



Jefferson County Fire Protection District No. 2

Commissioner Art Frank
Board Chair

Commissioner Melody Bacchus
Commissioner Marcia Kelbon

P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

MINUTES

BOARD OF FIRE COMMISSIONERS BUDGET HEARING

November 14, 2022, 7:00 p.m.

Station 21 and Zoom

ATTENDANCE:

Commissioner/Chair Frank – In Person
Commissioner Bacchus – In Person
Commissioner Kelbon – Zoom
Secretary Rewitzer – In Person
Chief McKern – In Person

Deputy Chief Svetich – In Person
Exec. Assistant Neuenschwander – In Person
Captain McCrehin – In Person
Volunteer Torres – Zoom

CALL TO ORDER:

Commissioner Frank called the meeting to order at 7:00 p.m.

PUBLIC COMMENTS:

No comments received.

BUSINESS:

1. 2023 Proposed Budget – Commissioners received budget information prior to the meeting. Secretary Rewitzer presented the 2023 Budget Proposal:

- Per the County Assessor, real and personal property tax revenue should be budgeted at \$501,000 for general fire and \$280,000 for EMS.
- Total revenue is projected to be \$1,069,500 which is a 15.1% increase over 2022.
- Total expense is projected to be \$968,320 which is a 12.7% increase over 2022. The budget proposal with existing staffing would leave a surplus of \$101,180.
- Adding one career firefighter is projected to cost \$68,906 and would leave a budget surplus of \$32,220. Adding two career firefighters is projected to cost 142,090 and would leave a budget deficit of \$40,910.
- Commissioners were reminded that findings of the Department of Retirement Systems (DRS) audit required changes in the extent to which volunteers are used to staff shifts going forward.

Commissioners discussed the budget proposal and staffing concerns. Commissioner Frank moved to accept the 2023 budget as presented (without additional staffing).

- Discussion involved funding for additional staffing.
- Commissioner Kelbon offered an amendment to include additional staffing.
- Chief McKern commented that a federal Staffing For Adequate Fire and Emergency Response (SAFER) grant could be applied for. Also, the current

general fire levy rate is at \$0.89 from the approved rate of \$1.25 so a general fire levy lift could be considered.

- Commissioner Frank withdrew the motion.

Commissioner Kelbon moved to accept the 2023 budget as presented with the addition of two career firefighters. Commissioner Bacchus seconded. The motion carried with Commissioner Frank opposing.

Commissioners directed staff to provide a schedule, hiring process, and strategy for funding the additional positions beyond 2023. Chief McKern said the positions would be temporary pending a SAFER grant award.

- 2. Levy Certification & Resolution** –Secretary Rewitzer presented Resolution 2022-008 Authorizing a Property Tax Levy for General Fire (a resolution authorizing a property tax levy for EMS is not needed because 2023 is the first year of the voter approved EMS levy renewal). Commissioner Frank moved to adopt the resolution. Commissioner Bacchus seconded. The motion carried.

Secretary Rewitzer presented a Levy Certification based on numbers provided by the County Assessor. Secretary Rewitzer presented a Budget Certification based on numbers provided by the County Assessor. The Budget Certification will include a copy of the 2023 Budget once it is updated and formatted in BIAS. Commissioners signed the Budget Certification. Secretary Rewitzer will file the certifications with Jefferson County in accordance with RCW 84.52.020.

ADJOURNMENT:

The meeting was adjourned at 8:12 p.m.

ATTACHMENTS:

Approved Budget:	2023 Budget
Resolution:	2022-008 Authorizing Property Tax Levy – General Fire
Certification:	Levy Certification Budget Certification

APPROVED this 21st day of NOVEMBER, 2022 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2, then signed by those members present at the meeting:

BOARD OF FIRE COMMISSIONERS
JEFFERSON CO. FIRE PROTECTION DIST. #2



ART FRANK, Commissioner/Chair



MELODY BACCHUS, Commissioner



MARCIA KELBON, Commissioner

ATTEST:



ROBERT REWITZER, District Secretary

2023 BUDGET TOTALS

Jefferson County Fire Distr #2

Time: 13:30:50 Date: 11/21/2022

Page: 1

001 General Fund 662 600 71

01/01/2023 To: 12/31/2023

REVENUES

031 Revenue

310 Property Taxes	511,000.00
320 Permits	3,000.00
330 Grants	10,000.00
335 Timber & Leasehold Entitlemnts/Taxes	10,600.00
340 Ambulance & Fire Control Svcs	500.00
360 Interest, Rents, Leases & Misc Income	18,100.00
398 Operating Insurance Recoveries	10,000.00

031 Revenue **563,200.00**

Fund Revenues: **563,200.00**

EXPENDITURES

200 Operating Expenditures

010 Salaries, Wages & Compensation	291,639.00
021 Payroll Taxes	27,766.00
022 Employee Medical/Dental Insurance	53,353.00
023 Retirement & Disability	18,865.00
024 Uniforms	2,200.00
025 Other Personnel Benefits	3,150.00
031 Consumable Supplies	7,500.00
033 Fuel Consumed	12,700.00
034 Equipment & Tools Under \$5K	13,000.00
040 Professional & Training Services	10,650.00
041 Communications	11,350.00
042 Travel	75.00
044 Govt Permit/License/Operating Fees	21,250.00
045 Rentals & Leases	330.00
046 Insurance	14,500.00
047 Utilities	38,550.00
048 Repairs & Maintenance	24,400.00
049 Services Not Otherwise Classified	9,650.00
522 Fire & EMS Operations	560,928.00

200 Operating Expenditures **560,928.00**

900 Capital Expenditures

062 Buildings & Structures Over \$5K	35,000.00
064 Equipment & Machinery Over \$5K	10,000.00
594 Capital Expenditures (Non Operating)	45,000.00

900 Capital Expenditures **45,000.00**

2023 BUDGET TOTALS

Jefferson County Fire Distr #2

Time: 13:30:50 Date: 11/21/2022

Page: 2

001 General Fund 662 600 71

01/01/2023 To: 12/31/2023

EXPENDITURES

Fund Expenditures:

605,928.00

Excess/Deficit:

(42,728.00)

2023 BUDGET TOTALS

Jefferson County Fire Distr #2

Time: 13:30:50 Date: 11/21/2022

Page: 3

040 EMS Fund 662 610 71

01/01/2023 To: 12/31/2023

REVENUES

031 Revenue

310 Property Taxes	284,000.00
330 Grants	76,100.00
335 Timber & Leasehold Entitlemnts/Taxes	6,200.00
340 Ambulance & Fire Control Svcs	100,000.00
360 Interest, Rents, Leases & Misc Income	8,000.00

031 Revenue **474,300.00**

Fund Revenues:

474,300.00

EXPENDITURES

200 Operating Expenditures

010 Salaries, Wages & Compensation	239,111.00
021 Payroll Taxes	22,164.00
022 Employee Medical/Dental Insurance	47,847.00
023 Retirement & Disability	13,405.00
024 Uniforms	2,200.00
025 Other Personnel Benefits	3,150.00
031 Consumable Supplies	18,500.00
033 Fuel Consumed	12,700.00
034 Equipment & Tools Under \$5K	5,000.00
040 Professional & Training Services	51,350.00
041 Communications	11,350.00
042 Travel	75.00
044 Govt Permit/License/Operating Fees	17,550.00
045 Rentals & Leases	330.00
046 Insurance	14,500.00
048 Repairs & Maintenance	12,900.00
049 Services Not Otherwise Classified	9,700.00

522 Fire & EMS Operations **481,832.00**

200 Operating Expenditures **481,832.00**

900 Capital Expenditures

064 Equipment & Machinery Over \$5K	22,200.00
594 Capital Expenditures (Non Operating)	22,200.00

900 Capital Expenditures **22,200.00**

Fund Expenditures:

504,032.00

2023 BUDGET TOTALS

Jefferson County Fire Distr #2

Time: 13:30:50 Date: 11/21/2022

Page: 4

040 EMS Fund 662 610 71

01/01/2023 To: 12/31/2023

Excess/Deficit:

(29,732.00)

2023 BUDGET TOTALS

Jefferson County Fire Distr #2

Time: 13:30:50 Date: 11/21/2022

Page: 5

070 Capital (Reserve) Fund 662 631 71

01/01/2023 To: 12/31/2023

REVENUES

031 Revenue

360 Interest, Rents, Leases & Misc Income 32,000.00

031 Revenue 32,000.00

Fund Revenues:

32,000.00

EXPENDITURES

200 Operating Expenditures

522 Fire & EMS Operations 450.00

200 Operating Expenditures 450.00

Fund Expenditures:

450.00

Excess/Deficit:

31,550.00

2023 BUDGET TOTALS

Jefferson County Fire Distr #2

Time: 13:30:50 Date: 11/21/2022

Page: 6

Fund	Revenues	Expenditures	Net
001 General Fund 662 600 71	563,200.00	605,928.00	(42,728.00)
040 EMS Fund 662 610 71	474,300.00	504,032.00	(29,732.00)
070 Capital (Reserve) Fund 662 631 71	32,000.00	450.00	31,550.00
	<u>1,069,500.00</u>	<u>1,110,410.00</u>	<u>(40,910.00)</u>



Jefferson County Fire Protection District No. 2

Commissioner Art Frank
Board Chair

Commissioner Melody Bacchus
Commissioner Marcia Kelbon

P.O. Box 433, Quilcene, WA 98376 ■ 360-765-3333

BEFORE THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2

IN THE MATTER OF AUTHORIZING A)	RESOLUTION NO.
PROPERTY TAX LEVY FOR GENERAL FIRE)	2022-008
)	

WHEREAS, pursuant to RCW 84.55.120, the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2 has properly given notice of the public hearing held November 14, 2022, to consider the District's expense budget for the 2023 calendar year; and

WHEREAS, after the public hearing and after duly considering all relevant evidence and testimony presented, the Board has determined that the District requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property and any increase due to re-levying for refunds from the previous year in order to discharge the expected expenses and obligations of the District and in its best interest;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2, as follows:

An increase in the regular property tax levy, in addition to any amount resulting from the addition of new construction and improvement to property and any increase in the value of state-assessed property and any increase due to re-levying for refunds from the previous years is hereby authorized for the 2023 levy in the amount of **\$487,316.59** which is a percentage increase of 1 percent (\$4,824.92) from the previous year.

ADOPTED by the following vote this 14TH day of NOVEMBER, 2022 by the Board of Fire Commissioners of Jefferson County Fire Protection District No. 2 in special session at Quilcene, Washington, then signed by its membership and attested to by its Secretary in authorization of such adoption:

3 YEA; 0 NAY; 0 ABSTAIN; AND 0 ABSENT.

BOARD OF FIRE COMMISSIONERS
JEFFERSON CO. FIRE PROTECTION DIST. #2

ART FRANK, Chair of the Board

MELODY BACCHUS, Commissioner

MARCIA KELBON, Commissioner

ATTEST:

ROBERT REWITZER, District Secretary



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Robert Rewitzer,
(Name)

District Secretary, for Jefferson Co. Fire Protection Dist. #2, do hereby certify to
(Title) (District Name)

the Jefferson County legislative authority that the Commissioners
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2023 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on 11-14-2022 :
(Date of Public Hearing)

(section below revised by the Jefferson County Assessor)

DISTRICT LEVY MAX AMT TO LEVY* + REFUND LEVY = BUDGETED PROP TAX

Regular:

General	\$501,000.00	\$1,954.92	\$502,954.92
EMS	\$280,000.00		\$280,000.00

Excess:

*Includes 1% calc., estimated new construction, and estimated added state assessed utilities

Signature: Robert Rewitzer
DISTRICT SECRETARY

Date: 11-14-2022

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 2.
BUDGET FOR THE YEAR OF 2023**

CERTIFICATION

STATE of WASHINGTON)
COUNTY of JEFFERSON)

I, Robert Rewitzer, District Secretary of Jefferson County Fire Protection District No. 2, do hereby certify that the following is a true and correct copy of the Budget for the year 2023, adopted by the Board of Fire Commissioners of said District and appearing in the minutes of a Meeting held on the November 14, 2022 requesting the Board of Commissioners of Jefferson County to levy taxes as follows:

A.	Current Expense Fund:	
1.	Regular Levy	\$ <u>\$501,000.00</u>
2.	Emergency Medical Services Levy	\$ <u>\$280,000.00</u>
3.	Excess Levy	\$ _____
4.	Timber Tax Regular Levy	\$ <u>\$7,500.00</u>
	Timber Tax EMS Levy	\$ <u>\$6,000.00</u>
B.	Reserve Fund	\$ _____
C.	Registered Warrant Fund	\$ _____
D.	G. O. Bond Fund	\$ _____
E.	Other: _____	\$ _____
F.	TOTAL TAXES REQUIRED	\$ <u>\$794,500.00</u>

Given under my hand and the official seal of Jefferson County Fire Protection District No. 2 on this 14th day of November 2022.

Signed: Robert Rewitzer
District Secretary

ATTEST:

BY: 
Art Frank, Commissioner, Chair of the Board

BY: 
Melody Bacchus, Commissioner

BY: 
Marcia Kelbon, Commissioner