**DEPOE BAY RURAL FIRE PROTECTION DISTRICT**

**Budget Committee Meeting Minutes**

**Tuesday, May 13, 2025, at 10 a.m.**

**Gleneden Beach Fire Station – FS22**

**1. Meeting Called to Order**

 Board President Paul Erskine called the Budget Meeting to order at 10:07 am and all

 present recited the pledge of allegiance. Roll call was taken to establish a quorum was

 present.

**2. ROLL CALL by Administrative Assistant, Lynn Johnson:**Present: Board Members:

Paul Erskine, President

Bob Batty, Vice President

Janel Gifford, Secretary-Treasurer

` Kathy Lebeuf, Director

 Rick McGraw, Director

DBFD Staff:

Tom Jackson, Fire Chief

Clint Greeley, Deputy Chief

Lynn Johnson, Administrative Assistant

 Budget Committee Members:

Colleen Hartel

 Dylan Smith

 Dick Chaplain

 David Lantto (**Excused)**

A quorum was established.

**3. ELECTION OF BUDGET CHAIR for 2025-2026 FISCAL YEAR**

Vice President Bob Batty made a motion to nominate Budget Committee member Colleen

Hartel for Budget Chair and Rick McGraw seconded the motion. With no further discussion, the

motion passed unanimously. **(See Motion #1)**

**BUDGET OFFICER’S MESSAGE**

Chief Jackson read the Budget Message to those present (*Inserted here for reference*):

DEPOE BAY FIRE DISTRICT FISCAL YEAR 2025/2026 OPERATING BUDGET

To: Budget Committee Members, Board of Directors, Depoe Bay Fire District Staff

From: Thomas R. Jackson, Fire Chief – Budget Officer

Subject: FY2025/2026 Budget Message

Date: May 05, 2025

The proposed budget for FY2025-26 is presented for your review,

discussion, and adoption/approval:

As your Budget Officer, Chief Executive Officer, and Fire Chief, my priority with the District's budget is to

be fiscally responsible with the revenues we receive from the taxpayers of our Fire District.

The Depoe Bay Fire District continues to benefit from the stability of property values in our region,

seeing moderation in our assessed valuation throughout the District. Thanks to a continued positive real

estate market and increased collections, the Fire District received more funds than anticipated last year.

The District plans for conservative dollars in, and deliberate, purposeful dollars out as historically

practiced.

The Depoe Bay Fire District's most significant fiscal challenges continue to be the Oregon Tax System, Public Employees Retirement System (PERS), increases in the District's health care premiums, and enrollment demands. Worker's Compensation increased and continued inflationary price hikes. Increases in the Union demand for higher wages. There are several successes and challenges in this

 proposed budget.

 **FY 2024/2025**

**Accomplishments**

**1)Delivery of new Type I**

**Engine, Water Tender, and**

**UTV Beach Rescue**

2) Delivery of OSFM Grant

Funded Type VI Wildland

Engine.

3) Voter approved 5-Year

Option Levy.

4) Recruitment & Hiring of five

5) Recruitment & Hiring of new

Deputy Chief

6) Purchased new set of Hurst

Extrication Tools

7) Awarded a 2.4 million-dollar

SRGP Grant for FS23

8) Favorable audit and re-

certification by DPSST

9) IT upgrade for FS22

10) Favorable FY 23-34 Audit

 **Successes**

1. Capital expenditures include the upfitting of a new Type 1 Fire

 Engine, Water Tender, Type VI Wildland Engine, UTV – Beach

 Rescue new PPE, and the completion of modernizing radios, tools,

 and rescue gear.

2. Single audit and prior audits have been closed, and DBFD remains

 in a favorable position with the State of Oregon.

3. Maintenance of 4 personnel per shift.

4. The award of OSFM Wildfire Staffing Grant for the 2025 Fire

 Season in the amount of $31,000.00 as a result of carryover from

 FY 24-25

5. Apparatus replacement is close to completion with modernization

 of current fleet.

6. The passing of a new Option Levy by the DBFD constituents.

**Challenges**

FY 2025/2026 Focus

1) Refurbish “Old Engine 21’ and

 equipment similarly to the

 “New Engine 21”

2) Updating SOG’s/SOP’s with

 collaboration from

 administration & personnel

3) Begin the focus on SRGP Grant

 Project for FS 23

4) Fill firefighter vacancy

5) Annex Immonen Road

6) Continued focus on internal

 training and leadership

 opportunities

 7) Build DBFD dedicated training

 facility to accommodate rescue,

 fire attack, and drills.

8) Continue to pursue

 regionalization and partnerships.

9) Continue purchasing new PPE for

 all members and begin a life cycle

 rotation for replacement.

10) Continue modernization offleet,

 radios, and fire equipment

1. Federal and State grant funding has become highly

competitive resulting in a loss of revenue.

2. Limited growth opportunities due primarily to geographic

Roadblocks

3. Current Labor negotiations

4. Current reluctance by neighboring partners to pursue

consolidation/merger.

5. Revenue challenges to continue to meet the demands of

increasing cost of labor, materials, and goods.

6. Continued concerns of employee turnover.

Depoe Bay Fire District Budget Committee,

The District has and will continue the ongoing practice of providing a transparent budgeting process with input from citizens, the Board of Directors, the Budget Committee, and all Depoe Bay Fire District members.

The Fire District continues to evolve and grow, we will always adhere to our guiding documents and vision for the future.

The Fire District has a fiduciary responsibility to utilize the citizen’s dollars in a creative ways and to look for more efficient ways to deliver fire and emergency services to our community.

Our success includes communication, collaboration, respect, and transparency.

Sincerely, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thomas R. Jackson Fire Chief

**Budget Summary:**

This budget factors our permanent tax rate of $.8323 per $1000 of Assessed Valuation, and an optional levy tax rate of $1.39 per $1000 of Assessed Valuation. The District is projecting Assessed Valuation growth of 3% and anticipates a 94% collection rate.

The total general fund budget for the 2025/2026 fiscal year is $4,084,371 Below is the breakdown of revenues and expenditures. Income includes interest and donations.

|  |  |  |
| --- | --- | --- |
| **Budgeted Revenues** | **FY 2024/25** | **FY 2025/26** |
| **Balance Forward from Previous FY** | **$2,631,882** | **$2,228,293** |
| **Property Taxes** | **$1,241,364** | **$1,288,337** |
| **Optional Levy Taxes** | **$1,648,712** | **$2,174,972** |
| **Grants (Federal & Non-Federal)** |  **$0** |  **$0** |
| **Other Income (Transfers, Interest)** | **$124,807** | **$363,133** |
| **Total** | **$5,646,764** | **$6,054,735** |

|  |  |  |
| --- | --- | --- |
| **Budgeted Expenditures** | **FY 2024/25** | **FY 2025/26** |
| **Personnel Services** | **$2,448,173** | **$2,448,102** |
| **Materials & Services** | **$570,183** | **$803,830** |
| **Capital Outlay** | **$567,500** | **$539,200** |
| **Debt Service** | **93,239** | **$93,239** |
| **Contingency/Transfer Out** | **$200,000** | **$200,000** |
| **Total** | **$3,879,095** | **$4,084,371** |

**5. 2025-2026 BUDGET AND DISCUSSION –** After delivering the Budget Message Chief Jackson

went through the Guidance/Assumptions for the 2025-2026 budget with the Board/Budget

Committee members. During this process he fielded questions from committee members.

Director Kathy Lebeuf asked after completion of the Otter Rock Station Seismic Retrofitting,

how much more money are we going to need to do whatever else you want to do? She

continued by saying we spent a lot of money here (FS22 Gleneden Beach Station) after it’s

Seismic Retrofit. Chief Jackson replied by saying we spent money here specifically to address

our IT needs. He said our IT Hub is now here, and the idea is to link both Fire Station 21 in

Depoe Bay and Fire Station 23 in Otter Rock so we are all connected and part of the same

network. He continued by saying they also need to upgrade the radio communication systems

there, and they anticipate replacing furniture at that station for use for either our reserve fire

fighters that we end up bringing on board and for any move-up companies that come up to

cover our district so they would have a place where they can come and relax, make dinner, etc.

We just want to make each station redundant of each other and in the end it will not amount to

much at that station. He said if you remember we had the asphalt replaced in the front of the

that station a couple of years ago and we are going to need to replace the asphalt in the back

most likely after the Seismic project is complete. A brief discussion was had on PERS and the

Milliman report. Chief Jackson advised that health insurance continues to see a rise, discussed

was a six percent increase, and noted they included a rate history over the last fourteen years

and on the seven-year average it has seen a 3.75 percent increase. He continued going over

additional increases on other line items including but not limited to Grimstad & Associates,

Local Government Law, Fitzimmons accounting services to name a few. He discussed the

inclusion of an updated apparatus replacement plan, and spoke about the two oldest pieces of

apparatus; as well as much of the equipment that is housed on the apparatus and the

importance of that equipment. He spoke on the refurbishment of the 2010 Pierce Impel

engine and noted that it will add a little more service life to the fleet, however the third

apparatus we have must be replaced once the refurbishment of the 2010 Pierce is complete. He

reported that they do have some money stowed away in reserves due to the fact that they put

away a hundred thousand dollars annually for capital replacement, so at some point we are

going to have to look at purchasing that apparatus, maybe sooner rather than later and

discussed why with increasing production costs. Kathy Lebeuf said when you do the

refurbishment what is the life expectancy on that? Chief Jackson replied, “We will get another

ten out of it, and maybe a little more because it is not used as much.” A brief discussion

continued during which Director Kathy Lebeuf said in the future it would be helpful for

budgeting if you do a list like this for each Station that you can look at every year during your

budgeting and can easily see items that have reached end of life, so you have an ongoing report

on each station. Chief Jackson agreed they can do something similar to this report and said they

will also have something similar as it related to turnout gear, breathing apparatus, rescue gear,

PPE etc. because those are continuous costs that we are going to have to incur and anticipate.

He noted there are grants available, and they will continue to look into that, but also noted

these grants are becoming more and more competitive.

**Budget Requests:** Chief Greeley then gave a quick synopsis of his Training Division Budget

requests including providing justification of those requests which included equipment and

training props, officer development, and getting our firefighting staff new training outside of

the department. Chief Jackson said over the course of the last few years we have had some

turnover which has created some issues with some depth of our organization. He advised at

one point we used to have multiple Engineers and several qualified personnel to step up in the

Officers position if there was a Captain that elected to take vacation or was out sick. Because of

the vacancies we have new staff and have a pretty young core of new firefighters so our

depth is lacking right now and part of this is to address the lack of depth. Chief Greeley added

and in the long run that is an overtime savings for us and alleviates some of the stress for our

firefighters. Live fire training is important for the training division as well, not only for our guys

but to be able to facilitate training but also to get them to experience it. Chief Jackson said it is

nice to have training in house, but one of the other things we are looking to do is to have our

guys attend outside training, noting that he and Chief Greeley both attended the Leadership

conference in Portland this year and got a lot out of it. He said we want to be able to send our

guys to outside training that is appropriate to allow them to get an understanding of what it is

like on the outside. He continued by saying sometimes when you are stuck here you are not

getting out there and collaborating with other professional firefighters and tend to kind of loose

perspective of what it is like in other departments, so we want to be able to open them up to

some other avenues of experience and training and bring back what they have learned and

share it with the rest of the crew. Chief Greeley noted that it is also a good motivator and

reinvigorates the guys when they learn new stuff. Chief Greeley continued by saying we are

trying to do as much training as we can in-house and listed several items already planned.

**6. MOTION FOR APPROVAL OF BUDGET -** Budget Chair Colleen Hartel made a motion for approval of FY 2025-2026 budget as presented at the rate of $.8323 per $1000 of assessed value for operating purposes, **(See Motion #2)** and another Motion for approval of FY 2025-2026 voter approved general operating local option levy as presented at the rate of $1.39 per $1000 of assessment. Rick McGraw seconded both motions. **(See Motion #3)**

**7. ADDITIONAL DISCUSSION –** Budget Chair Colleen Hartel said she is impressed and for a

layperson it was easy for her to understand going through it. Budget Committee member Dylan

Smith said this was the most solid budget he has seen from the District for a long time.

The meeting adjourned at 11:52 am.

**Motion # 1** **and Voting Record:**

Date: May 13, 2025

|  |  |  |  |
| --- | --- | --- | --- |
| Motion Made By: |  | Motion Seconded By: |  |
| X | Robert Batty |  | Robert Batty  |
|  | Paul Erskine |  | Paul Erskine |
|  | Janel Gifford |  | Janel Gifford |
|  | Kathy Lebeuf |  | Kathy Lebeuf |
|  | Rick McGraw | X | Rick McGraw |
|  | Colleen Hartel |  | Colleen Hartel |
|  | Dylan Smith |  | Dylan Smith |
|  | Dick Chaplain |  | Dick Chaplain |

**Motion # 1:** To nominate Budget Committee Member Colleen Hartel as Budget Chair.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  FOR |  AGAINST | ABSTAINED |  COMMENTS |
| Paul Erskine | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Robert Batty | X |  |  |  |
| Kathy Lebeuf | X |  |  |  |
| Rick McGraw | X |  |  |  |
| Colleen Hartel | X |  |  |  |
| Dylan Smith | X |  |  |  |
| Dick Chaplain | X |  |  |  |

RESULTS

|  |  |
| --- | --- |
| PASSED  |  FAILED |
| X |   |

**Motion # 2** **and Voting Record:**

Date: May 13, 2025

|  |  |  |  |
| --- | --- | --- | --- |
| Motion Made By: |  | Motion Seconded By: |  |
|  | Robert Batty |  | Robert Batty  |
|  | Paul Erskine |  | Paul Erskine |
|  | Janel Gifford |  | Janel Gifford |
|  | Kathy Lebeuf |  | Kathy Lebeuf |
|  | Rick McGraw | X | Rick McGraw |
| X | Colleen Hartel |  | Colleen Hartel |
|  | Dylan Smith |  | Dylan Smith |
|  | Dick Chaplain |  | Dick Chaplain |

**MOTION #2**: Motion for approval of FY 2025-2026 budget as presented at the rate of $.8323

per $1000 of assessed value for operating purposes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  FOR |  AGAINST | ABSTAINED |  COMMENTS |
| Paul Erskine | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Robert Batty | X |  |  |  |
| Kathy Lebeuf | X |  |  |  |
| Rick McGraw | X |  |  |  |
| Colleen Hartel | X |  |  |  |
| Dylan Smith | X |  |  |  |
| Dick Chaplain | X |  |  |  |

RESULTS

|  |  |
| --- | --- |
| PASSED  |  FAILED |
| X |   |

**Motion # 3** **and Voting Record:**

Date: May 13, 2025

|  |  |  |  |
| --- | --- | --- | --- |
| Motion Made By: |  | Motion Seconded By: |  |
|  | Robert Batty |  | Robert Batty  |
|  | Paul Erskine |  | Paul Erskine |
|  | Janel Gifford |  | Janel Gifford |
|  | Kathy Lebeuf |  | Kathy Lebeuf |
|  | Rick McGraw | X | Rick McGraw |
| X | Colleen Hartel |  | Colleen Hartel |
|  | Dylan Smith |  | Dylan Smith |
|  | Dick Chaplain |  | Dick Chaplain |

**MOTION #3**: Motion for approval of FY 2025-2026 voter approved general operating local

option levy as presented at the rate of $1.39 per $1000 of assessment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  FOR |  AGAINST | ABSTAINED |  COMMENTS |
| Paul Erskine | X |  |  |  |
| Janel Gifford | X |  |  |  |
| Robert Batty | X |  |  |  |
| Kathy Lebeuf | X |  |  |  |
| Rick McGraw | X |  |  |  |
| Bill Hanson | X |  |  |  |
| Colleen Hartel | X |  |  |  |
| Dylan Smith | X |  |  |  |
| Dick Chaplain | X |  |  |  |

RESULTS

|  |  |
| --- | --- |
| PASSED  |  FAILED |
| X |   |