

# PHILOMATH FIRE & RESCUE BUDGET FISCAL YEAR 2021 - 2022

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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 2021 - 2022

Monday, 1 February, 2021	Appoint Budget Officer.
Monday, 1 March, 2021	Appoint Budget Committee.
Friday, 16 April, 2021	Draft department budgets dues.
Monday, 26 April, 2021	Publication of public notice of Budget Committee Meeting - Newspaper Publication and Online Posting.
Thursday, 29 April, 2021	Final Draft budget for production.
Thursday, 13 May, 2021	Budget Committee Meeting: Present proposed budget and budget message.
Tuesday, 18 May, 2021	Publication of Financial Summary and notice of Budget Hearing.
Monday, 7 June, 2021	Regular Board Meeting & Public Hearing on budget as approved by Budget Committee. Adopt final budget and make appropriations.

## BUDGET COMMITTEE MEMBERS

2021 - 2022

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

Ken Corbin  
35136 Kings Valley Hwy  
Philomath, OR 97370

# PHILOMATH FIRE & RESCUE

## BUDGET DOCUMENT FISCAL YEAR 2021 - 2022

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 Lillee Rodriguez  
Fire & Life Safety Captain Rich Saalsaa  
Lieutenant Scott Moser

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## 2021 - 2022 BUDGET MESSAGE

The 2021 - 2022 budget of Philomath Fire & Rescue is being presented as a balanced budget. Revenue projections are based on an assessed value (AV) of \$896,453,554 and our permanent tax rate of \$1.5080 per thousand of assessed value. The District has factored a 1% reduction in collection rates to anticipate any shortages due to the COVID-19 pandemic. 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 \$140,000 is projected to be collected for conflagration expenses, based on the average of the last 6 years for in-state conflagrations. Additional funds, in the amount of \$56,435, are expected to be collected from miscellaneous income 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 \$44,433,547. 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. Fiscal Year 2021 - 2022 marks the 5th year of the District's 10-year GO Bond loan repayment.

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

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. Building & Grounds Program

I. Vehicle & Equipment Maintenance Program

J. Bond Debt Services

2. General Fund - This breakdown, starting on page 37, 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 2021 - 2022 Fiscal Year include:

- a. Setting aside Vehicle Reserve funds for future purchase of apparatus.
- b. Purchase of a training facility to be installed at Station 201, replacing the 1970's mobile home, funded through grant revenue.
- c. 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. The District has also submitted a grant application with the State Fire Marshal for purchase of new radios.

# 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 community outreach, engagement and education.
- 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 within the City and surrounding areas.

Objective #1: Contract with new auditing service.

## Administrative Program

<b>Materials and Services:</b>		<b>\$</b>	<b>197,513.00</b>
<hr/>			
6001	Contracted Professional Services	\$	41,850.00
6010	Office Supplies	\$	7,300.00
6011	Postage/Shipping	\$	2,600.00
6020	Insurance & Bonds	\$	40,400.00
6030	Dues, Fees & Subscriptions *	\$	15,665.00
6040	Publications & Elections	\$	800.00
6050	Utilities (water, garbage, power)	\$	28,230.00
6060	Communications (phone, website, internet, alarm monitoring)	\$	16,268.00
6080	Conference Expense	\$	5,500.00
6100	Equipment Maintenance Agreement - Admin (copier, software)	\$	4,000.00
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	\$	2,300.00
6900	Miscellaneous Expense	\$	3,600.00
6901	Cost of Goods Sold	\$	1,000.00
<hr/>			
8005	<b>Contingency Fund</b>	<b>\$</b>	<b>-</b>
<hr/>			
	Transfers:		
9000	<b>Transfer to Vehicle Fund</b>	<b>\$</b>	<b>52,100.00</b>
9010	<b>Transfer to Building/Land Fund</b>		
9020	<b>Transfer to Equipment Fund</b>		
<hr/>			
3010	<b>Unappropriated Ending Fund Balance</b>	<b>\$</b>	<b>380,504.00</b>
<hr/>			
<b>Total Administration Program</b>			<b>\$ 630,117.00</b>
<hr/>			

\*See breakdown of 6030 on next page

\$750,485 20-21  
\$589,459 19-20  
\$512,542 18-19

## Dues, Fees, and Subscriptions

GOAL: To stay abreast of any changes in the emergency services field and participate in organizations representing different 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\***

**\$ 15,665.00**

<b>Dues:</b>	<b>\$ 6,155.00</b>		
Oregon Fire Service Office Administrators - Membership (1)	\$ 75.00	\$13,890	20-21
Oregon Fire Chiefs Association Membership (1)	\$ 100.00	\$13,500	19-20
Emergency Medical Service Oregon Fire Chiefs Association (1)	\$ 50.00	\$12,701	18-19
Oregon Fire Marshall Association (1)	\$ 70.00	\$12,290	17-18
Oregon Fire District Directors Association - District	\$ 1,300.00	\$10,000	16-17
Linn Benton Fire Investigation Team Membership (1)	\$ 100.00	\$8,754	15-16
National Safety Council	\$ 50.00		
League of Oregon Cities - District	\$ 500.00		
Special Districts Association Annual Membership - District	\$ 2,200.00		
Oregon Volunteer Firefighters Association	\$ 300.00		
Oregon Government Ethics Commission - District	\$ 600.00		
Philomath Area Chamber of Commerce - District	\$ 250.00		
International Associations of Fire Chiefs	\$ 260.00		
Linn Benton Rental Housing Association - Membership (1)	\$ 100.00		
Good Samaritan - CPR instructor Dues (1)	\$ 200.00		
<b>Fees:</b>	<b>\$ 4,460.00</b>		
Secretary of State - Audit Filing Fee	\$ 300.00		
US Postmaster - PO Box Rental	\$ 260.00		
BioMed (Background checks)	\$ 500.00		
Department of Admin. Services - ORCPP Membership - Procurement	\$ 50.00		
Bank, LGIP,ASI Monthly Fees	\$ 150.00		
CLIA Lab (Glucometer)	\$ 200.00		
Length Of Service Awards Program - Admin Fee (OFDDA)	\$ 250.00		
Department of Consumer Business - Air Tank Permits	\$ 150.00		
GASB 75 Valuation	\$ 2,100.00		
Computer Security	\$ 250.00		
Intuit - Payroll Fees	\$ 250.00		
<b>Subscriptions:</b>	<b>\$ 5,050.00</b>		
National Fire Protection Association Membership - District	\$ 200.00		
Philomath Express - Annual Subscription	\$ 200.00		
When to Work - Annual Subscription	\$ 350.00		
Alsea Geospatial - GPS & Incident View - Annual Subscription	\$ 2,600.00		
Adobe - Annual Subscription (2)	\$ 500.00		
Avast	\$ 1,000.00		
Microsoft Office Support - Annual Subscription	\$ 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 of Zoll Monitors (2) to replace out-dated LifePak 12s, parodying Corvallis.

Objective # 2: Purchase new AED monitors (2) to replace two that are at end of life.

## EMS PROGRAM

Materials and Services:

6101	<b>Equip. Maintenance Agreement - EMS Program</b>	\$	<b>1,600.00</b>
	Enerspect - Annual Lifepak maintenance	\$	1,600.00
6210	<b>Medical Supplies</b>	\$	<b>14,500.00</b>
	Medical consumables	\$	14,000.00
	Oxygen	\$	500.00
7030	<b>Capital Outlay: Medical Equipment</b>	\$	<b>86,735.00</b>
	AEDs (3) for PF&R	\$	4,800.00
	30 AEDs for Community Partners	\$	38,435.00
	Zoll Monitors (2) - Grant	\$	43,500.00

### **Total EMS Program**

**\$ 102,835.00**

\$18,950 20-21  
 \$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 for Philomath Fire & 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: Purchase of mini ram for Apparatus 231 to aid in extrication.

Objective #3: Purchase Hose Tester to replace broken equipment.



## SUPPRESSION PROGRAM

Materials and Services:

6190	<b>Small Tools and Equipment</b>		<b>\$2,700.00</b>
	Small Hand Tools & Equipment	\$ 2,000.00	
	Low-Angle Rescue Rope	\$ 500.00	
	Wildland Firefighting Tools	\$ 200.00	
6220	<b>Fire Suppression Supplies</b>		<b>\$5,900.00</b>
	Foam	\$ 1,500.00	
	Nozzles & Vortex Valve	\$ 1,400.00	
	Hose Tester	\$ 3,000.00	
6230	<b>Haz Mat Supplies</b>		<b>\$400.00</b>
7020	<b>Capital Outlay: Department - Suppression</b>		<b>\$6,000.00</b>
	Mini Ram - 231	\$ 6,000.00	
7070	<b>Capital Outlay: Hose/Appliances</b>		<b>\$0.00</b>

<b>Total Suppression Program</b>	<b>\$15,000.00</b>
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\$10,200.00	20-21
\$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
\$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 meets NFPA standards.
- Provide NFPA physicals for interior firefighting staff and volunteers biannually.

Objective # 1: To continue to outfit personnel in professional uniforms and appropriate personal protective equipment (PPE).

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

## SAFETY PROGRAM

Materials and Services:

6250	<b>Firefighter/EMS Clothing</b>		<b>\$45,500.00</b>
	Personnel Uniforms	\$ 9,000.00	
	Station Boots	\$ 3,000.00	
	Safety Supplies	\$ 1,000.00	
	Turnout Inspection & Repairs	\$ 3,000.00	
	Bulletproof Vests & Helmets (2 sets)	\$ 1,500.00	
	Personal Protective Attire - Turnouts (5 Sets)	\$ 28,000.00	
6310	<b>Physicals &amp; Immunizations</b>		<b>\$13,000.00</b>
	Physicals	\$ 12,000.00	
	Immunizations	\$ 1,000.00	
7080	<b>Capital Outlay: Protective Equipment</b>		<b>\$0.00</b>
7200	<b>Capital Outlay: Equipment</b>		<b>\$0.00</b>

### Total Safety Program

**\$58,500.00**

\$273,600.00		20-21
\$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.
- Continue tuition reimbursement to attract and retain quality applicants for the Resident Volunteer program.

### Proposed:

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

## TRAINING PROGRAM

Materials and Services		
6070 <b>Travel &amp; Food</b>		<b>\$12,850.00</b>
Meeting Food	\$1,000.00	
Chili Cook-off	\$300.00	
Promotional Ceremony	\$300.00	
Open House	\$2,500.00	
Hotel Stays	\$4,000.00	
Misc. Food	\$2,000.00	
Airfare	\$2,250.00	
MREs	\$500.00	
6090 <b>Education &amp; Training</b>		<b>\$19,860.00</b>
Classes	\$10,000.00	
EMS Certification	\$2,000.00	
Training Supplies/Props	\$1,500.00	
Smoke Machine Fluid	\$300.00	
Recert Fees for EMTs	\$2,500.00	
EMR Cert/Recert Fees	\$560.00	
DPSST - Fingerprints	\$750.00	
Propane - Training Ground	\$250.00	
Training Instructor Fees	\$1,000.00	
Training consumables	\$1,000.00	
6091 <b>Tuition Reimbursement - RV Program</b>		<b>\$68,000.00</b>
8 Full-Time Students @ \$2,800 per term	\$68,000.00	
7015 <b>Capital Outlay: Training</b>		<b>\$400,000.00</b>
201 - Training Grounds Structure - Grant	\$400,000.00	
7021 <b>Capital Outlay: Department Equipment - Training</b>		<b>\$0.00</b>

### Total Training Program

**\$500,710.00**

\$461,750.00 20-21  
 \$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, Marys River Estates, Wren Hill Estates, 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 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 building plans, construction, occupancy processes and Access & Water Supply 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	<b>Fire Prevention</b>	<b>\$2,830.00</b>
	Fire Prevention Books/Publications	\$1,500.00
	Prevention Supplies	\$550.00
	Address Post Materials	\$680.00
	Chimney Brushes and Rods	\$100.00
6216	<b>Supplies - First Aid/CPR</b>	<b>\$5,500.00</b>
	FA/CPR Class Expenses	\$4,000.00
	Instructor Fees - Become TS for OHA	\$1,500.00
6217	<b>Supplies - EMR Classes</b>	<b>\$1,600.00</b>
	EMR Class Expenses	\$1,600.00

**Total Fire & Life Safety**

**\$9,930.00**

\$9,650.00 20-21  
 \$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 purchase wireless headsets for the Tenders (2) to improve communication during pumper operations.

Objective #2: To purchase cell phone boosters to improve communication in the field.

Objective #3: To add programable radios to our current inventory allowing for better communications during large events such as conflagrat



## EMERGENCY COMMUNICATIONS & MAPPING PROGRAM

Materials and Services		
6150 <b>Radio Maintenance</b>		<b>\$13,300.00</b>
Portable Radio Repair	\$600.00	
Base Radios	\$0.00	
Pager Repair	\$100.00	
Mobile Radios & FireCom Headset repair	\$500.00	
Tower Repair - Station 203 - Replace Coax	\$0.00	
Pagers (4)	\$2,000.00	
Tender Radio Replacement & Headsets (2)	\$5,500.00	
Cell Phone Boosters (2)	\$1,600.00	
Portable Radios & Charger	\$3,000.00	
6260 <b>911 Dispatch</b>		<b>\$0.00</b>
7060 <b>Capital Outlay: Radios &amp; Mapping</b>		<b>\$27,625.00</b>
Radios - Grant	\$27,625.00	

**Total Communication & Mapping** **\$40,925.00**

\$16,300.00	20-21
\$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.

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, candy, fresh fruit & water.
- To maintain and continually improve the condition of the grounds at all three stations.

Objective #1: To replace appliances in the residence at Station 203.

Objective #3: To prioritize annual mechanical inspections of all stations to proactively care for heating/cooling and plumbing appliances.

Objective #4: To provide improved signage for Stations 202 & 203.

## BUILDINGS & GROUNDS MAINTENANCE

Materials & Services:		
6170	<b>Building Maintenance &amp; Improvements</b>	<b>\$14,300.00</b>
	Maintenance Labor	\$4,000.00
	Cypher Locks - Reprogram & Repair	\$500.00
	Misc. Building Repair	\$2,000.00
	Paint and Supplies	\$300.00
	Garage Door Repair	\$300.00
	203 Residence - Furnishings & Accommodations	\$2,000.00
	Carpet Cleaning - Station 201	\$1,000.00
	Mechanical Inspections - All Stations	\$1,200.00
	Decon Sink/Shop Sink - Instahot - Station 201	\$1,000.00
	Exhaust System Annual Service	\$1,000.00
	Well Pump - Station 202	\$1,000.00
6180	<b>Grounds Maintenance</b>	<b>\$11,000.00</b>
	Gravel	\$500.00
	Landscaping & Signage at Substations	\$5,000.00
	Misc. Grounds Maintenance	\$2,000.00
	201 - Picnic Table	\$1,000.00
	202/203 Lawnmower	\$2,500.00
6200	<b>Supplies - Department</b>	<b>\$7,700.00</b>
	Consumables	\$3,000.00
	Restroom supplies & paper products	\$2,000.00
	Residence Supplies	\$1,100.00
	Kitchen Supplies	\$300.00
	201 - Station Decorations	\$300.00
	Training Room Supplies - 201 Sound System	\$1,000.00
7022	<b>Capital Outlay: Department - Building/Grounds</b>	<b>\$0.00</b>
7110	<b>Capital Outlay: Building</b>	<b>\$0.00</b>
<b>Total Buildings &amp; Grounds</b>		<b>\$33,000.00</b>
		\$109,350.00 20-21
		\$35,500.00 19-20
		\$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: To repair our port-a-pond equipment.

Objective #2: To fund appropriately in anticipation of additional repairs required for aging apparatus.

## VEHICLE & EQUIPMENT MAINTENANCE PROGRAM

Materials & Service:		
6110	<b>Equipment Rental</b>	<b>\$150.00</b>
<hr/>		
6130	<b>Gas &amp; Oil</b>	<b>\$15,000.00</b>
<hr/>		
6140	<b>Hydrant Maintenance</b>	<b>\$0.00</b>
<hr/>		
6160	<b>Equipment Maintenance/Testing</b>	<b>\$16,050.00</b>
	Breathing Apparatus - Annual Service	\$2,000.00
	SCBA Chest Straps	\$2,500.00
	Hydraulic Rescue Tool Maint. Agreement	\$2,000.00
	Power Equipment	\$1,000.00
	Hand Tools	\$400.00
	Extinguisher Maint. - Valley Fire Control	\$500.00
	Hose Tower Hoist Inspection	\$500.00
	Medical Equipment Maint./Testing	\$1,000.00
	Ladder Maintenance	\$2,000.00
	SCBA Air Compressor Maintenance	\$900.00
	FIT Machine Testing/Certification	\$750.00
	Port-A-Pond Repair	\$500.00
	Misc. Equipment Maintenance	\$2,000.00
<hr/>		
6161	<b>Vehicle Maintenance</b>	<b>\$36,000.00</b>
	Periodic Maintenance	\$18,000.00
	Miscellaneous Repair	\$13,000.00
	Tires for Apparatus - 231	\$5,000.00
<hr/>		
6240	<b>Miscellaneous Maintenance Supplies</b>	<b>\$1,200.00</b>
	Consumables	\$1,200.00
<hr/>		
7150	<b>Capital Outlay: Vehicle</b>	<b>\$0.00</b>

### **Total Vehicle & Equipment**

**\$68,400.00**

\$72,350.00 20-21  
 \$55,500.00 19-20  
 \$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

<b>Benefits &amp; Expenses</b>		<b>\$988,365</b>
<hr/>		
Wages/Salaries	\$583,120.00	
Social Security/Medicare	\$54,745.00	
Worker's Comp.	\$30,000.00	
Worker's Benefit Asses.	\$500.00	
Health Insurance	\$140,000.00	
PERS/OPSRP	\$140,000.00	
PERS Pickup 6%	\$40,000.00	
<b>Extra Hire Temp &amp; Part Time Pool</b>	<b>\$0.00</b>	<b>\$0</b>
<hr/>		
<b>Conflagration Hire</b>	<b>\$70,000.00</b>	<b>\$70,000</b>
<hr/>		
<b>Unemployment</b>	<b>\$10,000.00</b>	<b>\$10,000</b>
<hr/>		

### Total Personnel Expenses

**\$1,068,365**

\$1,096,939 20-21  
 \$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 \$397,506 in tax revenue to go towards the GO Bonded Debt repayment. The District is scheduled to make a payment in the amount of \$350,000 towards the principal of the bond with additional payments amounting to \$39,823 paid toward interest, leaving \$7,683 to be carried over into Fiscal Year 2022 - 2023.

**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 : 2021/2022			
	Actual 18 - 19	Actual 19 - 20	Adopted Budget 2020 - 2021		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				RESOURCES				
1	339,570	0	0	1. Cash on hand * (cash basis), or	0	0	0	1
2				2. Working Capital (accrual basis)				2
3				3. Previously levied taxes estimated to be received				3
4				4. Interest	0	0	0	4
5				5. Transferred IN, from other funds				5
6				6 Bond Proceeds (August 2016)	0	0	0	6
7	0	0	0	7 Bond Proceeds (August 2017)	0	0	0	7
8				8 Bond Reserves for Quint Payment				8
9	339,570	0	0	9. Total Resources, except taxes to be levied	0	0	0	9
10				10. Taxes estimated to be received	0	0	0	10
11				11. Taxes collected in year levied				11
12	<b>339,570</b>	<b>0</b>	<b>0</b>	<b>12. TOTAL RESOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>
				REQUIREMENTS **				
13	0	0	0	13 Costs of Bond issuance	0	0	0	13
14	0	0	0	14 Firefighting equipment	0	0	0	14
15	0	0	0	15 Apparatus	0	0	0	15
16				16 Bond Reserve				16
17	2,700	0	0	17 Facilities	0	0	0	17
18	336,870	0	0	18 Lease-Purchase Repayment	0	0	0	18
19	0	0	0	19 Bond Fees	0	0	0	19
20				20 Ending balance (prior years)				20
21			-	<b>21 UNAPPROPRIATED ENDING FUND BALANCE</b>	-	-	-	21
22	<b>339,570</b>	<b>0</b>	<b>0</b>	<b>22. TOTAL REQUIREMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22</b>

\*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: 2021/2022				
	Actual 18 - 19	Actual 19-20	Adopted Budget Year 20 - 21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
				<b>Resources</b>					
1	-9,417	0	625	1. Beginning Cash on Hand (Cash Basis), or	1,229	1,229	1,229	1	
2				2. Working Capital (Accrual Basis)				2	
3		2,389		3. Delinquent Taxes	5,000	5,000	5,000	3	
4	2,785	1,548		4. Interest	130	130	130	4	
5				5. Transferred from Other Funds				5	
6	-6,632	3,937	625	6. Total Resources, Except Taxes to be Levied				6	
7			380,652	7. Taxes Estimated to be Received *	391,147	391,147	391,147	7	
8	369,145	386,080		8. Taxes Collected in Year Levied				8	
9	<b>362,513</b>	<b>390,017</b>	<b>381,277</b>	<b>9. TOTAL RESOURCES</b>	<b>397,506</b>	<b>397,506</b>	<b>397,506</b>	9	
				<b>Requirements</b>					
				Bond Principal Payments					
				Bond Issue	Budgeted Payment Date				
10	190,829	185,000	190,000	10. Series 2016	June 15, 2018	205,000	205,000	205,000	10
11	140,415	130,000	140,000	11. Series 2017	June 15, 2018	145,000	145,000	145,000	11
12	331,244	315,000	330,000	<b>12. Total Principal</b>		350,000	350,000	350,000	12
				Bond Interest Payments					
				Bond Issue	Budgeted Payment Date				
13	15,855	13,972	12,427	13. Series 2016	December 15, 2018	19,325	19,325	19,325	13
14	0	14,034	12,427	14. Series 2016	June 15, 2019				14
15	15,415	14,203	12,597	15. Series 2017	December 15, 2018	20,498	20,498	20,498	15
16		14,175	12,597	16. Series 2017	June 15, 2019				16
17	31,269	56,383	50,048	<b>17. Total Interest</b>		39,823	39,823	39,823	17
				Unappropriated Balance for Following Year By					
				Bond Issue	Projected Payment Date				
18				18.					18
19	0	18,634		19. Ending balance (prior years)					19
20			1,229	<b>20. Total Unappropriated Ending Fund Balance</b>		7,683	7,683	7,683	20
21				21. Loan Repayment to Fund					21
22				22. Tax Credit Bond Reserve					22
23	<b>362,513</b>	<b>390,017</b>	<b>381,277</b>	<b>23. TOTAL REQUIREMENTS</b>		<b>397,506</b>	<b>397,506</b>	<b>397,506</b>	23

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PHILOMATH FIRE & RESCUE

**GENERAL FUND**

BUDGET FOR FISCAL YEAR 2021/2022

**RESOURCES, PAGE 1**

PROPOSED BUDGET OFFICER      APPROVED BY BUDGET COMMITTEE      ADOPTED BY GOVERNING BODY

ACTUAL 18/19	ACTUAL 19/20	ADOPTED 20/21			PROPOSED BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
1,007,474	969,097	939,860	3010	<b>CARRY OVER BALANCE</b>	883,905	883,905	883,905
1,007,474	969,097	939,860		Carry Over Balance	883,905	883,905	883,905
				<b>PROPERTY TAXES</b>			
1,158,521	1,207,400	1,220,000	4020	Property Taxes	1,290,000	1,290,000	1,290,000
10,378	16,063	15,000	4010	Delinquent Property Taxes	15,000	15,000	15,000
614	214	2,000	4025	Interest on Property Taxes	2,000	2,000	2,000
1,169,514	1,223,678	1,237,000		Total Property Taxes	1,307,000	1,307,000	1,307,000
				<b>Other Revenue</b>			
2,838	3,568	400,000	4035	Grants	447,625	447,625	447,625
18,393	17,669	25,000	4900	Misc. Revenue	56,435	56,435	56,435
16,059	8,076	8,000	4050	Public Education Income	8,000	8,000	8,000
335,453	133,732	130,000	4060	Conflagration Income	140,000	140,000	140,000
372,743	163,044	563,000		Total Other Revenue	652,060	652,060	652,060
				<b>USE OF MONEY &amp; PROPERTY</b>			
34,414	25,444	16,000	4026	Earned Interest on Investments	16,000	16,000	16,000
34,414	25,444	16,000		Total Use of Money & Property	16,000	16,000	16,000
				<b>TRANSFERS</b>			
129,715	99,752	260,000		Transfer In	0		
2,713,859	2,481,015	3,015,860		<b>TOTAL GENERAL FUND RESOURCES</b>	2,858,965	2,858,965	2,858,965

**GENERAL FUND - ADMINISTRATION**

PHILOMATH FIRE & RESCUE

BUDGET FOR FISCAL YEAR 2021/2022

EXPENDITURES Page 1

PROPOSED BY  
BUDGET  
OFFICER

APPROVED BY  
BUDGET  
COMMITTEE

ADOPTED BY  
GOVERNING  
BODY

ACTUAL 18/19	ACTUAL 19/20	ADOPTED 20/21						
				<b>PERSONNEL SERVICES</b>				
378,661	461,569	503,447		Salaries and Wages	583,120.00	583,120.00	583,120.00	583,120.00
262,850	321,444	384,863		Payroll Benefits and Expenses	405,245.00	405,245.00	405,245.00	405,245.00
156,643	99,562	91,393		Extra Hire/Conflag Wages/Unemployment	80,000.00	80,000.00	80,000.00	80,000.00
8.25	8.00	8.50		Full Time Equivalent	8.00	8.00	8.00	8.00
<b>798,154</b>	<b>882,575</b>	<b>979,703</b>		<b>Total Personal Services</b>	<b>1,068,365</b>	<b>1,068,365</b>	<b>1,068,365</b>	<b>1,068,365</b>
				<b>MATERIALS &amp; SERVICES</b>				
23,244	32,714	33,400	6001	Contracted Professional Service	41,850	41,850	41,850	41,850
3,707	12,894	9,500	6010	Office Supplies	7,300	7,300	7,300	7,300
1,656	2,379	2,400	6011	Postage/Shipping	2,600	2,600	2,600	2,600
34,961	35,192	46,600	6020	Insurance and Bonds	40,400	40,400	40,400	40,400
10,713	14,229	13,890	6030	Dues, Fees, Subscriptions	15,665	15,665	15,665	15,665
5,758	1,400	3,200	6040	Publications & Elections	800	800	800	800
23,424	24,111	25,900	6050	Utilities	28,230	28,230	28,230	28,230
13,475	12,934	13,060	6060	Communications (phones, website, internet)	16,268	16,268	16,268	16,268
10,316	10,670	13,850	6070	Travel	12,850	12,850	12,850	12,850
3,800	1,326	5,100	6080	Conference Expense	5,500	5,500	5,500	5,500
12,005	13,264	17,900	6090	Education & Training	19,860	19,860	19,860	19,860
19,834	27,997	30,000	6091	Tuition Reimbursement	68,000	68,000	68,000	68,000
4,690	2,130	1,600	6100	Equip. Maint Agreements - Admin	4,000	4,000	4,000	4,000
1,458	1,095	1,600	6101	Equip. Maint Agreements - EMS Program	1,600	1,600	1,600	1,600
37	421	150	6110	Equipment Rental	150	150	150	150
14,536	10,073	15,000	6130	Gas & Oil	15,000	15,000	15,000	15,000
315	7,117	11,100	6150	Radio Maintenance	13,300	13,300	13,300	13,300
8,558	6,935	8,700	6160	Equipment Maintenance	16,050	16,050	16,050	16,050
40,959	31,059	37,500	6161	Vehicle Maintenance	36,000	36,000	36,000	36,000
5,567	7,055	9,050	6170	Building Maintenance and Improvements	14,300	14,300	14,300	14,300
11,983	9,227	17,000	6180	Grounds Maintenance	11,000	11,000	11,000	11,000
1,319	3,124	4,300	6190	Small Tools & Equipment	2,700	2,700	2,700	2,700
10,904	9,127	13,300	6200	Supplies-Department	7,700	7,700	7,700	7,700
10,132	16,834	17,350	6210	Supplies-Medical	14,500	14,500	14,500	14,500
8,738	2,227	3,450	6215	Supplies-Prevention	2,830	2,830	2,830	2,830
0	3,671	5,000	6216	Supplies - FA/CPR Education	5,500	5,500	5,500	5,500
0	1,010	1,200	6217	Supplies - EMR Classes	1,600	1,600	1,600	1,600
1,382	175	5,500	6220	Supplies-Suppression	5,900	5,900	5,900	5,900

## GENERAL FUND - ADMINISTRATION

BUDGET FOR FISCAL YEAR 2021/2022

ACTUAL 18/19	ACTUAL 19/20	ADOPTED 20/21	EXPENDITURES, PAGE 2		PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
0	533	400	6230	Supplies-Haz Mat Supplies	400	400	400
692	1,566	1,500	6240	Supplies-Consumables	1,200	1,200	1,200
14,751	34,671	43,600	6250	Uniforms	45,500	45,500	45,500
11,430	11,530	0	6260	Dispatch	0	0	0
12,359	11,989	12,000	6270	Volunteer Activities	12,000	12,000	12,000
4,507	4,952	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
11,857	16,302	13,000	6310	Physicals & Immunizations	13,000	13,000	13,000
1,730	1,816	2,200	6320	Community Involvement	2,300	2,300	2,300
5,244	6,915	7,500	6900	Miscellaneous Expense	3,600	3,600	3,600
0	1,186	3,000	6901	Cost of Goods Sold	1,000	1,000	1,000
0	3,185	0	6902	Bad Debt	0	0	0
357,041	406,035	465,800		Total Materials & Services	506,453	506,453	506,453
				<b>CAPITAL OUTLAY</b>			
1,400	0	400,000	7015	Training Equipment	400,000	400,000	400,000
1,219	0	0	7020	Department Equipment - Suppression	6,000	6,000	6,000
990	0	0	7022	Department Equipment - Buildings/Grounds	0	0	0
1,003	0	0	7030	Medical Equipment	86,735	86,735	86,735
3,849	0	0	7040	Office Equipment	0	0	0
2,259	0	5,200	7060	Radios and Mapping	27,625	27,625	27,625
4,720	0	0	7070	Hose/Appliances	0	0	0
41,381	0	0	7080	Protective Equipment	0	0	0
13,515	0	70,000	7110	Building	0	0	0
58,724	0	9,500	7150	Vehicle	0	0	0
9,660	0	217,000	7200	Equipment	0	0	0
138,720	0	701,700		Total Capital Outlay	520,360	520,360	520,360
0	0	117,236	8005	<b>Operating Contingency</b>			
				<b>Transfers - From General Fund</b>			
213,470	222,665	176,301	9000	Land/Building Reserve Fund	187,578	187,578	187,578
71,460	74,426	72,291	9010	Vehicle Reserve Fund	127,900	127,900	127,900
179,160	286,475	64,929	9020	Equipment Reserve Fund	67,805	67,805	67,805
955,854	608,838		3010	Ending Fund Balance			
		437,900	3010	<b>Unappropriated Ending Fund Balance</b>	380,504	380,504	380,504
2,713,859	2,481,015	3,015,860		<b>TOTAL ADMINISTRATION DEPT. EXPENDITURES</b>	2,858,965	2,858,965	2,858,965

## 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 sufficient 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. The District needs to continue to set funds aside in anticipation of future apparatus replacements as per the recently developed apparatus replacement plan. To this end, the District has budgeted \$52,100 to be put into Vehicle Reserves for the future purchase of a Staff Vehicle and a new Type 3 apparatus.

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 2021 - 2022, the District has again applied for a grant in the amount of \$400,000 to replace the structure at the Station 201 training grounds. The District has also submitted for smaller grants for equipment and

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.



## BUILDING/LAND RESERVE FUND

PHILOMATH FIRE & RESCUE  
BUDGET FOR FISCAL YEAR 2021/2022

ACTUAL 18/19	ACTUAL 19/20	ADOPTED 20/21	RESOURCES	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
204,058	213,470	213,301	3010-80 <b>CARRY OVER BALANCE</b>	183,578	183,578	183,578
			<b>USE OF MONEY &amp; PROPERTY</b>			
4,921	4,274	3,000	4030-80 Earned Interest	4,000	4,000	4,000
			<b>OTHER REVENUE</b>			
			<b>TRANSFER FUNDS</b>			
4491	0	0	9010-80 Transfer In - From General Fund	0	0	0
213,470	217,744	216,301	<b>TOTAL BUILDING/LAND RESERVE FUND</b>	187,578	187,578	187,578

### EXPENDITURES

				<b>MATERIALS &amp; SERVICES</b>			
0	0	0		Total Materials & Services	0	0	0
				<b>CAPITAL OUTLAY</b>			
0	0	40,000	7110-80	Transfer to GF for Building	0		
				Reserve for Future Expenditure	187,578	187,578	187,578
213,470	217,744	176,301	3010-80	Ending Fund Balance			
		176,301	3010-80	Unappropriated Ending Fund Balance			
213,470	217,744	216,301		<b>TOTAL BUILDING/LAND RESERVE FUND</b>	187,578	187,578	187,578

**VEHICLE RESERVE FUND**

PHILOMATH FIRE & RESCUE

BUDGET FOR FISCAL YEAR 2021/2022

ACTUAL 18/19	ACTUAL 19/20	ADOPTED 20/21	RESOURCES	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
64,474	71,460	71,291	3010-81 <b>CARRY OVER BALANCE</b>	74,800	74,800	74,800
			<b>USE OF MONEY &amp; PROPERTY</b>			
1,535	1,431	1,000	4030-81 Earned Interest	1,000	1,000	1,000
			<b>OTHER REVENUE</b>			
			<b>TRANSFER FUNDS</b>			
5,450	0	0	4090-81 Transfer In - From General Fund	52,100	52,100	52,100
71,459	72,890	72,291	<b>TOTAL VEHICLE RESERVE FUND</b>	127,900	127,900	127,900

EXPENDITURES

			<b>MATERIALS &amp; SERVICES</b>			
0		0	Total Materials & Services			
			<b>CAPITAL OUTLAY</b>			
			Reserved for Future Expenditure	127,900	127,900	127,900
71,459	72,890		3010-81 Ending Fund Balance			
		72,291	3010-81 <b>Unappropriated Ending Fund Balance</b>			
71,459	72,890	72,291	<b>TOTAL VEHICLE RESERVE FUND</b>	127,900	127,900	127,900

## EQUIPMENT RESERVE FUND

PHILOMATH FIRE & RESCUE  
BUDGET FOR FISCAL YEAR 2021/2022

ACTUAL 18/19	ACTUAL 19/20	ADOPTED 20/21	RESOURCES	PROPOSED BY BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
57,179	179,160	283,929	3010-82 <b>CARRY OVER BALANCE</b>	66,805	66,805	66,805
			<b>USE OF MONEY &amp; PROPERTY</b>			
2,206	5,357	1,000	4030-82 Earned Interest	1,000	1,000	1,000
			<b>OTHER REVENUE</b>			
			<b>TRANSFER FUNDS</b>			
119,774	99,752	0	4090-82 Transfer In - From General Fund	0	0	0
179,159	284,269	284,929	<b>TOTAL EQUIPMENT RESERVE FUND</b>	67,805	67,805	67,805

### EXPENDITURES

				<b>MATERIALS &amp; SERVICES</b>			
0	0			Total Materials & Services	0	0	0
				<b>CAPITAL OUTLAY</b>			
0	0	220,000	7200-82	Transfer to GF for Equipment	0	0	0
				Reserve for Future Expenditure	67,805	67,805	67,805
179,159	284,269	64,929	3900	Ending Fund Balance			
		64,929	3900	<b>Unappropriated Ending Fund Balance</b>			
179,159	284,269	284,929		<b>TOTAL EQUIPMENT RESERVE FUND</b>	67,805	67,805	67,805