

WOODINVILLE FIRE & RESCUE  
Tuesday, October 26, 2021

**SPECIAL MEETING OF THE BOARD OF FIRE COMMISSIONERS  
BUDGET AND BENEFIT CHARGE HEARING**

Commissioner Collins called the meeting to order at 5:00 p.m. Roll call was taken and was as follows:

**Roll Call**

Commissioner Collins (Chair)  
Commissioner Millman (Vice-Chair)  
Commissioner van Veen  
Commissioner Halbert

**Staff**

Fire Chief Jeff Clark  
Finance Director Joan Montegary  
Board Secretary Nicole Frisch

**Absent**

Commissioner Osgood

***MOTION:*** Commissioner van Veen moved to excuse Commissioner Osgood's absence. The motion was seconded by Commissioner Halbert. The motion passed, 4-0.

**Consideration and Approval of Agenda in Content and Order**

***MOTION:*** Commissioner Millman moved to approve the agenda in content and order. The motion was seconded by Commissioner van Veen. The motion passed, 4-0.

**Public Comments**

None.

**1. 2022 Benefit Charge and Budget Hearings (presentation attached hereto)**

***MOTION:*** At 5:03 p.m., Commissioner Collins moved to open the public hearing to review and establish the District's benefit charge to be imposed in 2022 and the public hearing to review

*and establish the District's 2022 budget. The motion was seconded by Commissioner Millman. The motion passed, 4-0.*

**MOTION:** *At 5:04 p.m., Commissioner Collins moved to open the public testimony portion of the public hearing to review and establish the District's benefit charge to be imposed in 2022 and the public hearing to review and establish the District's 2022 budget. The motion was seconded by Commissioner Halbert. The motion passed, 4-0.*

**Public Testimony:**

None

**MOTION:** *At 5:06 p.m., Commissioner Collins moved to close the public testimony portion of the public hearing to review and establish the District's benefit charge to be imposed in 2022 and the public hearing to review and establish the District's 2022 budget. The motion was seconded by Commissioner Millman. The motion passed, 4-0.*

**Discussion:**

Director Montegary presented the attached report regarding both the 2022 benefit charge and the 2022 budget. She covered property tax estimates, benefit charge estimates, total revenue, and budget needs.

Director Montegary requested that the Board direct staff to build the budget at an effective tax rate of \$1.01, down from \$1.26 in 2021.

**Action:**

The Board directed staff to build the budget at an effective tax rate of \$1.01.

Director Montegary reported that staff will bring the Resolutions for the final budget adoption to the November 9, 2021 Regular Meeting.

**MOTION:** *At 5:16 p.m., Commissioner Collins moved to close the public hearing to review and establish the District's benefit charge to be imposed in 2022 and the public hearing to review and establish the District's 2022 budget. The motion was seconded by Commissioner Millman. The motion passed, 4-0.*

**2. Staff Report 21-010 – 2022 NORCOM Financial Participation (attached hereto)**

Director Montegary presented the Staff Report that is attached hereto.

**MOTION:** Commissioner van Veen moved that the Board of Fire Commissioners accept staff's recommendation and adopt Resolution 2021-03, A Resolution Authorizing the District's Allocation for the North East King County Regional Public Safety Communications Agency ("NORCOM") 2022 Budget, as presented. The motion was seconded by Commissioner Millman. The motion passed, 4-0.

### **3. Adjournment**

**MOTION:** Commissioner van Veen moved to adjourn the meeting. The motion was seconded by Commissioner Millman. The motion passed, 4-0.

**The meeting adjourned at 5:25 p.m.**

Nicole Frisch  
Nicole Frisch, Board Secretary

Derek van Veen  
Derek van Veen, Commissioner, Position 1

Doug Halbert  
Doug Halbert, Commissioner, Position 2

Absent 10-26-21  
Tim Osgood, Commissioner, Position 3

Mike Millman  
Mike Millman, Commissioner, Position 4

Roger Collins  
Roger Collins, Commissioner, Position 5



**WOODINVILLE FIRE & RESCUE BOARD OF FIRE COMMISSIONERS**  
**NOTICE OF SPECIAL MEETING**

**Tuesday, October 26, 2021**

The Board of Fire Commissioners for Woodinville Fire & Rescue will hold a  
**Special Meeting - Fire Benefit Charge and Budget Hearing**  
beginning at 5:00 p.m. on Tuesday, October 26, 2021

Meeting will be held virtually, via Zoom:

<https://us02web.zoom.us/j/89861971680?pwd=eVJ0WnBGQ3NyVEpnNkJMcY8yanVZQT09>

Meeting ID: 898 6197 1680

Passcode: 869041

The purpose of this hearing is to:

1. Review sources of revenue for the District's 2022 expense budget, including revenue from property taxes and possible increases in property tax revenues, if any, as required by RCW 84.55.120; and
2. Review and establish the District's benefit charge to be imposed in 2022 for the support of its legally authorized activities which will maintain or improve the services afforded in the District as provided in RCW 52.18.060.

**Other Possible Action Items:**

Staff Report 21-010 – 2022 NORCOM Financial Participation



**Woodinville Fire & Rescue**

**SPECIAL MEETING OF THE BOARD OF FIRE COMMISSIONERS**

**Tuesday, October 26, 2021**

**5:00 p.m.**

Meeting will be held virtually, via Zoom. Use the link below to attend live.

<https://us02web.zoom.us/j/89861971680?pwd=eVJlOWNlBGQ3NyVEpnNkJMcy8yanVZQT09>

To listen live, call 253-215-8782 and enter the Meeting ID and Password.

Meeting ID: 898 6197 1680

Passcode: 869041

**AGENDA**

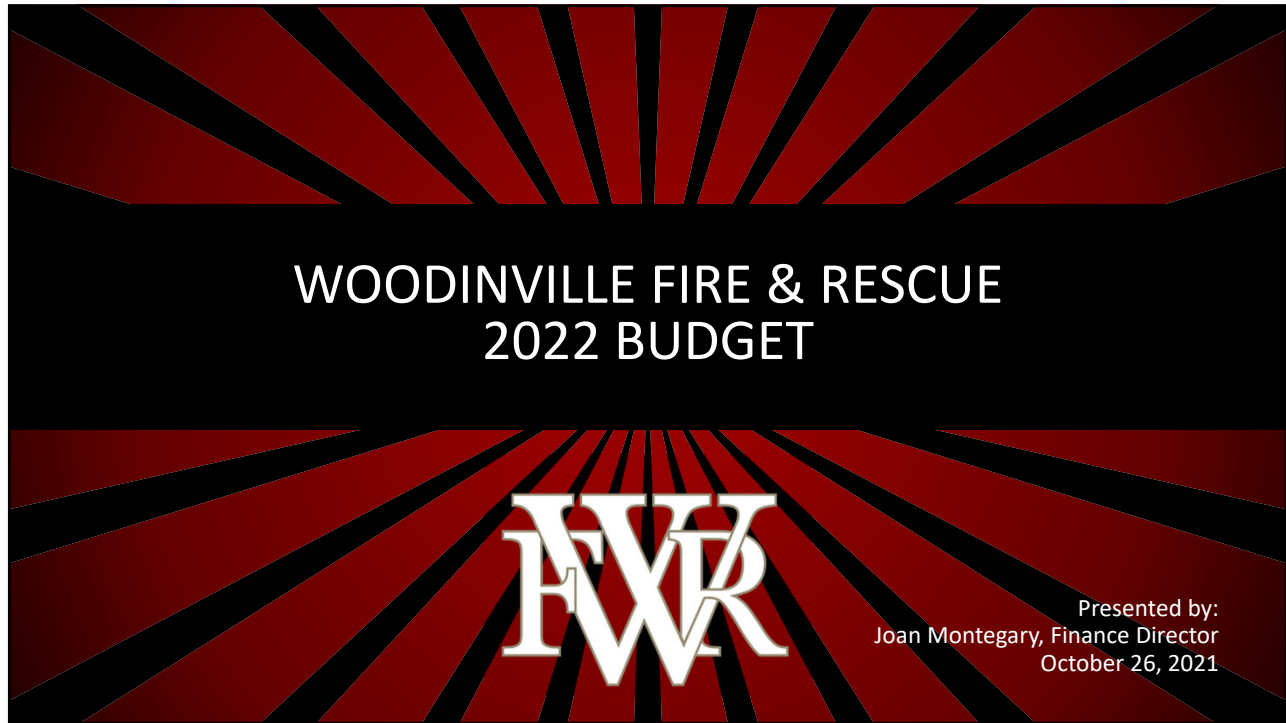
Call to Order/Roll Call

Approval of Agenda in Content and Order

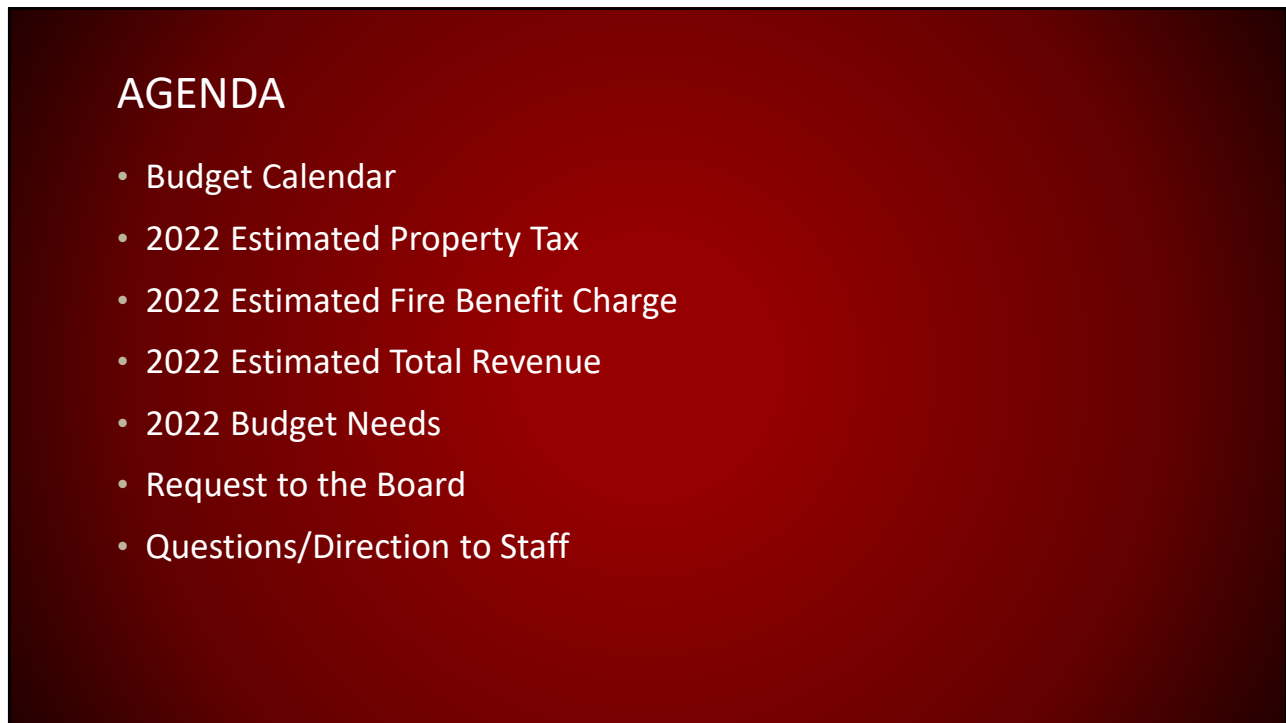
Public Comments (Please submit public comment via email to [NFrisch@esf-r.org](mailto:NFrisch@esf-r.org) at least one hour prior to start of meeting. Please limit comments to three minutes.)

**Board Business Items**

1. Fire Benefit Charge and Budget Hearing
2. Staff Report 21-010 – 2022 NORCOM Financial Participation; and Resolution 2021-03
3. Adjournment



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## BUDGET CALENDAR

- Preliminary presentation on budget 08/24/2021
- Board direction on budget 10/12/2021
- **Benefit Charge Hearing/Budget Hearing** 10/26/2021
- Final budget adoption 11/09/2021
- Forward budget documents to King County 11/18/2021

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## 2022 ESTIMATED PROPERTY TAX *(WITH 1% LIMIT FACTOR)*

2022 Preliminary AV	\$13,379,945,365	Change from 2021: 14.53%
2022 Levy Basis	\$8,932,740	
X Limit Factor	<u>1.01</u>	
	\$9,022,067	
+ New construction levy	59,249	
+ Re-levy for prior year refunds	<u>10,963</u>	
<b>Total Allowable Levy</b>	<b>\$9,092,279</b>	Change from 2021: 1.63%
		2022 Levy Rate \$0.67955
		2021 Levy Rate \$0.76574
		2020 Levy Rate \$0.74983
		2019 Levy Rate \$0.79170

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## 2022 ESTIMATED FIRE BENEFIT CHARGE (WITH 1% LEVY INCREASE)

2022 Preliminary AV	\$13,379,945,365
Tax Basis (per \$1,000 AV)	\$13,379,945

Estimated 2022 Allowable Levy (with 1% increase)	\$9,092,279
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Fire Benefit Charge (based on an effective tax rate of \$1.01*)	\$4,421,465
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*The recommended effective tax rate is \$1.01. The estimated property tax levy rate is \$0.67955 and the fire benefit charge portion is \$0.33045.*

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## 2022 ESTIMATED TOTAL REVENUE (WITH 1% LEVY INCREASE)

Effective Tax Rate of \$1.01

Estimated 2022 Allowable Levy	\$9,092,279
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Estimated 2022 Fire Benefit Charge	\$4,421,465
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### Estimated Additional Revenue

EMS Levy Funds	\$641,411	
Miscellaneous (Est.)	100,000	
CRR Plan/Permit Fees (Est.)	<u>100,000</u>	\$ 841,411

Estimated 2022 Total Revenue	<u>\$14,355,156</u>
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## 2022 BUDGET NEEDS

2022 Needs – EFR ILA	\$14,190,992
Equipment replacement fee (use reserves)	(170,477)
Capital facilities maintenance fee (use reserves)	<u>(75,000)</u>
	\$13,945,515
Other WFR-Specific Expenses	<u>304,667</u>
	\$14,250,182
 Est. Revenue @ ETR of \$1.01	 \$14,355,156

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## POTENTIAL CAPITAL EXPENSES (RESERVES)

• Planned but not done in 2021:	
– Station 31 countertops/cabinets (estimated)	75,000
– Station 35 kitchen remodel and flooring (estimated)	150,000
– PSERN radios	<u>119,000</u>
	\$344,000
• Earmarked:	
– Station 31 above-ground fuel tank	75,000
– Stations 31 and 35 Simplex panels replaced	<u>45,000</u>
	\$120,000

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## REQUEST TO THE BOARD

Staff requests Board approval to move forward with preparing the final budget with an effective tax rate of \$1.01. This rate will allow us to collect approximately \$9,092,279 in property tax and \$4,421,465 in fire benefit charges.

Staff will return to the Board at the regular meeting on November 9, 2021 with the necessary Resolutions for final budget adoption.

\*The levy limit worksheet is preliminary; thus, the numbers may change before final budget adoption.

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## DISCUSSION/QUESTIONS



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# Woodinville Fire & Rescue



## M E M O R A N D U M

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DATE: October 26, 2021

TO: Roger Collins, Chair  
Board of Fire Commissioners

FROM: Joan S. Montegary, Finance Director

SUBJECT: **#21-010 – NORCOM Financial Participation 2022**

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### **Background**

Each year Woodinville Fire & Rescue (the “District”) receives notice from the North East King County Regional Public Safety Communication Agency (“NORCOM”) advising participating agencies on the programs and objectives contained in NORCOM’s proposed budget, changes in the User Fee formula, and the required financial participation for each Principal and Subscriber for the following year.

For 2022, participating agencies have been advised that there are no changes in the Calls for Service calculation. The 2022 budget takes into consideration a \$250,000 reduction of miscellaneous revenues due to the ending of the NG911 Grant and revisions made to the King County EMS Levy Funded Grant. The 2022 budget also includes increases to personnel of approximately \$165,000.

### **Fiscal Impact**

The attached memorandum from NORCOM shows the District’s 2022 allocation as \$204,528, an \$11,721 or 6.1 percent increase from the District’s assessment of \$192,807 in 2021. This amount is included as part of the District’s costs for the ILA with Eastside Fire & Rescue.

### **Requested Action**

As per the NORCOM Interlocal Agreement, to which the District is a party, the Board is required to provide NORCOM with a Resolution approving the District’s allocation for NORCOM’s budget.

### **Recommendation**

Staff recommends that the Board adopt Resolution 2021-03 as presented.

**PROPOSED MOTION**

I move that the Board of Fire Commissioners accept staff's recommendation and adopt Resolution 2021-03, A RESOLUTION AUTHORIZING THE DISTRICT'S ALLOCATION FOR THE NORTH EAST KING COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS AGENCY ("NORCOM") 2022 BUDGET, as presented.

/jsm

*Attachment*



Date: September 29, 2021

To: Jeff Clark, Fire Chief

From: Marianne Ryerson, Finance Manager

CC: Michael Olson, Treasurer  
William Hamilton, Executive Director  
Scott Faires, Budget Finance Analyst

RE: **2022 Financial Participation**

Pursuant to Section 12(c) of the NORCOM Inter-local Agreement, this notice advises Participating Agencies on the programs and objectives as contained in the proposed budget, of any changes in the User Fee formula, and of the required financial participation for each Principal and Subscriber for the following year.

This budget takes into consideration changes from outside revenue sources, particularly a \$250,000 reduction of miscellaneous revenues due to the ending of the NG911 Grant and revisions made to the King County EMS Levy Funded Grant. The budget also includes increases to personnel of approximately \$165,000.

Two transfers will be made from the Operating Fund. One transfer will be directed to the Equipment Replacement Fund in the amount of \$50,000. The second is to the Capital Project fund for \$200,000 to pay for the implementation of Shield Force.

The Rate Stabilization Fund will not be utilized in 2021 to reduce user fees. The fund has a planned transfer of \$300,000 earmarked for the Alpha Numeric Paging System Upgrade Project.

This is in accordance with the summary budget document transmitted to the approved by the Governing Board on September 10, 2021.

There are no changes in the Calls for Service calculation. Impact to User Fees is primarily due to individual agency changes based on allocation of calls in the Functional Distribution Model.

Woodinville Fire's NORCOM user fees will be \$204,528 in 2022. This is a \$11,721 or 6.1% increase from the 2021 assessment.

**WOODINVILLE FIRE & RESCUE  
RESOLUTION NO. 2021-03**

**A RESOLUTION APPROVING THE  
DISTRICT'S ALLOCATION TO NORCOM'S 2022 BUDGET**

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**RECITALS**

**WHEREAS**, the North East King County Regional Public Safety Communications Agency (NORCOM) was formed effective November 1, 2007; and

**WHEREAS**, NORCOM has adopted its annual budget for 2022; and

**WHEREAS**, the NORCOM Interlocal Agreement, to which Woodinville Fire & Rescue (the "District") is a party, requires that the Board of Fire Commissioners approve the District's allocation for the NORCOM budget.

**NOW, THEREFORE**, it is resolved by the Board of Fire Commissioners of Woodinville Fire & Rescue that the District's allocation of funds for the NORCOM 2022 budget as presented in the District's 2022 Preliminary Budget as \$204,528 is hereby approved.

**ADOPTED AT A REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS OF  
WOODINVILLE FIRE & RESCUE THIS 26<sup>th</sup> DAY OF October, 2021.**

**WOODINVILLE FIRE & RESCUE  
COUNTY OF KING, WASHINGTON**

*Derek van Veen*  
Derek Van Veen, Commissioner, Position 1

*Doug Halbert*  
Doug Halbert, Commissioner, Position 2

Absent 10-26-2021  
Timothy Osgood, Commissioner, Position 3

Mike Millman

Mike Millman, Commissioner, Position 4

Roger Collins

Roger Collins, Commissioner, Position 5

**Attest:**

Nicole Frisch

Nicole Frisch, Board Secretary