

Budget Committee meeting minutes for 25 March 2023

This Crooked River Ranch Rural Fire Protection District Budget Committee meeting was held due to a new grant being presented to CRR Rural Fire Protection District by the Oregon State Fire Marshal (OSFM). It was deemed prudent to adjust the current 2023/2024 Budget proposal and to inform the Budget Committee Members and the Board of Directors of the recommended changes which Chief Hartley proposes.

Budget committee Chair Bob Bengtson called the meeting to order at 1800.

Chair Bengtson asked Budget member Bill Burt to be acting Secretary.

Budget Committee acting Secretary Bill Burt accomplished the roll call of attendees.

Budget committee members present were Robert Bengtson, Bill Burt, Joseph Costigan, and Debbie Sappenfield. Budget Secretary Ken Fisher was absent.

Board members present were Kay Norberg, Brad Pahl and Barbra Oakley; Board members Jeff Green and Mark Wilson were absent.

District Staff present was Chief Sean Hartley. Admin assistant Dana Schulke was excused from the meeting.

Ranch residents attending were Dave Palmer and Mike Dries.

Chair Bengtson asked Chief Hartley to present his proposed changes to the earlier approved 2023/2024 Budget due to the new OSFM 3-year Grant of \$361,500. (Note: although this money covers 3 years, it is paid out in full the first year.)

On page 12, General Fund Income, the "GRANT FUNDS" line is increased from \$122,000 to \$483,500.

On page 14, General Fund—MATERIALS AND SERVICES, another OSFM Grant for \$9500 was received to outfit two new personnel with full uniforms and PPE. This amount was added as the last row before the total. The TOTAL now reads: \$532,645.

On Page16A, GENERAL FUND-REQUIREMENTS SUMMARY, a new line was added: "TRANSFER TO PERSONNEL RESERVE FUND. The amount in the PROPOSED BY BUDGE OFFICER column now includes \$136,803 and the TOTAL REQUIREMENTS Total is now \$2,500,138.

Chair Bengtson asked if there were any further questions or concerns and if not, could he receive a motion to approve the changes to the proposed 2023/2024 Budget. Joe Costigan made a motion to approve the proposed changes presented by Chief Hartley to the 2023/2024 Budget. Bill Burt seconded the motion. There was no further discussion and the motion passed unanimously.

Budget Chair Bengtson asked if there were any further questions and receiving none, closed the meeting at 1816.

Respectfully submitted, Bill Burt, Acting Secretary.

Budget Co. mtg minutes

4-27-23

Budget Committee Meeting of CRRFP district was held @ the Fire Station on 4-27-2023. Meeting was held by Chief Sean Hartley.

1. Meeting called to order: by Kay Norberg at 6:04 pm
2. Roll call: Those present were Joe Costigan, Ken Fisher, Bill Bunt, Bob Bengston, Debra Sappenfield, Kay Norberg, Brad Paul and Barb Oakley. Board Members Green and Wilson were not present.
3. Nomination of budget committee:
Bob Bengston nominated for chairperson,
Ken Fisher nominated for Secretary
both elected by unanimous vote,
4. Roll call of Committee: - Present were Joe Costigan - Ken Fisher - Bill Bunt - Bob Bengston - Debra Sappenfield - Kay Norberg - Brad Paul - Barb Oakley - Chief Hartley and Dana Schultke. also attending were members of the public and a member of CRRFP Staff. Members were asked to stand and intro themselves.

Budget Committee Meeting

4-22-23

Budget Committee Meeting of CRFES district was held @ the fire station on 4-22-23. Meeting was held by Christ Dean Howard.

Meeting called to order by Kay Howard at 6:00 PM

Roll call: Those present were Joe Costigan

Ken Fisher, Bill Burt, Bob Bangerman, Dave Sappenberg, Kay Howard, and four and Bob Costigan. Board members were and Wilson were not present.

Announcement of budget committee:

Bob Bangerman announced as chairperson for the new committee for Secretary

Roll call of committee: Present were Joe Costigan - secretary - Bill Burt - Bob Howard - Dave Sappenberg - Kay Howard - and four and Bob Costigan. Board members were and Wilson were not present.

5. Budget Committee Minutes:

May-5-22 motion to approve by Bill Burt, seconded by Ken Fisher.
March - 9-23 motion to approve by Dobra Sappanfield, ~~Secd~~ seconded by Joe Costigan.

E. Chief Hartley Budget Presentation:

Mention of Staffing grant received.
3yr. Staffing grant still pending.

GA General Fund: Spending trajectory for remaining budget year, on track.

In house billing projected to show an increase this budget year.

Safe-grant fund included for coming year.

Tax increase of 3% projected w/ 93% collection rate.

6B Personnel Services:

Back to back calls on increase.

Looking to add 3 FF/Panmedics

Assistant Chief roll will not be filled

COLA raises included in projection

Cont. GB

~~Bill~~ insurance and Pers increased
Bill Bunt asked if PEAS included
additional staffing, Hartley confirmed
that it does.

Huge increase coming in Workmans Comp
rates. Moving to SAFE, actuals unknown.

Joe C. inquired about 12% Staffing
wage increase, per bargaining negotiations.

Personell interviews in process, hiring
Should begin soon.

Bob Bengston asked about volunteer
stipends.

7. Materials & Services:

Building Maint cost is ^{Stable} ~~low~~, however
the cost varies during seasons of
years.

Bill Bunt asked about Flooring upgrades,
Staff still looking @ options.

Increase in fuel budgets, higher cost,
more calls.

Increase in vehicle ins. 20%

Radio upgrades needed, possible grants?

Bill that asking if there is a
 additional starting...
 that it does.
 Have interest in...
 later. Moving to...
 Joe in...
 more...
 several...
 Bob...

The...
 Bill...
 that...
 more...
 Bill...

Increase in utilities cost.

Kudos to Dan Marsh? for savings
in heating system repair.

8. Capital outlay Grants:
at zero

9. Dept Service:
on track

Kay Norberg asked about next
new ambulance. projected need
about 2029.

10. Summary:

Shooting to ~~fund~~^{transfer} \$ 175 K into
Capital reserve fund.

11. Capital Reserve Fund:

Discussion about remodeling of dorm
space for increased staff.

12. Bond Fund:

On track to pay off in. < 10 yrs

Interest in activities is essential
to the success of the program.
in banking system.

8. Capital outlay:

of 2000

of 2000

of 2000

They should be kept about 10%
of the total amount.
of 2000

10. Summary:

Capital reserve fund
should be maintained
of 2000

11. Capital Reserve Fund:

Discussion about the necessity
of the fund.

12. Bond Fund:

of 2000

Chief Hartley discussed the possibility of creating a personnel reserve fund for future use. would help bridge the gap in an event of a staff member being away for extended periods of time.

Joe Costigan motioned to move forward with the personnel reserve, pending advice from our auditor - Bob Bengston
Seconded motion.

Motion to adjourn made by Joe Costigan to accept budget as presented with further discussion regarding the formation of a personnel reserve fund
meeting adjourned at 7:12 pm

A handwritten signature in blue ink, appearing to read "Tom Fisher". The signature is stylized with a large, sweeping initial "T" and "F".

(But Howard discussed the
possibility of creating a
reserve fund for future
needs. He would help bridge the gap in an event
of a staff member being away for
extended periods of time.

The Capital materials to be used
with the general ledger, including
other items in question - the Capital
Accounting system.

It is to be noted that the
to accept budget as presented with
transfer the budget responsibility to
the general ledger. The general ledger
is to be used to determine

