

EVANS VALLEY FIRE DISTRICT #6
(JACKSON COUNTY)
OREGON

2022/2023 Annual Budget



To Be Adopted
By the Governing Body
Of
Evans Valley Fire District #6
(Jackson County)
Board of Directors Meeting
June 9, 2022

EVANS VALLEY FIRE DISTRICT #6
(JACKSON COUNTY)
OREGON

2022/2023 Annual Budget

Budget Committee Members

Larry Tuttle

Board of Directors Chair

Travis Crume

Fire Chief/Budget Officer

Board Members

Dale Ten Broeck
Patricia Ott
Larry Tuttle
Kathryn Henning
Heather Friend

Citizen Members

Terri DeLashmutt
Roxanne Bolen
Mark Johnson
Wanda Hutchings
Ellen Hadley

District Staff

Tom Davidson

EVANS VALLEY FIRE DISTRICT #6
(JACKSON COUNTY)
OREGON

2022/2023 Annual Budget

Budget Calendar

- | | |
|---|---------------------|
| 1. Appoint budget officer | February 10, 2022 |
| 2. Prepare proposed budget | February/March 2022 |
| 3. Publish 1st notice of budget committee meeting
(5 to 30 days before the meeting) | April 6, 2022 |
| 4. Publish 2nd notice of budget committee meeting
(At least five days after 1st notice) | April 13, 2022 |
| 5. Budget committee meeting | April 21, 2022 |
| 6. Second budget committee meeting
(If needed) | April 28, 2022 |
| 7. Publish notice of budget hearing
(5 to 30 days before the hearing) | May 26, 2022 |
| 8. Hold budget hearing (Governing Body) | June 9, 2022 |
| 9. Enact resolutions to <ol style="list-style-type: none">a. Adopt budgetb. Make appropriationsc. Impose and categorize taxes | June 9, 2022 |
| 10. Submit tax certification documents
to the assessor by July 15 | June 23, 2022 |

EVANS VALLEY FIRE DISTRICT #6

(JACKSON COUNTY)
OREGON

2022/2023 Annual Budget

Budget Message

I am pleased to present the 2022/2023 fiscal year proposed budget for Evans Valley Fire District #6 (EVFD). As the budget officer, I have prepared this budget in accordance with the Fire District's Strategic Plan as adopted by the Board of Directors and in compliance with Oregon Budget Law and Fire District Policy. This budget is designed to meet the current needs and anticipate the future requirements of the Fire District based on projected revenues and does not include any new funds this year. The priority of this budget is to be fiscally responsible with revenues we receive from our District patrons while providing services and programs that align with our Strategic Plan.

The Strategic Plan is a dynamic document that is vital to the success of our Fire District as it establishes the goals for our organization, which creates a barometer by which successful outcomes can be measured.

Our Strategic Plan identified seven goals for 2022.

1. Succeed in training
2. Enhance our staffing
3. Enhance Facilities/Equipment and plan for Capital Improvements
4. Maintain Positive Public Relations
5. Pursue Alternative Revenue Sources
6. Create and Maintain a District Budget
7. Support Fire Prevention Activities

Funds

The Fire District operates on the General Fund and the Capital Operations Fund. The Fire District has not created or added any additional funds for the fiscal year 2022/2023.

General Fund

Revenue Summary

This proposed budget reflects \$463,200 in property tax revenue, an increase of 4.70 percent or \$20,792 from the fiscal year 2021/2022 budget. Current year taxes are calculated at our permanent tax rate of \$1.2905 per \$1,000 of assessed value and a local option levy of \$0.36 of assessed value with a 94 percent collectible rate. Prior year taxes are budgeted at \$11,500. All property taxes combined account for 98 percent of the District's operating revenue.

The Fire District considers operating revenue to consist of cash on hand, property taxes, interest earned, fees for service, contracts, and proceeds from grants. Total operating revenue for the fiscal year 2022/2023 is

budgeted at \$435,400. Overall proposed General Fund revenue is \$683,900, a 1.18 percent increase over the fiscal year 2021/2022 budget.

Personnel Services

The Fire District is staffed by two full-time employees, a Fire Chief and an Operations Chief, nineteen response volunteers, seven non-response volunteers, and seasonal part-time firefighters. This proposed budget reflects an overall increase of 13.3 percent from last year. This is due to a transition from seasonal part-time firefighters to year-round part-time firefighters. Other notable Increases within the personnel service category include the cost of living adjustment (COLA) of 2.9 percent in salary for the Fire Chief, promotional raise of 14.9 percent in pay for the Operations Chief, and an \$8,800 increase in PERS contributions. Total Personnel Services budgeted is \$272,400, which is 39.8 percent of the operating revenue.

Material and Services

This proposed budget reflects a decrease in Materials and Services of 3.6 percent or \$7,550 from the fiscal year 2021/2022. This is largely due to the reduction in funding from six to four student firefighter positions and was done to shift funds to personnel services to increase coverage of part-time firefighters. The total Materials and Services budget is \$198,700, which is 29 percent of the operating revenue.

Interfund Transfers

Due to limited funding, there are no interfund transfers for the 2022/2023 fiscal year.

Capital Outlay Detail

The only planned capital outlay for the 2022/2023 fiscal year is \$2,000 for brush gear. This is a significant reduction, 96 percent, in funding from the previous year's capital outlay detail of \$52,000. The lack of overall resources is the leading factor in this reduction in funding. As a result, no major property improvement projects are planned for this coming year.

Operational Contingency

This budget has allocated \$50,000 in contingency.

Expenditures Totals

The Fire District attempts to maintain an Unappropriated Ending Fund Balance (UEFB) of 30 percent of budgeted property tax revenue. Ensuring adequate minimum ending fund balance levels ensures fiscal sustainability to meet operating requirements before receiving property taxes. This budget has allocated \$160,800 UEFB.

Capital Projects Fund (For Apparatus Replacement)

Due to limited resources, no additional funds have been allocated from the General Budget to the Capital Projects Fund for the fiscal year 2022/2023. However, \$60,000 has been budgeted for outlay due to projected up-fit costs for our new High Axle Rescue Truck we received from the Oregon Office of Emergency Management during the fiscal year 2021/2022.

Travis Crume

Travis Crume
Fire Chief/Budget Officer

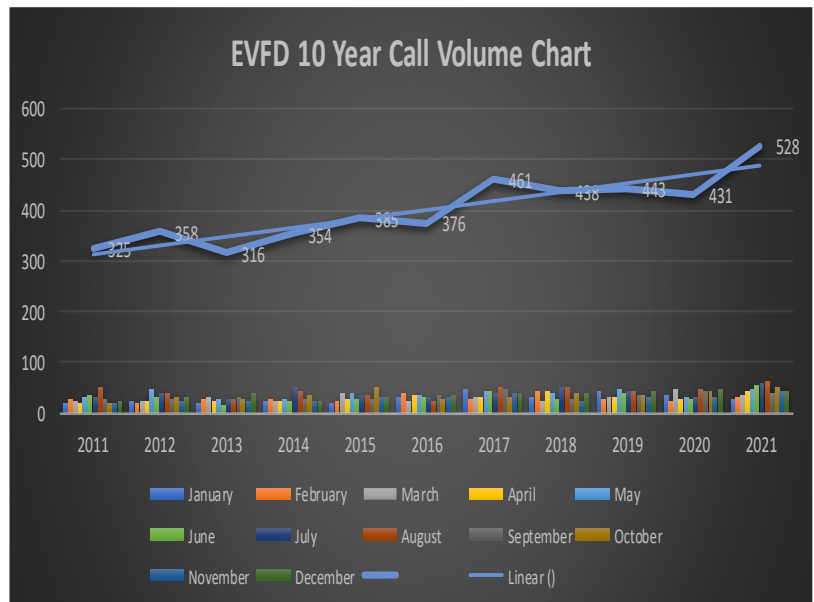
District Overview

Evans Valley Fire District #6 (EVFD) is located in the unincorporated community of Wimer, OR, just 8 miles off the Interstate 5 corridor in Southern Oregon. Our fire district is 30 square miles of mountains, valleys, and forests that make up the Evans Creek watershed with approximately 4,500 residents. We are a small combination fire district with a paid Fire Chief and Operation Chief working weekdays at our centrally located station. We also have 17 interior-certified volunteer firefighters and eight support volunteers who help with administrative and other tasks to minimize the non-emergency & training-related duties of the volunteer firefighters. Some of our volunteers are part of our Student Staffing Program funded through a local options tax levy, which the community has supported for over a decade. In return for college tuition and book costs, the students pull ten twenty-four-hour shifts a month which allows for our response times to be significantly reduced. We even received an Outstanding Program Award from the Special Districts of Oregon association for this program. EVFD is governed by a five-member Board of Directors, consisting of community members.

Our Fire District is committed to personal development through a comprehensive training program and the proper administration of the District. EVFD is largely comprised of students and volunteers with an average membership length of only 1 1/2 years. As a result, we continually recruit and train new members to keep up with attrition. This is why the Operations Chief also has the role of Training Officer, with a primary focus on recruitment, training, and retention of volunteers and incident operations. This leaves the Fire Chief with the time to focus on the administration, long-term planning, and incident command for the District. EVFD's continued success is directly related to three components, commitment of its volunteers, continued community support, and strong long-term leadership.

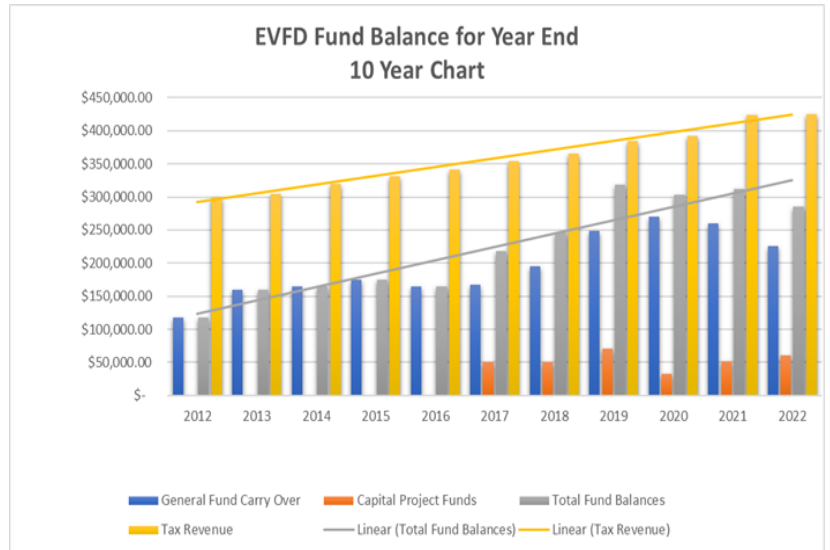
Call Volume

The Fire District has had an average of a 6.2 percent increase per year in call volume over the past ten years. The majority (approx. 60 percent) of our calls are medical, with the remainder being structure fires, wildland fires, rescues, and calls for public assistance. The Fire District responds from one centrally located station and serves an approximate population of 4,500 within our district boundaries and an additional 10,000 within our automatic aid response coverage area. EVFD also has mutual aid agreements through the Rogue Valley Fire Chiefs Association, helping to protect 278,000 residents within 4,440 square miles. On average, we respond to 45 automatic and mutual aid calls.



District Funding

The Fire District is funded primarily (98 percent) through property taxation. The District operates on the permanent tax rate of \$1.2905 per \$1,000 of assessed value and a local option levy of \$0.36 of the assessed value. These two revenue sources support our current service level and without either, services would have to be reduced. Capital projects are generally funded through outside resources such as fundraisers and grants. The District must continue to utilize these funding opportunities to upgrade our facilities and equipment. Unfortunately, grant funds cannot be anticipated and will be added to the budget as they are received.



Local Fire Districts Taxation for the fiscal year 2021/2023 Comparison Chart

EVFD Assessed Value 2021-2022	Tax Rate Modifier	Base Rate	Tax Levy	Total Tax
\$ 266,992,067.00	1000	\$ 1.29	\$ 0.36	\$ 1.65
Total Tax Revenue				
\$ 440,536.91				
JCFD #1 (Rogue River)		\$ 1.93	\$ 0.75	\$ 2.68
JCFD #3 (White City/Central Point)		\$ 3.11	\$ -	\$ 3.11
JCFD #4 (Shady Cove)		\$ 2.02	\$ 0.99	\$ 3.01
JCFD #5 (Talent/Phoenix)		\$ 3.19	\$ -	\$ 3.19
Green Springs Fire District		\$ 2.49	\$ -	\$ 2.49
Lake Creek Fire District		\$ 1.47	\$ -	\$ 1.47
Prospect Fire District		\$ 0.99	\$ -	\$ 0.99
Colstine Fire District		\$ 1.94	\$ -	\$ 1.94
Applegate Fire District		\$ 1.65	\$ 1.05	\$ 2.70
Illinois Fire District		\$ 1.87	\$ 0.50	\$ 2.37
Williams Fire District		\$ 1.05	\$ 0.65	\$ 1.70
Wolf Creek Fire District		\$ 2.18	\$ 0.59	\$ 2.77
Average Fire District Tax Rate				\$ 2.37

EVANS VALLEY FIRE DISTRICT #6

2022 Strategic Plan

Mission Statement: *It is our duty to prevent & protect from ALL FIRES and to provided emergency medical aid to our community.*

Overarching Goal: *Continue to improve the District's fire and emergency medical response through high-quality training, enhanced staffing, use of better equipment, and excellent communication with the Public.*

Strategic Goal #1: Succeed at Training

Objectives

- Ensure the EVFD training program complies with all regulatory requirements for initial training and continuing education.
- Provide outside training opportunities such as; officer level development, live-fire events, DPSST sponsored courses, and other specialized training.
- Continue to enhance training programs to meet district needs.
- Create a plan for training grounds.

Strategic Goal #2: Enhance Our Staffing

Objectives

- Maintain a pleasant, supportive, and positive work environment.
- Explore options to enhance staffing through volunteerism, professional paid staffing, and intergovernmental agreements.
- Actively recruit first responders, firefighters & office assistants whenever possible.
- Adjust the student firefighter program as necessary to maintain peak performance.
- Enhance community volunteer staffing through modified training.

Strategic Goal #3: Enhance Facilities/Equipment and plan for Capital Improvements

Objectives

- Continue to fund apparatus replacement.
- Continue to fund facility upgrades.
- Create a plan for 6662 & 6663 replacement.
- Create a parking lot improvement plan.

Strategic Goal #4: Maintain Positive Public Relations

Objectives

- Solicit public feedback for District operations and activities through various media and personal contact.
- Host at least one (1) open house event annually.
- Encourage and promote the involvement of fire district personnel in community functions.
- Offer public engagement opportunities quarterly.
- Maintain a district website.
- Keep missed calls to less than 1% annually.

Strategic Goal #5: Pursue Alternative Revenue Sources

Objectives

- Seek alternative funding through grants, cost recovery programs, and community fundraising.
- Plan for future tax levies.
- Create a cost recovery program.

Strategic Goal #6: Create and Maintain a District Budget

Objectives

- Ensure that the budget complies with state, local, and federal regulations.
- Maintain transparency to demonstrate the District's sound fiscal practices.

Strategic Goal #7: Support Fire Prevention Activities

Objectives

- Keep the Public informed of state and local legislation that pertains to fire prevention.
- Identify Target Hazards.
- Maintain a rural water supply database.
- Maintain local control of code enforcement where applicable.
- Explore options for open burn enforcement.

Evans Valley Fire District #6
Budget
2022/2023

General Fund							
Revenue Summary							
Actual		Budget			Budget 2022/2023		
2019/2020	2020/2021	2021/2022			Proposed	Approved	Adopted
248,230	270,734	218,000	5001	Cash on Hand	230,000	230,000	0
8,649	23,001	13,000	5002	Prior Year Taxes	11,500	11,500	0
7,848	3,039	3,500	5003	Interest Earned	3,500	3,500	0
28,923	208,725	20,000	5005	Other/Contract Fees/Grants	3,500	3,500	0
293,650	505,499	254,500	Sub Total		248,500	248,500	0
		425,000		Taxes to Balance	435,400	435,400	0
384,137	400,635			Taxes Collected			
677,787	906,134	679,500	Total		683,900	683,900	0
Personnel Services Detail							
Actual		Budget			Budget 2022/2023		
2019/2020	2020/2021	2021/2022			Proposed	Approved	Adopted
63,000	66,500	70,000	5101	Fire Chief	72,000	72,000	0
47,743	52,128	52,200	5102	Operations Chief	60,000	60,000	0
9,768	9,817	10,200	5103	FICA	11,000	11,000	0
5,869	6,390	7,000	5104	Worker's Compensation	7,500	7,500	0
3,481	3,713	3,900	5105	PERS	12,700	12,700	0
46,107	52,569	58,000	5106	Health Insurance	58,700	58,700	0
965	1,039	1,100	5108	Unemployment Insurance	1,500	1,500	0
16,944	26,443	38,000	5110	Part Time Firefighter	49,000	49,000	0
193,877	218,599	240,400	Total Personnel Services		272,400	272,400	0

Evans Valley Fire District #6
Budget
2022/2023

Materials and Services Detail							
Actual		Budget			Budget 2022/2023		
2019/2020	2020/2021	2021/2022			Proposed	Approved	Adopted
5,021	5,830	6,500	5201	Fuel	10,000	10,000	0
12,585	9,294	14,000	5203	Vehicle Repair & Maint.	12,000	12,000	0
6,661	8,197	10,000	5204	Building Repair & Maint.	8,000	8,000	0
351	531	1,500	5205	Radios, Pagers, Repair & Maint.	1,000	1,000	0
1,708	1,768	2,100	5206	Station Supplies	2,200	2,200	0
2,158	2,700	3,000	5207	Tools; Apparatus & Station	3,000	3,000	0
6,170	6,588	7,500	5208	Training	9,000	9,000	0
2,466	1,599	3,200	5209	Office Supplies	3,000	3,000	0
23,806	23,806	24,600	5210	Dispatch Contract (ECSO)	25,800	25,800	0
3,358	1,600	4,500	5211	Firefighter Misc. Supplies	4,200	4,200	0
3,354	2,415	2,800	5212	Fire Prevent. & Public Ed.	2,800	2,800	0
11,566	11,801	13,900	5215	Insurance	15,200	15,200	0
1,582	1,817	3,000	5216	Election/Legal	3,000	3,000	0
8,230	8,455	8,300	5217	Accounting	8,500	8,500	0
4,850	5,900	6,000	5218	Audit	10,700	10,700	0
4,060	4,404	5,500	5219	EMS Supplies & Fees	6,500	6,500	0
3,260	4,448	3,300	5220	Health & Safety	3,500	3,500	0
2,248	1,262	3,000	5221	SCBA Repair & Maintenance	2,500	2,500	0
4,160	3,190	6,500	5222	Volunteer Retention & Recruitment	9,500	9,500	0
1,961	1,907	2,850	5223	Membership Dues	2,300	2,300	0
2,851	2,146	2,000	5224	Information Technologies	2,000	2,000	0
0	1,103	3,000	5225	Furnishings	1,500	1,500	0
2,894	2,854	4,000	5226	Volunteer Reimbursements	5,000	5,000	0
26,399	19,761	38,000	5227	Student Program	24,000	24,000	0
7,106	6,566	7,500	5229	Uniforms/Attire	5,000	5,000	0
13,199	13,219	15,000	5231	Utilities	15,500	15,500	0
0	2,779	3,000	5232	Higher Education	3,000	3,000	0
1,650	0	1,700	5233	Grant Writing	0	0	0
163,654	155,940	206,250	Total Materials & Services		198,700	198,700	0

**Evans Valley Fire District #6
Budget
2022/2023**

Interfund Transfers							
Actual		Budget			Budget 2022/2023		
2019/2020	2020/2021	2021/2022			Proposed	Approved	Adopted
10,000	19,500	8,048	6310	Transfer to Capital Projects Fund	0	0	0
0	0	0	6311		0	0	0
0	0	0	6312		0	0	0
10,000	19,500	8,048	Total Inter-Fund Transfer		0	0	0
Capital Outlay Detail							
Actual		Budget			Budget 2022/2023		
2019/2020	2020/2021	2021/2022			Proposed	Approved	Adopted
6,216	36,789	28,000	5301	Property/Capital Improvements	0	0	0
0	0	0	5303	Pagers & Portable Radios	0	0	0
0	0	10,000	5306	Turn-Outs & Brush Gear	2,000	2,000	0
33,306	214,815	10,000	5307	Apparatus & Equipment	0	0	0
0	0	5,000	5309	Hoses, Nozzles & Appliances	0	0	0
39,522	251,604	53,000	Total Capital Outlay		2,000	2,000	0
Operating Contingency							
Actual		Budget			Budget 2022/2023		
2019/2020	2020/2021	2021/2022			Proposed	Approved	Adopted
0	0	20,000	5401	Operating Contingency	50,000	50,000	0
0	0	20,000	Total Operating Contingency		50,000	50,000	0
Expenditures Totals							
677,787	906,134	679,500	Fund Revenue		683,900	683,900	0
407,053	645,643	527,698	Fund Expenses		523,100	523,100	0
270,734	260,491	151,802	Unap. Ending Fund Balance		160,800	160,800	0

This fund was established by resolution 16-03 on
April, 14, 2016.

Evans Valley Fire District #6
Budget
2022/2023

Capital Projects Fund for Apparatus Replacement									
Revenue Summary									
Actual		Budget				Budget 2022/2023			
2019/2020	2020/2021	2021/2022			Proposed	Approved	Adopted		
70,500	32,452	51,952	5701	Cash on Hand	60,000	60,000	0		
10,000	19,500	8,048	5702	Transfer In	0	0	0		
0	0	0	5703	Prior Year Taxes	0	0	0		
0	0	0	5704	Interest Earned	0	0	0		
0	0	0	5705	Other/Flex Lease/Grants	0	0	0		
80,500	51,952	60,000	Total Resources		60,000	60,000	0		
Debt-Service Details									
Actual		Budget				Budget 2022/2023			
2019/2020	2020/2021	2021/2022			Proposed	Approved	Adopted		
0	0	0	5810	Principle	0	0	0		
0	0	0	5811	Interest	0	0	0		
0	0	0	5812	Fees	0	0	0		
0	0	0	Total Debt-Service		0	0	0		
Capital Outlay Details									
Actual		Budget				Budget 2022/2023			
2019/2020	2020/2021	2021/2022			Proposed	Approved	Adopted		
48,048	0	0	5907	Apparatus & Equipment	60,000	60,000	0		
48,048	0	0	Total Capital Outlay		60,000	60,000	0		
Operating Contingency									
Actual		Budget				Budget 2022/2023			
2019/2020	2020/2021	2021/2022			Proposed	Approved	Adopted		
0	0	0	6001	Operating Contingency	0	0	0		
0	0	0	Total Operating Contingency		0	0	0		
Expenditures Totals									
80,500	51,952	60,000			60,000	60,000	0		
48,048	0	0			60,000	60,000	0		
32,452	51,952	60,000	Reserved for Future Expenditure Total		0	0	0		