

HOODLAND FIRE DISTRICT # 74
1ST BUDGET COMMITTEE MEETING MINUTES
MAY 16, 2023

Board Members: Shirley Dueber, Mary Ellen Fitzgerald (Zoom), Nora Gambee, and Cliff Fortune [Jacob Rackley (Absent)].

Budget Committee Members: Rhiannon Nicholson, James Nice, Karen Rogers, Jeremy Goers, and Kirk Peterson.

Board/Budget Committee Absences: One. Nine voting members in attendance.

Staff: Jim Price; Fire Chief, DC Scott Kline, Kelli Ewing; Office Administrator, and Carol Norgard; Administrative Assistant.

Guests: None.

1. Call to Order: By Cliff Fortune at 7:00 PM.

2. Roll Call.

3. Pledge of Allegiance: Led by James Nice.

4. Election of Budget Committee Officers.

A. Chairperson.

i. James Nice nominates Kirk Peterson as the Budget Committee Chairperson.

MOTION MADE: By James Nice to appoint Kirk Peterson as the Budget Committee Chairperson.

2ND: By Nora Gambee.

DISCUSSION: None.

VOTE: Motion Passed. 8 Ayes, 1 Abstain, and 1 Absent. Shirley Dueber (Aye), Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Cliff Fortune (Aye), Rhiannon Nicholson (Aye), James Nice (Aye), Karen Rogers (Aye), Jeremy Goers (Aye), and Kirk Peterson (Abstain). [Jacob Rackley (Absent)]

B. Secretary.

i. Cliff Fortune nominates Karen Rogers as the Budget Committee Secretary.

MOTION MADE: By Cliff Fortune to appoint Karen Rogers as the Budget
Committee Secretary.
2ND: By James Nice.
DISCUSSION: None.
VOTE: Motion Passed. 8 Ayes, 1 Abstain, and 1 Absent. Shirley Dueber
(Aye), Mary Ellen Fitzgerald (Aye), Nora Gambie (Aye), Cliff
Fortune (Aye), Rhiannon Nicholson (Aye), James Nice (Aye), Karen
Rogers (Abstain), Jeremy Goers (Aye), and Kirk Peterson (Aye).
[Jacob Rackley (Absent)]

5. Receive Budget Message.

- A. The Budget Committee has the right to make any changes to the proposed budget before you approve it. The Board of Directors cannot change any of the appropriations by more than 10% in any fund without the approval of the entire Budget Committee.
- B. The District originally intended to switch to Modified Accrual Accounting during the FY 2022-2023 Budget and moving forward but with the recent GASB changes and the advice of our CPA Consultant we have elected to remain on Cash Basis Accounting.
- C. The FY 2023-2024 Budget includes several projects. Grant funds for a Firefighter/Paramedic through the State Fire Marshal's Office, potential grant funds for summer severity staffing, a significant deposit into the Apparatus Reserve, a significant deposit into the Facilities and Firefighting Equipment Reserve, funds for the consulting services for a new fire station, funds to pay off the remaining debt owed to C-800 for radios, funds to replace the public reader board in front of Station 351, and \$15,000 for assistance with community Firewise efforts.
- D. The General Fund makes up about 76% of the Budget and is used to record financial transactions for the Fire District for expenditures and tax revenues. The General Fund is divided up into 47% Personnel Services and 53% Materials and Services, Contingency, U.E.F.B., and transfers to Reserves.
- E. Local Option Levy funds make up 5% of the General Fund in the FY 2023-2024 Budget.
- F. The Capital Reserve Funds are a special fund that allows the ability to save for expenditures needed to finance the building or acquisition of capital projects that are nonrecurring major expenditures. Hoodland Fire District #74 has two Capital Reserve Funds: Apparatus Reserve and Facilities and Firefighting Equipment Reserve. The FY 2023-2024 Budget includes several projects in the Facilities and Firefighting Equipment

Reserve including replacing the broken reader board at Station 351, paying the remaining debt owed to C-800 for Motorola Radios, replacing two thermal imaging cameras, replacing three outdated defibrillator/monitors, painting/maintenance at Station 352 and Station 353, and finishing the slip-in unit and upfitting the CORE vehicle. The two Capital Reserve Funds make up 24% of the total budget.

- G. This is a balanced budget that meets all federal and state mandates as well as local obligations. This budget will not only allow the District to maintain its current level of service but will enhance it. The revenue projections are conservative to ensure that revenue expectations are met. The expenditures are based on actuals and projections.

6. Review and Act on the Budget Document.

A. Resources – General Fund.

- i. Revenue from bank interest, potential grant funds, potential Conflagration reimbursement, taxes to be received, etc.
- ii. Available cash on hand has increased to \$1,850,000.00. Being behind on Audits has prevented us from accurately capturing the cash on hand. Draft Audit showed that we are collecting more and underspending, so our cash on hand is higher.
- iii. Local Option Levy Taxes to be received are estimated at \$292,293.00.
- iv. Oregon Fire Service Capacity Grant, expecting the three years funding to be received upfront estimated at \$344,850.00. The first year of expenditures is accounted for in this budget and the rest will be Reserved for Future Expenditures.
- v. Total Resources except taxes to be levied are \$2,794,318.00.
- vi. Taxes estimated to be received are \$3,084,869.00.
- vii. Total Resources are \$5,879,187.00.

B. Summaries.

- i. Personal Services total is \$2,745,185.00. Includes Salaries, Wages, Overtime, Benefits, Grant Salaries, Grant Wages, Grant Overtime, Grant Benefits, Volunteer Nominal Fees, Student Program Stipends, and Volunteer Benefits.

- ii. Materials and Services total is \$932,016.00. Includes Board/Election Expenses, Computer Programs, Contractual Services, Dues/Publications, Incentives/Awards, Asset Liability Insurance, Logistical Support, Maintenance, Professional Services, Supplies, Travel/Tuition, Utilities, and Grant Expenses.
- iii. Capital Outlay total is \$46,000.00. Includes Equipment and Apparatus Improvement.
- iv. Reserve for Future Expenditures total is \$215,986.00 from the Capacity Grant for years two and three.
- v. Transfer to Apparatus Reserve total is \$254,041.00.
- vi. Transfer to Facilities and Firefighting Equipment Reserve total is \$200,000.00.
- vii. Operating Contingency - \$500,000.00.
- vi. Unappropriated Ending Fund Balance (U.E.F.B.) - \$1,000,000.00.
- vii. Total of All Funds - \$5,879,187.00.

C. Personnel Services Requirements Detail.

- i. Salaries, Wages, Overtime, Taxes, Retirement, Medical, Grant Salaries, Grant Benefits, HRA/FSA, Student Program, Volunteer Nominal Fees, Volunteer Benefits, etc.
- ii. The Oregon Fire Service Capacity Grant will allow us to hire an additional Firefighter/Paramedic and will cover 90% of wages/benefits the first year, 75% of wages/benefits the second year, and 50% wages/benefits the third year. Hoping to have someone starting in July 2023.
- iii. Total in Personnel Services is \$2,745,185.00.
- iv. Written explanation of Requirements for Personnel Services.

D. Materials and Services Requirements Detail.

i. Board Tuition, Election Expenses, Computer Programs, Contractual Services (C-Com Dispatching, Copier Lease, IT lease, Security, Sleeper Rental, EMS services, C-800 Membership Fees, etc.), Dues/Publications (Fire Chief's Association, Fire Marshal's Association, EMT Recert, Postage, etc.), Incentives/Awards (Awards Banquet, Annual Picnic, Recognition, etc.), Asset Liability Insurance, Logistical Support, Maintenance (Communications, EMS Maintenance, Facility Maintenance, Fire Alarm Maintenance, Vehicle Maintenance, etc.), Professional Services (Auditor, Attorney, Fire/EMS reporting, Medical Director, etc.), Supplies (Address Markers, Chimney Brushes, Facility Supplies, EMS Disposable Supplies, Fuels, Office Supplies, Firefighting Equipment, Uniforms, WUI Mitigation, etc.), Travel/Tuition (per diem travel for all members and tuition for all members), Utilities (phone, propane, electricity, sewer, water, rugs, towels, etc. for all three stations).

ii. There has been some consolidation to reduce the line items in the Budget. The totals from the previous years are correct, but there are some numbers that do not match up that need to be corrected.

iii. Change: Increase the WUI Mitigation to \$29,041.00 to cover the chipping services for this year and next year and reduce the money going into Apparatus Reserve to \$240,000.00 to make up the difference.

iv. Total in Materials and Services is \$932,016.00.

v. Written explanation of Requirements for Materials and Services.

E. Capital Outlay Requirements Detail.

i. Training - \$10,000.00 to purchase Shipping Container Burn Boxes and Core Vehicle Slip In Unit - \$36,000.00.

ii. Total in Capital Outlay is \$46,000.00.

iii. Written explanation of Requirements for Capital Outlay.

F. Capital Reserve Fund Requirements.

i. Apparatus Reserve Fund.

- a. Cash On Hand: \$274,240.00, Projected Interest: \$1,000.00, and Transfers in from other funds \$240,000.00. Total Resources in the Apparatus Reserve is \$512,240.00.

ii. Facilities and Firefighting Equipment Reserve Fund.

- a. The plan last year was to replace the aging generator, but now the focus is the goal of a new Station, so there are not any plans to make major investments in the old station.

- b. Cash On Hand: \$1,113,311.00, Projected Interest: \$2,000.00, and Transfers in from other funds \$200,000.00. Total Resources in the Facilities and Firefighting Equipment Reserve is \$1,315,311.00.

- c. Requirements Include: \$40,000.00 for substation repair/paint, \$40,000.00 for firefighting equipment/services, \$30,000.00 for EMS equipment/services, \$200,000.00 for Communications Equipment Services (C-800 radios payment, reader board, etc.), \$130,000.00 for EMS 3 Defibrillators, and \$150,000.00 for New Station/Land Phase 1 Planning.

- d. Change: Increase the amount for the New Station/Land Phase 1 Planning to \$175,000.00 because estimates are coming in higher.

- e. If all the funds were spent, which is unlikely, the total left in Facilities and Firefighting Equipment Reserve would be \$700,311.00.

G. Budget Committee Discussion

- i. The Budget Committee should meet again so adjustments can be made so that the numbers can be matched up from previous years. It would also be good to get an explanation to better understand the consolidation done to reduce the line items.

- ii. Special Board Meeting is needed, the Board could meet before the next Budget Committee Meeting on Tuesday May 23, 2023 to consider the RFPs for Neighborhood Chipping Services.

7. Persons to be Heard/Public Comment. None.

8. Determine the Next Step in the Budget Process.

A. Recess until Tuesday May 23, 2023 at 7:00 PM.

MOTION MADE: By Cliff Fortune to recess until Tuesday May 23, 2023 at 7:00 PM.

2ND: By Karen Rogers.

DISCUSSION: The Board will meet at 6:30 PM on May 23, 2023. The Budget Committee would like the adjustments to be made so the numbers match up from previous years and would also like an explanation of the consolidation done to reduce the line items.

VOTE: Motion Passed. 9 Ayes and 1 Absent. Shirley Dueber (Aye), Mary Ellen Fitzgerald (Aye), Nora Gambee (Aye), Cliff Fortune (Aye), Rhiannon Nicholson (Aye), James Nice (Aye), Karen Rogers (Aye), Jeremy Goers (Aye), and Kirk Peterson (Aye) [Jacob Rackley (Absent)].

9. RECESS: By Kirk Peterson at 8:39 PM.

Respectfully Submitted,

Kelli Ewing

Kelli Ewing, Office Administrator