

SNOHOMISH COUNTY FIRE DISTRICT NO. 5

Commissioners Meeting Agenda

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



April 22, 2024

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 – Not available at packet preparation time

CHIEF'S REPORT- To be presented

REPORTS

Month & Year to Date Budget

OLD BUSINESS

Open Issues / Actions

NEW BUSINESS

Deputy Fire Chief Hiring

INFORMATIONAL

Records Requests – No new requests

COMMISSIONER COMMENTS

ADJOURN

NOTE: *Commissioner's, please complete additional meeting timecards and provide to the Secretary.*

Monthly and YTD Budget 2024

Snohomish County Fire District 5

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001 Expense Fund

Revenues	Amt Budgeted	March	YTD	Remaining		
311 Taxes/Revenue						
311 10 01 00	Property Tax-Regular Levy	3,053,400.89	92,599.42	146,634.97	2,906,765.92	4.8%
311 10 02 00	Property Tax-EMS Levy	1,096,709.61	33,204.30	54,040.51	1,042,669.10	4.9%
311 10 03 00	Property Tax - M & O	0.00	140.14	515.93	(515.93)	0.0%
311 10 05 00	Property Tax - Real and personal	0.00	0.00	0.00	0.00	0.0%
311 Taxes/Revenue		4,150,110.50	125,943.86	201,191.41	3,948,919.09	4.8%
330 Intergovernmental Revenue						
331 00 00 00	Federal Direct Grant - COVID Related	11,000.00	0.00	0.00	11,000.00	0.0%
332 92 10 00	COVID-19 Non-Grant Assistance	0.00	0.00	0.00	0.00	0.0%
333 00 00 00	Federal Grant Indirect (Recieved through another agency) - COVID Related	0.00	0.00	0.00	0.00	0.0%
334 01 30 00	WSP Training Grant Reimbursements	0.00	0.00	0.00	0.00	0.0%
334 04 90 00	Department of Health Grant	1,200.00	7,766.00	7,766.00	(6,566.00)	647.2%
334 06 90 00	State Grant from Other Agency - COVID Related State Grants	0.00	0.00	0.00	0.00	0.0%
337 00 00 00	Timber/Harvest - BVFF Reimbursements	5,000.00	0.00	4,342.99	657.01	86.9%
330 Intergovernmental Revenue		17,200.00	7,766.00	12,108.99	5,091.01	70.4%
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	0.0%
341 70 00 00	Sales of Merchandise	0.00	0.00	0.00	0.00	0.0%
341 81 00 00	Public Records Request	0.00	0.00	5.00	(5.00)	0.0%
342 21 00 00	Fire Protection Services School - CPR Class Fees	1,200.00	0.00	0.00	1,200.00	0.0%
342 21 01 00	Wildland Fire Reimbursements/PSCAA	5,000.00	0.00	1,006.78	3,993.22	20.1%
342 60 00 00	Ambulance and Emergency Aid Fee	150,000.00	23,139.20	64,670.96	85,329.04	43.1%
340 Charges for Goods and Services		158,700.00	23,139.20	65,682.74	93,017.26	41.4%
360 Miscellaneous Revenue						
361 10 00 00	Interest Income	7,000.00	1,126.19	3,454.50	3,545.50	49.4%
367 00 00 00	Contributions/Donations	0.00	0.00	0.00	0.00	0.0%
369 10 00 00	Sale of Scrap and Junk	0.00	0.00	0.00	0.00	0.0%
369 91 00 00	Miscellaneous Revenue	0.00	0.00	231.30	(231.30)	0.0%
360 Miscellaneous Revenue		7,000.00	1,126.19	3,685.80	3,314.20	52.7%
380 Non Revenue						
388 10 00 00	Prior Year Adjustments	0.00	0.00	0.00	0.00	0.0%
380 Non Revenue		0.00	0.00	0.00	0.00	0.0%
395 Other Financing Sources						

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001 Expense Fund

Revenues	Amt Budgeted	March	YTD	Remaining		
395 Other Financing Sources						
395 30 00 00	Proceeds from Sales of Capital Assets	0.00	0.00	0.00	0.00	0.0%
395 40 00 00	Compensation for Loss/Impairment of Capital Assets	0.00	0.00	0.00	0.00	0.0%
395 Other Financing Sources		0.00	0.00	0.00	0.00	0.0%
398 Insurance Recoveries						
398 10 00 00	Insurance Recoveries	0.00	0.00	0.00	0.00	0.0%
398 Insurance Recoveries		0.00	0.00	0.00	0.00	0.0%
597 Transfers						
397 22 01 00	Transfers In From Reserve	0.00	0.00	0.00	0.00	0.0%
397 22 01 01	GEMT Transfer in from Reserve Fund	0.00	0.00	0.00	0.00	0.0%
597 Transfers		0.00	0.00	0.00	0.00	0.0%
Fund Revenues:		4,333,010.50	157,975.25	282,668.94	4,050,341.56	6.5%
Expenditures	Amt Budgeted	March	YTD	Remaining		
522 Fire Control & EMS						
522 10 49 00	Service Fees	0.00	50.00	150.00	(150.00)	0.0%
522 20 40 49	Misc. Adjustments	0.00	(0.02)	0.00	0.00	0.0%
589 99 99 00	Payroll Clearing	0.00	0.00	0.00	0.00	0.0%
000		0.00	49.98	150.00	(150.00)	0.0%
522 10 10 01	P-Personnel District Secretary Cathy .865 FTE	85,355.00	6,847.44	20,209.04	65,145.96	23.7%
522 10 10 02	P-Personnel Assistant Secretary .625FTE	51,480.00	3,944.30	12,071.80	39,408.20	23.4%
522 10 10 03	P-Personnel Commissioner Meetings (144 x \$157)	22,608.00	805.00	2,411.00	20,197.00	10.7%
522 10 10 04	P-Personnel Fire Chief	168,750.00	13,954.87	41,864.61	126,885.39	24.8%
522 10 10 08	P-Personnel Deputy Chief Operations	150,115.00	12,509.63	37,528.89	112,586.11	25.0%
522 10 10 18	P-Personnel Part-Time Deputy Chief	83,720.00	6,581.47	19,744.41	63,975.59	23.6%
522 10 30 01	Postage - Tax - Shipping	2,500.00	202.80	261.62	2,238.38	10.5%
522 10 30 04	Magazine Subscriptions	250.00	0.00	0.00	250.00	0.0%
522 10 30 21	Office Supplies	8,750.00	535.56	689.55	8,060.45	7.9%
522 10 30 22	Patient Care Questionnaire	0.00	0.00	0.00	0.00	0.0%
522 10 30 34	Computer Software	1,500.00	785.13	785.13	714.87	52.3%
522 10 40 01	Election Costs	0.00	0.00	4,622.73	(4,622.73)	0.0%
522 10 40 02	Audit	16,500.00	0.00	0.00	16,500.00	0.0%
522 10 40 03	Background Screenings	1,250.00	0.00	471.00	779.00	37.7%
522 10 40 04	Reimbursements	6,500.00	0.00	550.32	5,949.68	8.5%
522 10 40 09	Professional Services	95,000.00	3,850.48	18,044.91	76,955.09	19.0%
522 10 40 11	Communications	27,000.00	3,140.39	9,967.21	17,032.79	36.9%

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001 Expense Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
522 Fire Control & EMS					
522 10 40 16 Dues	5,800.00	0.00	8,145.97	(2,345.97)	140.4%
522 10 40 20 Meals (business luncheons) & parking	1,000.00	144.80	450.56	549.44	45.1%
522 10 40 22 Physicals - Exam, UA, Vision, HepB (3 doses), TDAP,	15,500.00	0.00	1,284.00	14,216.00	8.3%
522 10 40 27 Banquet and Functions	3,500.00	348.42	400.77	3,099.23	11.5%
522 10 40 44 Insurance CIAW	116,710.00	0.00	0.00	116,710.00	0.0%
010 Administration	863,788.00	53,650.29	179,503.52	684,284.48	20.8%
522 20 10 05 P-Personnel Alarms and Drills	11,000.00	0.00	0.00	11,000.00	0.0%
522 20 10 08 P-Personnel B51 Duty Chief	10,000.00	0.00	0.00	10,000.00	0.0%
522 20 10 12 Employee Incentives	2,000.00	0.00	0.00	2,000.00	0.0%
522 20 10 13 P-Personnel Home Standby (\$25 x 1 x 365)	9,125.00	0.00	0.00	9,125.00	0.0%
522 20 10 14 P-Personnel Part Time Fill-In	450,000.00	38,312.90	103,137.82	346,862.18	22.9%
522 20 10 15 P-Personnel Fulltime Firefighters	1,280,000.00	73,501.36	231,074.48	1,048,925.52	18.1%
522 20 10 16 P-Personnel Fulltime Firefighters Callback OT	90,000.00	25,192.16	68,162.82	21,837.18	75.7%
522 20 10 17 P-Part Time Shift Incentive	4,000.00	1,050.00	2,925.00	1,075.00	73.1%
522 20 10 19 P-Personnel Full-Time Firefighters Non-Callback OT (Training, Meetings, etc)	25,000.00	1,303.90	2,338.93	22,661.07	9.4%
522 20 20 01 P-State Pensions	165,000.00	12,016.61	35,275.26	129,724.74	21.4%
522 20 20 03 P- Medical Benefits	355,000.00	18,674.02	59,563.61	295,436.39	16.8%
522 20 20 05 P-Federal Payroll Taxes	39,750.00	2,710.99	7,978.14	31,771.86	20.1%
522 20 20 06 State Payroll Taxes	112,000.00	0.00	27,826.02	84,173.98	24.8%
522 20 30 03 Fire Supplies, Rehab Food	3,000.00	65.44	65.44	2,934.56	2.2%
522 20 30 15 Diesel and Gasoline	28,000.00	1,503.07	5,019.81	22,980.19	17.9%
522 20 30 16 Ambulance Supplies (BLS/ALS)	60,000.00	3,925.69	8,742.76	51,257.24	14.6%
522 20 40 05 SNOCO 911	80,250.00	6,685.05	20,055.15	60,194.85	25.0%
522 20 40 07 Regional Technical Response Agreement (So. Sno. Co. Fire & Rescue)	1,600.00	0.00	0.00	1,600.00	0.0%
522 20 40 24 Laundry - Uniforms - Bunker Gear	1,750.00	0.00	40.81	1,709.19	2.3%
522 30 30 09 Newsletter Quarterly	13,500.00	0.00	0.00	13,500.00	0.0%
522 30 30 10 Educational Materials - Fire Prevention Week Kids Handouts	1,750.00	1,237.67	1,237.67	512.33	70.7%
522 30 30 23 Fire Prevention Education (Holidays)	1,750.00	0.00	184.38	1,565.62	10.5%
020 Suppression & EMS	2,744,475.00	186,178.86	573,628.10	2,170,846.90	20.9%
522 41 31 01 CPR & First Aid Cards	2,500.00	0.00	0.00	2,500.00	0.0%
041 Training Provided to External Parties	2,500.00	0.00	0.00	2,500.00	0.0%
522 45 30 13 Training Props/Devices &	5,500.00	36.66	169.76	5,330.24	3.1%
522 45 40 26 Travel - Meals - Lodging - Recruit Training Meals	1,500.00	0.00	0.00	1,500.00	0.0%
522 45 40 28 Tuition/Instructors	25,000.00	64.99	4,696.51	20,303.49	18.8%
522 45 40 30 Target Solutions	6,000.00	0.00	0.00	6,000.00	0.0%
045 Training Obtained by Employees	38,000.00	101.65	4,866.27	33,133.73	12.8%

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001 Expense Fund

Expenditures	Amt Budgeted	March	YTD	Remaining		
522 Fire Control & EMS						
522 50 30 12	Supplies (cleaning, paper, maintenance, propane)	8,000.00	367.61	1,243.03	6,756.97	15.5%
522 50 40 19	Inspections and Tests	1,200.00	589.14	589.14	610.86	49.1%
522 50 40 37	Utilities (water, sewer, garbage, gas, propane, electric)	54,250.00	5,275.34	14,453.27	39,796.73	26.6%
522 50 40 40	Building Repairs and Maintenance - Station #51 - 304 Alder	10,000.00	300.00	300.00	9,700.00	3.0%
522 50 40 43	Building Repairs and Maintenance -32905 Cascade View	8,000.00	2,401.78	3,101.51	4,898.49	38.8%
522 50 40 45	Training Trailer Expenses - Driver Simulator/Rescue	1,000.00	0.00	0.00	1,000.00	0.0%
050 Facilities Maintenance		82,450.00	8,933.87	19,686.95	62,763.05	23.9%
522 60 30 06	Apparatus/Equipment Parts & Supplies - (Non-Intergovernmental)	20,000.00	220.65	1,500.00	18,500.00	7.5%
522 60 40 12	Equipment Maintenance and Repairs	10,000.00	4,437.06	6,343.90	3,656.10	63.4%
522 60 40 23	Apparatus Maintenance (Non-Intergovernmental)	10,000.00	53.40	53.40	9,946.60	0.5%
522 60 40 29	Monroe - Apparatus Maintenance Intergovernmental	65,000.00	6,679.53	13,893.23	51,106.77	21.4%
522 60 40 47	Rentals and Leases	3,000.00	1.10	1.10	2,998.90	0.0%
060 Vehicles & Equipment Maintenance		108,000.00	11,391.74	21,791.63	86,208.37	20.2%
522 70 41 28	EPCR	1,900.00	94.79	377.80	1,522.20	19.9%
522 70 41 29	Medical Advisor Contract	15,000.00	0.00	0.00	15,000.00	0.0%
522 70 41 35	Medical Billing (\$23.50 + .50 Postage x Billings, 505)	12,000.00	1,979.24	2,952.56	9,047.44	24.6%
522 70 41 36	ALS Contract for Services	0.00	0.00	0.00	0.00	0.0%
522 70 41 37	Snohomish County EMS Annual Assessment (County Medical Program Director)	8,500.00	0.00	0.00	8,500.00	0.0%
070 Ambulance Services		37,400.00	2,074.03	3,330.36	34,069.64	8.9%
522 Fire Control & EMS		3,876,613.00	262,380.42	802,956.83	3,073,656.17	20.7%
591 Leases						
591 22 70 02	Software leases	13,000.00	0.00	0.00	13,000.00	0.0%
591 28 70 01	Leases	10,000.00	647.93	1,943.79	8,056.21	19.4%
591 Leases		23,000.00	647.93	1,943.79	21,056.21	8.5%
594 Capital Outlay						
594 22 60 01	Furnishings - Equipment	1,500.00	0.00	2,367.69	(867.69)	157.8%
594 22 60 02	Computer Hardware - Laptop - MDC - EPCR - Server	5,000.00	0.00	0.00	5,000.00	0.0%
594 22 60 04	Small Tools and Firefighting Equipment	5,000.00	0.00	0.00	5,000.00	0.0%
594 22 60 05	Uniforms and Badges	11,000.00	6,541.25	7,750.27	3,249.73	70.5%
594 22 60 06	Facilities	2,000.00	0.00	0.00	2,000.00	0.0%

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001 Expense Fund

Expenditures	Amt Budgeted	March	YTD	Remaining	
594 Capital Outlay					
594 22 60 08 Rescue Equipment	25,000.00	0.00	0.00	25,000.00	0.0%
594 22 60 09 Firefighting Safety Gear	45,000.00	415.45	1,033.48	43,966.52	2.3%
594 22 60 10 Small Tools and Equipment EMS	15,000.00	0.00	0.00	15,000.00	0.0%
594 22 60 11 Phone & Assesory Purchases	1,500.00	0.00	179.85	1,320.15	12.0%
594 25 60 12 Disaster Services EOC	1,500.00	0.00	0.00	1,500.00	0.0%
594 Capital Outlay	112,500.00	6,956.70	11,331.29	101,168.71	10.1%
597 Transfers					
597 22 00 01 Transfer to Reserve Fund	320,897.00	0.00	0.00	320,897.00	0.0%
597 22 00 03 Transfer to Capital Project Fund	0.00	0.00	0.00	0.00	0.0%
597 Transfers	320,897.00	0.00	0.00	320,897.00	0.0%
Fund Expenditures:	4,333,010.00	269,985.05	816,231.91	3,516,778.09	18.8%
Fund Excess/(Deficit):	0.50	(112,009.80)	(533,562.97)		

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002 Reserve Fund

Revenues	Amt Budgeted	March	YTD	Remaining
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330 Intergovernmental Revenue

332 93 40 00	Grnd Emerg. Med Transpt (GEMT)Payments - Reserves	220,000.00	0.00	0.00	220,000.00	0.0%
330 Intergovernmental Revenue		220,000.00	0.00	0.00	220,000.00	0.0%

360 Miscellaneous Revenue

361 10 00 01	Interest Income (Reserve)	100,000.00	13,508.71	39,534.46	60,465.54	39.5%
360 Miscellaneous Revenue		100,000.00	13,508.71	39,534.46	60,465.54	39.5%

597 Transfers

397 22 02 00	Transfer In From Expense Fund	320,897.00	0.00	0.00	320,897.00	0.0%
597 Transfers		320,897.00	0.00	0.00	320,897.00	0.0%

Fund Revenues:	640,897.00	13,508.71	39,534.46	601,362.54	6.2%
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Expenditures	Amt Budgeted	March	YTD	Remaining
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522 Fire Control & EMS

522 10 49 01	Service Fees (Reserve)	0.00	50.00	150.00	(150.00)	0.0%
522 Fire Control & EMS		0.00	50.00	150.00	(150.00)	0.0%

597 Transfers

597 00 01 00	Transfer Out to Expense Fund	0.00	0.00	0.00	0.00	0.0%
597 00 01 01	GEMT transfer out to Expense Fund	0.00	0.00	0.00	0.00	0.0%
597 Transfers		0.00	0.00	0.00	0.00	0.0%

Fund Expenditures:	0.00	50.00	150.00	(150.00)	0.0%
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Fund Excess/(Deficit):	640,897.00	13,458.71	39,384.46
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200 Bond - Capital

Revenues	Amt Budgeted	March	YTD	Remaining	
311 Taxes/Revenue					
311 10 04 00 Property Taxes Capital Facility Bond (Station 51)	597,385.00	18,588.94	31,936.22	565,448.78	5.3%
311 Taxes/Revenue	597,385.00	18,588.94	31,936.22	565,448.78	5.3%
Fund Revenues:	597,385.00	18,588.94	31,936.22	565,448.78	5.3%
Expenditures	Amt Budgeted	March	YTD	Remaining	
591 Leases					
592 22 08 00 Interest And Other Debt Service Costs -	0.00	0.00	355.26	(355.26)	0.0%
592 22 81 00 Fiscal Agent Fees	0.00	0.00	0.00	0.00	0.0%
591 Leases	0.00	0.00	355.26	(355.26)	0.0%
594 Capital Outlay					
591 22 70 00 Principal Paid on Station Construction	338,736.93	0.00	0.00	338,736.93	0.0%
592 22 80 00 Interest Paid on Station Construction	173,967.01	0.00	0.00	173,967.01	0.0%
594 Capital Outlay	512,703.94	0.00	0.00	512,703.94	0.0%
Fund Expenditures:	512,703.94	0.00	355.26	512,348.68	0.1%
Fund Excess/(Deficit):	84,681.06	18,588.94	31,580.96		

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300 Capital Project Fund

Revenues	Amt Budgeted	March	YTD	Remaining	
597 Transfers					
397 03 00 00 Transfers In From Expense Fund	0.00	0.00	0.00	0.00	0.0%
597 Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	0.00	0.00	0.00	0.00	0.0%
Expenditures	Amt Budgeted	March	YTD	Remaining	
594 Capital Outlay					
594 22 60 03 Apparatus Replacement	0.00	0.00	7,557.51	(7,557.51)	0.0%
594 22 60 21 Furnishings and Equipment	0.00	738.67	5,809.48	(5,809.48)	0.0%
594 22 60 22 Computer Hardware and Server	0.00	0.00	0.00	0.00	0.0%
594 22 60 24 Small Tools	0.00	0.00	1,571.78	(1,571.78)	0.0%
594 22 60 26 Facilities Construction, Machinery and Equipment	0.00	0.00	0.00	0.00	0.0%
594 22 60 27 Land Aquisition - Future Facilities	0.00	0.00	0.00	0.00	0.0%
594 28 60 33 Dispatch Services Infrastructure (Locution and Station Based Equipment)	0.00	0.00	0.00	0.00	0.0%
594 Capital Outlay	0.00	738.67	14,938.77	(14,938.77)	0.0%
Fund Expenditures:	0.00	738.67	14,938.77	(14,938.77)	0.0%
Fund Excess/(Deficit):	0.00	(738.67)	(14,938.77)		

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Fund	Revenue	March	Received		Expenditures	March	Spent	
001 Expense Fund	4,333,010.50	157,975.25	282,668.94	6.5%	4,333,010.00	269,985.05	816,231.91	18.8%
002 Reserve Fund	640,897.00	13,508.71	39,534.46	6.2%	0.00	50.00	150.00	0.0%
200 Bond - Capital	597,385.00	18,588.94	31,936.22	5.3%	512,703.94	0.00	355.26	0.1%
300 Capital Project Fund	0.00	0.00	0.00	0.0%	0.00	738.67	14,938.77	0.0%
	<u>5,571,292.50</u>	<u>190,072.90</u>	<u>354,139.62</u>	<u>6.4%</u>	<u>4,845,713.94</u>	<u>270,773.72</u>	<u>831,675.94</u>	<u>17.2%</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 - Items will be removed 5 years after the date last visted.	Action Taken	
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	