

**CANBY FIRE DISTRICT
BUDGET COMMITTEE MEETING**

Wednesday, April 26, 2023

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 checked="" 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 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"/>	DC Jim Walker
				<input type="checkbox"/>	AAIII Leanna Shaw

Also in Attendance: FF Shunn

CALL TO ORDER (Fire Chief Davis)

A motion to move into the Budget Committee Meeting was made by Steve Thoroughman. The motion was seconded by Buner Ellis III and unanimously approved.

The meeting was called to order by Shawn Carroll at 1834 hours.

ZOOM MEETING INSTRUCTIONS (Division Chief Dale)

Chief Dale provided a brief overview of the Zoom Meeting Procedures. He shared that we are required by ORS to provide an electronic meeting platform. He will be monitoring the Zoom link for any attendees and announce those attendees accordingly.

BUDGET COMMITTEE INTRODUCTION and ORIENTATION (Chief Finance Officer Fawcett)

Chief Davis thanked the Budget Committee members for their time and he welcomed Jerry Burn to the Budget Committee as our newest member. Chief Davis thanked staff and the line crew for all of their hard work on the budget. He emphasized that everyone plays a part in this process and all work very hard to balance the budget in the most collaborative and conservative manner.

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

Nominations for Budget Presiding Officer were opened by Shawn Carroll.

A vote to elect John Zieg as Budget Presiding Officer was made by Paula Brotherton. The votes were as follow:

In Favor: Unanimous

Opposed: None

Results: John Zieg was elected Budget Presiding Officer / Budget Committee Chair.

Nominations for Budget Presiding Officer were closed by Shawn Carroll.

Nominations for Budget Vice Chair were opened by Shawn Carroll.

A vote to elect Paula Brotherton as Vice-Chair was made by John Zieg. The votes are as follow:

In Favor: Unanimous

Opposed: None

Results: Paula Brotherton was elected Budget Committee Vice-Chair.

Nominations for Vice Chair were closed by Shawn Carroll.

A MOTION TO ESTABLISH BUDGET COMMITTEE RULES (Budget Committee Chair)
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 Steve Thoroughman and unanimously approved.

2022 ACCOMPLISHMENTS (Fire Chief Davis)

Chief Davis shared a PowerPoint presentation of the 2022 accomplishments.

A 5-minute recess was called at 1925 hours.

FY 2022 / 2023 PROPOSED BUDGET PRESENTATION

Budget Message (Fire Chief Davis)

Chief Davis reviewed the FY24 Budget Message.

Revenue (Chief Financial Officer Fawcett)

CFO Fawcett reviewed the FY24 Budgeted Revenue.

Personnel Services (Fire Chief Jim Davis)

Chief Davis reviewed the FY24 Budgeted Personnel Services

Materials & Services (FC Davis, DC Dale, DC English, DC Walker, and DC Austen)

Administrative Staff reviewed the highlighted FY24 Materials & Services line items.

Capital Outlay (Division Chief Walker)

Administrative Staff reviewed the highlighted FY24 Materials & Services line items.

Contingency (Chief Financial Officer Fawcett)

CFO Fawcett reviewed the FY24 Budgeted Contingency Fund.

Debt Service Fund (Chief Financial Officer Fawcett)

CFO Fawcett reviewed the FY24 Budgeted Debt Service Fund.

Reserve Funds (Chief Financial Officer Fawcett)

CFO Fawcett reviewed the FY24 Budgeted Reserve Fund.

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 2023 / 2024 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 2023/ 2024 at the rate of \$1.5456 per \$1,000 of assessed value was made by Paula Brotherton. The motion was seconded by Shawn Carroll 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 2023/ 2024 at the rate of \$0.45 per \$1,000 of assessed value in the event that the Replacement Levy is not approved by our voters was made by Paula Brotherton. The motion was seconded by Steve Thoroughman and unanimously approved.

A Motion to Set & Approve Replacement Local Option Levy Rate, if Passed by Voters

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 2023/ 2024 at the rate of \$0.95 per \$1,000 of assessed value in the event that the Replacement Levy is approved by our voters was made by Paula Brotherton. The motion was seconded by 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 2023/ 2024 at the amount of \$600,833.44, which is calculated to be sufficient to fulfill the G.O. Bond Debt Service requirements for tax year 2023/ 2024, 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 Ron Swor and unanimously approved.

A Motion to Approve and Recommend the FY 2023 / 2024 Budget

A motion to approve and recommend to the Canby Fire District Board of Directors, the Canby Fire District FY 2023/ 2024 Budget as presented, with the addition of the "Fire Inspection Fee" line in revenue, was made by Paula Brotherton. The motion was seconded by Tim Nichols and unanimously approved.

GOOD OF THE ORDER (Fire Chief Davis)

- Chief Davis thanked the Budget Committee for their excellent discussion and their participation in this year's process. He noted that this is his last Budget Committee meeting as his retirement is pending.
- CFO Fawcett sincerely thanked Chief Davis for his significant contribution to the fiscal health of Canby Fire District. All recognized Chief Davis' incredible impact upon the organization as a whole and gave him wholehearted appreciation.

ADJOURNMENT (Budget Committee Chair)

A motion to adjourn from the Budget Committee meeting was made by Buner Ellis III. The motion was seconded by Steve Thoroughman and unanimously approved.

Meeting adjourned at 2057 hours.

APPROVED

Director Buner Ellis III
Board Secretary/Treasurer