

# APPLEGATE FIRE DISTRICT

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# Budget Committee Roster

## Process for FY 2025-2026

Position	Term – 3 Years	
Position #1	3/2024 to 6/2027	
Brad Barnes <a href="mailto:bradbarnes0323@gmail.com">bradbarnes0323@gmail.com</a>	541-300-8370	
Position #2	3/2024 to 6/2027	
Rex Garoutte <a href="mailto:rosellaswinery@gmail.com">rosellaswinery@gmail.com</a>	541-846-6372	
Position #3	3/2023 to 6/2025	
Megan Howell <a href="mailto:Meganbooth24@hotmail.com">Meganbooth24@hotmail.com</a>	541-221-0242	
Position #4	3/2023 to 6/2025	
Christina Lehman <a href="mailto:christinalehman84@gmail.com">christinalehman84@gmail.com</a>	541-951-5574	
Position #5	3/2023 to 6/2025	
Rebecca Maddox <a href="mailto:tbmaddox4150@gmail.com">tbmaddox4150@gmail.com</a>	541-951-6765	

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## **Board Members**

<b>Name</b>	<b>Position</b>	<b>Tel Number</b>	<b>Email Address</b>
Rob Underwood	President	951-8575	<a href="mailto:runderwood@applegatefd.com">runderwood@applegatefd.com</a>
Julie Barry	Vice President	301-4222	<a href="mailto:jbarry@applegatefd.com">jbarry@applegatefd.com</a>
Mike Blaschka	Secretary / Treasurer	821-2888	<a href="mailto:mblaschka@applegatefd.com">mblaschka@applegatefd.com</a>
Jeff Hoxsey	Board Member	944-6524	<a href="mailto:jhoxsey@applegatefd.com">jhoxsey@applegatefd.com</a>
Doug Stewart	Board Member	899-9089 944-4082	<a href="mailto:dstewart@applegatefd.com">dstewart@applegatefd.com</a>



## **BUDGET COMMITTEE MEETINGS**

### **FY 2025/2026**

April 16, 2025      1st Budget Meeting – The Board will open the meeting, Budget Committee members elect officers, then the Budget Meeting begins and the budget message is delivered. Budget Committee members are encouraged to send their questions to the Budget Committee Secretary by a particular date, with a response returned by a particular date. The Board meeting is reconvened.

May 21, 2025      2nd Budget Meeting – The budget is discussed in detail and either another meeting is warranted or the Budget Committee approves a budget, including any changes.

June 18, 2025      Budget Hearing – Board of Directors will review, discuss, and adopt the FY 2025/2026 Budget after the hearing is closed. Budget Committee members are not required but are welcome to attend the hearing.

**The meetings will begin at 4:00 pm.**





## **APPLEGATE FIRE DISTRICT**

1095 UPPER APPLEGATE RD. JACKSONVILLE, OR 97530

PHONE: 541.899.1050 FAX: 541.899.9314

April 10, 2025

### **Dear Members of the Board of Directors, Budget Committee, and Citizens of Applegate Valley Rural Fire Protection District #9,**

On behalf of the entire District Staff, I am pleased to present the proposed budget for Fiscal Year 2025–2026. Your continued interest and engagement in the financial planning of our Fire District are appreciated and essential to our collective success.

This past year, we've seen measurable progress in our operations, training, and community outreach. We've worked hard to strengthen our services, remain responsive to our community's needs, and stay aligned with our mission. A summary of those accomplishments is included with this letter.

Looking to the future, we remain guided by the goals outlined in our Strategic Plan. While this year's budget does not include major capital initiatives, it is packed with administrative and operational projects that will require significant time, planning, and collaboration across our team.

We have officially begun the process for an ISO re-evaluation. This comprehensive review, which will extend into the next fiscal year, demands significant coordination across all departments. From documentation and data analysis to infrastructure review and readiness assessments, this process plays a vital role in validating our effectiveness and directly impacts the community's insurance ratings.

Recruiting in-district volunteers continues to be one of our highest priorities. Sustaining and growing our volunteer base is critical to our service delivery model, and we are dedicating time and resources to both outreach and retention efforts. These efforts include targeted marketing, improved onboarding systems, and training incentives aimed at drawing in qualified, long-term volunteers from within our own community.

Our recently expanded service area has introduced legal complexities that must be carefully navigated. We will continue working closely with legal counsel to address boundary adjustments, service agreements, and compliance matters to ensure we are fully aligned with state and local regulations while providing uninterrupted service to all residents.

The current Labor Agreement is approaching the end of its term, and contract negotiations will be a key focus over the coming months. This process is always collaborative but time-consuming, requiring clear communication, thorough preparation, and a shared commitment to maintaining fair and sustainable working conditions.

As we look to the future, we plan to revisit and potentially update the District's Strategic Plan. A thorough review will help ensure the plan remains relevant and actionable, providing us with a meaningful roadmap that reflects evolving community needs, staffing realities, and organizational priorities.

We're also exploring the development of a solar power plan for our Training Building. This project aligns with our long-term goal of improving energy efficiency and sustainability while reducing utility costs. It will involve feasibility studies, potential grant applications, and phased implementation planning.

Another significant project on the horizon is the replacement of all our portable and



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mobile radios. This effort coincides with Jackson County and ECSO's rollout of a new, modern communication system that will vastly improve interoperability, coverage, and reliability. Thanks to a bond passed by Jackson County voters, the cost of purchasing and installing the new radios is fully covered. However, we will be allocating some funds from our Materials and Services budget to support necessary upgrades that will ensure the new equipment integrates seamlessly with our operations and meets the specific needs of our personnel.

Developing a comprehensive cost recovery program is another major administrative effort this year. This initiative will focus on identifying opportunities to recoup costs for certain services and responses, ensuring we're maximizing revenue potential in a way that is fair, transparent, and consistent with industry standards.

As part of our ongoing fleet management efforts, we are planning to replace a staff vehicle to ensure our team operates with safe, reliable, and appropriately equipped transportation. This investment supports both operational efficiency and staff safety while helping control long-term vehicle costs through proactive lifecycle management.

In addition, we are preparing for a full reorganization and reformatting of next year's budget document. The format currently in use has served the District well since its inception and has supported our financial planning through years of steady growth. However, as our operations have become more complex, the need for a more detailed and division-specific approach has become clear. To that end, staff has been actively reviewing budget models from other fire districts with similar or greater operational complexity. We are now zeroing in on a revised format that will better articulate the District's expenditures by division and fund, enhancing transparency, accountability, and strategic decision-making moving forward.

Finally, we will continue to aggressively pursue grants, alternative funding sources, and creative opportunities such as equipment donations and inter-agency trades. These efforts require constant vigilance, time-intensive research, and a nimble approach to budgeting and resource management—but they remain essential to the District's financial health and operational success.

We believe these initiatives are achievable within the proposed budget, and we remain committed to maintaining a strong financial position while delivering the highest level of service to our community.

Thank you for your time, support, and involvement in this year's budget process. Your insights and engagement are not only welcomed—they are critical to our continued progress.

Sincerely,

Chris Wolfard  
Fire Chief



## TEAM APPLGATE ACCOMPLISHMENTS 2024/2025

- Continued Culture Change & Morale Improvement
- Audited budget (2023/2024)
- Adopted balanced budget (2023/2024)
- Developed next budget proposal (2025/2026)
- Reviewed/Revised Job Descriptions (Administration Chief, Recruitment & Retention Coordinator)
- Created New Job Descriptions (Fuels Reduction Specialists)
- Strengthened relationships with partnering agencies. (Williams Fire, Jacksonville Fire, Mercy Flights, ODF, ECSO, AGA, Watershed Council, Grade Schools)
- US Senator Staffers (Wyden & Merkley)
- Civil Rights Evaluation Tool completed
- SDAO Best Practices
- Renewing Water Tender Program (ongoing project)
- Hiring Processes (Deputy Chief, Shift Officer, Shift Firefighters x2, Fuels Reduction Specialists)
- Resident Program for Station 51
- EMS Apprentice Program
- Hosted RITA Firefighter I Academy x2
- First Due
- Winter Fire School
- Seattle Stair Climb
- Reviewed & Revised Group/Dispatch Responses
- EMS Coffee
- Dump Trailer Program
- Chipper Program
- Masticator Program
- Defensible Space Assessment Program
- Team Teaching with Smokey Bear
- All Things Fire Fair Participation
- Fireside Newsletters
- Increased Facebook followers to 4.7k
- Community Outreach (Coffee with the Chief, Applegate Lion)
- Jacksaphine Count-ry Fair Participation
- Station Tours
- Converted a rescue unit to a flatbed pickup
- The Friends purchased a new used type 3 engine
- 4 - 22,000 Gallon Water Tanks
- Pumper Engine Testing
- SCBA Testing
- Hydrotesting Extinguishers and SCBA Bottles
- Ladder Testing
- Hose Testing
- Increased Friends Membership
- Friends converted to a 501c3
- Awards Banquet
- 2 Spaghetti Dinners
- 2 Pancake Breakfasts
- Summer Picnic
- Christmas Party
- Ladders converted to continuous halyards
- Sealcoat asphalt at Station 54
- Concrete walkway at Station 51
- Concrete pads at Station 51
- 2 storage sheds at Station 51
- Expansion project into the Murphy area
- Response to the Upper Applegate Fire
- 10 Wildfire Deployments
- 1 Hurricane Deployment
- The Friends purchased used type 1 engine
- MOU with Williams Fire District
- Balanced staffing with Apprentice and Student Firefighters to maximize on duty coverage at Station 51
- Created a process for advertising training announcements
- Completed DPSST Maintenance Recertification for all personnel
- Optimized First Due software platform in the following areas:
  - Incident Documentation module
  - Provided training and support to report writers
  - Updated settings and workflows, minimizing time required to write a report
  - Scheduling module
  - Complete overhaul of this module
  - Updated and created new work/time off types for payroll
  - Eliminated manual timesheets, utilizing payroll reports from First Due
  - Provided training to all shift officers and staff
  - Admin module
  - Optimized all Roles and Permissions within the system
  - Events/Activities module

## TEAM APPLGATE ACCOMPLISHMENTS 2024/2025

- *Optimized module setup*
- *Created events for Fuels Crew to track assessments, chipping, and fuels reduction work*
- *Created a report to show district activity each month*
- *Community Connect*
- *Updated all Community Connect marketing content with updated logo and verbiage*
- *Training*
- *All personnel were invited to multiple sessions with First Due's training team to learn how to use the software*
- *Evaluated uniform ensemble and updated to ensure uniformity amongst members; began purchasing of black uniform apparel*
- *Performed an engine swap between Stations 54 and 51; provides a better equipped engine for the WUI environment*
- *Placed Engine 51 as first out apparatus from Station 51 for all incidents; this ensures crews are responding to incidents with the proper equipment*
- *Implemented a standardized hose coupling compliment on all apparatus (multi-year project)*
- *Updated Technical Rescue equipment and placed new hasty pack (rescue rope and equipment) on three frontline apparatus*
- *Placed a new utility shed at Station 51 to house yard maintenance equipment (removes those items from the apparatus bay)*
- *Framed in un-used exit door in apparatus bay at Station 51 to maximize wall storage space*
- *Finalized the District Logo project and started our District Rebranding journey*
- *Continued support of District members for training and professional development:*
  - *Nozzle Forward, which is an in-depth hose management course*
  - *Incident Management training*
  - *State of Jefferson EMS Conference*
  - *Incident Documentation training*
  - *Winter Fire School*
  - *Various wildland courses at Rogue Community College*
- *Standardized all District EMS kits*
- *Evaluated our structural PPE ensemble to ensure safety is a top priority*
- *Provided District cell phones for the on-duty crews; eliminates need for use of personal cell phones*
- *Identified opportunities for training ground improvements (multi-year project)*
- *Updated process to share up-to-date and accurate information on Station Dashboards*
- *Conducted pump tests as prescribed by fleet maintenance*
- *Completed annual inspection of all District fire extinguishers*
- *Continued collaboration with partner agencies on Radio Infrastructure Project through ECSO*
- *Utilize GIS for better data collection and analysis*
- *Validated reported statistics for 2024; adjusted metrics and reporting for 2025*
- *Embarked on a District expansion project via ORS 478.702*

**APPLEGATE VALLEY  
RURAL FIRE PROTECTION DISTRICT NO. 9  
BUDGET MESSAGE FOR FISCAL  
YEAR 2025-2026**

This document has been prepared, as in prior years, by the Fire Chief in his capacity as The Budget Officer and his staff (hereafter referred to as Staff). After analyzing and evaluating the Applegate Valley RFPD #9 (hereafter referred to as Applegate Fire District) previous year's expenditures and the stated objectives for the upcoming year, the Staff prepared the following budget documents which represents the financial support required for the operations of Applegate Fire District. More importantly, this budget has been prepared with careful consideration for future years' needs. As required by state statute, this proposed budget is balanced using existing and anticipated resources and known liabilities.

The compilations represented herein are prepared under a cash basis of accounting. No additional tax levy will be required since Applegate Fire District is staying within the permanent rate and the voter approved operating levy. Applegate Fire District's mission will be accomplished in the most open and straightforward manner possible, which will allow for constant and careful management of all our resources.

This proposed General Fund Budget has been developed as it has in previous years, by use of major categories to maintain legal appropriation control. These categories are Personnel Services, Materials and Services, Transfer to Reserve, Capital Outlay, Contingency, Debt Service, and Unappropriated Year End Fund Balances. The use of the major categories as the control mechanism gives Applegate Fire District some flexibility in the use of the various line items within a major category, while the important appropriation control is still maintained. The Capital Projects Fund as proposed, budgets for future expenditures, as well as, allows for the accumulation of funds for subsequent years.

The budget document is divided into three general areas identified using Oregon Department of Revenue forms LB-11 (Capital Projects Fund), LB-20 (Resources of the General Fund) and LB-31 (Detailed Expenditures of the General Fund). These forms are divided into two general categories: Historical Data and the proposed budget for fiscal year 2025-2026. The "Historic" information is derived from audits of 2022-2023 and 2023-2024 showing actual data and the current (2024-2025) fiscal year's budget adopted last year, which we are currently operating under. The "Budget for Next Year" 2025-2026 information includes what is proposed by the Budget Officer to be approved by the Budget Committee. The last column lists our 2024-2025 Year-to-Date (as of 3/31/2025 = 75% thru the fiscal year) figures for reference purposes.

The steps involved in the budget process are, the Budget Committee is selected by the Board of Directors; the proposed budget is presented to the Budget Committee (which includes the Board of Directors). The Budget Committee meets for deliberation and upon

their approval of all areas within the document, the budget is then sent to the Board of Directors for adoption during the scheduled budget hearing portion of the Board meeting.

## **LB-20 RESOURCES**

This portion of the budget describes how our funds are generated and provides an estimate of the amount available for use in the General Fund. The beginning fund balance of available net working capital (\$ 1,800,000) is derived from the ending fund balance and an estimated amount of unspent funds in various line items of the current budget year. Combining the above figure and estimates of collections of previous taxes, interest income, emergency fees, donations, miscellaneous income and grants, staff arrived at resources, except for taxes to be levied, of \$ 2,443,400. The amount of taxes to be collected to balance the budget contains an estimate of 5% that may not be collected in the upcoming fiscal year. Staff proposes that Applegate Fire District levy taxes using our permanent rate of \$ 1.6787 per thousand dollars of assessed valuation and our operating levy rate of \$ 1.25 per thousand dollars of assessed valuation which should raise approximately \$ 2,070,000 in tax revenues for a total amount of \$ 4,513,400 in resources.

## **LB-31 Detailed Expenditures of the General Fund**

This is a description of our operating budget, which contains five significant areas of concern: Personnel Services, Materials and Services, Capital Outlay, Contingency and Transfer Funds. There are several areas that will need some explanation in the General Fund, and I will endeavor to highlight the prominent differences over the last preceding budget year.

### **PERSONNEL SERVICES**

This area of the budget addresses all issues associated with our personnel, included but not limited to, salaries, and benefits.

2. **Fire Chief** - This amount is based on a Personal Services Contract between Applegate Fire District and the Fire Chief.

2024-2025 \$117,000

2025-2026 \$121,600

3. **Deputy Chief** - The salary indicated here meets our present demand. This employee is at top step for this position and includes a cost of living increase.

2024-2025 \$92,500

2025-2026 \$98,300

4. **Logistics Chief** - The salary indicated here meets our present demand. The proposed amount would allow for a cost of living increase and a step increase on the employee's anniversary date.

2024-2025 \$78,000

2025-2026 \$83,500

5. **Administration Chief** – The salary indicated here meets our present demand.

This employee is at top step for this position and includes a cost of living increase.

2024-2025 \$81,000

2025-2026 \$84,300

The following shift positions are represented by the International Association of Firefighters Local 3564 and are in a negotiated contract for three-year contract starting FY 2024-2025. *Pay increases reflect Step raises as well as a negotiated 4% increase.*

6. **Shift Personnel Position # 1** –

2024-2025 \$64,000

2025-2026 \$67,000

7. **Shift Personnel Position # 2** –

2024-2025 \$71,000

2025-2026 \$76,000

8. **Shift Personnel Position # 3** –

2024-2025 \$69,000

2025-2026 \$75,000

9. **Medical Insurance** - Medical insurance for all full-time employees. Medical insurance rates are going up 5.5%. Additionally, two positions that were previously employee only have been filled with employees with families.

2024-2025 \$350,000

2025-2026 \$386,000

10. **Unemployment** – This account would be used when we are charged for unemployment. Staff feels this amount meets the district needs for FY 2025-2026.

2024-2025 \$8,000

2025-2026 \$8,000

11. **Uniforms** - This is the cost of providing uniforms for all full-time employees and a portion of the uniforms for volunteers. This increase is due to the cyclical nature of the Student Program, as well as we are changing uniforms.

2024-2025 \$20,000

2025-2026 \$23,000

12. **Overtime** - This is the cost of general overtime for shift personnel that work outside of their regularly scheduled shifts. This increase has been anticipated and is due to employee retention and tenure, meaning they are accumulating and using vacation benefits. Additionally, we are anticipating possibly reclassifying two positions from Exempt to Non-Exempt.

2024-2025 \$30,000

2025-2026 \$40,000

13. **Reimbursable Wages & Overtime** – This is the cost of wages and overtime that is being reimbursed to the district for out of district fire assignments and work completed under grants.

2024-2025 \$30,000

2025-2026 \$30,000

14. **Seasonal Firefighters** – These are three-month positions that assist us in accomplishing all the projects, maintenance requirements, and it supplements our staffing levels at station 51 and station 53 during the summer months. Staff is anticipating utilizing these positions during Christmas and Spring Breaks as well.

2024-2025 \$140,000

2025-2026 \$145,000

15. **PERS** - This is the cost of our statutorily required retirement plan for all full-time employees. This proposed increase is largely due to adding four (4) apprentice positions that are eligible for PERS and a significant PERS rate increase. A portion of the increase is being covered by grant funds.

2024-2025 \$275,000

2025-2026 \$350,000

16. **Medicare/FICA** – This covers the minimal costs associated with the full-time employees seasonal (part-time) employees, and now apprentice employees This proposed increase is largely due to adding four (4) apprentice positions. A portion of the increase is being covered by grant funds.

2024-2025 \$40,000

2025-2026 \$50,000

17. **Medical Physicals** – This is for the cost of providing medical evaluations and smaller medical claims, in an attempt to keep our “Workers Compensation” insurance low. The majority of these funds come from our SAFER Grant.

2024-2025 \$5,000

2025-2026 \$5,000

18. **Volunteer Shift Coverage** – This line allows for volunteers to cover the firefighter and fire officer shift officer hours that are not covered by overtime. This reduction is due to fewer volunteers wanting to cover shifts.

2024-2025 \$20,000

2025-2026 \$15,000

19. **Length of Service** – This allows employees to receive additional compensation when different benchmarks in time are reached which will assist in building tenure.

2024-2025 \$8,500

2025-2026 \$8,500

20. **Benefit Sell Back** – This line was previously used when an employee terminates, and Applegate Fire District is required to pay their unused sick leave that has accumulated above 520 hours. In 2024 the Board adopted a vacation leave sell back policy and Staff recommends renaming the line item to include the sell back of all benefits.

2024-2025 \$4,000

2025-2026 \$10,000

21. **HRA Veba** – A health reimbursement arrangement (HRA) is an account-based health plan. Employees can use HRA funds to reimburse out-of-pocket medical expenses and premiums.

2024-2025 \$24,000

2025-2026 \$24,000

22. **Oregon Growth Plan** – This line item funds a deferred compensation plan (457) that is tied in with PERS with a matching component for full-time employees. The district will match up to 2% if the employee contributes 2%. This increase is due to wage increases, additionally more employees are taking advantage of this program.

2024-2025 \$18,500

2025-2026 \$21,000

23. **Worker Compensation** - This is the cost of providing insurance that covers all personnel for on-the-job injuries. This increase is due to an audit by SAIF. SAIF determined that two of our full-time positions were previously mis-classified as Administrative instead of Firefighters (Fire Chief and Ops Chief).

2024-2025 \$50,000

2025-2026 \$80,000

24. **Recruitment & Retention Coordinator** – This is a part-time position largely funded by the SAFER grant. This amount reflects a 4% COLA.

2024-2025 \$25,000

2025-2026 \$26,000

25. **Fire Marshal** - This is a full-time position and half of this position is funded by the OSFM grant. The proposed amount would allow for a cost of living increase and a step increase on the employee's anniversary date.

2024-2025 \$69,000

2025-2026 \$76,500

26. **OSFM Firefighters** - This is two full-time positions and half of these positions are funded by the OSFM grant. The proposed amount would allow for a cost of living increase and a step increases on the employee's anniversary dates.

2024-2025 \$118,000

2025-2026 \$124,000

27. **EMS Apprentices** – These are full-time positions being funded by a grant.  
2024-2025 \$200,000  
2025-2026 \$200,000

**TOTAL FOR PERSONNEL SERVICES**

FY 2024-2025 \$1,997,500  
FY 2025-2026 \$2,285,900

**MATERIALS AND SERVICES**

This area of the budget addresses all aspects relating to day-to-day operation of the organization, such as supplies, utilities, maintenance and repairs, services from other agencies & companies, or individuals.

2. **Electricity** - This is the cost of electricity for operating all fixed facilities within the District.  
2024-2025 \$38,000  
2025-2026 \$38,000

3. **Telephone/Internet** - This represents the cost of staff mobile devices and land lines for all the stations except for Stations 56 & 57. This decrease is due to a correction in our estimates.  
2024-2025 \$30,000  
2025-2026 \$25,000

4. **Building Repair & Maintenance** - This is the cost for routine maintenance which are not capitalized.  
2024-2025 \$30,000  
2025-2026 \$30,000

5. **Vehicle Gas, Diesel & Oil** - This is the cost of fueling, oil and lube for all our vehicles.  
2024-2025 \$50,000  
2025-2026 \$50,000

6. **Equip. Repair & Maintenance** – This is the cost of repairs and maintenance on vehicles and equipment. This increase is anticipated due to the general increase in costs related to parts, materials, and services.  
2024-2025 \$50,000  
2025-2026 \$60,000

7. **Radio Equipment & Maintenance** - This is the cost of repairing radios and pagers. This increase is a one-time purchase for software and hardware upgrades for the new radios that we will be receiving from Jackson County soon.  
2024-2025 \$7,500  
2025-2026 \$45,000



8. **Misc. Supplies** - This is for costs that are difficult to assign to any other line item within this category. This decrease is due to shifting of funds to Laundry, Cleaning, and Trash.  
2024-2025 \$9,500  
2025-2026 \$8,000
9. **Medical Supplies** - This is the cost of supplies that are mostly, consumables. Staff feels this amount shall be appropriate for FY 2025-2026.  
2024-2025 \$20,000  
2025-2026 \$15,000
10. **Office Supplies** - This is the cost of supplies for our office. Staff feels this amount shall be appropriate for FY 2025-2026  
2024-2025 \$3,500  
2025-2026 \$3,500
11. **Postage & Freight** - This is the cost for stamps, postage meter, shipping, and freight expenses. This decrease is due to shifting the cost of newsletters to a joint Applegate/Williams grant program.  
2024-2025 \$4,000  
2025-2026 \$2,000
12. **Dues & Subscriptions** - This is the cost of dues to various organizations that benefits the Board, Administration and Operations Personnel as well as various publications that assist to keep us current with changes in our industry.  
2024-2025 \$7,500  
2025-2026 \$7,500
13. **Laundry, Cleaning & Trash** - This is the cost of cleaning the stations, apparatus, and equipment. The increase is due to shifting costs to the appropriate line item.  
2024-2025 \$7,500  
2025-2026 \$12,000
14. **Instruction & Training** - This is the cost of providing combined Fire & Medical Training. We are focusing heavily on recruiting new volunteers, which results in significant initial training costs.  
2024-2025 \$20,000  
2025-2026 \$20,000
15. **Student Program** – This allows us to use students to assist in covering shifts at Stations 51 & 53 during the school year. These funds are used to reimburse for tuition and books for students attending RCC and SOU. These positions are paid for by the SAFER grant. This decrease is due to reducing positions by 1 because of the new Apprentice Program.  
2024-2025 \$40,000  
2025-2026 \$35,000

**16. Volunteer Programs** – This line item includes Volunteer Length of Service Program and the Quarterly Reimbursement Program. This is made up of Quarterly Points & Mileage Reimbursement, which is Length of Service. This decrease is due to a fundamental change in the makeup of our roster. Fewer in-district volunteers. More Students and Apprentices.

2024-2025 \$30,000

2025-2026 \$10,000

**17. Dispatching Services** – This is the cost of having our dispatch services provided for us through the 911 center (ECISO). This represents an annual cost increase.

2024-2025 \$55,000

2025-2026 \$60,000

**18. Professional Services** - This is the cost for accountants, attorneys and other professional services. Staff feels this amount will meet district needs.

2024-2025 \$24,000

2025-2026 \$24,000

**19. Equipment Lease/ Rental** - This is the cost for leasing/rental equipment.

2024-2025 \$1,000

2025-2026 \$1,000

**20. Election & Legal Publications** - This is the cost of announcing meetings and fees for elections.

2024-2025 \$2,500

2025-2026 \$2,500

**21. District Insurance General** - This is the cost of liability, property damage, multi-peril vehicle, theft, and medical malpractice insurance. Increase is due to a general increase to the cost of insurance.

2024-2025 \$50,000

2025-2026 \$60,000

**22. Draft Site Construction & Repair** - This is for the cost of maintaining the draft sites.

2024-2025 \$5,000

2025-2026 \$5,000

**23. Grounds Maintenance** - This is the cost of maintaining the landscaping and surface coverings of our fire stations. This increase is anticipated due to the general increase in costs related to parts, materials, and services.

2024-2025 \$12,000

2025-2026 \$15,000

24. **Administrative Expenses** - This is for costs required for fees for filing legal reports, hiring certain consultants and costs limited to administrative functions of the district.  
2024-2025 \$20,000  
2025-2026 \$20,000
25. **Fire Prevention** - This is for costs associated within fire prevention and public education. This decrease is due to shifting funds toward Fuels Program line items.  
2024-2025 \$10,000  
2025-2026 \$5,000
26. **EMT Physician Advisor** - This is for costs of fees charged to us by our supervising physician. We do not anticipate an increase in FY 2025-2026.  
2024-2025 \$2,200  
2025-2026 \$2,000
27. **Technical Rescue Equipment** - This is for those costs associated with technical rescue, rope, and swift water rescue.  
2024-2025 \$5,100  
2025-2026 \$2,500
28. **Fire Equipment** - This is the cost of fire equipment that we do not capitalize under Capital Outlay.  
2024-2025 \$25,000  
2025-2026 \$25,000
29. **Fire Assignment Expenses** – This line item covers per diem, mileage for travel, and lodging for fire team assignments. This amount assists with our participation with Oregon State Fire Marshal Incident Management Team.  
2024-2025 \$5,000  
2025-2026 \$5,000
30. **Grant Expenditures** – This line item is used when we receive unanticipated small grants.  
2024-2025 \$0  
2025-2026 \$0
31. **Office Equipment/Furnishings** – We are anticipating replacing several computers and office chairs.  
2024-2025 \$10,000  
2025-2026 \$15,000
32. **Health and Wellness** – This line reflects the annual CrossFit instructor and to purchase items needed for the gym.  
2024-2025 \$16,500  
2025-2026 \$16,500

33. **Board Training** –This line item will cover items such as, SDAO Conference, Legal Counsel training, and any local training.  
2024-2025 \$5,000  
2025-2026 \$5,000

34. **Information Technology** –This line is used for computer programs and maintenance of the computer system. We are anticipating upgrading to Office 365 as well as newer higher performance Anti-Virus software.  
2024-2025 \$30,000  
2025-2026 \$35,000

35. **Volunteer Recruitment & Retention** – This line is used specifically for recruitment and retention of volunteer firefighters. Most of this funding comes from the SAFER grant.  
2024-2025 \$8,000  
2025-2026 \$5,000

36. **Personal Protective Equipment** – This line item covers the cost of personal protective equipment. This increase is due to the cyclic nature of the SAFER grant.  
2024-2025 \$28,000  
2025-2026 \$35,000

37. **Equipment Testing & Certification** – This line item covers the cost of the annual testing of equipment such as SCBAs, Fire Extinguishers, Hose and Ladders.  
2024-2025 \$17,500  
2025-2026 \$20,000

38. **Fuels Equipment & Repair** – This line covers maintenance and repair of our Mini-Excavator, trailers, and small equipment assigned to the fuels program.  
2024-2025 \$0  
2025-2026 \$5,000

39. **Fuels PPE** – Personal Protective Equipment for our Fuels Specialists and other related personnel.  
2024-2025 \$0  
2025-2026 \$3,000

40. **Fuels Grants** – For contract labor/services doing fuels reduction work. This line is currently funded by Title 2 funds.  
2024-2025 \$0  
2025-2026 \$100,000

41. **Imaging & Signage** – This line is dedicated to our re-imaging/re-branding project.  
2024-2025 \$0  
2025-2026 \$15,000

**TOTAL FOR MATERIALS AND SERVICES**

FY 2024-2025 \$ 703,800  
FY 2025-2026 \$ 842,500

**CAPITAL OUTLAY**

This area of the budget addresses those items that must be legally capitalized due to the cost and the life expectancy of each individual item. In this category, some line items have decreased or increased in this category.

2. **Station Construction Projects** - This cost is for improvement projects that do not fall into the realm of maintenance & repair.  
2024-2025 \$20,000  
2025-2026 \$0

3. **Office Machines** - This cost is for purchasing office equipment.  
2024-2025 \$5,500  
2025-2026 \$0

4. **Shop Equipment** - This cost is for shop equipment that is required to be capitalized\_  
2024-2025 \$0  
2025-2026 \$0

5. **New Fire Equipment** - This cost is primarily for the normal replacement of fire equipment that must be capitalized.  
2024-2025 \$14,000  
2025-2026 \$5,000

6. **Equipment Acquisition** –We are anticipating replacing a Staff Vehicle during FY 2025-2026.  
2024-2025 \$100,000  
2025-2026 \$75,000

7. **Apparatus Upgrades** – This cost has been generally used to refurbish or upgrade major components to apparatus.  
2024-2025 \$0  
2025-2026 \$0

8. **Training and Medical Equipment** - This would allow us to purchase training aids and medical equipment that are required to be capitalized. This increase is for adding another shipping container (3<sup>rd</sup> story) to our training prop.

2024-2025 \$0

2025-2026 \$15,000

9. **Capital Grant Expenditures**- This line item is used when we receive unanticipated large grants.

2024-2025 \$0

2025-2026 \$0

10. **Fuels Capital Equipment**- This line item is used when we receive unanticipated large grants to go toward the fuels program.

2024-2025 \$0

2025-2026 \$0

#### **TOTAL FOR CAPITAL OUTLAY**

FY 2024-2025 \$139,500

FY 2025-2026 \$95,000

#### **TRANSFERS, DEBT, CAPITAL PROJECTS FUND & CONTINGENCY**

This area of the budget addresses those items where transfers must be made to other funds.

**Debt Service** – Applegate Fire District has no debt currently. Future debt is not anticipated.

**Transfer to Capital Projects Fund** – This fund was created to allow for savings for future replacement of large capital items such as fire vehicles, stations, and expensive equipment.

for future capital needs. Capital funds that are planned to be spent in the proposed year are budgeted in the General Fund - Capital Outlay. Funds spent in future years may require that a transfer take place between the Capital Projects Fund and the General Fund.

2024-2025 \$0

2025-2026 \$0

**Contingency** - This is established to cover any unexpected or unbudgeted expenses during the year. Staff feels this is more than enough for contingency.

2024-2025 \$190,000

2025-2026 \$190,000

#### **TOTAL EXPENDITURES**

FY 2024-2025 \$3,030,800

FY 2025-2026 \$3,413,400

**UNAPPROPRIATED ENDING FUND BALANCE**

FY 2024-2025 \$1,315,000

FY 2025-2026 \$1,100,000

**TOTAL GENERAL FUND**

FY 2024-2025 \$4,345,800

FY 2025-2026 \$4,513,400

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**CAPITAL PROJECTS FUND**

\$574,000      Reserved for Future Expenditures

\$81,400      Purchase Staff Vehicle

FY 2024-2025 \$546,000

FY 2025-2026 \$655,400





# Apparatus Replacement Forecast

2025 Budget Process for

FY 2025-2026

	Year	Make	Model	Type	Notes
1	1985	Pierce	Ford Cabover	Engine - Type 1	Target for replacement.
2	1995	Hi-Tech	Spartan	Engine - Type 1	
3	1997	Pierce	Saber	Engine - Type 1	
4	1998	Pierce	Saber	Engine - Type 1	
5	1999	Freightliner	FL-80	Engine - Type 2	
6	2001	Grumman	Workhorse	Cascade/Salvage	
7	2001	Ford	F-550	Flatbed Pickup	
8	2002	Ford	F-450	Fuels T6 Engine	
9	2002	Ford	F-450	Fuels T6 Engine	
10	2003	Freightliner	M2 106	Engine - Midi T2	
11	2003	Pierce	International	Engine - Type 3	
12	2004	Freightliner	M2 106	Engine - Midi T2	
13	2005	Freightliner	M2 106	Engine - Midi T2	
14	2005	Pace	7x14	Cargo Trailer	
15	2006	Dodge	Ram 1500	Staff Vehicle	Replacing fy 2025/2026
16	2006	Freightliner	M2 112	Tender - Type 1	
17	2007	Freightliner	Cascadia	Tender - Type 1	Target for replacement.
18	2007	Pierce	Dash	Engine - Type 1	
19	2008	Dodge	Ram 1500	Staff Vehicle	
20	2009	HME	Silver Fox	Engine - Type 1	
21	2011	Dodge	Ram 1500	Staff Vehicle	
22	2011	Freightliner	M2 106	Tender - Type 1	
23	2015	Dodge	Ram 1500	Staff Vehicle	
24	2015	Freightliner	M2 106	Tender - Type 2	
25	2017	Freightliner	M2 106	Tender - Type 1	
26	2017	Caterpillar	7x20	Flatbed Trailer	
27	2017	Caterpillar	305	Mini Excavator	
28	2018	Dodge	Ram 2500	Staff Vehicle	
29	2021	Dodge	Ram 5500	Brush - Type 5	
30	2022	Dodge	Ram 5500	Brush - Type 5	
31	2022	Morbark	1415	Chipper	
32	2023	Dodge	Ram 2500	Staff Vehicle	
33	2023	Big Tex	14LX	Dump Trailer	
34	2025	Big Tex	14LP	Dump Trailer	



**RESOURCES  
GENERAL FUND**

HISTORICAL DATA							
ACTUAL		ADOPTED BUDGET					BUDGET FOR NEXT YEAR 2025-2026
2ND PRECEDING	1ST PRECEDING	THIS YEAR	RESOURCE DESCRIPTION		PROPOSED BY	APPROVED BY	YTD
YEAR 22-23	YEAR 23-24	2024-2025			BUDGET OFFICER	BUDGET COMMITTEE	3/31/2025
			Beginning Fund Balance				
1			1.*AVAILABLE CASH ON HAND (Cash Basis) or				1
2	1,486,257	2,447,033	1,919,400	2.*NET WORKING CAPITAL (Cash Basis)	1,800,000		2,042,293
3	48,143	48,431	52,000	3. PREVIOUSLY LEVIED TAXES	52,000		39,820
4	53,243	114,385	60,000	4. INTEREST EARNED	60,000		79,054
5			OTHER RESOURCES				5
6	15,217	36,537	5,000	6. EMERGENCY FEES & RE-IMBURSEMENTS	35,000		86,921
7	16,065	10,640	10,000	7. DONATIONS	10,000		10,525
8	20,783	18,083	10,000	8. MISC. INCOME	10,000		15,369
9	1,019,658	175,681	300,000	9. GRANTS	280,000		393,178
10	0	0	0	10. TRANSFER FROM RESERVE	81,400		0
12	35,677	125	0	12. SALE OF ASSETS	0		0
15	6,688	8,600	8,400	13. RENTS	15,000		4,250
16	0	0	0	14. FUELS GRANTS	100,000		0
17				15			17
18				16			18
19				17			19
20				18			20
21				19			21
22				20			22
23				21			23
24				22			24
25				23			25
26				24			26
27				25			27
28				26			28
29	2,701,731	2,859,515	2,364,800	27. TOTAL RESOURCES, EXCEPT TAXES TO BE LEVIED	2,443,400	0	2,671,409
30			1,981,000	28. TAXES NECESSARY TO BALANCE BUDGET	2,070,000	0	1,912,602
31	1,713,742	1,788,846		29. TAXES COLLECTED IN YEAR LEVIED			
32	4,415,473	4,648,361	4,345,800	TOTAL RESOURCES	4,513,400	0	4,584,012



DETAILED EXPENDITURES  
GENERAL FUND

	HISTORICAL DATA						BUDGET FOR NEXT YEAR 2025-2026								
	ACTUAL		ADOPTED BUDGET				NO.	RANGE	PROPOSED BY		APPROVED BY	YTD			
	2ND PRECEDING	1ST PRECEDING											THIS YEAR	EXPENDITURE DESCRIPTION	OF
	YEAR 2022-23	YEAR 2023-2024											2024-2025		EMPS.
1				PERSONNEL SERVICES						1					
2	166,579	111,387	117,000	2. FIRE CHIEF			121,600		85,386	2					
3	74,532	84,312	92,500	3. OPERATIONS CHIEF			98,300		64,476	3					
4	65,678	72,116	78,000	4. LOGISTICS CHIEF			83,500		56,713	4					
5	56,154	71,272	81,000	5. ADMINISTRATION CHIEF			84,300		59,120	5					
6	63,978	44,358	64,000	6. SHIFT PERSONNEL #1			67,000		44,464	6					
7	60,665	64,488	71,000	7. SHIFT PERSONNEL #2			76,000		51,169	7					
8	72,954	62,737	69,000	8. SHIFT PERSONNEL #3			75,000		49,585	8					
9	209,721	272,797	350,000	9. MEDICAL INSURANCE			386,000		272,035	9					
10	0	1,390	8,000	10. UNEMPLOYMENT			8,000		1,247	10					
11	20,677	28,857	20,000	11. UNIFORMS			23,000		16,540	11					
12	15,245	64,180	30,000	12. OVERTIME			40,000		32,943	12					
13	0	33,526	30,000	13. RE-IMBURSEABLE WAGES & O.T.			30,000		93,840	13					
14	136,309	152,109	140,000	14. SEASONAL FIREFIGHTERS			145,000		113,738	14					
15	95,888	189,415	275,000	15. PERS (Retirement)			350,000		210,773	15					
16	21,414	37,397	40,000	16. MEDICARE/ FICA			50,000		30,391	16					
17	2,738	7,255	5,000	17. MEDICAL PHYSICALS			5,000		2,471	17					
18	11,882	11,552	20,000	18. VOLUNTEER SHIFT COVERAGE			15,000		10,845	18					
19	8,000	8,000	8,500	19. LENGTH OF SERVICE			8,500		8,500	19					
20	0	10,802	4,000	20. BENEFIT SELL BACK			10,000		3,672	20					
21	7,119	14,437	24,000	21. HRA VEBA			24,000		17,709	21					
22	10,030	16,858	18,500	22. OREGON GROWTH PLAN			21,000		15,953	22					
23	56,744	31,560	40,000	23. WORKER'S COMP.			80,000		66,813	23					
24	0	18,429	25,000	24. RECRUITMENT & RETENTION COORD.			26,000		16,548	24					
25	0	49,471	69,000	25. FIRE MARSHAL			76,500		51,843	25					
26	0	97,696	118,000	26. OSFM FIREFIGHTERS			124,000		82,489	26					
27	0	84,160	200,000	27. EMS APPRENTICE			200,000		150,568	27					
28	0	0	0	28. FUELS SPECIALIST			45,000		29,269	28					
29	0	0	0	29. VEHICLE STIPEND			13,200		2,200	29					
30				30						30					
	1,156,307	1,640,561	1,997,500	31. TOTAL PERSONNEL SERVICES			2,285,900	0	1,641,297						



DETAILED EXPENDITURES  
GENERAL FUND

	HISTORICAL DATA											
	ACTUAL		ADOPTED BUDGET				BUDGET FOR NEXT YEAR 2025-2026					
	2ND PRECEDING	1ST PRECEDING					THIS YEAR	EXPENDITURE DESCRIPTION	PROPOSED BY		APPROVED BY	YTD
	YEAR 2022-23	YEAR 2023-2024					2024-2025		BUDGET OFFICER		BUDGET COMMITTEE	3/31/2025
1				MATERIALS AND SERVICES						1		
2	29,761	28,435	38,000	2. ELECTRICITY					38,000		27,307	2
3	14,009	16,694	30,000	3. TELEPHONE/INTERNET					25,000		17,474	3
4	21,697	16,730	30,000	4. BLDG. REPAIR & MAINTENANCE					30,000		17,339	4
5	40,224	47,093	50,000	5. VEHICLE GAS, DIESEL & OIL					50,000		32,498	5
6	49,582	63,378	50,000	6. EQUIP. REPAIR & MAINTENANCE					60,000		49,266	6
7	4,112	4,108	7,500	7. RADIO EQUIPMENT & MAINTENANCE					45,000		5,110	7
8	17,519	10,072	9,500	8. MISC. SUPPLIES					8,000		5,076	8
9	13,639	20,215	20,000	9. MEDICAL SUPPLIES					15,000		8,382	9
10	2,592	4,082	3,500	10. OFFICE SUPPLIES					3,500		3,298	10
11	1,882	805	4,000	11. POSTAGE & FREIGHT					2,000		1,613	11
12	8,444	6,318	7,500	12. DUES & SUBSCRIPTIONS					7,500		7,094	12
13	7,558	8,869	12,000	13. LAUNDRY, CLEANING & TRASH					12,000		10,096	13
14	13,155	10,592	20,000	14. INSTRUCTION & TRAINING					20,000		10,115	14
15	34,700	24,834	40,000	15. STUDENT FIREFIGHTER PROGRAM					35,000		8,890	15
16	34,650	32,773	40,000	16. VOLUNTEER PROGRAMS					10,000		1,455	16
17	50,541	52,057	55,000	17. DISPATCHING SERVICES - ECSO					60,000		41,254	17
18	35,029	17,482	24,000	18. PROFESSIONAL SERVICES					24,000		55,104	18
19	0	113	1,000	19. EQUIPMENT LEASE/ RENTAL					1,000		75	19
20	1,953	7,188	2,500	20. ELECTION & LEGAL PUBLICATIONS					2,500		0	20
21	44,691	51,813	60,000	21. DISTRICT INSURANCE-GENERAL					60,000		53,726	21
22	560	4,030	5,000	22. DRAFT SITE REPAIRS					5,000		8,401	22
23	12,191	14,320	12,000	23. GROUNDS MAINTENANCE					15,000		13,664	23
24	31,120	18,210	20,000	24. ADMINISTRATIVE EXPENSES					20,000		8,772	24
25	6,011	6,342	10,000	25. FIRE PREVENTION					5,000		11,201	25
26	1,875	1,875	2,200	26. EMT PHYSICIAN ADVISOR PROGRAM					2,000		1,875	27
27	672	1,990	5,100	27. TECHNICAL RESCUE EQUIPMENT					2,500		4,770	28
28	50,909	15,955	25,000	28. FIRE EQUIPMENT					25,000		15,533	29
29	0	0	5,000	29. FIRE ASSIGNMENT EXPENSES					5,000		1,859	30
30	64,664	19,140	0	30. GRANT EXPENDITURES					0		4,480	31
31	4,395	14,416	10,000	31. OFFICE EQUIPMENT/FURNISHINGS					15,000		2,557	32
32	13,500	16,395	16,500	32. HEALTH AND WELLNESS					16,500		10,188	33
33	1,202	2,570	5,000	33. BOARD TRAINING					5,000		0	35
34	14,295	22,388	30,000	34. INFORMATION TECHNOLOGY					35,000		28,183	36
35	2,219	1,480	8,000	35. VOLUNTEER RECRUITMENT & RETENTION					5,000		1,026	37
36	0	51,771	28,000	36. PERSONAL PROTECTIVE EQUIPMENT					35,000		23,358	38
37	0	22,487	17,500	37. EQUIPMENT TESTING & CERTIFICATION					20,000		10,274	39
38	0	0	0	38. FUELS EQUIPMENT & REPAIR					5,000		0	40
39	0	0	0	39. FUELS PPE					3,000		0	41
40	0	0	0	40. FUELS GRANTS					100,000		0	42
41	0	0	0	41. IMAGING & SIGNAGE					15,000		0	43
	627,132	637,020	703,800	39. TOTAL MATERIALS & SERVICES					842,500	0	501,312	





DETAILED EXPENDITURES  
GENERAL FUND

	HISTORICAL DATA		ADOPTED BUDGET	EXPENDITURE DESCRIPTION	BUDGET FOR NEXT YEAR 2024-2025				
	ACTUAL				THIS YEAR	PROPOSED BY	APPROVED BY	YTD	
	2ND PRECEDING	1ST PRECEDING							
	YEAR 2022-23	YEAR 2023-24							2024-2025
1				CAPITAL OUTLAY					
2	7,370	0	20,000	2. STATION CONSTRUCTION PROJECTS			0	20,000	
3	0	0	5,500	3. OFFICE MACHINES			0	5,495	
4	0	0	0	4. SHOP EQUIPMENT			0	0	
5	0	0	14,000	5. NEW FIRE EQUIPMENT			5,000	0	
6	25,000	311,295	100,000	6. EQUIPMENT ACQUISITION			75,000	77,791	
7	16,872	0	0	7. APPARATUS UPGRADES			0	0	
8	0	0	0	8. TRAINING & MEDICAL EQUIPMENT			15,000	0	
9	33,540	51,500	0	9. CAPITAL GRANT EXPENDITURES			0	0	
10	0	0	0	10. FUELS CAPITAL EQUIPMENT			0	0	
11				11					
12				12					
13				13					
14				14					
15				15					
16				16					
17				17					
18	82,782	362,795	139,500	18. TOTAL CAPITAL OUTLAY			95,000	0	103,286
19				19					
20				20. DEBT SERVICE - PRINCIPAL					
21				21. DEBT SERVICE - INTEREST					
22				22. DEBT SERVICE TOTAL					
23			0	23. TRANSFERS TO RESERVE FUND			0	0	0
24		0	190,000	24. CONTINGENCY			190,000		5,500
25				25					
26				26					
27				27					
28				28					
29	1,866,221	2,640,376	3,030,800	29. TOTAL EXPENDITURES			3,413,400	0	2,251,394
30	2,447,033	2,067,922	1,315,000	30.UNAPPROPRIATED ENDING FUND BALANCE			1,100,000		1,315,000
	4,313,254	4,708,298	4,345,800	TOTAL			4,513,400	0	3,566,394



**CAPITAL PROJECTS FUND**  
**RESOURCES REQUIREMENTS**

	HISTORICAL DATA			DESCRIPTION RESOURCES	BUDGET FOR NEXT YEAR 2025-2026			
	ACTUAL		ADOPTED BUDGET		PROPOSED BY	APPROVED BY	YTD	
	2ND PRECEDING	1ST PRECEDING	THIS YEAR		BUDGET OFFICER	BUDGET COMMITTEE	3/31/2025	
	YEAR 22-23	YEAR 23-24	2024-2025					
				Beginning Fund Balance				
1				1.*AVAILABLE CASH ON HAND (Cash Basis) or				1
2	447,067	562,387	526,000	2.*NET WORKING CAPITAL (Accrual Basis)	554,000		529,839	2
3	15,320	27,390	20,000	3. EARNINGS FROM TEMPORARY INVESTMENTS	20,000		20,141	3
4	100,000	0		4. TRANSFERS FROM GENERAL FUND	0			4
5				5				5
6				6				6
7				7				7
8				8				8
9	562,387	589,777	546,000	9. TOTAL RESOURCES, EXCEPT TAXES TO BE LEVIED	574,000		549,980	9
10	0	0	0	10. TAXES NECESSARY TO BALANCE BUDGET	0			10
11	0	0	0	11. TAXES COLLECTED IN YEAR LEVIED	0			11
12	562,387	589,777	546,000	12. TOTAL RESOURCES	574,000	0	549,980	12
13				REQUIREMENTS				13
14	0		0	1. Training Site Prep	0		0	14
15	0		0	2. POOL FEES	0		0	15
16	0	59,937	0	3. Purchase Staff Vehicle	81,400		0	16
17	0		0	4. Purchase New Apparatus	0		0	17
18			0	5. Purchase Manufactured Home	0		0	18
19				6				19
20				7				20
21				8				21
22				9				22
23				10				23
24				11				24
25				12				25
26				13				26
27				14				27
28				15				28
29				16				29
30				17				30
31	562,387	529,840	546,000	18. RESERVED FOR FUTURE EXPENDITURES	574,000	0	549,980	31
32	562,387	589,777	546,000	TOTAL REQUIREMENTS	655,400	0	549,980	32



## AVFD Budget Committee Questions 2024- 2025

### PERSONNEL SERVICES (Page 6)

#### Administration Chief

- With this large salary increase, is this the top step of the Admin Chief or the Office Manager's Position? (BB)

*We no longer have an "Office Manager" position. After a comprehensive review of the actual responsibilities of this position, it was determined that a job reclassification was warranted. The rank of the position is now Division Chief of Administration and the pay scale mirrors that of the other Division Chiefs. Yes, this employee is at top step for this position.*

#### Seasonal Firefighters

- With having six Apprentice positions and EMS Apprentices, are these positions needed? (BB)
- Does this significant amount of reduction leave room for adequate coverage in case of multiple major incidents? (RM)

*For this summer, we are budgeting for the following shift positions:*

- 3 Shift Officers (Permanent, Full-Time, Levy Funded Positions)
- 2 OSFM Firefighters (Temporary, Year-Round, Full-Time, Grant Funded Positions)
- 4 EMS Apprentices (Temporary, Year-Round, Full-Time, Grant Funded Positions)
- 7 Seasonal Firefighters. (Temporary, Seasonal, Full-Time, Levy Funded Positions)

*This represents the greatest amount of summertime staffing that we have been able to budget for to date. This includes 1 "Over-Hire" Seasonal Firefighter position, as we often times have a seasonal employee leave during the summer. Additionally, we received an OSFM \$35,000 "up-staffing" grant for when we have red flag warnings, deployments, or significant events. These positions are needed in order to handle multiple simultaneous events, as well as to staff both Stations 53 & 51, as promised to the voters.*

#### EMS Apprentices

- What percentage of grants are paying for their health care benefits, PERS, wages, workman's comp, etc.? (BB)

*The plan is that the grant program covers 100% of the costs. However, we may have to provide some of the funding ourselves as the grant application was written almost two years ago, and I suspect that those proposing the program did not anticipate inflation to the levels that we have seen so far.*

#### Shift Personnel

- Will the Fire District be hiring a 4<sup>th</sup> shift office for Station 1? (BB)

*We do not have immediate plans to hire additional Shift Officers. However, District Staff and the Board will soon be engaging in long term planning that may lead to being able to fund additional positions.*

#### OSFM Fire Fighters

- How long is the safer grant going to support these positions? (BB)

*The OSFM Firefighters are not funded by the SAFER grant, which is a Federal level, DHS FEMA grant.*

*These positions, along with our Fire Marshal position, are largely funded by a State of Oregon Level, OSFM Capacity Grant. This grant is a 3-year “diminishing” grant in that the funding declines throughout the life of the grant.*

- *FY23-24 – 90% Grant Funded*
- *FY24-25 – 75% Grant Funded*
- *FY25-26 – 50% Grant Funded*

#### Worker Compensation

- With the significant disparity in estimate – Does the coverage remain the same with the decrease? (MH)

*Yes, our Worker Compensation coverage is exactly the same. The significant change was due to 1) changing insurance companies, and 2) a couple of historic claims dropping off of our record.*

#### **TOTAL FOR PERSONNEL SERVICES**

- Does the increase YOY reflect the grant funding? What percentage of this is paid for by the SAFER grant? (MH)

*Yes, the majority of the increase in PERSONNEL SERVICES from FY 2022/23 to FY 2024/25 is due to grant funded positions. For this Proposed Budget, approximately 33% of PERSONNEL SERVICES is funded by grants.*

#### **MATERIALS AND SERVICES (Page 9)**

##### Electricity:

- Considering the potential rate increase, are there any grant opportunities for solar? (MH)

*We last looked into this about 3 years ago and we could not find any grant opportunities. However, your question has prompted staff to take another look and it does appear that there now may be an opportunity through the Oregon Energy Trust. We will be looking into it.*

##### Misc. Suppliers

- Can you please provide examples of uncategorized items? (RM)

*See attached report*

##### Grant Expenditures

- Will there not be any grant applications/fees in the coming year? (RM)

*This line item typically shows small grants that we have received notification of award, or staff at least feels very confident that we will be awarded a specific grant. As of this proposed budget, we do not foresee any awards. Due to the nature of grants, as well as Oregon Budget Laws, should we receive a small grant after the budget is adopted at \$0, the Board can simply approve a Budget Resolution at a later date to receive and allocate the funds to this line.*

##### Building Repair & Maintenance

- It looks like this line is only used for routine maintenance. Is there a 5-year/10-year plan for renovating HQ? (MH)

*Staff is anticipating engaging in Long-Term Planning with the Board during the upcoming Fiscal Year. We will be evaluating at least Station 53 (Headquarters) and Station 51 (Applegate) for possible renovation or replacement, including seismic assessments and solar energy.*

To: Chief Wolfard  
Applegate Valley Fire District #9  
1095 Upper Applegate Road  
Jacksonville, OR 97530

From: Budget Committee Members  
Applegate Valley Fire District #9

## **AVFD Budget Committee Questions 2023 - 2024**

### **PERSONNEL SERVICES (Page 6)**

#### Fire Chief

- I feel that the severance package should be on a separate line item to make it clear that this is a one-time charge. (CL)
  - *The severance package occurred during the 2022/2023 Budget Year. Since the budget for that fiscal year has already been adopted, adding a new Budget Line Item would require a separate Supplemental Budget Process involving last year's budget committee, publishing the revised budget, and holding additional budget meetings/hearings. By simply doing a budget resolution and moving money from contingency to an existing line item, the board was able to avoid the lengthy process and costs associated with a supplemental budget process.*

#### Reimbursable Wages & Overtime

- How many of our firefighters, etc. do this type of firefighting out of our District? (SS)
  - *Right now, there is only one Volunteer Lieutenant that is signed up with an Incident Management Team. That being said, this line item is used to pay our folks when the State requests resources to respond to conflagration fires. As the name of the line item implies, anything spent is reimbursed by either the State or Federal Government. Examples: Alameda Fire (2020) and Van Meter Fire (2022).*
- Do we have enough firefighters to cover any local wildfires in our District? (SS)
  - *Adequate coverage for our fire district is always paramount to sending resources out of district. If we can't send anything out of the district while still providing coverage for our district, we don't send anything.*

#### Worker's Compensation

- Are you starting to see the number of claims going down? (SS)

- *Claims are based on the past three previous years and we have large significant claims in 2022. So, we will continue to see high worker's compensation rates for a couple more years.*

### Shift Personnel Positions 1-3.

- With approved contract, can we get accurate dollars budgeted (RU)
  - *Position 1 - \$69,373*
  - *Position 2 - \$65,407*
  - *Position 3 - \$62,737*
  - *For budgeting purposes, the line item is rounded and I do not feel it needs to be changed to the exact dollar.*

### Uniform Allowance

- \$25k seems extremely steep for 3 Shift Officers and 4 admin staff. Even if this was divided equally under each volunteer/staff, figuring 35 total members, that's \$714 per person. Can we get a better breakdown of the needs of this and any way to significantly reduce this allowance while still providing adequate uniforms? (RU)
  - *We currently have 48 members on our roster. This includes the paid staff, student/seasonal firefighters, and volunteers. Usually, our paid staff positions see little turnover. Last year was an exception. However, student, seasonal, and volunteer positions turnover much more frequently than that of a fully paid fire department. Plus, with the new SAFER grant, our goal is to continue to build on our current roster with new in-district volunteers. Granted, most uniform items do last for a while. However, all of the items are wear-and-tear items. The more active a member is, the more wear-and-tear there is on their uniform. We are seeing increased activity levels including responses, volunteer shifts, prevention functions, ceremonies, as well as drills and other trainings. In addition to outfitting new personnel and replacing worn items, we have a need to purchase about 12 Hi-Vis 3-in-1 Jackets, which cost about \$200 each, and 5 Class-A Uniforms, which cost about \$800 each.*
- Does this increase reflect inflation? (MH)
  - *Inflation has definitely played a role in the increased costs of many of our budget line items, including uniforms.*

### Medical Insurance

- Line states insurance is going up 4%. However, the calculation says 210,600 + 4% should be \$219,024, there's a \$5k difference of the proposed budget. (RU)
  - *The budgeted amount for FY 2023-24 represents union employees receiving 100% paid coverage. Last fiscal year they were responsible to pay 5% of their medical.*



### Seasonal Firefighters

- With new grants and adding staffing do we need an increase of \$16k? (RU)
  - *The amount in this line items will cover summer seasonal staffing and provide coverage during winter and spring break. The proposed will meet our need.*

### PERS

- We have had a reduction in top step salaries based on the 3 shift personnel being newer. Why a \$10k increase in PERS? What is the statutory requirement that we must pay? (RU)
  - *PERS rates change every 2 years, below is the changes, and they tell us what the rates are, and we have to pay it.;*

	2021-2023	2023-2025
<i>Tier 1 &amp; 2</i>	<i>26.16%</i>	<i>35.66%</i>
<i>OPSRP P&amp;F</i>	<i>18.78%</i>	<i>26.50%</i>
<i>OPSRP General</i>	<i>14.42%</i>	<i>21.71%</i>

### Oregon Growth Plan

- If PERS increased \$10k, plus OSGP. That's a \$13k increase in retirement plans in 1 year. Do we have better information on such a significant increase? (RU)
  - *PERS tells us what the rates are and we only pay what is required. Per the policy manual and Collective Bargaining Agreement, the District provides a 2% match to the employee's differed compensation contributions (OSGP), which all employees are taking full advantage.*

## **MATERIALS AND SERVICES (Page 9)**

### Volunteer Programs and Volunteer Recruitment and Retention

- What is the difference between these two categories? It would appear these should be one in the same. (CL)
  - *"Volunteer Programs" funds the volunteer's activity points program, mileage reimbursement, and length of service award program (LOSAP). Essentially it is used to help promote activity with our current volunteers. The Volunteer Recruitment and Retention line is primarily used to advertise and recruit new volunteers.*
- What is the total # of volunteers vs. last year? (MH)
  - *Currently we have a roster of approx. 41 (volunteers & students) of which I estimate approx. 85% are actively engaged. While I don't have accurate for last year, but the roster was shorter and we estimate approximately only 55%-60% were engaged.*

### Volunteer Programs

- This number has stayed consistent as reimbursement, LOSAP for volunteers. Are we wanting an increase for volunteers as we have with staff/pers/OSGP/etc.?
  - *The average tenure of our volunteer roster has reduced significantly these last few years. This actually has reduced the District's LOSAP obligation. Also, even though mileage reimbursement rates have gone up, our actual reimbursements have not changed significantly. Staff feels that the proposed number will meet our needs for this upcoming year.*
- Is mileage reimbursement following federal guidelines? (RU)
  - *The district does reimburse mileage on the IRS mileage rates.*

### Misc. Supplies

- Misc. Supplies is currently \$7000.00 over budget. Why? What is included in that category? (CL)
  - *We are currently underbudget in this line item, we have spent \$15,136 out of \$17,000 this fiscal year. Major items budget this fiscal year was the furnishings of the manufactured home at Station 51. \$7000 is more in line with what we expect to spend next year.*

### Postage and Freight

- Why is postage and Freight so high?
  - *We are anticipating sending out more newsletters and information for the upcoming levy.*
- What is included in this category? (CL)
  - *Postage costs for mailing checks, packages and newsletters*
- With the significant increase to this line item, what newsletters will the Fire District be sending out? (BB)
  - *We are restarting our newsletter program and plan on issuing three a year.*
- Comment: It would be a great thing to get back to three or four newsletters a year going out to our constituents. (SS)
- Does this include reaching out to taxpayers for the November election? If not, do we send anything to educate taxpayers? (MH)
  - *Yes*

### Professional Services

- Why is professional Service already over budget and what does that include?

- *This year, monies spent on Professional Services has been largely the District's need to use its attorney. We are over budget due to a personnel investigation and needing consultation on releasing of public records.*
- Is the grant writing under its own category? See 31 Grant Expenditures. (CL)
  - *We occasionally hire a grant writer for a couple of specific grant application. These fees come out of Professional Services. The "Grant Expenditures" is for the items specifically funded by the grants.*

### Health and Wellness

*To start with, and as pointed out in my opening budget message letter, one of the district's strategic plan goals for 2024/25 is to appoint a work group to further develop our Health and Wellness program, as well as to seek funding to continue current instructor led fitness training. It is our goal to move up this plan to this year.*

- Is the participation in the CrossFit training great enough to justify the increase in this line item? (BB)
  - *Yes, we have seen class sizes increasing.*
- Is the cost expected to go up in the coming years?
  - *Historically we have only seen two small increases over the past 6 years. With each increase they have provided additional services.*
- What additional items will be purchased for the gym?
  - *We are anticipate using \$3,000 to purchase jump ropes, boxes, additional weights, sandbags and possibility of a bike or rower. Staff and Volunteers have created a wish list and we will be putting a committee together to prioritize needs.*
- Can you explain what the health and wellness program is for \$16,500.00? (CL)
  - *\$13,000 to Crossfit the Den includes;*
    - *60-minute-long training sessions for your members taught 2x a week at the firehouse by Coach Shannon. No limit to attendees and any member can attend.*
    - *CrossFit The Den: "Free Membership for each member of the Fire District and their significant other to attend any regularly scheduled class, access to personal trainers for 1-on-1 training sessions, access to our registered dietitian for nutrition coaching, discounted rates with our business partner, Stasis Massage, and discounts on kids' programs when scheduled throughout the year. (\$1800 annual value for single membership alone)"*
- The increased dollar does not appear fully reflective of the ability to all members/volunteer/staff. Utilizing calculations of 35 staff/volunteers, that's \$471

per person per year. This can also be considered a fringe benefit to paid staff that needs to be reviewed. It also provides 48hr employees the ability work out 5 out of 7 days a week, the other 2 they have a great fitness ability at the Training Center. This also reduces travel time coming to and from the district, thus potentially providing an increase in physical fitness on days off. Based on a 35 staff/volunteer figure, that cost would be \$10,495. That would reduce the budget line item while providing potentially increased benefit to volunteers/staff.

- Would we be better served by providing a, per-se, Planet Fitness Membership to all members? This would allow them to work out 7 days a week at their own time and ability based on their jobs/life/travel/etc.? (RU)
  - *Our current roster is 48 strong. If you were to include Board Members, Budget Members, Friends, and everyone's family members... our Gym and Crossfit is available to approximately 100+ people.*
  - *Our Gym is available 24/7/365. It is literally available to everyone at their own time and availability, based on their jobs/life/travel/etc.*
  - *When our responders are at our gym working out, they are almost always available to respond to an emergency call.*
  - *As outlined above, the proposed contract from "CrossFit The Den" has many more benefits not available through Planet Fitness or other facilities.*
- Is CrossFit available to all staff and volunteers?
  - *CrossFit is open to all Staff, Students, Seasonals, Volunteers, "Friends", Board Members, and Budget Members, as well as all members of their households.*
- Do all volunteers know this is an option?
  - *All volunteers, when they are onboarded, are made fully aware of our CrossFit program and gym access guidelines.*
- I could see this being a huge benefit for Volunteer Retention. Even volunteers being aware they can use the gym as a resource. (MH)
  - *Agreed. Applegate cannot afford the payroll that would be necessary to staff all of our stations. It's programs like these that make our organization appealing to potential and existing members. Not just volunteers.*

### Building Repair & Maintenance

- Can you discuss what the reason was to remodel the HQ office space? Seems like a high budget for general maintenance & remodeling. (SS)
  - *This line item only increased by \$8500.00 compared to the adopted line item in the 2022/23 budget. Materials and service cost from outside vendors has increased significantly over the last year. This provides a little bit of cushion for repairs of our aging buildings heating and A/C units, roofs, etc. Keep in*

*mind these are repairs not replacement. For example, a full re-roof of one of our stations would be a capital project that we identified and budgeted for this is to cover the cost of having a vendor come repair a leak. The office remodel will only cost approx. \$3300.00. We will be doing the majority of the construction ourselves, so the bulk of the \$3300 is materials.*

- *As referenced in several other areas the reason for the remodel is to provide office work space for the additional positions that we will be filling thanks to the 2021 SAFER grant and a Prevention position (which we were just notified of the grant award).*
- Are there any other improvements that need to be capitalized here for this year?
  - *No*
- Does the strategic plan have any goals?
  - *Not specific to Capital Improvements for this year.*
- Adding windows to bay doors at HQ or other stations to make them more inviting to the public? (RU)
  - *I would not recommend adding windows to any of our bay doors at any of the stations, except possibly Station 53 due to security concerns. As it relates to Station 53, I would propose we wait and discuss this during next year's budget process as we are already taking on a significant number of other projects during this budget year. Additionally, with the potential for significant changes needing to be addressed related to this building, depending on the results of the seismic study, I feel that planning any visual appeal improvements to Station 53 at this point would be premature.*

#### Fire Assignment Expenses

- Are these expenses reimbursed by the State or the Federal Government? (BB)
  - *Yes*

#### Office Equipment and Furnishings

- In budget year 2021-22 \$8,000 was budgeted and in budget year 2022-23 \$4,000 was budgeted. What type of office desk and furniture justifies an increase of \$6000 for this line item? (BB)
  - *With the new positions from the 2021 SAFER grant (Recruitment/Retention Coordinator and additional students), and the just announced Prevention position, we have budgeted for additional office space. This new office will require a desk and cabinetry for storage and filing. We will need to purchase at least 3 additional desktop computers, a couple of iPads, and some miscellaneous office peripherals to outfit these positions which all fall under the office equipment portion of this budget category.*

### Equipment Testing & Certification

- What types of equipment will be tested and certified under this new line item. (BB)
  - *Ladders and Hose*
    - *Historically we have had a hard time getting both ladder and hose testing completed while also accomplishing all of the other “seasonal” projects during the summer months. This would also shift the liability away for the district. We are currently using homemade testing equipment that may not even meet the standard, and will reduce the wear and tear on our equipment. We currently have to utilize a structure engine to generate the pressure needed to complete the hose testing. This is not good for the pump as it requires that there is not water flowing which in turn creates tremendous heat in the pump causing irreversible damage over time.*
  - *SCBA, Bottles, and Air Compressor*

### Draft Site Construction & Repair

- This is a large increase, percentagewise. What is the reason? Failures, or more population, and more calls using water? (SS)
  - *There wasn't anything planned for the current budget year. The \$1,000 budgeted was for incidental repairs or maintenance, and to keep the line item funded. The proposal of \$5,000 for 2023/24 has three specific items.*
  - *“Draft Site One” (near the intersection of Hwy 238 and Hamilton Rd. needs some excavation and grading work done.*
  - *The stationary pump at the Applegate Wayside is not being utilized and is out of service. We plan to remove it from the wayside, which will require a boom truck to lift it off of the river's edge.*
  - *The underground water tank at Station 52 has a significant leak. We will need to excavate the plumbing and/or tank to determine the extent of needed repairs.*

### Fire Prevention

- Can we get a list of items that the district has done regarding public education & fire prevention for this year so far? (SS)
  - *Currently we have spent funds on prevention signs, address signs, smoke detectors, a newsletter and elementary school programs.*

### Technical Rescue Equipment

- Could you briefly explain what the two items are/do that you listed: a set of MVC stabilizing struts, and 2 Petzel ID's? (SS)
  - *Stabilizing struts these connect to a wrecked vehicle creating a stable platform for emergency responders to “work under”. These are often utilized on taller vehicles (i.e. dump trucks) where we do not have the ability to carry enough Cribbing to support a large vehicle these would serve this need. They also have the ability to lift the vehicle in certain scenarios.*

- *Petzel ID's These are utilized in Rope systems whether it be high angle or water and are typically used as an auto-locking self-belay or lowering device that if the rescuer became incapacitated, panicked, or simply accidentally dropped the device would not allow the rescuer to fall.*

### Telephone

- Can we change this line item to “Telephone/Internet” for better description since it includes both? (RU)
  - *Yes. Good idea. This line item covers landlines, cell phones, and internet.*
- Can we reduce costs by going to VoIP lines instead of landlines? (RU)
  - *All of our stations are unique as to what is available as far as Landline, Cell Service, Internet Service (Cable vs. Fiber vs. Satellite vs. Broadband). It may be time to take a fresh and comprehensive look at all locations, but will not be accomplished prior to the start of the new budget year.*
- Do all stations need internet? (RU)
  - *Currently, only Headquarters and Station 51 need and have internet. Soon, Station 54 will have internet which is most likely being paid for by ECSO.*
- Can we utilize cell-based routers and save money? (RU)
  - *Something to look into and consider.*

### Medical Supplies

- Can we reduce the cost of replacement items by getting them restocked by transporting agencies? (RU)
  - *No, we cannot get supplies “restocked” by the transporting agencies. Both transporting agencies put an end to this many years ago. We do however, have the ability to purchase through Mercy Flights, though both the previous Captain and current Captain in charge of EMS supplies has looked into this and found that we are still able to get better pricing through other suppliers.*
- Are our “billing” procedures for out of district patrons working to recoup our costs associated? (RU)
  - *Our district does not have a policy to charge out of district patrons for EMS calls. We do have a policy to recoup costs for MVC's involving out of district drivers/vehicles. We take full advantage of these incidents. However, they do not contribute significantly to our funding.*

### Professional services

- With changes in utilization of attorneys, etc. and a better internal approach, do we need any increase in this line item? (RU)



- *In 2020/21, we spent \$22k. In 2021/22, we spent \$19k. The current year is an exception and do not believe it warrants any more of an increase than what is proposed.*

#### Administrative Expenses

- What's the difference between Professional Services and Administrative Expense? Both line items are a similar description, totaling \$44k, but separate numbers. Can this not be significantly reduced? (RU)
  - *Generally, Admin Expenses cover the cost of background checks, certifications, virtual meeting room for Board meetings the awards banquet, as well as for Staff to attend conferences and other trainings.*

#### Administrative Expense and Map and Bank Charges

- Why is this category over budget already? (CL)
  - *Major expenses in this line item is for a company to assist in revising and updating SOG's (this expense will not be reoccurring next year). Computer program used for tracking training and scheduling (this expense will not be reoccurring next year), leadership conferences for Staff.*

#### Information Technology

- Wouldn't any dues/subscriptions of IT items be considered just that, dues and subscriptions? Is IT not typically the actual hardware/equipment itself? (RU)
  - *This new line item would now include all of the technology programs; Tango Tango, First Due, Digital Dashboards, vehicle iPads/MDC's, etc. It **would not** include office equipment such as desktop computers, copiers, printers, Internet, phones, etc. Dues and subscriptions would include memberships dues to the Oregon Fire Chiefs Association, Rogue Valley Fire Chiefs, Rogue Interagency Training Association, RV Fire Prevention, NFPA, etc.*

### **CAPITAL OUTLAY (Page 13)**

#### Station Construction Projects

- With a zero on this line item, can we utilize the Strategic Plan, or need other projects completed that have been put on the back burner?
- Costs are climbing, do we need to take advantage of lower costs today? (RU)
  - *This year, we will be seeking proposals from Structural Engineering firms to conduct Seismic Assessments of some, if not all, of our Stations. Initial verbal proposals indicate that there are firms that will conduct the initial assessments free of charge, then assist us with submitting a grant application(s) for seismic upgrades. This project will take substantial*



*staff time, but doesn't appear to require any financial commitment this year.*

#### Shop Equipment

- Are there equipment improvements that are needed to better repair/analyze our current fleet and needed repairs of our aging equipment? (RU)
  - *Nothing this year that needs to be capitalized.*

#### Apparatus Upgrades

- There is a potential need coming for apparatus upgrades to “potentially” include fleet matching/lettering/coloring/image. Instead of putting 0 on this line item, should we include an amount that sustains this potential change? This will be discussed soon in future board meetings. I might recommend adjusting this line item to \$20k to allow for improvements and images that support our identity. (RU)
  - *Lettering, coloring, imaging would not be a Capital item. However, “Creating a Consistent Image” is identified in our strategic plan. Staff looks forward to further discussion and work on this.*

#### Other costs

- Should we seek rock sealer/driveway sealer to help reduce dust problems, apparatus challenges, station maintenance challenges during the summer months? Would that provide a benefit to the volunteers/staff of decreased maintenance, cleanup? (RU)
  - *Rock and driveway sealer are not a Capital item and is typically taken care of out the General Fund – Materials & Services – Grounds Maintenance.*

### **PROPOSED FIVE YEAR CAPITAL PROJECTS BUDGET (Page 15)**

#### 2026-2027

- This shows \$125k to remodel downstairs at HQ. However, line-item Building Repair and Maintenance has an increase that discusses “Remodeling HQ Office Space”. Can we clarify the differences, movements, needed movements of the plan and/or budget? (RU)
  - *First of all, we should really look at renaming this page as it is a forecasting tool more than an actual 5-year budget.*
  - *The \$125 that is part of the “Proposed Five Year Capital Projects Budget” (pg15) was a place holder that was carried over from the previous administration. We didn't see a reason to change it this year as it is still a good placeholder, however with the award of the 2021 SAFER grant that includes a part time Recruitment and Retention Coordinator as well as being awarded a grant for a full time Prevention person we need more office space. We have come up with a plan to convert the space that is not being used effectively right now in the Ops/Captains office (the “closet”)*

*into usable office space. The cost of this “remodel” would not reach the level of a Capital Project, and we would need this space to be usable within the first few months of the 2023/24 budget year making it unfeasible to wait until the 2026/27 budget year as the spreadsheet indicates.*

#### Apparatus Replacement

- We cancelled the order for replacement of C52 last year, but don't see it in the 5-year plan. Vehicle prices are significantly rising, and we also have seen the need for more ability to tow equipment. Do we need to add that back into this year's budget for replacement so we're not stacking multiple apparatus in 1 year and also limiting risk of failure on emergencies, while saving future costs of replacement? (RU)
  - *Staff's updated vehicle replacement plan (Page 16) shows that we intend to purchase a staff vehicle in 2024/25. We will be removing the 2002 Durango (S59) from our inventory. The new vehicle will become C52, and the current C52 (2008 Ram 1500) will become S59.*

#### (Page 17) Station 52

- This property has been utilized/abused over the years. Do we need to outlay capital project to put in a driveway fence/gate to limit damages in this remote area?
- We have spent a considerable amount of funds over the years putting rock down, would a gate similar to Station 54 be a better solution and long-term cost reduction?
- Also, for a \$1k project, do we need to continue to wait until 24/25 budget year for the awning? Costs are rising, do we need to capitalize on this now to save future cost increases? (RU)
  - *These are all great ideas, and Staff supports them. We do not need to wait financially. However, when managing staff time and prioritizing projects, we have a lot planned for our staff this coming budget year. When we get the end of the budget year, if we find that we have time for additional projects, we can address them with Contingency.*

### **LB-20 RESOURCES – GENERAL FUND**

#### Emergency Fee and Reimbursement

- Why is the department over budget before the end of the year? (CL)
  - *This is on the “Resources” side of the budget. Therefore a “negative” number is actually a good thing. It means that we have brought in more dollars than anticipated in emergency fees due to participating on a state fire.*

### **CHIEF'S INTRODUCTION LETTER - 2<sup>ND</sup> TO LAST BULLET ITEM (Page 4)**

- When/how soon do we garner support from the public and submit a level renewal in the November election? (SS)
  - *We just published a new Fireside Newsletter that begins informing the public on the Levy subject. Typically, the BOD identifies a PAC to develop a plan for promoting the levy in the coming months.*