



Woodburn Fire District Budget Committee Meeting

Tuesday, June 19, 2019 Station 21

Attendance: President Baker, Director Cotter, Director Piper, Director Leiva, Director Yager, Wade Thomas, and Matt Geiger

Absent: Wade Magerich

Staff Present: Chief Joe Budge, Korrin Petersen, Lt. Darin Unrein, Firefighter Raul Garza, and Firefighter Joe Jacobucci

Meeting called to order at 18:0 by Director Piper

Election of Officers

1. Director Piper moved to appoint Matt Geiger as Chair, Director Yager seconded the motion. A vote was cast it passed unanimously.
2. Director Leiva moved to appoint Wade Thomas as Vice-Chair, Director Yager seconded the motion. A vote was cast it passed unanimously.

Budget Message

Chair Geiger turned the discussion over to Chief Budge to present the budget message. Chief Budge reviewed highlights from the budget message.

The Woodburn Fire District is in a strong financial position for the 2019-2020 fiscal year. The positive condition is attributed to three primary factors: (1) We had better than expected tax revenue during the 2018-2019 fiscal year, (2) Our 2018-2019 expenditures are within our budget projections, (3) There was increased projected tax revenue as a result of the voter approved local option levy in November of 2018.

2018-19 Tax Revenue & Expenditures - The 2018-19 tax revenue is projected to be approximately \$178,000 more than what was budgeted representing a 5.6% increase. The increased revenue is attributed to a strengthening local economy that resulted in higher than expected payment of previous years' taxes (*revenue line 10-4011*) and property development in the area that is continuing to broaden the District's tax base.

This increase revenue estimate combined with 2018-19 fiscal year expenditures that are projected to come in with-in budget have combined to create an estimated cash-carry over position of \$2,612,895 (*line 10-400*) which is significantly more than the previous fiscal year.

Voter Approved Local Option Levy - In November of 2018, the voters of the Woodburn Fire District approved a five-year operating levy of 35 cents per 1,000 of assessed property value. This added approximately \$5 per month of additional taxes to the average property owner in the District and resulted in additional revenue of \$735,772 (*line 10-4950*) for the fiscal year 2019-20 budget.

The primary purposes of the levy was to prevent the lay-off of firefighters that would have occurred this coming July, provide four-person constant staffing on Engine 21, and the

implementation of advanced life support, emergency medical service for the residents Woodburn, Gervais and surrounding areas. All of these purposes have been met with the proposed budget.

Four-person constant staffing increases the effectiveness of the emergency response capabilities and enhances the safety of the District firefighters. Advanced life support services bring almost emergency room capabilities to the victims of medical emergencies in the areas served by the District. The prevention of lay-offs and enhancement of services preserves and enhances the life-saving capabilities of the District's emergency fire and rescue response.

2018-19 Accomplishments-Accomplishments during the current fiscal year (2018-19) will have an impact on the proposed. These factors include: 1) Completion of the Station 21 construction project on time and below budget; (2) Award of federal grant for the recruitment and retention of volunteer firefighters; (3) Regional cooperation with neighboring Districts for the exchange of services, and; (4) continued involvement in wildland conflagration deployments. Each of these factors is summarized below.

Construction Project - The 1.6 million dollar project that provided seismic stabilization of the fire station and remodel of the firefighter dormitory area is in the final stages of completion. Savings during the construction allowed for the completion of many discretionary capital improvement projects that enhanced the functionality, maintenance, and appearance of the fire station. Because this project will be completed below budget, no additional funds will be needed in FY 19-20 to close the contract with Emerick Construction. 94% of the construction project was funded through State seismic and local urban renewal grants. Chief Budge wanted to give a special thank you to Lt. Darin Unrein for his work as Project Manager during this construction project.

Federal SAFER Grant – In the fall of 2018 the District was awarded a \$609,000 federal grant aimed at the recruitment and retention of volunteer firefighters. The District relies on volunteer firefighters when an emergency incident requires more than just a single engine response (*182 times in 2018*) anytime overlapping emergency calls occur (*more than 300 times each year*). The four-year grant pays for the volunteer coordinator salary and benefits, a portion of the expenses related to on-boarding new firefighters and tuition reimbursements as a means of incentivizing new volunteer recruitment and existing volunteer retention. The paid-on-call staff (volunteers) receives minimum wage compensation for time spent at training, community events, and emergency responses. This compensation is not a reimbursable grant expense. The expected increase in the number of paid-on-call staff as a result of the grant has resulted in an increase in the proposed paid-on-call firefighter budget (*line 5118*).

Regional Inter-District Cooperation – Over the past year, the Woodburn Fire District has engaged in cooperative initiatives with neighboring fire districts to improve the efficiency and effectiveness of the regional emergency response and improve administrative efficiencies. For example, the Woodburn and Hubbard Fire Districts are currently working under an intergovernmental agreement (IGA) that provides fire chief services to the Hubbard Fire District in exchange for a two-person emergency response to Woodburn to assist in the coverage of overlapping calls and incidents requiring more than one apparatus during the weekday daytime hours when fewer Woodburn volunteers are available. While no funds are being exchanged between Woodburn and Hubbard Fire Districts for this agreement, success in this area has led to the development of two other IGA's that have an impact on the proposed 2019-20 budget.

Hubbard Board Clerk IGA – If approved by both Fire District Boards, the Woodburn District will begin providing board clerk and accounting duties for the Hubbard Fire District on July 1, 2019. If approved, this will result in revenue of \$4,500 in fiscal year 2019-20. *(Revenue line 10-4150)*

Canby Administrative Services – The departure of the District’s office administrator in January of 2019 provided an opportunity to develop a contract proposal with the Canby Fire District for the performance of pay-roll services, high-level budgeting and financial forecasting. If approved by both District Boards, this agreement will provide a system of back-up administrative support for accounts payable and payroll services for both Districts. Finalization of the agreement will require the acquisition of additional computer software and expenses for the financial assistance contract. After the first year, overall expenses are expected to have a cost neutral impact on the budget due to the compensation of the new administrative assistant at a lower rate than the previous office administrator. *(Materials and Services line 6045)*

To explore other opportunities for region efficiencies and consolidation, the expense for a region-wide strategic plan has been included in the proposed budget. *(included in line 6050)*. Expense for this study will be shared with several other Fire Districts in the region.

Wildland Conflagration Deployments - During 2018, the Woodburn Fire District deployed on six (6) of the eleven (11) declared conflagrations in Oregon and California. All personnel expenses both for the deployed members and those providing in-District coverage are reimbursed by the State. In addition to the reimbursed personnel expenses, the District also receives reimbursement for the use of District apparatus totaling approximately \$48,700 in 2018. Revenue from the apparatus reimbursements has been proposed for the following purposes: wildland equipment *(line 6160)* and in-district wildland PPE *(included in line 6200)*. Additionally, a reimbursement for the deployment to California in December of 2018 totaling \$78,500 will not be received until FY 2019-20 and has been reported as revenue in the proposed budget. *(revenue line 10-4220)*.

Operations Report & Personal Accomplishment:

Chief Budge presented data representing call volume over an 8 year period. The data shows the rising needs of the community. As these needs increase we have noticed there are approximately 300 times per year that we have overlapping calls. With increased call volume on the rise, we are predicting the need for additional fire fighter support and hiring additional staff in order to continue a low call time response and service to our community. Our incident response type shows the 50.38% of our call are Rescue & EMS, this is lower in comparison to other districts. We are lower because we are not going out on low-acute calls. Those calls are currently being handled by Woodburn Ambulance. We will continue to review these calls as we are implementing our paramedic program. The incident time of day chart shows that our highest call volume is between 7:00 am – 7:00 pm daily. It is conceivable in the future to bring on extra staff during those peak times to help cover those high volume periods. We currently have three students residing at Station 22 and three students residing at Station 24. As those students gain the skills needed they will assist in helping us cover calls during overlapping call times. These students are all in a Fire Science programs and are quickly working through their tasks books.

Personal Accomplishments - Chief Budge brought to the attention of the board the Ribbon of Merit Recipients - Jon Koenig, Joe Jacobucci, Scott Mateson, and Brandon Madura for their work in Paradise, California during the Camp Fires. These members went above and beyond to help a Veteran of War retrieve his war memorabilia amongst the devastation left behind by the these fires.

Chief Budge also brought to the attention of the board hiring of new Firefighter/Paramedic Jesse Halpern which will help fulfill that ALS requirement.

Community Outreach/C.E.R.T./Safer/Wildland:

Community Outreach - Chief Budge discussed with the board the continuing community outreach that the Fire District has done throughout the year and will continue to do help support the community.

C.E.R.T. Team –Coordinated by Uli Reich, this group is active in trainings. These folks will be first to help our first responders by supporting the Fire District and their community as needs arise.

Safer Grant- Woodburn Fire District was awarded a grant in the about of \$609,000 for the recruitment and retention of volunteer firefighters. The program has been very successful with new members frequently joining the program.

Wildland Deployments – We are actively engaged in Wildland Deployments. Chief Budge explained to the budget committee how conflagrations are initiated. He also explained that when we go out on deployments all of our expenses are reimbursed and some additional revenue is obtained through the rental use of our apparatus. We have approximately \$78,000 pending that we are to collect in the 2019-2020 fiscal year for the Wildland Deployments that we participated in during the previous year.

FY 19 Financial Status & Projections:

5/15/2019	CURRENT BALANCE	
	2,834,216	Pool LGIP1
	236,224	Columbia Bank
	3,070,440	TOTAL CURRENT BALANCE
May-June	PROJECTED REVENUE	
	131,955	Seismic Reimbursement
	500	General
	100,000	Pool – taxes to be received
	232,455	TOTAL PROJECTED REVENUE
	3,302,895	TOTAL PROJECTED REVENUE + CURRENT BALANCE
May-June	PROJECTED EXPENSES	

440,000	Personnel
250,000	Materials & Services
690,000	TOTAL PROJECTED EXPENSES

ANTICIPATED FY20 CASH CARRY OVER: 2,612,895

ADDITIONAL FUNDS \$224.55 Pool LGIP 2

General Funds:

Chief Budge steered the committee towards the proposed budget. He directed the board to review our Cash Carryover (4000) in the amount of \$2,612,895. We are in a very strong position compared to last year, having almost 500,00 more in our cash carry over compared to last year. We are in a strong position due to the prior year’s taxes that have been collected and current years taxes being more than what we had anticipated.

Local Option Level (4950)-Chief Budge reported these are funds that were voted in by the tax payers. This revenue is estimate at \$735.772. Due to the generosity of the voters this has helped prevent fire fighter layoffs, allowed us to go to a four person constant staffing, and helped us get a start on our Advance Life Support systems. All of those enhancements will make our response capabilities better, be safer for our fire fighters, and allow us to better serve our community.

IGA Enhancement (4150) – This a proposed contract with Hubbard Fire District for Board Administrative Assistance. This will be voted on both boards and if agreed upon, these services will begin July 1, 2019 and create a revenue of \$4500.

Chief Budge reviewed with explanation of the projected expenses for next year with the budget committee on both the increases in expenses and some areas of savings for the upcoming fiscal year. Chief directed the board to major changes: PERS (5310) – has increase of 4.51% is the projected increase for 2019-2020 fiscal year. Overtime (5120) – has increased considerably due to some consolidation of accounts as well as the implementation of our four person constant staffing. Professional Services (6050) – there is an increase in order to better help guide the process for a strategic plan by hiring a consultant that would serve to create a partnership with our neighboring districts which include: Hubbard, Aurora, Molalla, Canby. Fire & EMS Training (6150) - It is the goal of this department to continue to send our Fire Fighters to training and host trainings here . Chief expressed to the board his advocacy about the continuing education of Fire Fighters. Wildland Equipment & Training (6160) – Chief Budge proposes setting aside \$20,000 to update our personal protection equipment for wildland deployments. This gear has not been upgraded in quite some time. Fire Fighter Equipment & Supply (6205) – The proposed budget is to set aside money to replace our 3” hose with 2 ½” hose. This will be an additional cost of \$20,000 to replace the hose. Communications Equipment (6210) – This is the contract that we have with Metcom that is based on call volume. We are number 3 or 4 of the top user of Metcom and carry a substantial amount of the cost for those services. Uniforms (6400) – We are a proposing an increase in order to purchase Class A uniforms for all of our career staff and most of our senior volunteer.

Facilities Improvement (6810) - We have set aside \$85,000 for training props. These props could be constructed near the shop on the open property at Station 21. No specific plans are in place at this time but we would like to start saving money for this project in the future.

Fire & EMS Equipment (6820) – We propose purchasing two staff vehicles. With Captain Hannon retiring we will be hiring a replacement for this open position. This position will be enhanced and the new job title will be Division Chief of Operations. He or she will have responsibilities of incident command and we would like to purchase a vehicle for that position. We are also proposing the purchase of a smaller district vehicle for the Fire Marshall to use during his inspections.

Operating Contingency (8000) – this is money set aside not for the district to spend without having board approval. Proposing that amount be \$100,000.

Unappropriated Ending Fund Balance (8940) – This is the minimum amount of money that we will need to save for our July – November dry spell when very little revenue is coming in. Proposing 1,693,357.

Apparatus Reserve Fund (7000) – This money is being set aside and is specifically to be used to replace or add to our apparatus \$250,000 put into account to specifically save for (SCBA) Self Contained Breathing Apparatus units which we will be needing to purchase with the next two years. Currently we have \$89,000 in that account, adding the \$250,000 will bring our total to \$339,000.

PERS Reserve Funds (7010)

We are proposing we set aside \$486,880 into that account with the anticipation of needing that for future payments. Our current liability for this year is \$740,000. This is two-thirds of one year that we are proposing to set aside for those future payments. Chief reported that if the transfers are approved the balance in this fund will be \$624,630 to be spent on future PERS expenditures.

SAFER Grant

Chief reported the proposed amount for this account balance would be \$507,992.00.

Antique Apparatus Reserve

Chief reported that this fund has minimal activity and is funded mostly by donations to help offset the costs of maintaining the antique apparatus. We are transferring \$331.00 from general funds for donations made during a raffle that we had collected specifically for this reserve account. The total in that account will be \$2231.00.

Debt Service Fund

Chief reported this fund is for repayment of the general obligation bond. This year's payment is \$400,000. The bond will be completed in 2022.

Matt Geiger moved that the budget committee of Woodburn Rural Fire Protection District #6 approve the budget for the 2019-20 fiscal year in the amount of \$6,894.475. Deb Yager seconded the motion. A vote was cast, the motion carried, unanimous.

Matt Geiger moved that the budget committee of Woodburn Rural Fire Protection District #6 approve property taxes for the 2019-2020 fiscal year at the rate of \$1.6007 per \$1000 of assessed value for the permanent rate tax levy and in the amount of \$402,808 for the general obligation levy. Deb Yager seconded the motion. A vote was cast, the motion carried, unanimous.

Matt Geiger moved to adjourn. Director Yager seconded the motion. A vote was cast, the motion carried, unanimous. The meeting adjourned at 19:00.

APPROVED: _____ Date: _____
Baker , Board President

ATTEST: _____
Korrin Petersen, Administrative Assistant