

PHILOMATH FIRE & RESCUE BUDGET FISCAL YEAR 2017 - 2018

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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, and maintains the highest safety standards for our personnel and the community.



PHILOMATH FIRE & RESCUE

BUDGET CALENDAR FOR FISCAL YEAR 2017 - 2018

Monday, February 6, 2017	Appoint Budget Officer.
Monday, March 6, 2017	Appoint Budget Committee.
Friday, April 21, 2017	Draft department budgets dues. Publication of public notice of Budget Committee Meeting - 1st Publication.
Friday, May 5, 2017	Publication of public notice of Budget Committee Meeting - 2nd publication.
Monday, May 8, 2017	Final Draft budget for production.
Thursday, May 18, 2017	Budget Committee Meeting: Present proposed budget and budget message.
Monday, May 22, 2017	Publication of Financial Summary.
Monday, June 5, 2017	Regular Board meeting & public hearing on budget as approved by Budget Committee. Adopt final budget and make appropriations.

BUDGET COMMITTEE MEMBERS

2017 - 2018

Ruth Jacobs
7115 SW Deerhaven Drive
Corvallis, OR 97333

Rick Brand
3000 Southwood Drive
Philomath, OR 97370

Anton Grube
3282 Chapel Drive
Philomath, OR 97370

Joe Brier
35543 Summers Lane
Philomath, OR 97370

Ted Erdmann
24867 Hidden Valley Road
Philomath, OR 97370

Joseph Sullivan
251 Neaback Hill Drive
Philomath, OR 97370

Tom Ries
3233 Chapel Drive
Corvallis, OR 97333

Peter Finn
32238 Gerding Lane
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 2017 - 2018

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

Chief Tom Miller

Deputy Chief Doug Lilja

Administrative Assistant Lilee Rodriguez

Fire & Life Safety Captain Rich Saalsaa

Firefighters Scott Moser, Bryan Crocker, and Victor Haney

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2017 - 2018 BUDGET MESSAGE

The 2017 - 2018 budget of Philomath Fire & Rescue is being presented as a balanced budget. Revenue projections are based on an assessed value (AV) of \$752,487,011, our permanent tax rate of \$1.5080 per thousand of assessed value and our historic collection percentage of 94%. We anticipate receiving \$16,000 in delinquent taxes and \$2,500 in interest. We also expect to receive \$17,000 for Public Education Income which is a new revenue source and \$30,000 for the sale of Engine 231. An additional \$76,562 is outstanding for the Seismic Retrofit reimbursement. Included in this budget is the second bond draw of \$1,515,000 that the District will take from the General Obligation Bond.

Benton County has elected to defer property taxes for Comcast due to appeals that are trickling through the court system. This deferral will result in a net reduction of \$8,047 in projected tax receipts. Another factor that affects our revenue is the City of Philomath's Urban Renewal District (URD). The loss in AV to the Fire District for Fiscal year 2017 - 2018 will be \$35,826,684. The Urban Renewal Plan was renewed by the City in 2010 and was extended to 2030.

The budget reflects no major changes in the financial policy of the department. The remodel project, started in Fiscal Year 2016 - 2017, will continue as part of the GO Bond expenditures. Also planned as part of the bond will be purchases of equipment to replace outdated pieces. The Seismic Retrofit project is near complete and is waiting solely on finish work and final evaluations from the engineer.

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. Seismic Grant
- K. Bond Expenditures

2. General Fund - Details line items of anticipated revenues and proposed expenditures. The 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 funds from the GO bond and income from Public Education Services.

Areas of emphasis for the proposed 2017 - 2018 Fiscal Year include:

- a. Safety is a high priority in all the programs.
- b. Maintain funds for an unappropriated ending fund balance equal to 1/3 of the operating budget to cover District expenses prior to the receipt of tax dollars.
- c. Increase the amount of money set aside in the reserve funds, according to the Districts 10 year plan.
- d. Find ways to plan and prepare for future needs without undue impact on day-to day operations.

The District is not currently pursuing any grants for Fiscal Year 2017 - 2018.

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
 - Payroll Service
 - Fire Code Enforcement
- 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 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:		<u>\$ 201,589.00</u>
6001 Contracted Professional Services	\$ 33,855.00	
6010 Office Supplies	\$ 8,760.00	
6011 Postage/Shipping	\$ 5,000.00	
6020 Insurance & Bonds	\$ 41,575.00	
6030 Dues, Fees & Subscriptions*	\$ 12,290.00	
6040 Publications & Elections	\$ 2,500.00	
6050 Utilities (water, garbage, power)	\$ 35,709.00	
6060 Communications (phone, website, internet, alarm monitoring)	\$ 21,600.00	
6080 Conference Expense	\$ 5,800.00	
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	\$ 1,500.00	
6900 Miscellaneous Expense	\$ 3,500.00	
7040 Capital Outlay: Office Equipment		<u>\$ 3,600.00</u>
Office Computers (Admin & Server)	\$ 2,400.00	
Office Chairs	\$ 1,200.00	
Transfers:		
9000 Transfer to Vehicle Fund		<u>\$ 11,889.00</u>
9010 Transfer to Building/Land Fund		<u>\$ -</u>
9020 Transfer to Equipment Fund		<u>\$ -</u>
3010 Unappropriated Ending Fund Balance		<u>\$ 300,000.00</u>
Total Administration Program		<u>\$ 517,078.00</u>

\$610,343 16-17

\$438,404 15-16

\$426,008 14-15

*Dues, Fees, Subscriptions breakdown found on pages 12 & 13

DUES, FEES, & SUBSCRIPTIONS

GOAL: To stay abreast of changes in the emergency services field and participate in organizations representing different aspects of the fire and emergency medical service.

Ongoing:

- Participate in local, state, and national fire service organizations and trade publications.
- Budget for the necessary fees required to meet local, state, and federal requirements.
- Continue to budget for necessary administrative functions for the Fire District.
- Subscribe to a range of Fire Service and EMS periodicals

6030 Dues, Fees & Subscriptions

Dues:

OFSOA - Membership - Rodriguez	\$ 30.00
Oregon Fire Chiefs Assoc - Membership	\$ 100.00
OFCA Wage & Benefit Subscription	\$ 400.00
OFMA	\$ 65.00
EMS OFCA	\$ 50.00
OFDDA	\$ 1,500.00
LOC	\$ 500.00
SDAO Annual Membership	\$ 2,400.00
Oregon Volunteer Firefighters Assoc.	\$ 275.00
Government Ethics Commission	\$ 500.00
IAFC (Int'l Assoc. of Fire Chiefs)	\$ 300.00
Rotary Club	\$ 350.00
Chamber of Commerce	\$ 225.00
Linn Benton Fire Investigation Team	\$ 100.00

Total Dues: \$ 6,795.00
 \$6,990 16-17
 \$5,951 15-16

Fees:

Secretary of State - Audit Filing Fee	\$ 250.00
US Postmaster - PO Box Rental	\$ 150.00
BioMed (Background checks)	\$ 500.00
CIS Trust - Health Ins. Fee	\$ 50.00
Dept. of Admin. Services - ORCPP Membership	\$ 50.00
Bank, LGIP,ASI Monthly Fees	\$ 200.00
CLIA Lab (Glucometer)	\$ 200.00
LOSAP Admin Fee (OFDDA)	\$ 300.00
Computer Security - Annual Fee	\$ 220.00
Dept. of Consumer Business - Air Tank Permit	\$ 135.00
Intuit - Direct Deposit Fee	\$ 150.00

Total Fees: \$ 2,205.00
 \$2,225 16-17
 \$1,970 15-16

Subscriptions:

Corvallis GT	\$ 300.00
Alsea Geospatial - GPS Subscription	\$ 1,200.00
Alsea Geospatial - Incident View	\$ 1,200.00
NFPA Membership	\$ 200.00
When to Work	\$ 350.00
Philomath Express	\$ 40.00

Total Subscriptions: \$ 3,290.00
 \$780 16-17
 \$833 15-16

Total Dues, Fees & Subscriptions: \$ 12,290.00
 \$10,000 16-17
 \$8,754 15-16
 \$6,865 14-15

Dues, Fees & Subscription Total included in the Administration Budget

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: Place new 221 in service - October 2017.

Objective # 2: Standardization of Medical Bags (ALS, BLS, and Advanced FA).

Objective # 3: Replacement of KEDs (over 14 years old).

EMS PROGRAM

Materials and Services:

6101 Equip. Maintenance Agreement - EMS Program		<u>\$ 1,730.00</u>
Ambulance Licensing	\$ 330.00	
Enerspect - Annual maintenance (May)	\$ 1,400.00	
6210 Medical Supplies		<u>\$ 11,500.00</u>
Bandages, Dressings, O2, IV Supplies, ECG	\$ 9,000.00	
Medical consumables	\$ 1,500.00	
Bio-Hazard Waste	\$ 500.00	
Oxygen	\$ 500.00	
7030 Capital Outlay: Medical Equipment		<u>\$ 2,700.00</u>
CPR Dummies (2)	\$ 1,200.00	
Traction Splints (2)	\$ 600.00	
Medical Bags (2)	\$ 700.00	
KEDs (2)	\$ 200.00	

Total EMS Program

\$ 15,930.00

13200 16-17

11800 15-16

11500 14-15

SUPPRESSION PROGRAM

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

Objective # 1: Acquire a "Smoke Curtain" used to control the air flow at a doorway in structure fires.

Objective # 2: Continue to replace the 1.75" firefighting hose due to excessive age and wear.

Objective # 3: Purchase a compact, cordless reciprocating saw with the primary purpose of being used on auto accidents, but also for fires, to gain access to hard to reach areas.

Objective # 4: Purchase 800 feet of 5" hose to provide waterway for the TurboDraft, a siphoning device used to pull water out of creeks, rivers, or ponds.

SUPPRESSION PROGRAM

Materials and Services:		
6190	Small Tools and Equipment	<u>\$1,000.00</u>
	Small Hand Tools & Equipment	\$ 1,000.00
6220	Fire Suppression Supplies	<u>\$1,500.00</u>
	Foam	\$ 1,500.00
6230	Haz Mat Supplies	<u>\$250.00</u>
7020	Capital Outlay: Department - Suppression	<u>\$1,300.00</u>
	Smoke Curtain (1)	\$ 1,000.00
	Cordless Sawzall	\$ 300.00
7070	Capital Outlay: Hose/Appliances	<u>\$11,000.00</u>
	600' of 1.75" hose @ \$245 per 50'	\$ 3,000.00
	800' of 5" hose	\$ 8,000.00
 Total Suppression Program		 <u>\$15,050.00</u>
		\$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 existing replacement program for protective clothing and equipment including wildland and structural firefighting gear (additional funds to come from the bond).
- Provide NFPA physicals for staff and volunteers.

Objective # 1: Make hose/tool/rescue webbing with caribineer for firefighters.

Objective # 2: Upgrade traffic STOP/SLOW signs with reflective LED lighted signs, with extension pole.

Objective # 3: Upgrade our low angle rope rescue equipment with easier to use personnel harnesses, and lowering/raising devices (mirror Corvallis Fire), as well as other minor equipment.

Objective # 4: Purchase an engraving machine that will allow us to make our own PASS Tags as well as other signs for the buildings, apparatus, and equipment.

Objective # 5: Purchase two small CO monitors to be put on medical bags to monitor CO levels on medical calls.

SAFETY PROGRAM

Materials and Services:		
6250	Firefighter/EMS Clothing	<u>\$14,650.00</u>
	Paid Staff Uniforms	\$ 4,350.00
	Volunteer Uniforms/Dept. Clothing	\$ 2,500.00
	Station Boots	\$ 2,000.00
	Face Shields and Hardware	\$ 500.00
	Safety Supplies and Passport System Maint.	\$ 300.00
	Traffic Stop/Slow Signs (2)	\$ 600.00
	Webbing with carabiner (12)	\$ 400.00
	Turnout Inspection & repairs	\$ 4,000.00
6310	Physicals & Immunizations	<u>\$13,500.00</u>
	Volunteers and Paid Staff Physicals	\$ 12,000.00
	Immunizations	\$ 1,500.00
7080	Capital Outlay: Protective Equipment	<u>\$9,250.00</u>
	Helmets, hoods, structural boots	\$ 5,000.00
	Engraving Machine	\$ 2,000.00
	Low Angle Rope Rescue	\$ 1,550.00
	CO Monitors (2)	\$ 700.00
Total Safety Program		<u>\$37,400.00</u>
		\$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 certification for Firefighter I, Driver, Pumper Operator, Aerial Operator, and Mobile Water Supply Operator.
- 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.
- Pay for EMS recertification for current members.
- Pay for certification fees required by DPSST and Oregon Health Authority.

Objective # 1: Continue tuition reimbursement program and expand it to 6 Resident Volunteers.

TRAINING PROGRAM

Materials and Services		
6070 Travel & Food		<u>\$10,320.00</u>
Rotary Lunches	\$520.00	
Figaro's	\$1,000.00	
Patriot's Day Breakfast	\$300.00	
Open House	\$500.00	
Hotel Stays	\$4,000.00	
Misc. Food	\$2,500.00	
Airfare	\$1,500.00	
6090 Education & Training		<u>\$63,750.00</u>
Classes	\$5,000.00	
Tuition Reimbursement - RV Program	\$46,800.00	
EMS Certification	\$8,300.00	
Training Supplies/Props	\$1,500.00	
Smoke Machine Fluid	\$250.00	
Recert Fees for EMRs	\$300.00	
DPSST - Fingerprints	\$500.00	
Propane - Training Ground	\$500.00	
Training consumables	\$600.00	
7015 Capital Outlay: Training		<u>\$0.00</u>
7021 Capital Outlay: Department Equipment - Training		<u>\$500.00</u>
Forklift for Training Grounds	\$500.00	
7200 Capital Outlay: Equipment		<u>\$0.00</u>
Total Training Program		<u>\$74,570.00</u>
		\$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.

Objective # 1: Expand the Business Inspection Program with the shift Officers.

Objective # 2: Expand the Fire Investigation Program with LBFIT.

Objective # 3: Create a Falls Prevention Program.

PREVENTION PROGRAM

Materials and Services:		
6215 Fire Prevention		<u>\$9,250.00</u>
Public Education	\$4,250.00	
Fire Prevention Books/Publications	\$1,500.00	
Prevention Supplies	\$2,000.00	
Address Post Materials	\$600.00	
Chimney Brushes and Rods	\$400.00	
Fire Extinguisher prop	\$500.00	

Total Fire & Life Safety

\$9,250.00

\$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 6 pagers.

EMERGENCY COMMUNICATIONS & MAPPING PROGRAM

Materials and Services		
6150 Radio Maintenance		<u>\$3,200.00</u>
Portable Radio Repair	\$600.00	
Base Radios	\$100.00	
Pagers & Chargers	\$500.00	
Batteries - Pagers & Radios	\$1,000.00	
Mobile Radios & FireCom Headsets	\$1,000.00	
6260 911 Dispatch		<u>\$10,000.00</u>
	\$10,000.00	
7060 Capital Outlay: Radios & Mapping		<u>\$3,000.00</u>
Pagers (6)	\$3,000.00	
Total Communication & Mapping		<u>\$16,200.00</u>
		\$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 relocate radio mast, originally proposed as part of the Seismic Retrofit but removed due to budget limitations.

BUILDINGS & GROUNDS MAINTENANCE

Materials & Services:		
6170	Building Maintenance & Improvements	\$10,000.00
	Maintenance Labor	\$2,000.00
	Misc. Building Repair	\$7,000.00
	Paint and Supplies	\$1,000.00
6180	Grounds Maintenance	\$2,300.00
	Gravel	\$500.00
	Landscaping	\$1,500.00
	Misc. Grounds Maintenance	\$300.00
6200	Supplies - Department	\$10,200.00
	Consumables	\$4,500.00
	Restroom supplies & paper products	\$1,200.00
	Floor care, cleaners, soaps	\$900.00
	Resident Supplies	\$3,000.00
	Light Bulbs	\$400.00
	Promotional Ceremony	\$200.00
7022	Capital Outlay: Department - Building/Grounds	\$0.00
7110	Capital Outlay: Building	\$6,500.00
	Excavation of training grounds	\$1,500.00
	Radio Mast	\$5,000.00

Total Buildings & Grounds

\$29,000.00

\$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 winter tires and chains for new apparatus.

Objective # 2: Purchase floor mats for new and existing staff vehicles and other apparatus.

VEHICLE & EQUIPMENT MAINTENANCE PROGRAM

Materials & Service:		
6110	Equipment Rental	\$150.00
6130	Gas & Oil	\$18,000.00
6140	Hydrant Maintenance	\$450.00
6160	Equipment Maintenance/Testing	\$14,600.00
	Breathing Apparatus - Annual service	\$3,000.00
	Hydraulic Rescue Tool Maint. Agreement	\$2,500.00
	Power Equipment	\$500.00
	Hand Tools	\$400.00
	Extinguisher Maint. - Valley Fire Control	\$450.00
	Hose Tower Hoist Inspection	\$400.00
	Medical Equipment Maint./Testing	\$2,700.00
	Ladder Maintenance	\$2,000.00
	Extrication Equipment Maint.	\$1,050.00
	Gas Sensor Maintenance	\$800.00
	SCBA Air Compressor Maintenance	\$800.00
6161	Vehicle Maintenance	\$43,000.00
	Periodic Maintenance	\$9,000.00
	Miscellaneous Repair	\$24,000.00
	Tires for Apparatus - General	\$10,000.00
6240	Miscellaneous Maintenance Supplies	\$1,500.00
	Consumables	\$1,500.00
7150	Capital Outlay: Vehicle	\$1,500.00
	Floormats	\$1,500.00
	290, 294, 224, 221, 261	

Total Vehicle & Equipment

\$79,200.00

\$66,300.00 16-17

\$83,300.00 15-16

\$75,925.00 14-15

SEISMIC RETROFIT GRANT

The work for the Seismic Retrofit will finish in tandem with the Administrative Remodel of Station 201. Currently outstanding is approximately \$50,000 worth of finishing work that needs to be completed prior to this project being signed off by the engineer. Once the project has been reviewed and approved for completion, the final reimbursement can be submitted to the State of Oregon and IFA. The District is expecting \$76,562 in eligible reimbursements for this project. The deadline for completion of this project was extended from March 15, 2017 to September 31, 2017 to allow for remodel work to be done concurrently with the seismic work, saving on construction costs and time.

Outstanding Elements: Finish work in administrative and upstairs training space including wall repair, paint and texture, and light fixture replacements.

SEISMIC RETROFIT GRANT

Materials & Service:	
6005 Seismic Retrofit Grant - Contracted Services	<u>\$50,000.00</u>
6910 Seismic Retrofit Grant - Material	<u>\$0.00</u>
7100 Capital Outlay - Seismic Grant	<u>\$0.00</u>
Total Seismic Program	<u>\$50,000.00</u>

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PERSONNEL EXPENSES

Benefits & Expenses		<u>\$ 642,100.00</u>
Wages/Salaries	\$398,100.00	
Social Security/Medicare	\$30,500.00	
Worker's Comp.	\$33,000.00	
Worker's Benefit Asses.	\$500.00	
Health Insurance	\$99,700.00	
PERS/OPSRP	\$56,300.00	
PERS Pickup 6%	\$24,000.00	
Extra Hire (Temp. and Vol. Conflagration)	\$18,000.00	<u>\$18,000.00</u>
Unemployment	\$10,000.00	<u>\$10,000.00</u>

Total Personnel Expenses

\$670,100.00

\$649,800 16-17
\$748,732 15-16
\$674,144 14-15

BOND EXPENDITURES

In May of 2016, the Philomath Community approved a \$3.5 million General Obligation Bond for the Fire District to go towards improvements of apparatus, equipment, and facilities. The initial \$2 million draw was used to replace 4 aging apparatus, and added two staff vehicles to the fleet. It also went towards the purchase of 2 new heart monitors, automatic external defibrillators, a new FIT tester, and allowed the District to begin on the remodel of Station 201, renovating and expanding the firefighter and volunteer residence.

With the second draw of \$1,515,000 the District will continue the renovation of Station 201, building a new day room for the responders and remodeling the existing administrative space. The focus will be on creating a ground-floor meeting room to house public meetings and improving the technology throughout the building with flat screen displays and electronic access to the building. The bond funds will also go towards furnishing the day room and office space, as well as purchasing a new generator for Station 201, and a glass roll-up door for the new fire display room, which will house Old #1 and the hose cart, along with other fire related items.

The remaining funds are committed to the repayment of the loan for new 251, the Quint, which was purchased through a lease-purchase agreement, and is projected to be completed in late 2018.

Objective # 1: Complete current facilities remodel, including day room for firefighters and administrative space. Furnish remodeled space, purchase appliances, and install electronic building access throughout Station 201.

Objective # 2: Purchase replacement brush rig, 261.

Objective # 3: Purchase equipment to outfit new apparatus; radios, TIC, medical bags, turbo drafts.

Objective # 4: Purchase new auto-switch generator to replace the current, 1980's, manual override model.

Objective # 5: Install glass panels in first bay roll-up doors for Old #1 display.

Objective # 6: Replace Station 201 furnace, originally budgeted as part of the Seismic Retrofit but removed due to budget limitations.

BOND EXPENDITURES

Materials & Services:		
7131 Apparatus Replacement		<u>\$127,000.00</u>
261 - Brush Rig	\$127,000.00	
7132 Equipment		<u>\$157,400.00</u>
Rescue Jacks	\$7,000.00	
Handheld Radios	\$50,000.00	
Computers/Tech	\$20,000.00	
Turnouts	\$10,000.00	
Tires - Winter tires & chains for 221, 290, 294, 261, 231, 291	\$11,000.00	
Forcible Entry Prop	\$8,000.00	
Thermal Imaging Cameras	\$1,200.00	
Additional Copy/Fax Machine	\$5,000.00	
Medical Bags (2)	\$1,200.00	
Table mounts - Havis Mount (2)	\$2,000.00	
Auto Chains for 231	\$3,000.00	
Turbo Drafts (2)	\$6,500.00	
Glass Roll-up Door	\$7,500.00	
New Generator	\$25,000.00	
7133 Facilities		<u>\$510,215.00</u>
Dorm Remodel	\$100,000.00	
Office & Expansion	\$354,015.00	
Day Room Kitchen Table	\$6,200.00	
Conference Table & Office Furniture	\$15,000.00	
New Sign & Landscape	\$3,000.00	
Appliances	\$12,000.00	
Furnace	\$5,000.00	
Electronic Building Access	\$15,000.00	
7134 Bond Reserve for Future Payment		<u>\$341,361.00</u>
Reserved for Quint Repayment March 2019		
7135 Bond Fees		<u>\$38,300.00</u>
7136 Lease-Purchase Repayment		<u>\$340,724.00</u>
251 - Loan Initial Repayment	\$340,724.00	
Total Bond Expenditures - Draw #2		\$1,515,000.00

SPECIAL FUND
RESOURCES AND REQUIREMENTS
GO Bond 2016 Capital Projects Fund

FORM
LB-10

Philomath Fire & Rescue

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year : 2017-2018			
Actual 14-15	Actual 15-16	Adopted Budget 2016-2017		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		2,000,000	6 Bond Proceeds (August 2016)				6
7			7 Bond Proceeds (August 2017)	1,515,000			7
8			8				8
9	0	0	9. Total Resources, except taxes to be levied	1,515,000			9
10			10. Taxes estimated to be received				10
11			11. Taxes collected in year levied				11
12	0	0	12. TOTAL RESOURCES	1,515,000			12
			REQUIREMENTS **				
13		177,545	13 Costs of Bond issuance	38,300			13
14		612,000	14 Firefighting equipment	157,400			14
15		460,455	15 Apparatus	127,000			15
16		500,000	16 Bond Reserve	341,361			16
17		250,000	17 Facilities	510,215			17
18			18 Lease-Purchase Repayment	340,724			18
19			19				19
20			20 Ending balance (prior years)				20
21		-	21 UNAPPROPRIATED ENDING FUND BALANCE	-			21
22	0	0	22. TOTAL REQUIREMENTS	1,515,000	-	-	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.

BONDED DEBT RESOURCES AND REQUIREMENTS

FORM
LB-35

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: 2017-18			
	Actual 14-15	Actual 15-16	Adopted Budget Year 2016-17		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
			Revised	Resources				
1		0		1. Beginning Cash on Hand (Cash Basis), or	2,515			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				6				6
7	0	0	0	7. Total Resources, Except Taxes to be Levied	2,515			7
8			218,253	8. Taxes Estimated to be Received *	371,445			8
9				9. Taxes Collected in Year Levied				9
10	0	0	218,253	10. TOTAL RESOURCES	373,959	0	0	10
				Requirements				
				Bond Principal Payments				
				Bond Issue	Budgeted Payment Date			
11			160,000	11. Series 2016	June 15, 2018	165,000		11
12				12. Series 2017	June 15, 2018	115,000		12
13				13.				13
14	0	0	160,000	14. Total Principal		280,000	0	0
				Bond Interest Payments				
				Bond Issue	Budgeted Payment Date			
15			0	15. Series 2016	December 15, 2017	17,388		15
16			23,625	16. Series 2016	June 15, 2017	17,388		16
				17. Series 2017	December 15, 2017	15,781		17
17				17. Series 2017	June 15, 2018	18,938		17
18	0	0	23,625	18. Total Interest		69,495	0	0
				Unappropriated Balance for Following Year By				
				Bond Issue	Projected Payment Date			
19				19.				19
20				20.				20
21				21.				21
22				22. Ending balance (prior years)				22
23			34,628	23. Total Unappropriated Ending Fund Balance		24,465	0	0
24				24. Loan Repayment to Fund				24
25				25. Tax Credit Bond Reserve				25
26	0	0	218,253	26. TOTAL REQUIREMENTS		373,959	0	0

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PHILOMATH FIRE & RESCUE

GENERAL FUND

BUDGET FOR FISCAL YEAR 2017/2018

RESOURCES, PAGE 1

ACTUAL ACTUAL
14/15 15/16 ADOPTED 16/17

PROPOSED APPROVED ADOPTED BY
BUDGET BY BUDGET GOVERNING
OFFICER COMMITTEE BODY

ACTUAL 14/15	ACTUAL 15/16	ADOPTED 16/17			PROPOSED BUDGET OFFICER	APPROVED BY BUDGET COMMITTEE	ADOPTED BY GOVERNING BODY
397,256	521,999	433,368	3010	CARRY OVER BALANCE	346,500		
397,256	521,999	433,368		Carry Over Balance	346,500		
				PROPERTY TAXES			
937,390	978,943	1,014,525	4020	Property Taxes	1,018,216		
20,013	16,595	16,000	4010	Delinquent Property Taxes	16,000		
2,711	2,278	2,500	4025	Interest on Property Taxes	2,500		
960,114	997,815	1,033,025		Total Property Taxes	1,036,716		
				Other Revenue			
42,519	21,569	10,000	4035	Grants	0		
0	0	0	4040	MVA/Hazardous Response	0		
30,303	44,845	13,000	4900	Misc. Revenue	3,000		
0	79,540	838,362	4905	Seismic Retrofit Grant	76,562		
0	0	0	4050	Public Education Income	17,000		
72,822	145,954	861,362		Total Other Revenue	96,562		
				USE OF MONEY & PROPERTY			
2,934	4,055	3,000	4030	Earned Interest on Investments	4,000		
180	0	0	4045	Surplus Property/Equipment	30,000		
3,114	4,055	3,000		Total Use of Money & Property	34,000		
				TRANSFERS			
				Transfer In			
0	0	0			0	0	0
1,433,306	1,669,823	2,330,755		TOTAL GENERAL FUND RESOURCES	1,513,778	0	0

GENERAL FUND - ADMINISTRATION

PHILOMATH FIRE & RESCUE

BUDGET FOR FISCAL YEAR 2017/2018

PROPOSED BY

APPROVED BY

ADOPTED BY

EXPENDITURES Page 1

ACTUAL	14/15	ACTUAL	15/16	ADOPTED	16/17		BUDGET	OFFICER	BUDGET	COMMITTEE	GOVERNING	BODY
						PERSONNEL SERVICES						
415,547		387,320		393,600		Salaries and Wages		398,100				
259,484		166,022		228,200		Payroll Benefits and Expenses		244,000				
13,736		25,365		28,000		Extra Hire/Unemployment		28,000				
7		7		7		Full Time Equivalent		7.25		7.25		7.25
688,767		578,707		649,800		Total Personal Services		670,100		0		0
						MATERIALS & SERVICES						
23,717		55,387		39,000	6001	Contracted Professional Service		33,855				
0		110,393		125,625	6005	Seismic Retrofit Grant Contracted Services		50,000				
922		8,215		6,600	6010	Office Supplies		8,760				
541		4,164		4,400	6011	Postage/Shipping		5,000				
36,528		36,556		36,600	6020	Insurance and Bonds		41,575				
9,273		8,553		10,000	6030	Dues, Fees, Subscriptions		12,290				
2,313		4,436		4,500	6040	Publications & Elections		2,500				
17,086		16,200		0	6042	Marketing Program New Recruits (Grant)		0				
21,294		20,891		21,700	6050	Utilities		35,709				
9,072		9,784		12,000	6060	Communications (phones, website, internet)		21,600				
6,902		12,204		6,800	6070	Travel		10,320				
2,014		3,256		3,100	6080	Conference Expense		5,800				
11,251		15,211		56,000	6090	Education & Training		63,750				
2,966		1,576		1,000	6100	Equip. Maint Agreements - Admin		1,500				
0		0		2,000	6101	Equip. Maint Agreements - EMS Program		1,730				
160		38		150	6110	Equipment Rental		150				
11,128		9,328		18,000	6130	Gas & Oil		18,000				
131		189		450	6140	Hydrant Maintenance		450				
969		3,891		5,400	6150	Radio Maintenance		3,200				
11,169		13,467		13,200	6160	Equipment Maintenance		14,600				
42,118		47,301		33,000	6161	Vehicle Maintenance		43,000				
9,995		7,396		10,000	6170	Building Maintenance and Improvements		10,000				
1,855		7,961		2,200	6180	Grounds Maintenance		2,300				
491		443		1,000	6190	Small Tools & Equipment		1,000				
3,895		5,900		7,100	6200	Supplies-Department		10,200				
5,818		9,452		10,000	6210	Supplies-Medical		11,500				
3,841		7,092		5,500	6215	Supplies-Prevention		9,250				
240		1,528		1,500	6220	Supplies-Suppression		1,500				

GENERAL FUND - ADMINISTRATION

BUDGET FOR FISCAL YEAR 2017/2018

PROPOSED BY

APPROVED BY

ADOPTED BY

EXPENDITURES, PAGE 2

ACTUAL	14/15	ACTUAL	15/16	ADOPTED	16/17	BUDGET	OFFICER	BUDGET COMMITTEE	GOVERNING	BODY
0		178		250	6230	Supplies-Haz Mat Supplies	250			
801		4,119		1,500	6240	Supplies-Consumables	1,500			
7,778		8,035		10,700	6250	Uniforms	14,650			
6,810		9,130		9,200	6260	Dispatch	10,000			
9,026		11,987		12,000	6270	Volunteer Activities	12,000			
4,473		4,788		5,000	6280	Volunteer-Incentive	5,000			
7,971		0		0	6290	Volunteer Insurance (3rd of 3 yrs) (grant)	0			
11,000		11,000		11,000	6300	Volunteer-Length of Service	11,000			
3,604		3,894		5,000	6310	Physicals & Immunizations	13,500			
4,158		1,195		1,500	6320	Community Involvement	1,500			
2,011		1,442		4,500	6900	Miscellaneous Expense	3,500			
0		0		572,737	6910	Seismic Retrofit Grant - Materials	0			
293,321		476,579		1,070,212		Total Materials & Services	492,439	0		0
						CAPITAL OUTLAY				
0		394		0	7110	Building	6,500			
7,182		84		0	7015	Training Equipment	0			
226		0		20,000	7020	Department Equipment - Suppression	1,300			
0		0		500	7021	Department Equipment - Training	500			
0		0		500	7022	Department Equipment - Buildings/Grounds	0			
456		0		1,200	7030	Medical Equipment	2,700			
759		1,781		3,600	7040	Office Equipment	3,600			
6,517		2,688		3,000	7060	Radios and Mapping	3,000			
3,000		7,250		8,100	7070	Hose/Appliances	11,000			
20,785		4,493		0	7080	Protective Equipment	9,250			
0		0		140000	7100	Seismic Grant	0			
0		0		0	7150	Vehicle	1,500			
0		0		0	7200	Equipment	0			
38,925		16,690		176,900		Total Capital Outlay	39,350	0		0
3,500		0		46,500	8005	Operating Contingency	0			
						Transfers - From General Fund				
0		0		25,000	9000	Land/Building Reserve Fund				
0		0		42,343	9010	Vehicle Reserve Fund	11,889			
1,500		0		20,000	9020	Equipment Reserve Fund				
302,954		0		0	3010	Ending Fund Balance				
0		0		300,000	3010	Unappropriated Ending Fund Balance	300,000			
1,328,967		1,071,977		2,330,755		TOTAL ADMINISTRATION DEPT. EXPENDITURES	1,513,778	0		0

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.

The **Vehicle Reserve Fund** is used to plan for the purchase of additions and replacements to our fleet. With the recent bond funds we were able to purchase 4 replacement and 2 additional vehicles, satisfying our immediate needs for replacement apparatus. However, the District needs to start 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.

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 2017/2018

				RESOURCES				PROPOSED BY	APPROVED BY	ADOPTED BY
ACTUAL	14/15	ACTUAL	15/16	ADOPTED	16/17		BUDGET	OFFICER	BUDGET COMMITTEE	GOVERNING BODY
174,586		175,622		176,705		3010-80	CARRY OVER BALANCE	202,714		
							USE OF MONEY & PROPERTY			
1,036		817		0		4030-80	Earned Interest	1,000		
							OTHER REVENUE			
						4900-80	Miscellaneous	0		
							TRANSFER FUNDS			
0		0		25,000		9010-80	Transfer In - From General Fund	0		
175,622		176,439.17		201,705			TOTAL BUILDING/LAND RESERVE FUND	203,714	0	0

				EXPENDITURES				PROPOSED BY	APPROVED BY	ADOPTED BY
ACTUAL	14/15	ACTUAL	15/16	ADOPTED	16/17		BUDGET	OFFICER	BUDGET COMMITTEE	GOVERNING BODY
							MATERIALS & SERVICES			
0		0		0			Total Materials & Services	0	0	0
							CAPITAL OUTLAY			
0		0		0		7110-80	Building	0		
175,622		176,439				3010-80	Ending Fund Balance	203,714		
				0		3010-80	Unappropriated Ending Fund Balance			
175,622		176,439		201,705			TOTAL BUILDING/LAND RESERVE FUND	203,714	0	0

VEHICLE RESERVE FUND

PHILOMATH FIRE & RESCUE

BUDGET FOR FISCAL YEAR 2016/2017

				RESOURCES		PROPOSED BY		APPROVED BY		ADOPTED BY	
ACTUAL 14/15	ACTUAL 15/16	ADOPTED 16/17		BUDGET	OFFICER	BUDGET COMMITTEE	GOVERNING	BODY			
9,636	9,828	9,665	3010-81	CARRY OVER BALANCE		52,288					
				USE OF MONEY & PROPERTY							
58	46	0	4030-81	Earned Interest		70					
				OTHER REVENUE							
0			4029-81	Miscellaneous		0					
				TRANSFER FUNDS							
0		42,343	4090-81	Transfer In - From General Fund		11,889					
9,694	9,874	52,008		TOTAL VEHICLE RESERVE FUND		64,247	0			0	

				EXPENDITURES		PROPOSED BY		APPROVED BY		ADOPTED BY	
ACTUAL 14/15	ACTUAL 15/16	ADOPTED 15/16		BUDGET	OFFICER	BUDGET COMMITTEE	GOVERNING	BODY			
				MATERIALS & SERVICES							
0	0			Total Materials & Services		0	0			0	
				CAPITAL OUTLAY							
			7150-81	Vehicle Purchase/Replacement							
0	0		7151-81	Debt Service - Vehicle Lease Payment							
9,694	9,874		3010-81	Ending Fund Balance		64,247					
			3010-81	Unappropriated Ending Fund Balance							
9,694	9,874	52,008		TOTAL VEHICLE RESERVE FUND		64,247	0			0	

EQUIPMENT RESERVE FUND

PHILOMATH FIRE & RESCUE

BUDGET FOR FISCAL YEAR 2016/2017

ACTUAL 14/15	ACTUAL 15/16	ADOPTED 16/17	RESOURCES	PROPOSED BY BUDGET	APPROVED BY OFFICER	ADOPTED BY BUDGET COMMITTEE	GOVERNING BODY
34,449	36,387	36,606	3010-82 CARRY OVER BALANCE	56,820			
			USE OF MONEY & PROPERTY				
223	169	0	4030-82 Earned Interest	200			
			OTHER REVENUE				
0			4900-82 Miscellaneous	0			
			TRANSFER FUNDS				
1,500	0	20,000	4090-82 Transfer In - From General Fund	0			
36,172	36,556	56,606	TOTAL EQUIPMENT RESERVE FUND	57,020	0	0	0

ACTUAL 13/14	ACTUAL 14/15	ADOPTED 15/16	EXPENDITURES	PROPOSED BY BUDGET	APPROVED BY OFFICER	ADOPTED BY BUDGET COMMITTEE	GOVERNING BODY
			MATERIALS & SERVICES				
0	0		Total Materials & Services	0	0	0	0
			CAPITAL OUTLAY				
0	0	0	7200-82 Equipment Purchased	0			
36,172	36,556		3900 Ending Fund Balance				
			3900 Unappropriated Ending Fund Balance	57,020			
36,172	36,556	56,606	TOTAL EQUIPMENT RESERVE FUND	57,020	0	0	0