

Jefferson County Fire District # 1



"Protection of Life and Property"



PROPOSED ANNUAL BUDGET **Fiscal Year: 2021-2022**

*TO PROTECT LIFE AND PROPERTY FROM FIRE, HAZARDOUS MATERIALS, AND OTHER PERILS,
PROVIDE NECESSARY BASIC LIFE SUPPORT SERVICES, AND TO PRESERVE THE QUALITY OF LIFE
FOR THE CITIZENS WHOM WE PROTECT.*

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MEMBERS AND TERMS

BOARD OF DIRECTORS

Position 1: Dustin Miller (President)
dmiller@jcf-d-1.org

Term Expires
June 30, 2021

Position 2: Chris DuPont
cdupont@jcf-d-1.org

June 30, 2021

Position 3: Rob Galyen (Vice-President)
rgalyen@jcf-d-1.org

June 30, 2023

Position 4: Kim Stout
kstout@jcf-d-1.org

June 30, 2021

Position 5: Ryan Boyle
rboyle@jcf-d-1.org

June 30, 2023

BUDGET COMMITTEE

Position 1: Mike Ahern

Term Expires
June 30, 2024

Position 2: Mike Cloud

June 30, 2023

Position 3: Bartt Brick

June 30, 2023

Position 4: Greg Williams

June 30, 2022

Position 5: Angela Krueger

June 30, 2024

The Budget Committee is comprised of the Board of Directors and (5) citizen volunteers that are appointed by the Board

DISTRICT ADMINISTRATION STAFF

Fire Chief- Open

Kasey Skaar, Deputy Chief –Interim Fire Chief

LeeAnn Patton, Administrative Assistant

Mark Johnson, Captain –Training

Tom Jaca, Captain – Support Services

Kirk Hagman, Captain-EMS

DISTRICT OVERVIEW

Jefferson County Fire District #1 is located in Central Oregon and serves the communities of Culver, Madras, Metolius, and the surrounding rural areas. It is bordered by the Warm Springs reservation to the north, Crooked River gorge to the south, Cove Palisades State Park to the west, and Crooked River National Grasslands to the east.



There are two major transportation routes within the District. Highways 97 and 26 are major routes that serve Central Oregon. This puts Madras as the “Gateway to Central Oregon” for those who are traveling from the north. Other transportation includes a BNSF rail line, city airport, and recreational waterways.

The Fire District includes a diverse population of people, lands, and buildings. The population within the district includes a mix of mostly Latino (20%), Native American (18%), and White (60%). The response area includes an urban/city setting, industrial area, agricultural farmland, and rural wildland which span a mix of open grasslands and urban interface with residential homes.

The District provides fire suppression, medical assistance, fire prevention, public education, site plan reviews, business code inspections, pre-incident surveys, and many other services to the patrons of the Fire District. The District operates two stations with 6 career positions (Chief position vacant at this time), approximately 40 volunteers, and 6 student interns. JCFD #1 has an average of 850 calls per year over the last 3 years.

Available District apparatus includes:

- 3 Structure Engines
- 2 Tenders
- 1 Interface Engine
- 1 Heavy Brush Engines
- 3 Light Brush Engines
- 1 Rescue
- 1 ARFF Engine
- 1 Incident Support Unit
- 5 Support Vehicles

| |
|-------------------------|
| DISTRICT HISTORY |
|-------------------------|

From the incorporation of Madras in 1914 to 1952 there was virtually no fire protection outside of the City limits. In 1946 when the military left the Madras Air Base they donated a 1940 Chevrolet fire truck to the City. This engine, known as the Outlaw, was the only engine used to protect property outside of the City limits. The City engines were not allowed to go beyond the City limits. The Outlaw was kept at the Madras Fire Hall and staffed by the City's firefighters.

On May 22, 1952, a group of area farmers drew up a petition to form the North Unit Rural Fire Protection District and elected its first five-member Board of Directors. The name North Unit was used because the District's boundaries were the same as the North Unit Irrigation District. The boundary has changed very little from the original 200 square miles.

The new Fire District contracted with the City of Madras and the City of Culver for fire suppression services. In 1953 the District purchased two American LaFrance engines; they put

one in the Culver station and one in the Madras station. The District's engines were used on fires outside of the respective city limits, but were staffed with the Cities' volunteer firefighters.

On July 1, 1964, the Fire District and the City of Madras split their firefighting forces due to a breakdown in the terms of a contract renewal. The Fire District moved its equipment to another location and started recruiting volunteers.

On April 12, 1984, the District's name was changed to Jefferson County Rural Fire Protection District #1. The name was changed to make it more reflective of the location of the District.

On August 13, 1985, the City of Madras annexed into the Fire District and dissolved their fire department. The Volunteer Ambulance Association was kept separate and today is a very viable and professional service. They operate under the name Jefferson County Emergency Medical Services District.

In September of 1989, the Fire District moved into the present location. The main fire station houses 15 of the 20 pieces of apparatus with the other 5 located in the Culver Fire Station.

On July 1, 1996, the City of Culver entered into an intergovernmental agreement for fire protection services with Jefferson County Fire District. The Culver fire station is leased from the City of Culver as a sub-station to Jefferson County Fire District.

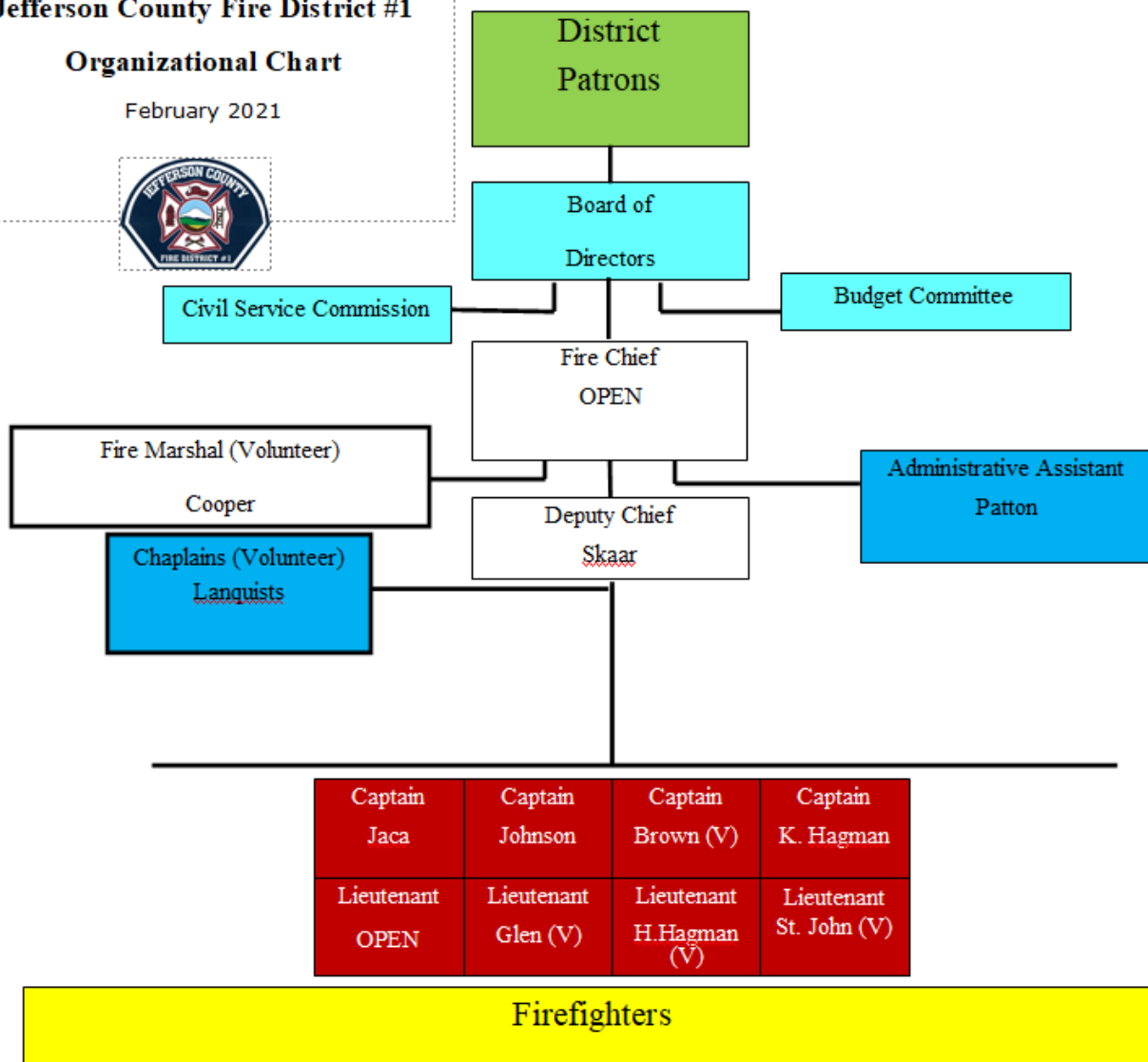
Currently the career staff include: Interim Fire Chief, Training Captain, Maintenance & Facilities Captain, EMS Captain and an Administrative Assistant. The district also includes up to six student intern positions attending Fire Science classes at Central Oregon Community College. The district continues to strive in providing fire suppression, medical assistance, fire prevention, public education, and many other services to its growing community.

ORGANIZATIONAL CHART

Jefferson County Fire District #1

Organizational Chart

February 2021



MISSION STATEMENT

TO PROTECT LIFE AND PROPERTY FROM FIRE, HAZARDOUS MATERIALS, AND OTHER PERILS, PROVIDE NECESSARY BASIC LIFE SUPPORT SERVICES, AND TO PRESERVE THE QUALITY OF LIFE FOR THE CITIZENS WHOM WE PROTECT.

CORE VALUES

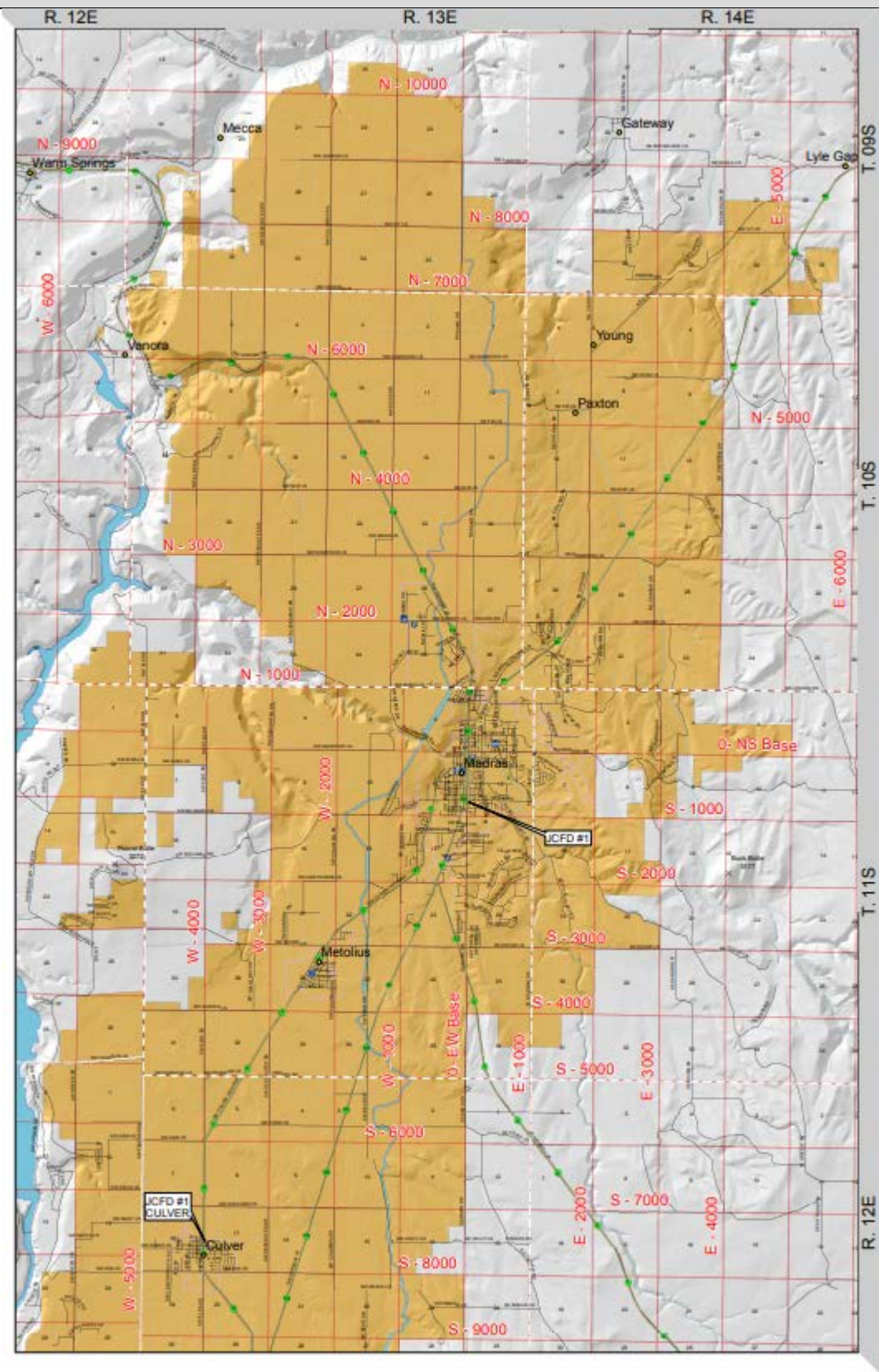
HONESTY
INTEGRITY
SAFETY
RESPECT
HONOR
TEAMWORK
ACCOUNTABILITY

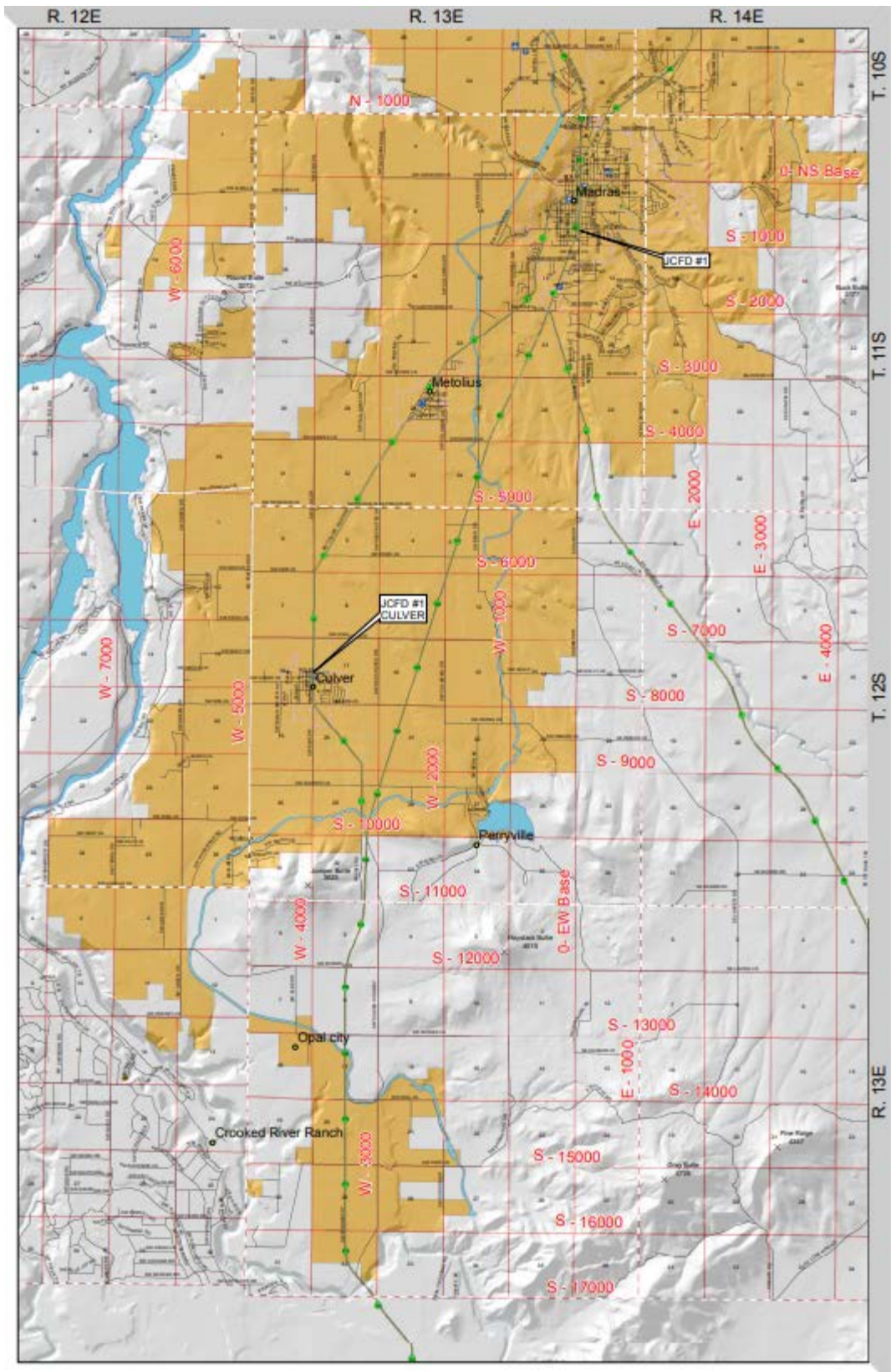
VISION STATEMENT

PROTECTION OF LIFE AND PROPERTY



SERVICE AREA





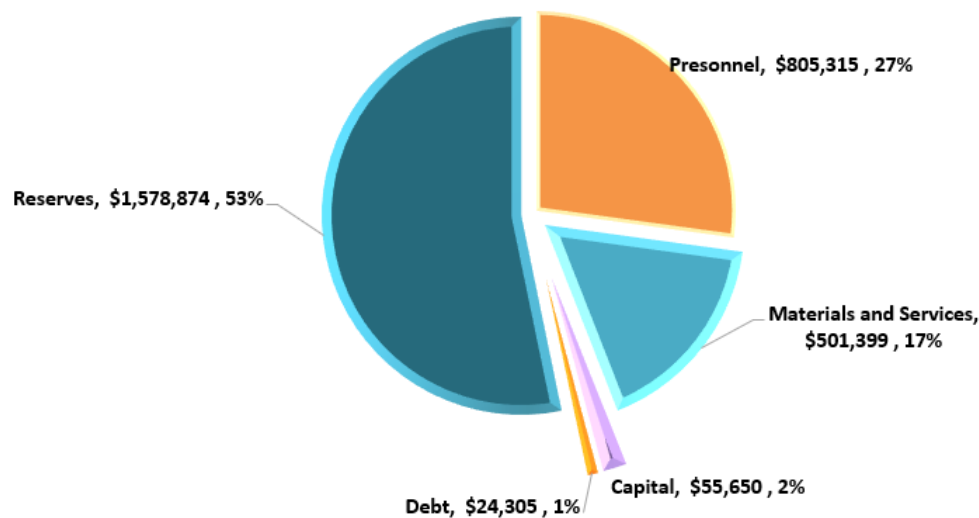
BUDGET MESSAGE

We are pleased to present to you the proposed budget for fiscal year 2021-2022 for Jefferson County Rural Fire Protection District #1 in the amount of \$2,965,543.

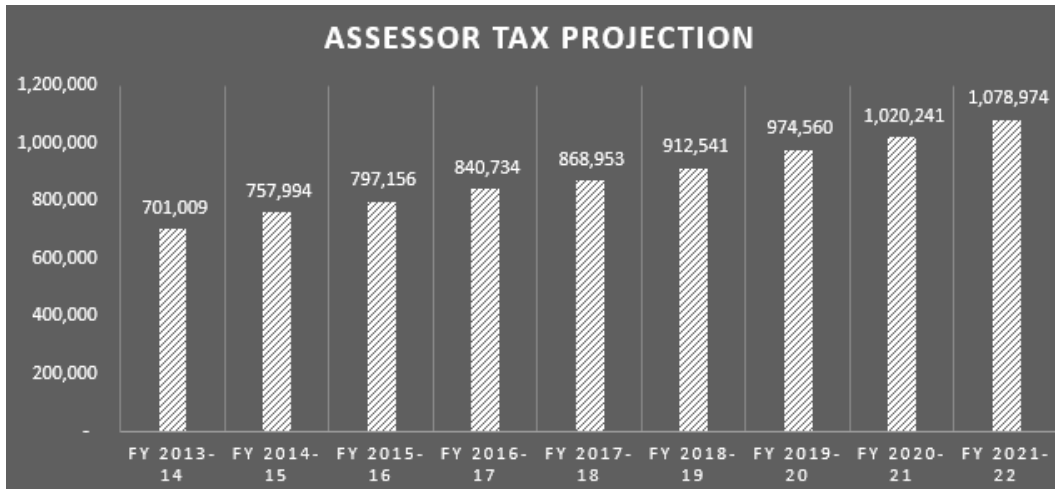
Key highlights:

- Significant increase in beginning fund balance of \$380,586 (28%) over last year, primarily attributable to receiving CAREs Act funds in the amount of \$250,000.00 and salary savings from the Fire Chief vacancy.
- Increase in personnel in the amount of \$73,315 (10%) over last year's budget is a result of the Fire Chief proposed wages and increase in employee benefits and overtime.
- Materials and Services is increasing \$120,499 (32%) over last year as a result of student scholarship tuition increasing by approximately \$30k, IT upgrades of \$25k, and increase of legal fees by \$11k to account for potential merger.
- Total Capital budget is \$55,650 consistent with prior year to allow for purchase of an urgent capital need. Within the next couple years, the resealing of the parking lot and new HVAC system may be needed.
- Debt payment of \$24,305 is consistent with prior years and has a 5-year remaining life of the loan thru 6/15/2026. An option to the budget committee could be to pay this off early with the use of carryover funds from the Cares Act dollars. Interest rate is 2.87% and early payoff would save approximately \$10,475.
- The budget as presented is balanced, however it does utilize \$151,712 (9.61%) use of reserves. While it is not ideal to use reserves to maintain operations, the total reserve is left at \$1,578,874 and represents ample fund balance to carry forward in years to come.

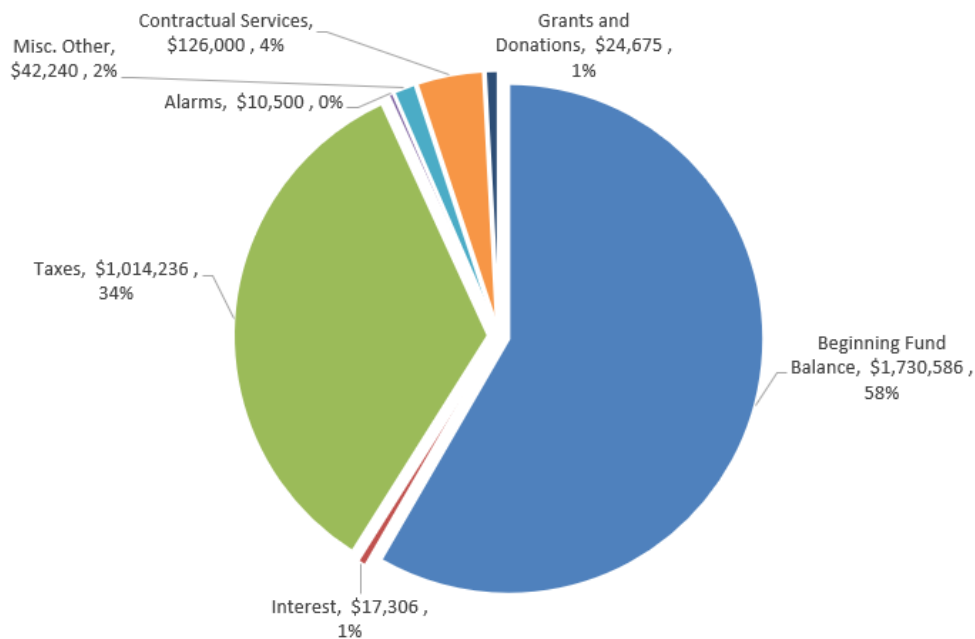
Expenditures by appropriated category:



Tax Revenue is on a steady rise per the Assessor tax projection and conservatively budgeted by taking estimated total less 6% uncollectible for a total revenue source of \$1,014,236 within the budget.



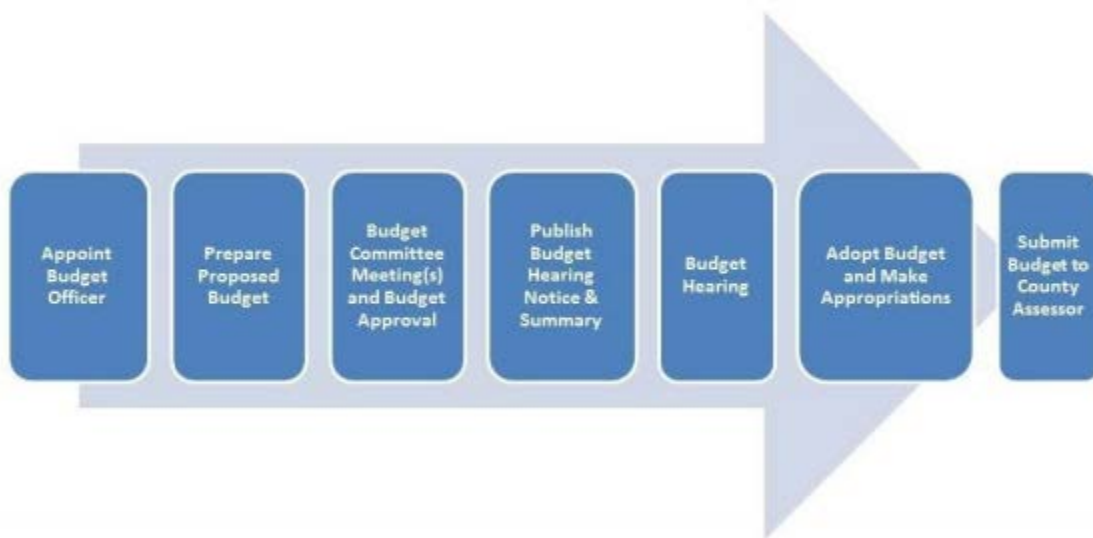
Estimated Revenues for the forthcoming budget are compared to projections for the current year and last year's actual revenues received. These projections, current adopted budget and prior year's results as follows:



BUDGET OVERVIEW AND CALENDAR

The Budget process for the 2021-2022 budget year begins with the appointment of the budget officer, which is Interim Chief Kasey Skaar, and the creation of the budget calendar. The budget team consists of the administrative staff (Fire Chief-Open, Deputy Chief, Administrative Assistant and 3 Captains). The main objective of this team is to provide a clear and concise picture of revenues and expenditures. We achieve this by reviewing historical data from previous budgets, forecasts given from Jefferson County Assessors, research from PERS, and many others. The main goal of this team is to create the best budget possible to allow for accurate appropriations, which form the authority to spend public money.

Once the proposed budget is created and reviewed thoroughly, the budget document is presented to the Budget Committee and discussed at the Budget Committee Meeting. The makeup of the Budget Committee consists of the five District Board Members and five appointed community Budget Committee Members. The Budget Committee Meeting allows for the members to hear the budget message, ask questions, and determine if any changes are needed. Once the committee has determined the presented budget meets the needs of the District, it is approved.



After approval of the budget by the Budget Committee, the budget goes to the board for the “Budget Hearing.” After a Budget Hearing, the board enacts a resolution to adopt the budget, make appropriations and impose and categorize taxes. Below is the District’s budget calendar for the 2021-2022 fiscal year:

April

20th- Budget documents to committee and board members

23th- Publish budget committee notice to website and send to news paper

May

3rd- Publish budget committee meeting 2nd notice

13th- 1st budget committee meeting held at 5:30 pm,

20th- 2nd budget committee meeting held 5:30 pm (if need)

21st- Publish approved budget and notice and hearing to website

28th- Publish 2nd notice of approved budget and notice of budget hearing to website and newspaper

June

8th- Budget hearing held during regular board meeting

11th- Publish adopted budget documents to website and newspaper and deliver documents to county clerk and assessor

| End Date | Actuals 6/30/2019 FY2018-19 | Actuals 6/30/2020 FY2019-20 | Adopted Budget 6/30/2021 FY2020-21 | ESTIMATE thru 6/30/21 ACTUALS | Proposed Budget 6/30/2022 FY2021-22 | Approved Budget 6/30/2022 FY2021-22 | Adopted Budget 6/30/2022 FY2021-22 |
|---------------------------------------|-----------------------------------|-----------------------------------|--|-------------------------------------|--|--|---|
| Description | | | | | | | |
| Beginning Fund Balance | 1,094,515 | 1,171,606 | 1,350,000 | 1,324,143 | 1,730,586 | | |
| Insurance Proceeds | | 40,000 | | 8,500 | 8,640 | | |
| Interest Earned | 22,942 | 29,044 | 15,000 | 28,005 | 17,306 | | |
| Current Year Taxes | 896,968 | 936,958 | 960,000 | 985,310 | 994,236 | | |
| Prior Year Taxes | 18,147 | 25,866 | 35,000 | 27,438 | 20,000 | | |
| Rental Income | | 3,634 | | 2,937 | 3,600 | | |
| Out of District Alarms | 1,661 | 3,303 | 10,000 | 28,373 | 10,500 | | |
| Misc. & Address Signs | 24,192 | 22,809 | 25,000 | 35,642 | 20,000 | | |
| Contractual Services | 164,464 | 158,055 | 120,000 | 140,450 | 126,000 | | |
| Sales of Fixed Assets | - | | 1,500 | - | - | | |
| Donations | - | | 3,500 | 2,516 | 3,675 | | |
| Grants | 99,278 | 36,133 | 20,000 | 254,000 | 21,000 | | |
| Circle Track, Arena, Military standby | - | 1,260 | | 7,820 | 10,000 | | |
| Total Resources | 2,322,167 | 2,428,668 | 2,540,000 | 2,845,133 | 2,965,543 | - | - |

| | | | | | | | |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|---|---|
| Chief | 98,080 | 102,066 | 106,000 | 69,612 | 130,000 | | |
| Administrative Assistant-Patton | 56,218 | 54,302 | 46,000 | 47,101 | 50,500 | | |
| Deputy Chief Skaar | 53,201 | 62,790 | 76,000 | 80,280 | 76,500 | | |
| Captain Support Service-Jaca | 66,684 | 69,112 | 71,000 | 74,477 | 71,350 | | |
| Captain Training-Johnson | 66,883 | 70,831 | 71,000 | 74,984 | 71,350 | | |
| Captain EMS-Hagman | 47,711 | 49,019 | 51,000 | 52,615 | 52,000 | | |
| Duty Officer Pay | 28,275 | 22,308 | 29,000 | 29,669 | 30,000 | | |
| Grant funded position | | 5,607 | | - | - | | |
| Compensated Absences | 432 | | 12,500 | - | 13,125 | | |
| Overtime | - | | 12,500 | 8,200 | 32,000 | | |
| Workers Compensation | 8,127 | 8,491 | 13,000 | 11,258 | 13,650 | | |
| Employee Health Ins Exp | 84,970 | 93,846 | 106,000 | 97,923 | 119,940 | | |
| State Retirement Fund-PERS | 64,556 | 78,869 | 90,000 | 83,128 | 94,500 | | |
| Payroll Tax Expense | 38,448 | 38,624 | 48,000 | 41,491 | 50,400 | | |
| Total Personnel | 613,585 | 655,865 | 732,000 | 670,738 | 805,315 | - | - |

| End Date | Actuals 6/30/2019 FY2018-19 | Actuals 6/30/2020 FY2019-20 | Adopted Budget 6/30/2021 FY2020-21 | ESTIMATE thru 6/30/21 ACTUALS | Proposed Budget 6/30/2022 FY2021-22 | Approved Budget 6/30/2022 FY2021-22 | Adopted Budget 6/30/2022 FY2021-22 |
|---|-----------------------------------|-----------------------------------|--|-------------------------------------|--|--|---|
| Material & Services | | | | | | | |
| Legal Fees | 4,800 | 6,700 | 9,000 | 10,517 | 20,000 | | |
| Bookkeeping Services | 5,520 | 9,818 | 4,500 | 5,400 | 7,000 | | |
| Professional Fees | | | 4,500 | 8,645 | 7,000 | | |
| Audit | 10,750 | 11,050 | 12,000 | 11,350 | 12,000 | | |
| Volunteer Incentive Program | 38,837 | 44,375 | 45,000 | 47,000 | 47,250 | | |
| Operating Expense | 14,512 | 15,599 | 12,000 | 14,853 | 16,000 | | |
| Uniforms and Laundry | 1,968 | 4,671 | 6,000 | 6,000 | 6,300 | | |
| Dues and Publications | 4,574 | 3,662 | 2,500 | 4,087 | 4,500 | | |
| Gas&Oil | 12,230 | 9,987 | 20,000 | 10,760 | 19,000 | | |
| Building and Grounds Maintenance | 5,107 | 21,070 | 15,000 | 28,672 | 17,000 | | |
| Fire Equipment Maintenance | 366 | 1,808 | 2,000 | 235 | 2,100 | | |
| Respiratory Equipment Maintenance | 1,010 | 4,345 | 2,000 | 5,800 | 2,800 | | |
| Extrication Equipment Maintenance | 3,807 | 1,746 | 3,000 | 655 | 2,000 | | |
| Fire Equipment <5000 | 29,890 | 33,094 | 25,000 | 25,000 | 26,250 | | |
| Fire Apparatus Maintenance - Other | 23,248 | 28,468 | 20,000 | 14,174 | 20,000 | | |
| Utilities | 27,673 | 25,469 | 30,000 | 27,040 | 30,000 | | |
| Utilities - Culver | 13,304 | 13,331 | 15,000 | 14,453 | 15,750 | | |
| Culver Station Rent | 17,237 | 17,749 | 22,000 | 21,583 | 23,100 | | |
| Fire & Liability Insurance | 23,043 | 23,797 | 26,000 | 23,874 | 27,300 | | |
| Shop Supplies | 1,829 | 1,371 | 2,000 | 3,180 | 2,100 | | |
| Equipment Rental | 2,392 | 2,482 | 2,400 | 2,715 | 2,520 | | |
| Office Supplies | 2,551 | 1,954 | 2,000 | 2,882 | 2,200 | | |
| Minor Equipment (IT Equipment) | | | | | 25,000 | | |
| Office Equipment Repair | | 1,500 | - | 297 | 1,000 | | |
| Elections | 2,365 | | 1,000 | 829 | 1,000 | | |
| Dispatching | 39,934 | 41,407 | 46,000 | 42,779 | 50,704 | | |
| Training | 12,776 | 7,921 | 12,000 | 8,000 | 12,600 | | |
| Medical Supplies | 2,229 | 2,748 | 3,100 | 3,064 | 29,855 | | |
| Fire Prevention | 3,299 | 576 | 2,000 | 284 | 2,100 | | |
| Recruitment Expense | 10,551 | 847 | | - | 2,000 | | |
| SAFER Grant Reimburse | | | - | - | - | | |
| Recruitment Expense - Other | | | 3,400 | 1,338 | 3,570 | | |
| Student Scholarship/with Stipend | 25,263 | 29,168 | - | 35,177 | 60,000 | | |
| Scholarship - Position 1 A.Glen (vacant) | | | 5,250 | - | | | |
| Scholarship - Position 2 J.Frank, (H.Scott) | | | 5,250 | - | | | |
| Scholarship - Position 3 G. Domier(J.Stinson) | | | 5,250 | - | | | |
| Scholarship - Position 4 L. Seney (G.Coleman) | | | 5,250 | - | | | |
| Scholarship - Position 5 (R.Carlson) | | | 5,250 | - | | | |
| Scholarship - Position 6 (D.Gallegos) | | | 5,250 | - | | | |
| Addressing Signs | | | - | 12 | 1,400 | | |
| Total Materials and Services | 341,065 | 366,713 | 380,900 | 380,656 | 501,399 | - | - |
| Capital Outlay | 171,255 | 35,789 | | | - | | |
| Capital Outlay - Other | | | 53,000 | 61,724 | 55,650 | | |
| Total Capital | 171,255 | 35,789 | 53,000 | 61,724 | 55,650 | - | - |
| Non-Bonded Debt Principal | 24,656 | 46,158 | 20,000 | - | 20,000 | | |
| Non-Bonded Debt Interest | | | 4,100 | 1,429 | 4,305 | | |
| Tot Debt Service | 24,656 | 46,158 | 24,100 | 1,429 | 24,305 | - | - |
| Reserve for FE | | | 1,350,000 | | 1,578,874 | | |
| Total Reserves for Future Expenditure | - | - | 1,350,000 | - | 1,578,874 | - | - |
| Ending Fund Balance | 1,171,606 | 1,324,143 | - | - | - | - | - |
| Total Appropriations | 2,322,167 | 2,428,668 | 2,540,000 | 1,114,547 | 2,965,543 | - | - |
| Net Revenue Less Expenditures | - | - | 0 | 1,730,586 | - | - | - |

Annual Interest Rate **2.87% Fixed**
Years **5 6/15/2026 maturity**
Payments per Year **2**
Amount **\$ 97,957.52**

| term | | | | | |
|----------------|---------------------|--------------------|--------------------|------------|--------------|
| Payment Number | Payment | Principal | Interest | Balance | |
| 6/15/2021 | \$1,458.92 | | \$0.00 | \$1,741.13 | \$ 97,957.52 |
| 12/15/2021 | \$1,458.92 | | | \$1,458.92 | \$ 97,957.52 |
| 6/15/2022 | \$21,450.94 | \$20,000.00 | | \$1,450.94 | \$ 77,957.52 |
| 12/15/2022 | \$1,167.13 | | | \$1,167.13 | \$ 77,957.52 |
| 6/15/2023 | \$21,160.76 | \$20,000.00 | | \$1,160.76 | \$ 57,957.52 |
| 12/15/2023 | \$875.35 | | | \$875.35 | \$ 57,957.52 |
| 6/15/2024 | \$20,875.35 | \$20,000.00 | | \$875.35 | \$ 37,957.52 |
| 12/15/2024 | \$583.57 | | | \$583.57 | \$ 37,957.52 |
| 6/15/2025 | \$20,580.38 | \$20,000.00 | | \$580.38 | \$ 17,957.52 |
| 12/15/2025 | \$291.78 | | | \$291.78 | \$ 17,957.52 |
| 6/15/2026 | \$18,247.71 | \$17,957.52 | | \$290.19 | \$ - |
| | <u>\$108,150.81</u> | <u>\$97,957.52</u> | <u>\$10,475.50</u> | | |

DRAFT MOTION TO ADOPT THE 2021-2022 BUDGET:

MOTION TO ACCEPT the budget as presented with the following changes:

... and setting the Tax rate for General Fund operating rate at 1.1847 per thousand.

General Fund 1.1847

_____ *made a motion (read from above), _____ Seconds, all in favor*
_____.

_____ *motion to adjourn budget committee meeting, _____*
Seconds. All approved and adjourned at _____ p.m. on _____
date.