

CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

BUDGET COMMITTEE MEETING

MAY 20, 2021

- 1. Call to Order.** The Budget Committee Meeting of the Central Oregon Coast Fire and Rescue District for the budget for the fiscal year July 1, 2021 to June 30, 2022 was called to order at 5:40 p.m. on Thursday, May 20, 2021 by Board President Tim Grady.
- 2. Pledge of Allegiance.** Mr. Grady led those present in the Pledge of Allegiance.
- 3. Introduction of Budget Committee Members.** COCFRD Board Members present were Reda Eckerman, Tim Grady, Peter Carlich, Dave Brooks, and Kevin Battles. Budget Committee Members present were George Gray, Joe Vandehey, and Susan Swander; Mike Powell and Jovita Ballentine were absent. A quorum was present. Also present were Staff members Fire Chief Jamie Mason, Accountant Brett Quick, and Recording Secretary Jan Hansen.
- 4. Election of Chairperson.** Mr. Battles nominated Joe Vandehey as Budget Committee Chair, seconded by Mrs. Eckerman; nominations were closed and a majority vote cast for Mr. Vandehey. Chair Vandehey then called the Budget Committee Meeting to order at 5:50 p.m. He asked if everyone had read the budget and were there any questions. Mrs. Swander said she would wait until the presentation, which might answer any of her concerns. Mr. Vandehey turned the meeting over to Chief Mason to present the budget.
- 5. Presentation of Budget.** Using the overhead projector, Chief Mason reviewed the proposed budget, beginning with the work sheets he had used in to completing the State required LB forms. He explained the levies, which were projected for the next five years and estimates a collection rate of 94%. Included in the proposed budget is an AFG grant for \$175,000 for a new tender which he intends to apply for in January but needs to be accounted for in the event it is awarded. Mr. Vandehey noted that resources did not include any cash on hand; Chief Mason explained that there is no cash as all transactions are handled either with direct billing or credit cards. He reviewed the General Fund Personnel and Services which includes the Chief and Administrator payroll and Materials and Services. Mr. Vandehey questioned the lack of an entry for supplies for the Five Rivers Station. Chief Mason noted that there is no need for supplies; there is no power and no water, and there is a possibility of moving it at some time in the future. Currently the plan is to fix up the driveway, clear the brush, and power-wash the building. After reviewing the General Fund, Chief Mason anticipates having about \$20,000 to spare for contingencies. He then explained the Operational Levy, which is for operational costs which includes the payroll and benefits for personnel, equipment operations and maintenance, and training. Medical costs are down as Dr. Wisham is replacing Dr. Oksenholt as Medical Director, a savings of \$12,000. The Operational Equipment Levy will close out this next year, and he anticipates using it to pay off the balance of the SCBA loan if possible; it can't be prepaid until after the third payment. Also included is an allocation for technical equipment so that we can have a rope team, which he will train. He then discussed the payroll sheet; personnel is just under 75% of the budget, and the national average is between 72% and 77%. The Operational Levy was just renewed for 5 years, but costs are going up and it is going to be very tight for these next 5 years. Depending on what happens

with the IGA, it may be necessary to add more personnel to ensure the safety of emergency responders. Chief Mason then reviewed the state LB forms which show more a more detailed breakdown of the worksheets he had just presented. He pointed out that on LB-11, the Building/Property Reserve Fund, \$60,000 out of the \$200,000 on 9102 is already committed to Mackenzie for the studies necessary in order to apply for a seismic grant. The Equipment Reserve Fund is in case there is a need for a new (used) fire truck. Discussion of LB-31; a number of costs have gone down. The boathouse on LB-11 was a goal, not a line item in the Port bond and it was anticipated leftover money from the bond would go for it; costs have gone up and the boathouse has to be engineered. He plans to put the boat out at the Port with a cover for 3 seasons and keep it inside for winter but kept the \$20,000 in the reserve until it can be figured out.

6. Discussion of Budget. Discussion occurred during the Presentation.

7. Public Comment on Budget. None.

8. Recommendations or Changes. Mr. Quick noted a correction on Form LB-11 Building/Property Reserve Fund; Reserved for Future Expenditures should be \$2,379.65 rather than \$22,379.65 and line 30 should be \$220,050 rather than \$200,050. It was a just a formula error and doesn't really affect anything.

9. Approval of Budget. With the change noted by Mr. Quick, it was moved by Mr. Vandehey, seconded by Mr. Gray, to approve the proposed budget for fiscal year 2021-2022 as presented, move to levy taxes at the fixed property tax rate of \$0.82 per \$1,000 of assessed value, the local operations levy of \$1.27 per \$1,000 of assessed value, and a capital equipment levy of \$0.25 per \$1,000 of assessed value, and forward it to the Central Oregon Coast Fire & Rescue District Board of Directors with a recommendation for its approval; motion carried.

There being no further business to come before the Committee, the meeting was adjourned at 6:52 p.m.

Respectfully submitted,

Jan K. Hansen, Recording Secretary

Approved:

Board Chair