

# Crescent Rural Fire Protection District



## Fiscal Year 2018-2019 Budget

## Table of Contents

### Contents

INTRODUCTION OF MEMBERS	3
DISTRICT OVERVIEW	4-5
ORGANIZATIONAL CHART	5
BUDGET MESSAGE	6-9
RESOURCES	10
PERSONAL SERVICES	11
MATERIALS AND SERVICES	12
MATERIALS AND SERVICES (OLD)	13
CAPITAL	14
CAPITAL (OLD)	15
CONTINGENCY	16
EQUIPMENT RESERVE FUND	17
BUILDING RESERVE FUND	18
APPARATUS RESERVE FUND	19
SUMMARY	20

## INTRODUCTION OF MEMBERS

### BOARD OF DIRECTORS

	<u>Term Expires</u>
Position 1: Brian Koch	June 30, 2021
Position 2: Echo Murray	June 30, 2021
Position 3: Bob Petersen	June 30, 2021
Position 4: Jerry Vroman	June 30, 2019
Position 5: Dianne Moore	June 30, 2019

### BUDGET COMMITTEE

	<u>Term Expires</u>
Position 1: Brian Lester	June 30, 2020
Position 2: Terry Journey	June 30, 2019
Position 3: Bill Scally	June 30, 2021
Position 4: Denny Larios	June 30, 2021
Position 5: Lola Nelson	June 30, 2021

### DISTRICT ADMINISTRATION

Dylan Webb, Fire Chief  
Terri Anderson, Administrative Assistant

## DISTRICT OVERVIEW

Crescent Rural Fire Protection District (The District) operates out of 2 fire stations in North Klamath County, a destination location for outdoor enthusiasts and recreationists. The District operates under Oregon Revised Statutes Chapter 478 and is managed by a Board of Directors composed of a President and four Directors. The Board employs the Fire Chief to manage the day-to-day operations of the District.



*CRFPD crews providing structure protection at a recent burn-to-learn (April, 2018)*

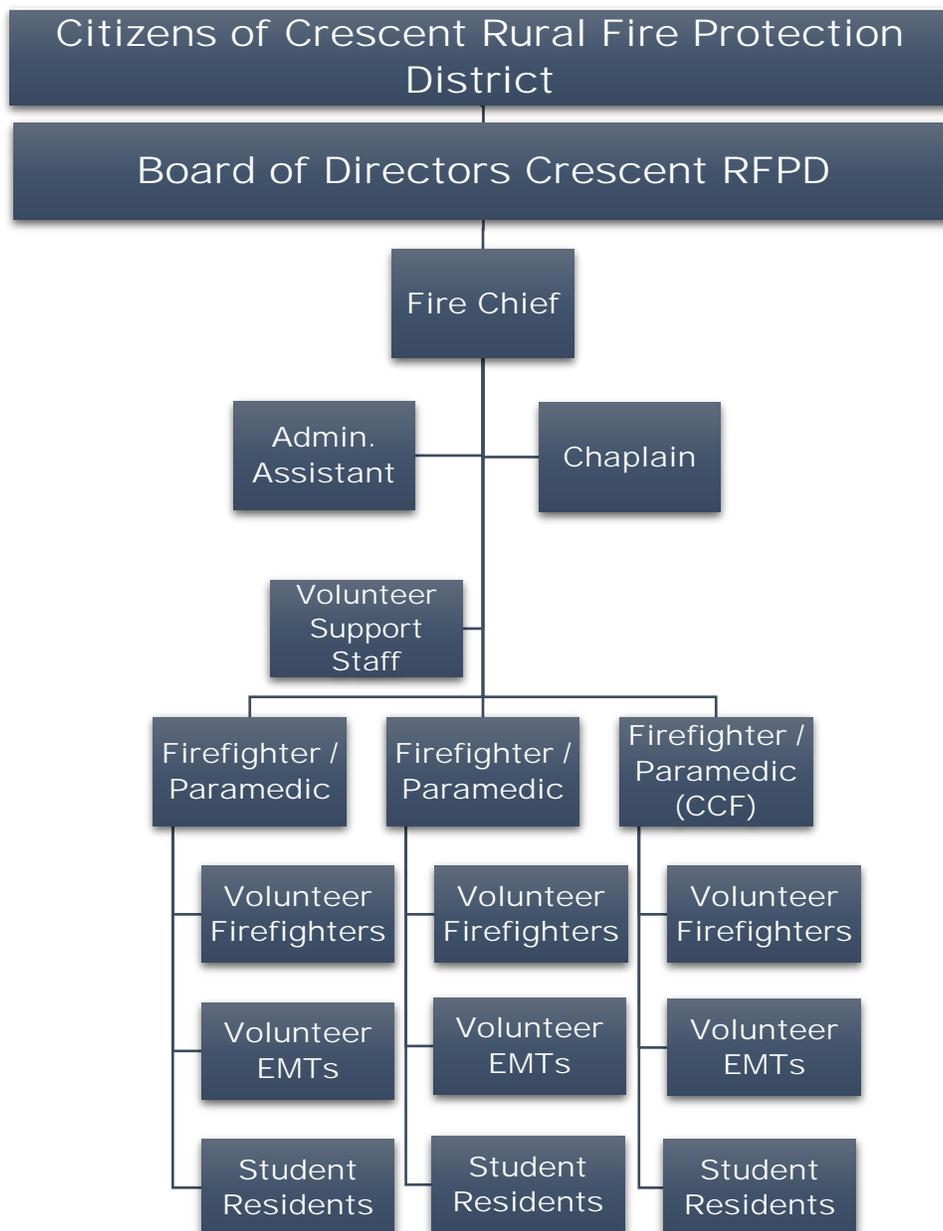
The District provides fire suppression, motor vehicle extrication and fire prevention services to a 13.4 square mile area of Crescent and Gilchrist. We also provide Advanced Life Support ambulance service throughout 591 square miles which encompasses two other fire districts. For the past year, the district has also provided part-time ambulance service to a significant portion of Chemult Rural Fire Protection District. During these coverage times, our ambulance coverage area expands to over 1,200 square miles of response area. This service is provided with only one paid Paramedic and volunteer.

Currently, the District maintains a fleet of apparatus which consists of (2) Type 1 Engines, (1) 3,000 gallon water tender, (1) Light Duty Brush Engine, (2) Advanced Life Support Ambulances, (2) Utility Vehicles, (1) Command Vehicle and (1) Mass Casualty Incident Trailer. Throughout fiscal year 2017-2018, we were very fortunate to have received an Assistance to Firefighters Grant from FEMA to purchase a brand new water tender. Because of this award, tax payers were saved nearly \$285,000. We also were on the receiving end of a generous donation from our friends at Silverton Fire District who graciously provided us with a 1997 Laverne Fire Engine.

Crews are working diligently in putting this vehicle into service. A new fire engine costs roughly \$450,000.

The District employs 4 full time personnel including two Firefighter-Paramedics, one Administrative Assistant and a Fire Chief. Further, the District will be implementing a new Joint Resident Student Program consisting of three students. This will be done through a partnership with Central Cascades Fire & EMS. Last but not least, our most valuable assets are the volunteers who sacrifice their time and efforts to provide Fire Suppression, EMS and support services to the district. Currently, the district has a roster of 15 active volunteers.

### ORGANIZATIONAL CHART



## BUDGET MESSAGE

Budget Committee Members & Citizens,

I am pleased to present to you the proposed balanced budget for fiscal year (FY) 2018-2019 for Crescent Rural Fire Protection District (the District.) This year's budget creation was comprised of diligent efforts from the administrative staff. We have taken into account requests received from volunteers as well as paid staff members and done our best to accommodate these requests. I would like to thank the budget committee for their commitment to our district. Without your willingness to provide your time and commitment, we would not be able to operate.

### HISTORY

For the second straight year, the district's budget creation has been by the same budget officer. During the 2016-2017 fiscal budget approval, the committee expressed their appreciation for the straight forward budget format. You will see the same approach and layout this year. When you look at the Table of Contents, you will notice that some of the pages listed have (OLD) labeled with the page assigned. This is due to the old budgeting format. We are required by Local Budget Law to account for 3 years previous budget figures. These pages fulfill this requirement, however, we will focus on the current budget formatting and not the (OLD) formatting.

### 2018-2019

The **2018-2019** proposed budget is **\$697,000**. Taxes estimated to be received are in the amount of **\$243,738**. Of this amount, **\$99,680** is designated in three reserve funds for future expenditures. This leaves us with a total operational budget of **\$597,320** for expenditures.

## GENERAL FUND REVENUE

### RESOURCES \$697,000 (FORM LB20)

The District's primary source of revenue is generated by a permanent fixed tax rate of \$1.6326 per \$1,000.00 of assessed valuation. In 2017, voters within the District supported the renewal of a 5 year operational levy. This has allowed the district to keep staffing levels at the current level. The rate remained the same as the previous levy at \$0.87 per \$1,000 of assessed valuation. The assessed valuation of the District as of October 2017, was \$104,724,897. This is a slight increase from the previous year's 101,431,826 assessed valuation. The FY 2018-2019 budget is based on information received from the Klamath County Assessor's Office.

We continue to see an increase in our Ambulance service revenue. This is due to several factors. One of which, is the increase in our responses we provide to Chemult RFPD. However, the most significant factor, is the revamping of our billing structure. The District now contracts with a third party billing company, which expedites our collection return as well as total amounts received. Due to these changes, anticipated ambulance revenue for 2018-2019 is \$180,000. The District also relies on Previously Levied Taxes, Interest, Service Income, FireMed Income, Miscellaneous and Donations, for a total of \$48,262. Another increase you will see, is in

the Service Income line item. This accounts for the money we bill to Chemult RFPD when our ambulance responds to their district, as well as, a new billing company we are in the process of moving to, EF Recovery. We will be using EF Recovery to bill and collect in our motor vehicle responses, hazmat incidents and other technical rescues and emergency responses.

The District does not budget for grant receivables, however they are heavily pursued. The District estimates having \$225,000 in available cash on hand beginning July 1, 2018 (again, \$99,680 of this is earmarked in reserves).

Overall, this category is a budgeted increase of **\$29,171** from the previous FY.

## **GENERAL FUND EXPENDITURES**

### **PERSONAL SERVICES \$392,246 (FORM LB31)**

The Fire District employs 4 full time employees, the Fire Chief, Administrative Assistant, and two Firefighter-Paramedics. This is a reduction in staffing from recent years due to fiscal analysis by Administrative Staff. It was determined accurate fiscal responsibility only allows the District to employ 4 staff members.

The District has accounted for the rising PERS costs, which is completely out of our hands. Another significant increase this year is our health insurance premiums have gone up nearly 12%. Again, this is what we are left to deal with in remaining status-quo.

Budgeted increases for the Office Administrator and line staff reflect current operating procedures as well as anticipated Collective Bargaining Agreement renewal.

Overall, this category is a budgeted increase of **\$32,246** from the previous FY.

### **MATERIALS AND SERVICES \$123,250 (FORM LB31)**

This category was redeveloped in FY 2016-2017 in an effort to make it easier to understand and track. You will see the proposed Materials & Services page and a separate page that lists the old line items. This is required due to having to track the previous three (3) year's budget numbers. With a strict conservative budgeting method, we are required to limit our spending in areas while still remaining operational. Adjustments in line items and overall category decrease is based off historical actual values and cost of goods.

Overall, this category is a budgeted decrease of **\$5,000** from the previous FY.

### **CAPITAL OUTLAY \$55,750 (FORM LB31)**

The proposed Capital Outlay page is followed by a separate page listing old line items for our previous three (3) years tracking. The main component of this category is our annual ambulance lease payment of \$32,200. Our final payment is due in November 2020.

The Capital Outlay category is allotted for items that have a lifespan of over five years. Over the last two budget years, this category has had to see budgeted decreases. The only way this has been achievable is due to recent year's successful grants; as well as receiving hand-me-down items from larger fire districts. This is greatly appreciated, but the lifespan of these items is nearly within the compliance recommendations.

Overall, this category is a budgeted decrease of **\$10,971** from the previous FY.

**CONTINGENCY FUND \$5,000 (FORM LB31)**

This fund is used for unexpected expenses that may be incurred during the year that were not budgeted for. It has been reduced this year to accommodate for practical unforeseen expenditures.

Overall, this category is a budgeted decrease of **\$5,000**.

**RESERVE FUNDS**

**EQUIPMENT RESERVE \$1,000 (FORM LB11)**

This fund was established in 2016 to set aside money to be used for future equipment replacements (heart monitors, self-contained breathing apparatus, etc.)

After this transfer of \$1,000 there will be a balance of **\$21,000**.

**BUILDING RESERVE \$15,000 (FORM LB11)**

This fund was established in 2008 to set aside money to be used for a construction of a new fire station.

After this transfer of \$15,000 there will be a balance of **\$93,680**.

**APPARATUS RESERVE \$5,074 (FORM LB11)**

This fund was established in 2017 to set aside money to be used for future apparatus replacements. During FY 2017-2018, the district withdrew \$2,000 to purchase a used brush rig from Chiloquin Fire and Rescue. The agreement for the vehicle was a \$5,000 purchase price. We will pay the remaining \$3,000 owed in FY 2018-2019. Our thanks goes to Chiloquin F&R for providing us this option on a much needed vehicle.

After this transfer of \$5,074 and the \$3,000 payment, there will be a balance of **\$3,074**.

## **SUMMARY**

This budget represents a conservative estimate of equal revenues and expenditures. Historically, the tax revenues have come in higher than the projected 3% increase usually anticipated in previous budgets. We continue to hold the line on expenditures and look at the needs of the district and not necessarily the wants. This budgeting practice helps solidify our budget and assists with long-range financial planning.

On behalf of the district I would like to say thank you for your commitment to our organization. If you have any questions at all, please feel free to contact me at your earliest convenience, my door is always open.

Dylan Webb, Fire Chief