

HOODLAND FIRE DISTRICT # 74
1ST BUDGET COMMITTEE MEETING MINUTES
MAY 18, 2021

Those Present: Board Members: Shirley Dueber, Darcy Lais, Mary Ellen Fitzgerald (Zoom), and Cliff Fortune. Budget Committee Members: Rhiannon Nicholson (Zoom), Gaynell Thornbrough, Karen Rogers, Dwight Pallander, and Kirk Peterson (Zoom). Staff: Jim Price; Fire Chief, Carol Norgard; Financial Manager, DC Scott Kline, and DC Brian Henrichs.

1. Call to Order: By Darcy Lais at 7:00 PM.
2. Roll Call.
3. Pledge of Allegiance: Led by DC Brian Henrichs.
4. Election of Budget Committee Officers.
 - A. Chairperson.

MOTION MADE: By Cliff Fortune to nominate Darcy Lais as the Budget Committee Chairperson.

2ND: By Gaynell Thornbrough.

DISCUSSION: None.

VOTE: Passed Unanimously. Shirley Dueber (Aye), Darcy Lais (Abstain), Cliff Fortune (Aye), Rhiannon Nicholson (Aye), Gaynell Thornbrough (Aye), Karen Rogers (Aye), Dwight Pallander (Aye), and Kirk Peterson (Aye). Darcy Lais was voted in as the Budget Committee Chairperson.

B. Secretary.

MOTION MADE: By Shirley Dueber to nominate Gaynell Thornbrough as the Budget Committee Secretary.

2ND: By Cliff Fortune.

DISCUSSION: None.

VOTE: Passed Unanimously. Shirley Dueber (Aye), Darcy Lais (Aye), Cliff Fortune (Aye), Rhiannon Nicholson (Aye), Gaynell Thornbrough (Abstain), Karen Rogers (Aye), Dwight Pallander (Aye), and Kirk Peterson (Aye). Gaynell Thornbrough was voted in as the Budget Committee Secretary.

5. Receive Budget Message.

A. Fire Chief Jim Price reviewed the budget message highlights.

- i. The FY 2021-2022 Budget is higher because it includes grants that have been applied for that may be awarded. If the grants are not awarded then the funds will not be spent.
- ii. The General Fund makes up about 77% of the Budget and is used to record financial transactions for the Fire District for expenditures and tax revenues. The General Fund is divided up into 52% Personnel Services and 48% Materials and Services, Contingency U.E.F.B. Transfers to Reserve Accounts.
- iii. Local Option Levy, the FY 2021-2022 Budget is the 3rd year of the 5 year Levy and makes up 5% of the General Fund.
- iv. Capital Reserve Funds make up the remaining 23% of the Budget. The three funds are used to save for nonrecurring major expenditure of items. Funds are being added to the Apparatus and Fire Equipment Reserve. Budget includes upgrading the living quarters and the generator at the Main Station.
- v. This is a conservative and balanced budget that meets all federal and state mandates as well as local obligations.

6. Review and Act of the Budget Document.

A. Resources Tab.

- i. Revenue from interest, grants funds, taxes to be received reimbursements, etc.

B. Summaries Tab.

- i. Package #1 - Personnel Services \$2,678,466.00 includes potential grant funds.
- ii. Package #2 – Materials and Services \$793,834.00.
- iii. Package #4 – Capital Outlay \$343,117.00.
- iv. Transfers to Reserve Accounts – \$53,632.00.
- v. Operating Contingency - \$250,000.00.

6. B. Continued

vi. U.E.F.B. - \$1,000,000.00.

vii. General Fund Total \$5,119,049.00

viii. U.E.F.B. Reserves - \$598,428.00.

ix. Reserved Fund Expenditures - \$950,000.00.

x. Total of All Funds \$6,667,477.00.

C. Personnel Tab.

i. Salaries and benefits for employees and volunteers.

ii. Line items are grayed out for potential grant funds.

D. Materials and Services Tab.

i. Transfers to Reserve Accounts: \$25,000.00 to Apparatus and \$28,632.00 to Firefighting Equipment.

ii. Operating Contingency: \$250,000.00.

iii. U.E.F.B.: \$1,000,000.00.

iv. Increases in utilities, insurance, computer replacement, vehicle maintenance, dispatching fees, training, etc.

v. Materials and Services Total \$793,834.00.

E. Capital Outlay Tab.

i. Capital Outlay is higher because it includes grants that have been applied for that may be awarded.

ii. Capital Outlay Total \$343,117.00.

F. Reserve Accounts Tab.

i. Apparatus Reserve Balance \$265,740.00.

ii. Building Reserve Balance \$913,756.00.

iii. Firefighting Equipment Balance \$368,932.00.

7. Determine the Next Step in the Budget Process.

A. Recess. Not needed

B. Adopt the budget.

MOTION MADE: I, Dwight Pallander move that the Hoodland Fire District No. 74 budget committee approve taxes for the 2021-2022 fiscal year at the permanent rate of \$2.6385 per \$1,000 of assessed value and \$0.25 per \$1,000 of assessed value for the local option tax for all funds to levy taxes. For operating purposes: for total expenditures not to exceed \$6,667,477.00 and we approve the attached 2021-2022 budget as submitted.

2ND: Gaynell Thornbrough.

DISCUSSION: None.

VOTE: Passed Unanimously. Shirley Dueber (Aye), Darcy Lais (Aye), Cliff Fortune (Aye), Mary Ellen Fitzgerald (Abstain), Rhiannon Nicholson (Aye), Gaynell Thornbrough (Aye), Karen Rogers (Aye), Dwight Pallander (Aye), and Kirk Peterson (Aye). The FY 2021-2022 Budget is approved.

8. Adjournment by Darcy Lais at 8:18 PM.

Respectfully Submitted,

Carolyn M. Norgard
Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant