

**CROOKED RIVER RANCH RFPD**  
6971 SW Shad Road  
Terrebonne, OR 97760-9250

**BUDGET COMMITTEE MINUTES**  
**April 26, 2018**

A Budget Committee Meeting of the Crooked River Ranch Fire Protection District was held on **Thursday April 26, at 6:00 p.m.** at Crooked River Ranch Fire District, located at 6971 SW Shad Road, Crooked River Ranch, Oregon.

- 1.0 **Call to Order:** Director Bengston called the meeting to order at 6:00 p.m.
  - 1.1 Flag salute led by Director Bengston.
- 2.0 **Nomination of Budget Committee Officers:** Director Bengston called for nominations for Budget Committee Chairperson. Kay Norberg was nominated and elected unanimously. Nominations for Budget Committee Secretary were called for and Michael Knoke was nominated and elected unanimously.
- 3.0 **Roll Call of Directors, Budget Committee, and Staff:** Those present were Directors Bengston, Dille, Kirk, Meredith, and Oakley; Budget Committee members Bedell, Knoke, Norberg, Pahl, and Sundin; Staff present was Chief Ward, Assistant Chief Hartley, Administrative Assistant, Schulke, and Assistant Chief Wilson. Members of the public attending were Patricia Hayes, Sue and Jerry Green, and Tina Wilson.
- 4.0 **Approval of Budget Committee Minutes for April 25, 2017:** Budget Committee Chair Norberg called for approval of the minutes from last year's meeting. The minutes were reviewed and approved with the corrections of one typo and one grammatical error.
- 5.0 **Presentation of Budget Message and Proposed Budget:** Chief Ward began his presentation with a review of the past year, stating that by using cost cutting measures in many areas, they were able to stay within budget allocations, stressing needs over wants. However, going forward, expenses will be closer to revenue and more effort will be needed to find further savings.
- 6.0 **General Fund, Resources:**

Chief Ward started with a line by line review of the General Fund and reported the cash on hand shown on line 1 was \$239,987. Fourteen line items on page one showed total resources of \$1,312,842. A member of the public asked what the Cash on Hand was at the end of last year, and after some research, this figure was reported as \$350,193.

Line 2, Previously Levied Taxes estimated to be received: \$32,500  
Line 3, Interest: \$3,500  
Line 4, Transferred In, from other funds: \$0  
Line 5, AFG Grant Funds: \$0  
Line 6, Ambulance Billing: \$150,000  
Line 7, Contractual Income: \$0  
Line 8, Emergency Address signs: \$500  
Line 9, Fire Med: \$12,375  
Line 10, Grant Funds: \$45,922

Line 11, Misc. Income: \$5,000  
Line 12, Sale of Assets: \$0  
Line 13, Training: \$500  
Line 14, Conflagration Revenue: \$1,000  
Line 29, Total Resources, Except Taxes To Be Levied: \$491,284  
Line 30, Taxes Estimated To Be Received: \$821,558  
Line 32, **TOTAL RESOURCES: \$1,312,842**

**General Fund, Personnel Services:**

Chief Ward and Assistant Chief Hartley reviewed page 3 of the budget package detailing Personnel Services. They presented an overview of Salaries, Wages, Insurance Benefits, PERS, Taxes, and Student and Volunteer programs. A question from the public about why the District pays 100% of employee health benefits was clarified by the Chief with the explanation that it was negotiated in the current union contract and will be re-negotiated when it expires. Insurance classifications may change in the future along with increased Deductibles and may bring costs down. Chief Ward pointed out that one cost saving measure was that no salary increases were given to the top three positions. Director Dille asked about Salary Ranges and Assistant Chief Hartley explained that those figures include Vacation Buy-Back Projections.

Total Personnel Services Requirements are budgeted at \$790,209.

**General Fund, Capital Outlay & Grant Awards:**

Capital outlay is projected to be \$0 and no Grant Awards are expected at this time. The new radios have been paid for and are being programmed now.

**General Fund, Materials and Services:**

Line 1, Administration: \$15,000. Overall Administration costs are up.  
Line 2, Building Maintenance & Supplies: \$10,000. Remains the same.  
Line 3, Department Services: \$5,000. Down from last year.  
Line 4, Dispatch Services: \$58,115. The largest budget increase reflecting the addition of more technology, e.g. I-pads, modems, data costs, and an increase in 911 costs.  
Line 5, EMS Operations: \$32,950. Up slightly due to Program expenses and Licensing.  
Line 6, Fire Operations: \$16,705. Down considerably over last year due to major purchases made then which were a one time expense.  
Line 7, Fuel: \$10,000. Remains the same.  
Line 8, Insurance: \$30,000. Up from overall industry hikes due to disasters around the country.  
Line 9, Prevention: \$1,000. Down because some materials purchased last year are still on hand.  
Line 10, Professional Services: \$20,000. Attorneys have raised their fees, however, the new Auditor is \$6,000 less than the previous firm.  
Line 11, Radios/Communications: \$4,611.  
Line 12, Rope Rescue Operations: \$1,500. Same as last year.  
Line 13, Training: \$7,389. Down due to less travel required. Many classes are in Bend now.  
Line 14, Travel: \$9,105. Provisions are made for two attendees to go to the national Fire Academy for one or two week classes. Honor Guard travel costs

were cut in half to \$500.  
Line 15, Tuition Reimbursement: \$31,500. Same as last year.  
Line 16, Uniforms: \$5,713. Down due to not purchasing the same amount as last year.  
Line 17, Utilities: \$22,250. Down in part due to reduced bay temperature setting.  
Line 18, Vehicle Maintenance: \$18,000. Down over last year.  
Line 19, Volunteer Incentive Program: \$28,860.  
Line 20, Wellness Program: \$10,000. Same as last year. these costs are reimbursed by FEMA.  
Line 21, SAFER Grant Expenditures: \$9,422. Same as last year. Grant will be re-applied for.  
Line 32, **Total Materials & Services: \$347,660.**

**7.0 Capital Reserve Fund:**

Cash on hand is \$169,250 and Interest is \$750 for a total of \$170,00 in the Capital Reserve fund. There are no funds budgeted for deposit into the Capital Reserve Fund in this budget year.

**8.0 Committee Discussion:**

Budget Committee Chair Norberg reminded everyone that the District has never had to borrow funds for the purchase of anything, and asked if equipment replacement wasn't still the priority. Chief Ward said yes it was and by buying used equipment money can be saved. Director Dille mentioned that with the tightening constraints on the budget a loan may have to be sought at some time in the future. Board President Bengston said that if there is any way to transfer funds, the board would do that.

9.0 Budget Chair Norberg called for final corrections, comments, or complaints.

10.0 Budget Committee Member Bedell made a motion to adopt the budget as presented. The 2018-2019 budget was approved unanimously.

11.0 Board President Bengston closed the meeting 3at 7:39 p.m.

Respectfully Submitted By:

Michael Knoke, Secretary  
CRR RFPD Budget Committee