

**Pleasant Hill Goshen Fire & Rescue**  
**Pleasant Hill Rural Fire Protection District**  
**Goshen Rural Fire Protection District**  
**Budget Committee Meeting Minutes**  
**April 16, 2019**

Meeting called to order 6:38 PM by Ryan Martin, Board President.

**Members Present:**

Pleasant Hill Fire District Budget Committee: Ryan Martin, Debi McFerrin, Alan Mathews, Bob Schutte, Boaz Wolpe, Stephen Ferguson, Terry McFerrin, Niki Lamborn and Brad Lamborn. Absent: Mark Allen.

Goshen Fire District Budget Committee: Willie Bronson, Rose Reinertson, Dan Menk, Bruce Duval and Tom McClellan. Absent: Dick Nice.

Others Attending: Budget Officer Chief Smith, Administrative Assistant Sarah Hallenbeck

Budget Officer presented the outline of the budget process and reminded both Budget Committees of their established quorum.

**Election of Chair:**

**Pleasant Hill Fire District Action:**

**Debi McFerrin nominated Ryan Martin to serve as chair, Terry McFerrin seconded, motion passed unanimous.**

**Goshen Fire District Action:**

**Willie Bronson nominated Rose Reinertson to serve as chair, Bruce Duval seconded, motion passed unanimous.**

Budget Officer Andrew Smith presented the proposed 2019/2020 Pleasant Hill Goshen Fire & Rescue (Fire Authority) budget. Presentation of the budget outlined the funding mechanism for the Fire Authority follows the template that was set up last year with funding provided by the two districts operating at the 60/40 split (Goshen 60%, Pleasant Hill 40%). The proposed operating budget for the Fire Authority is \$1,085,177 and requires \$400,071 from Pleasant Hill Fire District and \$600,106 from Goshen Fire District. The main changes to this year's budget include the addition of capital and contingency, as well as maintaining the expired SAFER grant position. The Fire Authority budget reflects a cash carry forward of \$75,000 which is primarily from conflagration and miscellaneous income estimated at \$10,000 anticipated from billing for services typically from motor vehicle accidents. The proposed capital outlay amount is \$160,000 and is intended for the purchase of two apparatus purchases shared between the fire districts. Personnel Services reflects an increase of about 1% and

Materials and Services increased approximately 1% as well. This does not reflect the overall funding requirements increased from either district.

Budget Officer presented Materials and Services which included a discussion page that outlined what falls under each line of the budget.

The Budget Officer explained to the committee a few adjustments made to the Materials and Services under the staff and volunteers' section. A change was made to the LOSAP program, taking out the resident volunteers, which gives nonresident volunteers a better opportunity under that program and moves the resident volunteers portion to their stipend. This was done in order to better benefit both groups.

The committee posed a question regarding the projected insurance amount and the policies for all three entities; and if these are separate policies, or if the two district policies are endorsed off of the Fire Authority policy. The answer is unknown at this time, but the Budget Officer offered to have Jeff Griffith to come back and meet with the board to explain those policies and how they are set up.

Capital Outlay: The proposed budget of \$160,000 outlines 2 purchases for apparatus which is in keeping with following our apparatus replacement plan and the Budget Officer's recommendation and goal of changing, reducing and bettering our fleet. This money will be designated to the building/purchase of a brush rig and the purchase of a command vehicle.

Bob Schutte expressed his belief that the allocation of funds for the purchase of vehicles conflicts with the Fire Authority IGA. Budget Officer disagrees. Discussion ensued. Bob Schutte clarified that he believes this to conflict with the 'Addendum 1' of the Fire Authority IGA. Discussion ensued regarding the current Fire Authority funding split between the districts and the differing opinions on what that should be re-evaluated to be. Bob Schutte passed out a form of financial calculations he created to support his belief in the need for the split to be changed. Bob Schutte also commented, referencing 'Addendum 2' of the Fire Authority IGA, that he would like to see that PERS liability paid down. Both boards agreed they need each other to provide service to the community. President and Chair Ryan Martin expressed his faith in the Budget Officer who is the one with the most knowledge on the numbers and encouraged all to move forward. Terry McFerrin expressed that while he understands both side's views on the split but that we are here to discuss the upcoming budgets and that ultimately the boards are going to be working together to be a permanent 'One Team'. He encouraged everyone to focus and move forward on that direction. Discussion ensued again on whether through the IGA there is the authority to purchase capital under the IGA. Board President and Chair Ryan Martin directed the Budget Officer to consult legal counsel regarding this matter and tabled the approval of the budget to the next meeting. Ryan Martin also stated to the committee that the discussion regarding the IGA discussion should be addressed/resolved in a Board Work Session and expressed the desire to keep the current budget meeting on track.

Contingency: Budget Officer outlined the purpose of contingency which has been proposed in this budget in the amount of \$40,000. This amount would only be transferred from the districts if there were unexpected costs incurred.

Budget Officer then presented to each district's budget committee their proposed budget.

Pleasant Hill: The proposed FY 19-20 budget is \$781,250

<b>General Fund Expenditures Summary</b>
Personnel Services - \$0
Materials and Services - \$9,500
Capital Outlay - \$20,000
Contingency \$37,750
Transfer to Fire Authority - \$400,071
Transfer to Apparatus Reserve - \$189,529
Unappropriated Ending Fund Balance - \$125,000
<b>Total General Fund Expenditures Summary - \$781,250</b>

<b>Revenue Summary</b>
Carryforward Cash on Hand - \$340,000
General Fund Taxes - \$395,000
Previously Levied Taxes - \$10,000
Interest on Accounts - \$8,500
Contracts for Service - \$250
Sale of Apparatus - \$27,500
<b>Total Revenue - \$781,250</b>

Primary objectives of this budget include an increase in funding the Fire Authority in order to maintain the current 7/12 staffing model as well as creating a platform for capital purchases benefiting both districts; building up the reserve fund with the option to pay off the newly purchased Fire Engine; and reduction of the district's contingency as contingency needs are specific to the Fire Authority. Budget Officer noted that the only upcoming capital project is the repair/replacement of the fencing behind the Pleasant Hill station. There is the possibility of some cost sharing with the bordering neighbor. These objectives follow the strategic plan as well as the apparatus replacement plan.

Goshen: The proposed FY 19-20 budget is \$1,105,000.

<b>Revenue Summary</b>
Carryforward Cash on Hand - \$535,000
General Fund Taxes - \$508,000
Previously Levied Taxes - \$10,000
Interest on Accounts - \$9,000
Contracts for Service - \$28,000
Sale of Apparatus - \$15,000
<b>Total Revenue - \$1,105,000</b>

<b>General Fund Expenditures Summary</b>
Personnel Services - \$0
Materials and Services - \$12,100
Capital Outlay - \$0
Contingency \$92,785
Transfer to Fire Authority - \$600,106

Transfer to Apparatus Reserve - \$150,009
Unappropriated Ending Fund Balance - \$250,000
<b>Total General Fund Expenditures Summary - \$1,105,000</b>

<b>Reserve Fund Summary</b>
Apparatus Refurbishment - \$207,509
Capital Reserve Fund - \$25,000
<b>Total Reserve Fund - \$232,509</b>

<b>Special Levy Fund</b>
Apparatus and Station Loans - \$136,520 (Debt Service)
UEFB - \$129,958
<b>Total Reserve Fund - \$266,478</b>

Primary objectives of this budget includes an increase in funding the Fire Authority in order to maintain the current 7/12 staffing model as well as creating a platform for capital purchases benefiting both districts; reduction of the district's contingency as contingency needs are specific to the Fire Authority; and building up the reserve funds for the purpose of future apparatus purchases by either the district or the Fire Authority. These objectives follow the strategic plan as well as the apparatus replacement plan.

The proposed FY 19-20 budget is \$1,105,000.

Discussion regarding volunteers and the LOSAP program. **Bob Schutte made a motion to increase LOSAP from \$18,000 to \$30,000 and take \$12,000 from the apparatus fund from the districts at a 40/60 split.** It was noted that Bob Schutte's motion cannot tell Goshen Fire District where to budget the additional split. **Motion died for lack of a second.**

Chair Ryan Martin concluded that the committees would table approving the budgets until the next meeting on Tuesday April 30 at 6:30 pm when the Budget Officer will be able to present them with the answer from council regarding the allowance of IGA capital purchases.

**Bob Schutte made a motion to adjourn the meeting. Debi McFerrin seconded. Meeting was adjourned at 8:32 PM.**

Respectfully Submitted:

Sarah Hallenbeck  
Recording Secretary