

**EVANS VALLEY FIRE DISTRICT #6**  
(JACKSON COUNTY)  
OREGON

**2024/2025 Annual Budget**  
**(Approved)**



***To Be Adopted***  
*By the Governing Body of*  
*Evans Valley Fire District #6*  
*(Jackson County)*  
*Board of Directors Meeting*  
*June 13, 2024*

**EVANS VALLEY FIRE DISTRICT #6**  
(JACKSON COUNTY)  
OREGON

2024/2025 Annual Budget

**Budget Committee Members**

**Larry Tuttle**

Board of Directors Chair

**Tom Davidson**

Fire Chief/Budget Officer

**Board Members**

Cynthia Edwards  
Patricia Ott  
Kathryn Henning  
Heather Friend

**Citizen Members**

Nancy Joeckel  
Roxanne Bolen  
Mark Johnson  
Wanda Hutchings  
Katherine Sievers

**District Staff**

Captain Connor Lane  
Lieutenant Jordan Bates

**EVANS VALLEY FIRE DISTRICT #6**  
(JACKSON COUNTY)  
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2024/2025 Annual Budget

## Budget Calendar

- |   |                     |
|---|---------------------|
| 1. Appoint budget officer   | February 8, 2024    |
| 2. Proposed budget preparation  | February/March 2024 |
| 3. Publish 1st notice of the budget committee meeting<br>(5 to 30 days before the meeting)  | April 4, 2024       |
| 4. Publish 2nd notice of the budget committee meeting<br>(At least five days after 1st notice)  | April 11, 2024      |
| 5. Budget committee meeting   | April 18, 2024      |
| 6. Second budget committee meeting<br>(If needed)   | May 16, 2024        |
| 7. Publish notice of budget hearing<br>(5 to 30 days before the hearing)  | May 30, 2024        |
| 8. Hold budget hearing (Governing Body)   | June 13, 2024       |
| 9. Enact resolutions to <ol style="list-style-type: none"><li>a. Adopt budget</li><li>b. Make appropriations</li><li>c. Impose and categorize taxes</li></ol> | June 13, 2024       |
| 10. Submit tax certification documents<br>to the assessor by July 15  | June 20, 2024       |

# **EVANS VALLEY FIRE DISTRICT #6**

(JACKSON COUNTY)  
OREGON

2024/2025 Annual Budget

## **Budget Message**

I am pleased to present the proposed 2024/2025 fiscal year 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. It does not include any new funds this year. The primary goal of this budget is to be fiscally responsible for the revenues we receive from our district patrons while providing services and programs that align with our strategic plan.

## **Strategic Plan**

The Strategic Plan is a dynamic document vital to our Fire District's success. It establishes our organization's goals and creates an assessment tool for measuring successful outcomes.

Our Strategic Plan identified seven goals.

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 Projects Fund. It has not created or added additional funds for fiscal year 2024/2025.

## **General Fund**

### **Revenue Summary**

The proposed budget projects taxes to a balance of \$458,000 based on a 94% collectible rate of \$487,222. Jackson County assessor projects \$487,222 of taxes owed to Evans Valley Fire District #6 for the fiscal year 2024/2025, a 3% increase from last year. Factoring in a 94% collectible rate, we expect tax revenue to be \$458,000. 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 per \$1,000 of the assessed value. Prior year taxes are budgeted at \$25,500. All property taxes, current and previous years, account for 42% of the District's operating revenue.

The Fire District's total operating revenue comprises cash on hand, property taxes, interest earned, fees for service, contracts, and proceeds from grants. The proposed General Fund revenue is \$1,148,343, a 10.64% decrease from the fiscal year 2023/2024 budget.

### **Personnel Services**

The Fire District is currently staffed by three full-time employees, six student firefighters, 14 response volunteers, and four non-response volunteers. The proposed personnel service budget allocates for the addition of two year-round part-time firefighters, adding 72 hours of station coverage. It also allows for seasonal summer staffing from the Oregon State Fire Marshals Wildfire Season Staffing Grant for the duration of the 2024 Fire Season. The personnel services budget is \$427,800, 37% of the operating revenue and 53% of the total fund expenses.

### **Material and Services**

Materials and Services saw an 8.85% increase from the fiscal year 2023/2024. The total Materials and Services budget is \$260,700, which is 22% of operating revenue and 32% of total fund expense.

### **Interfund Transfers**

The 2024/2025 budget allocates a \$30,000 inter-fund transfer to the Capital Project Fund for Apparatus Replacement.

### **Capital Outlay Detail**

The 2024/2025 budget allocates \$30,000 for capital projects. \$20,000 will go toward property/capital improvements for the fire station facelift of new kitchen countertops, cabinets, paint, and other general facility maintenance. \$8,000 for Turn-Outs & Brush Gear to maintain an adequate supply of inventory. \$2,000 for Hose, Nozzles, & Appliances to maintain an adequate supply of inventory. The total allocation for Capital Outlay is \$30,000, which is 3.7% of total fund expenses.

### **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 \$349,843 UEFB.

## **Capital Projects Fund (For Apparatus Replacement)**

The Capital Project Fund for Apparatus Replacement shows a proposed \$30,000 transfer for the 2024/2025 budget year, giving a balance of \$91,140. Within the 2024/2025 budget, we have allocated \$15,000 to purchase an additional staff vehicle for the district.

*Tom Davidson*

Tom Davidson  
Fire Chief/Budget Officer

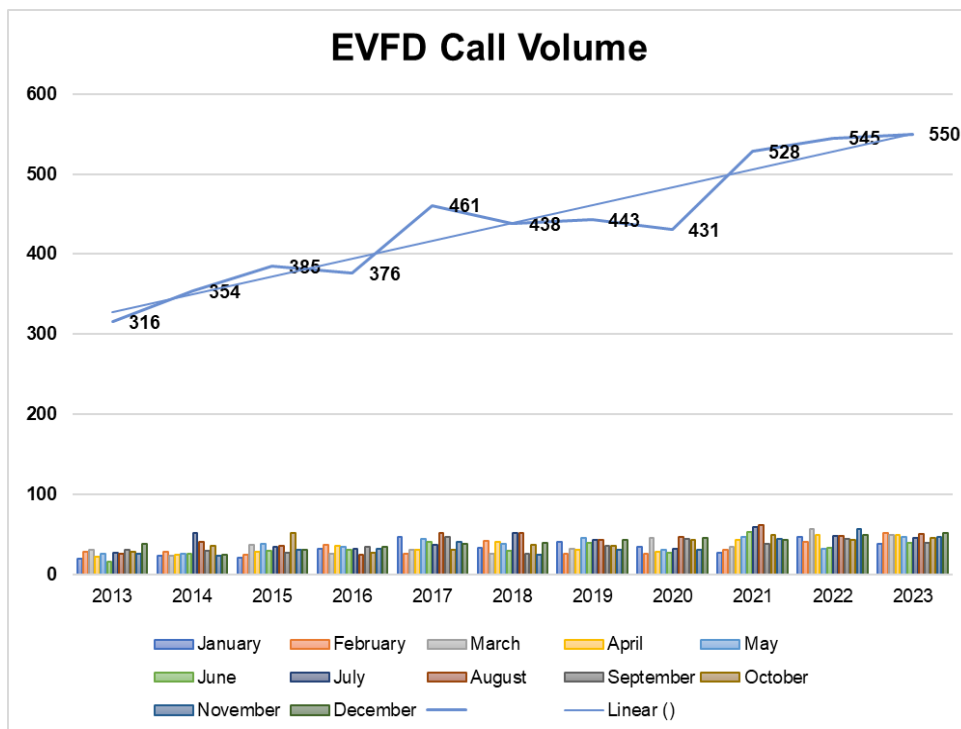
# District Overview

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 25.6 square miles of mountains, valleys, and forests comprising the Evans Creek watershed, with approximately 4,500 residents. We are a small combination fire district with a paid Fire Chief and two Shift Officers. We also have 20 interior-certified volunteer firefighters and four support volunteers who help with administrative and other tasks to minimize the non-emergency & training-related duties of the volunteer firefighters. Some 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, reducing our response times significantly. 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 primarily comprises 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, primarily focusing on volunteer recruitment, training, retention, and incident operations. This division of labor leaves the Fire Chief with time to focus on administration, long-term planning, and incident command. EVFD's continued success is directly related to its volunteers' commitment, community support, and long-term solid leadership.

## Call Volume

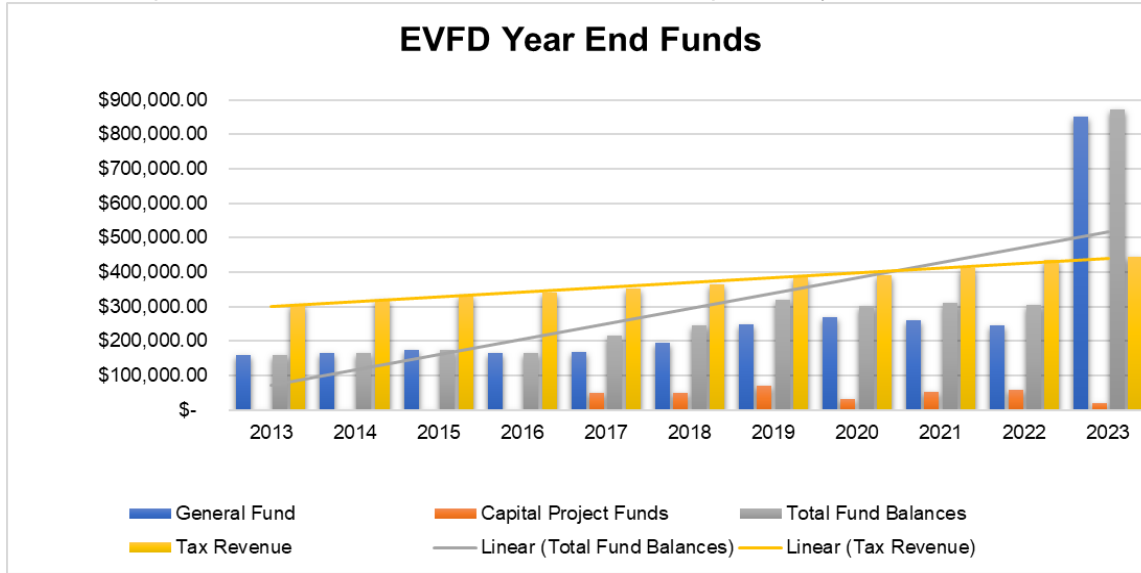
The Fire District has had an average of a 6.2 percent increase per year in call volume over the past ten years.



Most (approximately 60 percent) of our calls are medical, 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 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; services would have to be reduced without either. In addition, 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.

Since 2020, the District has seen a year-over-year decline in General Fund Carry Over. This has been due to a few factors: completing capital projects, increasing personnel costs, and inflation. All of these factors have contributed to our current financial state. The District has enough funds for UEFB and contingency to operate but no longer has the resources to allocate to reserve funds or to match competitive fire service personnel salaries.

## Local Fire Districts Taxation for the Fiscal Year 2024/2025 Comparison Chart

Southern Oregon Fire Districts 2022-2023	Base Rate	Tax Levy	Total Tax
<b>Evans Valley Fire District #6</b>	<b>\$1.29</b>	<b>\$0.36</b>	<b>\$1.65</b>
JCFD #1 (Rogue River)	\$1.93	\$0.75	\$2.68
JCFD #3 (White City/Central Point)	\$3.11	\$0.00	\$3.11
JCFD #4 (Shady Cove)	\$2.02	\$0.99	\$3.01
JCFD #5 (Talent/Phoenix)	\$3.19	\$0.00	\$3.19
Green Springs Fire District	\$2.49	\$0.00	\$2.49
Lake Creek Fire District	\$1.47	\$0.00	\$1.47
Prospect Fire District	\$0.99	\$0.00	\$0.99
Colstine Fire District	\$1.94	\$0.00	\$1.94
Applegate Fire District	\$1.65	\$1.25	\$2.90
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
<b>Average Fire District Tax Rate</b>	<b>\$1.94</b>	<b>\$0.39</b>	<b>\$2.33</b>

# EVANS VALLEY FIRE DISTRICT #6

## 2023 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**

- Create a replacement plan for equipment and apparatus
- Seek out grant funding opportunities for capital improvements



## **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, contract services, and community fundraising.
- Plan for future tax levies.

## **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  
2024/2025**

<b>General Fund</b>							
<b>Revenue Summary</b>							
<b>Actual</b>		<b>Budget</b>		<b>Budget 2024/2025</b>			
<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>			<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
260,491	245,207	782,906	5001	Cash on Hand	642,843	642,843	0
24,273	24,273	25,500	5002	Prior Year Taxes	25,500	25,500	0
1,708	11,848	9,500		Interest Earned	15,000	15,000	0
30,520	663,086	7,500	5005	Other/Contract Fees/Grants	7,000	7,000	0
<b>316,992</b>	<b>944,414</b>	<b>825,406</b>	<b>Sub Total</b>		<b>690,343</b>	<b>690,343</b>	<b>0</b>
	0	445,100		Taxes to Balance	458,000	458,000	0
410,956	419,842			Taxes Collected			
<b>727,948</b>	<b>1,364,256</b>	<b>1,270,506</b>	<b>Total</b>		<b>1,148,343</b>	<b>1,148,343</b>	<b>0</b>
<b>Personnel Services Detail</b>							
<b>Actual</b>		<b>Budget</b>		<b>Budget 2024/2025</b>			
<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>			<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
70,000	74,423	76,100	5101	Fire Chief	83,200	83,200	0
52,200	53,077	0	5102	Operations Chief	0	0	0
		109,889	5107	Line Staff Payroll	116,400	116,400	
12,006	14,924	15,000	5103	FICA	17,000	17,000	0
3,778	6,516	9,600	5104	Worker's Compensation	11,000	11,000	0
12,311	13,722	34,000	5105	PERS	45,000	45,000	0
56,894	57,360	52,457	5106	Health Insurance	54,200	54,200	0
1,359	1,757	1,800	5108	Unemployment Insurance	2,000	2,000	0
35,948	71,335	37,200	5110	Part Time Firefighter	90,000	90,000	0
		9,000	5111	Overtime	9,000	9,000	
<b>244,496</b>	<b>293,114</b>	<b>345,046</b>	<b>Total Personnel Services</b>		<b>427,800</b>	<b>427,800</b>	<b>0</b>

**Evans Valley Fire District #6**  
**Budget**  
**2024/2025**

<b>Materials and Services Detail</b>							
<b>Actual</b>		<b>Budget</b>			<b>Budget 2024/2025</b>		
<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>			<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
9,662	11,355	12,000	5201	Fuel	12,000	12,000	0
32,164	24,839	24,000	5203	Vehicle Repair & Maint.	24,000	24,000	0
5,106	5,062	8,000	5204	Building Repair & Maint.	8,000	8,000	0
0	0	0	5205	Radios, Pagers, Repair & Maint.	0	0	0
1,536	1,704	2,500	5206	Station Supplies	3,000	3,000	0
2,882	1,651	3,000	5207	Tools; Apparatus & Station	1,500	1,500	0
9,323	10,676	10,000	5208	Training	13,000	13,000	0
2,292	1,613	2,000	5209	Office Supplies	2,500	2,500	0
24,520	25,256	27,000	5210	Dispatch Contract ( ECSO )	30,000	30,000	0
999	2,144	4,000	5211	Firefighter Misc. Supplies	2,000	2,000	0
2,244	3,065	2,000	5212	Fire Prevent. & Public Ed.	2,000	2,000	0
14,649	14,962	17,000	5215	Insurance	19,000	19,000	0
603	1,688	3,500	5216	Election/Legal	3,500	3,500	0
8,560	9,695	10,700	5217	Accounting	9,000	9,000	0
10,700	6,150	10,700	5218	Audit	11,500	11,500	0
6,190	3,738	6,000	5219	EMS Supplies & Fees	8,000	8,000	0
2,805	2,647	3,500	5220	Health & Safety	3,500	3,500	0
2,697	1,497	4,000	5221	SCBA Repair & Maintenance	4,000	4,000	0
5,558	8,001	10,000	5222	Volunteer Retention & Recruitment	7,000	7,000	0
1,992	2,527	2,600	5223	Membership Dues	2,600	2,600	0
2,245	738	2,000	5224	Information Technologies	1,500	1,500	0
0	0	1,500	5225	Furnishings	2,000	2,000	0
2,311	1,303	10,000	5226	Reimbursements	11,000	11,000	0
28,847	10,035	36,000	5227	Student Program	53,100	53,100	0
5,892	5,770	7,000	5229	Uniforms/Attire	7,000	7,000	0
15,704	15,333	16,500	5231	Utilities	16,500	16,500	0
5,019	2,864	3,000	5232	Professional Development	3,000	3,000	0
0	500	1,000	5233	Grant Writing	500	500	0
<b>204,500</b>	<b>174,813</b>	<b>239,500</b>	<b>Total Materials &amp; Services</b>		<b>260,700</b>	<b>260,700</b>	<b>0</b>

**Evans Valley Fire District #6  
Budget  
2024/2025**

<b>Inter-Fund Transfers</b>							
<b>Actual</b>		<b>Budget</b>		<b>Budget 2024/2025</b>			
<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>			<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
8,048	0	40,000	6310	Transfer to Capital Projects Fund	30,000	30,000	0
0	0	0	6311		0	0	0
0	0	0	6312		0	0	0
<b>8,048</b>	<b>0</b>	<b>40,000</b>	<b>Total Inter-Fund Transfer</b>		<b>30,000</b>	<b>30,000</b>	<b>0</b>
<b>Capital Outlay Detail</b>							
<b>Actual</b>		<b>Budget</b>		<b>Budget 2024/2025</b>			
<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>			<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
19,215	0	5,000	5301	Property/Capital Improvements	20,000	20,000	0
0	0	5,500	5303	Pagers & Portable Radios	0	0	0
0	44,790	0	5306	Turn-Outs & Brush Gear	8,000	8,000	0
6,482	0	46,250	5307	Apparatus & Equipment	0	0	0
0	0	0	5309	Hoses, Nozzles & Appliances	2,000	2,000	0
<b>25,697</b>	<b>44,790</b>	<b>56,750</b>	<b>Total Capital Outlay</b>		<b>30,000</b>	<b>30,000</b>	<b>0</b>
<b>Operating Contingency</b>							
<b>Actual</b>		<b>Budget</b>		<b>Budget 2024/2025</b>			
<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>			<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
0	0	50,000	5401	Operating Contingency	50,000	50,000	0
<b>0</b>	<b>0</b>	<b>50,000</b>	<b>Total Operating Contingency</b>		<b>50,000</b>	<b>50,000</b>	<b>0</b>
<b>Expenditures Totals</b>							
727,948	1,364,256	1,270,506			Fund Revenue	1,148,343	1,148,343
482,741	512,717	731,296			Fund Expenses	798,500	798,500
<b>245,207</b>	<b>851,539</b>	<b>539,210</b>			<b>Unap. Ending Fund Balance</b>	<b>349,843</b>	<b>349,843</b>

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

**Evans Valley Fire District #6**  
**Budget**  
**2023/2024**

<b>Capital Projects Fund for Apparatus Replacement</b>							
<b>Revenue Summary</b>							
<b>Actual</b>		<b>Budget</b>		<b>Budget 2024/2025</b>			
<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>			<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
51,952	60,000	21,140	5701	Cash on Hand	61,140	61,140	0
8,048	0	40,000	5702	Transfer In	30,000	30,000	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
<b>60,000</b>	<b>60,000</b>	<b>61,140</b>	<b>Total Resources</b>		<b>91,140</b>	<b>91,140</b>	<b>0</b>
<b>Debt-Service Details</b>							
<b>Actual</b>		<b>Budget</b>		<b>Budget 2024/2025</b>			
<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>			<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
0	0	0	5810	Principle	0	0	0
0	0	0	5811	Interest	0	0	0
0	0	0	5812	Fees	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>Total Debt-Service</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Outlay Details</b>							
<b>Actual</b>		<b>Budget</b>		<b>Budget 2024/2025</b>			
<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>			<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
0	38,860	0	5907	Apparatus & Equipment	15,000	15,000	0
<b>0</b>	<b>38,860</b>	<b>0</b>	<b>Total Capital Outlay</b>		<b>15,000</b>	<b>15,000</b>	<b>0</b>
<b>Operating Contingency</b>							
<b>Actual</b>		<b>Budget</b>		<b>Budget 2024/2025</b>			
<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>			<b>Proposed</b>	<b>Approved</b>	<b>Adopted</b>
0	0	0	6001	Operating Contingency	0	0	0
<b>0</b>	<b>0</b>	<b>0</b>	<b>Total Operating Contingency</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures Totals</b>							
60,000	60,000	61,140		Fund Revenue	91,140	91,140	0
0	38,860	0		Fund Expenses	15,000	15,000	0
<b>60,000</b>	<b>21,140</b>	<b>61,140</b>		<b>Reserved for Future Expenditure Total</b>	<b>76,140</b>	<b>76,140</b>	<b>0</b>