

## **SILETZ VALLEY FIRE DISTRICT**

Budget Meeting  
Tuesday, May 26, 2020

The Budget Meeting of the Siletz Valley Fire District was called to order at 19:08 PM by Board of Directors Ron Hervey. Present also were Board of Directors Rick Olsen, Patti Skauge, Reggie Butler and Dixie Morford. Also present were Chief Glenn Fluhr, office admin Bunny West, EMT coordinator Amber Kuettel and volunteer Alex Yoder and Budget Committee members Mike Darcy, TJ Palmer, Lillie Butler and Leah Olsen.

### **INTRODUCTIONS OF COMMITTEE AND GUESTS**

All present gave a brief introduction of name, occupation and position held. Public participation for this meeting was online through a live stream on the Siletz Valley Fire District Facebook page. State of Oregon regulations prohibit gatherings of greater than 25 people and six-foot social distancing must be maintained to allow this gathering. Our facility's meeting space limited the number of participants we could physically house, so our public participation was through an online platform. There were between 8 – 25 constituents that participated online through Facebook.

Budget officer Bunny West opened the meeting with instructions to the online participants to leave questions and concerns in the comment section of the streamed video. Participants were informed that those comments were being monitored and that questions received there would be addressed before the conclusion of the committee meeting. Online viewers were also made aware that if their question could not be answered during the meeting that they may be directed to PM their contact information for follow-up with them later. Viewers were also asked to reserve this time for questions that are related to the budget. Questions or concerns that are not budget related will be addressed at a later general business meeting. Online participants were also asked to leave a comment if they are having trouble with the audio so that modifications could be made early in the process.

### **ELECTION OF CHAIR:**

TJ Palmer was nominated to serve as the budget chairperson. All present were in favor.

### **COMMENTS FROM GUESTS**

None

### **BUDGET MESSAGE**

The budget message was included in the budget packet that committee members received in the week prior to the committee meeting. All present had read and understood the budget message.

### **REVIEW OF BUDGET DOCUMENTS**

- a. Budget Narrative* – Included in the budget packet that committee members received the week prior to the budget committee meeting.
- b. LB 20 Budget Resources:* Taxes (\$204,604), Other Resources (\$361,367)

Committee member Lillie Butler noted that in years past there has been an amount associated with Interest and that there is nothing noted there for this budget cycle. Bunny West stated that should be an amount entered into that field. Chief Fluhr suggested an amount of \$1200 which is in line with the past years' interest income. All committee members agreed, and the budget was edited to add an interest income of \$1200 for budget year 2020/21.

Also noted were two grants that the district has applied for but not received:

- The SAFER Recruitment/Retention grant will provide funding for a full-time volunteer recruitment and retention coordinator that will also serve a responder. This grant will also provide additional training dollars to the department that will allow for additional EMT training for our volunteers.
- The AFG turnout grant would provide \$95,167 for the replacement of turnouts in the department.

**c. *LB31 Materials and Services:* \$189,897**

In the materials and services expenses the following categories were of note:

- We have been required to perform a full audit for the district for the last two years as the seismic grant put our organization over the financial threshold for a simple review. This year we will be able to return to the review process saving the district \$2800.
- The Consulting line item in the budget has been increased from \$1000 to \$2600 to include legal services. The legal services line item has been lowered to \$0.
- The furniture line item was increased from \$500 to \$1000 to allow for the replacement of a couple of pieces of office furniture.
- The Insurance line item has been increased to accommodate the new premium expense generated when the value of the replacement cost on the station was raised to reflect the seismic upgrade.
- Office Expense was lowered to be more reflective of what we are spending as a district in that budget category.
- Physical Exams and Background checks was increased by \$500.
- Public Education/Fire Prevention was increased from \$1000 to \$2000.
- Training and Education was increased in anticipation of receiving the SAFER grant for additional EMT training and CPR Instructor training. If this grant is not awarded to the district this line item will be reduced to \$13,000.
- Volunteer Reimbursement was eliminated. This line item was used to fund the volunteer stipend checks. This money will be used to help fund the LOSAP program for volunteers. LOSAP was initially funded by a SAFER grant but that grant has been depleted and the program cannot be funded through a SAFER grant again.

**d. *LB31 Capital Outlay:* \$127,289**

Within the Capital Outlay section of the budget there were two areas of note:

- The Logsdon Fire Station needs significant improvements including paint and lighting. \$12,000 is being set aside to make these improvements.

- A new line item was added within Capital Outlay for the purchase of replacement turnouts. This expenditure is dependent on the receipt of the AFG grant.
- e. **LB 31 Personnel Services:** \$208,785  
This section includes wages for the office administrator, the fire chief, the temporary volunteer recruitment and retention coordinator position, the current part-time Firefighter/EMT position and the proposed SAFER recruitment and retention position. The recruitment/retention coordinator position is dependent on the acquisition of the SAFER grant. This category also includes all payroll expense associated with these positions such as payroll tax, insurance premiums and PERS contributions.
- f. **LB30 Requirements Summary:** \$565,971
- g. **LB50 Notice of Property Tax Certification of Intent to Impose a Tax:** Rate of \$1.3331 per \$1,000.

**FINAL COMMENTS & THOUGHTS**

None

**MOTION TO ADOPT OR SCHEDULE FURTHER BUDGET MEETINGS**

Committee member Mike Darcy made a motion to approve 2020/21 budget as proposed with the interest income modification. Seconded by Ron Hervey. All Ayes. Motion carried.

**ADJOURNMENT**

Director Skauge motioned to adjourn. Director Hervey seconded the motion. Board Meeting adjourned at 19:45 P.M.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

6-18-20  
Date Signed

6-27-20  
Date Signed

Minutes Approved  
June 16, 2020