



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

MINUTES

October 24, 2023

SPECIAL JOINT MEETING BOARD OF COMMISSIONERS

at Shoreline Fire Department's Headquarters Station 61
and Virtual Meeting via Zoom

Shoreline Chair Harris called the special joint meeting of the Shoreline and Northshore Board of Commissioners to order at 5:00 p.m. on October 24, 2023, at the Shoreline Fire Department, located at 17525 Aurora Avenue North, Shoreline, Washington 98133. Per RCW 42.30, the special meeting notice was posted on September 26, 2023. The purpose of the special joint meeting is to discuss the 2024 budget.

ROLL CALL:

SHORELINE DEPARTMENT:

FIRE David Harris, Chair
Kim Fischer, Vice-Chair
Ken Callahan, Commissioner
Rod Heivilin, Commissioner
Barb Sullivan, Commissioner

Matt Cowan, Fire Chief

NORTHSHORE DEPARTMENT:

FIRE Lisa Wollum, Chair
Tyler Byers, Vice-Chair
(Zoom)
Erik Adman, Commissioner
Rick Webster, Commissioner
Josh Pratt, Commissioner
(Zoom)

Matt Paxton, Legal Counsel
(Zoom)

- PLEDGE OF ALLEGIANCE
- PUBLIC COMMENT:
- None.
- 2024 Budget Discussion:
- Chief Cowan provided an update and presentation of the 2024 budget process and impacts, which is attached and incorporated by reference. The presentation included the following topics:
 - Budget Summary

- Financial Outlook
- Revenues vs Expense Projection
- Expense Budget
- Capital Budget
- Northshore Fire Department Capital Budget
- Expense Drivers Summary
- As part of the presentation, the 2024 revenue summary was provided:
 - Decrease in Assessed Value (AV), approximately 8.6% in Shoreline and 9% overall for Lake Forest Park and Kenmore.
 - Due to AV decreases current, operational equivalent levy rates will increase from about \$1.11 to \$1.28.
 - Expecting overall expenses to increase by about 8% and revenues to increase by about 8.3%.
 - Collected fire impact fees are exceeding forecasted growth.
 - Continue with many levels of service improvements in administration, operations, support services, and training.
- Commissioner Adman requested clarification as to why the Advance Life Support (ALS) budget allocation from King County (KC) is not as high as the expenses. Chief Cowan stated this could be due to the planned purchase of the two medic units in 2024, and noted there are reserves that will help to mitigate those differences. Chief Cowan further noted that the revenues from KC are part of the EMS levy allocation, provided on a per-unit basis.
- Commissioner Fischer requested clarification as to why there were decreases in the revenue category, Contract for Services. Chief Cowan stated that the decreases were due to estimating the revenues too high in 2023. Chief Cowan further noted that most of the contracts are tied to the equivalent levy rates and AV, which will be decreasing. The Department believes that some of the revenues will be recovered in 2024 and plans to ensure all contracts are similar to help mitigate this in the future.
- The Northshore budget will be discussed more in-depth at the Northshore Board meeting scheduled for November 7, 2023.

The Shoreline Board of Commissioners moved to adjourn the special meeting at 5:39 p.m.

MOTION: *Commissioner Fischer moved, and Commissioner Sullivan seconded, a motion to adjourn the special meeting of the Board of Commissioners at 5:39 p.m. The motion passed; five ayes.*

Minutes prepared by: Beatriz Goldsmith, Shoreline Fire Department

Attachments: Agenda, Public Notice, Budget Presentation, Budget Summary, 2024 Financial Outlook.

BOARD OF COMMISSIONERS



ERIC ADMAN, Member



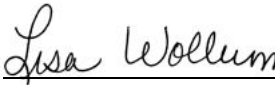
JOSH PRATT, Member



TYLER BYERS, Member



RICK WEBSTER, Member



LISA WOLLUM, Member

ATTEST

Amy Oakley _____

Amy Oakley, Secretary

King County Fire Protection District No. 16

Adopted at a Regular Meeting of the Board of Commissioners on November 7, 2023



**SHORELINE FIRE DEPARTMENT
BOARD OF COMMISSIONERS MEETING
SPECIAL MEETING AGENDA**

**Joint Meeting with
The Shoreline Fire Department and Northshore Fire Department**

**October 24, 2023
5:00 p.m.**

**Meeting will be held via Zoom conferencing and
on-site at Station 61 17525 Aurora Avenue North**

Join Zoom Meeting

<https://us02web.zoom.us/j/82986739702?pwd=QkdtUjloUlp4VENUOFJsNE5kbHVUQT09>

Meeting ID: 829 8673 9702

Passcode: 975776

Dial by your location: #1-253-205-0468

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Roll Call**
- IV. **Public Comment** (please see public comment procedures)
- V. **2024 Budget / DISCUSSION**
- VI. **Executive Session**
 - RCW 42.30.110(1)(i) Litigation
 - RCW 42.30.110(1)(f) Evaluate Complaints / Charges
 - RCW 42.30.110(1)(g) Applicant Qualifications / Employee Performance
 - RCW 42.30.140 Negotiations
 - RCW 42.30.110(1)(b) Real Estate / Site or Acquisition

Public Comment Procedures:

Individuals wishing to comment must do so by signing the Public Comment Sign-In Sheet or if appearing virtually by "raising their hand" or the equivalent. Each individual must state their name, the organization they are affiliated with if applicable, and their city of residence. The chair shall recognize those persons and provide them the opportunity to comment. Individuals may speak for two minutes and those representing recognized organizations may speak for four minutes.



KING COUNTY FIRE PROTECTION DISTRICT NO.16

7220 NE 181st Street
KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

NOTICE OF SPECIAL MEETING

DATED September 26, 2023

NOTICE IS HEREBY GIVEN that a special joint meeting of the Board of Commissioners of King County Fire Protection District No. 16 and the Board of Commissioners of the City of Shoreline, will be held via Zoom, and in-person at: Shoreline Station #61, 717525 Aurora Avenue North, Shoreline, WA 98133, Tuesday the 24th day of October 2023, at 5:00PM.

Meeting agenda posted separately.

2024 Budget Presentation

2024 Budget Summary

Divisions

Staffing

Adding 7 Firefighters, possibly more if participating in a Fall academy. We will be adding an additional Firefighter/EMT to our Mobile Integrated Health (MIH) team, and an additional administrative position, primarily for HR duties. Adding funds for part-time position, or contract, for a Social Media Coordinator and Data Analyst. Also preparing for a potential support services role, at a Captain, BC, or DivC rank.

ALS

We have six candidates in Paramedic training to graduate in August of 2024.

2024 Budget Summary

<u>Funds</u>	
Reserve Funds	Maintain a minimum of 15% of our annual operating expenses. In 2023 we did not transfer funds to the Reserve Fund, so that we have better flexibility to address the NFD contract. Actual capital fund, and reserves including cash on hand is approximately 50% currently. Will be transferring in about \$3.5 million.
Carryover	Maintain a carryover target of at least 25% of operating expenses, minus average revenues, plus \$700 thousand for unanticipated expenses. As noted above we are carrying over extra cash on hand that wasn't transferred into the Reserve Fund, currently at approximately \$6.8 million.
General Benefits Fund	We will be transferring funds to cover anticipated liabilities and retirement cash outs, approximately \$564 thousand. We ensure full coverage of all anticipated and potential liabilities by maintaining a reserve at approximately \$1.1 million.
General Capital Fund	Transferring funds into Capital Fund as part of our annual commitment to cover annual and future purchases. Will be maintaining a Capital Fund of approximately \$2 million. Capital purchases for 2024 are anticipated to be approximately \$1.3 million.

2024 Budget Summary

<u>Budget</u>	
Assessed Valuations	Current estimates for assessed valuations indicate a 8.6% decrease in Shoreline and a 9.0% decrease in Lake Forest Park and Kenmore.
Expenses	Overall increase in expenses of approximately 9.67%, totalling \$36.7 million (not including ALS and MIH). Increases are primarily due to additional staffing, CPI of 4.6%, and high inflationary costs for equipment and supplies.
Revenues	We continue to look for efficiencies and are anticipating an overall equivalent levy rate increase (Tax levy and FBC) of 8.8%.
Budget	Currently our anticipated tax levy revenue will be approximately \$10,812,167, and the FBC at approximately \$7,900,000.

Expense Drivers

- ▶ Significant general expense increases in nearly all areas.
- ▶ COLA increases tied to CPI at 4.6%, about 87% of the budget.
- ▶ Many new hires with step raises.
- ▶ Overtime is under better control as mandatory has been greatly reduced or eliminated, but still too high.
- ▶ Adding new Firefighters, number is not determined as yet but possibly up to 12.
- ▶ Adding 1 new Firefighter/EMT to MIH.
- ▶ Adding 1 additional Administrative position.
- ▶ Adding 1 funds for both a PT Social Media Coordinator and Data Analyst.
- ▶ Adding a support services position, unknown rank at this time.
- ▶ Fully funding IT position.
- ▶ Increased training costs to address gaps in training and post-pandemic “catch up”.
- ▶ Increased leadership training.

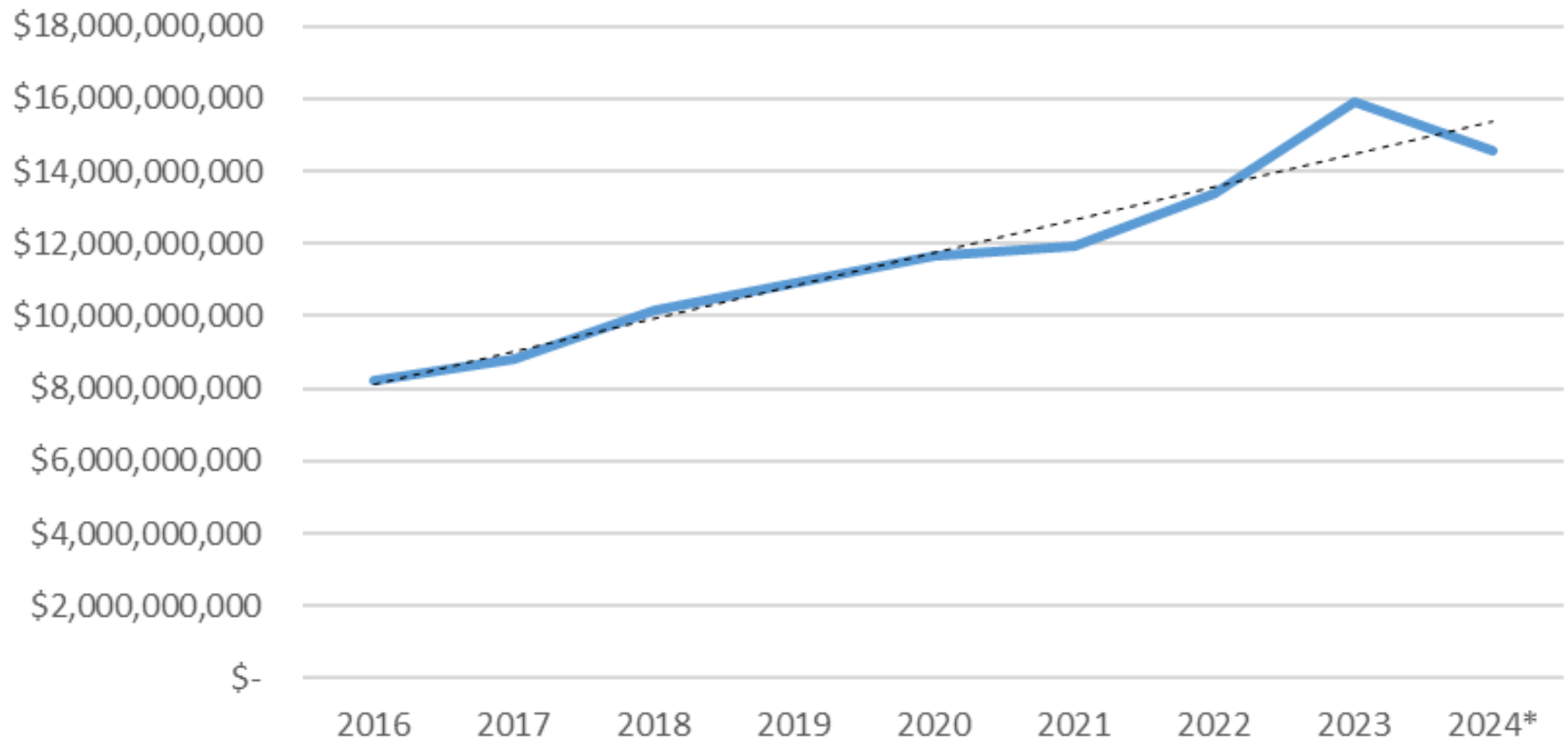
Revenue Summary

- ▶ Decrease in AV, approximately 8.6% in Shoreline and 9% overall for LFP and Kenmore.
- ▶ Due to AV decreases current operational equivalent levy rates will increase from about \$1.11 to \$1.28.
- ▶ Expecting overall expenses to increase by about 8% and revenues to increase by about 8.3%.
- ▶ Collected fire impact fees are exceeding forecasted growth.
- ▶ Continue with many level of service improvements in administration, operations, support services, and training.

SFD Assessed Valuation

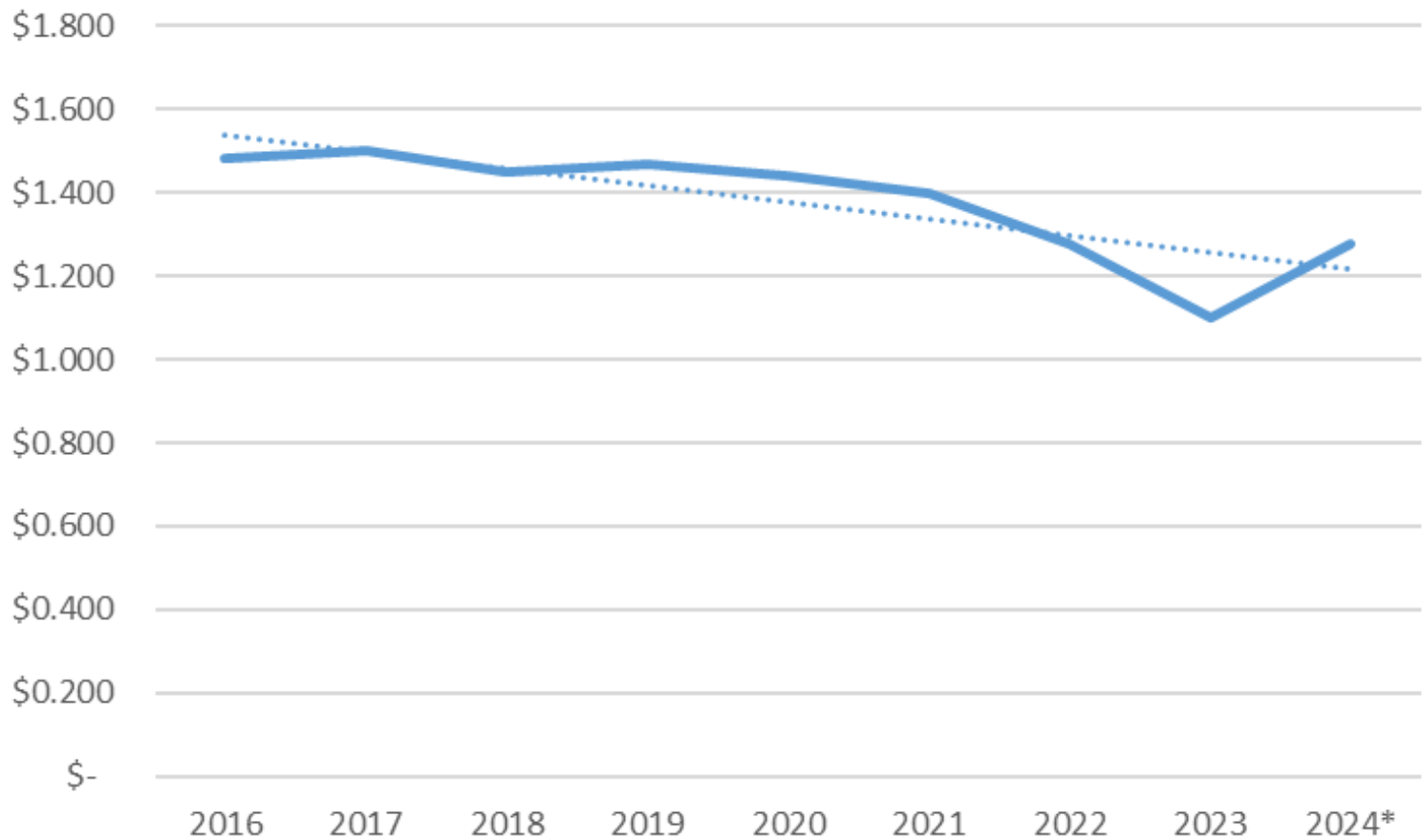
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Assessed Valuation Comparison



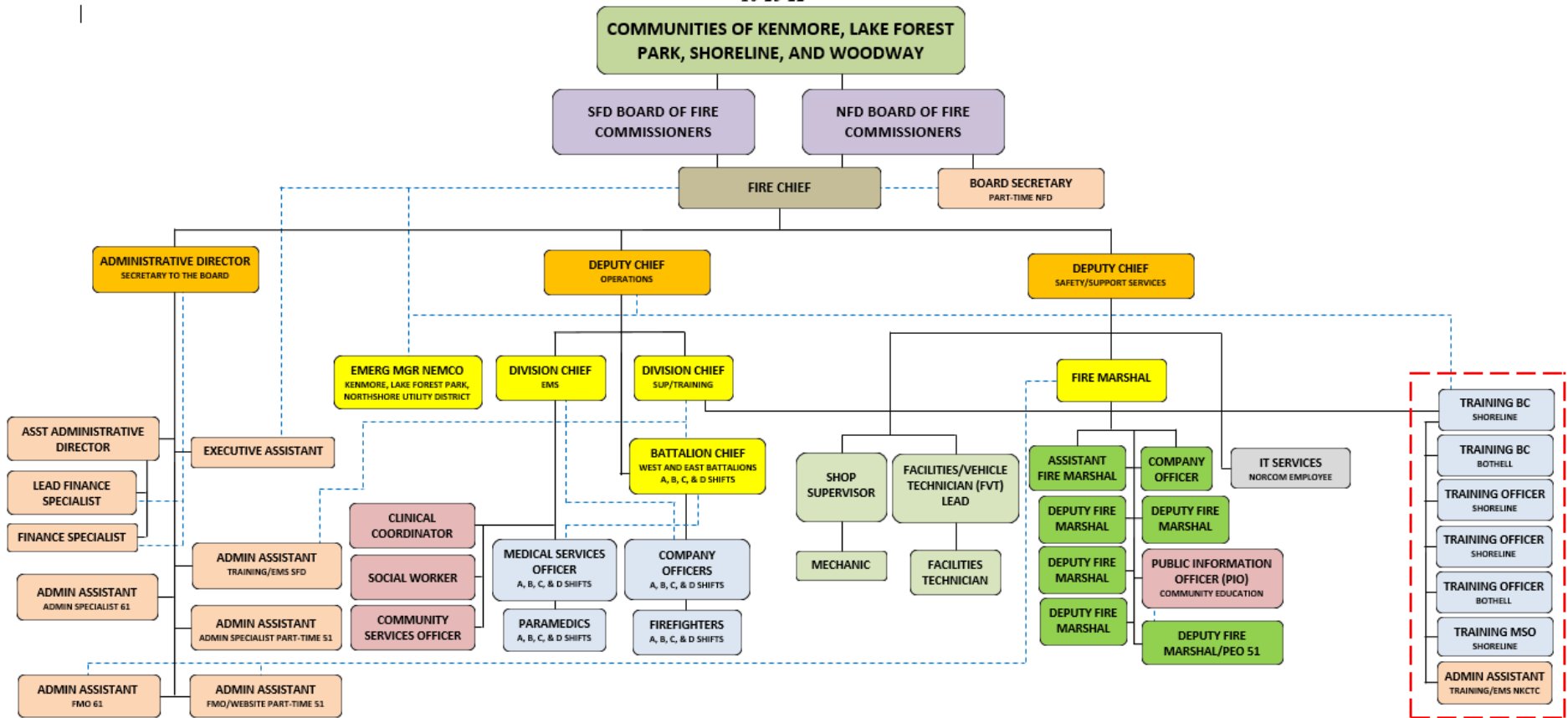
SFD Equivalent Levy Rate

Equivalent Levy Rate Comparison



Current Organizational Chart

SHORELINE FIRE DEPARTMENT ORGANIZATIONAL CHART 2023 10-25-22



— Solid lines indicate chain of command, budget approval and direct daily activities supervision.
 - - - Dashed lines indicate supervision of division projects, indirect daily activity supervision or direction.
 For more detailed supervision, direction, and responsibilities refer to specific job descriptions.

Positions within the red dash line are assigned to the North King County Training Consortium. The Admin Assistant position can be filled by any of the participating agencies. The remaining Training Officer positions are filled by each agency and the Training MSO by SFD.

Suppression Operations Staffing Matrix (as of 10-1-23)

2024 Suppression Apparatus Staffing Matrix

1	B161	1	B161	1	B161	1	B161	1	B161	1	B161	1	B161
1	B151*	1	B151*	1	B151*	1	B151*	1	B151*	1	B151*	1	B151*
2		2		2		2		2		2		2	
3	E151	3	E151	3	E151	3	E151	3	E151	3	E151	3	E151
4		4		4		4		4		4		4	
5		5		5		5		5		5		5	
6	E157	6	E157	6	E157	6	E157	6	E157	6	E157	6	E157
7		7		7		7		7	E157	7	E157	7	E157
8		8		8		8		8		8		8	
9	E165	9	E165	9	E165	9	E165	9	E165	9	E165	9	E165
10		10		10		10		10	E165	10	E165	10	E165
11		11		11		11		11		11		11	
12	E164	12	E164	12	E164	12	E164	12	E164	12	E164	12	E164
13		13		13		13		13		13		13	
14		14		14		14		14	E164	14	E164	14	E164
15	L161	15	L161	15	L161	15	L161	15	L161	15	L161	15	L161
16		16		16		16		16		16		16	
17	A151	17	A151	17	A151	17	A151	17	A151	17	A151	17	A151
18		18		18		18		18	L161	18	L161	18	L161
19	A163	19	A163	19	A163	19	A163	19	A163	19	A163	19	A163
20		20		20		20		20		20		20	
21	A164	21	A164	21	A164	21	A164	21	A164	21	A164	21	A164
22		22		22		22		22		22		22	
23	A165	23	A165	23	A165	23	A165	23	A165	23	A165	23	A165
24		24		24		24		24		24		24	
24	Total	25	Total	25	Total	25	Total	25	Total	25	Total	25	Total
		25		25		25		25		25		25	
			26			26		26		26		26	
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							30					30	
								31				31	
									31			31	
										31		31	
											31		Total

* Denotes a peak hour unit and is not staffed for the night portion of the shift.

Revenue



REVENUES		
Property Tax & FBC	2024 Estimate	Collection Rates
Property Tax Levy	\$10,812,167	
Excise Tax	\$ -	
<i>1% Adjs. and Appeals</i>	<i>(\$108,121.67)</i>	1.00%
Fire Benefit Charge	\$7,900,000	
<i>Adjs. and Appeals</i>	<i>(\$500.00)</i>	Adj: FBC Appeals
Total Property Taxes and FBC	\$ 18,603,545	
NFD Contractual Obligations		
Expense Category	Percentage Rate	Overall Cost
Administration Personnel	29.63%	\$ 1,416,731
Operations Personnel*	38.83%	\$ 10,106,313
Fleet Personnel	38.10%	\$ 158,357
Facilities Personnel	33.33%	\$ 342,379
General Expenses	3.50%	\$ 1,479,288
<i>* Reconciled level from 2023</i>	Subtotal	\$ 13,503,067
Revenue Category		
BLS Transports		\$ 315,000
GEMT (increased transport fees & true up)		\$ 700,000
BLS Allocation- KCEMS (no core, MIH, QI)		\$ 534,890
	Subtotal	\$ 1,549,890
	Total NFD Invoice	\$ 11,953,177
REVENUE CATEGORY	2024 Estimate	Overall Percentage
Net Property Taxes, FBC, and NFD (above)	\$ 18,603,545	50.51%
NFD Contractual Obligation Transfer (above)	\$ 11,953,177	
ALS Overhead	\$ 392,250	1.07%
BLS Allocation- KCEMS (no core, MIH, QI)	\$ 1,018,242	2.76%
BLS Transports	\$ 840,000	2.28%
FMO Operational Permits	\$ 100,000	0.27%
FMO Plans Review	\$ 200,000	0.54%
Fire Service Contracts	\$ 957,204	2.60%
WA DOT	\$ -	
Dep of Health (DOH)	\$ 32,640	
Town of Woodway	\$ 566,174	incl minus 10% for ALS
DSHS (Fircrest)	\$ 79,477	
Paramount Petroleum-Snohomish	\$ 14,525	
Shoreline CC	\$ 69,632	
King County Properties	\$ 109,694	
Ronald Wastewater	\$ 3,255	
Shoreline School	\$ 10,034	
SPU (hydrants)	\$ 71,772	
Sound Transit	\$ -	
Deployments (reimb, matches OT exp)	\$ 170,000	0.46%
NKCTC Reimbursements	\$ -	0.00%
GEMT (increased transport fees & true up)	\$ 2,300,000	6.25%
CPR/Other	\$ 15,000	0.04%
Investment Interest (KC Treasury)	\$ 250,000	0.68%
Misc. Revenues *	\$ 30,000	0.08%
Total Other Revenues	\$ 6,272,696	
TOTAL- Revenue	\$ 36,829,419	67.54%

*Misc Revenues: Zone 1, Agency Training refunds, NCW fuel, registration fees charged for classes offered by SFD.

Expenses

EXPENSES		
EXPENSES CATEGORY	2024 Estimate	Overall Percentage
Salary & Benefits	\$ 32,055,764	87.24%
Maintenance & Operations	\$ 4,517,282	12.29%
Inter-Governmental		0.00%
Inter-Fund Transfers OUT (Res, Ben, Cap)	\$ 171,219	0.47%
TOTAL- Budget	\$ 36,744,265	100.00%
Projected Balance	\$ 85,154	
% Over or Under Revenue	0.23%	<i>+ Exp UNDER Rev / - Exp C</i>

Budget Review?

2024 Budget Summary

Divisions

Suppression	Adding 7 Firefighters, possibly more if participating in a Fall academy. We will be adding an additional Firefighter/EMT to our Mobile Integrated Health (MIH) team, and an additional administrative position, primarily for HR duties. Adding funds for part-time position, or contract, for a Social Media Coordinator and Data Analyst. Also preparing for a potential support services role, at a Captain, BC, or DivC rank.
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Budget	Currently our anticipated tax levy revenue will be approximately \$10,812,167, and the FBC at approximately \$7,900,000.

Financial Outlook for 2024

Last Update: 10/25/2023

General Budget

General Fund Balance

Projected End of 2023 Gen Fund	\$14,118,866
Gen Fund Needed to Start 2024	\$7,283,414
Carryover (above \$700k buffer)	\$6,835,451
Carryover Transfer Out to Reserve	\$2,233,362
Carryover Transfer Out to Benefits	\$564,636
Carryover Transfer Out to Capital	\$1,000,000

Annual Operating Revenues/Expenses

2024 Revenues	\$36,829,419
2024 Expenses (no capital transfer)	\$36,744,265
Projected Operations Annual Balance	\$85,154

Reserve Fund

Projected End of 2023 Reserve Fund	\$2,233,362
Reserve Needed (15% of Gen Exp)	\$5,485,957
Transfers into Reserve Fund	\$564,636
Projected End of 2024 Reserve Fund	\$2,797,998

Benefit Fund

Projected End of 2023 Benefits Fund	\$1,354,050
Budget Needed for 2024	\$1,918,685
Reserve Level	\$1,117,885
Transfer In (from carryover)	\$564,636
Transfer In (from operations)	\$0

Capital Fund

Projected End of 2023 Capital Fund	\$2,000,000
Transfer In (from carryover)	\$1,000,000
Transfer In (from operations)	\$0
Budget for 2023 Purchases	\$1,333,130
Impact Fees (specific to new dev*)	\$689,300
LTGO Bond Payment	\$689,300
End of 2024 Capital Fund	\$1,666,870

2024 Overall Summary

2024 Revenues	\$36,829,419
2024 Expenses	\$36,573,046
2024 Transfers Out: Res, Cap, Ben	\$171,219
Projected Annual Net Budget	\$85,154
Starting 2024 Gen Fund	\$14,118,866
End of 2024 Gen Fund	\$10,406,022
Start of 2025 Target	\$7,647,585
Extra Carryover Funds for 2024	\$2,758,437

ALS Budget

General Fund Balance

Annual Revenues/Expenses

2023 Revenues (no capital funds)	\$10,280,504
2023 Expenses	\$11,509,305
Projected Annual Balance	(\$1,228,801)

Capital Fund

Projected End of 2022 Capital Fund	\$450,672
Budget Needed for 2023 Purchases	\$949,000
Transfer In	\$358,794
End of 2023 Capital Fund	(\$139,534)

Annual Outlook

2023 Revenues	\$10,280,504
2023 Expenses	\$11,509,305
2023 Interfund Transfers Out	\$0
Projected Annual Net Budget	(\$1,228,801)

** Listed only in case short on impact fees.*

Total Cash on Hand and Reserves

\$15,988,775

43.7%