

# Hoodland Fire District #74



**Duty • Honor • Community**

## **2023-2024** **Annual Budget**

HOODLAND FIRE DISTRICT #74

Budget Calendar

Fiscal Year 2023-2024

- December 13 - Regular Board of Directors Meeting. Confirm budget committee members.
- January 10 - Regular Board of Directors Meeting. Designate the 2023-2024  
OR Budget Officer(s), new Committee Members and Approval of a  
February 14 2023-2024 Budget Calendar
- April 19 - Publication First Notice of all Budget Committee Meetings
- April 20 - Budget requests due from staff, all officers, station personnel, Volunteer President, CERT, Support Group. All to be delivered to the Fire Chief prior to 1600 hours
- May 3 - Publication Second Notice of all Budget Committee Meetings
- May 10 - Distribution of proposed budget to Budget Committee Members. Copies available to the general public.
- May 16 - First Budget Committee meeting 1900 hours (7:00 PM)
- May 17 - Publication Second Notice of Second & Third Budget Committee Meetings
- May 23 - Second Budget Committee meeting 1900 hours (7:00 PM)
- May 30 - Third Budget Committee meeting 1900 hours (7:00 PM) [IF NEEDED]
- May 31 or June 7 - Publication of Budget Hearing and Financial Summary LB-1
- June 13 - Budget Hearing, Adopt Budget, Make Appropriations, Levy Taxes
- July 6 - 2 copies of adopted budget, Resolutions and tax levy delivered to Clackamas County Tax Assessor's office and County Clerk

**HOODLAND FIRE DISTRICT #74  
FISCAL YEAR 2022/2023**

**\* BOARD OF DIRECTORS \***

		<u>Fiscal Year</u>
<b>President</b>	- Cliff Fortune	Position 5 (7/2021-6/2025)
<b>Vice-President</b>	- LeNora Gambee	Position 4 (7/2021-6/2025)
<b>Secretary/Treasurer</b>	- Mary Ellen Fitzgerald	Position 3 (7/2021-6/2025)
<b>Board Member</b>	- Jacob Rackley	Position 1 (7/2019-10/2021)
<b>Board Member</b>	- Jacob Rackley	Position 1 (11/2021-6/2023)
<b>Board Member</b>	- Shirley Dueber	Position 2 (7/2019-6/2023)

**\* BUDGET COMMITTEE \***

		<u>Calendar Year</u>
<b>Member</b>	- Karen Rogers	Position 1 (1/2021-12/2023)
<b>Member</b>	- James Nice	Position 2 (1/2022-12/2024)
<b>Member</b>	- Kirk Peterson	Position 3 (1/2021-12/2023)
<b>Member</b>	- Rhiannon Nicholson	Position 4 (1/2023-12/2025)
<b>Member</b>	- Jeremy Goers	Position 5 (2/2023-12/2025)

**\* ADMINISTRATIVE STAFF \***

<b>Fire Chief</b>	- James Price III
<b>Division Chief</b>	- Scott Kline
<b>Division Chief</b>	- Brian Henrichs
<b>Office Administrator</b>	- Kelli Ewing
<b>Administrative Asst.</b>	- Carol Norgard
<b>Lieutenant</b>	- Eric Macy
<b>Lieutenant</b>	- Evan Jarvis
<b>Lieutenant</b>	- James Lucas
<b>Senior Fire Fighter</b>	- Matt Nicholson
<b>Senior Fire Fighter</b>	- Jason Kish
<b>Senior Fire Fighter</b>	- Aaron Marshall



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# HOODLAND FIRE DISTRICT #74

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69634 E. Hwy 26 • Welches, Oregon 97067  
hoodland@hoodlandfire.org  
Phone 503-622-3256  
Fax 503-622-3125

## BUDGET COMMITTEE MEETING AGENDA

MAY 16, 2023

7:00 PM

This meeting is open to the public to attend in person

To attend via Zoom Meeting

<https://us06web.zoom.us/j/8113499270>

Meeting ID: 811 349 9270

Call In #: +1 253 215 8782 US (Tacoma)

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ELECTION OF BUDGET COMMITTEE OFFICERS
  - A. Chairperson
  - B. Secretary
- 5) RECEIVE BUDGET MESSAGE
- 6) REVIEW AND ACT ON THE BUDGET DOCUMENT
- 7) PERSONS TO BE HEARD regarding the Budget
- 8) DETERMINE THE NEXT STEP IN THE BUDGET PROCESS
  - A. Recess until Tuesday May 23, 2023 at 7:00 PM if an additional meeting is needed.
  - B. Adopt the budget.

Motion Made By: I \_\_\_\_\_ move that the Hoodland Fire District No. 74 budget committee approve taxes for the 2023-2024 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 \$5,879,187 and we approve the attached FY 2023-2024 budget as submitted.

- 8) ADJOURN IF BUSINESS IS CONCLUDED

**Hoodland Fire District #74 Budget Meeting Agenda 5/16/2023**



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# HOODLAND FIRE DISTRICT #74

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69634 E. Hwy 26 • Welches, Oregon 97067  
hoodland@hoodlandfire.org  
Phone 503-622-3256  
Fax 503-622-3125

## **BUDGET MESSAGE**

### **Fiscal Year 2023-2024**

To the members of the Board, the Budget Committee and the citizens of the Hoodland Fire District #74, the recommended annual budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, is presented as required by ORS 294.426 for your consideration.

You, as the Budget Committee, have the right to make changes to any section of this proposed document before you approve it. The Board of Directors cannot vary any appropriations by more than 10% in any fund without the entire Budget Committees approval.

The District had originally intended to switch to the modified accrual form of accounting with the 2022-23 budget and moving forward. However, with recent GASB changes and on the advice of our auditors we have elected to remain on a cash basis for accounting purposes.

The Fire District continues to trend in a positive direction; and I am encouraged by the efforts of the board and staff. The budget for FY 2022-23 saw the district able to continue to restore some of the cuts made the years prior and this year's budget continues that trend. As before, rising personnel costs and saving for future needs remain the district's biggest concerns. We have been able to address the Capital reserve funds, Budget to pay off our C800 Motorola debt and it appears we will be receiving a State Fire Marshal's grant for a line firefighter. I am pleased to present this year's budget, balanced and in my opinion continuing to move in the right direction.

The FY 2023-24 budget includes several projects including:

- Grant funds for a Firefighter/Paramedic through the State Fire marshal's Office.
- Grant funds for summer severity staffing.
- A significant deposit into the Apparatus reserve account.
- A significant deposit into the Capital Facilities and Equipment account (to "hold serve").
- Funds for the Consulting services for a new fire station.
- Funds to pay off the remaining debt owed to C800 for our Radios.
- Funds to replace the public reader board in front of station 351.
- \$29,041 for assistance with community Firewise efforts.

The district's staff has worked very hard this year to present a budget that will meet the service needs of the district's taxpayers, while keeping overall costs down. This year's budget includes several large projects and reflects the expenditure/reserve of a significant amount of grant funds. The proposed budget for the Hoodland Fire District for FY 2023-24 is balanced at \$7,709,738.

The Fire District uses three funds to track resources and expenditures: The General Fund, Apparatus Reserve Fund, and the Facilities and Firefighting Equipment Reserve Fund. Additionally, the district has a local option levy to support operations.

### **GENERAL FUND**

The General Fund is used to record financial transactions of the Fire District as it relates to providing emergency medical service, fire suppression, fire prevention and administration of the Fire District. Tax revenues, cash carryforward, Local Option taxes and grant awards are the main sources of revenue for this fund. The General Fund makes up approximately 76% of the total budget at \$5,879,187.

Personnel Services make up a large portion of the General Fund at approximately 47% and includes wages and benefits for the district's full-time employees. Materials and Services, Contingency, UEFB and transfers to reserves make up the other 53% of the General Fund.

### **LOCAL OPTION LEVY**

The tax revenue received from a local option levy must be utilized only for the purpose for which it was approved in the ballot measure. The current five-year Local Option Levy was established to ensure 24-hour response by career firefighter/paramedics and Chief Officers and to assist the community with Firewise activities and was approved beginning the FY 2019-20.

The Local Option Levy Fund makes up 5% of the general fund budget at \$292,293. For Fiscal Year 2023-24, the General Fund is budgeted to receive 100% of these funds.

### **CAPITAL RESERVE FUNDS**

The Capital Reserve Funds are a type of special fund that is used to save for (reserve) and record resources and expenditures needed to finance the building or acquisition of capital projects that are nonrecurring major expenditure items.

Resources can include the proceeds of General Obligation Bonds, Local Option Taxes, Grants and/or other revenues to include transfers authorized for financing capital projects. The district currently has two capital reserve funds, Apparatus and facilities and firefighting equipment reserve funds.

Current capital or maintenance items included in this year's budget include:

- Budgeted funds to replace the broken reader board at station 351.
- Budgeted funds to pay the remaining debt owed C800 for our Motorola radios.
- Budgeted funds for the replacement of two thermal imaging cameras.
- Budgeted for the replacement of three outdated defibrillator/monitors.
- Budgeted for painting and maintenance projects at station 352 and 353.
- Budgeted to finish the slip-in unit and upfitting for the CORE vehicle.

The two Capital Funds make up the remaining 24% of the total budget at \$1,830,551.

In conclusion, this proposed budget meets all federal and state mandates as well as local obligations. We believe this budget will not only allow the district to maintain its current level of service for the fiscal year 2023-2024 but enhance it. The revenue projections used to develop this budget are conservative to assure that revenue expectations are met, while the expenditures are based upon current actual expenditures and projections. I would like to publicly thank the entire staff for their help in preparing this budget; it was a team effort with input by all members of the District and special thanks to the members of the Budget Committee for their time and effort in considering this budget.

James Price  
Fire Chief/Budget Officer

**RESOURCES  
GENERAL FUND**

(Fund)

**Hoodland Fire District #74**

(Name of Municipal Corporation)

	Historical Data					RESOURCE DESCRIPTION	Budget for Next Year 2023-2024			
	Actual		Adopted Budget This Year Year 2022-2023				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-21	Un-Audited First Preceding Year 2021-22								
1	1,266,373	1,180,000	1,350,000	1	4600	Available cash on hand* (cash basis) or	1,850,000	1,850,000	1,850,000	1
2	81,783	0		2		Net working capital (accrual basis)				2
3	58,162	37,500	35,500	3	4210	Previously levied taxes estimated to be received	35,500	35,500	35,500	3
4	667	500	250	4	4800	Interest all accounts	10,250	10,250	10,250	4
5	0	0	1,253,525	5	4700	Transferred In or Out from other funds	0	0	0	5
6				6		<b>OTHER RESOURCES</b>				6
7	22,325	8,500	5,000	7	4800	Interest on LGIP	0	0	0	7
8	8	0	0	8		Short Term Loan	0	0	0	8
9	263,508	267,370	277,263	9	4111	<b>Other Taxes Local Option Levy</b>	292,293	292,293	292,293	9
10	134,087	133,600	139,100	10	4600	Two Savings 1 reg & Cell Tower @ CCB	147,425	147,425	147,425	10
11	46,468	28,500	25,500	11	4910	Miscellaneous Resources Other	25,500	25,500	25,500	11
12	0	0	7,500	12	4920	Sale of Assets	500	500	500	12
13	21,933	0	0	13		Grant FEMA SAFER 16 00663 ended 12-30-20	0	0	0	13
14	5,023	1,000	500	14	4320	Transportation/Out of District Response & AMR Reimb. Revenue	3,000	3,000	3,000	14
15	3,626	2,500	2,500	15	4320	Medical Supplies Reimbursement (AMR)				15
16	100,355	0	50,000	16	4410	Oregon State Conflagrations	50,000	50,000	50,000	16
17	0	293,110	209,903	17	4420	Grant FEMA AFG 2020 14134 SCBA's capitol 95/5%	0	0	0	17
18	0	8,522	0	18	4410	2021 VFA wildland clothing, prop, chainsaws 50/50%	0	0	0	18
19	0	41,860	0	19	4410	2021 WUI Wildland PPE WUI-145 100% line 63	0	0	0	19
20	113,061		0	20	4410	CARES Act funds received	0	0	0	20
21			341,000	21	4420	Grant FEMA AFG 2021 07541 new Water Tender 100%	0	0	0	21
22			7,640	22	4410	2022 VFA Grant	0	0	0	22
23			219,188	23	4420	Grant FEMA SAFER 2021 00892 4 Yrs. 100%	0	0	0	23
24			75,000	24	4410	Small Forestland Firewise Grant Government Camp 22-23	0	0	0	24
25			35,000	25	4410	2022 OR Severity Grant	35,000	35,000	35,000	25
26				26	4410	2023 ORFS Capacity Grant	344,850	344,850	344,850	26
27		294,286		27	4420	Grant FEMA SAFER 2020 00240 3 Yrs. personal svcs 100%	0	0	0	27
28				28						28
29	2,117,379	2,297,248	4,034,369	29		<b>Total resources, except taxes to be levied</b>	2,794,318	2,794,318	2,794,318	29
30			2,926,317	30	4110	Taxes estimated to be received	3,084,869	3,084,869	3,084,869	30
31	2,784,640	2,821,801		31	4200	Taxes collected in year levied				31
32	<b>4,902,019</b>	<b>5,119,049</b>	<b>6,960,686</b>	32		<b>TOTAL RESOURCES</b>	<b>5,879,187</b>	<b>5,879,187</b>	<b>5,879,187</b>	32

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year



FORM  
LB-30

**REQUIREMENTS SUMMARY**  
**ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY**  
 GENERAL FUND  
 (name of fund)

**Hoodland Fire District #74**

1	Historical Data			1	REQUIREMENTS FOR: <b>(Name of Org. Unit or Program &amp; Activity)</b>	Budget for Next Year 2023-2024			1
	Actual		Adopted Budget This Year Year 2022-2023			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-21	Un-Audited First Preceding Year 2021-22							
2	1,415,802	1,514,462	1,548,642	2	PERSONNEL SERVICES				2
3	860,163	1,170,456	1,016,749	3	Salaries, Wages, Overtime	1,594,340	1,594,340	1,594,340	2
4	138,850	180,942	132,366	4	Benefits	1,010,662	1,010,662	1,010,662	3
5	0	0	77,210	5	Grant Salaries, Wages, Overtime	82,695	82,695	82,695	4
6				6	Grant Benefits	57,488	57,488	57,488	5
7				7					6
8	2,414,815	2,865,860	2,774,967	8	TOTAL PERSONNEL SERVICES	2,745,185	2,745,185	2,745,185	7
9	12.00	11.00	11.00	9	Total Full-Time Equivalent (FTE)	12.00	12.00	12.00	8
10				10	MATERIALS AND SERVICES				9
11	172	6,000	7,000	11	Board - Election Expenses	11,500	11,500	11,500	10
12	9,752	8,000	10,000	12	Computers - Programs	18,000	18,000	18,000	11
13	58,861	191,950	201,075	13	Contractual Services	228,450	228,450	228,450	12
14	12,162	17,150	19,400	14	Dues Publications	19,400	19,400	19,400	13
15	775	11,300	15,300	15	Incentives Awards	16,000	16,000	16,000	14
16	48,037	55,130	61,000	16	Asset Liability Insurance	75,000	75,000	75,000	15
17	3,915	7,500	7,500	17	Logistical Support	7,500	7,500	7,500	16
18	153,505	117,000	119,107	18	Maintenance	168,125	168,125	168,125	17
19	100,691	71,750	65,700	19	Professional Services	83,000	83,000	83,000	18
20	103,655	212,954	254,762	20	Supplies	212,341	212,341	212,341	19
21	1,156	22,500	25,000	21	Travel and Tuition	25,000	25,000	25,000	20
22	62,644	72,600	72,600	22	Utilities	65,000	65,000	65,000	21
23	0	0	0	23	Grant Expenses	2,700	2,700	2,700	22
24				24					23
25				25					24
26				26					25
27	555,325	793,834	858,444	27	TOTAL MATERIALS AND SERVICES	932,016	932,016	932,016	26
28				28	CAPITAL OUTLAY				27
29	0	316,617	656,650	29	Grants	0	0	0	28
30	70,934	15,500	142,814	30	Equipment	10,000	10,000	10,000	29
31				31	Apparatus improvement	36,000	36,000	36,000	30
32	36,087	6,000	6,000	32	Office	0	0	0	31
33	98,619	5,000	5,000	33	Building repair replace rehab	0	0	0	32
34				34	Reserve fund expenditures	0	0	0	33
35	205,640	343,117	810,464	35	TOTAL CAPITAL OUTLAY	46,000	46,000	46,000	34
36	3,175,780	4,002,811	4,443,875	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	3,723,201	3,723,201	3,723,201	35

**REQUIREMENTS SUMMARY**  
**NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM**  
**GENERAL FUND**  
 (name of fund)

**Hoodland Fire District #74**

1	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year 2023-2024			1
	Actual		Adopted Budget This Year Year 2022-2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-21	Un-Audited First Preceding Year 2021-22						
1				PERSONNEL SERVICES NOT ALLOCATED				1
2				RESERVED FOR FUTURE EXPENDITURE wages & benefits	215,986	215,986	215,986	2
3								3
4	0	0	0	<b>TOTAL PERSONNEL SERVICES</b>	<b>215,986</b>	<b>215,986</b>	<b>215,986</b>	<b>4</b>
5				<b>Total Full-Time Equivalent (FTE)</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>5</b>
6				MATERIALS AND SERVICES NOT ALLOCATED				6
7								7
8								8
9	0	0	0	<b>TOTAL MATERIALS AND SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>
10				CAPITAL OUTLAY NOT ALLOCATED				10
11								11
12								12
13	0	0	0	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>
14				DEBT SERVICE				14
15								15
16								16
17	0	0	0	<b>TOTAL DEBT SERVICE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>
18				SPECIAL PAYMENTS				18
19								19
20								20
21	0	0	0	<b>TOTAL SPECIAL PAYMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21</b>
22				INTERFUND TRANSFERS				22
23		25,000	7,500	Transfer to Apparatus Reserve	240,000	240,000	240,000	23
24			1,159,311	Transfer to Facilities and Firefighting Equipment Reserve	200,000	200,000	200,000	24
25		28,632		Firefighting Equipment Services & Supplies Reserve				25
26	60,000			Building Reserve				26
27								27
28	60,000	53,632	1,166,811	<b>TOTAL INTERFUND TRANSFERS</b>	<b>440,000</b>	<b>440,000</b>	<b>440,000</b>	<b>28</b>
29			350,000	OPERATING CONTINGENCY	500,000	500,000	500,000	29
30			0	RESERVED FOR FUTURE EXPENDITURE				30
31			1,000,000	UNAPPROPRIATED ENDING BALANCE	1,000,000	1,000,000	1,000,000	31
32	60,000	53,632	2,516,811	<b>Total Requirements NOT ALLOCATED</b>	<b>2,155,986</b>	<b>2,155,986</b>	<b>2,155,986</b>	<b>32</b>
33	3,175,780	4,002,811	4,443,875	Total Requirements for ALL Org. Units/Programs within fund	3,723,201	3,723,201	3,723,201	33
34				Ending balance (prior years)				34
35	3,235,780	4,056,443	6,960,686	<b>TOTAL REQUIREMENTS</b>	<b>5,879,187</b>	<b>5,879,187</b>	<b>5,879,187</b>	<b>35</b>

**Detailed Requirements**  
General Fund Personal Services

(Fund)

Hoodland Fire District #74

	Historical data					Requirements for <u>Personal Services</u> (Name of program or organizational unit)	Budget for Next Year 2023-2024			
	Actual		Adopted budget this year 2022 – 2023				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second preceding year 2020 – 2021	Un-Audited First preceding year 2021 – 2022								
1	317,092	365,025	383,255	1	5100	All Chief's Salaries wages	402,415	402,415	402,415	1
2	92,629	95,408	100,188	2	5100	Admin Salaries wages	89,225	89,225	89,225	2
3	540,881	587,235	627,399	3	5100	Firefighter Salaries wages	644,900	644,900	644,900	3
4	81,147	140,942	120,866	4	5150	Grant Salaries wages	77,695	77,695	77,695	4
5	56,570	53,400	53,400	5	5210	Support nominal Fees	53,400	53,400	53,400	5
6	11,600	19,200	19,200	6	5220	Govy Resident program	0	0	0	6
7			40,200	7	5230	Govy Student program	59,400	59,400	59,400	7
8	397,030	394,194	325,000	8	5300	Overtime	345,000	345,000	345,000	8
9	57,703	40,000	11,500	9	5350	Grant overtime	5,000	5,000	5,000	9
10	849,292	1,148,456	118,394	10	5400	Employer Taxes	120,490	120,490	120,490	10
11			493,230	11	5500	Employer retirement costs	470,162	470,162	470,162	11
12			36,300	12	5500	LOSAP costs	36,300	36,300	36,300	12
13		22,000	210,825	13	5600	Employer medical benefits	218,710	218,710	218,710	13
14			60,000	14	5600	Employer HRA FSA costs	67,000	67,000	67,000	14
15	10,871		98,000	15	5700	Employer Benefits other WC-Life Ins	98,000	98,000	98,000	15
16			77,210	16	5750	Grant benefits all	57,488	57,488	57,488	16
17				17						17
18				18						18
19				19						19
20				20						20
21				21						21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30		Total full time equivalent (FTE)*	12	12	12	30
31				31		Ending balance (prior years)				31
32			0	32		Unappropriated ending fund balance				32
33	2,414,815	2,865,860	2,774,967	33		Total requirements	2,745,185	2,745,185	2,745,185	33

\*When budgeting for personnel services expenditures, include number of related FTE positions.

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## 2023 – 2024 REQUIREMENTS FOR PERSONNEL SERVICES

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### Total Full Time Equivalent (FTE) twelve (12)

1 Fire Chief  
2 Division Chief  
1 Office Administrator  
1 Part Time Office Staff  
7 Firefighters (1 from OSFM Capacity Grant)

Salaries and wages, grant salaries and wages, overtime, grant overtime, employer taxes, employer retirement costs, employer medical benefits expenses, grant benefits, employer other expenses (life insurance, EAP). Union personnel salaries and wages are based on the current collective bargaining agreement.

### Volunteers

Combination Fire District relies on volunteers to provide adequate response. Volunteers are compensated through Support Nominal Fees and the LOSAP Program

### Student Program

Starting a new program for up to five (5) students that will be compensated through Room and Board at the Government Camp Station, living expenses stipend, and education expenses reimbursement.

**Detailed Requirements**  
General Fund Materials and Services  
(Fund)

Hoodland Fire District #74

	Historical data			Requirements for <u>Materials and Services</u> (Name of program or organizational unit)			Budget for Next Year 2023-2024			
	Actual		Adopted budget this year 2022 – 2023				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second preceding year 2020 – 2021	Un-Audited First preceding year 2021– 2022								
1	172	5,000	5,000	1	6001	6010 Board Tuition Per Diem	6,500	6,500	6,500	1
2	0	1,000	2,000	2	6001	6020 Election Expenses	5,000	5,000	5,000	2
3	9,752	8,000	10,000	3	6100	computer programs new & updates admin	18,000	18,000	18,000	3
4	126,442			4	6125	<b>CONTRACTUAL SERVICES</b>				4
5		68,375	68,375	5	6125	C-Com Dispatch fees	65,500	65,500	65,500	5
6		17,325	19,100	6	6125	Copier lease & usage fees	11,000	11,000	11,000	6
7		42,600	50,000	7	6125	IT lease & usage fees	52,000	52,000	52,000	7
8		1,750	2,000	8	6125	Security, alarm systems	3,500	3,500	3,500	8
9		5,000	5,100	9	6125	Sleeper Rentals	12,000	12,000	12,000	9
10		1,500	1,500	10	6125	EMS Services, Zoll	1,500	1,500	1,500	10
11	17,984	8,000	7,000	11	6125	SCBA & bottle testing	10,000	10,000	10,000	11
12		2,400	2,600	12	6125	Personal Cell Phones	2,400	2,400	2,400	12
13				13	6125	Payroll/Insurance/Health benefits Processing Expenses	10,000	10,000	10,000	13
14		0	0	14	6125	24/7 Domicile Rental, repair, Insurance	0	0	0	14
15	35,690	39,600	40,000	15	6125	C-800 MEMBERSHIP FEE	55,150	55,150	55,150	15
16	5,187	5,400	5,400	16	6125	Testing hose & ladders annually	5,400	5,400	5,400	16
17				17	6150	<b>Dues Publications Advertising printing postage</b>				17
18	7,508	7,500	7,500	18	6150	Chief's & department memberships	7,500	7,500	7,500	18
19		2,400	2,400	19	6150	Prevention, Fire Marshal, Investigation	2,400	2,400	2,400	19
20	2,332	3,500	3,500	20	6150	EMT certification & RE-Cert	3,500	3,500	3,500	20
21	723	1,250	2,500	21	6150	Administrative advertising	2,500	2,500	2,500	21
22	909	500	1,500	22	6150	Administrative Printing	1,500	1,500	1,500	22
23	510	1,500	1,500	23	6150	POSTAGE	1,500	1,500	1,500	23
24	180	500	500	24	6150	EMPLOYEE IDENTIFICATION	500	500	500	24
25	775	4,000	4,000	25	6175	Incentives & awards	5,000	5,000	5,000	25
26		300	300	26	6175	Support Group				26
27		1,000	2,000	27	6175	Annual Picnic, HTC	2,000	2,000	2,000	27
28		6,000	9,000	28	6175	Annual Awards Banquet	9,000	9,000	9,000	28
29	48,037	55,130	61,000	29	6200	<b>INSURANCE; Assets &amp; Liabilities</b>	75,000	75,000	75,000	29
30			0	30	6250	<b>LOGISTICAL SUPPORT</b> Coffee Tea meals				30
31	3,915	7,500	7,500	31	6251	The three stations Staff	7,500	7,500	7,500	31
32				32	6252	Rehabilitation, logistical support				32

**Detailed Requirements**  
General Fund Materials and Services  
(Fund)

Hoodland Fire District #74

	Historical data					Requirements for <u>Materials and Services</u> (Name of program or organizational unit)	Budget for Next Year 2023-2024			
	Actual		Adopted budget this year 2022 – 2023				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second preceding year 2020 – 2021	Un-Audited First preceding year 2021– 2022								
33				33	6300	<b>MAINTENANCE- Materials &amp; Services</b>				33
34	4,330	5,000	14,686	34	6310	COMMUNICATIONS MAINT	10,000	10,000	10,000	34
35	1,321	4,000	4,000	35	6315	EMS MAINTENANCE MATERIALS	4,000	4,000	4,000	35
36	584	5,000	5,000	36	6320	Inside facilities maint.	5,000	5,000	5,000	36
37	13,636	4,000	5,000	37	6325	Outside facilities maint.	5,500	5,500	5,500	37
38		2,000	2,000	38	6330	PPE cleaning repair alterations	2,500	2,500	2,500	38
39	0	0	0	39	6335	Burglary Fire Alarm Systems	13,000	13,000	13,000	39
40	133,634	0	15,425	40	6345	ALL other vehicles outside CCFD	50,000	50,000	50,000	40
41		52,135	52,140	41	6350	CCFD#1 Labor Contract & parts	78,125	78,125	78,125	41
42		44,865	20,856	42	6355	CCFD Parts Cost				42
43				43	6400	<b>PROFESSIONAL SERVICES</b>				43
44	100,691	25,000	30,000	44	6400	Auditor	40,000	40,000	40,000	44
45		14,000	9,000	45	6400	Attorney	10,000	10,000	10,000	45
46		1,500	1,500	46	6400	Chaplain & Tip programs	2,000	2,000	2,000	46
47		2,000	2,000	47	6400	Employee Assistance Programs	3,500	3,500	3,500	47
48		50	0	48	6400	LGIP Fees	0	0	0	48
49		8,000	6,000	49	6400	Fire EMS reporting programs	8,000	8,000	8,000	49
50		10,000	6,000	50	6400	Training tracking programs	8,000	8,000	8,000	50
51		1,200	1,200	51	6400	Active 911	1,500	1,500	1,500	51
52		10,000	10,000	52	6400	Medical Director	10,000	10,000	10,000	52
53				53	6500	<b>SUPPLIES</b>				53
54	943	400	450	54	6510	Address Marker Program	800	800	800	54
55	1,593	3,500	3,500	55	6515	Books Library Manuals	3,500	3,500	3,500	55
56		200	200	56	6520	Chimney Brush Program	200	200	200	56
57	22,103	25,000	25,000	57	6525	EMS Disposable	27,000	27,000	27,000	57
58	2,649	7,500	5,000	58	6530	Facility Supplies Soap TP Towels Rugs	5,500	5,500	5,500	58
59		3,300	1,000	59	6534	Electronic Devices	5,000	5,000	5,000	59
60	8,576	5,000	5,000	60	6536	FF Equip Expendable	5,500	5,500	5,500	60
61		7,500	7,500	61	6537	FF Equip · NON-Disposable	9,000	9,000	9,000	61
62	16,552	35,000	35,000	62	6540	Fuels Oil Grease Lubes	35,000	35,000	35,000	62
63	12,709	8,250	8,000	63	6550	Offices Supplies ALL	9,300	9,300	9,300	63
64				64	6555	OR Capacity Grant PPE	2,700	2,700	2,700	64
65	19,663	77,054	35,000	65	6555	new PPE Structural & Wildland	35,000	35,000	35,000	65
66			0	66	6559	Physical Fitness Equipment	4,500	4,500	4,500	66

**Detailed Requirements**  
General Fund Materials and Services  
(Fund)

Hoodland Fire District #74

	Historical data			Requirements for <u>Materials and Services</u> (Name of program or organizational unit)			Budget for Next Year 2023-2024			
	Actual		Adopted budget this year 2022 - 2023				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second preceding year 2020 - 2021	Un-Audited First preceding year 2021- 2022								
67	856	1,500	2,000	67	6560	Prevent Public Info & Education	2,000	2,000	2,000	67
68				68						68
69	926	3,000	0	69	6565	SCBA Supplies for Testing	2,000	2,000	2,000	69
70		3,750	3,500	70	6570	Special Rescue	10,000	10,000	10,000	70
71	8,004	5,500	7,500	71	6575	Supplies shop misc. repair items	7,500	7,500	7,500	71
72	1,431	4,500	4,500	72	6580	Training Firefighters Support Staff	9,500	9,500	9,500	72
73		12,000	12,000	73	6585	NEW & Repair of Uniforms ALL ATAFF	12,000	12,000	12,000	73
74	6,558			74	6585	ALL Staff				74
75				75	6585	Support Staff				75
76	1,092			76	6585	Repair of uniforms				76
77				77	6585	Cleaning Alterations Patches				77
78		10,000	15,000	78	6590	WUI Mitigation Supplies	29,041	29,041	29,041	78
79			9,612	79	6590	SAFER Program Supplies				79
80			75,000	80	6590	Firewise Grant Govy				80
81		9,000	9,000	81	6600	<b>Travel &amp; Per Diem ALL</b>	9,000	9,000	9,000	81
82	1,156			82	6600	Firefighters Support Staff				82
83				83	6600	Special Rescue				83
84				84	6600	Outside Instructor Reimbursement				84
85		13,500	16,000	85	6700	<b>Tuition and Fees ALL</b>	16,000	16,000	16,000	85
86	6,668			86	6700	Firefighters & Support Staff				86
87				87	6700	Special Rescue				87
88				88	6700	CERT				88
89				89	6800	<u>Utilities propane cell phone elec. sewer water rugs mops towels garbage iPads</u>				89
90	62,644	72,600	72,600	90	6800	All stations	65,000	65,000	65,000	90
91				91	6800	Signal Light				91
92				92	6800	24/7 Domicile utilities				92
93				93						93
94				94						94
95	12	11	11	95		Total full time equivalent (FTE)*	12	12	12	95
96				96		Ending balance (prior years)				96
97			0	97		Unappropriated ending fund balance	0	0	0	97
98	688,435	793,834	858,444	98		<b>Total requirements</b>	932,016	932,016	932,016	98

\*When budgeting for personnel services expenditures, include number of related FTE positions.

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## 2023 – 2024 REQUIREMENTS FOR MATERIALS & SERVICES

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### Board – Election Expenses

To provide continuing educational and training opportunities for the Board of Directors and to cover election expenses.

### Computers – Programs

For software subscriptions for reporting and tracking and to upgrade computers as necessary.

### Contractual Services

To maintain services for outside contract service vendors who perform specialized services.

### Dues Publications

To maintain dues to professional organizations and to advertise public notices.

### Incentives Awards

To provide recognition and awards for service to members.

### Asset Liability Insurance

To maintain asset liability insurance coverage.

### Logistical Support

To provide coffee, tea, bottled water, condiments, and occasional meals.

### Maintenance

To provide services and supplies to maintain and provide repairs when needed which includes but is not limited to apparatus, three stations, communication equipment.

### Professional Services

For outside professional services including but not limited to attorney, consultants, auditors, medical director.

### Supplies

Disposable and non-disposable supplies including but not limited to motor fuels, EMS supplies, office supplies, firefighting equipment.

### All Travel Tuition

To provide opportunities for continuing educational and training opportunities for All Staff and Volunteers.

### Grant Expenses

To provide for expenses that are allowed under the terms of the grant.



**Detailed Requirements**  
General Fund Capital Outlay  
(Fund)

**Hoodland Fire District #74**

	Historical data				Requirements for <u>Capital Outlay</u> (Name of program or organizational unit)	Budget for Next Year 2023-2024				
	Actual		Adopted budget this year 2022 - 2023			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
	Second preceding year 2020 - 2021	Un-Audited First preceding year 2021 - 2022								
1			341,000	1	7000	21 AFG Grant Water Tender				1
2			94,214	2	7050	Communications 800 System				2
3	41,499			3	7100	EMS Services Equipment				3
4		8,850		4	7150	2021 VFA Grant				4
5	27,700	7,500	25,500	5	7150	Firefighting Tools Hose Etc.				5
6	36,087	3,000	3,000	6	7200	Office Equip computers				6
7			4,500	7	7250	Physical Fitness Equipment				7
8		307,767	272,040	8	7300	2020 SCBA Grant				8
9		2,000	1,000	9	7300	SCBA Equipment				9
10	1,735	4,000	5,600	10	7350	Special Rescue				10
11		2,000	12,000	11	7350	Training	10,000	10,000	10,000	11
12	16,836	5,000	5,000	12	7400	Appliances Rehab Buildings				12
13				13	7400	Station Maintenance				13
14		3,000	3,000	14	7450	Furniture				14
15			43,610	15	7550	Core Vehicle Slip In Unit	36,000	36,000	36,000	15
16	81,783			16	105	Government Camp Station Remodel				16
17				17						17
18				18						18
19				19						19
20				20						20
21				21						21
22				22						22
23				23						23
24				24						24
25				25						25
26				26						26
27				27						27
28				28						28
29				29						29
30				30		Total full time equivalent (FTE)*				30
31				31		Ending balance (prior years)				31
32				32		Unappropriated ending fund balance	0	0	0	32
33	205,640	343,117	810,464	33		Total requirements	46,000	46,000	46,000	33

\*When budgeting for personnel services expenditures, include number of related FTE positions.

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## 2023 – 2024 REQUIREMENTS FOR CAPITAL OUTLAY

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### Training

To purchase steel shipping containers to convert one to Live Burn Box for training for experienced firefighters and convert the other one to allow for adjustable walls to teach and maintain firefighter's skills.

### High Axel Vehicle Slip In Unit

To add a removable slip-in-unit to the High Axel vehicle to be able to utilize this vehicle for fire attack.

**FORM  
LB-11**

This fund is authorized and established by resolution number  
2022-04 on June 14, 2022 for the following specified purpose:  
To purchase fire apparatus.

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.  
Date can not be more than 10 years after establishment.

Review Year: 2032

Apparatus Reserve  
(Fund)

**Hoodland Fire District #74**  
(Name of Municipal Corporation)

Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023-2024						
Actual		Adopted Budget This Year Year 2022-2023			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2020-21	Un-Audited First Preceding Year 2021-22										
1			1	RESOURCES			1				
2	237,740	239,740	2	2	Cash on hand * (cash basis), or	274,240	274,240	274,240	2		
3			3	3	Working Capital (accrual basis)				3		
4			4	4	Previously levied taxes estimated to be received				4		
5	2,000	1,000	5	5	Interest	1,000	1,000	1,000	5		
6	0	25,000	6	6	Transferred IN, from other funds	240,000	240,000	240,000	6		
7			7	7	Sale of apparatus				7		
8			8	8					8		
9			9	9					9		
10	239,740	265,740	10	10	Total Resources, except taxes to be levied	515,240	515,240	515,240	10		
11			11	11	Taxes estimated to be received				11		
12			12	12	Taxes collected in year levied				12		
13	239,740	265,740	13	13	<b>TOTAL RESOURCES</b>	<b>515,240</b>	<b>515,240</b>	<b>515,240</b>	13		
14			14	14	REQUIREMENTS **			14			
15			15	15	Org. Unit or Prog. & Activity	Object Classification	Detail		15		
16	0	0	16	16			0	0	0	16	
17	0	0	17	17			0	0	0	17	
18	0	0	18	18			0	0	0	18	
19	0	0	19	19			0	0	0	19	
20	0	0	20	20			0	0	0	20	
21	0	0	21	21			0	0	0	21	
22	0	0	22	22			0	0	0	22	
23	0	0	23	23			0	0	0	23	
24	0	0	24	24			0	0	0	24	
25	0	0	25	25			0	0	0	25	
26	0	0	26	26			0	0	0	26	
27	0	0	27	27			0	0	0	27	
28	0	0	28	28			0	0	0	28	
29	239,740	265,740	29	29	Ending balance (prior years)						29
30			30	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			<b>515,240</b>	<b>515,240</b>	<b>515,240</b>	30
31	239,740	265,740	31	31	<b>TOTAL REQUIREMENTS</b>			<b>515,240</b>	<b>515,240</b>	<b>515,240</b>	31

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM  
LB-11**

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.  
Date can not be more than 10 years after establishment.

This fund is authorized and established by resolution number  
2022-05 on June 14, 2022 for the following specified purpose:

Review Year: 2032

Facilities and Firefighting Equipment  
(Fund)

**Hoodland Fire District #74**  
(Name of Municipal Corporation)

For facilities maintenance and improvements, real-estate purchases and construction costs; capital equipment purchases to support operations.

1	Historical Data			2	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023-2024			1
	Actual		Adopted Budget This Year Year 2022-2023			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-21	First Preceding Year 2021-22							
1				1	RESOURCES				1
2				2	Cash on hand * (cash basis), or	1,113,311	1,113,311	1,113,311	2
3				3	Working Capital (accrual basis)				3
4				4	Previously levied taxes estimated to be received				4
5			4,000	5	Interest	2,000	2,000	2,000	5
6			1,159,311	6	Transferred IN, from other funds	200,000	200,000	200,000	6
7				7					7
8				8					8
9				9					9
10	0	0	1,163,311	10	Total Resources, except taxes to be levied	1,315,311	1,315,311	1,315,311	10
11				11	Taxes estimated to be received				11
12				12	Taxes collected in year levied				12
13	0	0	1,163,311	13	<b>TOTAL RESOURCES</b>	<b>1,315,311</b>	<b>1,315,311</b>	<b>1,315,311</b>	13
14				14	REQUIREMENTS **				14
15				15	Org. Unit or Prog. & Activity				15
16			150,000	16	GF Capital Outlay	0	0	0	16
17			300,000	17	GF Capital Outlay	0	0	0	17
18			40,000	18	GF Capital Outlay	40,000	40,000	40,000	18
19			50,000	19	GF Capital Outlay	0	0	0	19
20			30,000	20	GF Capital Outlay	40,000	40,000	40,000	20
21			30,000	21	GF Capital Outlay	30,000	30,000	30,000	21
22			30,000	22	GF Capital Outlay	200,000	200,000	200,000	22
23			130,000	23	GF Capital Outlay	130,000	130,000	130,000	23
24				24	GF Capital Outlay	175,000	175,000	175,000	24
25				25					25
26				26					26
27				27					27
28				28					28
29				29	Ending balance (prior years)				29
30			403,311	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	700,311	700,311	700,311	30
31	0	0	1,163,311	31	<b>TOTAL REQUIREMENTS</b>	<b>1,315,311</b>	<b>1,315,311</b>	<b>1,315,311</b>	31

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.