

PHILOMATH FIRE & RESCUE BUDGET FISCAL YEAR 2019 - 2020

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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 2019 - 2020

Tuesday, 5 February, 2019	Appoint Budget Officer.
Tuesday, 5 March, 2019	Appoint Budget Committee.
Friday, 12 April, 2019	Draft department budgets dues.
Monday, 29 April, 2019	Publication of public notice of Budget Committee Meeting - 1st Publication and online posting.
Tuesday, 30 April, 2019	Final Draft budget for production.
Thursday, 16 May, 2019	Budget Committee Meeting: Present proposed budget and budget message.
Monday, 20 May, 2019	Publication of Financial Summary and notice of Budget Hearing.
Tuesday, 4 June, 2019	Regular Board meeting & public hearing on budget as approved by Budget Committee. Adopt final budget and make appropriations.

BUDGET COMMITTEE MEMBERS

2019 - 2020

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

John Booker
137 N. 8th Street
Philomath, OR 97370

Kevin Sullivan
232 N 18th Street
Philomath, OR 97370

Larry Sleeman
400 S 30th Street
Philomath, OR 97370

PHILOMATH FIRE & RESCUE

BUDGET DOCUMENT FISCAL YEAR 2019 - 2020

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

Fire Chief Tom Miller
Administrative Assistant Lilee Rodriguez
Fire & Life Safety Captain Rich Saalsaa
Lieutenants Scott Moser, Bryan Crocker, and Victor Haney

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2019 - 2020 BUDGET MESSAGE

The 2019 - 2020 budget of Philomath Fire & Rescue is being presented as a balanced budget. Revenue projections are based on an assessed value (AV) of \$831,814,258 (up 4.5% from FY 18/19), our permanent tax rate of \$1.5080 per thousand of assessed value and our historic collection percentage of 96%. We anticipate receiving \$10,000 in delinquent taxes and \$2,000 in interest. We also expect to receive \$8,000 for Public Education Income. An estimated \$127,000 is projected to be collected for conflagration expenses including \$47,000 carried over from the California conflagration in December 2018. \$80,000 is estimated to be collected for conflagration reimbursement for Fire Season 2019, based on the average of the last 5 years for in-state conflagrations.

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 2019 - 2020 will be \$38,146,776. 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 of 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 2019 - 2020 Fiscal Year include:

- a. Adequate and up-to-date safety equipment for District personnel.
- b. Maintain funds for an unappropriated ending fund balance equivalent to 1/3 of the operating budget of the District. These funds are used to cover District expenses prior to the receipt of tax dollars in November.
- c. Increase the amount of money set aside in the reserve funds, in order to fund any future large purchases.
- d. Find ways to plan and prepare for future needs without undue impact on day-to day operations.

The District is currently pursuing a FEMA SAFER Grant for purchase of new self-contained breathing apparatus in the amount of \$323,000. These funds will go toward the purchase of 45 air packs and 3 Rapid Intervention Team packs.

Administrative Program

GOAL: To Provide administrative leadership and organization 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 a 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:	\$	170,600.00
6001	Contracted Professional Services	\$	27,800.00
6010	Office Supplies	\$	4,800.00
6011	Postage/Shipping	\$	2,700.00
6020	Insurance & Bonds	\$	36,300.00
6030	Dues, Fees & Subscriptions *	\$	13,500.00
6040	Publications & Elections	\$	3,400.00
6050	Utilities (water, garbage, power)	\$	24,400.00
6060	Communications (phone, website, internet, alarm monitoring)	\$	12,500.00
6080	Conference Expense	\$	5,600.00
6100	Equipment Maintenance Agreement - Admin (copier, software)	\$	1,500.00
6270	Volunteer Activities	\$	12,000.00
6280	Volunteer Incentive Program	\$	5,000.00
6300	Length of Service Awards Program	\$	11,000.00
6320	Community Involvement	\$	2,000.00
6900	Miscellaneous Expense	\$	8,100.00
7040	Capital Outlay: Office Equipment	\$	3,400.00
	Transfers:		
9000	Transfer to Vehicle Fund	\$	-
9010	Transfer to Building/Land Fund	\$	-
9020	Transfer to Equipment Fund	\$	23,752.00
3010	Unappropriated Ending Fund Balance	\$	391,707.00
	Total Administration Program	\$	589,459.00

\$512,542 18-19
 \$517,078 17-18
 \$610,343 16-17
 \$438,404 15-16
 \$426,008 14-15

*See breakdown of 6030 on next page

Dues, Fees, and Subscriptions

GOAL: To stay abreast of any changes in the emergency services field and participate in organizations representing difference aspects of the 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***\$ 13,500.00**

Dues:	\$ 5,900.00	\$12,701	18-19
Oregon Fire Service Office Administrators - Membership (1)	\$ 50.00	\$12,290	17-18
Oregon Fire Chiefs Association Membership (1)	\$ 100.00	\$10,000	16-17
Emergency Medical Service Oregon Fire Chiefs Association (1)	\$ 50.00	\$8,754	15-16
Oregon Fire Marshall Association (1)	\$ 70.00	\$6,865	14-15
Oregon Fire District Directors Association - District	\$ 1,500.00		
Linn Benton Fire Investigation Team Membership (1)	\$ 100.00		
League of Oregon Cities - District	\$ 500.00		
Special Districts Association Annual Membership - District	\$ 2,000.00		
Oregon Volunteer Firefighters Association	\$ 300.00		
Oregon Government Ethics Commission - District	\$ 500.00		
Philomath Area Chamber of Commerce - District	\$ 230.00		
Good Samaritan - CPR instructor Dues (2)	\$ 500.00		
Fees:	\$ 1,900.00		
Secretary of State - Audit Filing Fee	\$ 250.00		
US Postmaster - PO Box Rental	\$ 150.00		
BioMed (Background checks)	\$ 400.00		
Department of Admin. Services - ORCPP Membership - Procurement	\$ 50.00		
Bank, LGIP,ASI Monthly Fees	\$ 100.00		
CLIA Lab (Glucometer)	\$ 200.00		
Length Of Service Awards Program - Admin Fee (OFDDA)	\$ 250.00		
CIS Trust - Health Insurance Administration Fee	\$ 50.00		
Computer Security	\$ 220.00		
Intuit - Payroll Fees	\$ 230.00		
Subscriptions:	\$ 5,700.00		
NFPA Membership - District	\$ 200.00		
Website - Streamline - Annual Subscription	\$ 2,400.00		
Philomath Express - Annual Subscription	\$ 50.00		
When to Work - Annual Subscription	\$ 350.00		
Alsea Geospatial - GPS & Incident View - Annual Subscription	\$ 2,300.00		
Adobe - Annual Subscription (2)	\$ 200.00		
Microsoft Office Support - Annual Subscription	\$ 200.00		

EMS PROGRAM

GOAL: To maintain medical and rescue equipment and services and continue compliance with State (OHA), Federal, NFPA, and OSHA regulations.

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: Implement and maintain new EMS Reporting system.

Objective # 2: Purchase of additional training materials (splinting, etc.) to replace old/worn out equipment.

Objective # 3: Place intraosseous drill in use.

EMS PROGRAM

Materials and Services:

6101	Equip. Maintenance Agreement - EMS Program		\$ 1,930.00
	Ambulance Licensing	\$ 330.00	
	Enerspect - Annual Lifepak maintenance	\$ 1,600.00	
<hr/>			
6210	Medical Supplies		\$ 12,000.00
	Medical consumables	\$ 11,200.00	
	Vacuum Splint (2)	\$ 500.00	
	Oxygen	\$ 300.00	
<hr/>			
7030	Capital Outlay: Medical Equipment		\$ 4,900.00
	CO Monitor for Lifepak	\$ 4,900.00	

Total EMS Program

\$ 18,830.00

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

SUPPRESSION PROGRAM

GOAL: Maintain and equip a professional fire-fighting force to respond to alarms.

Objective # 1: Purchase of two piston intake valves to outfit 251.

Objective # 2: Purchase two drip torches as part of a proactive measure for controlling wildfires and protecting structures.

Objective # 3: Purchase miscellaneous nozzles to add to the newly created hose packs. These hose packs are integral for accommodating firefighter on longer driveways and for taller building now in District.

SUPPRESSION PROGRAM

Materials and Services:

6190	Small Tools and Equipment	\$1,000.00
<hr/>		
6220	Fire Suppression Supplies	\$1,500.00
	Foam	\$ 1,500.00
<hr/>		
6230	Haz Mat Supplies	\$250.00
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7020	Capital Outlay: Department - Suppression	\$400.00
	Drip Torch (2)	\$ 400.00
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7070	Capital Outlay: Hose/Appliances	\$3,950.00
	Miscellaneous nozzles	\$ 750.00
	251 - Piston intake (2 each)	\$ 3,200.00

Total Suppression Program

\$7,100.00

\$2,600.00 18-19
 \$15,050.00 17-18
 \$30,850.00 16-17
 \$20,920.00 15-16
 \$6,125.00 14-15

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 is up to NFPA standards.
- Provide NFPA physicals for staff and volunteers biannually.

Objective # 1: Through the AFG Grant we plan to replace our complete inventory of self-contained breathing apparatus. This means 45 new SCBAs and 3 rapid intervention team packs.

Objective # 2: Purchase two additional MSA gas monitors in order to ensure the safety of our responding personnel as well as members of the community.

Objective # 3: Purchase new rope for our low angle rope rescue packs, replacing expired equipment.

Objective # 4: Purchase five additional sets of turnouts in order to continue the replacement of expired personal protective equipment.

SAFETY PROGRAM

Materials and Services:		
6250	Firefighter/EMS Clothing	\$10,900.00
	Personnel Uniforms	\$ 7,000.00
	Station Boots	\$ 1,200.00
	Safety Supplies	\$ 200.00
	Turnout Inspection & repairs	\$ 2,500.00
<hr/>		
6310	Physicals & Immunizations	\$12,000.00
	Physicals	\$ 10,000.00
	Immunizations	\$ 2,000.00
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7080	Capital Outlay: Protective Equipment	\$34,600.00
	PPE - Helmets, hoods, structural boots (5 full sets)	\$ 28,000.00
	Low Angle Rope Rescue - rope only	\$ 1,500.00
	MSA Gas monitor (2)	\$ 1,600.00
	Wildland Clothes/Supplies	\$ 3,500.00
<hr/>		
7200	Capital Outlay: Equipment	\$323,000.00
	Self-contained breathing apparatus (45)	\$ 306,000.00
	RIT Packs (3)	\$ 17,000.00

Total Safety Program

\$380,500.00

\$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, and investigation, as well as 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.
- Provide Support for Training and certification as 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.
- Purchase of roof and car fire prop materials for the purpose of training our personnel.

TRAINING PROGRAM

	Materials and Services		
6070	Travel & Food		<u>\$10,700.00</u>
	Meeting Food	\$800.00	
	Patriot's Day Breakfast	\$300.00	
	Open House	\$500.00	
	Hotel Stays	\$4,000.00	
	Misc. Food	\$2,500.00	
	Airfare	\$1,600.00	
	Conflag Food & Travel Expenses	\$500.00	
	MREs	\$500.00	
6090	Education & Training		<u>\$16,300.00</u>
	Classes	\$3,000.00	
	EMS Certification	\$9,000.00	
	Training Supplies/Props	\$1,500.00	
	Smoke Machine Fluid	\$300.00	
	Recert Fees for EMRs	\$600.00	
	DPSST - Fingerprints	\$500.00	
	Propane - Training Ground	\$500.00	
	Training consumables	\$900.00	
6091	Tuition Reimbursement - RV Program		<u>\$25,000.00</u>
7015	Capital Outlay: Training		<u>\$1,300.00</u>
	Roof and Car Fire Prop materials	\$1,300.00	
7021	Capital Outlay: Department Equipment - Training		<u>\$0.00</u>

Total Training Program

\$53,300.00

\$51,950.00 18-19
 \$74,570.00 17-18
 \$63,300.00 16-17
 \$47,400.00 15-16
 \$27,280.00 14-15

PREVENTION 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 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 smoke detector installation via the Oregon Smoke Installation Program.
- Provide car seat installation and education.
- Continue Business Inspection Program.

PREVENTION & PUBLIC EDUCATION PROGRAM

Materials and Services:

6215	Fire Prevention	\$5,200.00
	Fire Prevention Books/Publications	\$1,500.00
	Prevention Supplies	\$2,000.00
	Address Post Materials	\$1,000.00
	Chimney Brushes and Rods	\$200.00
	Fire Extinguisher prop	\$500.00
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6216	Supplies - First Aid/CPR	\$4,600.00
	FA/CPR Class Expenses	\$4,000.00
	Instructor Fees	\$600.00
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6217	Supplies - EMR Classes	\$1,000.00
	EMR Class Expenses	\$1,000.00

Total Fire & Life Safety

\$10,800.00

\$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:

- Cost-share for Corvallis Regional Communications Center (911 Dispatch).
- 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 2018 - 2019.

Objective #2: To purchase 5 new portable radios and bank charger for Engine 232.

Objective #3: To purchase New Tablet and Vehicle Mount for 291.

EMERGENCY COMMUNICATIONS & MAPPING PROGRAM

Materials and Services		
6150	Radio Maintenance	\$2,100.00
	Portable Radio Repair	\$600.00
	Batteries - Pagers, Radios & Headsets	\$1,000.00
	Mobile Radios & FireCom Headset repair	\$500.00
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6260	911 Dispatch	\$12,000.00
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7060	Capital Outlay: Radios & Mapping	\$11,700.00
	Pagers (4)	\$2,000.00
	232 Portable Radios (Bank & 5 radios)	\$5,200.00
	291 Havis Mount & Tablet	\$4,500.00
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Total Communication & Mapping		\$25,800.00
		<hr/>
		\$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.

On-going:

- Maintain adequate cleaning and maintenance supplies to keep the buildings and grounds in appealing condition. 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 update and improve the condition of the grounds at Station 201.

Objective #2: Install new electric motor and starter for Station 201 exhaust system.

BUILDINGS & GROUNDS MAINTENANCE

Materials & Services:

6170	Building Maintenance & Improvements	\$5,000.00
	Maintenance Labor	\$2,000.00
	Misc. Building Repair	\$2,000.00
	Paint and Supplies	\$1,000.00
6180	Grounds Maintenance	\$11,000.00
	Gravel	\$500.00
	Landscaping	\$10,000.00
	Misc. Grounds Maintenance	\$500.00
6200	Supplies - Department	\$14,100.00
	Consumables	\$7,000.00
	Restroom supplies & paper products	\$5,000.00
	Shop Improvements	\$1,500.00
	Kitchen Supplies	\$300.00
	Promotional Ceremony	\$300.00
7022	Capital Outlay: Department - Building/Grounds	\$0.00
7110	Capital Outlay: Building	\$5,400.00
	Excavation of training grounds	\$1,000.00
	Lawn mower bag	\$400.00
	201 - Exhaust Repair	\$1,500.00
	201 - New Front Door	\$2,500.00

Total Buildings & Grounds

\$35,500.00

\$38,000.00 18-19
 \$29,000.00 17-18
 \$19,800.00 16-17
 \$39,000.00 15-16
 \$15,500.00 14-15

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: Purchase a new, light-weight generator for Engine 233 to replace 15-year-old, heavy generator.

VEHICLE & EQUIPMENT MAINTENANCE PROGRAM

Materials & Service:		
6110	Equipment Rental	\$150.00
6130	Gas & Oil	\$15,000.00
6140	Hydrant Maintenance	\$450.00
6160	Equipment Maintenance/Testing	\$12,900.00
	Breathing Apparatus - Annual service	\$5,000.00
	Hydraulic Rescue Tool Maint. Agreement	\$2,000.00
	Power Equipment	\$500.00
	Hand Tools	\$400.00
	Extinguisher Maint. - Valley Fire Control	\$500.00
	Hose Tower Hoist Inspection	\$400.00
	Medical Equipment Maint/Testing	\$1,000.00
	Ladder Maintenance	\$1,800.00
	Gas Sensor Maintenance	\$0.00
	SCBA Air Compressor Maintenance	\$800.00
	Misc. Equipment Maintenance	\$500.00
6161	Vehicle Maintenance	\$24,000.00
	Periodic Maintenance	\$12,000.00
	Miscellaneous Repair	\$12,000.00
6240	Miscellaneous Maintenance Supplies	\$1,500.00
	Consumables	\$1,500.00
7150	Capital Outlay: Vehicle	\$900.00
	233 - Portable Generator	\$900.00

Total Vehicle & Equipment

\$54,900.00

\$154,900.00 18-19
 \$79,200.00 17-18
 \$66,300.00 16-17
 \$83,300.00 15-16
 \$75,925.00 14-15

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PERSONNEL EXPENSES

Benefits & Expenses		\$809,369.00
Wages/Salaries	\$453,377.00	
Social Security/Medicare	\$50,327.00	
Worker's Comp.	\$30,000.00	
Worker's Benefit Asses.	\$500.00	
Health Insurance	\$129,800.00	
PERS/OPSRP	\$113,736.00	
PERS Pickup 6%	\$31,629.00	
Extra Hire Temp & Part Time Pool	\$30,000.00	\$30,000.00
Conflagration Hire	\$43,769.00	\$43,769.00
Unemployment	\$10,000.00	\$10,000.00

Total Personnel Expenses

\$893,138.00

\$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 \$372,042 in tax revenue to go towards the GO Bonded Debt repayment. The District is scheduled to make a payment in the amount of \$315,000 towards the principal of the bond with additional payments amounting to \$56,417 paid toward interest, leaving \$625 to be carried over into Fiscal Year 2020 - 2021.

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 : 2019-2020			
	Actual 16-17	Actual 17-18	Adopted Budget 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				RESOURCES				
1				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	2000000			6 Bond Proceeds (August 2016)				6
7		1515000		7 Bond Proceeds (August 2017)				7
8				8 Bond Reserves for Quint Payment				8
9	2000000	1515000	341,361	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	2000000	1515000	341,361	12. TOTAL RESOURCES	-	-	-	12
				REQUIREMENTS **				
13	42315	0	-	13 Costs of Bond issuance				13
14	145203	33,161	-	14 Firefighting equipment				14
15	1197123	67,679	-	15 Apparatus				15
16			336,870	16 Bond Reserve				16
17	617275	692,137	4,491	17 Facilities				17
18		340,724		18 Lease-Purchase Repayment				18
19		389,666		19 Bond Fees				19
20				20 Ending balance (prior years)				20
21			-	21 UNAPPROPRIATED ENDING FUND BALANCE	-	-	-	21
22	2001916	1523366	341,361	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: 2019-20				
	Actual 16-17	Actual 17-18	Adopted Budget Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
				Resources					
1		7,032	24,465	1. Beginning Cash on Hand (Cash Basis), or	0	0	0	1	
2				2. Working Capital (Accrual Basis)				2	
3				3. Previously Levied Taxes to be Received				3	
4				4. Interest				4	
5				5. Transferred from Other Funds				5	
6	0	7,032	24,465	6. Total Resources, Except Taxes to be Levied	0	0	0	6	
7			363,367	7. Taxes Estimated to be Received *	372,042	372,042	372,042	7	
8	190,552	333,401		8. Taxes Collected in Year Levied				8	
9	190,552	340,433	387,832	9. TOTAL RESOURCES	372,042	372,042	372,042	9	
				Requirements					
				Bond Principal Payments					
				Bond Issue	Budgeted Payment Date				
10	160,000	165,000	175,000	10. Series 2016	June 15, 2018	185,000	185,000	185,000	10
11		136,741	125,000	11. Series 2017	June 15, 2018	130,000	130,000	130,000	11
12	160,000	301,741	300,000	12. Total Principal		315,000	315,000	315,000	12
				Bond Interest Payments					
				Bond Issue	Budgeted Payment Date				
13		17,329	15,829	13. Series 2016	December 15, 2018	14,175	14,175	14,175	13
14	23,520	17,388	15,829	14. Series 2016	June 15, 2019	14,175	14,175	14,175	14
15		13,393	15,415	15. Series 2017	December 15, 2018	14,034	14,034	14,034	15
16			15,415	16. Series 2017	June 15, 2019	14,034	14,034	14,034	16
17	23,520	48,110	62,488	17. Total Interest		56,417	56,417	56,417	17
				Unappropriated Balance for Following Year By					
				Bond Issue	Projected Payment Date				
18				18.					18
19				19. Ending balance (prior years)					19
20			25,344	20. Total Unappropriated Ending Fund Balance		625	625	625	20
21				21. Loan Repayment to Fund					21
22				22. Tax Credit Bond Reserve					22
23	183,520	349,851	387,832	23. TOTAL REQUIREMENTS		372,042	372,042	372,042	23

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GENERAL FUND

BUDGET FOR FISCAL YEAR 2019/2020

RESOURCES, PAGE 1

PROPOSED BUDGET OFFICER APPROVED BY BUDGET COMMITTEE ADOPTED BY GOVERNING BODY

ACTUAL 16/17	ACTUAL 17/18	ADOPTED 18/19			PROPOSED BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
589,407	641,445	311,462	3010	CARRY OVER BALANCE	805,765	805,765	805,765
589,407	641,445	311,462		Carry Over Balance	805,765	805,765	805,765
				PROPERTY TAXES			
1,033,009	1,097,358	1,097,219	4020	Property Taxes	1,152,080	1,152,080	1,152,080
17,397	12,643	16,000	4010	Delinquent Property Taxes	10,000	10,000	10,000
1,855	14,907	2,500	4025	Interest on Property Taxes	2,000	2,000	2,000
1,052,261	1,124,908	1,115,719		Total Property Taxes	1,164,080	1,164,080	1,164,080
				Other Revenue			
16,545	55,810	0	4035	Grants	323,000	323,000	323,000
22,715	10,810	3,000	4900	Misc. Revenue	10,000	10,000	10,000
692,232	86308	0	4905	Seismic Retrofit Grant	0	0	0
0	2585	17,000	4050	Public Education Income	8,000	8,000	8,000
0	154283.72	161,000	4060	Conflagration Income	127,000	127,000	127,000
731,492	309,797	181,000		Total Other Revenue	468,000	468,000	468,000
				USE OF MONEY & PROPERTY			
8,965	12,202	6,000	4026	Earned Interest on Investments	10,000	10,000	10,000
30,000	30,000	0	4045	Sale of Surplus Property/Equipment	0	0	0
38,965	42,202	6,000		Total Use of Money & Property	10,000	10,000	10,000
				TRANSFERS			
87,343	11,889	0		Transfer In	23,752	23,752	23,752
2,499,468	2,130,241	1,614,181		TOTAL GENERAL FUND RESOURCES	2,471,597	2,471,597	2,471,597

GENERAL FUND - ADMINISTRATION

PHILOMATH FIRE & RESCUE

BUDGET FOR FISCAL YEAR 2019/2020

EXPENDITURES Page 1

ACTUAL 16/17	ACTUAL 17/18	ADOPTED 18/19			PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
				PERSONNEL SERVICES			
348,176	505,347	420,000		Salaries and Wages	453,377	453,377	453,377
240,383	259,452	295,000		Payroll Benefits and Expenses	355,991	355,991	355,991
20,244	40,083	68,000		Extra Hire/Conflag Wages/Unemployment	83,769	83,769	83,769
7.25	7.25	8.25		Full Time Equivalent	9.25	9.25	
608,803	804,882	783,000		Total Personal Services	893,137	893,137	893,137
				MATERIALS & SERVICES			
16,098	19,586	29,055	6001	Contracted Professional Service	27,800	27,800	27,800
142,102	50,237	0	6005	Seismic Retrofit Grant Contracted Services	0	0	0
7,012	8,867	5,500	6010	Office Supplies	4,800	4,800	4,800
3,401	4,083	2,700	6011	Postage/Shipping	2,700	2,700	2,700
39,632	35,705	34,905	6020	Insurance and Bonds	36,300	36,300	36,300
11,339	11,490	12,701	6030	Dues, Fees, Subscriptions	13,500	13,500	13,500
3,446	3,487	3,800	6040	Publications & Elections	3,400	3,400	3,400
24,435	23,478	25,150	6050	Utilities	24,400	24,400	24,400
12,933	12,227	13,900	6060	Communications (phones, website, internet)	12,500	12,500	12,500
8,217	12,329	10,900	6070	Travel	10,700	10,700	10,700
2,418	4,871	4,800	6080	Conference Expense	5,600	5,600	5,600
26,126	32,260	15,350	6090	Education & Training	16,300	16,300	16,300
0	0	25,000	6091	Tuition Reimbursement	25,000	25,000	25,000
571	1,009	1,500	6100	Equip. Maint Agreements - Admin	1,500	1,500	1,500
869	2,020	1,930	6101	Equip. Maint Agreements - EMS Program	1,930	1,930	1,930
154	269	150	6110	Equipment Rental	150	150	150
9,417	14,764	15,000	6130	Gas & Oil	15,000	15,000	15,000
0	3	450	6140	Hydrant Maintenance	450	450	450
2,561	2,166	3,200	6150	Radio Maintenance	2,100	2,100	2,100
4,281	11,559	13,800	6160	Equipment Maintenance	12,900	12,900	12,900
29,715	36,528	24,000	6161	Vehicle Maintenance	24,000	24,000	24,000
2,552	14,031	5,000	6170	Building Maintenance and Improvements	5,000	5,000	5,000
2,160	3,145	11,000	6180	Grounds Maintenance	11,000	11,000	11,000
369	1,166	500	6190	Small Tools & Equipment	1,000	1,000	1,000
7,100	12,063	10,000	6200	Supplies-Department	14,100	14,100	14,100
8,768	11,322	11,000	6210	Supplies-Medical	12,000	12,000	12,000
5,663	7,042	8,000	6215	Supplies-Prevention	5,200	5,200	5,200
0	0	0	6216	Supplies - FA/CPR Education	4,600	4,600	4,600
0	0	0	6217	Supplies - EMR Classes	1,000	1,000	1,000
1,521	1,706	1,500	6220	Supplies-Suppression	1,500	1,500	1,500

GENERAL FUND - ADMINISTRATION

BUDGET FOR FISCAL YEAR 2019/2020

ACTUAL 16/17	ACTUAL 17/18	ADOPTED 18/19	EXPENDITURES, PAGE 2		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
0	225	300	6230	Supplies-Haz Mat Supplies	250	250	250
594	1,155	1,500	6240	Supplies-Consumables	1,500	1,500	1,500
8,063	35,170	10,700	6250	Uniforms	10,900	10,900	10,900
9,310	9,970	12,000	6260	Dispatch	12,000	12,000	12,000
12,000	11,875	12,000	6270	Volunteer Activities	12,000	12,000	12,000
3,442	4,424	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
2,498	6,462	7,500	6310	Physicals & Immunizations	12,000	12,000	12,000
1,386	1,740	2,090	6320	Community Involvement	2,000	2,000	2,000
4,880	3,087	3,100	6900	Miscellaneous Expense	8,100	8,100	8,100
572,737	0	0	6910	Seismic Retrofit Grant - Materials	0	0	0
998,772	422,519	355,981		Total Materials & Services	371,180	371,180	371,180
				CAPITAL OUTLAY			
0	0	0	7015	Training Equipment	1,300	1,300	1,300
15,716	1,074	300	7020	Department Equipment - Suppression	400	400	400
0	0	0	7021	Department Equipment - Training	0	0	0
481	0	0	7022	Department Equipment - Buildings/Grounds	0	0	0
440	2,058	1,450	7030	Medical Equipment	4,900	4,900	4,900
5,093	6,634	3,400	7040	Office Equipment	3,400	3,400	3,400
2,688	14,790	5,000	7060	Radios and Mapping	11,700	11,700	11,700
1,233	12,524	0	7070	Hose/Appliances	3,950	3,950	3,950
0	6,508	14,700	7080	Protective Equipment	34,600	34,600	34,600
140000	0	0	7100	Seismic Grant	0	0	0
0	30,000	8,709	7110	Building	5,400	5,400	5,400
0	30,473	100000	7150	Vehicle	900	900	900
13323	103,275	700	7200	Equipment	323,000	323,000	323,000
165,651	207,338	134,259		Total Capital Outlay	389,550	389,550	389,550
0	0	0	8005	Operating Contingency			
				Transfers - From General Fund			
0	0	4,491	9000	Land/Building Reserve Fund	209,384	209,384	209,384
0	11,889	5,450	9010	Vehicle Reserve Fund	70,135	70,135	70,135
0	0	31,000	9020	Equipment Reserve Fund	122,752	122,752	122,752
		0	3010	Ending Fund Balance	23,752	23,752	23,752
300,000	300,000	300,000	3010	Unappropriated Ending Fund Balance	391,707	391,707	391,707
2,073,226	1,746,628	1,614,181		TOTAL ADMINISTRATION DEPT. EXPENDITURES	2,471,597	2,471,597	2,471,597

RESERVE FUNDS

Our 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, we seek Board approval prior to using these funds. We continue to have challenges when it comes to putting money into these funds at a level which provides us the necessary reserves for large projects and purchases. Ultimately, the District strives to have \$1,000,000 set aside in reserves for the District.

The **Vehicle Reserve Fund** is used to plan for the purchase of additional and replacement apparatus for our fleet. With the recent bond funds we were able to replace many of our aging apparatus, satisfying our immediate needs for replacement. However, the District needs to continue setting 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 we have been able to rely upon grants and bond funds to make large equipment purchases. The District needs to establish a plan for equipment replacement and designate funds accordingly. This year we are applying for a grant to help us replace our aging self-contained breathing apparatus. However, in the absence of that grant, we will need to replace the SCBAs with monies from this reserve fund.

The **Building & Land Reserve Fund** is used to buy, build, and maintain District facilities. In the past, we have used this fund to develop rural water sites around the District, construct fire stations, build additions on existing stations, and to maintain facilities when the cost of a project is beyond the ability to address it in a single budget cycle. The District needs to grow this fund for future renovations or acquisitions of land for future fire station sites.

BUILDING/LAND RESERVE FUND

PHILOMATH FIRE & RESCUE
BUDGET FOR FISCAL YEAR 2019/2020

ACTUAL 16/17	ACTUAL 17/18	ADOPTED 18/19	RESOURCES		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
176,439	202,714	204,023	3010-80	CARRY OVER BALANCE	209,384	209,384	209,384
				USE OF MONEY & PROPERTY			
1,275	1,344	870	4030-80	Earned Interest	893	893	893
				OTHER REVENUE			
			4900-80	Miscellaneous	0	0	0
				TRANSFER FUNDS			
25000	0	4,491	9010-80	Transfer In - From General Fund	0	0	0
202714	204058	209384		TOTAL BUILDING/LAND RESERVE FUND	210,277	210,277	210,277

ACTUAL 16/17	ACTUAL 17/18	ADOPTED 18/19	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	Building	0		
			3010-80	Ending Fund Balance	210,277	210,277	210,277
		0	3010-80	Unappropriated Ending Fund Balance			
0	0	209,384		TOTAL BUILDING/LAND RESERVE FUND	210,277	210,277	210,277

VEHICLE RESERVE FUND

PHILOMATH FIRE & RESCUE

BUDGET FOR FISCAL YEAR 2019/2020

ACTUAL 16/17	ACTUAL 17/18	ADOPTED 18/19	RESOURCES		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
9,874	52,288	64,465	3010-81	CARRY OVER BALANCE	70,135	70,135	70,135
				USE OF MONEY & PROPERTY			
71	297	220	4030-81	Earned Interest	240	240	240
				OTHER REVENUE			
0		0	4029-81	Miscellaneous	0	0	0
				TRANSFER FUNDS			
42,343	11,889	5,450	4090-81	Transfer In - From General Fund	0	0	0
52,288	64,474	70,135		TOTAL VEHICLE RESERVE FUND	70,375	70,375	70,375

ACTUAL 16/17	ACTUAL 17/18	ADOPTED 18/19	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			
52,288	64,474		3010-81	Ending Fund Balance	70,375	70,375	70,375
		70,135	3010-81	Unappropriated Ending Fund Balance			
52,288	64,474	70,135		TOTAL VEHICLE RESERVE FUND	70,375	70,375	70,375

EQUIPMENT RESERVE FUND

PHILOMATH FIRE & RESCUE
BUDGET FOR FISCAL YEAR 2019/2020

ACTUAL 16/17	ACTUAL 17/18	ADOPTED 18/19	RESOURCES	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
36,556	56,820	57,169	3010-82 CARRY OVER BALANCE	88,409	88,409	88,409
			USE OF MONEY & PROPERTY			
264	359	240	4030-82 Earned Interest	371	371	371
			OTHER REVENUE			
0	0	0	4900-82 Miscellaneous	0	0	0
			TRANSFER FUNDS			
20,000	0	31,000	4090-82 Transfer In - From General Fund	23,752	23,752	23,752
56,820	57,179	88,409	TOTAL EQUIPMENT RESERVE FUND	112,532	112,532	112,532

ACTUAL 16/17	ACTUAL 17/18	ADOPTED 18/19	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 Equipment Purchased	0	0	0
56,820	57,179	88,409	3900 Ending Fund Balance			
		88,409	3900 Unappropriated Ending Fund Balance	112,532	112,532	112,532
56,820	57,179	88,409	TOTAL EQUIPMENT RESERVE FUND	112,532	112,532	112,532