RFA uses, as well as professional services required to maintain. The needs vary from year to year. For 2020 the budget includes funds for WAVE Broadband - \$140,000 and security software improvements - \$45,000.
- Funding for miscellaneous small equipment and supplies.



VEHICLE MAINTENANCE

PROGRAM DESCRIPTION

This program budgets for the cost of vehicle maintenance and operations. The RFA currently maintains a fleet of apparatus including:

- 20 Fire Engines
- 3 Ladder Trucks
- 26 Medic\Aid Units
- 7 First Responder Command Vehicles
- 1 Air\Light Unit
- 1 Technical Rescue Unit
- 3 Boats
- 32 Administrative Command Staff Vehicles

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	0	0
Overtime	0	0
Employee Benefits	0	0
Supplies and Services	1,154,350	1,074,350
TOTAL	1,154,350	1,074,350

POSITION SUMMARY:

This program is managed by the Purchasing, Fleet and Facilities Manager.

BUDGET NARRATIVE:

- Services include: fuel, apparatus repairs and maintenance, vehicle outfitting and graphics.
- Funding for supplies and services to maintain the assets listed above.



FACILITY MAINTENANCE

PROGRAM DESCRIPTION

This program budgets for the cost of repairing and maintaining all of the buildings owned by the RFA. The RFA currently fully maintains 10 stations, headquarters, a training facility, a classroom, and two pieces of vacant land. Additionally, the RFA is partially responsible for maintenance at four stations owned by our contract cities. This program is under the oversight of the Purchasing, Fleet and Facilities Manager.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	315,744	339,510
Overtime	0	3,000
Employee Benefits	150,687	160,592
Supplies and Services	1,110,000	1,199,500
TOTAL	1,576,431	1,702,602

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
Purchasing Manager	1.0	1.0
Facilities Specialist 2	1.0	1.0
Central Stores Specialist	1.0	1.0
Facilities Specialist 1	1.0	1.0
TOTAL	4.0	4.0

BUDGET NARRATIVE:

- Funding for supplies and services to maintain the facilities listed above.
- The 2020 budget for Supplies and Services was increased due to aging stations and the need for ongoing repairs and \$30,000 for station flooring replacement at multiple stations.



OPERATIONS

Information on the Operations programs can be found on the following pages.

OPERATIONS	2019 AMENDED	2020 BUDGET
Station Operations		
Suppression	44,178,083	46,008,048
Wildland	70,975	64,816
Technical Rescue	114,020	93,210
Hazardous Materials	123,820	114,506
SUBTOTAL Station Operations	44,486,898	46,280,580
Emergency Medical Services		
EMS Administration	2,513,909	2,516,887
Community Resource Paramedicine	845,421	684,047
Paramedic School	0	589,511
Bike	25,000	26,000
Public Education	217,415	0
ACT	117,000	0
SUBTOTAL EMS	3,718,745	3,816,444
Training		
SCF Training	1,583,390	1,863,452
New Hires	2,210,944	2,400,072
Safety	689,294	757,052
Volunteers	96,030	25,600
Physical Fitness	49,000	49,700
SUBTOTAL TRAINING	4,628,657	5,095,876
TOTAL OPERATIONS	52,834,300	55,192,900

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	31,850,201	33,121,293
Overtime	4,443,473	4,892,388
Employee Benefits	13,216,199	13,957,604
Supplies and Services	3,324,427	3,221,614
TOTAL	52,834,300	55,192,900

POSITION SUMMARY:

Position	2019 AMENDED	2020 BUDGET
Deputy Chief-Operations	1.0	1.0
Battalion Chief	12.0	12.0
Medical Service Officer	4.0	4.0
Captain	56.0	56.0
Firefighter\Paramedic	93.0	93.0
Firefighter	102.0	110.0
Administrative Assistant	1.0	1.0
Deputy Chief of EMS	1.0	1.0
Medical Service Officers-Days	3.0	3.0
Administrative Assistant	1.0	1.0
Sno Co EMS Executive Director	1.0	1.0
Admin Specialist Sno Co EMS	1.0	1.0
Community Resource Paramedic	3.0	3.0
Administrative Assistant-.5 Grant Funded	1.0	1.0
Community Resource Specialist	1.0	0.0
ACT Coordinator Part Time-Grant Funded	0.5	0.0
Deputy Chief-Training	1.0	1.0
Captain-Days	3.0	3.0
Administrative Assistant	1.0	1.0
Firefighter-Days	1.0	1.0
Battalion Chief\Safety Officer	1.0	1.0
TOTAL FULL TIME POSITIONS	288.5	295.0



SUPPRESSION

PROGRAM DESCRIPTION

The Station Operations program covers the cost of managing, equipping, staffing, and operating fourteen fire stations to prepare for all hazard mitigation to include fire suppression and EMS related incidents. This program is established with the goal of meeting all standards of response objectives as established by the RFA and our contract cities we serve, in a safe and effective manner.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	28,892,747	29,919,751
Overtime	3,095,710	3,188,581
Employee Benefits	11,917,494	12,517,214
Supplies and Services	272,132	382,501
TOTAL	44,178,083	46,008,048

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
Deputy Chief-Operations	1.0	1.0
Battalion Chief	12.0	12.0
Medical Service Officer	4.0	4.0
Captain	56.0	56.0
Firefighter/Paramedic	93.0	93.0
Firefighter	102.0	110.0
Administrative Assistant Ops	1.0	1.0
TOTAL	269.0	277.0

BUDGET NARRATIVE:

- In 2018 SCF commissioned City Gate to conduct a Standards of Cover Evaluation & Recommendations study. Proactively, the Commission added eight (8) additional Operations Division FTE's in the adopted 2019 budget and later amended the budget to add four (4) additional operations FTE.
- In 2020 eight (8) FTE were requested allowing SCF to implement the remaining City Gate deployment recommendations effective July 31, 2020. The cost of the additional FTE's allocated to two programs \$554,226 to Operations for deployment after July 31, and \$551,231 to the New Hire Program for the costs hiring, equipping, and putting through the Snohomish County Fire Training Academy (refer to page 39).
- One time funding - \$94,661 for the replacement of Operations small tools and equipment.
- Funding for supplies, equipment maintenance and testing, and miscellaneous expenses.



WILDLAND

PROGRAM DESCRIPTION

The Wildland Program trains designated SCF personnel to Wildland Firefighter Red Card certification level (meeting WAC 296.305 – 07001-18) to increase operational readiness for SCF’s internal risk from Wildland-Urban Interface (WUI) fires; as well as enable the timely deployment of SCF personnel when requested to support wildland firefighting events outside our jurisdiction.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	0	0
Overtime	30,000	35,778
Employee Benefits	0	0
Supplies and Services	40,975	29,038
TOTAL	70,975	64,816

POSITION SUMMARY:

There are no budgeted positions assigned to this program.

BUDGET NARRATIVE:

- The overtime budget is for training. If SCF is deployed to wildland fires, the budget will be amended for the costs to deploy and the reimbursement received for the services provided.



TECHNICAL RESCUE

PROGRAM DESCRIPTION

The Technical Rescue Program covers the cost of training a cadre of highly specialized personnel in rescue operations including high and low angle rescue, liquid and frozen water surfaces, confined space and urban search and rescue. Highly specialized equipment is utilized in the conduct of these rescue operations. The RFA is a member as a full participating agency in the Special Operations (SOPB) Interlocal agreement. Assessments are split between Technical Rescue and Hazardous Materials programs.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	0	0
Overtime	65,250	43,518
Employee Benefits	0	0
Supplies and Services	48,770	49,692
TOTAL	114,020	93,210

POSITION SUMMARY:

There are no budgeted positions assigned to this program.

BUDGET NARRATIVE:

- Overtime for training, meetings and equipment maintenance.
- Funding for miscellaneous supplies, equipment, and equipment maintenance.



HAZARDOUS MATERIALS

PROGRAM DESCRIPTION

The HazMat program identifies the cost of training and developing a cadre of highly specialized personnel who may safely confront and control a field operation involving hazardous materials utilizing expert techniques and dedicated equipment. The RFA is a member as a full participating agency in the Special Operations (SOPB) Interlocal agreement. Assessments are split between Hazardous Materials and Technical Rescue programs.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	0	0
Overtime	42,250	84,384
Employee Benefits	0	0
Supplies and Services	81,570	30,122
TOTAL	123,820	114,506

POSITION SUMMARY:

There are no budgeted positions assigned to this program.

BUDGET NARRATIVE:

- Overtime for training, meetings and equipment maintenance.
- For 2020 the budget was increased \$36,890 for ten new HazMat Technicians to attend an initial 40-hour training course.
- Funding for miscellaneous supplies, equipment, and equipment maintenance. The supplies and small equipment budget was reduced due to one-time equipment purchases funded in 2019.



EMS – ADMINISTRATION

PROGRAM DESCRIPTION

This program provides for the oversight, management, licensing and certification and quality control of EMS operations and training, and funds equipment maintenance and disposable supplies used when responding to EMS incidents. The program coordinates paramedic school training and integration, and provides oversight of the EMS billing and electronic medical reporting system. Additionally, this program includes two employees who provide services to Snohomish County EMS. The RFA is reimbursed for these two employees wage and benefits plus a 5% administrative fee.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	679,610	732,223
Overtime	373,100	389,890
Employee Benefits	310,738	325,775
Supplies and Services	1,150,460	1,069,000
TOTAL	2,513,909	2,516,887

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
Deputy Chief-EMS	1.0	1.0
Medical Service Officer-Days	3.0	3.0
Administrative Assistant EMS	1.0	1.0
Sno Co EMS Executive Director	1.0	1.0
Admin Specialist Sno Co EMS	1.0	1.0
TOTAL	7.0	7.0

BUDGET NARRATIVE:

- Funds for medications and other supplies used on EMS responses.



EMS – COMMUNITY RESOURCE PARAMEDICINE (CRP)

PROGRAM DESCRIPTION

This program encompasses the Community Paramedicine program implemented in 2013 with a grant from Verdant Health Commission. The current grant expires in 2021 and provides funding as follows: 2019 - \$344,000, 2020 - \$223,600, and in 2021 - \$111,800.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	448,586	451,074
Overtime	50,000	50,000
Employee Benefits	130,235	145,473
Supplies and Services	216,600	37,500
TOTAL	845,421	684,047

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
Community Resource Paramedic	3.0	3.0
Administrative Assistant EMS	1.0	1.0
TOTAL	4.0	4.0

BUDGET NARRATIVE:

- The 2019 Budget included \$182,600 of Medicaid Transformation funds received in 2018 and 2019. These funds were transferred to the Apparatus Replacement Reserve to purchase 4 vehicles for use in this program.
- Funding for supplies and miscellaneous expenses.



EMS – PARAMEDIC SCHOOL

PROGRAM DESCRIPTION

The nation and world are experiencing a shortage of paramedics. Central Washington University, an accredited paramedic program has established an extension paramedic program in South Snohomish County at Edmonds Community College. Paramedics are training within the SCF pre-hospital and hospital systems, reducing onboarding time for firefighter-paramedics into the SCF system. Students will obtain a year's worth of university level college credits.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	0	120,135
Overtime	0	400,000
Employee Benefits	0	27,376
Supplies and Services	0	42,000
TOTAL	0	589,511

POSITION SUMMARY:

There are no budgeted positions assigned to this program.

BUDGET NARRATIVE:

- Costs to send four firefighters to CWU Paramedic School at Edmonds CC.



EMS – BIKE TEAM

PROGRAM DESCRIPTION

The Bicycle Response Team (BRT) provides EMS coverage and safety through an outreach model focused on public education and prevention. In conjunction with EMS Division and Public Education, teams deploy in a tandem fashion to prominent South County events within our agencies response area.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	0	0
Overtime	12,000	12,000
Employee Benefits	0	0
Supplies and Services	13,000	14,000
TOTAL	25,000	26,000

POSITION SUMMARY:

There are no budgeted positions assigned to this program.

BUDGET NARRATIVE:

- Overtime for attending community events and activities.
- Funds for training, equipment, supplies and miscellaneous expenses.



EMS – PUBLIC EDUCATION

PROGRAM DESCRIPTION

This program includes the following community outreach programs, including Senior Fall Prevention, Public First-aid and CPR/AED's, Community Emergency Response Teams, Map Your Neighborhood, and other disaster preparation, and Fire Corps/Veterans activities. The Verdant Health Commission provided \$89,000 in grants funds for 2019 to support this program. **For the 2020 Budget this program has been moved to the Prevention Public Education Program (refer to page 45).**

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	84,054	0
Overtime	17,200	0
Employee Benefits	52,161	0
Supplies and Services	64,000	0
TOTAL	217,415	0



EMS – ACT

PROGRAM DESCRIPTION

The ACT training was created to focus on the emergencies that truly save lives prior to the arrival of first responders. In as little as an hour, citizens can be trained in recognizing, calling for help and treating victims of opioid overdose, cardiac arrest and severe hemorrhage. The Verdant Health Commission provided \$50,000 in grant funds for 2019 to support this program. **For the 2020 Budget this program has been moved to the Prevention Public Education Program (refer to page 46).**

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	36,500	0
Overtime	30,000	0
Employee Benefits	3,500	0
Supplies and Services	47,000	0
TOTAL	117,000	0



TRAINING – SCF TRAINING

PROGRAM DESCRIPTION

The Training Budget supports the overall goals of organizational compliance with Federal, State, and local laws, rules, regulations, and codes governing emergency response and employee preparedness. The budget also supports the organizational career development goals that are defined by industry best standards and practices that include both formal education and competency based evaluations.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	611,224	662,942
Overtime	445,180	591,820
Employee Benefits	256,601	313,690
Supplies and Services	270,385	295,000
TOTAL	1,583,390	1,863,452

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
Deputy Chief-Training	1.0	1.0
Captain-Days	3.0	3.0
Administrative Assistant Training	1.0	1.0
Firefighter-Days	1.0	1.0
TOTAL	6.0	6.0

BUDGET NARRATIVE:

- Overtime - Formal Marine Training Program - \$30,000. These funds provide for three members a year to attend an outside training opportunity on fire service marine operations. Additionally, and most importantly, this will provide for a SCF marine operators formal training class. Twelve employees per year will be trained with the goal of having 36 trained personnel by the end of a three year program.
- Overtime - Professional Development - \$137,200. By contract SCF is obligated to provide professional development training that equals the RFA’s established minimum requirements for the ranks of Deputy Fire Marshal, Acting Fire Marshal, MSO, Captain, Battalion Chief, and Deputy Chief. Due to the unprecedented number of retirements, promotions, and over 100 new hires (D1, Lynnwood, RFA) since 2013, we are estimating approximately 50% of these newer hires as well as tenured employees will take advantage of professional development in anticipation of future promotional opportunities.
- Supplies and Services includes a 2020 request in the amount of \$10,000 for video production equipment.



TRAINING – NEW HIRES

PROGRAM DESCRIPTION

The New Hires program captures the cost of recruiting, advertising, interviewing, screening, hiring, and initial Fire Academy training of all new career suppression personnel additions and those who replace retirees. This program also captures the cost of new member’s initial uniforms and required protective equipment and the salaries and benefits for new or additional suppression members while attending the Snohomish County Fire Training Academy, and overtime for Trainers. In 2019 the cost to send one firefighter to the paramedic school at Harborview was also included in this program. For 2020 these costs are included in the EMS-Paramedic school program (refer to page 34).

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	885,787	1,062,810
Overtime	260,783	76,418
Employee Benefits	490,569	572,282
Supplies and Services	573,805	688,561
TOTAL	2,210,944	2,400,072

POSITION SUMMARY:

There are no permanently budgeted positions in this program.

BUDGET NARRATIVE:

- This program includes the funding to hire and send 32 new recruits thru the Snohomish County Training Academy. Initially SCF planned on 24 new hires. The cost to send 8 additional recruits through the academy is \$551,231.



TRAINING – SAFETY

PROGRAM DESCRIPTION

The Safety and Health program is responsible for managing and enforcing the rules, regulations, and policies relating to the safe operation of the Fire Department. The Safety Officer responds to emergency activities, manages the personal protection equipment (PPE) program, the SCBA program, the Wellness Program and the Exposure Control Program among several others. The Safety Officer coordinates with Training on new and existing programs designed to ensure the continued safety of all RFA personnel.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	154,092	156,758
Overtime	15,000	15,000
Employee Benefits	54,901	55,794
Supplies and Services	465,300	529,500
TOTAL	689,294	757,052

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
Battalion Chief\Safety Officer	1.0	1.0
TOTAL	1.0	1.0

BUDGET NARRATIVE:

- Funding for uniform and PPE replacement and maintenance. For 2020 this budget increased due to the fact that some of the uniform replacement costs were funded from the Transitional Costs program in 2019.



TRAINING – VOLUNTEERS

PROGRAM DESCRIPTION

The Volunteer program identifies the cost of maintaining a volunteer staff of trained personnel who assist and support the suppression crews during tactical operations.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	57,600	15,600
Overtime	2,000	0
Employee Benefits	0	0
Supplies and Services	36,430	10,000
TOTAL	96,030	25,600

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
Volunteer	24.0	24.0
TOTAL	24.0	24.0

BUDGET NARRATIVE:

Funding was reduced to the level of historical actual expenses. Based on the current number of Volunteers, funding was allocated as follows:

- Stipend for two Lieutenants \$250/month - \$6,000
- Stipend for four Volunteers \$200/month - \$9,600
- Miscellaneous supplies and equipment - \$10,000



TRAINING – PHYSICAL FITNESS

PROGRAM DESCRIPTION

The Physical Fitness and Wellness program accounts for the cost of providing a variety of physical strength and stamina training to operational staff under the tutelage of trained instructors.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	0	0
Overtime	5,000	5,000
Employee Benefits	0	0
Supplies and Services	44,000	44,700
TOTAL	49,000	49,700

POSITION SUMMARY:

There are no permanent budgeted positions assigned to program.

BUDGET NARRATIVE:

- Overtime is for training the Trainers.
- Funding for miscellaneous supplies, equipment, and equipment maintenance.



PREVENTION

Information on Prevention programs can be found on the following pages.

PREVENTION	2019 AMENDED	2020 BUDGET
Inspection	1,496,908	1,466,559
Public Education	284,665	525,726
ACT	0	76,995
TOTAL	1,781,573	2,069,281

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	1,240,947	1,317,023
Overtime	40,000	112,500
Employee Benefits	441,876	458,757
Supplies and Services	58,750	181,000
TOTAL	1,781,573	2,069,281

POSITION SUMMARY:

Position	2019 AMENDED	2020 BUDGET
Assistant Fire Marshal	2.0	2.0
Deputy Fire Marshal	5.0	5.0
Fire/Life Safety Educator-Manager	0.0	1.0
Fire/Life Safety Educator	2.0	1.0
Community Resource Specialist	0.0	1.0
Administrative Assistant	1.0	1.0
ACT Coordinator	0.0	0.5
TOTAL FULL TIME POSITIONS	10.0	11.5



PREVENTION - INSPECTIONS

PROGRAM DESCRIPTION

The RFA collaborates with the Snohomish County Fire Marshal's Office on construction projects and tenant improvements within the unincorporated service areas served by the RFA. Additionally, fire marshal services are provided to contract cities, including: fire cause and origin investigations, construction plan reviews, building inspection and codes, standards and ordinance development.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	1,062,514	991,626
Overtime	30,000	55,000
Employee Benefits	362,144	346,933
Supplies and Services	42,250	73,000
TOTAL	1,496,908	1,466,559

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
Assistant Fire Marshal	2.0	2.0
Administrative Assistant Prevention	1.0	1.0
Deputy Fire Marshal	5.0	5.0
TOTAL	8.0	8.0

BUDGET NARRATIVE:

- Overtime increase due to succession training.
- FMO Portal Software Update - \$25,000. This software was used by the City of Lynnwood Fire Department to conduct all non-permitted inspections and document all encounters with customers related to occupancies. It has not been used for some time and requires updating.
- Funding for supplies and miscellaneous expenses.



PREVENTION – PUBLIC EDUCATION

PROGRAM DESCRIPTION

The Prevention Education program provides fire and life-safety education and training services throughout the RFA and contract cities including, Senior Fall Prevention, Community Emergency Response Teams (CERT), Map Your Neighborhood and other disaster preparation classes, Fire Corps/Veteran activities, Fire Prevention, car seat checks, school based programs and other risk reduction education. The Public Education Program in EMS has been consolidated into the Public Education Program in the Prevention Division. This consolidation includes a Fire Corp Program.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	178,433	301,252
Overtime	10,000	27,500
Employee Benefits	79,732	108,974
Supplies and Services	16,500	88,000
TOTAL	284,665	525,726

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
Fire/Life Safety Educator-Manager	0.0	1.0
Fire/Life Safety Educator	2.0	1.0
Community Resource Specialist	0.0	1.0
TOTAL FULL TIME POSITIONS	2.0	3.0
Falls Prevention-Veterans Part Time	0.0	4.0
TOTAL PART TIME POSITIONS	0.0	4.0
TOTAL	2.0	7.0

BUDGET NARRATIVE:

- Overtime for staffing events and classes.
- Funding for supplies and miscellaneous expenses.



PREVENTION – ACT

PROGRAM DESCRIPTION

ACT training was created to focus on the emergencies that truly save lives prior to the arrival of first responders. In as little as an hour, citizens can be trained in recognizing, calling for help and treating victims of opioid overdose, cardiac arrest and severe hemorrhage. The Verdant Health Commission has provided \$32,000 in grant funds for 2020 to support this program. Prior to 2020 this program was included in the EMS Division.

FINANCIAL SUMMARY:

	2019 AMENDED	2020 BUDGET
Salary and Wage	0	24,145
Overtime	0	30,000
Employee Benefits	0	2,850
Supplies and Services	0	20,000
TOTAL	0	76,995

POSITION SUMMARY:

	2019 AMENDED	2020 BUDGET
ACT Coordinator	0.0	0.5
TOTAL	0.0	0.5

BUDGET NARRATIVE:

- Overtime for events and classes.
- Funding for supplies and miscellaneous expenses.



RESERVE FUNDS

EMERGENCY RESERVE

PROGRAM DESCRIPTION

It is in the best interest of the RFA and the communities it serves to establish a long-range financial plan; therefore the Commissioners created a separate Emergency Reserve Account. By policy the Board established target of Ending Cash in this Fund in an amount of approximately 5% of General Fund Revenue.

Source of Funds:

Each year, as part of the annual budget process, the Commissioners shall set, as a fixed dollar amount or a percentage of annual property taxes, the amount of the annual contribution. Periodically a sum of money may be identified as a one-time, lump-sum contribution. The amount may be specified during the regular budget process or upon notice that the sum is available. For the 2019 Budget, the Board directed that any Ground Emergency Medical Transport (GEMT) funds received be deposited in this reserve. As the target Ending Cash balance has been met, future GEMT funds are being contributed to the Building Reserve. Interest earned from the account's invested balance shall accrue to the account.

Usage of Emergency Reserve: As the 2020 target Ending Cash balance has been met, the Board directed the amount in excess of the target be transferred back to the General Fund.

	2019 AMENDED	2020 BUDGET
Beginning Cash	2,063,013	7,465,892
GEMT	734,448	0
Contribution from D1 (GEMT)	4,573,431	0
Transport Revenue	284,230	0
Other Revenue	45,949	95,289
Total Revenue	5,638,058	95,289
Transfer Out	284,230	4,000,000
Ending Cash	7,416,841	3,561,181



APPARATUS RESERVE

PROGRAM DESCRIPTION

The RFA desires to set aside a portion of its annual revenues for the future acquisition of apparatus; therefore the Commissioners created a separate account.

Source of Funds:

By policy a contribution equal to 6% of General Fund annual expenses is allocated between the Apparatus, Facility\Major Maintenance, and Equipment Reserves. Periodically a sum of money may be identified as a one-time, lump-sum contribution. The amount may be specified during the regular budget process or upon notice that the sum is available. Interest earned from the account's invested balance shall accrue to the account.

Usage of Apparatus Replacement Reserve: The account may be drawn upon for the acquisition of, either a new addition to the fleet or as a replacement of an existing vehicle(s) which have been declared to be in the need of replacement.

	2019 AMENDED	2020 BUDGET
Beginning Cash	4,597,112	3,079,701
Property Tax Revenue	1,287,500	1,339,000
Other Revenue	259,581	76,768
Total Revenue	1,547,081	1,415,768
Expenses	3,515,492	1,957,764
Ending Cash	2,628,701	2,537,705

Expenditures anticipated in the 2020 Budget include (2) New Medic\Aid Units and (3) Medic\Aid Remounts, (1) Engine, and (6) Administrative Staff Vehicles. Additionally, the Training Division requested a 15-passenger van be added to the SCF fleet (\$46,000). Staff continually reviews the status of the fleet. As a result, other apparatus replacement may take priority over those that have been anticipated.



FACILITY/MAJOR MAINTENANCE RESERVE

PROGRAM DESCRIPTION

The RFA desires to set aside a portion of its annual revenues for the future acquisition of new facilities, facility improvements, remodeling, or major repairs; therefore the Commissioners created a separate account.

Source of Funds:

By policy a contribution equal to 6% of General Fund annual expenses is allocated between the Apparatus, Facility\Major Maintenance, and Equipment Reserves. Periodically a sum of money may be identified as a one-time, lump-sum contribution. The amount may be specified during the regular budget process or upon notice that the sum is available. Interest earned from the account’s invested balance shall accrue to the account.

A late 2019 Budget amendment resulted in GEMT funds being placed in the Building Reserve. As part of the 2020 Budget process, the Board directed that GEMT funds be placed in this reserve.

Usage of Facility/Major Maintenance Reserve Funds: The account may be drawn upon as full or partial payment of a capital investment in any RFA building, facility or new facility. The use of funds in the Facility/Major Maintenance Reserve is for capital investments, and not a source for on-going maintenance.

	2019 AMENDED	2020 BUDGET
Beginning Cash	2,088,596	2,870,522
Property Tax Revenue	1,239,139	0
GEMT	3,974,767	5,000,000
Contribution from District 1	81,180	0
Other Revenue	43,060	49,591
Total Revenue	5,338,146	5,049,591
Expenses	631,425	70,000
Ending Cash	6,795,317	7,850,113

Expenditures in 2020 are a Budget request for the repair of asphalt at Station 10. Other expenditures from this reserve have been placed on hold pending the acceptance of the Capital Facilities Plan.



EQUIPMENT RESERVE

PROGRAM DESCRIPTION

The RFA desires to set aside a portion of its annual revenues for the future acquisition of new or replacement equipment; therefore, the Commissioners created a separate account.

Source of Funds:

By policy a contribution equal to 6% of General Fund annual expenses is allocated between the Apparatus, Facility\Major Maintenance, and Equipment Reserves. Periodically a sum of money may be identified as a one-time, lump-sum contribution. The amount may be specified during the regular budget process or upon notice that the sum is available. Interest earned from the account's invested balance shall accrue to the account.

Usage of Equipment Reserve Funds: The fund may be drawn upon for the acquisition of either a new piece of equipment or for replacement of existing equipment.

	2019 AMENDED	2020 BUDGET
Beginning Cash	2,845,420	229,632
Property Tax Revenue	1,560,000	1,014,000
Other Revenue	20,062	17,896
Total Revenue	1,580,062	1,031,896
Expenses	4,255,851	1,107,008
Ending Cash	169,631	154,520

Purchases anticipated for 2020 are as follows: annual hose replacement, technology equipment, outfitting of (1) apparatus, and EMS Equipment. Additionally this budget includes funds for the following requests: (3) extrication tools - \$93,300, Nozzle upgrade - \$70,000, Unmanned Aircraft System program - \$45,000, body armor - \$148,028, (6) bunker gear dryers - \$33,000, Firewall upgrades - \$45,000 and a generator for Headquarters - \$200,000. Staff continually reviews the status of the equipment replacement schedule. As a result, replacing other pieces of equipment may take priority over those that have been anticipated.



LEOFF 1 MEDICAL RESERVE

PROGRAM DESCRIPTION

The Commissioners created a separate Fund, and contribute to this fund, amounts necessary for maintaining sufficient funds to meet annual and future medical claims for retired LEOFF 1 employees.

Source of Funds:

By policy a contribution equal to 125% of anticipated annual LEOFF 1 expenses is contributed to this reserve. Periodically a sum of money may be identified as a one-time, lump-sum contribution. The amount may be specified during the regular budget process or upon notice that the sum is available. Interest earned from the account’s invested balance shall accrue to the account.

LEOFF 1 Retiree Medical Reserve Funds Usage: The fund may be drawn upon to pay the annual medical claims and expenses for LEOFF 1 retirees.

LEOFF 1 Retiree Medical Reserve Fund Balance: Any contributions to the LEOFF 1 Medical Reserve Fund will remain in the fund until the liability has been extinguished and the funds are declared surplus by a resolution of the Board of Commissioners.

	2019 AMENDED	2020 BUDGET
Beginning Cash	1,688,152	2,126,369
Property Tax Revenue	1,252,888	1,186,777
Other Revenue	32,593	38,145
Total Revenue	1,285,481	1,224,922
Expenses	1,002,311	949,421
Ending Cash	1,971,323	2,401,869



COMPENSATED ABSENCES RESERVE

PROGRAM DESCRIPTION

The Commissioners created a separate Fund, and contribute to this fund, amounts necessary for maintaining sufficient funds to make vacation and sick leave bank payouts for employees separating service.

Source of Funds:

By policy 12% of the compensated absences liability as reported in the latest published annual financial report is contributed to this reserve. Periodically a sum of money may be identified as a one-time, lump-sum contribution. The amount may be specified during the regular budget process or upon notice that the sum is available. Interest earned from the account's invested balance shall accrue to the account.

Usage of Compensated Absences Reserve Funds: The fund may be drawn upon for paying all or a portion of vacation and sick bank payout expenses upon the separation of employees.

	2019 AMENDED	2020 BUDGET
Beginning Cash	446,539	505,199
Property Tax Revenue	663,000	709,410
Other Revenue	7,064	10,589
Total Revenue	670,064	719,999
Expenses	612,341	786,572
Ending Cash	504,262	438,626



HEALTHCARE SELF-INSURANCE FUND

PROGRAM DESCRIPTION

This program was established as a standalone fund to record the activity of the RFA's Healthcare Self-Insurance Program. The program is administered by a Third Party Administrator, and is reinsured through the purchase of individual and aggregate stop loss insurance. Participants in the Self-Insurance program are prior District 1 employees and all RFA new hires.

The program consists of 3 plans. Plans 1 and 3 include only employees who are eligible for the State of Washington's LEOFF 1 retirement with Plan 3 for those who are Medicare eligible. The activity for these plans is recorded in the LEOFF 1 Medical Reserve as reported on Page 51.

In 2019 Plan 2 included all other active former District 1 employees and their families, as well as District 1 retirees who opt to self-pay to be covered under the RFA's program. Beginning in 2020 former City of Lynnwood employees will be covered under Plan 2.

	2019 AMENDED	2020 BUDGET
Beginning Cash	3,616,210	2,907,409
Employer Contributions	3,596,708	4,905,463
Self Pay Contributions	420,064	427,251
Other Revenue	80,492	69,584
Total Revenue	4,097,264	5,402,298
Expenses	4,494,783	6,105,652
Ending Cash	3,218,691	2,204,055



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