

2019/2020

BUDGET FOR THE



MISSION STATEMENT

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

Meeting Schedule:

Monday, May 6, 2019 7PM

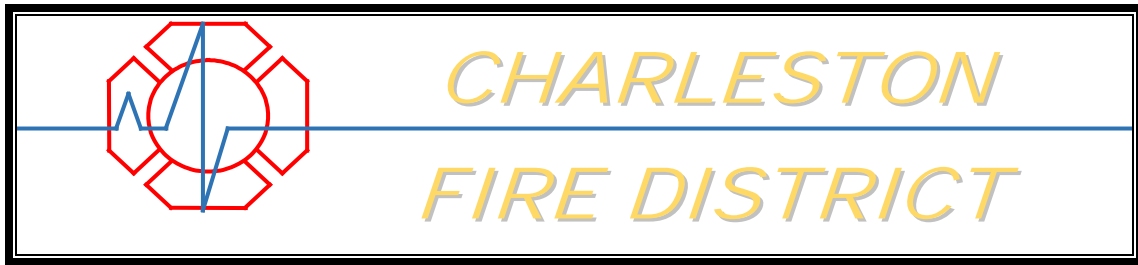
Monday, May 13, 2019 7PM (if needed)

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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	13
Fire District Vehicles	17
<u>Personal Services</u>	25
Personal Services: Salaries, Overtime, PERS, Medicare, Health Insurance, Unemployment Insurance and Accident Insurance	26
<u>Materials and Services</u>	31
Materials and Services: Professional Services	32
Materials and Services: Operational Expenses – Utilities	35
Materials and Services: Maintenance Expenses	37
Materials and Services: Travel Expenses	39
Materials and Services: Administrative Expenses	40
Materials and Services: Program Expenses	42
Materials and Services: Grant Expenses & Other Materials & Services	44
Total Operating including Personal and Materials & Services	44
<u>Capital Outlay</u>	45
Capital Outlay: Equipment & Vehicles	46
Total Personal Services, Materials & Services and Capital Outlay	46
Budget Totals—Operating	47
<u>Contingencies & Transfers to Other Funds</u>	49
<u>Total Budget</u>	51
<u>Reserve & Debt Service Funds</u>	53
<u>Resources, General Fund</u>	57
<u>Valuation, Tax Rate</u>	61
District Valuation and Proposed Tax Rate	62
Coos County Detail of Tax Levy	62

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Fiscal Year 2019/2020 Budget Committee

Committee Members

#1	Edward Powers	FY 20/21
#2	Connie Green	FY 20/21
#3	Allen Solomon	FY 21/22
#4	Jerry Smith	FY 21/22
#5	Ken Bastendorff	FY 19/20

Board of Directors

- #1 Darrell King
- #2 Kim Davidson
- #3 Alan Taylor
- #4 Heide Cummings
- #5 Roy Holland

Budget Officer

Chief Michael Sneddon
chief.mick@charlestonfire.net
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 2019/2020 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 2019/2020 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.

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 2019/2020 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 260,000. I know we had discussed reducing the rate back 15 cents to \$2.85 however, the cost of doing business is out pacing the incomes required for this agency to provide the service delivery demanded by the community.

Personal Services has increased roughly 8% over the current year. With the recent retirement of the entire full time career staff, we have seen a major reduction in our PERS costs. Our rates will drop July 1st from 28.69% for the Tier 1 & 2 employee to 20.76% and the OPSRP rates drop from 19.21% to 9.92%. This will result in a reduction of the PERS line of over \$11,000.

Staffing changes this year include the addition of two full time positions as Utility Firefighters with operations, maintenance and management requirements. This will help provide staff to maintain the readiness of 8 apparatus, 4 staff vehicles and 3 stations. These positions also provide oversight for the student and volunteer programs. Also provides additional full time coverage both on duty and call back to augment the overstretched volunteer corp. Besides the full time staff, this year will be the second year with summer seasonal firefighters. The four seasonal positions last year provided much needed staffing and this year since we have the permanent positions we have budgeted for two seasonal positions. The scheduling of these positions will overlap giving 2 positions in station on weekends. Weekend coverage for on duty staff is a new idea for Charleston but is rapidly becoming a need.

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. Our current staff includes a family, employee & spouse and the two new are employee only.

We returned to the intern program, and currently there are two active students. Recruiting is ongoing for this year and next. The plan is for 6 students. We currently have 26 volunteers and 2 students.

I have decided that the time has come to retire fully. I will work as the Fire Chief the remainder of 2019 for the allotted 1039 hours (half time). In January I will return to an average of 40 hours per week until I reach the 1039 hours around the end of June. I will over the next 15 months write and seek approval from the Board a Succession plan with two options. 1st option is for me to mentor and train Deputy Chief Daryl Kemmerle to take over a Chief July 1, 2020. The second option would be for me to write and manage the hiring process providing oversight as the Board selects the next Chief. The 3rd option which is not one I

would recommend but should still be researched would be to contract for senior executive services through Coos Bay Fire.

The IT manager position ended December 31, 2018 so the part time employee line reflects a drop of those wages. I am seeking an increase for the File Clerk from 10 hours per week to 12 the tasks required of this position have dramatically increased. The EMS Coordinator remains at 8 hours per week.

The Seasonal Firefighters are in their own line and looking at the official budget, the column next to the line tile has a number 2 in it. This shows the number of positions in that line, the Utility Firefighter and the Part Time Positions have numbers correlating to the number of employees in those lines. The seasonal positions are planned for June 16 to September 23. Besides answering alarms they will have a multitude of tasks to be completed this summer. Annual equipment and pump testing will occur including the testing of the breathing apparatus, hose, and ladders. Also, all the buildings need to be painted outside, cleanup and repair the landscaping around the stations and the hydrants also will be completed.

The big change this year is in personnel. With the entire full time staff retiring in 2016 & 2017 we have rebuilt the staffing for the daily operations and management of this agency. The Deputy Chief Position has been functioning well as the second in command and having the daily management as part of his responsibility besides managing the training program which is primary responsibility. Daryl has done an excellent job this past year learning the job requirements and meeting the needs of Charleston Fire and our personnel. In November our new Firefighters started their careers with Charleston Fire and they have helped bring us more into the digital age than we were prior. We have gone to online reporting and check lists for our vehicle and equipment checks reducing our use of paper and need for hard storage solutions.

These positions have the maintenance, repair and other programs assigned to them. Besides answering alarms and maintenance each will be assigned as the coordinators for the Volunteer and student intern programs giving more oversight to them. I have been working with them on providing them the skills required to keep our vehicles and equipment maintained and operating plus maintaining the buildings. They have hit the ground running in the emergency service delivery and one should be testing for his paramedic in the coming months giving us two paramedics in the full time staff.

The addition of seasonal firefighters was a great success and will return this year. I had hoped to retain four positions however the funding is not there. Besides the increase in alarms during the summer and reduction in volunteer staffing due to vacations, sports and other family related distractions they will also have a myriad of tasks planned to get finished over this summer. All our buildings still need to be painted inside and out, over 14,000 feet of hose requires annual testing, pumps all need annual testing, general landscaping projects including clearing the south area at station 1 and building a retaining wall to increase parking around the station for volunteers during alarms. The seasonal positions will drop to 2 this year and will augment out current full time staff. Scheduling is also planned to provide daily staffing of the District 7 days per week reducing the reliance on the volunteers and hopefully reducing the burnout factor.

As you review the vehicle section, you will note our fleet is reducing has an average age of 20 years. For this I excluded the 33 year old tender which is currently being surplus as is the 1997 F150 and the 1995 ambulance, authority has been given, the sale just hasn't been completed. We are waiting on one of the Engines to be finished in the refurbishment process. This year there is \$50,000 planned to transfer into the Building/Equipment Reserve Fund.

The Board is also currently discussing a return to issuing burn permits including required sight inspections for open debris and burn barrels before permits are issued. A permit fee is also being considered to defray the added costs of these inspections.

I have estimated that the valuation will be \$251,500,000 for next fiscal year this is an increase of 4.0+% as estimated by the Coos County Assessor's Office. Using this value I have estimated a tax levy of \$735,000. This rate includes the estimated 8% uncollectible, given this the taxes necessary to balance the budget is \$693,200. 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

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2019/2020

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 interior & exterior (painted last in 2009)
2. Flooring in meeting room, kitchen, bathroom and hallways (over 20 years old)
3. Remove hillside and add a retaining wall and gravel along south side for additional parking for Volunteers when responding to alarms
4. Remodel of dorm area
5. Drainage at Northwest corner of parking lot (concrete being undercut and sluffing off damaging the parking lot)

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 interior & exterior (painted last in 2003)
2. Station storage clean-out
3. Replace siding on the pump house and paint
4. Grade parking lot and add additional gravel
- 5.

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.



1. Paint exterior (painted last in 2014, needs second coat)
2. Station storage clean-out

2019/2020

Budget for the



APPARATUS

C8201 2005 Suburban assigned to Chief Sneddon
Purchased in 2009 and has 138,000 miles on it
Original purchase price of \$19,000. Condition: Excellent



C8202 2005 Chevrolet 2500 assigned to Deputy Chief Kemmerle
Purchased used in 2011 currently has 118,000 miles.
Condition: Excellent
Scheduled to be replaced this year



U8224 1997 Ford F250 Utility vehicle

Plan is to consider disposal of this unit this fiscal year

Purchased new in 1997/ 171,000 miles.

Condition: Fair



U8225 1997 Ford F150 (Up for Disposal currently)



Rescue 8272 2001 Ford F550 assigned to Station #2 and used for EMS response and wildland fire response
Purchased new in 2001/ 46,000 miles.
Condition: Good



Rescue 8291 1995 Ford F350/ Horton Ambulance
(Up for Disposal now)



Rescue 8292 2002 Ford/ Wheeled Coach Ambulance assigned to Station #1.
Used for EMS, extrication and initial response on all types of alarms
Transferred at no cost from Winston Dillard Fire District/ 152,000 miles.
Condition: Good



Rescue 1 1993 Chevrolet/ walk around rescue
Recently purchased from Bandon RFPD for \$8,500 and will be used as
our first out rescue unit for EMS and special rescue responses



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
128,000 miles & 9,700 hours.
Condition: Excellent



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



Engine 819 1991 Peirce Arrow Engine assigned to Station #1
Purchased used in 2008 for \$30,000 from City of Salem Fire Department
168,000 miles & 11,000 hours.
Currently being refurbished in Washington.
Condition: Good



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 in some cases.

Purchased new in 2004 from H&W Fire Apparatus for \$172,500
12,000 miles & 1,000 hours.

Condition: Excellent



Tender 8263 1983 Ford/ Western States water tender
(Up for Disposal now)



2019/2020

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, 2019, I will return to full time and work until I reach the cap of 1,039 hours. At that point I will fully retire. A succession plan is currently in early stages and will be presented to the Board this fall.		
Line Total	45,100	67,900

<u>DEPUTY CHIEF SALARY</u>	Current	Proposed
Current salary for this position is \$6,458 per month with a contracted COLA increase of 2.5% scheduled for July 1. After the COLA the annual salary is \$79,430 per year.		
Line Total	73,800	79,500

<u>UTILITY FIREFIGHTER SALARY</u>	Current	Proposed
Includes the two full time firefighters at \$40,000 as a starting wage for each. As their training, education and certifications evolve, their title will change thus increasing their rank and salary would be commensurate in future years. The both will receive a 2.5% COLA effective July 1, 2019 plus a 5% step increase based on performance in November on their 1 st anniversary with the agency as per policy.		
Line Total	60,000	86,000

<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. Seasonal and full time Firefighters are required to be paid this rate as per state and federal labor laws.		
Line Total	10,000	20,000

Charleston Fire District

Personal Services

**WAGES, BENEFITS AND PERSONNEL RELATED EXPENDITURES
CONTINUED**

<u>PERS</u>	Current	Prop
You are seeing a large reduction her as our rates have dropped dramatically in the upcoming biennium. Tier 1/2 currently is 22.69% + 6% and the OPSGP is 14.76% + 6%. As of July 1, 2019 our new rates will fall to tier 1/2 at 13.21% + 6% and the OPSGP is 3.92% + 6%. This is a 38% reduction in our PERS costs.		
The Deputy Fire Chief, Utility Firefighters, Seasonal Firefighters and Administrative Assistant will be the employees on this program.		
Line Total	40,000	28,800

<u>MEDICARE/ SOCIAL SECURITY</u>	YTD	Current	Prop
Medicare for all employees and volunteers			4,900
Social Security for all employees and volunteers			21,000
Line Total	18,413	19,000	25,900

<u>HEALTH INSURANCE</u>	YTD	Current	Prop
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.			
Line Total	30,305	57,000	43,500

<u>UNEMPLOYMENT INSURANCE</u>	YTD	Current	Prop
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.			
Line Total	2,442	2,700	2,500

<u>ACCIDENT INSURANCE</u>	YTD	Current	Prop
This is for our Worker's Compensation Insurance. All employees and volunteers are required to be under this policy.			
Line Total	10,141	12,000	13,000

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. \$4.08/ Volunteer & \$9.78/ Employee			1,900
Short Term and Long Term Disability premiums Short Term Disability \$23.66/ month per employee Long Term Disability \$20.70/ month per employee			1,600
Line Total	2,013	3,500	3,500

<u>EMS COORDINATOR SALARY</u>	Current	Proposed
For information on these positions see that section. This line will disappear in 20/21 budget.		
Line Total	0	0

<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 30 volunteers including 4 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	26,753	36,000	45,000

<u>FILE CLERK SALARY</u>	Current	Proposed
For information on these positions see that section. This line will disappear in 20/21 budget.		
Line Total	0	0

Charleston Fire District

Personal Services

WAGES, BENEFITS AND PERSONNEL RELATED EXPENDITURES CONTINUED

<u>PART TIME POSITIONS</u>	Current	Proposed
<p>There are now two part time positions. The EMS Coordinator wage is \$20.11 per hour, the File Clerk is \$15.38 per hour including the 2.5% COLA affective July 1 as per policy. I am requesting an increase for the file clerk from 10 hours to 12 hours per week with the added duties I have been placing on her.</p>		
Line Total	21,100	18,000

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

<u>Seasonal Firefighters</u>	Current	Proposed
<p>To fund two Seasonal Firefighters from June 16 to September 30. This is the second 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.</p>		
Line Total	31,200	16,800

TOTAL REQUESTED FOR PERSONAL SERVICES Including Salaries	YTD	Current	Prop
Category Total	301,101	413,900	449,900

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, 2019

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2019/2020
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	3,536	6,000	6,000

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	9,350	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	12,250	20,000	21,000

VOLUNTEER FIREFIGHTERS (Sleepers)	YTD	Current	Prop
Student Firefighter stipend			
Line Item Total	3,000	10,000	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	2,000	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.			
Line Item Total	40,516	15,000	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	3,643	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.			10,500
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	6,172	10,000	12,000

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 2019. 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	17,249	18,000	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	-0-	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.	97,716	100,500	173,000

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	8,332	10,000	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.			3,400
Cellular service			2,000
Internet service for all stations & Cable for St. 1 & 2			3,400
Unanticipated increases in use & rates plus repair or maintenance to the telephone system			1,200
Line Item Total	7,214	8,500	10,000

<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	4,251	5,500	5,500

Charleston Fire District

Materials and Services

OPERATIONAL EXPENSES UTILITIES CONTINUED

GARBAGE	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	1,947	3,000	3,000

MOTOR VEHICLE & HEATING FUEL	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	8,140	10,000	10,000

PROPANE	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	51	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.	29,935	38,000	41,500

Charleston Fire District

Materials and Services

**OPERATIONAL EXPENSES
MAINTENANCE EXPENSES**

<u>BUILDING MAINTENANCE</u>	YTD	Current	Prop
Replace the flooring at Station 1 meeting room, halls, kitchen and Restrooms			3,000
Paint exterior all stations			700
Reside the pump house st 2			1,000
Retaining wall and parking area st 1 south side			1,500
Annual Generator inspection and maintenance			800
Annual testing of backflow preventers and Barview & Charleston			300
exterior lighting upgrade Station 1 parking lot			7,000
Grounds and lawn care materials (fertilizers, grass seed, landscaping improvements etc.)			200
Discretionary expenditures throughout the year and programs and improvements that come up throughout the year including janitorial supplies			500
Line Item Total	13,745	20,000	15,000

<u>EQUIPMENT MAINTENANCE</u>	YTD	Current	Prop
Miscellaneous parts and repairs for equipment (not vehicles) including breathing apparatus, small engines, and other mechanical equipment. Also includes test gasses for breathing apparatus compressor and gas detectors. Annual calibration of SCBA test machine.			4,000
Replacement batteries for lights, breathing apparatus, pagers, portable radios and other items that utilize batteries			900
Ladder testing			600
Air test kits for quarterly air testing of breathing air and annual service kit for compressor (oil and filters)			1,600
Rescue tool testing and maintenance			1,000
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			900
Miscellaneous expenditures and Discretionary expenditures			4,000
Line Item Total	11,112	12,500	15,000

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 F250			1,200
Additional discretionary spending throughout the year			3,500
Line Item Total	17,498	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	20	1,000	1,000

Total Maintenance and Minor Improvement Costs	YTD	Current	Prop
This is for repair, maintenance, improvements and some equipment purchases.	42,375	48,500	46,000

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	5,769	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	5,174	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	10,943	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	376	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.			2,500
Web Site hosting and electronic map book program for apparatus			1,000
Discretionary spending			2,000
Line Item Total	7,206	7,000	7,000

<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	90	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	-0-	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.			14,000
Line Item Total	15,843	11,000	20,000

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	695	1,000	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	2,968	3,000	3,000

Total Administrative	YTD	Current	Prop
	27,178	25,000	33,500

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	4,707	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
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			5,000
Line Item Total	9,846	10,000	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	123	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	9,869	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	3,599	6,000	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	3,785	5,000	5,000

Total Programs Expenses	YTD	Current	Prop
	31,929	36,500	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	-0-	45,000	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	1,612	2,000	2,000

Total Other Expenses & Grant Expenditures	YTD	Current	Prop
	1,612	47,000	47,000

Charleston Fire District

Materials and Services

TOTAL MATERIALS AND SERVICES

Total Materials and Services Expenses	YTD	Current	Prop
	241,692	318,500	404,500

2019/2020

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 3—60 minute cylinders for the Rapid Intervention crew packs.</p>	23,500
Total Equipment Purchases	23,500

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

Total Capital Outlay	23,500
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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	301,101	413,900	449,900
Materials and Services	241,692	318,500	404,500
Total Operating	542,793	732,400	854,400
Capital Outlay	-0-	-0-	23,400
Total Operating and Capital Outlay	542,793	732,400	877,800

Note that this is an increase of \$145,400 over current year. There is an added \$36,000 for Personal Services and an increase of \$86,000 for Materials and Services. The increases in Personal Services is from the full time staff as they are funded for the full year where in FY18/19 they were only funded for 7 months. Also, there is the added funding for me to work full time in the second half of the fiscal year. The added increase in Materials and Services is from the large increase in the conflagration pass through which does not affect the tax rate. There is also the addition of a capital expense this year further increasing the operating budget. Besides these major increases, the cost of doing business is ever increasing and just as in our own personal lives, income is usually outpaced by inflation.

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2019/2020

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
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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	85,000	50,000
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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.	14,200	13,900
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2019/2020
Budget for the



Total Budget
General Fund

Charleston Fire District

General Fund Totals

Total Budget with Capital Outlay	Current Budget	Proposed
Personal Services	413,900	449,900
Materials and Services	318,500	404,500
Total Operating	705,000	732,400
Capital Outlay	-0-	23,400
Operating Contingency	40,000	40,000
Transfer to the BERF	85,000	50,000
Transfer to Debt Service Fund	14,200	13,900
Total Expenditures General Fund	871,600	981,700
Unappropriated Ending Fund Balance	150,000	150,000
Total General Fund with Unappropriated Ending Fund Balance	1,021,600	1,131,700

2019/2020
Budget for the



Reserve
&
Debt Service
Funds

Charleston Fire District

Reserve & Debt Service Funds

BUILDING/ EQUIPMENT RESERVE FUND	
Resources	
Cash on Hand	30,000
Interest Income	100
Transfer from the General Fund	50,000
Total Resources	80,100
Materials and Services	
Equipment Repair	10,000
Building repair	10,000
Service fees	100
Loan Fees	-0-
Total Materials and Services	20,100
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.	50,000
Building and real property acquisition and Major Improvements	10,000
Total Capital Outlay	60,000
Total Requirements Building Reserve Fund	80,100

Charleston Fire District

Debt Service, Transfers, Contingencies & Reserve Funds

<u>DEBT SERVICE FUND</u>	
Resources	
Cash on Hand	13,400
Interest income	100
Transfer from the General Fund	13,900
Transfer from the Building/Equipment Reserve Fund	-0-
Total Resources	27,400
Bond Principal Payments	
January 1, 2019	10,000
Bond Interest Payments and Fees	
January 1, 2020 & July 1, 2020	5,000
January 1, 2021 (unappropriated principal & Interest)	12,400
Total Payments	27,400

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2019/2020

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>	200,000	225,000
<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 \$16,959. The way that the trend has gone over the past years I believe the \$30,000 is a good estimate for this revenue for this year. We received \$22,300 last year.</p>	30,000	30,000
<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	25,000
<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>None scheduled at this time however one of the 1997 pick-ups, the 1995 Ambulance and the 1983 Tender are currently for sale at this time.</p>	1,000	1,000

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>	15,000	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. We are seeking a grant in the fall for some wildland equipment and new breathing apparatus, however the breathing apparatus grant if awarded won't come through until 2021.</p>	48,000	48,000
<p align="center"><u>Donations & Contributions</u></p> <p>This is for miscellaneous contributions given to the District through the year.</p>	-0-	-0-
<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>	3,000	10,000
Total Revenue, except taxes	345,500	438,500

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2019/2020

Budget for the



VALUATION & TAX RATE

Charleston Fire District

Valuation, Tax Rate and Meeting Agenda

Valuation and Proposed Tax Rate

Estimated Valuation	251,500,000
Estimated Tax Rate (Current Rate: \$3.00/ Thousand).	\$3.00/ Thousand
Estimated Tax Levy	\$754,500
Estimated Tax Revenue subtracting the estimated 8% uncollectible due to discounts and nonpayment.	\$694,000

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

10/18 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:	\$241,963,584
Subtract: UR EXCESS VALUE (used):	\$-0-
VALUE TO COMPUTE THE TAX RATE:	\$241,963,584
Tax Computations	
TAX RATE (dollars/1000) (\$2.50)	0.0030000
AMOUNT RATE WILL RAISE:	\$725,890.75
BILLING RATE (\$3.00)	0.0030000
CALCULATED TAX FOR EXTENSION:	\$725,890.75
GAIN UR TAX RT EXTENSION	\$-0-
GAIN/LOSS DIV TAX	\$-0-
NET TAX FOR EXTENSION:	\$725,890.75
ACTUAL TAX EXTENDED DIST	\$725,891.06
GAIN/LOSS FROM IND EXT.	\$0.31
COMPRESSION LOSS	\$0.00
DISTRICT TAXES IMPOSED	\$725,891.06
Additional Taxes/Penalties (Forest Land)	\$0.00
TOTAL TO BE RECEIVED	\$725,891.06
PERCENTAGE SCHEDULE (ORS 311.390)	.00991365

<http://www.co.coos.or.us/Portals/0/Assessor's%20Office/sumtaxassess2018-19.pdf?ver=2018-10-19-113849-197>