



**Clark-Cowlitz Fire Rescue
Board of Fire Commissioners
Special Meeting Minutes
911 N 65th Avenue, Ridgefield**

November 2, 2022

Present:

Commissioners Stan Chunn (Chair), David Town (Vice Chair), Ken Ayers, Larry Bartel, Jade Bourke.

Chief John Nohr, DVCs Ben Peeler and Mike Jackson, Recording Secretary Kathy Streissguth.

Meeting called to order by Commissioner Chunn at 4:00 p.m.

2023 BUDGET PROPOSAL

Chief Nohr explained the district fund structure, which are the accounts held at the County. Streissguth had prepared a flow chart outlining the six funds used by the district for reference. The general fund has several sub-funds to track specific activities.

Reviewed the proposed revenues and expenditures for the 2023 budget(s).

General funds includes a 5% COLA for all positions. Added an allowance for non-rep salary adjustments pending review of comparables. New positions include – 10-12 entry level firefighter EMTs, 14-16 firefighter paramedics (both entry and lateral), a full-time AP/Payroll clerk, full year of salary/benefits for the new EMS training and Logistics captain positions added in 2022, an additional deputy fire marshal, half of a full-time CRR Administrative Assistant/Data Analyst. Increase in training OT and related costs for new hire academies. Increased costs for supplies and equipment to outfit the new personnel. New software programs to more efficiently manage the district's equipment, records, and budget. Higher fuel budget allowance. Additional radios and SCBA equipment for adding rigs and personnel. Three staff vehicles: fire Training Captain (replacement), Logistics Captain (new), and Deputy Fire Marshal (new). Station 26 structural improvements.

Taxes collected from the new EMS levy are not expected to be collected in full in the first year. The full levy is budgeted each year; though historically only about 95% of a tax levy is collected in the first year of an assessment with the balance of tax receipts comprised of delinquent taxes. To be conservative, 92% of the tax levy has been budgeted for EMS operations for 2023 as it is impossible to collect 100% in the first year. EMS program related expenses have been moved out of the general fund and recoded to the new EMS operations budget – a sub-fund of the general fund. \$1,300,000 of 2022 general fund ending cash will be allocated to the EMS operations sub-fund to ensure funds are available to pay the bills until the taxes start coming in. Placeholder of \$800,000 new debt or other contribution

for the purchase of two new ambulances. Debt service payment would be covered by the EMS fund. CARES program revenue and expenditures moved from the general fund to the EMS operations fund. Commissioner Bourke noted that the CARES program expenditures exceed the projected revenues and he thought the program was supposed to be cost neutral. Advised yes, that is the plan and there are a number of contract revenue streams in process that have not yet been added as they are not known at this time.

Reviewed the reserve accounts for funds set aside for the replacement of equipment, specified donations, unanticipated leave cash outs, and a contingency fund. Received a \$7,500 donation from the Adventist Church this year for exercise equipment. Holding the funds over to 2023 while researching matching grants. Anticipating all funds in the donation reserve account to be expended in 2023.

Fairgrounds Fire Facility Board (FFFB) budget for the operation of Station 151 (Public Safety Complex). 59% of the facility operating costs are paid for by the Clark County Sheriff's Office. The remaining 41% is split 50/50 with Fire District 6. Fire only costs are also split with FD6. CCFR and FD6 will contribute \$36,550.

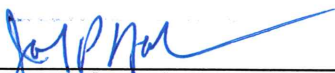
Debt service cost for 2023 is approximately \$843,000 to be transferred out of the general fund. Discussed debt service limits for the district. Advised the district is nowhere near its full debt capacity, which is well into the tens of millions of dollars. There are no plans to take on anywhere near the amount of debt legally allowed.

Shared information about potential new grants and contracts for co-responder funding to support the CARES program.

Review 2023 insurance premium costs incorporated into the budget. Costs have increased significantly. Per the insurance provider the change is related to increases in personnel, equipment and a costs related to earthquake coverage. Will be contacting the insurance provider for a full review to ensure CCFR is correctly insured.

Distributed a staff report from Logistics regarding disposition of Shop22, a 1999 Pierce Saber fire engine that was placed into surplus early in the year. Recommendation is to transfer to the PCC fire science program in support of our fire training programs. Will be discussed at the November 10 meeting.

No further discussion. Meeting adjourned at 5:09 p.m.



Attest, John Nohr
Fire Chief / District Secretary