

SNOHOMISH COUNTY FIRE DISTRICT NO. 5

Commissioners Meeting Agenda

Zoom: <https://us02web.zoom.us/j/240758636>



June 26, 2023

CALL TO ORDER

ADDITIONS TO THE AGENDA

PUBLIC/STAFF COMMENTS - (Limited to 3 minutes per person not to exceed 20 minutes overall)

CONSENT AGENDA

Approval of Agency Benefits \$ 37,077.91

Policy Review:

10.10.22 – Meetings

10.11.22 – Auditing of Expenditures

10.12.22 – Purchasing Authorization and Control

10.13.22 – Purchasing

CHIEF'S REPORT- To be presented

REPORTS

Month & Year to Date Budget

OLD BUSINESS

Open Issues / Actions

NEW BUSINESS

2024 Staffing – Funding discussion

INFORMATIONAL

Records Requests

COMMISSIONER COMMENTS

ADJOURN

CLOSED SESSION

Collective Bargaining – RCW 42.30.140

NOTE: *Commissioners, please complete additional meeting time cards and provide to the Secretary.*

Agency Benefits 2023 (ER) Only

MONTH	Social Security/ FICA/Medicare	Trustdeed	MERP/HRA	PERS 2	PERS 3	LEOFF 2	WA DCP
Jan	\$2,496.23	\$16,608.54	\$5,460.37	\$4,498.38	\$1,060.87	\$5,912.10	\$4,703.17
Feb	\$2,606.48	\$15,187.16	\$3,225.00	\$4,728.47	\$928.12	\$5,886.02	\$4,402.40
Mar	\$2,383.52	\$15,258.14	\$3,000.00	\$4,138.24	\$738.06	\$5,783.03	\$4,402.40
Apr	\$2,642.18	\$15,187.16	\$3,000.00	\$3,979.05	\$654.33	\$6,657.14	\$4,402.40
May	\$2,280.67	\$15,187.13	\$3,000.00	\$3,845.34	\$528.39	\$5,990.73	\$4,402.40
Jun	\$2,566.10	\$15,187.13	\$3,000.00	\$4,380.11	\$969.17	\$6,573.00	\$4,402.40
Jul							
Aug							
Sep							
Oct							
Nov							
Dec							

Add total benefit figures to the treasurers report and payroll and voucher chart each month once report completed

Total	\$14,975.18	\$92,615.26	\$20,685.37	\$25,569.59	\$4,878.94	\$36,802.02	\$26,715.17
Average	\$2,495.86	\$15,435.88	\$3,447.56	\$4,261.60	\$813.16	\$6,133.67	\$4,452.53
		\$222,241.53					



Snohomish County Fire District #5

Meetings

Category: Administrative

Status: Active

Date Approved: 03.14.2022

1 PURPOSE:

- 1.1 Establish date, time, location of regular meetings.
- 1.2 Establish notification requirements of meetings.

2 PERSONNEL AFFECTED:

- 2.1 Fire commissioners, fire chief, secretary of the Board.

3 REFERENCE:

- 3.1 RCW 52.14.090 Office – Meetings
- 3.2 RCW 52.14.100 Meetings – Powers and duties of board
- 3.3 RCW 42.30 Open public meetings act
- 3.4 RCW 42.30.060 Ordinances, rules, resolutions, regulations etc., adopted at public meetings – Notice – Secret voting prohibited
- 3.5 RCW 29A.60.280 Local elected officials, commencement of term of office
- 3.6 RCW 42.30.110 Executive sessions
- 3.7 RCW 42.30.140 Collective Bargaining

4 POLICY:

- 4.1 All Board meetings will be scheduled in compliance with the law and as deemed by the board of fire commissioners to be in the best interests of the District and community.
- 4.2 The Board will function through the use of regular meetings, special meetings and emergency meetings.
- 4.3 Public notice shall be properly given to each news media that has on file with the District, a written request that it be notified, for any special meeting, whenever a regular meeting is adjourned to another time or when a regular meeting is to be held at a place other than SCFD5 Station 51.

- 4.4 During the annual organizational meeting, the Board shall set meeting dates/times/locations for the regular meetings of the board of commissioners.
- 4.5 Special meetings may be called by the chairperson or on a petition of a majority of the fire commissioners. Special meetings require notification to Board members and posting at the meeting location not less than 24 hours prior to the start of the special meeting.
- 4.6 In the event of an emergency, involving possible personal injury or property damage, the board of fire commissioners may meet immediately and take official action without prior notification.
- 4.7 All meetings shall be open to the public with the exception of executive sessions and closed sessions, as authorized by law. Any final action will be taken at an open meeting.
- 4.8 During the interim between meetings, the office of the secretary shall be the office of the Board. The District's public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

5 DEFINITIONS:

- 5.1 District: Shall mean Snohomish County Fire District #5.
- 5.2 Board: Shall mean the Board of Fire Commissioners for Snohomish County Fire District #5.
- 5.3 Fire commissioner/commissioner: Shall mean an individual, duly elected or legally appointed Fire Commissioner for Snohomish County Fire District #5.
- 5.4 Secretary of the Board: Shall mean the person appointed by the Board to discharge the legal duties of the position.
- 5.5 Fire Chief: Shall mean the chief or authorized representative designated by the Board to carry out the management of the District.
- 5.6 Special Meeting: Any meeting which takes place outside of the regularly scheduled date/place/time.

6 RESPONSIBILITY:

- 6.1 Board and secretary of the Board.

7 PROCEDURE:

7.1 Open Meetings- All meetings, including study or work sessions, must be advertised as meetings that are open to the public, regardless of the business which will be conducted.

(a) Executive sessions may account for some or all the agenda of a meeting, and these sessions shall be conducted within the bounds of state law. No action can be taken in executive session.

7.2 Meeting Notices

(a) The public posting location of all legally required meeting notices shall be the front door of Fire Station 51, located at 32905 Cascade View Drive, Sultan WA.

(b) Regular meetings do not require a public notice, provided that they occur at the date/time/location which was determined during the annual organizational meeting.

(c) Special meetings require notice to each fire commissioner, the public and any media outlet which has requested such notice of not less than 24 hours. This notice is to include the meeting announcement and agenda.

(d) For the purposes of meeting to discuss planning or adopting strategy or positions to be taken in collective bargaining, grievance or mediation proceedings, or reviewing such proposals made by a bargaining unit, no meeting notice is required.

(e) In the event of a meeting adjournment or continuance, prior to the completion of the agenda, notice of such adjournment or continuation must be posted at the public posting location.

8 APPENDIX

8.1 Not applicable



Seth Johnson, Fire Chief



Snohomish County Fire District #5

Audit of Expenditures

Category: Administrative

Status: Active

Date Approved: 03.14.2022

1 PURPOSE:

- 1.1 Establish the monthly audit of District expenditures.

2 PERSONNEL AFFECTED:

- 2.1 Fire commissioners, fire chief, secretary of the Board.

3 REFERENCE:

- 3.1 RCW 42.24.080 Municipal corporations and political subdivisions etc.
- 3.2 RCW 42.24.170 Taxing district – Issuance of warrants or checks before approval of legislative body - Conditions

4 POLICY:

- 4.1 At each regular meeting the Board shall approve all bills and payroll after confirmation by the fire chief or secretary of the Board that all vouchers represent true and just claims and are in accord with the annual budget.
- 4.2 At each meeting at which payments have been approved, the Board shall sign the blanket voucher approval document authorizing the county treasurer to pay the warrants for approved expenditures.
- 4.3 The blanket voucher approval form shall specify the date, number, name, amount and fund on which each warrant is to be drawn, and the form shall be transmitted promptly to the county treasurer.

5 DEFINITIONS:

- 5.1 District: Shall mean Snohomish County Fire District #5.
- 5.2 Board: Shall mean the Board of Fire Commissioners for Snohomish County Fire District #5.
- 5.3 Secretary of the Board: Shall mean the person appointed by the Board to discharge the legal duties of the position.
- 5.4 Fire Chief: Shall mean the chief or authorized representative designated by the Board to carry out the management of the District.
- 5.5 Expenditure: Disbursement of District funds.

5.6 Voucher: Number assigned to all payables.

5.7 Warrant: Written order to pay.

6 RESPONSIBILITY:

6.1 Board and secretary of the Board.

7 PROCEDURE:

7.1 Not Applicable

8 APPENDIX

8.1 Not applicable



Seth Johnson, Fire Chief



Snohomish County Fire District #5

Purchasing: Authorization and Control

Category: Administrative

Status: Active

Date Approved:03.28.2022

1 PURPOSE:

- 1.1 To control who can initiate expenditures and purchases, and the limits thereof.

2 PERSONNEL AFFECTED:

- 2.1 All Personnel

3 REFERENCE:

- 3.1 N/A

4 POLICY:

- 4.1 The Fire Chief is authorized to initiate expenditures and purchases not to exceed \$10,000. Approval of the Board is required for purchases in excess of \$10,000.
- 4.2 The Fire Chief shall have the authority to make purchases above \$10,000 and without advanced approval when it is necessary to protect the interests of the District or the health and safety of District members.
- 4.3 Personnel who obligate the District without proper prior authorization may be held personally responsible for payment of such obligations.
- 4.4 Authorized Purchasers, or those part-time or volunteer personnel who have been directed by an authorized purchaser, may initiate a purchase on behalf of the District.

5 DEFINITIONS:

- 5.1 Board: Shall mean the Board of Fire Commissioners for Snohomish County Fire District #5.
- 5.2 District: Shall mean Snohomish County Fire District #5.
- 5.3 Fire Chief: Shall mean the chief or authorized representative designated by the Board to carry out the management of the District.
- 5.4 Expenditure: Disbursement of District funds.
- 5.5 Authorized Purchaser: Any full-time member of the District, secretary of the District, or a part-time or volunteer member with authorization from Lieutenant or Duty Officer.

6 RESPONSIBILITY:

6.1 Board, Fire Chief, All Personnel

7 PROCEDURE:

7.1 For any purchase of goods or services over \$10,000, the Fire Chief will present a purchase order for the expected amount to the Board of Commissioners for approval.

7.2 For any purchase of goods or services over \$250 made by an authorized purchaser, a purchase order is required to be approved by the Fire Chief.

(a) Once the item is procured, the staff member making the purchase must provide the signed receipt and a packing slip (if available), acknowledging that an item has been received.

- Purchase order forms are available electronically via the department server.

7.3 For any purchase of goods or services under \$250 made by an authorized purchaser, an expense report is required to be filled out and turned into the Administrator.

(a) The receipt and a signed packing slip (if applicable) is required to accompany the expense report.

- Expense reports are available electronically via the department server.

8 APPENDIX

8.1 Not applicable



Seth Johnson, Fire Chief



Snohomish County Fire District #5

Purchasing

Category: Administrative

Status: Active

Date Approved: 03.28.2022

1 PURPOSE:

- 1.1 Establish a policy which details the acquisition of equipment, materials, and services.

2 PERSONNEL AFFECTED:

- 2.1 All Personnel

3 REFERENCE:

- 3.1 RCW 39.04 Public Works
- 3.2 RCW 52.14.110 Purchases and Public Works – Competitive Bid Required
- 3.3 RCW 52.14.120 Purchases and Public Works – Competitive Bidding Procedures

4 POLICY:

- 4.1 The District will acquire equipment, materials and services in a manner that results in the most efficient delivery of services considering cost and value received.
- 4.2 To avoid conflict of interest, procurements will be impartial. Procurement of goods and services will provide the District with the best quality for the best value. The District will ensure that public purchases and contracts are open, fair, and at the least cost to the public for the best product.
- 4.3 Purchases will be made within budget limits. Potential purchases that are not within budget limits will be pre-approved by the Board.
- 4.4 The District reserves the right to reject any and all bids, waive any formalities and make the award in the Districts best interest.

5 DEFINITIONS:

- 5.1 Board: Shall mean the Board of Fire Commissioners for Snohomish County Fire District #5.

- 5.2 District: Shall mean Snohomish County Fire District #5.
- 5.3 Fire Chief: Shall mean the chief or authorized representative designated by the Board to carry out the management of the District.
- 5.4 Public Work(s): All work, construction, alteration, repair, or improvement other than ordinary maintenance executed at the cost of the District, or which is by law a lien or charge on any property therein.
- 5.5 Ordinary Maintenance: maintenance work performed by the regular employees of the District.

6 RESPONSIBILITY:

- 6.1 Board, Fire Chief, All Personnel

7 PROCEDURE:

- 7.1 The acquisition of equipment, materials or supplies and other personal property by the District and the procurement of contracts for the construction of public works require compliance with specific competitive bidding statutes. The bid following procedure shall be followed for the procurement of equipment, materials, supplies and for public work projects.
- 7.2 Prior to making any purchase, it must be determined whether the purchase will be classified as a "Public Works Project," "Equipment, Materials and Supplies," or "Services."
- 7.3 Procurement of Materials, Supplies or Equipment:
 - (a) Purchases of materials, supplies, and/or equipment with an estimated cost up to \$10,000 may be made by the Fire Chief without Board approval.
 - (b) Purchases of materials, supplies, and/or equipment with an estimated cost of more than \$10,000 and not more than \$50,000 require written or e-mail quotes from a minimum of three vendors, unless the item(s) are from a sole source vendor. Approval from the Board is required prior to purchase.
 - (c) Purchases of materials, supplies, and/or equipment with an estimated cost of more than \$50,000 must be bid competitively per RCW 52.14.110 and

52.14.120. Approval from the Board of Fire Commissioners is required prior to purchase.

7.4 Public Works Contracts

- (a) Public works where the estimated cost will not exceed \$30,000 may be made without competitive bidding while still maintaining compliance with Prevailing Wage requirements. Prior approval of the Board is not required, provided the project was approved as part of the current year's budget.
- (b) Public works where the estimated cost is between \$30,000 and \$350,000 must be competitively bid, unless the use of the District's Small Works Roster is allowed. Approval of the Board is required prior to awarding of a contract.
- (c) For a public works project where the estimated cost is less than \$50,000 the Board may approve using the simplified process of the District's Small Works Roster as outlined in RCW 39.04.155(3). Approval of the Board of Fire Commissioners is required prior to awarding of a contract.
- (d) Public works over \$350,000 require the Formal Sealed Bid Procedure, as outlined in RCW 52.14.110 and RCW 52.14.120. Approval of the Board of Fire Commissioners is required prior to awarding of a contract.
 - Dollar value ranges indicated above pertain to each purchase (including tax, if applicable). Purchases cannot be broken into multiple purchases to avoid compliance with State statutes and District policies.
 - A public work involving three or more specialty contractors requires that the District retain the services of a general contractor as defined in RCW 17.27.010.

7.5 Request for Services

- (a) Services for an architectural and/or engineering services may be acquired through an RFP/Rfq as outlined in RCW 39.80. Approval of the Board is required when calling for the services of an architect or engineer.
- (b) Services for non-architectural or engineering services are not subject to the statutory competitive bid requirements.

7.6 Bidding Requirements-Calling for Competitive Bid Requirements

- (a) When competitive bidding is required, a request must be made to the Board for authorization to call for bids.
- (b) The notice of the call for bids must be published once in a legal newspaper of general circulation and must occur at least thirteen (13) days before the last day that bids must be submitted. If no bids are received on the first call, the Board may re-advertise and make a second call, or may enter into a contract without further call.
- (c) The contents of the notice for bids should contain definite specifications and procedures for bidders to use to estimate their bids. At a minimum, a bid notice for public works should include:
- Project title.
 - Nature and scope of work.
 - Where contract documents (plans and specifications) can be reviewed or obtained.
 - Cost to obtain a set of contract documents if applicable.
 - Place, date, and time that bids are due.
 - Statements that a performance bond must accompany the bid (if applicable).
 - Statement that all current statutes governing public works apply.
 - Statement that the District retains the right to reject any and all bids and to waive minor irregularities in the bidding process.
- (d) Bids are submitted to the District Headquarters Station where they are time and date stamped. Opening of bids will occur at the designated scheduled Board meeting and processed.
- (e) The Fire Chief will report to the Board on all bids received.
- (f) The Fire Chief will make a recommendation to the Board for final bid award at the next scheduled Board meeting proceeding the bid opening. The Board can waive this procedure when additional time is needed to investigate the bid proposals.
- (g) The following shall apply to the Bid selection:
- Selection of a winning offer is based primarily on low bid. Quality and expertise are also deciding factors. If best value criteria was included in

the bid specifications, the District may award to the best value bidder, with price as a primary factor.

- If substantial changes are made in the specifications after the scheduled bid opening, the District must again go through the bidding procedure to include changes.
- If the low bidder claims error and refuses to contract with the District, the bidder is prohibited by RCW 52.14.130 from bidding on the project if the District makes a subsequent call for bids.
- RCW 39.04.105 provides that if a bidder files a written protest regarding the procedure used by the District no later than two (2) business days after the bid opening, the District may not execute a contract for the project with anyone but the protesting bidder without first providing at least two (2) full business days written notice of the District's intent to execute a contract.

(h) In establishing the lowest responsible bidder for both public works and equipment purchases, the District will consider the following elements:

- The ability, capacity, and skill of the bidder to perform the contract or provide the service required.
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
- Whether the bidder can perform the contract within the time specified.
- The quality of performance of previous contracts or services.
- The previous and existing compliance by the bidder with laws relating to the contract or services.
- Such other information as may be secured having a bearing on the decision to award the contract.

(i) Formal written contracts shall be prepared for all major construction and repair projects. Such contracts shall be signed by the Chairman of the Board or the Chairman's designee on behalf of the District after the contracts have been awarded by a majority vote of the Board with action recorded in the minutes of the board meeting. All contracts shall provide that, in the event of a suit by the District to enforce the terms of the contract, venue for the suit shall be filed in the county in which the District is located and that, if the

District is successful in the suit, the court may order reimbursement of the District's attorney's fees and court costs in such amount as the court deems reasonable.

(j) Bid and purchasing procedures may be waived under RCW 39.04.280 for the following, and must be approved by the Board and recorded in the minutes:

- The Board declares an emergency.
- Purchasing is clearly limited to a sole source supply.
- Purchases involving special facilities or market conditions.
- Purchases of Electronic Data Processing and/or Telecommunications.

7.7 Small Works Roster

- (a) The Small Works Roster allows the District to evaluate the professional qualifications it has on file when a proposed project is scheduled. It may be used for public works projects valued between \$30,000 and \$350,000.
- (b) Use of the Small Works Roster allows the District to preclude the advertisement requirements of the formal competitive bid process. All other bidding requirements are the same.
- (c) The District contracts with MRSC to manage the Small Works Roster.
- (d) At such time as the District determines to contract for a public works project within the authorized price limitations, the District shall contact not less than five contractors on the applicable Roster, provided the Roster contains names of five or more contractors, and obtain written or telephone quotations for the construction required. The request for the quotations shall designate the estimated scope and nature of the work to be performed and the materials and equipment to be furnished. If the estimated cost of the project exceeds \$100,000 and the District solicits quotations from less than all the appropriate contractors on the Roster, the District shall provide notice

to the remaining contractors by publication, mailing the notice or sending notice by fax or other electronic means.

- (e) The District shall maintain a record of the quotations received for a period of three years. The record shall be open to public inspection and available by telephone inquiry.
- (f) Vendor/contractors selected off the Small Works Roster are not relieved from observing applicable legal requirements such as Performance Bonds, Prevailing Wages, Labor, and Materials Bonding, etc.

7.8 Sole Source Procurement

If, after conducting a good faith review of available resources, the Fire Chief determines that there is only one source of the required materials, supplies, or equipment, a purchase contract may be awarded without complying with established bid requirements. The Fire Chief will request approval from the Board for a sole source procurement and conduct price, terms, and delivery negotiations, as appropriate.

7.9 Special Market Conditions

The Board of Fire Commissioners may consider waiving established bidding requirements if an opportunity arises to purchase favorably priced equipment at an auction or supplies or used goods that will be sold before the District can conduct the bid process.

7.10 Emergencies

In case of an emergency that threatens District property or the safety of citizens and/or District members, the Fire Chief or designee can waive bid requirements to purchase goods, materials, or services to stabilize the emergency condition. A resolution will be adopted at the next scheduled Board meeting certifying the emergency situation existed.

7.11 Purchases from other Governmental Agencies

The District may purchase equipment, supplies, materials, and other property from the federal government without complying with the statutory bidding requirements. Purchases of any supplies, equipment or materials at public auctions conducted by the United States Government or its agencies, State of Washington agencies, municipalities or private parties may be done without being subject to bidding requirements if it can be obtained at a competitive price. RCW39.33 outlines the requirements of the

Intergovernmental Disposition of Property Act, which provides for the transfer of property between governmental entities.

7.12 Cooperative Purchasing Option

In order to participate in cooperative purchasing (or piggybacking), the District must engage in an interlocal agreement with the lead (bidding) agency and obtain, verify, and retain the following documentation:

- Lead agency properly advertised bid.
- Lead agency used bid process that met Lead Agency's legal requirements.
- Vendor agreed to open bid to other purchasers.
- Bid is current and still open for purchases.
- District is purchasing the item bid (minor changes permitted).
- Legal counsel opinion has been obtained, confirming the above steps are recommended.

8 APPENDIX

8.1 Not applicable



Seth Johnson, Fire Chief

Monthly and YTD Budget 2023

Snohomish County Fire District 5

Time: 16:31:37 Date: 06/14/2023

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001 Expense Fund

Revenues	Amt Budgeted	May	YTD	Remaining		
311 Taxes/Revenue						
311 10 01 00	Property Tax-Regular Levy	1,804,277.36	67,290.27	927,167.63	877,109.73	48.6%
311 10 02 00	Property Tax-EMS Levy	1,062,772.24	112,406.31	608,496.41	454,275.83	42.7%
311 10 03 00	Property Tax - M & O	0.00	1,553.08	4,808.58	(4,808.58)	0.0%
311 10 05 00	Property Tax - Real and personal	0.00	0.00	0.00	0.00	100.0%
311 Taxes/Revenue		2,867,049.60	181,249.66	1,540,472.62	1,326,576.98	46.3%
330 Intergovernmental Revenue						
331 00 00 00	Federal Direct Grant - COVID Related	11,000.00	0.00	0.00	11,000.00	100.0%
332 92 10 00	COVID-19 Non-Grant Assistance	0.00	0.00	0.00	0.00	100.0%
332 93 40 00	Ground Emergency Medical Transportation (GEMT) Payments	180,000.00	0.00	0.00	180,000.00	100.0%
333 00 00 00	Federal Grant Indirect (Recieved through another agency) - COVID Related	0.00	0.00	0.00	0.00	100.0%
334 01 30 00	WSP Training Grant Reimbursements	0.00	0.00	0.00	0.00	100.0%
334 04 90 00	Department of Health Grant	1,200.00	0.00	554.00	646.00	53.8%
334 06 90 00	State Grant from Other Agency - COVID Related State Grants	0.00	0.00	0.00	0.00	100.0%
337 00 00 00	Timber/Harvest - BVFF Reimbursements	5,000.00	4,448.04	7,558.57	(2,558.57)	0.0%
330 Intergovernmental Revenue		197,200.00	4,448.04	8,112.57	189,087.43	95.9%
340 Charges for Goods and Services						
341 43 00 00	Budgeting and Accounting Services - B of A Fees	2,500.00	0.00	0.00	2,500.00	100.0%
341 70 00 00	Sales of Merchandise	0.00	0.00	0.00	0.00	100.0%
341 81 00 00	Public Records Request	0.00	0.00	33.06	(33.06)	0.0%
342 21 00 00	Fire Protection Services School - CPR Class Fees	1,200.00	0.00	7,407.20	(6,207.20)	0.0%
342 21 01 00	Wildland Fire Reimbursements/PSCAA	5,000.00	0.00	0.00	5,000.00	100.0%
342 60 00 00	Ambulance and Emergency Aid Fee	250,000.00	12,918.71	62,696.22	187,303.78	74.9%
340 Charges for Goods and Services		258,700.00	12,918.71	70,136.48	188,563.52	72.9%
360 Miscellaneous Revenue						
361 10 00 00	Interest Income	4,000.00	1,299.30	6,525.64	(2,525.64)	0.0%
367 00 00 00	Contributions/Donations	0.00	0.00	0.00	0.00	100.0%
369 10 00 00	Sale of Scrap and Junk	0.00	0.00	4,380.11	(4,380.11)	0.0%
369 91 00 00	Miscellaneous Revenue	0.00	0.00	287.29	(287.29)	0.0%
360 Miscellaneous Revenue		4,000.00	1,299.30	11,193.04	(7,193.04)	0.0%
380 Non Revenue						
388 10 00 00	Prior Year Adjustments	0.00	0.00	0.00	0.00	100.0%
380 Non Revenue		0.00	0.00	0.00	0.00	100.0%

Monthly and YTD Budget 2023

Snohomish County Fire District 5

Time: 16:31:37 Date: 06/14/2023

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001 Expense Fund

Revenues	Amt Budgeted	May	YTD	Remaining		
395 Other Financing Sources						
395 30 00 00	Proceeds from Sales of Capital Assets	0.00	0.00	0.00	0.00	100.0%
395 40 00 00	Compensation for Loss/Impairment of Capital Assets	0.00	0.00	0.00	0.00	100.0%
395 Other Financing Sources		0.00	0.00	0.00	0.00	100.0%
398 Insurance Recoveries						
398 10 00 00	Insurance Recoveries	0.00	0.00	5,875.27	(5,875.27)	0.0%
398 Insurance Recoveries		0.00	0.00	5,875.27	(5,875.27)	0.0%
597 Transfers						
397 22 01 00	Transfers In From Reserve	447,102.40	0.00	0.00	447,102.40	100.0%
597 Transfers		447,102.40	0.00	0.00	447,102.40	100.0%
Fund Revenues:		3,774,052.00	199,915.71	1,635,789.98	2,138,262.02	56.7%
Expenditures	Amt Budgeted	May	YTD	Remaining		
522 Fire Control & EMS						
522 10 49 00	Service Fees	0.00	50.00	2,123.73	(2,123.73)	0.0%
522 20 40 49	Misc. Adjustments	0.00	0.00	0.06	(0.06)	0.0%
589 99 99 00	Payroll Clearing	0.00	0.00	0.02	(0.02)	0.0%
000		0.00	50.00	2,123.81	(2,123.81)	0.0%
522 10 10 01	P-Personnel District Secretary Cathy .865 FTE	67,950.00	6,582.08	33,054.86	34,895.14	51.4%
522 10 10 02	P-Personnel Assistant Secretary .625FTE	36,800.00	3,852.60	20,599.62	16,200.38	44.0%
522 10 10 03	P-Personnel Commissioner Meetings (144 x \$128)	12,400.00	512.00	2,432.00	9,968.00	80.4%
522 10 10 04	P-Personnel Fire Chief	156,000.00	13,468.55	67,342.75	88,657.25	56.8%
522 10 10 18	P-Personnel Part-Time Deputy Chief (\$6,085)	80,500.00	6,328.33	33,094.59	47,405.41	58.9%
522 10 30 01	Postage - Tax - Shipping	2,500.00	48.76	1,058.39	1,441.61	57.7%
522 10 30 04	Magazine Subscriptions	250.00	0.00	0.00	250.00	100.0%
522 10 30 21	Office Supplies	8,750.00	178.33	2,739.16	6,010.84	68.7%
522 10 30 22	Patient Care Questionnaire	0.00	0.00	0.00	0.00	100.0%
522 10 30 34	Computer Software	7,900.00	1,231.40	5,000.77	2,899.23	36.7%
522 10 40 01	Election Costs	0.00	0.00	0.00	0.00	100.0%
522 10 40 02	Audit (Next Audit 2023 - \$16,200)	0.00	0.00	1,915.65	(1,915.65)	0.0%
522 10 40 03	Background Screenings	1,250.00	0.00	588.00	662.00	53.0%
522 10 40 04	Reimbursements	6,500.00	0.00	26.56	6,473.44	99.6%
522 10 40 09	Professional Services	94,350.00	10,705.57	23,223.72	71,126.28	75.4%
522 10 40 11	Communications	22,000.00	1,574.29	14,674.44	7,325.56	33.3%
522 10 40 16	Dues	5,100.00	150.00	3,454.41	1,645.59	32.3%
522 10 40 20	Meals (business luncheons) & parking	1,000.00	232.46	370.91	629.09	62.9%

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001 Expense Fund

Expenditures	Amt Budgeted	May	YTD	Remaining		
522 Fire Control & EMS						
522 10 40 22	Physicals - Exam, UA, Vision, HepB (3 doses), TDAP,	15,500.00	0.00	1,360.00	14,140.00	91.2%
522 10 40 27	Banquet and Functions	3,500.00	0.00	465.84	3,034.16	86.7%
522 10 40 44	Insurance CIAW	99,500.00	0.00	300.00	99,200.00	99.7%
010 Administration		621,750.00	44,864.37	211,701.67	410,048.33	66.0%
522 20 10 05	P-Personnel Alarms and Drills	22,000.00	0.00	6,001.00	15,999.00	72.7%
522 20 10 08	P-Personnel B51 Duty Chief	20,000.00	0.00	0.00	20,000.00	100.0%
522 20 10 12	Employee Incentives	1,000.00	55.82	736.60	263.40	26.3%
522 20 10 13	P-Personnel Home Standby (\$25 x 1 x 365)	9,125.00	0.00	0.00	9,125.00	100.0%
522 20 10 14	P-Personnel Part Time Fill-In	681,000.00	25,332.42	154,822.30	526,177.70	77.3%
522 20 10 15	P-Personnel Fulltime Firefighters	930,000.00	99,564.21	505,095.19	424,904.81	45.7%
522 20 10 16	P-Personnel Fulltime Firefighters Overtime	115,000.00	0.00	0.00	115,000.00	100.0%
522 20 10 17	P-Part Time Shift Incentive	4,000.00	0.00	0.00	4,000.00	100.0%
522 20 20 01	P-State Pensions	211,000.00	10,364.46	55,328.27	155,671.73	73.8%
522 20 20 03	P- Medical Benefits	255,000.00	18,187.13	99,612.49	155,387.51	60.9%
522 20 20 05	P-Federal Payroll Taxes	35,000.00	2,280.67	12,409.02	22,590.98	64.5%
522 20 20 06	State Payroll Taxes	95,000.00	0.00	50,714.08	44,285.92	46.6%
522 20 30 03	Fire Supplies	3,000.00	305.25	305.25	2,694.75	89.8%
522 20 30 15	Diesel and Gasoline	28,000.00	1,701.60	8,580.94	19,419.06	69.4%
522 20 30 16	Aid Car Medical Supplies	32,000.00	2,741.85	35,342.60	(3,342.60)	0.0%
522 20 40 05	SNOCO 911	67,205.00	6,024.25	30,121.25	37,083.75	55.2%
522 20 40 07	Regional Technical Response Agreement (So. Sno. Co. Fire & Rescue)	1,610.00	0.00	1,511.97	98.03	6.1%
522 20 40 24	Laundry - Uniforms - Bunker Gear	1,764.00	0.00	0.00	1,764.00	100.0%
522 30 30 09	Newsletter Quarterly	13,500.00	0.00	0.00	13,500.00	100.0%
522 30 30 10	Educational Materials - Fire Prevention Week Kids Handouts	1,500.00	449.99	449.99	1,050.01	70.0%
522 30 30 23	Fire Prevention Education (Holidays)	1,500.00	0.00	0.00	1,500.00	100.0%
020 Suppression & EMS		2,528,204.00	167,007.65	961,030.95	1,567,173.05	62.0%
522 41 31 01	CPR & First Aid Cards	3,000.00	145.11	842.23	2,157.77	71.9%
041 Training Provided to External Parties		3,000.00	145.11	842.23	2,157.77	71.9%
522 45 30 13	Training Props/Devices &	6,600.00	137.41	2,764.53	3,835.47	58.1%
522 45 40 26	Travel - Meals - Lodging - Recruit Training Meals	1,500.00	0.00	585.63	914.37	61.0%
522 45 40 28	Tuition/Instructors	15,600.00	3,789.59	9,111.03	6,488.97	41.6%
522 45 40 30	Target Solutions - \$2,500	6,000.00	0.00	0.00	6,000.00	100.0%
045 Training Obtained by Employees		29,700.00	3,927.00	12,461.19	17,238.81	58.0%
522 50 30 12	Supplies (cleaning, paper, maintenance, propane)	6,200.00	306.87	3,579.19	2,620.81	42.3%
522 50 40 19	Inspections and Tests	1,200.00	147.29	294.44	905.56	75.5%
522 50 40 37	Utilities (water, sewer, garbage, gas, propane, electric)	54,250.00	1,770.66	20,656.64	33,593.36	61.9%
522 50 40 40	Building Repairs and Maintenance - Station #51 - 304 Alder	4,300.00	0.00	1,336.63	2,963.37	68.9%

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001 Expense Fund

Expenditures	Amt Budgeted	May	YTD	Remaining	
522 Fire Control & EMS					
522 50 40 43 Building Repairs and Maintenance -32905 Cascade View	8,000.00	464.03	6,258.55	1,741.45	21.8%
522 50 40 45 Training Trailer Expenses - Driver Simulator/Rescue	1,000.00	0.00	0.00	1,000.00	100.0%
050 Facilities Maintenance	74,950.00	2,688.85	32,125.45	42,824.55	57.1%
522 60 30 06 Apparatus/Equipment Parts & Supplies - (Non-Intergovernmental)	27,912.00	326.64	7,331.54	20,580.46	73.7%
522 60 40 12 Equipment Maintenance and Repairs	13,500.00	0.00	4,048.21	9,451.79	70.0%
522 60 40 23 Apparatus Maintenance (Non-Intergovernmental)	13,850.00	65.99	5,283.44	8,566.56	61.9%
522 60 40 29 Monroe - Apparatus Maintenance Intergovernmental	79,000.00	0.00	13,640.89	65,359.11	82.7%
522 60 40 47 Rentals and Leases	9,295.00	0.00	0.00	9,295.00	100.0%
060 Vehicles & Equipment Maintenance	143,557.00	392.63	30,304.08	113,252.92	78.9%
522 70 41 28 EPCR - \$1.25 x number of reports +HDE(SNOPAC) - \$170	1,750.00	87.54	1,022.64	727.36	41.6%
522 70 41 29 Medical Advisor Contract (\$400x12 months)	4,800.00	1,250.00	6,250.00	(1,450.00)	0.0%
522 70 41 35 Medical Billing (\$23.50 + .50 Postage x Billings, 505)	12,120.00	833.07	4,114.20	8,005.80	66.1%
522 70 41 36 ALS Contract - \$250,000	0.00	0.00	58,880.58	(58,880.58)	0.0%
522 70 41 37 Snohomish County EMS Annual Assessment (County Medical Program Director)	5,221.00	0.00	0.00	5,221.00	100.0%
070 Ambulance Services	23,891.00	2,170.61	70,267.42	(46,376.42)	0.0%
522 Fire Control & EMS	3,425,052.00	221,246.22	1,320,856.80	2,104,195.20	61.4%
591 Leases					
591 22 70 02 Software leases	0.00	5,517.60	5,517.60	(5,517.60)	0.0%
591 28 70 01 Leases	0.00	650.75	2,867.82	(2,867.82)	0.0%
591 Leases	0.00	6,168.35	8,385.42	(8,385.42)	0.0%
594 Capital Outlay					
594 22 60 01 Furnishings - Equipment	5,000.00	0.00	0.00	5,000.00	100.0%
594 22 60 02 Computer Hardware - Laptop - MDC - EPCR - Server	4,000.00	0.00	1,035.22	2,964.78	74.1%
594 22 60 04 Small Tools and Firefighting Equipment	24,000.00	0.00	0.00	24,000.00	100.0%
594 22 60 05 Uniforms and Badges	11,000.00	453.72	4,418.82	6,581.18	59.8%
594 22 60 06 Facilities	2,000.00	0.00	0.00	2,000.00	100.0%
594 22 60 08 Rescue Equipment	25,000.00	22,704.59	27,432.86	(2,432.86)	0.0%
594 22 60 09 Firefighting Safety Gear	45,000.00	16,892.98	18,013.12	26,986.88	60.0%
594 22 60 10 Small Tools and Equipment EMS	235,000.00	0.00	10,517.79	224,482.21	95.5%
594 22 60 11 Phone & Assessorly Purchases	1,500.00	0.00	0.00	1,500.00	100.0%
594 25 60 12 Disaster Services EOC	1,500.00	0.00	0.00	1,500.00	100.0%

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001 Expense Fund

Expenditures	Amt Budgeted	May	YTD	Remaining	
594 Capital Outlay					
594 Capital Outlay	354,000.00	40,051.29	61,417.81	292,582.19	82.7%
597 Transfers					
597 22 00 01 Transfer to Reserve Fund	0.00	0.00	0.00	0.00	100.0%
597 22 00 03 Transfer to Capital Project Fund	0.00	0.00	0.00	0.00	100.0%
597 Transfers	0.00	0.00	0.00	0.00	100.0%
Fund Expenditures:	3,779,052.00	267,465.86	1,390,660.03	2,388,391.97	63.2%
Fund Excess/(Deficit):	(5,000.00)	(67,550.15)	245,129.95		

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002 Reserve Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
360 Miscellaneous Revenue					
361 10 00 01 Interest Income (Reserve)	0.00	12,303.94	55,121.28	(55,121.28)	0.0%
360 Miscellaneous Revenue	0.00	12,303.94	55,121.28	(55,121.28)	0.0%
597 Transfers					
397 22 02 00 Transfer In From Expense Fund	0.00	0.00	0.00	0.00	100.0%
597 Transfers	0.00	0.00	0.00	0.00	100.0%
Fund Revenues:	0.00	12,303.94	55,121.28	(55,121.28)	0.0%
Expenditures					
522 Fire Control & EMS					
522 10 49 01 Service Fees (Reserve)	0.00	50.00	250.00	(250.00)	0.0%
522 Fire Control & EMS	0.00	50.00	250.00	(250.00)	0.0%
597 Transfers					
597 00 01 00 Transfer Out to Expense Fund	447,102.40	0.00	0.00	447,102.40	100.0%
597 Transfers	447,102.40	0.00	0.00	447,102.40	100.0%
Fund Expenditures:	447,102.40	50.00	250.00	446,852.40	99.9%
Fund Excess/(Deficit):	(447,102.40)	12,253.94	54,871.28		

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200 Bond - Capital

	Amt Budgeted	May	YTD	Remaining
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311 Taxes/Revenue

311 10 04 00 Property Taxes Capital Facility Bond (Station 51)	597,385.00	38,950.46	320,747.62	276,637.38	46.3%
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311 Taxes/Revenue	597,385.00	38,950.46	320,747.62	276,637.38	46.3%
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Fund Revenues:	597,385.00	38,950.46	320,747.62	276,637.38	46.3%
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	Amt Budgeted	May	YTD	Remaining
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594 Capital Outlay

591 22 70 00 Principal Paid on Station Construction	338,736.93	0.00	0.00	338,736.93	100.0%
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592 22 80 00 Interest Paid on Station Construction	173,967.01	0.00	0.00	173,967.01	100.0%
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594 Capital Outlay	512,703.94	0.00	0.00	512,703.94	100.0%
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Fund Expenditures:	512,703.94	0.00	0.00	512,703.94	100.0%
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Fund Excess/(Deficit):	84,681.06	38,950.46	320,747.62		
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300 Capital Project Fund

Revenues	Amt Budgeted	May	YTD	Remaining	
597 Transfers					
397 03 00 00 Transfers In From Expense Fund	0.00	0.00	0.00	0.00	100.0%
597 Transfers	0.00	0.00	0.00	0.00	100.0%
Fund Revenues:	0.00	0.00	0.00	0.00	100.0%
Expenditures	Amt Budgeted	May	YTD	Remaining	
594 Capital Outlay					
594 22 60 03 Apparatus Replacement	95,000.00	0.00	0.00	95,000.00	100.0%
594 22 60 21 Furnishings and Equipment	0.00	0.00	239,658.47	(239,658.47)	0.0%
594 22 60 22 Computer Hardware and Server	0.00	0.00	0.00	0.00	100.0%
594 22 60 24 Small Tools	23,000.00	0.00	0.00	23,000.00	100.0%
594 22 60 26 Facilities Construction, Machinery and Equipment	58,000.00	0.00	3,585.27	54,414.73	93.8%
594 22 60 27 Land Aquisition - Future Facilities	35,000.00	0.00	25,000.00	10,000.00	28.6%
594 28 60 33 Dispatch Services Infrastructure (Locution and Station Based Equipment)	0.00	0.00	0.00	0.00	100.0%
594 Capital Outlay	211,000.00	0.00	268,243.74	(57,243.74)	0.0%
Fund Expenditures:	211,000.00	0.00	268,243.74	(57,243.74)	0.0%
Fund Excess/(Deficit):	(211,000.00)	0.00	(268,243.74)		

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Fund	Revenue	May	Received		Expenditures	May	Spent	
001 Expense Fund	3,774,052.00	199,915.71	1,635,789.98	56.7%	3,779,052.00	267,465.86	1,390,660.03	63.2%
002 Reserve Fund	0.00	12,303.94	55,121.28	0.0%	447,102.40	50.00	250.00	99.9%
200 Bond - Capital	597,385.00	38,950.46	320,747.62	46.3%	512,703.94	0.00	0.00	100.0%
300 Capital Project Fund	0.00	0.00	0.00	100.0%	211,000.00	0.00	268,243.74	0.0%
	<u>4,371,437.00</u>	<u>251,170.11</u>	<u>2,011,658.88</u>	<u>54.0%</u>	<u>4,949,858.34</u>	<u>267,515.86</u>	<u>1,659,153.77</u>	<u>66.5%</u>



Open Issues/Actions

Date Last Visited	OPEN ISSUES	Action Taken	Priority

Date Last Visited	TABLED OR POSTPONED ISSUES	Action Taken
05/22/23	Mitigation Fees - Growth Planning	In progress

Date Last Visited	CLOSED ISSUES	Action Taken
03/25/19	Five Year Plan	Completed
05/13/19	FMC Surplused and sold	Completed
05/13/19	1997 Ford Expedition surplused and sold	Completed
11/12/19	Vulnerability Assessment	Dismissed
11/12/19	ALS Contract	Completed
03/09/20	Sunset Clause addition to Resolution 2020-01 Voucher pre-approval	Completed
03/09/20	Resolution 2020-01 Sunset Clause	Completed
04/12/21	Consideration of a Five Member Board of Commissioners	Completed
02/22/21	Recruitment and hiring process for a Chief Officer	Completed
12/27/21	Exploration of a District 5 Medic Program	Completed
04/25/22	Life Insurance for Part Time and Volunteers	Completed
06/27/22	ALS Contract Snohomish Regional Fire and Rescue	Completed

