

EVANS VALLEY FIRE DISTRICT #6
(JACKSON COUNTY)
OREGON

**2023/2024 Annual Budget
(Proposed)**



To Be Adopted
*By the Governing Body of
Evans Valley Fire District #6
(Jackson County)
Board of Directors Meeting
June 8, 2023*

EVANS VALLEY FIRE DISTRICT #6
(JACKSON COUNTY)
OREGON

2023/2024 Annual Budget

Budget Committee Members

Larry Tuttle

Board of Directors Chair

Tom Davidson

Operations Chief/Budget Officer

Board Members

Dale TenBroeck
Patricia Ott
Kathryn Henning
Heather Friend

Citizen Members

Nancy Joeckel
Roxanne Bolen
Mark Johnson
Wanda Hutchings
Ellen Hadley

District Staff

Chief Travis Crume

EVANS VALLEY FIRE DISTRICT #6
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2023/2024 Annual Budget

Budget Calendar

- | | |
|--|---------------------|
| 1. Appoint budget officer | February 9, 2023 |
| 2. Proposed budget preparation | February/March 2023 |
| 3. Publish 1st notice of the budget committee meeting
(5 to 30 days before the meeting) | April 6, 2023 |
| 4. Publish 2nd notice of the budget committee meeting
(At least five days after 1st notice) | April 13, 2023 |
| 5. Budget committee meeting | April 20, 2023 |
| 6. Second budget committee meeting | May 18, 2023 |
| 7. Publish notice of budget hearing
(5 to 30 days before the hearing) | May 25, 2023 |
| 8. Hold budget hearing (Governing Body) | June 8, 2023 |
| 9. Enact resolutions to | June 8, 2023 |
| a. Adopt budget | |
| b. Make appropriations | |
| c. Impose and categorize taxes | |
| 10. Submit tax certification documents
to the assessor by July 15 | June 22, 2023 |

EVANS VALLEY FIRE DISTRICT #6

(JACKSON COUNTY)
OREGON

2023/2024 Annual Budget

Budget Message

I am pleased to present the proposed 2023/2024 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 and does not include any new funds this year. The primary goal 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.

Strategic Plan

The Strategic Plan is a dynamic document vital to our Fire District's success as it establishes our organization's goals, creating an assessment tool by which successful outcomes can be measured.

Our Strategic Plan identified seven goals for 2023.

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. The Fire District has not created or added additional funds for the fiscal year 2023/2024.

General Fund

Revenue Summary

The proposed budget projects taxes to a balance of \$445,100 based on a 94% collectible rate of \$473,500. Jackson County assessor projects \$473,500 of taxes owed to Evans Valley Fire District #6 for the fiscal year 2023/2024, a 3% increase from last year. Factoring in a 94% collectible rate, we expect tax revenue to be \$445,100. 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 the assessed value. Prior year taxes are budgeted at \$25,500. All property taxes, current and previous years, account for 37.3 percent 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. Overall proposed General Fund revenue is \$1,260,457, a 84.3% increase over the fiscal year 2022/2023 budget. The 2022/2023 budget has a proposed carry over of state and local grants awarded during the 2022/2023 budget year. \$471,656 from the Oregon Fire Service Capacity

Program Grant, \$35,000 from the Oregon State Fire Marshall Wildfire Season Staffing Grant, \$36,201 combined from the Chaney Family Foundation, West Family Foundation, and Josephine County Foundation. The Oregon Fire Service Capacity Grant is for two full-time employees to be spent over three budget cycles. The Oregon State Fire Marshall Wildfire Season Staffing Grant and combined grants from Chaney Family Foundation, West Family Foundation, and Josephine County Foundation is intended to be spent in the 2023/2024 fiscal year.

Personnel Services

The Fire District is currently staffed by two full-time employees, two part-time employees, sixteen response volunteers, and seven non-response volunteers. Our personnel services budget for hours of coverage of 134 hrs a week is \$39.68/hr. The proposed budget allocates for three full-time employees, sixteen response volunteers, and seven non-response volunteers, costing the District \$38.61/hr for 152 hours a week of coverage. This proposed budget reflects an overall increase of 24.8 percent from last year. It includes summer seasonal staffing and the hiring of two fulltime employees. This aligns with the projected cost of living adjustment (COLA) for salaries and associated costs. The total Personnel Services budgeted is \$345,046, 27.4 percent of the operating revenue. Oregon PERS requirement for employers rose from 10.05 percent to 16.1 percent.

Material and Services

Materials and Services see a 16.42 percent increase from the fiscal year 2022/2023. The total Materials and Services budget is \$232,500, 18 percent of the operating revenue.

Interfund Transfers

The 2023/2024 budget allocates for \$40,000 to be transferred to our Capital Project's Fund.

Capital Outlay Detail

Capital projects planned for 2023/2024 are \$5,500 for Pagers & Portable Radios, \$36,201 for Apparatus & Equipment, and \$5,000 for Property/Capital Improvements for a sum of \$46,701 a 95 percent increase from 2022/2023. Pagers & Portables Radios have been allocated in anticipation of receiving a FEMA AFG Regional Grant that requires a 5 percent match. Apparatus & Equipment has been allocated for purchasing of new extrication equipment from grant funding in 2022/2023. Property/Capital Improvements has been allocated for updating the dormitory and station lighting.

Operational Contingency

This budget has allocated \$45,000 in contingency or 3.6 percent of the budget.

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 \$551,210 UEFB.

Capital Projects Fund (For Apparatus Replacement)

2023/2024 Budget allocates for a \$40,000 interfund transfer to our Capital Project Fund. In addition I expect \$5,500 left over after completing our High Axle Rescue Truck up-fit project from the fiscal year 2022/2023. Therefore, these funds have not been budgeted for expenditure.

Tom Davidson

Tom Davidson
Operations Chief/Budget Officer

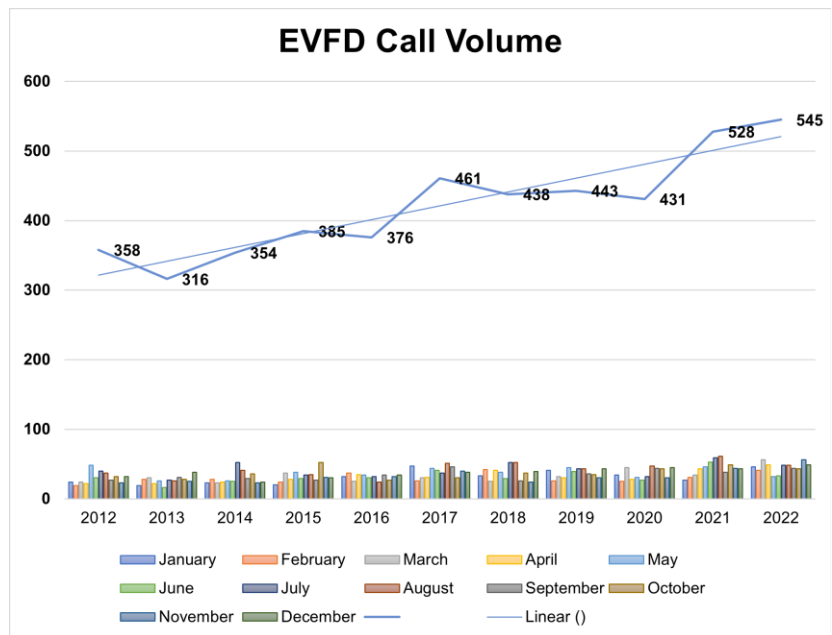
District Overview

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 comprising 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 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.

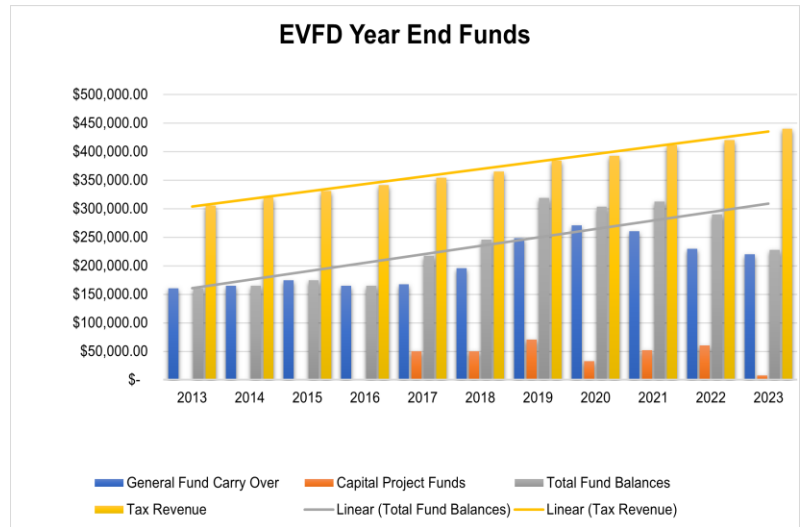
Call Volume

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 (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; 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.

To make up for these shortfalls, the District will either need to cut personnel costs or increase revenue in the immediate future.

Local Fire Districts Taxation for the fiscal year 2022/2023 Comparison Chart

Southern Oregon Fire Districts 2022/2023	Base Rate	Tax Levy	Total Tax
Evans Valley Fire District #6	\$ 1.29	\$ 0.36	\$ 1.65
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

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
2023/2024**

General Fund							
Revenue Summary							
Actual		Budget		Budget 2023/2024			
2020/2021	2021/2022	2022/2023			Proposed	Approved	Adopted
270,734	260,491	230,000	5001	Cash on Hand	772,857	0	0
23,001	24,273	11,500	5002	Prior Year Taxes	25,500	0	0
3,039	1,708	3,500	5003	Interest Earned	9,500	0	0
208,725	30,520	3,500	5005	Other/Contract Fees/Grants	7,500	0	0
505,499	316,992	248,500	Sub Total		815,357	0	0
	0	435,400		Taxes to Balance	445,100	0	0
400,635	410,956			Taxes Collected			
906,134	727,948	683,900	Total		1,260,457	0	0
Personnel Services Detail							
Actual		Budget		Budget 2023/2024			
2020/2021	2021/2022	2022/2023			Proposed	Approved	Adopted
66,500	70,000	72,000	5101	Fire Chief	76,100	0	0
52,128	52,200	60,000	5102	Operations Chief	0	0	0
			5107	Line Staff Payroll	109,889		
9,817	12,006	12,000	5103	FICA	15,000	0	0
6,390	3,778	7,500	5104	Worker's Compensation	9,600	0	0
3,713	12,311	15,800	5105	PERS	34,000	0	0
52,569	56,894	58,700	5106	Health Insurance	52,457	0	0
1,039	1,359	1,500	5108	Unemployment Insurance	1,800	0	0
26,443	35,948	49,000	5110	Part Time Firefighter	37,200	0	0
			5111	Overtime	9,000		
218,599	244,496	276,500	Total Personnel Services		345,046	0	0

Evans Valley Fire District #6
Budget
2023/2024

Materials and Services Detail							
Actual		Budget			Budget 2023/2024		
2020/2021	2021/2022	2022/2023			Proposed	Approved	Adopted
5,830	9,662	10,000	5201	Fuel	12,000	0	0
9,294	32,164	12,000	5203	Vehicle Repair & Maint.	17,000	0	0
8,197	5,106	8,000	5204	Building Repair & Maint.	8,000	0	0
531	0	1,000	5205	Radios, Pagers, Repair & Maint.	0	0	0
1,768	1,536	2,200	5206	Station Supplies	2,500	0	0
2,700	2,882	3,000	5207	Tools; Apparatus & Station	3,000	0	0
6,588	9,323	9,000	5208	Training	10,000	0	0
1,599	2,292	3,000	5209	Office Supplies	2,000	0	0
23,806	24,520	25,800	5210	Dispatch Contract (ECSO)	27,000	0	0
1,600	999	4,200	5211	Firefighter Misc. Supplies	4,000	0	0
2,415	2,244	2,800	5212	Fire Prevent. & Public Ed.	2,000	0	0
11,801	14,649	15,200	5215	Insurance	17,000	0	0
1,817	603	3,000	5216	Election/Legal	3,500	0	0
8,455	8,560	9,500	5217	Accounting	10,700	0	0
5,900	10,700	10,700	5218	Audit	10,700	0	0
4,404	6,190	6,500	5219	EMS Supplies & Fees	6,000	0	0
4,448	2,805	3,500	5220	Health & Safety	3,500	0	0
1,262	2,697	2,500	5221	SCBA Repair & Maintenance	4,000	0	0
3,190	5,558	9,500	5222	Volunteer Retention & Recruitment	10,000	0	0
1,907	1,992	2,300	5223	Membership Dues	2,600	0	0
2,146	2,245	2,000	5224	Information Technologies	2,000	0	0
1,103	0	1,500	5225	Furnishings	1,500	0	0
2,854	2,311	5,000	5226	Reimbursements	10,000	0	0
19,761	28,847	24,000	5227	Student Program	36,000	0	0
6,566	5,892	5,000	5229	Uniforms/Attire	7,000	0	0
13,219	15,704	15,500	5231	Utilities	16,500	0	0
2,779	5,019	3,000	5232	Higher Education	3,000	0	0
0	0	0	5233	Grant Writing	1,000	0	0
155,940	204,500	199,700	Total Materials & Services		232,500	0	0

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

Inter-Fund Transfers							
Actual		Budget			Budget 2023/2024		
2020/2021	2021/2022	2022/2023			Proposed	Approved	Adopted
19,500	8,048	0	6310	Transfer to Capital Projects Fund	40,000	0	0
0	0	0	6311		0	0	0
0	0	0	6312		0	0	0
19,500	8,048	0	Total Inter-Fund Transfer		40,000	0	0
Capital Outlay Detail							
Actual		Budget			Budget 2023/2024		
2020/2021	2021/2022	2022/2023			Proposed	Approved	Adopted
36,789	19,215	0	5301	Property/Capital Improvements	5,000	0	0
0	0	0	5303	Pagers & Portable Radios	5,500	0	0
0	0	2,000	5306	Turn-Outs & Brush Gear	0	0	0
214,815	6,482	0	5307	Apparatus & Equipment	36,201	0	0
0	0	0	5309	Hoses, Nozzles & Appliances	0	0	0
251,604	25,697	2,000	Total Capital Outlay		46,701	0	0
Operating Contingency							
Actual		Budget			Budget 2023/2024		
2020/2021	2021/2022	2022/2023			Proposed	Approved	Adopted
0	0	50,000	5401	Operating Contingency	45,000	0	0
0	0	50,000	Total Operating Contingency		45,000	0	0
Expenditures Totals							
906,134	727,948	683,900			Fund Revenue	1,260,457	0
645,643	482,741	528,200			Fund Expenses	709,247	0
260,491	245,207	155,700			Unap. Ending Fund Balance	551,210	0

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

Evans Valley Fire District #6
Budget
2023/2024

Capital Projects Fund for Apparatus Replacement								
Revenue Summary								
Actual		Budget				Budget 2023/2024		
2020/2021	2021/2022	2022/2023				Proposed	Approved	Adopted
32,452	51,952	60,000	5701	Cash on Hand		5,500	0	0
19,500	8,048	0	5702	Transfer In		40,000	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
51,952	60,000	60,000	Total Resources			45,500	0	0
Debt-Service Details								
Actual		Budget				Budget 2023/2024		
2020/2021	2021/2022	2022/2023				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 2023/2024		
2020/2021	2021/2022	2022/2023				Proposed	Approved	Adopted
0	0	60,000	5907	Apparatus & Equipment		0	0	0
0	0	0	Total Capital Outlay			0	0	0
Operating Contingency								
Actual		Budget				Budget 2023/2024		
2020/2021	2021/2022	2022/2023				Proposed	Approved	Adopted
0	0	0	6001	Operating Contingency		0	0	0
0	0	0	Total Operating Contingency			0	0	0
Expenditures Totals								
51,952	60,000	60,000	Fund Revenue			45,500	0	0
0	0	60,000	Fund Expenses			0	0	0
51,952	60,000	0	Reserved for Future Expenditure Total			45,500	0	0