

2020/2021 BUDGET FOR THE



Photo by District Photographer Chris Owen

MISSION STATEMENT

“To provide Excellence in Prevention, Education, & Emergency Services to the Area of Charleston, Oregon.”

Meeting Schedule:

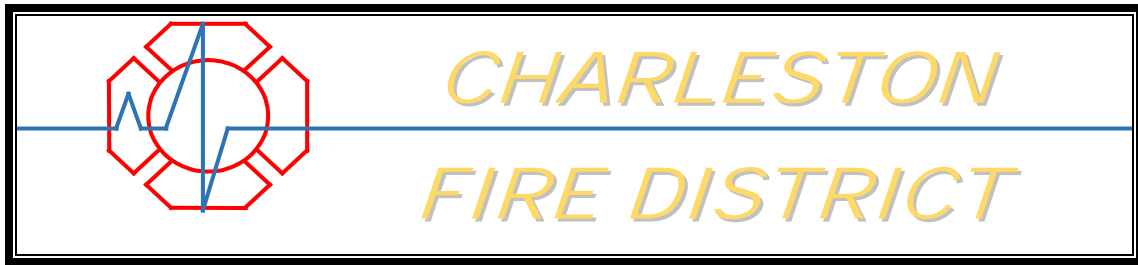
Monday, May 18, 2020 7PM

Intentionally left Blank

TABLE OF CONTENTS

Table of Contents	3
Budget Committee Membership	5
Meeting Agenda's	6
A word from the Fire Chief	7
Fire District Stations	11
Fire District Vehicles	15
<u>Personal Services</u>	23
Personal Services: Salaries, Overtime, PERS, Medicare, Health Insurance, Unemployment Insurance and Accident Insurance	24
<u>Materials and Services</u>	29
Materials and Services: Professional Services	30
Materials and Services: Operational Expenses – Utilities	33
Materials and Services: Maintenance Expenses	35
Materials and Services: Travel Expenses	37
Materials and Services: Administrative Expenses	38
Materials and Services: Program Expenses	40
Materials and Services: Grant Expenses & Other Materials & Services	42
Total Operating including Personal and Materials & Services	42
<u>Capital Outlay</u>	43
Capital Outlay: Equipment & Vehicles	44
Total Personal Services, Materials & Services and Capital Outlay	45
<u>Contingencies & Transfers to Other Funds</u>	47
<u>Total Budget</u>	49
<u>Reserve & Debt Service Funds</u>	51
<u>Resources, General Fund</u>	55
<u>Valuation, Tax Rate</u>	59
District Valuation and Proposed Tax Rate	60
Coos County Detail of Tax Levy	60

Intentionally left Blank



Fiscal Year 2020/2021 Budget Committee

Committee Members

#1	Alan Taylor (2020)	FY 20/21
#2	Connie Green (2014)	FY 20/21
#3	Allen Solomon (2016)	FY 21/22
#4	Jerry Smith (2013)	FY 21/22
#5	Tina Powers (2020)	FY 22/23

Board of Directors

- #1 Edward Powers (2019) (Budget Committee: 2018)
- #2 Kim Davidson (2013)
- #3 Dave Richards (2019)
- #4 Heide Cummings (2005) (Budget Committee: 2003)
- #5 Roy Holland (1997)

Budget Officer

Chief Michael Sneddon

Charchief8201@gmail.com

541-435-7071

BUDGET COMMITTEE AGENDA

First Budget Meeting for the Charleston Rural Fire Protection District

1. Call to order (Board President)
2. Flag Salute
3. Introductions
4. Nominations and Elections of Committee Chair
5. Budget Address
6. Options for today:
 - A. Recess until the agreed upon date and time
 - OR-**
 - B. Continue to the "Deliberations Agenda" tonight and start at section 4.

DELIBERATIONS AGENDA

** Skip to section 4 if still in first meeting*

1. Call the Second meeting of the Budget Committee for fiscal year 2020/2021 back order if meeting continuation from prior date
2. Flag Salute
3. Rollcall

(Start here if still in first meeting)

4. Deliberations as needed
5. Approve Budget
Required Motion: to approve the budget as (Proposed or Amended).
6. Assess Tax Rate
Required Motion: to approve the tax rate of \$_____ per thousand dollar valuation.
Proposed budget is a rate of \$3.00
7. Final Statements of the Committee
8. Adjourn the meeting of the Budget Committee for the Charleston Rural Fire Protection District.

A word from the Fire Chief

Welcome to the 2020/2021 budget process for the Fire District.

I want to once again take this time to say thanks for your work on providing oversight for the funding for our programs for the Charleston/Barview Community. As you know, you are tasked with ensuring proper funding for our essential services as well as ensuring proper allocation of tax generated funds. I also want to welcome new board members Ed Powers and Dave Richards. We also have two new Budget Committee members Tina Powers and Alan Taylor. I want to thank Ken Bastendorff for his 15 years of service on the Budget Committee. Ken was appointed in 2004.

The following is a rundown on our activities in 2019 including run volume and key projects we have worked on. The first is our run volume to give you an idea on how busy our staff is. As you can see we have steadily increased in calls for service, especially in the medical response arena.

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	0	1	3	4	1	2	3	2	4	5	1	7	33
EMS	50	48	47	52	41	44	44	55	57	62	32	44	576
MVC/Rescue	5	3	2	5	3	3	6	8	2	1	2	9	49
Burn Complaints	4	3	3	2	4	2	2	8	5	6	9	0	48
Good Intent	1	2	0	2	2	2	9	3	5	5	4	3	38
Monthly Total	60	57	55	65	51	53	64	76	73	79	48	63	744
Year to Date	60	117	172	237	288	341	405	481	554	633	681	744	

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Fires	6	7	3	3	4	1	4	8	6	9	6	5	62
EMS	54	48	54	41	35	57	57	54	36	24	53	38	551
MVC/Rescue	4	6	6	3	1	4	2	4	3	2	1	3	39
Burn Complaints	2	1	0	2	4	4	1	0	2	2	6	6	30
Good Intent	2	0	1	6	1	5	2	2	1	2	3	6	31
Monthly Total	68	62	64	55	45	71	66	68	48	39	69	58	713
Year to Date	68	130	194	249	294	365	431	499	547	586	655	713	

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sub-total	Total
2020	69	55	64										188	188
2019	60	57	55	65	51	53	64	76	73	79	48	63	172	744
2018	68	62	64	55	45	71	66	68	48	39	69	58	194	713
2017	64	54	70	63	65	59	62	65	75	70	61	67	188	775
2016	59	49	53	69	64	82	50	57	55	54	58	58	161	708
2015	69	61	52	60	71	55	60	81	66	71	53	72	182	771
2014	56	55	36	54	81	36	55	62	55	76	39	52	147	657
2013	39	35	52	44	44	40	51	57	42	64	48	60	126	576
2012	65	48	54	48	51	61	49	46	34	46	34	38	167	574
2011	48	41	35	55	45	36	44	71	70	56	50	51	124	602
2010	45	39	41	30	38	44	51	58	40	56	35	46	125	523
2009	40	34	40	49	53	51	60	54	53	45	39	46	114	564
2008	53	34	33	58	48	45	48	60	45	50	31	43	120	548
2007	50	42	64	60	57	51	62	63	47	48	41	68	156	653
2006	53	51	39	40	55	57	60	41	36	45	42	48	143	567
avg	56	48	50	54	55	53	56	61	53	57	50	59	154	

As always, I took the wish list for next year and the expected uncontrollable increases in costs, salaries and expenditures, from there I built the budget. We have worked hard to reduce our costs and potential operating costs including replacing lights and encouraging fuel & energy saving maneuvers around the stations.

Attached is the proposed budget and explanation for fiscal year 2020/2021 at a rate of \$3.00 per 1,000 valuation. This rate is still well below the District's rate cap of \$4.07 that we could be levying. The estimated amount we are leaving by not levying the entire \$4.07 is roughly \$278,000. The cost of doing business today is rapidly out pacing the revenue streams required for this agency to provide the service delivery demanded by the community.

Personal Services has increased 9% over the current year with the bulk of that is my return to full time effective July 1, 2020. Another big change in the staff was scheduling. The Deputy Chief and the two Utility Firefighters transitioned in November from 40 hour work weeks to 56 hour work weeks. They were placed on a 48 hours on and 96 hours off schedule to meet the needs of the community from the reduction in volunteers and the higher call volume. This change allows 24 hour coverage of a career firefighter for a quicker response time plus more oversight of the student firefighters. Besides the full time staff, this year will be the third year with summer seasonal utility/ firefighters. The scheduling of these positions will overlap giving 2 positions in station on weekends.

The Health Insurance benefits are reported to increase up to 4.73% this year however, my budget this year provided for employee and family for costs. The full time employees pay 10% of the premiums for Health Insurance with the Chief paying 15%. The student program is very active and under the direction of Captain Henderson and Firefighter Terrell. Currently there are four active students and recruitment is occurring currently to fill the other two positions. The plan is for 6 students. We currently have 17 volunteers and 4 students.

As you review the vehicle section, you will note our fleet is changing and has an average age of 20 years. The 1997 F150 and the 2002 ambulance are scheduled to be sold this year at auction through www.govdeals.com. We purchased three (3) 2008 Ford Escape hybrid vehicles. The total cost was \$8,500 for them. The first was assigned to Daryl, the second a utility vehicle for travel and running between stations and the third will replace the ambulance at station 3 this summer.

I have estimated that the valuation will be \$259,500,000 for next fiscal year this is an increase of almost 3.0% as estimated by the Coos County Assessor's Office. Using this value I have estimated a tax levy

of \$778,500. This rate includes the estimated 8% uncollectible, given this the taxes necessary to balance the budget is \$716,700. The actual levy is an estimate since the actual assessed value is not fully determined until late September.

Again, I want to thank you for your time and effort in this important function of the fiscal administration for the Charleston Fire District. Please feel free to contact me at the office at 541-435-7071.

Respectively Submitted,

Michael J. Sneddon

Michael J. Sneddon, Chief

2020/2021

Budget for the



Stations

The next few pages are information regarding our buildings and fleet operated and maintained by the Fire District and our staff.

Station #1, 92342 Cape Arago Hwy

Truck Bays were originally built in 1986, the offices and meeting room were built in 1998 and a roof remodel project completed in 2009.



Projects planned

1. Paint exterior (painted last in 2009)
2. Flooring in meeting room, kitchen, bathroom and hallways (over 20 years old)

Station #2, 63081 Crown Point Road

Built in 1991, concrete ramp and asphalt driveway completed in 2009. The siding was replaced in approx. 2003 which is the last time it was painted.



Projects planned

1. Paint exterior (painted last in 2003)
2. Replace roof and repair rot in the valley over the stairwell (1991)
3. Replace siding on the pump house and paint (bad LP Siding)
4. Grade parking lot and add additional gravel (an ongoing process)

Station #3, 90414 Metcalf Lane

Truck bays originally built in approx 1973, the addition of the living quarters and the truck bays remodeled in 1997. The remodel project to replace the roof structure with a standard gabled roof due to design flaws that deteriorated the structure was completed in fall of 2013. Projected cost savings with staff and volunteer help is well in excess of \$200,000. The cost of the remodel was \$200,000. We are currently paying off the bonds for this project. We are scheduled to pay it off in 2025.



1. Finish paint exterior

2020/2021

Budget for the



APPARATUS

C8221 2005 Suburban assigned to Chief Sneddon
Purchased in 2009 and has 138,000 miles on it
Original purchase price of \$19,000. Condition: Excellent



U8222 2005 Chevrolet 2500 assigned as a utility vehicle, added a canopy for security this year. This year we are adding a large drawer on the back for access to equipment that is stored in the back.
Purchased used in 2011 currently has 118,000 miles.
Condition: Excellent



1. Installing large drawer in the bed for safer access to tools and items so unit can be used as a squad and for the regional investigation team.

U8224 2008 Ford Escape plan to be assigned as a utility/ EMS from Charleston Station and the ambulance will be sold as we are not using it like we used to. Purchased used in 2020 currently has 95,000 miles. Condition: Excellent



C8226 2008 Ford Escape assigned to Deputy Chief Kemmerle as command unit. Purchased used in 2019 currently has 78,000 miles. Condition: Excellent



C8228 2008 Ford Escape assigned as support unit at Station 1.
Purchased used in 2019 currently has 65,000 miles.
Condition: Excellent



Rav 755 Currently assigned to Station 2 as RAV 2. It is a 2001 Ford F550 with a service box. The Fire systems were built in house by staff. It used for EMS response and wildland fire response
Purchased new in 2001/ 52,000 miles.
Condition: Good mainly due to aging of power and drive train



1. Requires new tires this year

Rescue 255 1993 Chevrolet/ walk around rescue currently assigned as Rescue 1 at Station 1

Recently purchased from Bandon RFPD for \$8,500 and will be used as our first out rescue unit for EMS and special rescue responses.

Odometer broken

Condition: Good

Estimated Service Life is 20 years after new chassis



1. Staff is working on having the box removed and placed on a new Ford F550 Crew cab chassis. The current chassis is too small and only seats 2 personnel. It is also 37 years old and does not have the safety features a new chassis would have. We are saving money in the reserve fund for this and it should happen in the fall of 2021.

Engine 757 1991 Pierce Arrow Engine assigned to Station #1
Purchased used in 2008 for \$30,000 from City of Salem Fire Department
Refurbished in 2016 for \$165,000 by Fire Trucks Unlimited
135,000 miles & 10,500 hours.
Condition: Excellent
Estimated Service Life is 20 years



Engine 774 1991 Pierce Arrow Engine assigned to Station #2
Purchased used in 2008 for \$30,000 from City of Salem Fire Department
144,000 miles & 12,000 hours.
Condition: Good
Estimated Service Life left is 10 years



Engine 819 1991 Pierce Arrow Engine assigned to Station 1
Purchased used in 2008 for \$30,000 from City of Salem Fire Department
Refurbished in 2019 for \$160,000 by US Fire Equipment
168,000 miles & 11,000 hours.
Condition: Excellent
Estimated service life left 20 years



Tender 8262 2004 Freightliner/ S&S rapid attack tender assigned to Station #3
and used for shuttling water for the engines and can work as an engine if needed.
Purchased new from H&W Fire Apparatus for \$172,500
12,000 miles & 1,000 hours.
Condition: Excellent



Vehicles scheduled for auction his year:
(Will be auctioned off as soon as the COVID-19 issues are gone)

U8225 1997 Ford F150



Rescue 8292 2002 Ford/ Wheeled Coach Ambulance assigned to Station #3. Will be placed on the auction this summer and replaced with U8224 2008 Ford Escape.



2020/2021

Budget for the



PERSONAL SERVICES

Charleston Fire District

Personal Services

WAGES, BENEFITS AND PERSONNEL RELATED EXPENDITURES

<u>FIRE CHIEF SALARY</u>	Current	Proposed
Changes are again occurring with this position. As of January 1, 2020, I returned to $\frac{3}{4}$ time and July 1 st return to full time.		
Line Total	57,500	93,000

<u>DEPUTY CHIEF SALARY</u>	Current	Proposed
The adjusted salary for this position as of July is \$7,067 per month. An annual step increase of 5% is scheduled for April on his anniversary date. With the COLA and step his total salary for 20/21 is \$85,866.		
Line Total	79,500	86,000

<u>UTILITY FIREFIGHTER SALARY</u>	Current	Proposed
This line funds two positions currently. They are the full time utility firefighters. They work 48 hours on and 96 hours off along with the Deputy Chief for 24 hour coverage for the community. Effective July 1 their wage will be \$3,677 per month. Both employees will receive their 5% step increase in November on their anniversary date. Both employees were hired on the same day. With the COLA and step increase their total salary for each is \$45,505. The line is both salaries combined.		
Line Total	86,000	92,000

<u>OVERTIME</u>	Current	Prop
Overtime is paid at a rate of time and a half for hours worked over 40 in any work week for the seasonal Firefighters and the full time firefighters receive overtime after 182 hours in a 24 day cycle. Under the Fair Labor Standards Act (FLSA) when working a 48/96 shift, an employee will work 192 hours in that cycle thus each will earn 10 hours per cycle of OT. These rules are set forth under Federal and State labor laws.		
Line Total	20,000	20,000

Charleston Fire District

Personal Services

WAGES, BENEFITS AND PERSONNEL RELATED EXPENDITURES CONTINUED

PERS				Current	Prop																	
<p>You are seeing a large reduction here in 2019/2020. Tier 1/2 currently is 13.21% + 6% and the OPSGP is 3.92% + 6%. This was a 38% reduction in rates. Under the new law that allows retirees to work unlimited through 2024 the 13.21% rate is paid only. The 6% is not required and is not paid. None of this goes to the retiree, it does however, help fund the District's PERS program thus reducing future rates.</p> <p>Current Contribution Rates</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: center;">Rate Category</th> <th style="text-align: center;">Normal Cost Rate Percentage</th> <th style="text-align: center;">Combined UAL Rate Percentage</th> <th style="text-align: center;">Net Rate Percentage</th> </tr> </thead> <tbody> <tr> <td>PERS General Service</td> <td style="text-align: center;">22.32%</td> <td rowspan="4" style="text-align: center; vertical-align: middle;">-9.11%</td> <td style="text-align: center;">13.21%</td> </tr> <tr> <td>PERS Police & Fire</td> <td style="text-align: center;">22.32%</td> <td style="text-align: center;">13.21%</td> </tr> <tr> <td>OPSRP General Service</td> <td style="text-align: center;">8.40%</td> <td style="text-align: center;">-0.71%</td> </tr> <tr> <td>OPSRP Police & Fire</td> <td style="text-align: center;">13.03%</td> <td style="text-align: center;">3.92%</td> </tr> </tbody> </table>						Rate Category	Normal Cost Rate Percentage	Combined UAL Rate Percentage	Net Rate Percentage	PERS General Service	22.32%	-9.11%	13.21%	PERS Police & Fire	22.32%	13.21%	OPSRP General Service	8.40%	-0.71%	OPSRP Police & Fire	13.03%	3.92%
Rate Category	Normal Cost Rate Percentage	Combined UAL Rate Percentage	Net Rate Percentage																			
PERS General Service	22.32%	-9.11%	13.21%																			
PERS Police & Fire	22.32%		13.21%																			
OPSRP General Service	8.40%		-0.71%																			
OPSRP Police & Fire	13.03%		3.92%																			
Line Total				28,800	31,400																	

MEDICARE/ SOCIAL SECURITY	YTD	Current	Prop
Medicare for all employees and volunteers			5,000
Social Security for all employees and volunteers			23,000
Line Total	18,741	25,900	28,000

HEALTH INSURANCE	YTD	Current	Prop
<p>Health insurance is provided to all full time permanent at 90% paid and myself at 70% paid under staff agreements and policy. The reduction from last year comes from the expectation that the two new employees were budgeted for family costs and are employee only.</p>			
Line Total	39,640	43,500	58,000

UNEMPLOYMENT INSURANCE	YTD	Current	Prop
<p>Our cost for this program is .9% for the first \$25,000 of salary per employee including volunteers. A drop in the number of Volunteers and changes in the student program reflect the lower costs.</p>			
Line Total	2,232	2,500	2,500

ACCIDENT INSURANCE	YTD	Current	Prop
<p>This is for our Worker's Compensation Insurance. All employees and volunteers are required to be under this policy.</p>			
Line Total	9,020	13,000	12,000

Charleston Fire District

Personal Services

WAGES, BENEFITS AND PERSONNEL RELATED EXPENDITURES CONTINUED

<u>LIFE INSURANCE</u>	YTD	Current	Prop
Currently, Standard Insurance Co. provides this insurance. The number of members on the volunteer roster drives the costs for this item. \$8.50/ Volunteer & \$21.25/ Employee			1,700
Short Term and Long Term Disability premiums Short Term Disability \$23.66/ month per employee Long Term Disability \$20.70/ month per employee			1,300
Line Total	2,314	3,000	3,000

<u>VOLUNTEER FIREFIGHTERS</u>	YTD	Current	Prop
This is the stipend pay for the Volunteer Firefighters on a per-call and per alarm stipend which currently is \$10.00. We plan for 25 volunteers including 6 students. The students receive tuition reimbursement from the Materials & Services Volunteer Reimbursement line item. Once again, the amount paid out is driven by the number of alarms and attendance at alarms and training exercises. The students only get the call and drill stipend when responding on off duty.			
Line Total	30,220	45,000	30,000

<u>PART TIME POSITIONS</u>	Current	Proposed
There are still the three part time positions. The EMS Coordinator wage is \$20.23 per hour with a cap of 8 hours per week, the File Clerk is \$15.77 per hour and is scheduled at 12 hours per week. The IT Manager position was returned in the Fall and the wage is \$25.63 per hour and works 8 hours per week. These wages are effective July 1 after the annual COLA of 2.5% as per policy.		
Line Total	28,400	29,000

<u>BENEFIT RETRIEVAL</u>	Current	Proposed
To fund Vacation pay outs upon employee separation, no separations expected this year.		
Line Total	11,000	-0-

Charleston Fire District

Personal Services

WAGES, BENEFITS AND PERSONNEL RELATED EXPENDITURES CONTINUED

Seasonal Utility Firefighters	Current	Proposed
<p>To fund two Seasonal Utility Firefighters from June 20th to September 12th. This is the third year of this program to provide better protection during fire season and staffing to complete all the required equipment testing, hydrant maintenance and building maintenance during the better weather of the year. Also under PERS rules, if anyone goes over the 600 hour minimum, they we will be required under law to pay into the system. This cost is figured into the budget as proposed. Unfortunately, this and several other fees and taxes are part of doing business when employees are involved. These employees are the lower cost on the PERS. This is actually a shortened seasonal period this year.</p>		
Line Total	16,800	9,600

TOTAL REQUESTED FOR PERSONAL SERVICES Including Salaries	YTD	Current	Prop
Category Total	354,653	449,900	494,500
<p>NOTE: For actual amounts expended to date please review the latest District Statement of Income & Expenses – Cash Basis report. The report used for this document was as of March 31, 2020</p>			

Intentionally left Blank

2020/2021

Budget for the



MATERIALS AND SERVICES

Charleston Fire District

Materials and Services

PROFESSIONAL SERVICES

ATTORNEY FEES	YTD	Current	Prop
Attend board meetings as necessary, review board information and other legal review issues that may arise.			
Line Item Total	2,907	6,000	5,000

AUDITOR	YTD	Current	Prop
For the annual audit of the District operations required by Oregon Law for Municipal Corporations including the \$200 State Audits Division filing fee. This year to date is not complete as we have just finished the audit and the final payment has not been made yet.			
Line Item Total	9,550	10,000	10,000

FINANCIAL SERVICES	YTD	Current	Prop
For the coordination and review of the financial records for the district. Current services are monthly reports to the Board for all accounts, expenditures and Check registers. Besides this they print all checks, balance the accounts and do the payroll for the District. The new auditor was great to work with.			
Line Item Total	17,500	21,000	21,000

VOLUNTEER FIREFIGHTERS (Sleepers)	YTD	Current	Prop
Student Firefighter stipend			
Line Item Total	6,140	13,500	13,500

LENGTH OF SERVICE AWARD	YTD	Current	Prop
The Length of Service Program was designed to entice the volunteer to participate longer. On average volunteer firefighters are active 3 to 5 years without such a program. With a program the average opens up to 5 to 7 years. Under our program a volunteer can receive \$500 for every 5 years of active service. The key word here is active.			
Line Item Total	-0-	1,000	1,000

Charleston Fire District

Materials and Services

**PROFESSIONAL SERVICES
CONTINUED**

CONFLAGRATION ACT	YTD	Current	Prop
Expenses incurred while members are on a State sponsored response such as the Conflagration Act. This is a pass through account where dollars spent are reimbursed to the District from another agency and does not affect the budget. There were no Conflagration requests in 2019.			
Line Item Total	-0-	80,000	80,000

PHYSICIAN AND MEDICAL SERVICES	YTD	Current	Prop
This is for the required inoculations of all personnel for Hepatitis B, Titer Tests, TB tests, review of respirator questionnaires for all firefighters as required by OR-OSHA and other services that may be necessary for a physician to perform for the District. These requirements are now an annual requirement under the OSHA respirator standards. This also is the line for our NFPA recommended for our Firefighters, the length of time between these is based on age of the Firefighter.			
Line Item Total	675	10,000	10,000

COMMUNICATIONS CONTRACTS	YTD	Current	Prop
This is to pay our dispatching costs; this service is provided by the Coos County Sheriff's Office in Coquille. We are now paying over \$10 per call for dispatch plus an equipment update fee. This rate will increase annually. This means that the amount will fluxuate with the number of dispatched calls.			8,500
This line item also now covers the cost of the dispatch to text program we use that converts our alarm notifications from radio to text message. This has been added as a secondary notification program since we have pagers that are not always activated under the present radio system managed by the County.			1,500
Line Item Total	5,964	12,000	10,000

Charleston Fire District

Materials and Services

PROFESSIONAL SERVICES CONTINUED

<u>INSURANCE</u> (Buildings, vehicles, liability and etc.)	YTD	Current	Prop
The increase is for cost of living increases in Insurance. It is speculated the cost will increase 3 to 5% for 2020. I will not actually find out the true cost of renewal until late October. The number chosen is a "best guess" option in accordance with information provided by Wilson Heirgood Associates.			
Line Item Total	18,556	19,000	19,000

<u>ELECTIONS</u>	YTD	Current	Prop
The May 2019 election will be billed between June 1 and July 15, 2019.			
Line Item Total	438	500	500

<u>Total for Professional Services</u>	YTD	Current	Prop
Section Total The big increase here is the Conflagration pass through amount for the task forces we were part of. The FF's are paid through this line as we are fully reimbursed for our payroll costs.	61,730	173,000	170,000

Charleston Fire District

Materials and Services

**OPERATIONAL EXPENSES
UTILITIES**

<u>LIGHTS AND POWER</u>	YTD	Current	Prop
Barview Station estimated for next year			4,000
Charleston Station estimated for next year			3,000
Crown Point Station estimated for next year			5,000
Line Item Total	9,057	12,000	12,000

<u>TELEPHONE/ COMMUNICATIONS</u>	YTD	Current	Prop
6 lines Voice over IP and 1 Frontier for fax outgoing and back-up when internet goes down.			4,000
Cellular service			4,000
Internet service for all stations			2,500
Unanticipated increases in use & rates plus repair of WIFI systems in the stations			1,500
Line Item Total	8,422	12,000	12,000

<u>WATER AND SEWER</u>	YTD	Current	Prop
WATER			
Barview Station			1,000
Charleston Station			600
Crown Point Station (well)			0
SEWER (Current fee is 83.00 per month for Station 1 and \$68.00 per month for Stations 2 & 3) Amount shown includes an anticipated increase.			0
Barview Station			1,100
Charleston Station			900
Crown Point Station			900
Small bottled water & water for coolers, used for rehab on alarms and available for use in stations			1,000
Line Item Total	3,936	5,500	5,500

Charleston Fire District

Materials and Services

**OPERATIONAL EXPENSES
UTILITIES
CONTINUED**

<u>GARBAGE</u>	YTD	Current	Prop
Weekly pickup service (146 per month) Amount shown covers anticipated rate increase for a 2 yard dumpster at Barview Station			2,000
Miscellaneous dump service or trips to the dump, additional dumpsters or Hazardous materials waste removal from stations including Bio-hazardous waste and chemicals that cannot be dropped off at the port.			1,000
Line Item Total	2,120	3,000	3,000

<u>MOTOR VEHICLE & HEATING FUEL</u>	YTD	Current	Prop
Gasoline (used for motor vehicle and small gas engine fuel)			
Diesel (used for heating and Station Generator for the Barview Station and the engines, tenders and large rescues).			
Line Item Total	7,994	10,000	10,000

<u>PROPANE</u>	YTD	Current	Prop
This is for heating fuel and generator fuel for the Crown Point Station, fuel our training props, fuel for the cutting torch and fuel for the station BBQ. We replaced the heaters at Crown Point with electric heaters to save money as the propane company has been charging us over \$5.00 per gallon. I have fought with them on this in the past but have grown tired of it. The electric heaters will be far less expensive to operate and maintain.			
Line Item Total	88	1,000	1,000

Total Station Operational Expenses	YTD	Current	Prop
This is for operational expenses only and does not reflect repair, maintenance, or improvements.	31,617	43,500	43,500

Charleston Fire District

Materials and Services

**OPERATIONAL EXPENSES
MAINTENANCE EXPENSES**

<u>BUILDING MAINTENANCE</u>	YTD	Current	Prop
Replace the flooring at Station 1 throughout Station 1			4,500
Add cabinets and shelving to reduce clutter in conference room, upstairs and kitchen			1,800
Paint exterior all stations			1,000
Annual Generator inspection and maintenance			800
Annual testing of backflow preventers and Barview & Charleston			300
Grounds and lawn care materials (fertilizers, grass seed, landscaping improvements etc.)			600
Discretionary expenditures throughout the year and programs and improvements that come up throughout the year including janitorial supplies			1,000
Line Item Total	16,499	15,000	10,000

<u>EQUIPMENT MAINTENANCE</u>	YTD	Current	Prop
Miscellaneous parts and repairs for equipment (not vehicles) including breathing apparatus, small engines, and other mechanical equipment. Annual calibration of SCBA test machine (\$600), NFPA required annual breathing air compressor maintenance and testing (\$900). Rescue tools (\$700), NFPA required Ladder testing (\$600),			4,000
Replacement batteries for lights, breathing apparatus, pagers, portable radios and other items that utilize batteries			900
Replacement filters, parts and miscellaneous parts and equipment for small gas engines and other types of equipment and repair costs as necessary if we cannot do in house.			2,000
Maintenance Contracts Copy Machine maintenance,			900
Miscellaneous expenditures and Discretionary expenditures			2,200
Line Item Total	14,924	15,000	10,000

Charleston Fire District

Materials and Services

OPERATIONAL EXPENSES MAINTENANCE EXPENSES CONTINUED

APPARATUS MAINTENANCE	YTD	Current	Prop
Oil filters, replacement lights and miscellaneous replacement parts for the small vehicles and repair technician costs. Engine oils, antifreeze, and oil analyses as well as car wash supplies. Including repair costs due break downs of our aging fleet. <i>Due to increasing concerns over liability, we find it necessary to have repairs done at repair shops which increases the costs however saves costs in many cases a service shop can complete the task in half or a third of the time it takes staff.</i>			6,000
Add brow light to the 3 rd engine and update the side scene lighting			4,300
Tires for 8224 Ford Escape			1,000
Additional discretionary spending throughout the year			3,700
Line Item Total	10,953	15,000	15,000

Hydrant Maintenance	YTD	Current	Prop
Repair and maintenance of fire hydrants owned by the District, biggest expense here is paint for repainting them as needed. The only other time there is an expense here is when one is damaged, at that point the Operating Contingency would be tapped.			
Line Item Total	303	1,000	1,000

Total Maintenance and Minor Improvement Costs	YTD	Current	Prop
This is for repair, maintenance, improvements and some equipment purchases.	42,679	46,000	36,000

Charleston Fire District

Materials and Services

**OPERATIONAL EXPENSES
TRAVEL EXPENSES**

Travel & Lodging	YTD	Current	Prop
Expenses for use of personal automobiles for training and meetings, lodging costs for conferences, out of town meetings and training classes			
This is a line item that I have not increased and measures are in effect to limit travel as much as possible without reducing the quality of our training.			
Line Item Total	5,379	9,000	9,000

Meals	YTD	Current	Prop
With the increasing costs of travel and meals staff has stepped up efforts to reduce travel limiting out of area training and conference attendances to reduce these costs without reducing the quality of our training			
Annual firefighter's awards banquet (\$2,000). The Association funds the remaining costs for this event from their fund raising efforts.			
Food and snacks for training exercises (for all-day and partial day exercises) and meetings and alarms that interfere with meal times			
Line Item Total	4,334	9,000	9,000

Reimbursable Travel Costs (Hazmat/NFA Travel)	YTD	Current	Prop
This is a pass through line item for those expenses to be reimbursed by the National Fire Academy and sometimes other grantors such as the Randal E Carpenter Foundation. If we have other members sign up for that team they will be compensated through the Conflagration Act line under the Professional Services section of this document.			
Line Item Total	-0-	5,000	5,000

Total Travel Expense	YTD	Current	Prop
Travel and meal expenses for staff, Board and Volunteers while on District Business	9,713	23,000	23,000

Charleston Fire District

Materials and Services

OPERATIONAL EXPENSES ADMINISTRATIVE

<u>FREIGHT</u>	YTD	Current	Prop
Miscellaneous shipping charges (UPS etc.)			
Postage (USPS)			
Line Item Total	307	1,000	1,000

<u>OFFICE SUPPLIES</u>	YTD	Current	Prop
Copy and printer paper, misc. supplies for the printers, the copy machine, label maker cartridges, Notebooks, dividers, notepads, computer disks, computer programs, pens, pencils, staples etc.			1,500
Emergency Reporting, a web based records management program.			2,000
Web Site hosting and electronic map book program for apparatus			1,000
Discretionary spending			500
Line Item Total	5,983	7,000	5,000

<u>BOOKS AND SUBSCRIPTIONS</u>	YTD	Current	Prop
Trade magazines providing education and innovation to the emergency services including suppression, investigation, EMS and special rescue & misc. resource manuals and books as necessary			
Line Item Total	-0-	500	500

<u>PUBLICATIONS AND ADVERTISING</u>	YTD	Current	Prop
Legal advertising for the budget meetings and the hearing, contract requests etc. We have not received the invoices for this year's budget notices.			
Line Item Total	646	1,500	1,500

Charleston Fire District

Materials and Services

**OPERATIONAL EXPENSES
ADMINISTRATIVE
CONTINUED**

CLOTHING	YTD	Current	Prop
Uniforms for all members as needed.			1,000
Replacement fire helmets, nomex hoods and fire gloves (to replace stock that is lost, damaged or worn from use)			2,000
Boots (fire and work) (to replace worn or damaged boots from stock)			2,500
This funding is for outsourcing the repair of our turnouts. They are approved by all of the manufacturers of our turnouts to fully repair each garment including the liner.			500
Replace individual turnout coats or pants as needed. New wildland protective clothing. Occasionally, we get a new volunteer that we have no gear that fits in accordance with OSHA. This would allow ordering an individual garment as needed.			6,000
Line Item Total	6,888	20,000	12,000

SMALL TOOLS	YTD	Current	Prop
Assorted power tools, hand tools, saw blades, cutting discs, grinding stones, drill bits, Welding supplies, etc as needed.			
Line Item Total	906	500	500

MEMBERSHIP FEES AND DUES	YTD	Current	Prop
Oregon Fire Chief's Association (3), Oregon Fire District Directors Association (\$500), Special Districts Association of Oregon, Southwestern Oregon Public Safety Association, Charleston Merchants Association and Oregon Fire Mechanics Association (Rusty) Annual Government Ethics Assessment (\$350)			
Line Item Total	2,763	3,000	3,000

Total Administrative	YTD	Current	Prop
	27,206	33,500	23,500

Charleston Fire District

Materials and Services

**OPERATIONAL EXPENSES
PROGRAMS**

FIRE PREVENTION	YTD	Current	Prop
Educational materials for the schools and public, education programs, plastic fire hats, rulers, pencils for the kids' etc. and video programs. (I actually stocked up on prevention supplies that should take care of a majority for a few years.)			1,500
Food for Fire Prevention Week Open House at Barview Station in October			500
Line Item Total	1,103	2,000	2,000

TRAINING	YTD	Current	Prop
Course fees for all training classes and conferences, including Rope Rescue training and other specialized training not available locally. Also includes the costs of recertifying our Emergency Medical Responders in May 2020. There is also funding included to pay instructors for specialized classes at our Station allowing more participants from our agency.			10,000
Target Solutions online training program and training records management program			4,300
Misc. equipment for training purposes such as audiovisual equipment, training aids, etc. including Pumping Apparatus lesson program, and student materials, lesson plans, and printing costs for any outside printing of training materials and miscellaneous building materials for training props			700
Line Item Total	13,308	15,000	15,000

SAFETY PROGRAMS	YTD	Current	Prop
To purchase informational programs for safety and other items required by the Safety Committee to enhance safety in the workplace.			
Safety Committee materials, meeting plans, and printing costs for any outside printing of safety materials			
Specific safety equipment purchases, eye protections, hearing protection etc, "Passport Accountability" materials for our fire operations including name tags, passports and accountability boards.			
Line Item Total	87	500	500

Charleston Fire District

Materials and Services

OPERATIONAL EXPENSES PROGRAMS CONTINUED

HYDRANT STAND-BY FEE	YTD	Current	Prop
This is for the fee charged by the Coos Bay-North Bend Water Board for the standby of emergency water for fire protection. Currently the fee is \$14.62 per hydrant per month and we now have 70 hydrants. This will be enough to cover a possible increase in the fee. This fee is basically a fee for having our fire hydrants connected to the Coos Bay/ North Bend Water Boards' system, no maintenance or repair are provided by the Water Board for this charge, those charges are over and above this fee.			
Line Item Total	10,323	13,000	13,000

MEDICAL SUPPLIES	YTD	Current	Prop
EMS equipment and supplies, replacement and program enhancements			
EMS equipment specific to patient care, staff tries to get materials replaced from the ambulance; however, it does not always happen and sometimes it is difficult to know what was used during the treatment.			
Line Item Total	3,324	5,000	5,000

FIREFIGHTING SUPPLIES	YTD	Current	Prop
Miscellaneous supplies and equipment specific to firefighting and special rescue equipment such as extrication and rope rescue.			5,000
Line Item Total	3,993	5,000	5,000

Total Programs Expenses	YTD	Current	Prop
	32,138	40,500	40,500

Charleston Fire District

Materials and Services

OPERATIONAL EXPENSES

GRANT EXPENDITURES AND OTHER MATERIALS AND SERVICES

Grant Expenditures	YTD	Current	Prop
I have applied for a grant through the Assistance to Firefighter's Grant program for fire hose and nozzles. Also allows use of other grant moneys found along the way.			
Line Item Total	17,869	55,000	45,000

<u>OTHER MATERIALS AND SERVICES</u>	YTD	Current	Prop
All items that do not specifically fit under any of the other listed object lines.			
Line Item Total	1,312	2,000	2,000

Total Other Expenses & Grant Expenditures	YTD	Current	Prop
	19,181	57,000	47,000

Charleston Fire District

Materials and Services

TOTAL MATERIALS AND SERVICES

Total Materials and Services Expenses	YTD	Current	Prop
	214,553	414,500	383,500

2020/2021

Budget for the



**CAPITAL OUTLAY
&
OPERATING BUDGET TOTALS**

Charleston Fire District

Capital Outlay

<u>EQUIPMENT PURCHASES</u>	Proposed
<p>As our breathing apparatus has aged, we are reaching the point that the air cylinders are going to time out in the next 18 months. With the cost in mind I believe we need to purchase half this year and the second half in 20/21. According to NFPA and NIOSH the cylinders have a 15 year life span and all our cylinders are 14 years old this fall. The plan is to order 20--45 minute cylinders and 1—60 minute cylinders for the Rapid Intervention crew packs.</p>	23,000
Total Equipment Purchases	23,000

<u>Motor Vehicles</u>	
Total Motor Vehicles	-0-

Total Capital Outlay	23,000
-----------------------------	---------------

Charleston Fire District

Personal Services, Materials & Services and Capital Outlay Totals

Total Operating Budget with Capital Outlay	Expended To date	Current Budget	Proposed
Personal Services	354,653	449,900	494,500
Materials and Services	214553	414,500	383,500
Total Operating	569,206	864,400	878,000
Capital Outlay	-0-	-0-	23,000
Total Operating and Capital Outlay	569,206	864,400	901,000

Note that this is an increase of \$36,600 over current year. There is an added \$44,600 for Personal Services and a decrease of \$31,500 for Materials and Services. The increases in Personal Services is from the Chief returning to full time as of July 1st and other increased costs in wages for COLA and step increases. The reduction in Materials and Services is from staff working to reduce our costs and as we catch up on projects around the agency. Once again we have a capital expense to replace necessary equipment that is aging out due to federal rules. The cost of doing business is ever increasing and just as in our own personal lives, income is usually outpaced by inflation.

Intentionally left Blank

2020/2021

Budget for the



**Contingencies
&
Transfers to other Funds**

Charleston Fire District

Contingencies & Transfers to other Funds

OPERATING CONTINGENCY

Contingency, this is for emergencies or under-estimated costs of items or projects. The amount allowed under State Budget Law is 15% of total by Fund. This means that the maximum amount allowed here would be roughly \$90,000. I plan to steadily increase this each year to provide a good safe number. I think \$40,000 would be a good number to work towards at this time and increase to \$50,000 in over the next few years.	40,000	40,000
---	---------------	---------------

TRANSFER OUT: TO BUILDING-EQUIPMENT RESERVE FUND (BERF) (Page 5)

This is the transfer to the Building-Equipment Reserve Fund from the General Fund, the funds that are added to this Reserve Fund each year. This will show up on page 5 line 6 under the "Resources" section	50,000	35,000
--	---------------	---------------

TRANSFER OUT: TO DEBT SERVICE FUND (Page 6)

This is the transfer to the Debt Service Fund. The funds that are added to this Reserve Fund each year are for the purpose of making the payments for the Flexlease Loan received for the Station 3 Roof, Siding and Interior Remodel.	13,900	13,200
--	---------------	---------------

2020/2021

Budget for the



**Total Budget
General Fund**

Charleston Fire District

General Fund Totals

Total Budget with Capital Outlay	Current Budget	Proposed
Personal Services	449,900	494,500
Materials and Services	414,500	383,500
Total Operating	864,400	878,000
Capital Outlay	23,400	23,000
Operating Contingency	40,000	40,000
Transfer to the BERF	50,000	35,000
Transfer to Debt Service Fund	13,900	13,200
Total Expenditures General Fund	991,700	989,200
Unappropriated Ending Fund Balance	150,000	150,000
Total General Fund with Unappropriated Ending Fund Balance	1,141,700	1,139,200

2020/2021
Budget for the



Reserve
&
Debt Service
Funds

Charleston Fire District

Reserve & Debt Service Funds

BUILDING/ EQUIPMENT RESERVE FUND	
Resources	
Cash on Hand	57,000
Interest Income	1,000
Transfer from the General Fund	35,000
Total Resources	93,000
Materials and Services	
Equipment Repair	10,000
Building repair: Replacement of the roof and repair any rot under it at Station 2	25,000
Service fees	100
Loan Fees	-0-
Total Materials and Services	35,100
Capital Outlay	
Equipment Acquisition & Major Improvements Currently there is no planned expenditures for this physical year. The intention is to build a fund for vehicle replacement in the future.	42,000
Building and real property acquisition and Major Improvements	15,900
Total Capital Outlay	57,900
Total Requirements Building Reserve Fund	93,000

Charleston Fire District

Debt Service, Transfers, Contingencies & Reserve Funds

<u>DEBT SERVICE FUND</u>	
Resources	
Cash on Hand	13,100
Interest income	300
Transfer from the General Fund	13,200
Total Resources	26,600
Bond Principal Payments	
January 1, 2021	10,000
Bond Interest Payments and Fees	
January 1, 2022 & July 1, 2021	5,000
January 1, 2022 (unappropriated principal & Interest) required by budget law to have the first payment for the following fiscal year budgeted as an unappropriated amount.	12,200
Total Payments	26,600

Intentionally left Blank

2020/2021

Budget for the



RESOURCES

Charleston Fire District

Resources

GENERAL FUND RESOURCES

	Current	Proposed
<p align="center"><u>Available Cash on Hand</u></p> <p>This amount is an estimated amount since it is impossible to determine the exact amount that will be received and spent between now and July 1st. I arrived at this amount by taking the current amount of funds in our General Fund Accounts as of April 1st, adding the estimated amount to be received between April 1st and June 30th. After this I took the amount estimated for expenditures during the same time period and subtracted from that amount.</p>	225,000	200,000
<p align="center"><u>Previously Levied Taxes</u></p> <p>This has decreased over the past several years from a high of \$47,000 in 1996/97. As of March 31st the amount received was roughly \$16,735. The way that the trend has gone over the past years I believe the \$25,000 is a good estimate for this revenue for this year. We received \$35,763 last year.</p>	30,000	25,000
<p align="center"><u>Fire Protection Contracts</u></p> <p>Current contracts are Coquille Indian Housing Authority, Coquille Indian Tribe Health Facility, USCG, Oregon International Port of Coos Bay and the Oregon Institute of Marine Biology. This is where we track all contract billing. The Cost recovery program newly rejuvenated by Ordinance 102 this year now has a separate line item.</p>	25,000	30,000
<p align="center"><u>Interest and Investment Income</u></p> <p>Income generated from interest from the Local Government Investment Pool account, the Checking and Prime accounts. The interest received from the reserve funds in the Local Government Investment Pool accounts are added directly to the respective Reserve Fund.</p>	3,000	3,000
<p align="center"><u>Miscellaneous Income</u></p> <p>Income not fitting the descriptions of the other lines. Also known as sundry revenues.</p>	1,000	1,000
<p align="center"><u>Sale of Used Equipment</u></p> <p>Scheduled at this time is the 1997 pick-up, the 2002 Ambulance.</p>	1,000	10,000

Charleston Fire District

Resources

GENERAL FUND RESOURCES CONTINUED

	Current	Proposed
<p align="center"><u>State Reimbursements</u></p> <p>All of the income figured here is for the State Fire Marshal's Office for Conflagration Act mobilizations.</p>	80,000	80,000
<p align="center"><u>Other Reimbursements</u></p> <p>Miscellaneous reimbursements for overpayments etc. This is where the reimbursements from the National Fire Academy will be tracked for the new <i>National Fire Academy Travel</i> line item</p>	15,000	15,000
<p align="center"><u>Grants</u></p> <p>No grants currently awarded, always seeking, this allows for locating and spending in the same fiscal year. See Grant Expenditures in Materials & Services.</p>	58,000	48,000
<p align="center"><u>Insurance Proceeds</u></p> <p>Proceeds from the Insurance company for claims filed by the District.</p>	500	500
<p align="center"><u>Cost Recovery Program</u></p> <p>This is where we see the funding from responding to emergencies that we bill for under the Ordinance 102. This amount should increase as we are changing the billing program plus adding items we can invoice for.</p>	10,000	10,000
Total Revenue, except taxes	448,500	422,500

Intentionally left Blank

2020/2021

Budget for the



VALUATION & TAX RATE

Charleston Fire District

Valuation, Tax Rate and Meeting Agenda

Valuation and Proposed Tax Rate

Estimated Valuation	259,500,000
Estimated Tax Rate (Current Rate: \$3.00/ Thousand).	\$3.00/ Thousand
Estimated Tax Levy	\$779,022
Estimated Tax Revenue subtracting the estimated 8% uncollectible due to discounts and nonpayment.	\$716,700

The following is an adaptation of the page from the Coos County Assessors Office listing the tax receipts for the current fiscal year.

10/19 COOS COUNTY DETAIL OF TAXING DISTRICT LEVIES	
TAX DISTRICT NAME:	CHARLESTON RFPD
TAX DISTRICT CODE:	270
PERMANENT RATE:	.0040715 (\$4.0715 Dollars/1000)
Taxable Property Value	
TOTAL TAXABLE ASSESSED VALUE:	\$252,237,272
Subtract: UR EXCESS VALUE (used):	\$-0-
VALUE TO COMPUTE THE TAX RATE:	\$252,237,272
Tax Computations	
TAX RATE (dollars/1000) (\$2.50)	0.0030000
AMOUNT RATE WILL RAISE:	\$756,711.82
BILLING RATE (\$3.00)	0.0030000
CALCULATED TAX FOR EXTENSION:	\$756,711.82
GAIN UR TAX RT EXTENSION	\$-0-
GAIN/LOSS DIV TAX	\$-0-
NET TAX FOR EXTENSION:	\$756,711.82
ACTUAL TAX EXTENDED DIST	\$756,712.25
GAIN/LOSS FROM IND EXT.	\$0.00
COMPRESSION LOSS	\$0.00
DISTRICT TAXES IMPOSED	\$756,712.25
Additional Taxes/Penalties (Forest Land)	\$0.00
TOTAL TO BE RECEIVED	\$756,712.25
PERCENTAGE SCHEDULE (ORS 311.390)	.00978861