

PHILOMATH FIRE & RESCUE BUDGET FISCAL YEAR 2020 - 2021

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PHILOMATH FIRE & RESCUE

MISSION STATEMENT

The men and women of this department are dedicated to:

*The preservation of property, through the extinguishment and prevention of fires;
The protection and care of human life through education and treatment;
The development of character through commitment and teamwork.*



PHILOMATH FIRE & RESCUE

VISION STATEMENT

Philomath Fire & Rescue serves the emergency needs of a diverse community, providing state of the art fire and medical emergency response services.

The District has a strong volunteer base and active involvement in community affairs pertaining to public safety. We maintain the highest safety standards for our personnel and the community.



PHILOMATH FIRE & RESCUE

BUDGET CALENDAR FOR FISCAL YEAR 2020 - 2021

Tuesday, 4 February, 2020	Appoint Budget Officer.
Tuesday, 3 March, 2020	Appoint Budget Committee.
Friday, 17 April, 2020	Draft department budgets dues.
Thursday, 30 April, 2020	Publication of public notice of Budget Committee Meeting - 1st Publication and online posting.
Thursday, 30 April, 2020	Final Draft budget for production.
Thursday, 14 May, 2020	Budget Committee Meeting: Present proposed budget and budget message.
Tuesday, 19 May, 2020	Publication of Financial Summary and notice of Budget Hearing.
Monday, 1 June, 2020	Regular Board Meeting & Public Hearing on budget as approved by Budget Committee. Adopt final budget and make appropriations.

BUDGET COMMITTEE MEMBERS

2020 - 2021

Ruth Jacobs
7115 SW Deerhaven Drive
Corvallis, OR 97333

Rick Brand
3000 Southwood Drive
Philomath, OR 97370

Bob Boss
270 S 15th Street
Philomath, OR 97370

Joe Brier
35543 Summers Lane
Philomath, OR 97370

Van Hunsaker
324 Vincent Street
Philomath, OR 97370

Anton Grube
3282 Chapel Drive
Philomath, OR 97370

Robyn Jones
328 Mt. Union Avenue
Philomath, OR 97370

Peter Finn
32238 Gerding Lane
Philomath, OR 97370

Daphne Phillips
3233 Chapel Drive
Corvallis, OR 97333

Larry Sleeman
400 S 30th Street
Philomath, OR 97370

PHILOMATH FIRE & RESCUE

BUDGET DOCUMENT FISCAL YEAR 2020 - 2021

The following personnel participated in the data research and organization of the proposed budget document:

Fire Chief Tom Miller
Deputy Chief Chancy Ferguson
Office Administrator Lilee Rodriguez
Fire & Life Safety Captain Rich Saalsaa
Lieutenants Scott Moser and Victor Haney

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2020 - 2021 BUDGET MESSAGE

The 2020 - 2021 budget of Philomath Fire & Rescue is being presented as a balanced budget. Revenue projections are based on an assessed value (AV) of \$870,343,256 (up 4.6% from FY 19/20), our permanent tax rate of \$1.5080 per thousand of assessed value and our historic collection percentage of 96%. We anticipate receiving \$15,000 in delinquent taxes and \$2,000 in interest. We also expect to receive \$8,000 for Public Education Income. An estimated \$130,000 is projected to be collected for conflagration expenses, based on the average of the last 5 years for in-state conflagrations. Additional funds, in the amount of \$25,000, are expected to be collected from miscellaneous income which will include fees from Kings Valley Rural Fire and Blodgett Fire District in an effort to cost-share training and response expenses with these departments, as well as collected fees according to the District Fee Schedule.

The City of Philomath's Urban Renewal District (URD) continues to impact the Fire District's Assessed Value (AV). The loss in AV to the Fire District for Fiscal Year 2020 - 2021 will be \$40,088,447. The Urban Renewal Plan was renewed by the City in 2010 and was extended to 2030.

The budget does not include any capital outlay expenses resulting from the GO Bond. The only funds collected relating to the bond are the Debt Services Funds for the GO Bond repayment.

The budget process for Philomath Fire & Rescue includes soliciting ideas for consideration from staff and the volunteer members.

The Budget document is presented to you in these areas:

1. Budget Programs - All the expenditures are broken down into programs, with a statement of each program's goals and objectives. Listed below are the programs for Philomath Fire & Rescue:

- A. Administrative Program
- B. EMS Program
- C. Suppression Program
- D. Safety Program
- E. Training Program
- F. Prevention Program

G. Communication & Mapping

H. Buildings and Grounds Program

I. Vehicle & Equipment Maintenance Program

J. Bond Debt Services

2. General Fund - This breakdown details the line items of anticipated revenues and proposed expenditures. The Fire Service General Fund expenditures include Personnel Services, Materials & Services, Capital Outlay, and Transfers, and are generally referred to as the operating budget of the District. The major source of revenue are tax funds, which are broken down into current year and previous years' taxes. The other revenues include conflagration reimbursement funds and funds from our Public Education program, including First Aid/CPR and Emergency Medical Responder classes.

Areas of emphasis for the proposed 2020 - 2021 Fiscal Year include:

- a. Purchase of replacement Self-Contained Breathing Apparatus (SCBA) in the amount of \$220,000.
- b. Purchase of a residential unit to be installed at Station 202 in order to house residents and daytime paid staff.
- b. Maintain sufficient funds for an unappropriated ending fund balance in order to cover District expenses prior to the receipt of tax dollars in November.

The District is currently pursuing an AFG Grant for purchase and installation of a training facility to replace the current 1970's mobile home, stationed on the training grounds at 201. This District will also submit a SAFER Grant to pursue funding for an additional Firefighter to expand daytime response and alleviate scheduling issues due to vacations and sick days.

Administrative Program

GOAL: To provide administrative support and organizational consistency for the Fire District.

On-going:

- Provide the day-to-day administrative functions of the Fire District Programs and activities.
- Provide the professional services necessary to run the District.
 - Legal consultants
 - Auditor
 - Physician Advisor
 - District Website
 - Payroll Service
 - Training and certification tracking programs for personnel
- Provide for the volunteer incentive program which shows the District's appreciation to volunteer personnel for responding to emergency calls and training, and provide funds for the volunteer activities.
- Cover the cost of communications, utilities, and station alarm monitoring.
- Continue newsletter publications, biannually, as a means of outreach and education.
- To prepare and pay for upcoming Board seat elections.
- To encourage networking and educational opportunities for staff and volunteers.
- To continue involvement in community activities that foster a strong sense of community and highlight District activities in the community.

Administrative Program

Materials and Services:		\$	195,350.00
		Prior Year	
6001	Contracted Professional Services	\$ 33,400.00	27,800.00
6010	Office Supplies	\$ 9,500.00	4,800.00
6011	Postage/Shipping	\$ 2,400.00	270.00
6020	Insurance & Bonds	\$ 46,600.00	36,300.00
6030	Dues, Fees & Subscriptions *	\$ 13,890.00	13,500.00
6040	Publications & Elections	\$ 3,200.00	3,400.00
6050	Utilities (water, garbage, power)	\$ 25,900.00	24,400.00
6060	Communications (phone, website, internet, alarm monitoring)	\$ 13,060.00	12,500.00
6080	Conference Expense	\$ 5,100.00	5,600.00
6100	Equipment Maintenance Agreement - Admin (copier, software)	\$ 1,600.00	1,500.00
6270	Volunteer Activities	\$ 12,000.00	12,000.00
6280	Volunteer Incentive Program	\$ 5,000.00	5,000.00
6300	Length of Service Awards Program	\$ 11,000.00	11,000.00
6320	Community Involvement	\$ 2,200.00	2,000.00
6900	Miscellaneous Expense	\$ 7,500.00	8,100.00
6901	Cost of Goods Sold	\$ 3,000.00	0.00
8005	Contingency Fund	0.00	\$ 117,235.00
Transfers:			
9000	Transfer to Vehicle Fund	0.00	\$ -
9010	Transfer to Building/Land Fund	0.00	\$ -
9020	Transfer to Equipment Fund	23,752.00	\$ -
3010	Unappropriated Ending Fund Balance	391,707.00	\$ 437,900.00
Total Administration Program			\$ 750,485.00
			\$589,459 19-20
			\$512,542 18-19
			\$517,078 17-18

Dues, Fees, and Subscriptions

GOAL: To stay abreast of any changes in the emergency services field and participate in organizations representing difference aspects of Fire and Emergency Medical Service.

On-going:

- Participate in local, state, and national Fire Service organizations and trade publications.
- Budget for the necessary fees required to maintain local, state, and federal requirements for certification and membership.
- Continue to budget for necessary administrative functions for the Fire District.
- Subscribe to a range of technical support programs relating to the functioning of the Fire District.
- Provide administrative personnel opportunities to network and learn from organizations and associations dedicated to ongoing education of the Fire Service.

* Dues, Fees, and Subscriptions total is included in the overall Administrative Budget.

6030 Dues, Fees, & Subscriptions*

\$ 13,890.00

Dues:	\$ 6,180.00	Prior Year	\$13,500 19-20
Oregon Fire Service Office Administrators - Membership (1)	\$ 50.00	50.00	\$12,701 18-19
Oregon Fire Chiefs Association Membership (1)	\$ 100.00	100.00	\$12,290 17-18
Emergency Medical Service Oregon Fire Chiefs Association (1)	\$ 50.00	50.00	\$10,000 16-17
Oregon Fire Marshall Association (1)	\$ 70.00	70.00	\$8,754 15-16
Oregon Fire District Directors Association - District	\$ 1,500.00	1,500.00	\$6,865 14-15
Linn Benton Fire Investigation Team Membership (1)	\$ 100.00	100.00	
National Safety Council	\$ 50.00	0.00	
League of Oregon Cities - District	\$ 500.00	500.00	
Special Districts Association Annual Membership - District	\$ 2,000.00	2,000.00	
Oregon Volunteer Firefighters Association	\$ 300.00	300.00	
Oregon Government Ethics Commission - District	\$ 600.00	500.00	
Philomath Area Chamber of Commerce - District	\$ 250.00	230.00	
International Associations of Fire Chiefs	\$ 260.00	0.00	
Linn Benton Rental Housing Association - Membership (1)	\$ 100.00	0.00	
Good Samaritan - CPR instructor Dues (1)	\$ 250.00	500.00	
Fees:	\$ 4,000.00		
Secretary of State - Audit Filing Fee	\$ 250.00	250.00	
US Postmaster - PO Box Rental	\$ 200.00	150.00	
BioMed (Background checks)	\$ 400.00	400.00	
Department of Admin. Services - ORCPP Membership - Procurement	\$ 50.00	50.00	
Bank, LGIP,ASI Monthly Fees	\$ 150.00	100.00	
CLIA Lab (Glucometer)	\$ 200.00	200.00	
Length Of Service Awards Program - Admin Fee (OFDDA)	\$ 250.00	250.00	
GASB 75 Valuation	\$ 2,000.00	0.00	
Computer Security	\$ 250.00	220.00	
Intuit - Payroll Fees	\$ 250.00	230.00	
Subscriptions:	\$ 3,710.00		
National Fire Protection Association Membership - District	\$ 200.00	200.00	
Philomath Express - Annual Subscription	\$ 60.00	50.00	
When to Work - Annual Subscription	\$ 350.00	350.00	
Alsea Geospatial - GPS & Incident View - Annual Subscription	\$ 2,600.00	2,300.00	
Adobe - Annual Subscription (2)	\$ 300.00	200.00	
Microsoft Office Support - Annual Subscription	\$ 200.00	200.00	

EMS PROGRAM

GOAL: To provide the skills, tools and medications necessary for Philomath EMS providers to perform advanced care and procedures related to trauma and emergency medicine to the members of our district.

On-going:

- Maintain an adequate and up-to-date supply of medical equipment (ALS and BLS) for emergency calls.
- Continue required maintenance programs on cardiac monitors, defibrillators, and CPAP.
- Provide protection for our response personnel with immunizations and personal protective equipment.
- Educate in Bloodborne Pathogen identification and mitigation.

Objective # 1: Purchase (2) Airtraq Video Laryngoscopes

Objective # 2: Purchase an airway training manikin

Objective # 3: Purchase additional medications to broaden Paramedic scope of practice

EMS PROGRAM

Materials and Services:

6101	Equip. Maintenance Agreement - EMS Program	\$	1,600.00
			Prior Year
	Enerspect - Annual Lifepak maintenance	\$ 1,600.00	1,600.00
6210	Medical Supplies	\$	17,350.00
	Medical consumables	\$ 13,000.00	11,200.00
	Oxygen	\$ 150.00	300.00
	Adult Airway Manikin (1)	\$ 2,600.00	0.00
	Airtraq Camera (2)	\$ 1,600.00	0.00
7030	Capital Outlay: Medical Equipment	\$	-
			4,900.00

Total EMS Program

\$ 18,950.00

\$18,830 19-20
 \$14,380 18-19
 \$15,930 17-18
 \$13,200 16-17
 \$11,800 15-16
 \$11,500 14-15

SUPPRESSION PROGRAM

GOAL: To provide the tools and equipment necessary Philomath Fire and Rescue Firefighters to aggressively fight fire while providing for safety first.

Objective # 1: To purchase hand tools and other equipment for use in fire suppression efforts.

Objective # 2: To outfit the apparatus with 3" hose.

SUPPRESSION PROGRAM

Materials and Services:

6190 **Small Tools and Equipment** **\$4,300.00**

		Prior Year
Small Hand Tools & Equipment	\$ 1,000.00	1,000.00
8 pound Pig-fire Ax (2)	\$ 450.00	0.00
Pro-bar Halligan (2)	\$ 500.00	0.00
New York Hooks (2)	\$ 300.00	0.00
Low-Angle Rescue Rope	\$ 500.00	0.00
Portable Generator (1)	\$ 700.00	0.00
Stihl TSA 230 Circular Saw (1) - for 231	\$ 750.00	0.00
12-ton Bottle Jack (1) - for 221	\$ 100.00	0.00

6220 **Fire Suppression Supplies** **\$5,500.00**

Foam	\$ 1,500.00	1,500.00
3" Hose - 200 ft on each engine	\$ 4,000.00	0.00

6230 **Haz Mat Supplies** **\$400.00**

400.00

7020 **Capital Outlay: Department - Suppression** **\$0.00**

7070 **Capital Outlay: Hose/Appliances** **\$0.00**

3,950.00

Total Suppression Program **\$10,200.00**

\$7,100.00	19-20
\$2,600.00	18-19
\$15,050.00	17-18
\$30,850.00	16-17
\$20,920.00	15-16

SAFETY PROGRAM

GOAL: To provide personnel with protective clothing, uniforms, and safety equipment.

On-going:

- Continue supplying District clothing and uniforms for all members to wear on calls and at District events.
- Continue the turnout inspection and repair program to ensure existing PPE meets NFPA standards.
- Provide NFPA physicals for staff and volunteers biannually.

Objective # 1: Through the equipment reserve fund we plan to replace our complete inventory of self-contained breathing apparatus, including 32 new SCBAs and 3 rapid intervention team (RIT) packs.

Objective # 2: Purchase two additional bullet-proof vest and kevlar helmets to increase responder safety during violent patient encounters and active shooter scenes.

Objective # 3: Purchase five additional sets of turnouts to facilitate the ongoing replacement of expired personal protective equipment.

SAFETY PROGRAM

Materials and Services:		
6250	Firefighter/EMS Clothing	\$43,600.00
		Prior Year
	Personnel Uniforms	\$ 7,000.00 7,000.00
	Station Boots	\$ 3,000.00 1,200.00
	Safety Supplies	\$ 200.00 200.00
	Dress Uniforms	\$ 1,400.00 0.00
	Turnout Inspection & Repairs	\$ 2,500.00 2,500.00
	Bulletproof Vests & Helmets (2 sets)	\$ 1,500.00 0.00
	Personal Protective Attire - Turnouts (5 Sets)	\$ 28,000.00 0.00
<hr/>		
6310	Physicals & Immunizations	\$13,000.00
	Physicals	\$ 12,000.00 10,000.00
	Immunizations	\$ 1,000.00 2,000.00
<hr/>		
7080	Capital Outlay: Protective Equipment	\$0.00
<hr/>		
		34,600.00
7200	Capital Outlay: Equipment	\$217,000.00
	Self-contained breathing apparatus (32 + 3 RIT)	\$ 217,000.00 323,000.00

Total Safety Program

\$273,600.00

\$380,500.00	19-20
\$32,900.00	18-19
\$37,400.00	17-18
\$15,700.00	16-17
\$33,700.00	15-16
\$37,200.00	14-15

TRAINING PROGRAM

GOAL: To provide high quality training opportunities in fire suppression, prevention, investigation, and emergency medical services for all Philomath Fire & Rescue personnel.

On-going:

- Maintain current Department of Public Safety Standards and Training, NFPA, and Oregon Health Authority certifications.
- To support training and certification for Firefighter II, Firefighter Officer I, Fireground Leader, Fire Investigator, and other Fire Service topics.
- Maintain training for Emergency Medical personnel including initial education for in-district personnel, EMR through Advanced EMT, and recertification training for all EMS personnel.
- Participate in specialized training classes, courses, seminars, and workshops outside of the training provided within our own organization.
- Provide funds for travel to training, seminars, and conferences for paid staff, volunteers, and Board members.
- Pay for EMS recertification for current members.
- Continue tuition reimbursement to attract additional applicants for the Resident Volunteer program.

Proposed:

- Station 201 training facility replacement, funding through possible AFG grant.

TRAINING PROGRAM

	Materials and Services		
6070	Travel & Food		\$13,850.00
		Prior Year	
	Meeting Food	\$1,000.00 \$	800.00
	Chili Cook-off	\$300.00 \$	-
	Promotional Ceremony	\$300.00 \$	-
	Open House	\$2,500.00 \$	500.00
	Hotel Stays	\$4,000.00 \$	4,000.00
	Misc. Food	\$2,250.00 \$	2,500.00
	Airfare	\$2,000.00 \$	1,600.00
	Conflag Food & Travel Expenses	\$1,000.00 \$	500.00
	MREs	\$500.00 \$	500.00
6090	Education & Training		\$17,900.00
	Classes	\$8,000.00 \$	3,000.00
	EMS Certification	\$2,000.00 \$	9,000.00
	Training Supplies/Props	\$1,500.00 \$	1,500.00
	Smoke Machine Fluid	\$300.00 \$	300.00
	Recert Fees for EMTs	\$2,500.00 \$	600.00
	DPSST - Fingerprints	\$1,000.00	500
	Propane - Training Ground	\$700.00 \$	500.00
	Training Instructor Fees	\$1,000.00 \$	-
	Training consumables	\$900.00 \$	900.00
6091	Tuition Reimbursement - RV Program		\$30,000.00
			25000
7015	Capital Outlay: Training		\$400,000.00
	201 - Training Grounds Structure - Grant	\$400,000.00	1300
7021	Capital Outlay: Department Equipment - Training		\$0.00
			0
	Total Training Program		\$461,750.00
			\$53,300.00 19-20
			\$51,950.00 18-19
			\$74,570.00 17-18

PREVENTION & PUBLIC EDUCATION PROGRAM

GOAL: Prevent life and property loss in the community through code enforcement, public education, fire investigation, plans review, and pre-fire assessments.

On-going:

- Provide public fire education to the community through events held on-site and throughout the District.
- Install and repair address posts throughout the Fire District.
- Maintain adequate variety of chimney brushes for public use.
- Provide a "home" prevention program providing the necessary safety features to prevent injuries and promote safety in the home through education and inspection.
- Provide information about fire safety and upcoming events with Philomath Fire & Rescue.
- Provide guidance and partnership with ODF on FireWise communities and defensible space education.
- Work with Wren, MRE, WHE, and Pioneer Village Disaster Preparedness groups.
- Provide leadership with Local Emergency Planning Committee (Mid-Valley LEPC).
- Provide American Heart Association Heartsaver First Aid/CPR classes for Philomath Schools, City of Philomath, other community businesses and groups, and citizens on a bi-monthly basis.
- Provide support for events that includes Fire & Life Safety education (Open House, Health & Safety Fair, etc).
- Provide input to City and County for Access & Water Supply process for construction permits.
- Provide input to City and County for building plans, construction, and occupancy processes for construction permits.
- Provide smoke detector installation via the Oregon Smoke Installation Program.
- Provide car seat installation and education.
- Continue Business Inspection Program.
- Perform annual hydrant testing working with the City of Philomath Public Works.
- Participate with Linn-Benton Fire Investigation Team in fire investigation and education.

PREVENTION & PUBLIC EDUCATION PROGRAM

Materials and Services:

6215	Fire Prevention		\$3,450.00
		Prior Year	
	Fire Prevention Books/Publications	\$1,500.00	1,500.00
	Prevention Supplies	\$500.00	2,000.00
	Address Post Materials	\$500.00	1,000.00
	Chimney Brushes and Rods	\$200.00	200.00
	Fire Extinguisher prop	\$750.00	500.00
6216	Supplies - First Aid/CPR		\$5,000.00
	FA/CPR Class Expenses	\$4,000.00	4,000.00
	Instructor Fees	\$1,000.00	6,000.00
6217	Supplies - EMR Classes		\$1,200.00
	EMR Class Expenses	\$1,200.00	1,000.00

Total Fire & Life Safety

\$9,650.00

\$5,200.00 19-20
 \$8,000.00 18-19
 \$9,250.00 17-18
 \$5,500.00 16-17
 \$3,500.00 15-16
 \$12,300.00 14-15

EMERGENCY COMMUNICATIONS & MAPPING PROGRAM

GOAL: Provide radio and alarm communications for fire department stations, apparatus and personnel.

On-going:

- Maintain radios and pagers in good working condition.

Objective # 1: To continue to replace and update pagers used by personnel. This budget includes replacement of 4 pagers during FY 2020 - 2021.

Objective #2: To purchase 5 new portable radios and bank charger for Engine 233.

Objective #3: To purchase a new tablet and vehicle mount for 233.

EMERGENCY COMMUNICATIONS & MAPPING PROGRAM

Materials and Services		
6150	Radio Maintenance	\$16,300.00
		Prior Year
	Portable Radio Repair	\$600.00 600.00
	Base Radios	\$750.00 1,000.00
	Mobile Radios & FireCom Headset repair	\$500.00 500.00
	Tower Repair - Station 203 - Replace Coax	\$2,500.00 0.00
	Pagers (4)	\$2,250.00 2,000.00
	Havis Mount & Tablet (1) - 233	\$4,500.00 4,500.00
	232 Portable Radios - 233 (Bank & 5 Radios)	\$5,200.00 5,200.00
6260	911 Dispatch	\$0.00
		12,000.00
7060	Capital Outlay: Radios & Mapping	\$0.00
		0.00
Total Communication & Mapping		\$16,300.00
		\$25,800.00 19-20
		\$20,200.00 18-19
		\$16,200.00 17-18
		\$17,600.00 16-17
		\$36,100.00 15-16
		\$13,910.00 14-15

BUILDING & GROUNDS MAINTENANCE

GOAL: Maintain and improve the condition of Philomath Fire & Rescue's buildings and grounds. Also, to relocate the exhaust system from Station 201 to 203 to accommodate the Water Tender and install living quarters at Station 202 to house firefighters.

On-going:

- Maintain adequate cleaning and maintenance supplies to keep the buildings and grounds looking clean and professional. Included in the budget are supplies for all three stations.
- To provide basic provisions for staff and volunteers; coffee, tea, cocoa & water.

Objective # 1: To maintain and continually improve the condition of the grounds at Station 201.

Objective #2: Move exhaust system from Station 201 to 203 to accommodate relocated Water Tender. This system will be relocated to protect our firefighters from being exposed to carcinogens while working in the apparatus bay.

Objective #3: Install living quarters at Station 202 to accommodate 2 firefighter personnel. This will provide better coverage to Blodgett-Summit, Hoskins-Kings Valley, Lincoln County, and the Wren response areas by shortening our response times by 6 minutes.

BUILDINGS & GROUNDS MAINTENANCE

Materials & Services:		
6170	Building Maintenance & Improvements	\$9,050.00
		Prior Year
	Maintenance Labor	\$2,000.00 2,000.00
	Misc. Building Repair	\$2,500.00 2,000.00
	Paint and Supplies	\$300.00 1,000.00
	Carpet Cleaning - Station 201	\$750.00 0.00
	Service septic systems - Station 202 & 203	\$1,500.00 0.00
	Decon Sink/Shop Sink - Instahot - Station 201	\$1,000.00 0.00
	Well Pump - Station 202	\$1,000.00 0.00
6180	Grounds Maintenance	\$17,000.00
	Reseal Backtop - Station 201	\$7,300.00 0.00
	Misc. Grounds Maintenance	\$4,000.00 10,500.00
	Excavation Work for Training Grounds	\$1,000.00 500.00
	Draft Pit - Hose Testing Equipment	\$1,500.00 0.00
	Mower w/ bag	\$3,200.00 0.00
6200	Supplies - Department	\$13,300.00
	Consumables	\$5,000.00 7,000.00
	Restroom supplies & paper products	\$2,500.00 5,000.00
	Residence Supplies	\$1,000.00 0.00
	Shop Improvements - 201 Shelving, Storage, Organization	\$3,000.00 1,500.00
	Kitchen Supplies	\$300.00 300.00
	Station Decorations - 201	\$500.00 300.00
	Training Room Supplies - 201 Sound System	\$1,000.00 0.00
7022	Capital Outlay: Department - Building/Grounds	\$0.00
		0.00
7110	Capital Outlay: Building	\$70,000.00
	Exhaust Repair - Stations 201 & 203	\$10,000.00 5,400.00
	Residence - 202	\$60,000.00 0.00
Total Buildings & Grounds		\$109,350.00

\$35,500.00 19-20

\$38,000.00 18-19

VEHICLE & EQUIPMENT MAINTENANCE PROGRAM

GOAL: To maintain the apparatus and equipment in a constant state of readiness and to ensure it is safe to operate.

On-going:

- Conduct annual service on Fire District tools and equipment.
- Conduct annual, seasonal, and periodic maintenance on motorized equipment and self-contained breathing apparatus (SCBA) and related equipment.

Objective #1: To provide hydraulic rescue equipment for vehicle 221 for responses out of Station 202.

Objective #2: To repair and fortify the motorized step on 224.

VEHICLE & EQUIPMENT MAINTENANCE PROGRAM

Materials & Service:		
6110	Equipment Rental	\$150.00
		Prior Year
6130	Gas & Oil	\$15,000.00
		15,000.00
6140	Hydrant Maintenance	\$0.00
		450.00
6160	Equipment Maintenance/Testing	\$8,700.00
	Hydraulic Rescue Tool Maint. Agreement	\$2,000.00 2,000.00
	Power Equipment	\$1,000.00 500.00
	Hand Tools	\$400.00 400.00
	Extinguisher Maint. - Valley Fire Control	\$500.00 500.00
	Hose Tower Hoist Inspection	\$500.00 400.00
	Medical Equipment Maint/Testing	\$1,000.00 1,000.00
	Ladder Maintenance	\$2,000.00 1,800.00
	SCBA Air Compressor Maintenance	\$800.00 800.00
	Misc. Equipment Maintenance	\$500.00 500.00
6161	Vehicle Maintenance	\$37,500.00
	Periodic Maintenance	\$15,000.00 12,000.00
	Miscellaneous Repair	\$12,000.00 12,000.00
	Tires for Apparatus - 244	\$7,000.00 0.00
	New Step - 224	\$2,500.00 0.00
	Pulzall Winch (2) - 251 & 231	\$1,000.00 0.00
6240	Miscellaneous Maintenance Supplies	\$1,500.00
	Consumables	\$1,500.00 1,500.00
7150	Capital Outlay: Vehicle	\$9,500.00
	Hydraulic Tools - 221	\$9,500.00 900.00

Total Vehicle & Equipment

\$72,350.00

\$55,500.00 19-20
 \$154,900.00 18-19
 \$79,200.00 17-18
 \$66,300.00 16-17

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PERSONNEL EXPENSES

Benefits & Expenses		Prior Year		\$888,310
Wages/Salaries	\$503,447.00	453,377.00		
Social Security/Medicare	\$54,740.00	50,327.00		
Worker's Comp.	\$30,000.00	30,000.00		
Worker's Benefit Asses.	\$500.00	500.00		
Health Insurance	\$134,000.00	129,800.00		
PERS/OPSRP	\$126,294.00	113,736.00		
PERS Pickup 6%	\$39,329.00	31,629.00		
Extra Hire Temp & Part Time Pool	\$15,000.00	30,000.00		\$15,000
Conflagration Hire	\$66,393.00	43,769.00		\$66,393
Unemployment	\$10,000.00	10,000.00		\$10,000

Total Personnel Expenses

\$979,703

\$893,138 19-20
 \$783,000 18-19
 \$670,100 17-18
 \$649,800 16-17
 \$748,732 15-16
 \$674,144 14-15

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Bond Funds

Bond Debt Services:

The District will levy taxes in the amount of .50/1000 for the GO Bonded Debt repayment. With an anticipated collection rate of 96%, the District is budgeting for receipt of \$380,652 in tax revenue to go towards the GO Bonded Debt repayment. The District is scheduled to make a payment in the amount of \$330,000 towards the principal of the bond with additional payments amounting to \$50,048 paid toward interest, leaving \$1,229 to be carried over into Fiscal Year 2021 - 2022.

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
GO Bond Capital Projects Fund**

**FORM
LB-10**

Philomath Fire & Rescue

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year : 2020 - 2021			
	Actual 17 - 18	Actual 18 - 19	Adopted Budget 2019 - 2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				RESOURCES				
1		339,570		1. Cash on hand * (cash basis), or	-	-	-	1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4				4. Interest	-	-	-	4
5				5. Transferred IN, from other funds				5
6				6 Bond Proceeds (August 2016)				6
7	1,515,000	0		7 Bond Proceeds (August 2017)				7
8				8 Bond Reserves for Quint Payment				8
9	1,515,000	339,570	-	9. Total Resources, except taxes to be levied				9
10				10. Taxes estimated to be received				10
11				11. Taxes collected in year levied				11
12	1,515,000	339,570	-	12. TOTAL RESOURCES	-	-	-	12
				REQUIREMENTS **				
13	0	0	-	13 Costs of Bond issuance				13
14	33,161	0	-	14 Firefighting equipment				14
15	67,679	0	-	15 Apparatus				15
16			-	16 Bond Reserve				16
17	692,137	2,700	-	17 Facilities				17
18	340,723	336,870		18 Lease-Purchase Repayment				18
19	389,666	0		19 Bond Fees				19
20				20 Ending balance (prior years)				20
21			-	21 UNAPPROPRIATED ENDING FUND BALANCE	-	-	-	21
22	1,523,366	339,570	-	22. TOTAL REQUIREMENTS	-	-	-	22

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

FORM
LB-35

BONDED DEBT RESOURCES AND REQUIREMENTS

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Philomath Fire & Rescue

General Obligation Bonded Debt

	Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year: 2020 - 2021				
	Actual 17 - 18	Actual 18-19	Adopted Budget Year 2019 - 20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Resources									
1	7,032	-9,417	0	1. Beginning Cash on Hand (Cash Basis), or	625	625	625	1	
2				2. Working Capital (Accrual Basis)				2	
3				3. Previously Levied Taxes to be Received				3	
4		2,785		4. Interest				4	
5				5. Transferred from Other Funds				5	
6	7,032	-6,632	0	6. Total Resources, Except Taxes to be Levied	625	625	625	6	
7			372,042	7. Taxes Estimated to be Received *	380,652	380,652	380,652	7	
8	333,401	369,145		8. Taxes Collected in Year Levied				8	
9	340,433	362,513	372,042	9. TOTAL RESOURCES	381,277	381,277	381,277	9	
Requirements									
Bond Principal Payments									
				Bond Issue	Budgeted Payment Date				
10	165,000	190,829	185,000	10. Series 2016	June 15, 2018	190,000	190,000	190,000	10
11	136,741	140,415	130,000	11. Series 2017	June 15, 2018	140,000	140,000	140,000	11
12	301,741	331,244	315,000	12. Total Principal		330,000	330,000	330,000	12
Bond Interest Payments									
				Bond Issue	Budgeted Payment Date				
13	17,329	15,855	14,175	13. Series 2016	December 15, 2018	12,427	12,427	12,427	13
14	17,388		14,175	14. Series 2016	June 15, 2019	12,427	12,427	12,427	14
15	13,393	15,415	14,034	15. Series 2017	December 15, 2018	12,597	12,597	12,597	15
16			14,034	16. Series 2017	June 15, 2019	12,597	12,597	12,597	16
17	48,110	31,269	56,418	17. Total Interest		50,048	50,048	50,048	17
Unappropriated Balance for Following Year By									
				Bond Issue	Projected Payment Date				
18				18.					18
19	0	0		19. Ending balance (prior years)					19
20			625	20. Total Unappropriated Ending Fund Balance		1,229	1,229	1,229	20
21				21. Loan Repayment to Fund					21
22				22. Tax Credit Bond Reserve					22
23	349,851	362,513	372,043	23. TOTAL REQUIREMENTS		381,277	381,277	381,277	23

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GENERAL FUND

BUDGET FOR FISCAL YEAR 2020/2021

RESOURCES, PAGE 1

PROPOSED BUDGET OFFICER APPROVED BY BUDGET COMMITTEE ADOPTED BY GOVERNING BODY

ACTUAL 17/18	ACTUAL 18/19	ADOPTED 19/20			PROPOSED BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
641,445	1,007,474	805,765	3010	CARRY OVER BALANCE	939,860	939,860	939,860
641,445	1,007,474	805,765		Carry Over Balance	939,860	939,860	939,860
				PROPERTY TAXES			
1,097,358	1,158,521	1,152,080	4020	Property Taxes	1,220,000	1,220,000	1,220,000
12,643	10,378	10,000	4010	Delinquent Property Taxes	15,000	15,000	15,000
14,907	614	2,000	4025	Interest on Property Taxes	2,000	2,000	2,000
1,124,908	1,169,514	1,164,080		Total Property Taxes	1,237,000	1,237,000	1,237,000
				Other Revenue			
55,810	2,838	323,000	4035	Grants	400,000	400,000	400,000
10,810	18,393	10,000	4900	Misc. Revenue	25,000	25,000	25,000
86,308	0	0	4905	Seismic Retrofit Grant	0	0	0
2,585	16,059	8,000	4050	Public Education Income	8,000	8,000	8,000
154,284	335,453	127,000	4060	Conflagration Income	130,000	130,000	130,000
309,797	372,743	468,000		Total Other Revenue	563,000	563,000	563,000
				USE OF MONEY & PROPERTY			
12,202	34,414	10,000	4026	Earned Interest on Investments	16,000	16,000	16,000
30,000	0	0	4045	Sale of Surplus Property/Equipment	0	0	0
42,202	34,414	10,000		Total Use of Money & Property	16,000	16,000	16,000
				TRANSFERS			
11,889	129,715	23,752		Transfer In	260,000	260,000	260,000
2,130,241	2,713,859	2,471,597		TOTAL GENERAL FUND RESOURCES	3,015,860	3,015,860	3,015,860

GENERAL FUND - ADMINISTRATION

PHILOMATH FIRE & RESCUE

BUDGET FOR FISCAL YEAR 2020/2021

EXPENDITURES Page 1

ACTUAL 17/18	ACTUAL 18/19	ADOPTED 19/20			PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
				PERSONNEL SERVICES			
407,814	378,661	453,377		Salaries and Wages	503,447.00	503,447.00	503,447.00
259,452	262,850	355,991		Payroll Benefits and Expenses	384,863.00	384,863.00	384,863.00
137,616	156,644	83,769		Extra Hire/Conflag Wages/Unemployment	91,393.00	91,393.00	91,393.00
7.25	8.25	8.00		Full Time Equivalent	7.50	7.50	8.50
804,882	798,154	893,137		Total Personal Services	979,703	979,703	979,703
				MATERIALS & SERVICES			
19,586	23,244	27,800	6001	Contracted Professional Service	33,400	33,400	33,400
50,237	0	0	6005	Seismic Retrofit Grant Contracted Services	0	0	0
8,867	3,707	4,800	6010	Office Supplies	9,500	9,500	9,500
4,083	1,659	2,700	6011	Postage/Shipping	2,400	2,400	2,400
35,705	34,961	36,300	6020	Insurance and Bonds	46,600	46,600	46,600
11,490	10,713	13,500	6030	Dues, Fees, Subscriptions	13,890	13,890	13,890
3,487	5,758	3,400	6040	Publications & Elections	3,200	3,200	3,200
23,478	23,424	24,400	6050	Utilities	25,900	25,900	25,900
12,227	13,475	12,500	6060	Communications (phones, website, internet)	13,060	13,060	13,060
12,329	10,316	10,700	6070	Travel	13,850	13,850	13,850
4,871	3,800	5,600	6080	Conference Expense	5,100	5,100	5,100
32,260	12,005	16,300	6090	Education & Training	17,900	17,900	17,900
0	19,834	25,000	6091	Tuition Reimbursement	30,000	30,000	30,000
1,009	4,690	1,500	6100	Equip. Maint Agreements - Admin	1,600	1,600	1,600
2,020	1,458	1,930	6101	Equip. Maint Agreements - EMS Program	1,600	1,600	1,600
269	37	150	6110	Equipment Rental	150	150	150
14,764	14,536	15,000	6130	Gas & Oil	15,000	15,000	15,000
3	0	450	6140	Hydrant Maintenance	0	0	0
2,166	315	2,100	6150	Radio Maintenance	11,100	11,100	11,100
11,559	8,558	12,900	6160	Equipment Maintenance	8,700	8,700	8,700
36,528	40,959	24,000	6161	Vehicle Maintenance	37,500	37,500	37,500
14,031	5,567	5,000	6170	Building Maintenance and Improvements	9,050	9,050	9,050
3,145	11,983	11,000	6180	Grounds Maintenance	13,800	17,000	17,000
1,166	1,319	1,000	6190	Small Tools & Equipment	4,300	4,300	4,300
12,063	10,904	14,100	6200	Supplies-Department	13,300	13,300	13,300
11,322	10,132	12,000	6210	Supplies-Medical	17,350	17,350	17,350
7,042	8,738	5,200	6215	Supplies-Prevention	3,450	3,450	3,450
0	0	4,600	6216	Supplies - FA/CPR Education	5,000	5,000	5,000
0		1,000	6217	Supplies - EMR Classes	1,200	1,200	1,200
1,706	1,382	1,500	6220	Supplies-Suppression	5,500	5,500	5,500

GENERAL FUND - ADMINISTRATION

BUDGET FOR FISCAL YEAR 2020/2021

ACTUAL 17/18	ACTUAL 18/19	ADOPTED 19/20	EXPENDITURES, PAGE 2		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
225	0	250	6230	Supplies-Haz Mat Supplies	400	400	400
1,155	692	1,500	6240	Supplies-Consumables	1,500	1,500	1,500
35,170	14,751	10,900	6250	Uniforms	43,600	43,600	43,600
9,970	11,430	12,000	6260	Dispatch	0	0	0
11,875	12,359	12,000	6270	Volunteer Activities	12,000	12,000	12,000
4,424	4,507	5,000	6280	Volunteer-Incentive	5,000	5,000	5,000
11,000	11,000	11,000	6300	Volunteer-Length of Service	11,000	11,000	11,000
6,462	11,857	12,000	6310	Physicals & Immunizations	13,000	13,000	13,000
1,740	1,730	2,000	6320	Community Involvement	2,200	2,200	2,200
3,087	5,244	8,100	6900	Miscellaneous Expense	7,500	7,500	7,500
0	0	0	6901	Cost of Goods Sold	3,000	3,000	3,000
0	0	0	6910	Seismic Retrofit Grant - Materials	0	0	0
422,519	357,041	371,180		Total Materials & Services	462,600	465,800	465,800
				CAPITAL OUTLAY			
0	1,401	1,300	7015	Training Equipment	400,000	400,000	400,000
1,074	1,219	400	7020	Department Equipment - Suppression	0	0	0
0	0	0	7021	Department Equipment - Training	0	0	0
0	990	0	7022	Department Equipment - Buildings/Grounds	0	0	0
2,058	1,003	4,900	7030	Medical Equipment	0	0	0
6,634	3,849	3,400	7040	Office Equipment	0	0	0
14,790	2,259	11,700	7060	Radios and Mapping	5,200	5,200	5,200
12,524	4,720	3,950	7070	Hose/Appliances	0	0	0
6,508	41,381	34,600	7080	Protective Equipment	0	0	0
0	0	0	7100	Seismic Grant	0	0	0
30,000	13,515	5,400	7110	Building	70,000	70,000	70,000
30,473	58,724	900	7150	Vehicle	9,500	9,500	9,500
103,275	9,660	323,000	7200	Equipment	220,200	217,000	217,000
104,062	138,720	389,550		Total Capital Outlay	704,900	701,700	701,700
0		0	8005	Operating Contingency	117,236	117,236	117,236
				Transfers - From General Fund			
0	213,470	209,384	9000	Land/Building Reserve Fund	176,301	176,301	176,301
11,889	71,460	70,135	9010	Vehicle Reserve Fund	72,291	72,291	72,291
0	179,160	146,504	9020	Equipment Reserve Fund	64,929	64,929	64,929
			3010	Ending Fund Balance			
300,000	515,755	391,707	3010	Unappropriated Ending Fund Balance	437,900	437,900	437,900
1,643,353	2,273,760	2,471,597		TOTAL ADMINISTRATION DEPT. EXPENDITURES	3,015,860	3,015,860	3,015,860

RESERVE FUNDS

The District budget includes three reserve funds: Vehicle Reserve, Equipment Reserve, and Building & Land Reserve. These funds are intended to ensure that the District has adequate money set aside for expenditures which are beyond the capability of a single budget cycle. As we identify expenditures from the reserve funds, the staff seek Board approval prior to using these funds. The District continues to have challenges when it comes to putting money into these funds at a level which provides the District the necessary reserves for large projects and purchases. Ultimately, the District strives to have \$1,000,000 set aside in reserves.

The **Vehicle Reserve Fund** is used to plan for the purchase of additional and replacement apparatus for the fleet. With the recent bond funds, the District was able to replace many of the aging apparatus, satisfying the immediate need for replacement. However, the District needs to continue to set funds aside in anticipation of future apparatus replacements.

The **Equipment Reserve Fund** is used for purchase of major pieces of equipment. In the last few years the District has been able to rely upon grants and bond funds to make large equipment purchases. In Fiscal Year 2019 - 2020, the District applied for a grant to purchase replacement self-contained breathing apparatus (SCBA). However, we were not awarded that grant. In the absence of the grant, the replacement SCBAs will be purchased with \$220,000 out of the Equipment Reserve fund. Those funds are indicated both on the Revenue side of the budget as transfers in as well as on the Expense side under Capital Outlay.

The **Building & Land Reserve Fund** is used to buy, build, and maintain District facilities. In the past, the District has used this fund to develop rural water sites throughout the District, construct fire stations, build additions on existing stations, and to maintain facilities when the cost of a project was beyond the ability to address it in a single budget cycle. In this budget you will see funds transferred out of this reserve to purchase a residence to be installed at Station 202.

BUILDING/LAND RESERVE FUND

PHILOMATH FIRE & RESCUE
BUDGET FOR FISCAL YEAR 2020/2021

ACTUAL 17/18	ACTUAL 18/19	ADOPTED 19/20	RESOURCES		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
202,714	204,058	209,384	3010-80	CARRY OVER BALANCE	213,301	213,301	213,301
				USE OF MONEY & PROPERTY			
1,344	4,921	893	4030-80	Earned Interest	3,000	3,000	3,000
				OTHER REVENUE			
			4900-80	Miscellaneous	0	0	0
				TRANSFER FUNDS			
0	4491	0	9010-80	Transfer In - From General Fund	0	0	0
204,058	213,470	210,277		TOTAL BUILDING/LAND RESERVE FUND	216,301	216,301	216,301

ACTUAL 17/18	ACTUAL 18/19	ADOPTED 19/20	EXPENDITURES		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
				MATERIALS & SERVICES			
0	0	0		Total Materials & Services	0	0	0
				CAPITAL OUTLAY			
0	0	0	7110-80	Transfer to GF for Building	40,000	40,000	40,000
				Reserve for Future Expenditure	176,301	176,301	176,301
204,058	213,470	210,277	3010-80	Ending Fund Balance			
		210,277	3010-80	Unappropriated Ending Fund Balance			
204,058	213,470	210,277		TOTAL BUILDING/LAND RESERVE FUND	216,301	216,301	216,301

VEHICLE RESERVE FUND

PHILOMATH FIRE & RESCUE

BUDGET FOR FISCAL YEAR 2020/2021

ACTUAL 17/18	ACTUAL 18/19	ADOPTED 19/20	RESOURCES		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
52,288	64,474	70,135	3010-81	CARRY OVER BALANCE	71,291	71,291	71,291
				USE OF MONEY & PROPERTY			
297	1,535	240	4030-81	Earned Interest	1,000	1,000	1,000
				OTHER REVENUE			
0		0	4029-81	Miscellaneous	0	0	0
				TRANSFER FUNDS			
11,889	5,450	0	4090-81	Transfer In - From General Fund	0	0	0
64,474	71,459	70,375		TOTAL VEHICLE RESERVE FUND	72,291	72,291	72,291

ACTUAL 17/18	ACTUAL 18/19	ADOPTED 19/20	EXPENDITURES		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
				MATERIALS & SERVICES			
0	0	0		Total Materials & Services	0	0	0
				CAPITAL OUTLAY			
			7150-81	Vehicle Purchase/Replacement			
0	0	0	7151-81	Debt Service - Vehicle Lease Payment			
				Reserved for Future Expenditure	72,291	72,291	72,291
64,474	71,459	70,375	3010-81	Ending Fund Balance			
		70,375	3010-81	Unappropriated Ending Fund Balance			
64,474	71,459	70,375		TOTAL VEHICLE RESERVE FUND	72,291	72,291	72,291

EQUIPMENT RESERVE FUND

PHILOMATH FIRE & RESCUE
BUDGET FOR FISCAL YEAR 2020/2021

ACTUAL 17/18	ACTUAL 18/19	ADOPTED 19/20	RESOURCES		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
56,820	57,179	88,409	3010-82	CARRY OVER BALANCE	283,929	283,929	283,929
				USE OF MONEY & PROPERTY			
359	2,206	371	4030-82	Earned Interest	1,000	1,000	1,000
				OTHER REVENUE			
0	0	0	4900-82	Miscellaneous			
				TRANSFER FUNDS			
0	119,774	23,752	4090-82	Transfer In - From General Fund			
57,179	179,159	112,532		TOTAL EQUIPMENT RESERVE FUND	284,929	284,929	284,929

ACTUAL 17/18	ACTUAL 18/19	ADOPTED 19/20	EXPENDITURES		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
				MATERIALS & SERVICES			
0	0			Total Materials & Services	0	0	0
				CAPITAL OUTLAY			
0	0	0	7200-82	Transfer to GF for Equipment	220,000	220,000	220,000
				Reserve for Future Expenditure	64,929	64,929	64,929
57,179	179,159	112,532	3900	Ending Fund Balance			
		112,532	3900	Unappropriated Ending Fund Balance			
57,179	179,159	112,532		TOTAL EQUIPMENT RESERVE FUND	284,929	284,929	284,929