

HOODLAND FIRE DISTRICT # 74
BUDGET COMMITTEE MEETING MINUTES
April 24, 2018

Those Present: Budget Committee Members: Shirley Dueber, Gaynell Thornbrough, Sally Chester, and Dwight Pallander. Board Members: Pat Buckley Cliff Fortune, Ron Partlow, Darcy Lais, and John Pruden. Fire Chief; John Ingrao, Financial Manager; Carol Norgard, Lt. Andy Figini, SFF Tyler Myers, and FF Matt Nicholson.

1. Call to order the 2018-19 Budget Committee Meeting by Pat Buckley at 7:00 PM.

2. Pledge of Allegiance led by Dwight Pallander.

3. Election of Budget Committee Officers.

A. Chairperson of Budget Committee:

NOMINATION: Cliff Fortune nominates Gaynell Thornbrough for Chairperson.

2ND: By John Pruden.

VOTE: Passed unanimously.

B. Secretary of Budget Committee:

NOMINATION: Cliff Fortune nominates Sally Chester.

2ND: By John Pruden.

VOTE: Passed unanimously.

4. Receive Budget Message and Budget Documents:

A. Chief Ingrao discussed the budget and the importance of savings and not spending more than we receive while managing external pressures and increased operating costs. We had to remove some significant portions of the budget in order to present a balanced budget. We have reduced costs by asking staff to include a 10% reduction in their budget areas. We have made some money saving changes and renegotiated contracts to save money. Ever increasing personnel costs remain the biggest chunk of the budget.

B. Per the Board's request, Package 1 only includes Personnel Services. So an additional package was added and the packages were shifted accordingly.

5. Review and act on the Budget Document.

A. Two budgets were presented to the Board; an Unbalanced Budget and a Balanced Budget.

i. One big difference is that the Unbalanced Budget contained a Senior Officer position. This is still needed, so we will need to figure out a way to possibly add this back in.

B. General Fund Packages.

i. Package #1: Personnel Services.

a. We received a Safer Grant and hired two additional Firefighters. We should get back \$122,000 as part of the grant.

b. Union staff will receive a 4.9% increase and the rest of the staff, except for Chief Ingrao, will receive a 3% increase.

c. Volunteer Reimbursement and Resident Sleeper Program: Increased to \$70,000.

d. Benefits increased due to adding two additional employees.

e. Health Insurance increase could be as high as 13.9%.

f. \$221,752 package increase.

ii. Package #2: Administrative Services.

a. HR consultant hiring and costs will be discussed at the Special Board Meeting and Work Session.

b. \$7,638 package decrease.

iii. Package #3: Administrative Funds and General Fund Transfers.

a. In order to balance the budget we added \$0.00 into the Reserve Accounts.

b. \$168,000 package decrease.

iv. Package #4: Capitol Outlay.

a. \$569,500 package decrease.

v. Package #5: Support Services.

a. \$100 package increase.

vi. Package #6: Fire Prevention Program.

a. \$500 package decrease.

vii. Package #7: Training Program.

a. \$3,000 package decrease.

- viii. Package #8: Emergency Medical Services.
 - a. \$1,000 package decrease.
- ix. Package #9: Vehicle and Equipment Maintenance.
 - a. \$1,500 package increase.
- x. Package #10: SCBA Maintenance.
 - a. \$200 package increase.
- xi. Package #11: Firefighting Equipment and Supplies.
 - a. \$4,200 package decrease.
- xii. Package #12: Communications Equipment.
 - a. \$1,900 package decrease.
- xiii. Package #13: Facilities Maintenance.
 - a. \$1,300 package decrease.
- xiv. Package #14: Uniforms.
 - a. \$200 package decrease.

6. Determine the next step in the budget process:

A. Concerns:

- i. A Senior Officer position is needed, hoping we can find the funds.
- ii. By not adding money into the Reserve Accounts, we are not saving for the future.
- iii. Safer Grant funds will go down to 35% starting 1/1/2020 and then will end 12/31/2020, which will impact the budget.
- iv. Increasing the staffing and going to 24 hour coverage had a bigger impact on the budget than expected.
- v. Money out of the Reserve Accounts can only be used for the purpose of that account. There is an option to abolish a fund to be able to use the money. Another option is to take a loan from the Reserve Accounts, but the money (with interest) has to be paid back within a year. If money is used out of the Reserve Accounts this is only a temporary fix.

B. Recess until Tuesday May 1, 2018 at 7:00 PM.

MOTION MADE: By Dwight Pallander to recess until Tuesday May 1, 2018 at 7:00 PM.

2ND: By Cliff Fortune.

DISCUSSION: None.

PASSED: Unanimously.

7. Adjournment by Gaynell Thornbrough.

Meeting adjourned at 8:50 PM.

Respectfully Submitted,

Carolyn M. Norgard

Carolyn M. Norgard, Financial Manager

Notes Typed By: Kelli Ewing, Administrative Assistant