

CENTRAL OREGON COAST FIRE & RESCUE DISTRICT

BUDGET COMMITTEE MEETING

MAY 12, 2022

1. **Call to Order.** The Budget Committee Meeting of the Central Oregon Coast Fire & Rescue District was called to order by Director Reda Eckerman at 5:30 p.m. on Thursday, May 12, 2022.

2. **Pledge of Allegiance.** Mrs. Eckerman led those present in the Pledge of Allegiance.

3. **Introduction of Budget Committee Members/Roll Call.** Members of the Budget Committee present were Susan Swander, Dakota Hartzell, Joe Vandehey, Jovita Ballentine, and Louise Solliday; COCFRD Board Members present were Reda Eckerman and Kevin Battles. Directors absent were Buster Pankey, Kathryn Menefee, and Todd Holt. A quorum was present. Also present were Fire Chief Jamie Mason and Accountant Brett Quick.

4. **Election of Chairperson.** Mr. Battles nominated Mr. Vandehey, seconded by Mrs. Swander. There being no other nominations, Mr. Vandehey took over the meeting.

5. **Presentation of Budget.** Budget Officer Chief Mason began with the introduction of the anticipated resources for the General Fund, which included the taxes levied, PWA lease income, sale of surplus, and EF recovery. FEMA Grants were not listed here; Grants Other showed \$2 as a place holder for other grants which might become available, such as the one just opening up from the Oregon Health Authority for a LUCAS Device which provides mechanical chest compressions in a cardiac arrest. Chief Mason also included \$5,000 income from Conflagration as we now have personnel and equipment with which to respond. Total resources would be \$1,596,770 for the General Fund. This will be the last year for the serial levy, which is not included in the General Fund, bringing the final total to \$1,702,362. Forecast for the next four years is based on a 3% increase and does not anticipate any new developments. He reviewed the resource page, which showed projected income less anticipated expenditures and reserves for building, equipment, and contingencies and funding for operations from July to November, leaving a total unappropriated fund balance of \$107,370.89. He pointed out that if the serial levy was to be renewed next year as an operations levy it would add \$109,000 to the General Fund.

Chief Mason then reviewed the proposed expenditures, beginning with Personnel Services. The cost for occupational medical evaluations is new and will be done with Samaritan. Payroll is higher because of the two new firefighters recently added; if the SAFER grant comes in that additional cost will be covered by the grant and the funds currently allocated will go over to Capital. If the grant doesn't come in staffing is not at risk. Medical insurance is down as there are two fewer employees being covered; they are included in a spouse's policy. Overtime is higher because of more employees, but workers comp insurance is lower because of the safe operations record.

Operational Costs are down because the deferred maintenance has been caught up and all the equipment is operational. Fuel is up based on current costs, boat repairs down, PPE down, medical supplies is for supplies PacWest doesn't replace, Zoll maintenance is good because the equipment is in good shape. Uniforms are good because of the switch last year. Mrs. Swander asked about bullet-proof vests. They are carried on the equipment, mainly in case of a response to a school incident. Training is down as there is still not much going on because of Covid, and the EMT scholarship is now for one, rather than two.

Materials and Services have an increase in communications costs because two buildings have been added, including internet at Tidewater. Audit expense has been decreased to \$6,000 as an RFP was done and there will be new auditors for the next three years. Lt. Knudson cleaned up the AT&T account. Mrs. Swander questioned the legal account; that includes costs of miscellaneous filings and reviews of contracts, etc. Station maintenance is set at \$40,000 in accordance with the lease with the city, and \$4,500 is for grounds maintenance at all three stations. The WHA insurance is the premium for 3-year policies. The change in audit expense brought the total down from \$164,680.00 to \$162,380.00.

Capital Outlay includes the cost of the boat lift at \$38,000, although Chief Mason had just received a local bid for \$18,000. The boat will then be kept at the Port, which is still working on providing power and water, and should be ready by November. Tidewater upgrades are just in case the drywall doesn't get done, and the water system is still to be completed. Five Rivers water supply is also being worked on; there will be a storage tank installed there. Equipment is the annual engine payment. With the reduction in cost for the boat lift, there should be a carryover balance of about \$157,721 which will go into reserves. If the serial levy is renewed as an operations levy there should then be more money available to add to the reserves for future equipment purchases.

The serial levy does not roll over, and this will be its last year. The list of projects includes a one-time purchase of vehicle diagnostic software, an inflatable deployment craft for low tide, the continuity project to ensure all engines have similar equipment, technical rescue equipment for the Rope Rescue program, matching grants for fire hose, compressor for the station air system, streaming equipment for the meeting broadcasts instead of relying on donations, new station security for personnel ID and lock entry, an emergency fuel depot in conjunction with PacWest and the city, and a late addition of \$7,500 for tools and equipment. This will leave a balance of \$2.28.

Chief Mason then discussed the two FEMA grants he has applied for. The SAFER grant of \$467,053.20 is for two firefighters for three years, and the AFG grant of \$401,690.00 is for a new tender. Since he has not yet heard anything on either one he did not include these in the resources, but wanted the Budget Committee direction on whether to include them in the budget (if they're not received, they're not spent) or do a budget resolution when they are received. Mr. Quick advised that it would be cleaner to do it by resolution. Moved by Mrs. Eckerman, seconded by Mrs. Swander, to recommend consideration of the budget without the grants; motion carried.

6. Discussion of Budget. Discussion took place during presentation. Mr. Battles asked if we get the SAFER grant will that go into reserves as there is already funding for the firefighters; Mr. Quick said it goes into the General Fund and can then be transferred into reserves. If the serial levy turns into an operational levy it can then help to build up the equipment reserve so that for new purchases, such as a new fire engine, we don't have ask the public for funding. Discussion of tax rates. Mr. Quick advised that the net working capital on the LB20 should be \$483,631.57 and would like to split out water and sewer at \$3600 on 8237, and electric/propane at \$14,400 on 8238 as line items on the LB31 rather than combined. Discussion followed concerning the potential for building a new station out of the tsunami zone, which has been a matter of consideration for a number of years. Mr. Battles pointed out that figures on a new station were \$12,000,000, and all the property that had been looked at needed major excavation in addition to

utilities and accessibility. Although grants are currently not being given out we are working with a grant firm to pursue all possibilities.

7. Public Comment on Budget. None.

8. Recommendations or Changes. As discussed, 8210 Audit changed from \$8,500 to \$6,000; 9049 Boat Lift decreased from \$38,000 to \$18,000; Serial Levy expense added \$7,500 for Tools and Equipment; 1 Net Working Capital adjusted to \$483,631.57; 8238 split into 8237 Water/Sewer at \$3,600 and 8238 Electricity/Propane at \$14,400; and FEMA Grants not to be included in Resources.

9. Approval of Budget. It was moved by Mrs. Swander, seconded by Mrs. Solliday, to approve the budget as presented and amended and recommend that the Board of Directors approve the 2022-2023 budget as determined tonight; motion carried.

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

Respectfully submitted,



Jan K. Hansen, Recording Secretary

Approved:



Board Chair Pro Tem Rede Q Eckerman