

**CANBY FIRE DISTRICT
BUDGET COMMITTEE MEETING**

Wednesday, April 24, 2024
Immediately Following the Regular Board of Director's Meeting
Held via ZOOM and at CFD Station 361

ATTENDANCE

<input checked="" type="checkbox"/>	Connie Austen	<input checked="" type="checkbox"/>	Paula Brotherton	<input checked="" type="checkbox"/>	FC Jim Davis
<input type="checkbox"/>	Shawn Carroll	<input checked="" type="checkbox"/>	Jerry Burn	<input checked="" type="checkbox"/>	DC Matt Dale
<input checked="" type="checkbox"/>	Buner Ellis III	<input checked="" type="checkbox"/>	AJ Howard	<input checked="" type="checkbox"/>	DC Matt English
<input checked="" type="checkbox"/>	Ron Swor	<input checked="" type="checkbox"/>	Tim Nichols	<input checked="" type="checkbox"/>	DC Wayne Austen
<input checked="" type="checkbox"/>	Steve Thoroughman	<input checked="" type="checkbox"/>	John Zieg	<input checked="" type="checkbox"/>	CFO Lori Fawcett
				<input checked="" type="checkbox"/>	AAIII Susan Arterberry

Also in Attendance: None.

CALL TO ORDER (Fire Chief Davis)

Chief Davis welcomed the Budget Committee members and Board of Directors. The meeting was called to order by Chief Davis at 06:40 PM.

ZOOM MEETING INSTRUCTIONS (Deputy Chief Dale)

DC Dale provided a brief overview of the Zoom Meeting Procedures. He will be monitoring the Zoom link for any attendees and announce those attendees accordingly. The meeting is being recorded.

BUDGET COMMITTEE INTRODUCTION and ORIENTATION (Chief Finance Officer Fawcett)

CFO Fawcett thanked everyone for being here and specifically Budget Committee member John Zieg for his decades of participation. The agenda, motions, and process for electing the Budget Committee leadership was explained. CFO Fawcett explained that the proposed budget before them has some yellow highlights, and it means those line items will be reviewed in more detail. CFO Fawcett encouraged questions and discussion. President Swor thanked the Budget Committee members for their patience while the board meeting took place, it was appreciated.

ELECT PRESIDING OFFICER and VICE CHAIR (Board of Director President Swor)

Nominations for Budget Committee Chair were opened by President Ron Swor.

A nomination to elect AJ Howard as Budget Committee Chair was made by Paula Brotherton and seconded by John Zieg. A nomination to elect Paula Brotherton as Budget Committee Chair was made by AJ Howard and seconded by Director Buner Ellis III. Nominations for Budget Presiding Officer were closed by Steve Thoroughman. Paula Brotherton declined her nomination.

A vote was called by President Ron Swor for AJ Howard as Budget Committee Chair with results as follows:

In Favor: 8

Opposed: 1

Results: AJ Howard was elected Budget Committee Chair

Nominations for Budget Committee Vice-Chair were opened by President Ron Swor.

A nomination to elect Jerry Burn as Vice-Chair was made by AJ Howard and seconded by Paula Brotherton. Nominations for Vice-Chair were closed by Director Steve Thoroughman.

A vote was called by President Ron Swor for Jerry Burn as Budget Committee Vice-Chair with results as follows:

In Favor: Unanimous

Opposed: None

Results: Jerry Burn was elected Budget Committee Vice-Chair

A MOTION TO ESTABLISH BUDGET COMMITTEE RULES (Budget Committee Chair AJ Howard)

A motion to establish Robert's Rules of Order as the Canby Fire District Budget Committee Procedural Rules was made by Paula Brotherton. The motion was seconded by Director Buner Ellis III and unanimously approved.

2024 / 2025 GOALS (Fire Chief Davis)

Chief Davis, along with DC English, DC Dale and CFO Fawcett shared a PowerPoint presentation highlighting the 2024-2025 Strategic Plan Goals.

FY 2024 / 2025 PROPOSED BUDGET PRESENTATION

Budget Message (Fire Chief Davis)

Chief Davis reviewed the FY24/25 Budget Message.

Revenue (Chief Financial Officer Fawcett)

CFO Fawcett reviewed the FY24/25 Budgeted Revenue.

Personnel Services (Fire Chief Jim Davis)

Chief Davis reviewed the FY24/25 Budgeted Personnel Services. Discussion was had regarding overtime and forthcoming new labor contract with IAFF Local 1159 and FMLA.

Materials & Services (FC Davis, DC Dale, DC English)

Leadership reviewed the highlighted FY24/25 Materials & Services line items.

Capital Outlay (DC English)

DC English reviewed the FY24/25 Capital Outlay items.

Contingency (Chief Financial Officer Fawcett)

CFO Fawcett reviewed the FY24/25 Budgeted Contingency Fund. Discussion was had regarding *account 8811- Transfer to Apparatus Fund*. It was noted that Captain Jason Wanner is doing a terrific job projecting replacement costs for apparatus.

Debt Service Fund (Chief Financial Officer Fawcett)

CFO Fawcett reviewed the FY24/25 Budgeted Debt Service Fund.

Reserve Funds (Chief Financial Officer Fawcett)

CFO Fawcett reviewed the FY24/25 Budgeted Reserve Fund. Discussion was had to consider moving Reserve Funds into the LGIP account previously used for bond funds, which would in turn generate interest revenue. This will only be possible if current trends continue with this fund. CFO Fawcett has made a note to reevaluate next year and move funds if possible, at the request of the Budget Committee.

CITIZEN INPUT (Budget Committee Chair)

None.

BUDGET COMMITTEE DELIBERATION (Budget Committee Chair)

The Budget Committee held a brief discussion with no deliberation or concerns.

FY 2024 / 2025 BUDGET (Budget Committee Chair)

A Motion to Set & Approve Permanent Tax Rate

A motion to set and approve the ad valorem property taxes under Canby Fire District's permanent rate authority on all taxable property within the Fire District for tax year 2024/2025 at the rate of \$1.5456 per \$1,000 of assessed value was made by Paula Brotherton. The motion was seconded by Director Buner Ellis III and unanimously approved.

A Motion to Set & Approve Local Option Levy Rate

A motion to set and approve the ad valorem property taxes under Canby Fire District's local option levy rate authority on all taxable property within the Fire District for tax year 2024/2025 at the rate of \$0.95 per \$1,000 of assessed value for local option tax was made by Paula Brotherton. The motion was seconded by Director Buner Ellis III and unanimously approved.

A Motion to Set & Approve G.O. Bond Debt Service Requirements

A motion to set and approve the ad valorem property taxes under Canby Fire District's G.O. Bond authority on all taxable property within the Fire District for tax year 2024/2025 at the amount of \$614,556.84, which is calculated to be sufficient to fulfill the G.O. Bond Debt Service requirements for tax year 2024/2025, after taking into account discounts and delinquencies that may occur in the payment of taxes was made by Paula Brotherton. The motion was seconded by President Ron Swor and unanimously approved.

A Motion to Approve and Recommend the FY 2024/2025 Budget

A motion to approve and recommend to the Canby Fire District Board of Directors, the Canby Fire District FY 2024/2025 Budget as presented was made by Tim Nichols. The motion was seconded by John Zieg and unanimously approved.

GOOD OF THE ORDER (Fire Chief Davis)

Chief Davis thanked the Budget Committee for the time and work they have put in for Canby Fire District. Thank you to CFO Fawcett, DC English, DC Dale, DC Austen, all the Firefighters and the Board of Directors for the faith and trust you have shown.

AJ Howard thanked Chief Davis and Canby Fire personnel involved in preparing the proposed budget, stating "you have made our jobs easy".

CFO Fawcett confirmed that the current Budget Committee members are all willing to serve next year.
Thank you!

ADJOURNMENT (Budget Committee Chair)

**A motion to adjourn from the Budget Committee meeting was made by Director Buner Ellis III.
The motion was seconded by John Zieg and unanimously approved.**

Meeting adjourned at 08:41 PM.

APPROVED

A handwritten signature in blue ink, appearing to read "Shawn Carroll", is written over a horizontal line.

Director Shawn Carroll
Board Secretary/Treasurer