



**YAMHILL FIRE PROTECTION DISTRICT
Budget Committee Meeting
275 South Olive, Yamhill Oregon**

Date: Tuesday, April 28, 2020

Call to Order: At 7:06 pm by board President Phillips. Good evening, this is Jim Phillips, President of the Yamhill Fire Protection District. It is currently 7:06 pm on April 28, 2020 and the Fiscal Year 2020/2021 Budget Committee meeting is now in session.

Confirming Member Access

First, please permit me to officially confirm that all directors, budget committee members and staff are present and can hear me.

Directors, when I call your name, please respond in the affirmative.

President James Phillips - Present
Vice President Jon Peasley - Present
Secretary Joe Tavera - Present
Treasurer Clint Giberson - Present
Director Paul VanDeGrift – Present
Budget Member Mark Pendgrgrass - Present
Budget Member John Gregor – Present
Budget Member Mitchell Robbins – Present
Budget Member Jay Disbrow – Present
Budget Member Jonathon Phillips - Present

Thank you. All 2020/2021 Budget Committee Members are present.

Staff, when I call your name, please respond in the affirmative

State each staff member name and pause for confirmation

Fire Chief Brian Jensen
Assistant Fire Chief Trampas Bergstrom

Public attending:
Yvettee Potter
John

Thank you



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Budget Committee Meeting
275 South Olive, Yamhill Oregon

Introduction to Remote Meeting

This Budget Committee meeting is being conducted remotely in order to mitigate the transmission of the novel coronavirus and reduce risk of COVID-19 illness in accordance with Governor Brown's Executive Order 20-12 to suspend all public gatherings.

Oregon Public Meeting Law allows public bodies to meet entirely remotely as long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Technical Difficulties

Chief Jensen is facilitating the technical side of this meeting today. If at any time you experience technical difficulties, please call Chief Jensen at 503-680-8022 and I will assist you in reconnecting to the meeting.

If at any time a director or staff loses connection with the meeting, the meeting will be paused until they have reconnected.

I will be signaling the need to pause if we do have a technical difficulty.

Recording and Participation

Please note that this Budget Committee Meeting is being recorded and that some attendees are participating by video conference.

Accordingly, please be aware that others may be able to see you and take care not to accidentally "screen share" your computer. Anything that you broadcast may be captured by the recording.

Materials

All supporting materials that have been provided to members of this body are now available on the District's website unless otherwise noted. The public is encouraged to follow along.

Jim Phillips introduced the budget committee members. He opened nominations for Chair of the budget committee meeting. Jim Phillips was nominated to serve as Chair for the meeting.



YAMHILL FIRE PROTECTION DISTRICT
Budget Committee Meeting
275 South Olive, Yamhill Oregon

Motion: Clint Giberson moved to appoint Janes Phillips as Chairman of the Budget Committee, seconded by Paul Van De Grift. Motion passed. (10) Ayes (0) Nays

- Chair Phillips turn the meeting over to the District Budget Officer Chief Jensen who presented the proposed budget to the committee. Chief Jensen began with the Budget Message
 - Accomplishments
 - Grants
 - The Challenges Ahead
 - Growth and Call Volume

There were no questions from the Committee members.

Chief Jensen continued his presentation.

- Resources
 - General Fund
- Expenditures
 - General Fund – Personal Services – Jay Disbrow purposed a 3% salary increase for the Chief and Assistant Chief. Discussion – Chief Jensen explained that the amount coming from the SAFER ACT Grant is max at \$50,000 for the Assistant Chief, any pay increase to that position would need to come out of the District General Fund.

Motion: Jay Disbrow Moved that the Fire Chief and Assistant Fire Chief be given a 3% increase in Salary for the 2020/2021 budget year and approve the following changed to the 2020/20221 proposed budget. Change Personal Services Line 1 Fire Chief from \$73,855.00 to \$76,070.00, change Line 2 Assistant Fire Chief from \$0.00 to \$1,500.00, and change line 9 Conflagration from \$40,000 to \$36,285.00Seconded by Clint Giberson. Motion pass (10) Ayes (0) Nays

- General Fund – Material & Services – Chief Jensen presented the proposed budget and answer questions regarding the Professional Services why the big change from last year to this year. Chief Jensen explained that due to the Gas Station on going issues we spent a lot more in Legal fees, that issues has been closed so we will see that number drop. It was also asked what line item new PPE came out of. Chief Jensen explained that replacing old PPE would come out of Maintenance and Repair, new PPE for new members would come out of Line 22 Small Equipment and for new people under the SAFER ACT GRANT it would



YAMHILL FIRE PROTECTION DISTRICT
Budget Committee Meeting
275 South Olive, Yamhill Oregon

come out of Line 25. Ended discussion with no changes at this time. Chief Jensen also explained that the new Budget laws have changed so that were we used to have these items that are listed in Line 22, used to be on line 1 of the General Fund – Capital Outlay – Equipment. For items to be in Capital Outlay they must be over \$5,000 per item and have a life span of more than a year.

- General Fund – Capital Outlay / Contingency – No changes
-
- Reserve Funds – Resources and Requirements –
 - Equipment Reserve Fund. – Chief Jensen advised that the Board had closed this fund due to the bank service charge each month and had moved that fund into the General Fund.
 - The Volunteer Firefighter Reserve Fund (VFRF). The Volunteer organization did not establish a non-profit status and, therefore, could not hold or distribute public funds, or those transferred from the District. The VFRF allows the District to act as a fiduciary for the Volunteer organization. Discussion was asked about raising this amount from \$3,000 to \$4,300.

Motion: Paul Van De Grift made a motion to add 3% increase to the Volunteer Transfer. Paul Van De Grift resend his motion.

Paul Van De Grift made a motion to increase the Volunteer Transfer from \$3,000 in Line 17 of the Capital Outlay to \$4,300. Seconded by Jon Peasley. Motion passed. (10) Ayes (0) Nays

Clint Giberson made a motion to decrease the Material Services Line 3 Maintenance and Repair from \$35,000 to \$33,700 and reducing the total of the Materials and Services from \$323,550.00 to \$322,250.00. Seconded by John Gregor. Motion passed. (10) Ayes (0) Nays

Clint Giberson made a motion to increase the Volunteer reserve fund line 5 from \$3,000 to \$4,300.00. Seconded by Paul Van De Grift. Motion passed. (10) Ayes (0) Nays

Chair Phillips asked the members for questions or comments on the proposed Budget. Hearing none, he entertained a Motion to accept as presented the proposed Yamhill Fire Protection District Budget for the 2020/2021 budget year.



**YAMHILL FIRE PROTECTION DISTRICT
Budget Committee Meeting
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Motion: Clint Giberson moved to approve the Yamhill Fire Protection District Budget of 2020-2021, as amended by the Budget Committee, and levy the permanent rate of .9081 per thousand dollars of assessed value for operation purposes and the Local Option Capital Levy of .55 per thousand dollars of assessed value for Capital projects. Approved are the 2020-2021 General Fund budgets in the amount of \$2,342,359.00, and the Volunteer Firefighter Fund in the amount of \$18,725.00. seconded by Paul Van De Grift. Motion passed (10) ayes, Zero (0) nays.

Before adjourning the Budget Committee Meeting, Chairman Jim Phillips thanked the Budget Committee for there time and work on the 2020-2021 budget.

Motion: To adjourn, by Clint Giberson, seconded by Paul van De Grift Motion passed (10) ayes, Zero (0) nays.

Meeting Adjourned: At 8:25 p.m.

Respectfully Submitted,
Brian Jensen
Fire Chief