

**BOARD OF FIRE COMMISSIONERS**  
**September 6<sup>th</sup>, 2023**  
**Station 95 – 32316 148<sup>th</sup> Ave SE, Auburn, WA 98092**  
**SPECIAL MEETING MINUTES – 2023/ 2024 BUDGET REVIEW**

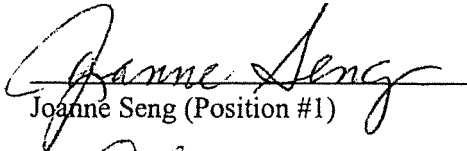
- **CALL TO ORDER** - Commissioner Gentry called the meeting to order at 1300 hours
- **PLEDGE OF ALLEGIANCE** - Commissioner Gentry led the Pledge of Allegiance
- **ROLL CALL**
  1. Fire Chief Dawn Judkins
  2. Deputy Chief Dustin Trout
  3. Commissioner Joanna Seng
  4. Commissioner James "Jim" Farrell
  5. Commissioner Cathie Valentine-McKinney
  6. Commissioner Don Gentry
  7. Finance Manager Patty Kramlich
  8. Administrative Assistant Lisette Kelly – meeting secretary
  9. Board Representative – Black Diamond Councilmember Debbie Page
- **UNABLE TO ATTEND**
  10. Commissioner Jake Fouts
  11. Board Representative (MIT) Donny Stevenson
- **UNION COMMENT** – none, not in attendance
- **APPROVAL OF AGENDA** - *McKinney motioned to approve the Agenda, seconded by Seng, the Agenda was approved unanimously (4-0)*
- **NEW BUSINESS**
  - **2023 Budget Adjustments**
    - M&O Levy Transfer
    - Revenue Correction
      - As noted on the Daily Cash Balance, the excess revenue line has been transferred into the Expense Account. Regarding revenue, the original amount was put into the revenue side of the budget and has been adjusted to the "true" amount.
      - Hadn't re-budgeted 2<sup>nd</sup> half of levy amount, not added into 2023 budget (left in the account), as well as 1<sup>st</sup> half of this year, will require a transfer.
      - Failed to adjust originally the community contributions (2%), which were put into the budget under "Donations MIT"
      - Original budget - \$11M
      - Updated budget – \$10.5M (reduced in MIT donation line)
      - Expense budget – remains at \$10.4M
  - **Expense Budget Rebalancing**
    - 210 Legislative Expenses – No change
    - 211 Admin Salaries & Benefits - Reduced Admin OT (-\$19,700)
    - 213 Business Ops - Minor adjustments made to various line items, reduced overall (-\$13,090.54)
    - 214 Professional Services - Notable increases are for GEMT/ SDW consultants for transport services & adjustment to sales tax for Vehicle Maintenance Contract w/ PSF (+\$79k)
    - 220 District Suppression Expenses - budgeted for equipment for a rescue swimmer training program, many personnel were unable to attend this year (-\$13,850)
    - 221 Career Salaries – Adjustment to VEBA for 4 new hires (+\$16,500)


- 222 Volunteer Expenses - We have few volunteers so stipends, pension/ benefits, uniforms & gear costs have been greatly reduced (-\$19,220)
- 226 EMS Operations - BLS Core Funds to be used for equipment, purchased an Anne for CPR training, but we will be reimbursed (added as a budgeted revenue). Increase in cost of EMS supplies due to an increase in transports (+\$43,071)
- 228 Communication & Dispatch – No change
- 230 Incident Planning – No notable change, however, we have a firefighter working on getting large, updated maps so we may see invoices this year or early next year
- 241 Public Education - District website (hosted by Civic Plus) cost slightly more than originally expected (+\$1k)
- 242 Admin Training – We originally budgeted for fire marshal training, which is no longer needed (Fire Marshal services contracted out to Renton FD). Any admin training expenses to be moved to another Admin line item (-\$9k)
- 245 Suppression Training - Removing suppression supplies line item from training as it is a duplicate in another area of the budget. We also received a reduction to the cost to the SKCFTC costs. SKCFTC talking about charging for classes & academy but giving credits back for instructors (more to come...) (-\$4,921)
- 250 Station Communications - phone servers moved from Station 95 to Station 92, Wave/ Astound not currently charging for 95 (service run through 92 fiberoptics) (-\$10K)
- 252 Station Maintenance – Additional expenses were expected with the addition of a Maintenance Manager as we are catching up & repairing various station maintenance issues. Overall, the stations appear to be using fewer cleaning supplies (likely due to COVID frequency lessening) so we moved some cleaning expenses to maintenance (+\$5,300)
- 254 Utilities Electricity – No change. However, we may see an increase as we head into winter/ colder months
- 255 Utilities Water – No change. Station 94 is getting a new furnace this month, paid for by KC Medic 1. Eventually, 94 should see a reduction in utilities due to the efficiency of the new system
- 257 Utilities Waste Removal – No change
- 260 Vehicle and Equipment Maintenance – No change
- 264 BDFD Vehicles Maintenance – No change. Beginning next year, we will break out the costs for BD stations to make extrapolating their specific expenses easier
- 580 Non-Expenditures – No change
- 591 Debt Service – No change
- 594 Capital Expenditures - We were looking to balance the budget from the initial request. 96 expenses much less than expected due to the previous year HVAC replacement/ repair. We also budgeted for security fencing at all stations, and we were unable to get those done this year. We budgeted \$380k+ for BD Aid car but we likely will not receive it until end of 2025 to the beginning of 2025. The vehicle we purchased (2023 Explorer) was put under Capital Minor, Major was aid car (not receiving this year), we expected to buy a new mower and Steve was able to fix our current/ old mower. PSERN Radios will need to be rolled into the following year (-\$55k)
- 597 Interfund Transfers – No change. Approved previously by the Board of Commissioners
- **Year-End Balance Projection**
  - Once the Budget rebalancing is approved (as noted above), 2023 Budget Position to update
  - We've projected Q4 expenses and revenues and expect to have \$790k to carry over into 2024 and should have about \$4.3M starting January 2024
  - Emergency Operating fund to receive \$600K

- Error/ update in budget was partially due to the 5-month float. Chief Judkins proposes we run all funds through Expense fund vs. a 5-month float, to make seeing “true” numbers easier. The goal is to alleviate manual entries, reducing the opportunity for human error
- M&O Levy funds will drop off after 2024 but we’ll continue to see aid car transport funds come in
- Next year, we’ll have a budget with a beginning balance against expenses & revenues
- Process to move away from a 5-month float like the movement of M&O Levy funds – make & approve a resolution (to happen at a future “Regular” meeting)
- **Other**
  - Per Springbrook, we can remove full, unused line items to “clean up” our budget
- **2024 Budget Goals**
  - **Staffing**
    - Administration
      - Administrative Restructuring
        - We should look at breaking out IT expenses (from Professional Services) to determine if we need to look at adding a full-time position for this role
        - Receptionist Possibility – Chief Judkins to give a proposal for Administration roles in 2024
    - Suppression
      - Proposal to add additional full-time employees, in preparation for Battalion Chiefs, to be given in 2024 for 2025
      - Minimum staff in 2023 is seven (7), with many accrued leave shifts covered by overtime. Discussion about adding one (1) additional full-time career firefighter per shift, to cover leave time and reduce overtime
      - Union Contract – Currently there is language in the Labor Agreement with Local 3186 to open the contract for discussions. The Local would like a hard date on the addition of Battalion Chiefs but there are currently too many variables of the unknown (retention of current firefighters, recruits completing academy, etc.). In preparation for Battalion Chiefs, Chief Judkins would like to go from a minimum of seven (7) to eight (8) firefighters per shift, which should also reduce overtime
      - Changes to debit selection are being discussed with IAFF 3186 to balance out debits throughout the year
      - Jeff Lyon may retire in 2024, impacting staffing
  - Identifying Black Diamond (98) Specific Costs – creating clear and separate line items in the budget should assist in this process
  - Ambulance Transport – The Chief recommends funds from transports be used for Capital expenses vs. staffing as the amount of income from transports may vary
  - Muckleshoot Enhanced Contract – work in progress, Chiefs working with the tribe on opportunities
  - Capital Facility Plan – to be developed, our current plan is out of date. We’ll identify facilities, apparatus, and ongoing costs
  - Grant Funds
    - WA State Archives Grant Received (\$20k)
    - Katie Garling – offered to help us acquire grants
- **2024 Financial Reporting Updates**
  - AP Vouchers to be sent to all Commissioners with packet – if we go to one (1) Commissioner Meeting a month vs two (2) per month, we could include all vouchers, etc. In the one packet

- McKinney - could we get an index of the Commissioner Meeting packet? Yes, per Chief Judkins, will share the entire meetings SharePoint folder which includes the packet (all pages combined) & individual sections/ pages for review which may save time searching
  - “5-month float” funds not segregated out in the float and all general tax funds & additional reviews will be directly added to Expense Fund Only
  - Meeting frequency & times – If we went to monthly meetings, we could meet with specific committees, for example, facilities, strategic plan, finance, etc.
  - Emergency Operating Fund – will accumulate for now, but will be unbudgeted for use only for emergent needs, approved through Board action
  - Proposed Capital Budgeted amounts – will be identified with specific projects such as fences at stations, etc. We will also make budget lines very specific & clear for Capital projects
  - Budget adjustment workshop in 2024 will be scheduled early enough to occur in August 2024. This year’s meeting was moved from August to Sept of 2023 due to personnel bandwidth
  - CPIW – 4.5% CPIW used in the medics contact, union contact as well as the administrative staff for salary adjustments
  - BLS Funds – breakout distributed
  - Draft allocations for BLS monies from KC from the EMS Levy
  - Call volume, assessed valuation, and other variables considered
  - Black Diamond is in the dark green or “high” increase for call volume, population, etc.
- **MOTION TO APPROVE 2023 BUDGET ADJUSTMENTS** - *Farrell moved to approve the adjustments to the 2023 budget, seconded by Cathie McKinny – The motion carried unanimously (4-0).*
  - **COMMISSIONER REPORTS**
    - Commissioner Valentine-McKinney - Recognized the excellent Black Diamond Days Parade & event, even w/ the slight rain. Talked to several people about joining our agency and received positive feedback.
    - Commissioner Seng – thanked McKinney for attending the parade & event on behalf of the Board.
    - Black Diamond Board Representative Debbie Page
      - Thank you to our agency and firefighters for attending Black Diamond Days parade & event
      - The new Black Diamond Police Department boat was featured at the Labor Days event and is now in service.
      - Lid Lift conversations with the City of Black Diamond are ongoing, Debbie continues to be transparent and is trying to get communication streamlined. Tamie, Directors Williamson & Miller & Chief Kiblinger have attended Lid Lift meetings along with Mayor Benson. Councilmembers were very engaged and questioned how to come up with a lid lift number, without a clear understanding of what exactly may be needed budgetarily. On behalf of the Black Diamond City Council, Debbie sent an email to the Mayor, stating they would like to bring data together from various areas (including the Fire Department). Tamie & Debbie met with Mayor Benson, who seemed to feel she oversaw budgeting, to which there was some disagreement and discussion regarding having a schedule of meetings to discuss budgeting, specifically how it relates to fire. Debbie, and other council members, are curious about budgeting impacts and would like the City to get the Council data. If not available, the council would likely need to go to the agency heads themselves to get budget goal feedback. The council wants to be able to tell the story to the community about the impacts of the lid lift (level of service, etc.). Debbie will continue to advocate for the information & transparency.
      - Chief Judkins has been asked to have “all of the information” to the mayor, as it relates to staffing, trucks/ aid cars, etc. Once we get past 2023, we can begin separating budget line items, specific to Black Diamond, which will make it easier to determine the costs and budget needs.
    - Commissioner Gentry – his agency is looking to revamp its training room, similarly to ours, he voiced positive feedback on the updates to the Station 95 Training room. He also stated our social media content looks good and is positively received.


- o Deputy Chief Trout – he & Chief Judkins will be at conference next week (9/12-9/14)
- o Commissioner Farrell – no comment
- **MEETING ADJOURNED** – Commissioner Valentine-McKinney motioned to adjourn the meeting, seconded by Commissioner Seng, the motioned carried unanimously (4-0) at 2:57 PM

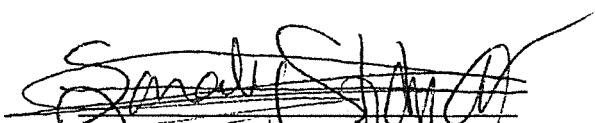
  
Joanne Seng (Position #1)

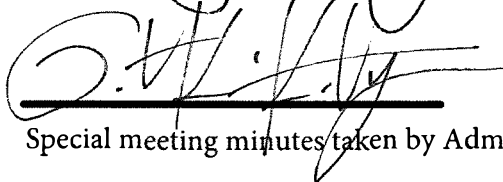
  
Cathie McKinney (Position #2)

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Jacob Fouts (Position #3) *ABSENT*

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James Farrell (Position #4)

  
Don Gentry, Chair (Position #5)

  
Sarah Stidman, District Secretary

  
Special meeting minutes taken by Administrative Assistant, Lissette Kelly