

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

**April 7, 2021**  
Fiscal Year 2021/2022

Call to Order

## Roll Call and Introduction of Committee Members

• Jim Roe	Budget Committee	President
• Edith Saxton	Budget Committee	Vice President
• Bill Scheufele	Budget Committee	Secretary
• Linda Herbert	Budget Committee	
• Larry Saxton	Budget Committee	
• Don Kidd	Board Member	President
• Christy Hall-Scheufele	Board Member	Vice-President
• Keith Cyphert	Board Member	Secretary
• Stan Spencer	Board Member	
• John Livingston	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 #2021-2022-01B (it is not required that this be read aloud)

Request Motion to Approve and Accept Resolution #2021-2022-01B

Sample motion: "I make a motion to approve and accept Resolution #2021-2022-01B 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 2020-2021  
May 6, 2020

The meeting was called to order by Budget Committee President Jim Roe at 6 pm.

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

Budget Committee members absent: Bill Scheufele

Board Members present: Keith Cyphert, Christy Hall-Scheufele, Don Kidd,  
& Stan Spencer. John Livingston arrived approx. 6:40pm

Board Members absent: None

Also present: Ted Damewood, Kellie Hopkins, & Beth Werner

Due to Covid-19 restrictions, attendance at this meeting was both in person and using video conferencing on the internet/phone.

**Larry Saxton made a motion to approve the Minutes from the previous year's budget committee meeting which was held on May 1, 2019. Stan Spencer seconded the motion. The Minutes were unanimously approved as written, and the motion was carried.**

**Election of Officers:**

Stan Spencer made a motion to keep the Officers the same as last year:

- Jim Roe as President.
- Edith Saxton as Vice-President.
- Bill Scheufele as Secretary.

**Stan Spencer made a motion to reappoint the Budget Committee Officers as nominated above. Don Kidd seconded the motion. The nomination was unanimously approved.**

Chief Ted Damewood presented the written **Budget Message** to the committee, and answered questions from the Budget Committee. Ted specifically discussed contingency plans for any budget shortfalls resulting from the current Covid-19 Pandemic, and discussed some of the items included in the Budget Message.

Chief Ted Damewood also presented the members with the budget forms containing the proposed budget for 2020-2021.

Ted walked through the calculation of estimated tax revenue. The total tax assessed value of the District is \$354,709.630. By adding 3%, the new estimated tax assessed

value of the District is \$365,350,919. This is still less than market value of the District. At \$1.0708 per \$1,000 assessed value, this equals \$391,200 total estimated taxes. Deducting for current year uncollected taxes and adding tax income for prior years, we expect to receive **\$384,000** in tax revenue.

Ted walked through the **General Fund LB-20** form, listing Total Resources budgeted. We begin each budget year with at least \$100,000, but have decided to begin July 2020 with a larger balance to offset any shortfall in property tax revenue due to the Covid-19 Pandemic.

Ted walked through **500 series** of budget expenditures for Personnel Services and noted any significant changes. Health insurance premium changes reflect the Board's approval to pay insurance premiums for Ted's dependents, plus a premium increase of approx. 25%. Worker's compensation insurance premiums reflect # of personnel and claims filed.

Ted walked through **700 series** of budget expenditures for Materials and Services, and noted items expected to increase for the new budget year. Utility expense has dropped due to the Solar electricity generation. We've added a new line item for Station Disaster Preparedness to aid our personnel during a disaster.

Ted reviewed the **800 and 900 series** expenditures. Capital Outlay is for the purchase of items which individually cost \$5,000 or more. Transfers include setting-aside funds for large expenditures.

The LB-30 summarizes all budgeted expenses. This form lists an Unappropriated Ending Fund Balance of \$3,230.

Ted reviewed the budget for each **Special Fund**. The transfers budgeted for each fund are larger than normal, to make up for transfers not being made June 2020 (in planning for potential Covid-19 property tax revenue shortfalls).

The Board approved the setup of a new fund: Glide Community Disaster Preparedness Fund, to be funded only by grants and donations specific to this fund. No Fire District funds will be deposited into this fund. A committee comprised of John DeGroot, Don Kidd, Bill Scheufele, Ted Damewood, and Beth Werner will direct plans for applying for grants and utilizing these funds. We've applied for a grant to purchase a 40 foot converted, insulated shipping container with shelving and solar lighting to hold emergency supplies for the community, such as blankets, water straws, MREs. Douglas County's Emergency Manager and the Red Cross have provided ideas of what to stock.

Ted reviewed the **Debt Service fund**. This debt is to pay off our 25 year building bond. 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.

Ted reviewed run statistics since Glide Fire Association started in 1973 with 7 fire calls. During the subsequent 47 years, the population of the Glide area has grown. We responded to 621 calls in 2019.

No Public Comment was made, nor questions asked by the public.

**Linda Herbert made a motion to approve the budget as presented. Edith Saxton seconded the motion. The budget was unanimously approved and the motion was carried.**

Each committee member reviewed Resolution #2020-2021-01B.

**Linda Herbert made a motion “To approve Resolution #2020-2021-01B 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 \$109,941
  - Equipment Replacement Fund \$150,529
  - Building Construction Fund \$92,781
  - Water Supply Fund \$9,716
  - EMT Memorial Fund \$22,338
  - Glide Community Disaster Preparedness Fund \$13,000
- Authorized a Bonded Debt Levy Fund of \$159,973

**Edith Saxton 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.

**Stan Spencer made a motion to adjourn the meeting. Christy Hall-Scheufele seconded the motion. The budget was unanimously approved and the meeting was adjourned at 7:13 pm.**

Respectfully Submitted by,

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Jim Roe, President

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William Scheufele, Secretary



# Glide Rural Fire Protection District

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## GLIDE RURAL FIRE PROTECTION DISTRICT

### RESOLUTION OF BUDGET COMMITTEE TO APPROVE BUDGET

#### Resolution # 2021/2022-01B

**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 7, 2021, 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	\$144,911
Equipment Replacement	\$151,195
Building Construction	\$156,920
Water Supply	\$11,465
EMT Memorial	\$17,657
Glide Community Disaster Preparedness	\$13,000

**BE IT FURTHER RESOLVED**, that the Budget Committee authorizes a Bonded Debt Fund Levy in the amount of \$156,444.

**APPROVED** by the Budget Committee of the Glide Rural Fire Protection District this 7th day of APRIL, 2021.

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

ATTEST:

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

*Serving people, protecting property and the environment of the North Umpqua*