

**GLIDE RURAL FIRE PROTECTION DISTRICT  
BUDGET COMMITTEE MEETING  
~ AGENDA ~**

**April 17, 2024**  
Fiscal Year 2024/2025

Call to Order

Jim Roe couldn't serve on Budget Committee this year, so Keith Cyphert (a retired Board member) is filling in for him.

Roll Call and Introduction of Committee Members

- |                          |                  |                |
|--------------------------|------------------|----------------|
| • Linda Herbert          | Budget Committee | President      |
| • Edith Saxton           | Budget Committee | Vice President |
| • Bill Scheufele         | Budget Committee | Secretary      |
| • Keith Cyphert          | Budget Committee |                |
| • Larry Saxton           | Budget Committee |                |
|                          |                  |                |
| • Don Kidd               | Board Member     | President      |
| • Christy Hall-Scheufele | Board Member     | Vice-President |
| • Jerry Halter           | Board Member     | Secretary      |
| • Stan Spencer           | Board Member     |                |
| • Eric Riley             | Board Member     |                |

Review Previous Year's Meeting Minutes. Request Motion to Approve. Vote and record those in favor, and those against.

Election or Reappointment of Officers. Request motion to approve appointments. Vote and record those in favor, and those against.

- President
- Vice-President
- Secretary

Presentation of Budget Message by Chief Ted Damewood, Budget Officer

Discussion, Questions, and Corrections

Ask for any Public Comment and Questions

Request Motion to Approve Budget (as presented or with corrections). Vote and record those in favor, and those against.

Instruct Committee Members to Review Resolution #2024-2025-01B (it is not required that this be read aloud)

Request Motion to Approve and Accept Resolution #2024-2025-01B

Sample motion: "I make a motion to approve and accept Resolution #2024-2025-01B Titled 'Resolution of Budget Committee to Approve Budget', as provided to all Budget Committee Members and attached to the meeting minutes".)

Vote and record those in favor, and those against.

Motion to Adjourn Meeting

GLIDE RURAL FIRE PROTECTION DISTRICT  
BUDGET COMMITTEE MEETING  
BUDGET YEAR 2023-2024  
May 3, 2023

The meeting was called to order by Budget Committee President Linda Herbert at 6:05 pm.

Budget Committee members present: Linda Herbert, Edith Saxton, Bill Scheufele, Jim Roe, & Larry Saxton

Budget Committee members absent: None

Board Members present: Don Kidd, Christy Hall-Scheufele, Keith Cyphert, Stan Spencer, & Jerry Halter

Board Members absent: None

Also present: Ted Damewood, Chip Clough, Kellie Hopkins, Beth Werner, Bobby Newport, and Henry McQuatters

Previous Year's Meeting Minutes:

**Edith Saxton made a motion to approve the Minutes from the previous year's budget committee meeting which was held on April 6, 2022. Christy Hall-Scheufele seconded the motion. The Minutes were unanimously approved, and the motion was carried.**

Election or Reappointment of Officers:

Stan Spencer made a motion to re-appoint **Linda Herbert as President, Edith Saxton as Vice-President**, and **Bill Scheufele as Secretary**. Jim Roe seconded the motion. The motion was unanimously approved.

Presentation of Budget Message:

Fire Chief Ted Damewood presented the written report of **estimated tax revenue**. To summarize the printed report: Using the total tax assessed value of the District of \$399,470,348, and adding 3%, the new estimated tax assessed value of the District is \$411,454,458. (This is still less than market value of the District.) At \$1.0708 per \$1,000 assessed value, this equals \$440,600 total estimated taxes. Deducting for current year uncollected taxes and adding tax income for prior years, we expect to receive **\$434,200 in tax revenue**.

Ted reviewed run statistics since Glide Fire Association started in 1973 with 7 fire calls. During the subsequent 50 years, the population of the Glide area has grown. We responded to 673 calls in 2022, both due to growth and an aging population.

Ted presented the written **Budget Message** to the committee, and answered questions from the Budget Committee.

The FEMA SAFER grant is funding Chip Clough as the district's Recruitment and Retention Coordinator, as a temporary position.

We recently sold our oldest water tender in anticipation of purchasing a new tender with FEMA grant funds, and have purchased a new ambulance.

We have 8 volunteers who are nearing completion of our Firefighter Academy. We have 4 volunteers in the UCC EMT program, 2 of which have passed the National Registry tests. The goal of the FEMA SAFER grant is to increase our volunteer ranks by 28 new structure firefighters during the grant life.

#### Presentation of Budget Forms:

Ted Damewood presented the members with the budget forms containing details of the proposed budget for 2023-2024.

Ted presented the **Budget Summary for the General Fund**, which lists the line-item details for "regular" income and expenses, separate from the SAFER grant income and expenses. The total of these 2 expenses are listed on the LB forms. Ted discussed line-items with large increases from last year's 2022-2023 budget. Of note, we anticipate increased payroll and PERS expenses to possibly hire a recruitment marketer using SAFER grant funds. The increased costs to Uniform clothing, Protective firefighter gear, Preventive medicine, and Training are all attributed to the recruitment of more firefighters and are funded by the SAFER grant.

**Transfers** from the General Fund to special funds are **budgeted at \$99,500**.

The **Regular budget** for 2023/2024 is **\$534,700**, and the **FEMA SAFER Grant budget** is **\$345,177**. Added together, the **total General Fund budget** is **\$879,877**.

The **General Fund LB-20** form lists Total Resources budgeted. We begin each budget year with at least \$100,000.

Ted presented the **500 series** of budget expenditures for **Personnel Services** and noted any significant changes. Larry Saxton noted that the Fire Chief's salary is low.

Ted presented the **700 series** of budget expenditures for **Materials and Services**, and noted items expected to increase for the new budget year.

The LB-30 summarizes all budgeted expenses. This form lists an Unappropriated Ending Fund Balance of \$1,000.

Ted reviewed the budget for each **Special Fund**. We always budget to be able to spend all of the dollars in each special fund.

Ted reviewed the **Debt Service fund**. This debt is to pay off our 25 year building bond in 2038. Our principal and interest payments vary from year to year, so our tax assessment is not a consistent \$ amount per \$1,000 of tax value every year. The LB-35 shows estimated taxes to be received which is lower than the amount shown on the Resolution. The higher amount is to accommodate uncollected taxes, to ensure we receive enough funds to make our principal and interest payments.

Committee members asked questions during the presentation to verify they understood what was being presented, to discuss plans for replacement of equipment or apparatus, or to discuss differences in budget between the current and upcoming budget years. Of special note, the Apparatus Replacement Fund includes FEMA AFG grant funds of \$371,429 to replace our oldest water tender, and the Building Construction Fund includes ARPA grant funds to finish repairing the station and FEMA AFG grant funds to install an LED message board sign for the fire station.

No other public comment was made, nor questions asked by the public.

**Larry Saxton made a motion to approve the Budget as presented. Edith Saxton seconded the motion. This motion was unanimously approved.**

Each committee member reviewed Resolution #2023-2024-01B.

**Edith Saxton made a motion “To approve Resolution #2023-2024-01B titled ‘Resolution of Budget Committee to Approve Budget’ as provided to all Budget Committee Members and attached to the meeting minutes”.**

**This motion:**

- Approved the General Fund permanent tax rate of \$1.0708
- Approved the following Special Revenue Fund expenditures as presented:
  - Apparatus Replacement Fund \$505,335
  - Equipment Replacement Fund \$107,528
  - Building Construction Fund \$530,263
  - Water Supply Fund \$7,665
  - EMT Memorial Fund \$18,759
  - Glide Community Disaster Preparedness Fund \$13,000
- Authorized a Bonded Debt Levy Fund of \$153,979.

**Jim Roe seconded the motion. This Resolution was unanimously approved and the motion was carried.**

The budget will now be advertised to be heard at the June Board meeting, where it will be discussed by the community before adoption by the Board.

**Jim Roe made a motion to adjourn the meeting. Edith Saxton seconded the motion. The budget was unanimously approved and the meeting was adjourned at 7:09 pm.**

Respectfully Submitted by,

\_\_\_\_\_  
Linda Herbert, President

\_\_\_\_\_  
William Scheufele, Secretary



# Glide Rural Fire Protection District

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## BUDGET MESSAGE

### 2024-2025

This year, Glide Rural Fire Protection District is preparing a General Fund budget of \$833,059;

- Our major source of income is property taxes from the District's tax rate of \$1.0708 per thousand of assessed value. It is expected that this source will generate approximately \$456,900. Looking back on past budgets, the District collects about 94% of assessed taxes each year. Using this information, we expect to receive \$429,500. Adding estimated prior years' taxes of \$20,000, our total expected tax income and working budget is \$449,500.
- In addition, we expect to receive \$242,709 from a FEMA SAFER grant, which increases our working budget to \$692,209. Adding transfers of \$134,850, and unappropriated funds of \$6,000, we have a total General Fund Budget of \$833,059.
- Another source of income is the Oregon State Fire Marshal (OSFM) Community Wildfire Risk Reduction (CWRR) grant which may run through March 2026. We have budgeted to spend all \$480,000 of these remaining grant funds in 2024/2025.

Other funds that the District budgets for are:

#### **The Apparatus Replacement Fund**

This fund is used for major apparatus repairs, upgrades, or to replace rolling stock.

#### **The Equipment Replacement Fund**

This fund is for replacement of equipment that is too expensive to replace out of one year's budget, such as firefighting and medical equipment.

#### **The Building Construction Fund**

This fund is dedicated to the replacement, remodel, or repair of the fire station.

#### **The Water Supply Fund**

This fund is used to buy fire hydrants as Glide Water upgrades waterlines. It could also be used to help build water access sites or dry hydrants.

These 4 funds receive income as transfers from the General Fund, and from donations and grants for specific projects. The transfers from this year's General Fund are budgeted at \$134,850.

**The Debt Service Fund**

This Fund receives Property Tax Income to pay principal and interest payments for the Building Construction Bond passed by the voters in November of 2012. These bonds were refinanced in August 2021 at a lower interest rate.

**The EMT Memorial Fund**

This is funded through donations made to the Fire District. This year we expect to receive \$2,000 in donations.

**The Glide Community Disaster Preparedness Fund**

This is funded through donations and grants made to the Fire District for the purpose of purchasing supplies and equipment to assist community members during a large-scale disaster. Items to purchase might include a large quantity of first aid supplies, blankets, tarps, bottled water, water purification supplies, sanitation equipment, and MREs.

**The Wildfire Readiness Fund**

This account began September 2023, and is funded by grants and donations for the purpose of preparing for and protecting our community from wildfires.

**The Fire District employs 3 full time and 6 part time workers:**

- A full time Fire Chief that oversees the Fire Department and the District. 40 Hrs./Wk. @\$27.89/Hr.
- A full time Office Manager that oversees daily business of the District. 40 Hrs./Wk. @\$23.00/Hr.
- A part time Bookkeeper that oversees all financial records of the District. 5 Hrs./Wk. @\$23.98/Hr.
- A part time Training Officer that oversees all training and record keeping of the volunteers. 15 Hrs./Wk. @\$23.69/Hr.
- A full time Recruitment and Retention Coordinator that oversees recruitment and retention of new firefighter volunteers, and assists with training of new firefighters. This position is funded by FEMA SAFER grant for up to 4 years, starting in 2021. 40 Hrs./Wk. @\$26.22/Hr.
- A part time Janitor. 8 Hrs./Wk. @\$16.39/Hr.
- Two part time Community Wildfire Risk Reduction Specialists (CWRR Specialists) workers funded by OSFM CWRR grant. 27 Hrs./Wk. @\$20/Hr.

**The Fire District:**

- Currently has 32 active adult volunteers and 1 Cadet firefighter. This is an increase of 6 active volunteers in the past year.
- Has 10 apparatus, including 3 fire engines, 2 ambulances, 1 brush truck, 1 rescue truck, 2 water tenders, and a Ford Expedition. Our oldest tender was sold and is in the process of being replaced.

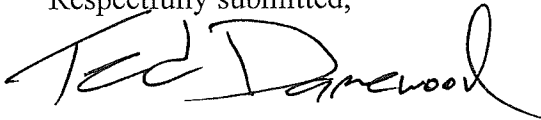


- Responded to 578 calls in 2023, which is 102 less calls than in 2022.

**Looking to the future, the Officers continue to focus on some main areas of concern:**

- Recruitment and retention of structure firefighters and EMT's is an ongoing effort. If Glide Rural Fire District is to continue the current level of fire and EMS protection, new structure firefighters and EMT's are a critical need. The FEMA SAFER grant funds are helping with this effort.
- Increased housing costs and lack of rental availability in Glide, along with an aging population, are all obstacles to volunteer recruitment.
- Training of all volunteers continues to be a top priority, as a highly trained volunteer force is the best way to ensure volunteer safety and a low tax rate for the patrons of the District.
- Equipment maintenance and replacement is an ongoing effort. We are looking to replace our radios. We will continue to look for grant opportunities to assist with these purchases.
- Vehicle maintenance and replacement is an ongoing effort to keep our fleet ready to respond for the community. We will continue to save for replacement of vehicles as needed. We have been selected to receive \$371,428 from FEMA towards the purchase of a new water tender.
- Small annual increases in property tax revenue are not keeping pace with the increased costs of everyday operations, PERS increases, nor the escalating costs to replace apparatus.

Respectfully submitted,



Ted Damewood  
Fire Chief



# Glide Rural Fire Protection District

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## GLIDE RURAL FIRE PROTECTION DISTRICT

### RESOLUTION OF BUDGET COMMITTEE TO APPROVE BUDGET

#### Resolution # 2024/2025-01B

**WHEREAS**, the Budget Committee of the Glide Rural Fire Protection District desires to use the permanent tax rate as their basis to levy taxes; and

**WHEREAS**, the Budget Committee has held all statutorily required hearings; and

**WHEREAS**, the Budget Committee recommends the attached budget for approval by the Governing Body,

**THEREFORE, BE IT RESOLVED** that the Budget Committee of the Glide Rural Fire Protection District, at their budget meeting of April 17, 2024, hereby authorizes the District's permanent tax rate of \$1.0708 to be used as the basis to levy taxes for the General Fund.

**THEREFORE, BE IT RESOLVED** that the Budget Committee of the Glide Rural Fire Protection District, at their budget meeting hereby authorizes expenditure for the following Special Revenue funds:

Apparatus Replacement	\$599,934
Equipment Replacement	\$97,812
Building Construction	\$268,304
Water Supply	\$8,282
EMT Memorial	\$10,056
Wildfire Readiness Fund	\$480,000
Glide Community Disaster Preparedness	\$13,000

**BE IT FURTHER RESOLVED**, that the Budget Committee authorizes a Bonded Debt Fund Levy in the amount of \$130,121.

**APPROVED** by the Budget Committee of the Glide Rural Fire Protection District this 17th day of April, 2024.

\_\_\_\_\_  
Budget Committee President

ATTEST:

\_\_\_\_\_  
Budget Committee Secretary