

SOUTH COUNTY FIRE



2021 Operating Budget

As Adopted November 17, 2020

Thad Hovis, Fire Chief



[Southsnofire.org](https://southsnofire.org)

Appointed and Elected Officials



James Kenny – Board Chair



Drew Burnett



David Chan



Bob Meador



Mark Laurence



Chris Teofilak



Greg Urban

Administrative Staff

Fire Chief – Thad Hovis
Assistant Chief of Operations – Jason Isotalo
Deputy Chief of Operations – John Chalfant
Deputy Chief of EMS – Shaughn Maxwell
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 edge.

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 was dissolved 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.

BUDGET DEVELOPMENT OVERVIEW

June	Discuss and Deliberate the Establishment of a Benefit Charge
7/7/20	Public Hearing Benefit Charge Establish and Affirm Budget Parameters <ul style="list-style-type: none"> • 2021 Budget Priorities
7/21/20	June 30 th financial Update If available, provide Assessed Valuation for Taxes to be Levied in 2021
8/18/20	Emergency Reserve Fund Compensated Absences Reserve Fund Self-Insurance Fund Leoff 1 Medical Reserve Fund
9/1/20	Apparatus, Building and Equipment <ul style="list-style-type: none"> • Status as of July 31, 2020 • 2021 Scheduled Replacements • 2021 Additional Requests • 2020 – 2026 Outlook
9/8/20	Review and Confirm Reserve Fund Discussion Update on 2021 Estimated Revenue
10/6/20	Continued 2021 Budget Discussion <ul style="list-style-type: none"> • Status as of September 30, 2020 • General Fund Program Budgets
10/13/20	Present 2021 Proposed Budget
10/20/20	Continued 2021 Budget Discussion
11/3/20	Continued 2021 Budget Discussion
11/10/20	Final 2021 Budget Discussion
11/17/20	Public Hearing on Budget <ul style="list-style-type: none"> • Adopt Budget, Property Tax and other related Resolutions

ORGANIZATION CHART



CHIEF'S MESSAGE**SOUTH COUNTY FIRE**

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www.southsnofire.org

October 13, 2020

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

On March 31, 2020 Chief Douglas C. Dahl retired after devoting over 34 years of his life to the fire service. During the 10 months he served as our Fire Chief, he rose to the challenges of this position by providing strong leadership for our organization so we could continue forward in a positive trajectory. I would like to thank Chief Dahl for his dedication and service to South County Fire.

After serving as Interim Fire Chief since April 1, 2020 the Board appointed me Fire Chief on August 4th, 2020. I am very humbled by their confidence in my ability to lead as your Fire Chief. I appreciate the support, encouragement and congratulations expressed from many of you as I make this transition. My entire 25-year fire service career has been spent serving the people of south Snohomish County, first as a volunteer with the Edmonds Fire Department in 1995 before being hired by the Mountlake Terrace Fire Department in 1996. I look forward to leading our organization through the opportunities and challenges in the years ahead.

Since South County Fire began operations in October 2017, we have made enhancements in multiple areas of our organization. We have implemented the Citygate study deployment recommendations proposed by staff increasing total station staffing from 235 to 259. An additional FTE in Training was added bolstering enhanced internal training as well as supporting the Snohomish County Fire Training Academy hosted at South County Fire for new employees. To address the paramedic shortage being experienced regionally and nationally, five SCF firefighters have been sent to paramedic training. An additional Public Educator, Financial Analyst, and a Facilities Maintenance Specialist position have been added. Numerous technological improvements for both hardware and software have been implemented. Additionally, apparatus including five new fire engines and one ladder truck have been purchased as well as critical equipment including self-contained breathing apparatus and body armor. Staff acknowledges and wants to thank the Board for their support of these important initiatives.

All of these opportunities would not have been possible without the continued support of the public we serve, and on behalf of staff, I would like to thank them as well.

However, for 2021 we are facing a new reality. As we are all aware many of our neighboring jurisdictions are already experiencing or forecasting financial distress due to the COVID-19 Public Health Emergency, as are many residents within our community.

South County Fire has been considering a benefit charge for a number of years. With our taxpayers in mind, considering the financial challenges occurring in 2020 and anticipated to continue into 2021, we are asking voters to consider a benefit charge on the general election ballot on Nov 3rd. If voter approved, the benefit charge will result in a \$1.3 million revenue decrease in 2021. That means over 95 percent of homeowners in our regional fire authority are expected to pay less or the same when the benefit charge would take effect in 2021. More information on the benefit charge can be found on our website at www.southsnofire.org. The website also has a benefit charge calculator you can use to compare what you pay now to what you would pay with a benefit charge.

The election will not apply to voters within the city limits of Brier, Edmonds and Mountlake Terrace. Residents of these cities receive emergency services through a contract with South County Fire.

With that, I am proud to submit my 2021 Budget. As promised 2021 is an essentially a status quo budget. No new positions were added, program Supplies and Services Budgets remain at 2020 baseline levels, i.e. one-time spending authorized for 2020 was removed. Reserve Funds were reviewed, no additional funds were required.

I also directed staff to continue to take a strategic look at their Divisions for future needs, opportunities and challenges and to bring them forward. 2021 may not be the year for new initiatives, however our organization carries on and when regional economic conditions become clearer, we want to be ready to take appropriate action.

Items submitted for future consideration are as follows:

- Forty additional sets of ballistic body armor and helmets
- Fifty personal thermal imaging cameras
- Hose standardization
- One additional Central Stores employee

In conclusion I would like to reiterate I am overwhelmingly humbled to be allowed to lead our team, and extremely proud of each member of our organization for their unwavering commitment to serve, as we continue this journey serving the communities within South County Fire.

Respectfully,



Thad Hovis

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.

	2020 AMENDED	2021 PROPOSED
General Fund Beginning Cash Balance	24,400,354	35,527,782
REVENUE		
Property Taxes	50,877,622	44,595,752
Benefit Charge	0	5,707,431
Service Contracts	12,694,043	14,358,825
Other Charges for Services	6,723,657	6,151,519
Other Miscellaneous Revenue	852,187	439,700
Periodic Revenue	750,267	333,727
Transfer In from Reserves	4,000,000	0
Total Revenues	75,897,776	71,586,954
EXPENSES		
Budgeted Labor Expenses	61,648,318	64,643,867
Budgeted M&O Expenses	12,700,189	12,140,754
Total Expenses	74,348,507	76,784,621
General Fund Ending Cash Balance	25,949,622	30,330,115

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	2,432,639	15,262,221	1,022,086	18,716,947
Property Tax Revenue	1,392,560	0	1,034,280	2,426,840
GEMT	0	7,000,000	0	7,000,000
Other Revenue	15,346	56,423	5,090	76,860
Total Revenue	1,407,906	7,056,423	1,039,370	9,503,700
Expenses	2,301,010	50,000	262,204	2,613,214
Ending Cash	1,539,536	22,268,645	1,799,252	25,607,433

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	3,509,401	602,035	2,874,789	4,003,658
Property Tax Revenue	0	737,786	965,789	0
Other Revenue	27,392	2,709	13,068	5,202,847
Total Revenue	27,392	740,495	978,858	5,202,847
Expenses	0	748,145	772,632	5,375,117
Ending Cash	3,536,793	594,385	3,081,015	3,831,388

GENERAL FUND RESOURCES**Property Taxes**

South County Fire levies and collects property taxes in accordance with RCW 52.26.050, which authorizes a maximum rate of \$1.50 per thousand of assessed valuation (AV). SCF is asking voters to consider a benefit charge in the general election on November 3. A benefit charge reduces the maximum fire levy rate to \$1.00 per thousand of AV. The Emergency Medical Services Levy is capped at 50 cents per thousand of AV.

	Rate	Levy
Regular (Fire) Property Taxes	1.0000	33,706,927
EMS Property Taxes	0.4491	15,019,241
Total	1.4491	48,726,167

Property Taxes are allocated as follows:

	2020 AMENDED	2021 PROPOSED
General Fund	50,877,622	44,595,752
Apparatus Reserve	1,339,000	1,392,560
Equipment Reserve	1,014,000	1,034,280
Leoff 1 Medical Reserve	1,186,777	965,789
Compensated Absences Reserve	709,410	737,786
	55,126,809	48,726,167

Benefit Charge

A benefit charge is set annually by the Board of Commissioners in a public hearing. It is considered a fairer way to fund emergency services as it is not based on a property's AV, rather it is tied to the cost to defend a structure in a fire or other emergency. SCF is asking voters to approve a benefit charge in the amount of \$5.7 million in the election on the November 3rd. It is anticipated that more than 95 percent of homeowners are expected to pay less or the same amount with the proposed benefit charge in 2021.

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 2021 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 2018-2020 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).

	2020 AMENDED	2021 PROPOSED
City of Brier	1,181,610	1,528,610
City of Edmonds	8,385,914	8,766,840
City of Mountlake Terrace	3,108,815	4,045,672
City of Mukilteo	17,703	17,703
	<u>12,694,043</u>	<u>14,358,825</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 SCF remits transport fees collected in these cities back to the cities.

City of Lynnwood – 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 2021 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 2018-2020 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.

	2020 AMENDED	2021 PROPOSED
Transport Fees	5,388,966	5,000,000
City of Lynnwood	930,417	1,042,166
Other Charges for Services	404,274	109,353
	<u>6,723,657</u>	<u>6,151,519</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.

	2020 AMENDED	2021 PROPOSED
Investment Interest	431,331	75,000
Disability Reimbursements	347,786	288,400
Other Miscellaneous Revenue	73,070	76,300
	<u>852,187</u>	<u>439,700</u>

Periodic Revenue - SCF has been the recipient of three Verdant Health Commission grants, supporting the Community Paramedicine Program thru 2021 (page 32), supporting hiring veterans to administer a Falls Prevention Program thru 2022 (page 42), and to support the ACT Program thru Q1 2020 (page 43). SCF has applied to Verdant for increased funding which would fully support the two existing Community Resource Paramedics (CRP), plus an additional CRP.

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 incurred costs associated with the COVID-19 pandemic. At this time the agency has requested approximately \$313,000 from FEMA as reimbursement for these expenses.

	2020 AMENDED	2021 PROPOSED
Verdant CRP	223,600	111,800
Verdant Falls Prevention	89,000	92,260
State of Washington Stay at Work	10,000	15,000
State of Washington Archives	19,667	19,667
Medicaid Transformation Funds	85,000	95,000
COVID-19 Reimbursements	313,000	0
Contribution from District 1	10,000	0
	<u>750,267</u>	<u>333,727</u>

Onetime Resource - As the Emergency Financial Reserve fund has reached its Target Ending Cash balance, in 2020 the General Fund received a onetime transfer of \$4M, the amount that exceeds the target (refer to page 44 – Emergency Financial Reserve).

	2020 AMENDED	2021 PROPOSED
Transfer In from Reserves	4,000,000	0
	<u>4,000,000</u>	<u>0</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	2020 AMENDED	2021 PROPOSED	CHANGE
Board of Commissioners	261,084	253,828	(7,256)

ADMINISTRATION & SUPPORT SERVICES	2020 AMENDED	2021 PROPOSED	CHANGE
Office of the Fire Chief	1,531,107	1,600,547	69,440
Transitional Costs	86,000	0	(86,000)
Human Resources	1,039,447	864,956	(174,491)
Public Information	333,062	330,540	(2,522)
Non-Departmental	7,951,402	11,573,633	3,622,231
Finance	581,265	588,716	7,450
GIS Mapping	86,017	87,673	1,656
Communications & Technology	1,786,991	1,534,821	(252,170)
Vehicle Maintenance	1,199,350	1,170,614	(28,736)
Facility Maintenance	1,708,705	1,746,625	37,921
TOTAL	16,303,346	19,498,124	3,194,778

OPERATIONS	2020 AMENDED	2021 PROPOSED	CHANGE
Suppression			
Suppression	46,261,592	46,274,014	12,422
Wildland	239,816	66,956	(172,860)
Technical Rescue	93,210	144,075	50,865
Hazardous Materials	114,506	112,371	(2,135)
SUBTOTAL Station Operations	46,709,123	46,597,416	-111,707
Emergency Medical Services			
EMS Administration	2,569,848	2,736,271	166,424
Community Resource Paramedicine	684,046	666,501	(17,546)
Paramedic School	589,511	589,315	(195)
Bike	26,000	19,750	(6,250)
SUBTOTAL EMS	3,869,405	4,011,837	142,433
Training			
SCF Training	1,863,735	1,929,485	65,749
New Hires	2,400,072	1,415,120	(984,952)
Safety	757,162	758,875	1,714
Volunteers	35,600	96,200	60,600
Physical Fitness	49,700	49,500	(200)
SUBTOTAL TRAINING	5,106,269	4,249,180	(857,089)
TOTAL OPERATIONS	55,684,797	54,858,433	(826,364)

PREVENTION	2020 AMENDED	2021 PROPOSED	CHANGE
Inspection	1,466,559	1,496,277	29,717
Public Education	555,726	598,256	42,530
ACT	76,995	79,702	2,707
TOTAL	2,099,281	2,174,235	74,955

GRAND TOTAL GENERAL FUND EXPENSES	74,348,507	76,784,621	2,436,113
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BUDGETED POSITIONS

DIVISION	POSITION	2020 AMENDED	2021 PROPOSED	Change
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	Procurement and Contracts Administrator	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	110.0	110.0	
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	0.0	-1.0
EMS Administration	Admin Specialist Sno Co EMS	1.0	0.0	-1.0
Community Resource Paramedicine	Captain Paramedic	1.0	1.0	
Community Resource Paramedicine	Community Resource Paramedic	2.0	2.0	
Community Resource Paramedicine	Administrative Assistant	1.0	1.0	
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	1.0	1.0	
Prevention Public Education	Fire/Life Safety Educator	1.0	1.0	
Prevention Public Education	Community Resource Specialist	1.0	1.0	
Prevention Public Education	Administrative Assistant	1.0	1.0	
Public Education ACT	ACT Coordinator	0.5	0.5	
	TOTAL FULL TIME POSITIONS	330.5	328.5	-2.0
Office of the Fire Chief	Chaplains	6.0	6.0	
Volunteers	Lieutenant	2.0	2.0	
Volunteers	Volunteer	22.0	22.0	
Prevention Public Education	Falls Prevention-Veterans Part Time	4.0	4.0	
	TOTAL PART TIME POSITIONS	34.0	34.0	
	TOTAL	364.5	362.5	-2.0

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, or 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:

	2020 AMENDED	2021 PROPOSED
Commissioner Compensation	86,016	86,016
Salary and Wage	77,291	88,320
Overtime	0	0
Employee Benefits	43,411	46,342
Supplies and Services	54,367	33,150
TOTAL	261,084	253,828

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
Commissioner	7.0	7.0
Executive Assistant to the Board	1.0	1.0
	8.0	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.
- Salary and Benefits for the Executive Assistant to the Board of Commissioners.
- 2020 Professional Services included funds for a Board retreat facilitator and a contract for services for records management funded by a grant from the State Archivist. The 2021 Professional Services only includes funds for a board retreat facilitator.
- Funding for supplies, travel, and miscellaneous meeting expenses.



SOUTH COUNTY FIRE

2021 Operating Budget

As Adopted November 17, 2020

ADMINISTRATION AND SUPPORT SERVICES

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

ADMINISTRATION & SUPPORT SERVICES	2020 AMENDED	2021 PROPOSED
Office of the Fire Chief	1,531,107	1,600,547
Transitional Costs	86,000	0
Human Resources	1,039,447	864,956
Public Information	333,062	330,540
Non-Departmental	7,951,402	11,573,633
Finance	581,265	588,716
GIS Mapping	86,017	87,673
Communications & Technology	1,786,991	1,534,821
Vehicle Maintenance	1,199,350	1,170,614
Facility Maintenance	1,708,705	1,746,625
TOTAL	16,303,346	19,498,124

FINANCIAL SUMMARY:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	6,194,908	10,006,392
Overtime	17,000	17,000
Employee Benefits	934,902	969,623
Supplies and Services	9,156,536	8,505,110
TOTAL	16,303,346	19,498,124

POSITION SUMMARY:

Position	2020 AMENDED	2021 PROPOSED
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
Procurement and Contracts Administrator	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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	986,548	1,036,816
Overtime	2,000	2,000
Employee Benefits	313,299	329,231
Supplies and Services	229,260	232,500
TOTAL	1,531,107	1,600,547

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
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	6.0	6.0
TOTAL PART TIME POSITIONS	6.0	6.0
TOTAL	13.0	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 2021 \$35,000 was carried forward for an emergency preparedness consultant.
- 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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	0	0
Overtime	0	0
Employee Benefits	0	0
Supplies and Services	86,000	0
TOTAL	86,000	0

BUDGET NARRATIVE:

The 2020 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 2020.



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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	385,158	399,362
Overtime	3,000	3,000
Employee Benefits	168,238	174,394
Supplies and Services	483,050	288,200
TOTAL	1,039,447	864,956

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
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 including labor negotiations, employee testing, benefits administrators, and Peer Support.
- 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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	108,207	108,888
Overtime	3,000	3,000
Employee Benefits	48,355	48,651
Supplies and Services	173,500	170,000
TOTAL	333,062	330,540

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
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.
- 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 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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	3,700,000	7,415,387
Overtime	0	0
Employee Benefits	0	0
Supplies and Services	4,251,402	4,158,246
TOTAL	7,951,402	11,573,633

POSITION SUMMARY:

There are no budgeted positions assigned to this program.

BUDGET NARRATIVE:

- Salary reserve for Wages and Benefits for 2018-2020 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, state audit, and Snohomish County Benefit Charge administration - \$555,000.
- Transport fees remitted to the cities of Edmonds and Mountlake Terrace - \$1,550,000.
- General insurance package, unemployment, early retirement healthcare incentive offered in 2011 - \$485,857.
- Dispatch and radio (SNO911) assessments - \$1,397,390.
- Election Costs - \$125,000.



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 SCF, generates billings, performs cash management, provides treasury and oversight services for 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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	409,665	416,240
Overtime	3,000	3,000
Employee Benefits	158,500	161,026
Supplies and Services	10,100	8,450
TOTAL	581,265	588,716

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
Finance Director	1.0	1.0
Financial Analyst	1.0	1.0
Finance Specialist 2	1.0	1.0
Finance Specialist 1	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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	60,962	62,290
Overtime	0	0
Employee Benefits	15,055	15,383
Supplies and Services	10,000	10,000
TOTAL	86,017	87,673

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
Contract Employee	1.0	1.0
TOTAL	1.0	1.0

BUDGET NARRATIVE:

- Funding for printer paper and ink.



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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	202,823	213,383
Overtime	3,000	3,000
Employee Benefits	72,897	76,638
Supplies and Services	1,508,271	1,241,800
TOTAL	1,786,991	1,534,821

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
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, security software improvements - \$45,000, intranet development - \$30,000, and website development - \$45,000. For 2021 funds were included for password management software - \$16,500 and wireless access point refresh \$16,000. WAVE broadband continues to be funded but at a reduced level due to implementation at fewer stations than originally anticipated.
- Funding for miscellaneous small equipment and supplies.



VEHICLE MAINTENANCE

PROGRAM DESCRIPTION

This program budgets for the cost of vehicle maintenance and operations. The majority of repairs and preventative maintenance are done by the City of Lynnwood Fleet Maintenance Division. This program is managed by the Deputy Chief of Operations. The RFA currently maintains a fleet of apparatus including:

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

FINANCIAL SUMMARY:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	0	0
Overtime	0	0
Employee Benefits	0	0
Supplies and Services	1,199,350	1,170,614
TOTAL	1,199,350	1,170,614

POSITION SUMMARY:

There are no budgeted positions assigned to this program.

BUDGET NARRATIVE:

- Services include fuel, apparatus repairs and maintenance, vehicle outfitting and graphics.
- Funding for supplies and services to maintain the assets listed above.
- For 2021 the City of Lynnwood is increasing their shop rate from \$117/hour to \$157/hour. With all the new apparatus in the fleet and surplus of the apparatus that were requiring extensive maintenance this should help offset the rate increase.



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. The Facility Maintenance program is under the oversight of the Deputy Chief of Operations. The Procurement and Contracts Administrator oversees Central Stores.

FINANCIAL SUMMARY:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	341,545	354,025
Overtime	3,000	3,000
Employee Benefits	158,557	164,300
Supplies and Services	1,205,603	1,225,300
TOTAL	1,708,705	1,746,625

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
Procurement and Contracts Administrator	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 contracted services to maintain the facilities listed above.



SOUTH COUNTY FIRE

2021 Operating Budget

As Adopted November 17, 2020

OPERATIONS

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

OPERATIONS	2020 AMENDED	2021 PROPOSED
Suppression		
Suppression	46,261,592	46,274,014
Wildland	239,816	66,956
Technical Rescue	93,210	144,075
Hazardous Materials	114,506	112,371
SUBTOTAL Station Operations	46,709,123	46,597,416
Emergency Medical Services		
EMS Administration	2,569,848	2,736,271
Community Resource Paramedicine	684,046	666,501
Paramedic School	589,511	589,315
Bike	26,000	19,750
SUBTOTAL EMS	3,869,405	4,011,837
Training		
SCF Training	1,863,735	1,929,485
New Hires	2,400,072	1,415,120
Safety	757,162	758,875
Volunteers	35,600	96,200
Physical Fitness	49,700	49,500
SUBTOTAL TRAINING	5,106,269	4,249,180
TOTAL OPERATIONS	55,684,797	54,858,433

FINANCIAL SUMMARY:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	33,066,262	33,398,930
Overtime	5,317,614	4,287,815
Employee Benefits	14,022,635	13,722,094
Supplies and Services	3,278,286	3,449,594
TOTAL	55,684,797	54,858,433

POSITION SUMMARY:

Position	2020 AMENDED	2021 PROPOSED
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	110.0	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	0.0
Admin Specialist Sno Co EMS	1.0	0.0
Captain Paramedic	1.0	1.0
Community Resource Paramedic	2.0	2.0
Administrative Assistant	1.0	1.0
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	295.0	293.0



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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	29,853,241	30,748,850
Overtime	3,438,806	2,600,000
Employee Benefits	12,583,724	12,605,194
Supplies and Services	385,820	319,970
TOTAL	46,261,592	46,274,014

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
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	110.0	110.0
Administrative Assistant Ops	1.0	1.0
TOTAL	277.0	277.0

BUDGET NARRATIVE:

- In addition to increasing staffing at stations, SCF has experienced a number of retirements causing additional overtime to maintain required daily staffing. After not hiring for a number of years, SCF has been hiring 20-32 new recruits annually. In 2021 we will be staffed at a level that allows us to reduce the Overtime budget, however there may be other circumstances such as COVID-19, or retirements that outpace hiring that may require an amendment to the Overtime Budget in 2021.
- 2020 included onetime funding (\$94,661) for the replacement of Operations small tools and equipment.
- Funding for supplies, equipment maintenance and testing, travel, professional development 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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	0	0
Overtime	210,778	35,770
Employee Benefits	0	0
Supplies and Services	29,038	31,186
TOTAL	239,816	66,956

POSITION SUMMARY:

There are no budgeted positions assigned to this program.

BUDGET NARRATIVE:

- The overtime budget is for up to 40 employees to receive mandatory red card refresher training provided by in house instructors. Procedurally, if SCF is deployed to wildland fires, the budget is 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 44 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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	0	0
Overtime	43,518	68,950
Employee Benefits	0	0
Supplies and Services	49,692	75,125
TOTAL	93,210	144,075

POSITION SUMMARY:

There are no budgeted positions assigned to this program.

BUDGET NARRATIVE:

- Overtime includes funds for training for both instructors and students, 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 36 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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	0	0
Overtime	84,384	72,170
Employee Benefits	0	0
Supplies and Services	30,122	40,201
TOTAL	114,506	112,371

POSITION SUMMARY:

There are no budgeted positions assigned to this program.

BUDGET NARRATIVE:

- Overtime includes funds for training for both instructors and students, 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. Due to COVID-19 this training has been postponed until 2021.
- Funding for SOPB assessment, miscellaneous supplies, equipment, equipment maintenance, and annual HazMat physical evaluation.



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. Up until June 30, 2020 this program included two employees who provided services to Snohomish County EMS. The RFA was reimbursed for these two employees wage and benefits plus a 5% administrative fee.

FINANCIAL SUMMARY:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	732,223	610,484
Overtime	389,890	341,814
Employee Benefits	325,775	276,474
Supplies and Services	1,121,960	1,507,500
TOTAL	2,569,848	2,736,271

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
Deputy Chief-EMS	1.0	1.0
Medical Service Officer	3.0	3.0
Administrative Assistant EMS	1.0	1.0
Sno Co EMS Executive Director	1.0	0.0
Admin Specialist Sno Co EMS	1.0	0.0
TOTAL	7.0	5.0

BUDGET NARRATIVE:

- The 2021 Budget includes \$500,000 for COVID-19 related supply purchases anticipated in January – June 2021.
- The Overtime budget is primarily for Paramedic training and certifications.
- 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 provided funding as follows: 2019 - \$344,000, 2020 - \$223,600, and in 2021 - \$111,800. We are currently reapplying to Verdant to fully fund three community paramedics and administrative support for this program starting in 2021. This program is also supported with funds from the Federal Medicaid Transformation Project (2020 \$95,000, 2021 estimated \$95,000).

FINANCIAL SUMMARY:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	451,073	477,038
Overtime	50,000	24,000
Employee Benefits	145,473	145,463
Supplies and Services	37,500	20,000
TOTAL	684,046	666,501

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
Captain Paramedic	1.0	1.0
Community Resource Paramedic	2.0	2.0
Administrative Assistant EMS	1.0	1.0
TOTAL	4.0	4.0

BUDGET NARRATIVE:

- Overtime is funded from a donation from Molina.
- Funding for supplies and miscellaneous expenses.



EMS – PARAMEDIC SCHOOL

PROGRAM DESCRIPTION

The nation and world are experiencing a shortage of paramedics. For the last few years, SCF has sent 2 to 4 firefighters to Paramedic school.

FINANCIAL SUMMARY:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	120,135	113,106
Overtime	400,000	406,844
Employee Benefits	27,376	27,366
Supplies and Services	42,000	42,000
TOTAL	589,511	589,315

POSITION SUMMARY:

There are no budgeted positions assigned to this program.

BUDGET NARRATIVE:

- Prior to 2020 SCF sent firefighters to Harborview for paramedic training.
- Beginning in 2020 Central Washington University, an accredited paramedic program established an extension paramedic program in South Snohomish County at Edmonds Community College. Paramedics were to be trained within the SCF pre-hospital and hospital systems, reducing onboarding time for firefighter-paramedics into the SCF system. Students obtained a year's worth of university level college credits.
- In September 2020 SCF was notified that CWU would be discontinuing the satellite program on the Edmonds Community College Campus after completion of the 2020 Program.
- At this time SCF is evaluating paramedic training options for 2021.



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 agency's response area.

FINANCIAL SUMMARY:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	0	0
Overtime	12,000	12,000
Employee Benefits	0	0
Supplies and Services	14,000	7,750
TOTAL	26,000	19,750

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.



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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	662,942	696,242
Overtime	591,820	613,900
Employee Benefits	313,690	327,536
Supplies and Services	295,283	291,807
TOTAL	1,863,735	1,929,485

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
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 includes funding for approximately 6,550 hours of training including but not limited to live fire training, Blue card certification, Block training, IFSAC classes, marine operator, and pump operator. The bulk of this training is to fulfill requirements as mandated by state law. Overtime is for instructors as well as students.
- Supplies and Services includes funds for registration, travel, tuition, training tower maintenance, training props and live fire fees.



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.

FINANCIAL SUMMARY:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	1,062,810	529,424
Overtime	76,418	94,567
Employee Benefits	572,282	285,074
Supplies and Services	688,561	506,055
TOTAL	2,400,072	1,415,120

POSITION SUMMARY:

There are no permanently budgeted positions in this program.

BUDGET NARRATIVE:

- The 2020 Budget included funding to hire and send 32 new recruits through the Snohomish County Training Academy anticipated to be a 20-week program to include pre and post academy training.
- The 2021 Budget includes funds to hire and send 20 new recruits through the Snohomish County Training Academy anticipated to be an 18-week program to include pre and post academy training.



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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	158,237	164,587
Overtime	15,000	10,800
Employee Benefits	54,314	54,988
Supplies and Services	529,610	528,500
TOTAL	757,162	758,875

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
Battalion Chief\Safety Officer	1.0	1.0
TOTAL	1.0	1.0

BUDGET NARRATIVE:

- Funding for uniform and PPE replacement and maintenance, as well as employee physicals and testing.



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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	25,600	59,200
Overtime	0	2,000
Employee Benefits	0	0
Supplies and Services	10,000	35,000
TOTAL	35,600	96,200

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
Lieutenant	2.0	2.0
Volunteer	22.0	22.0
TOTAL	24.0	24.0

BUDGET NARRATIVE:

Funding was restored to the pre-2020 budget level. 2021 Budget reflects an increased stipend amounts authorized by the Board in 2020. In 2020 there were two Lieutenants and two Volunteers.

- Stipend for two Lieutenants \$800/quarter - \$6,400
- Stipend for twenty-two Volunteers \$600/quarter - \$52,800
- Miscellaneous supplies and equipment - \$35,000



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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	0	0
Overtime	5,000	5,000
Employee Benefits	0	0
Supplies and Services	44,700	44,500
TOTAL	49,700	49,500

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.



SOUTH COUNTY FIRE

2021 Operating Budget

As Adopted November 17, 2020

PREVENTION

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

PREVENTION	2020 AMENDED	2021 PROPOSED
Inspection	1,466,559	1,496,277
Public Education	555,726	598,256
ACT	76,995	79,702
TOTAL	2,099,281	2,174,235

FINANCIAL SUMMARY:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	1,295,851	1,448,770
Overtime	112,500	70,000
Employee Benefits	479,930	502,566
Supplies and Services	211,000	152,900
TOTAL	2,099,281	2,174,235

POSITION SUMMARY:

Position	2020 AMENDED	2021 PROPOSED
Assistant Fire Marshal	2.0	2.0
Deputy Fire Marshal	5.0	5.0
Fire/Life Safety Educator-Manager	1.0	1.0
Fire/Life Safety Educator	1.0	1.0
Community Resource Specialist	1.0	1.0
Administrative Assistant	1.0	1.0
ACT Coordinator	0.5	0.5
TOTAL FULL TIME POSITIONS	11.5	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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	991,626	1,064,717
Overtime	55,000	20,000
Employee Benefits	346,933	359,560
Supplies and Services	73,000	52,000
TOTAL	1,466,559	1,496,277

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
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 for succession training.
- The 2020 Supplies and Services budget included \$25,000 for FMO Portal Software Update. 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 had not been used for some time and required 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:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	280,080	358,419
Overtime	27,500	20,000
Employee Benefits	130,147	125,437
Supplies and Services	118,000	94,400
TOTAL	555,726	598,256

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
Fire/Life Safety Educator-Manager	1.0	1.0
Fire/Life Safety Educator	1.0	1.0
Community Resource Specialist	1.0	1.0
TOTAL FULL TIME POSITIONS	3.0	3.0
Falls Prevention-Veterans Part Time	4.0	4.0
TOTAL PART TIME POSITIONS	4.0	4.0
TOTAL	7.0	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. In 2020 Verdant Health Commission provided \$32,000 in grant funds to support this program.

FINANCIAL SUMMARY:

	2020 AMENDED	2021 PROPOSED
Salary and Wage	24,145	25,634
Overtime	30,000	30,000
Employee Benefits	2,850	17,569
Supplies and Services	20,000	6,500
TOTAL	76,995	79,702

POSITION SUMMARY:

	2020 AMENDED	2021 PROPOSED
ACT Coordinator	0.5	0.5
TOTAL	0.5	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. Interest earned from the account's invested balance shall accrue to the account.

Usage of Emergency Reserve: The account may be drawn upon for situations declared by the Commissioners to be of an emergency basis such as, to supplement a temporary shortage of revenues, to supplement a long-term shortage of revenues, to extinguish a liability, to pay an emergency expenditure, or to accommodate an unplanned expense determined to provide exceptional value to SCF. As the target Ending Cash balance had been met, in 2020 the Board directed the amount in excess of the target be transferred back to the General Fund.

	2020 AMENDED	2021 PROPOSED
Beginning Cash	7,465,892	3,509,401
Other Revenue	95,289	27,392
Total Revenue	95,289	27,392
Transfer Out	4,000,000	0
Ending Cash	3,561,181	3,536,793



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.

	2020 AMENDED	2021 PROPOSED
Beginning Cash	3,737,745	2,432,639
Property Tax Revenue	1,339,000	1,392,560
Other Revenue	76,768	15,346
Total Revenue	1,415,768	1,407,906
Expenses	2,689,064	2,301,010
Ending Cash	2,464,449	1,539,536

Expenditures anticipated in the 2021 Budget include (3) Medic\Aid Remounts, (1) Ladder and (1) Command Staff Vehicle. 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.

In anticipation of the need to purchase land as a part of the implementation of the Capital Facilities Plan, 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.

	2020 AMENDED	2021 PROPOSED
Beginning Cash	7,307,155	15,262,221
GEMT	5,000,000	7,000,000
Other Revenue	49,591	56,423
Total Revenue	5,049,591	7,056,423
Expenses	174,525	50,000
Ending Cash	12,182,221	22,268,645

Expenditures in 2021 from this reserve are for professional services related to the Capital Facilities Plan 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.

	2020 AMENDED	2021 PROPOSED
Beginning Cash	3,865,752	1,022,086
Property Tax Revenue	1,014,000	1,034,280
Other Revenue	17,896	5,090
Total Revenue	1,031,896	1,039,370
Expenses	3,821,758	262,204
Ending Cash	1,075,890	1,799,252

Purchases anticipated in 2021 are as follows:

Hose-Annual Replacement	20,000
Outfit (1) Apparatus	109,273
SCBA Compressor - Sta 15	65,000
(25) Towers (50) Monitors	27,000
(11) Laptops	20,200
Tablet Non-Warranty Replacement	7,000
Miscellaneous Technology Equipment	13,732
Total	262,204



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.

	2020 AMENDED	2021 PROPOSED
Beginning Cash	2,126,369	2,874,789
Property Tax Revenue	1,186,777	965,789
Other Revenue	38,145	13,068
Total Revenue	1,224,922	978,858
Expenses	949,421	772,632
Ending Cash	2,401,870	3,081,015



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.

	2020 AMENDED	2021 PROPOSED
Beginning Cash	505,199	602,035
Property Tax Revenue	709,410	737,786
Other Revenue	10,589	2,709
Total Revenue	719,999	740,495
Expenses	786,572	748,145
Ending Cash	438,626	594,385



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 48.

	2020 AMENDED	2021 PROPOSED
Beginning Cash	2,907,409	4,003,658
Employer Contributions	4,905,462	4,595,706
Self Pay Contributions	427,251	589,286
Other Revenue	69,584	17,855
Total Revenue	5,402,298	5,202,847
Expenses	6,105,652	5,375,117
Ending Cash	2,204,055	3,831,388



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