



April 29, 2021
Oakridge Fire Department
47592 OR-58
Oakridge, OR 97463
4:30 PM

**HAZELDELL RURAL FIRE PROTECTION DISTRICT
BUDGET COMMITTEE AGENDA**

1. Call Meeting to Order
2. Roll Call

Begin Budget Committee Session
3. Public Comment
4. New Business
 - a. Discussion of Budget
 - b. Approval of Budget

End Budget Committee Session
Begin Regular Session
5. Approval of minutes from 3/25/2021
6. FINANCIAL REPORTS
 - a. *Accounts Payable
 - b. Financial Report for September
7. RECOGNITION / PUBLIC COMMENT
8. CORRESPONDENCE
9. OLD BUSINESS
 - a. Review Schedule of Action Items
10. NEW BUSINESS
11. FIRE CHIEF'S REPORT
 - a. Activity Report
 - b. Equipment Readiness
12. DIRECTORS REPORT
13. CHAIR REPORT
14. ADJOURNMENT



HAZELDELL RURAL FIRE PROTECTION DISTRICT

Staff Report

- I. Issue: FY 21-22 Budget Committee Appointments
- II. Initiator: BOD
- III. Date: 29 APR 2021
- IV. Contact Person: Bryan Cutchen
- V. Exhibit: (1) Budget Committee Applications
- VI. Background: There are two residents of the district interested in serving on the budget committee. An appointment by the Board of Directors is necessary.
- VII. Staff Recommendation: Appoint the citizens to the budget committee.
- VIII. Possible Motion: I move we appoint Mr. Gene Lord and Mr. Vernon Beard to the HRFPD Budget Committee for a term of three years.

BUDGET IMPACT

EXPENDITURE REQUIRED: -0-	AMOUNT BUDGETED: -0-	APPROPRIATION REQUIRED: -0-
------------------------------	-------------------------	--------------------------------



Hazeldell Rural Fire Protection District form for Individual Volunteer Activity

Type of volunteer work you are interested in: *Budget Committee*
Name: *Gene D. Lord*
Address: *48221 Westoak rd. Westfir OR 97492*
Is your residence in the District: YES NO
Telephone where you can be reached: *503 866 8663*
Employer/Occupation: *Retired*
E-mail Address: *RipsNorthier1960@yahoo.com*

Do you have any special training, experience, knowledge or abilities that are related to this position or that would help the work of this position:

U.S. Army Veteran

Please tell us why you are interested in serving.

*honest desire to participate in
Community affairs*

Participant Name (Printed): *Gene D. Lord*
Participant Signature: *Gene D. Lord*
Date: *4/7/2021*



Hazeldell Rural Fire Protection District form for Individual Volunteer Activity

Type of volunteer work you are interested in: HAZELDELL FINANCE COMMUNITY

Name: VERNON BEARD

Address: 7777^{1/2} BROCK RD. OAKRIDGE, OR,

Is your residence in the District: YES NO

Telephone where you can be reached: 541 982 2007

Employer/Occupation: RETIRED

E-mail Address:

Do you have any special training, experience, knowledge or abilities that are related to this position or that would help the work of this position: FINANCE OFFICER VFW, VFW COOPIE AND AMERICAN LEGION.

Please tell us why you are interested in serving.

GIVE A LITTLE TO THE COMMUNITY

Participant Name (Printed): VERNON BEARD

Participant Signature: Vernon Beard

Date: 4/11/2021

The Hazeldell RFPD is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.

HAZELDELL RURAL FIRE PROTECTION DISTRICT

2021-2022 Budget Message



The Hazeldell Rural Fire Protection District (HRFPD) contracts with the Oakridge Fire Department (OFD) for its fire protection services. This is a mutually beneficial relationship with HRFPD not only providing contract fees to OFD but also vehicle and apparatus pooling as well as subsidizing volunteer firefighter stipends. OFD has two major response areas. The larger of the two is the ambulance service area (ASA) and it covers approximately 2,200 miles. The second area, the structural protection area, encompasses the boundaries of Oakridge, HRFPD and the City of Westfir. This area is approximately 30 square miles.

This combined organization has a very dedicated and professional work force. In 2019, we responded to 1043 calls. 788 were EMS related. Forty-three were in response to calls from the Hazeldell Rural Fire Protection District, all but 12 being EMS related.

A review of the District's finances was performed during the past fiscal year. Our proposed budget supports our mission and goals. It maintains current programs and services and continues to prepare us for future growth through saving for future investments.

As the City of Oakridge is your contracted provider of fire protection services and the Lane County contracted provider of ambulance service, a brief discussion of the current fiscal condition Oakridge Fire and EMS Department (OFD) is warranted. The current proposed budget for OFD is approximately \$1.2M. This is funded through approximately \$424,000 in ambulance reimbursement revenue and the remainder from the City of Oakridge general fund which includes property tax and other revenue. This budget provides for the current services with no significant capital or personnel increases.

The city has asked for an Ambulance Service fee be billed to each water account on record to defray the amount of tax revenue currently augmenting the ambulance transportation and bring the overall city budget to balance. This fee would be temporary, allowing for time to look

at re-districting or reconfiguration of the Lane County Ambulance Service Area to allow for a sustainable operation.

If the governing body chooses not to apply the Ambulance Service fee, significant reductions will be required. When considering reductions to OFD, to comply with the Ambulance Service Area contract with Lane County, the department must carry a specific number of qualified personnel to meet response requirements. This in effect makes any reduction in the OFD staffing an “all or nothing” situation. To go below the current level would not allow them to meet the requirements of the contract.

The city has looked at several ways to reduce the cost of maintaining ambulance transportation, included reviewing an unsolicited bid from a commercial provider and re-negotiating the collective bargaining work schedules with IAFF 851. None of these result in savings significant enough to warrant the reduction in capability they bring.

While it is very likely the City of Oakridge will maintain the level of fire protection services currently contracted, it will be important for the Directors to follow the City of Oakridge budget process to ensure HRFPD is properly positioned to provide the required services to the residents of the district.

The District's Financial Priorities For FY 2020-2021

1. Transparency in the budget and it's execution.
2. Keep expenses minimal, while maintaining an acceptable service.
3. Increase safety for the members of the District.
4. Increase funding to Reserve Funds for future District needs.

FORM LB-20

Resources

Line 1; Account 4100-0- Available Cash on Hand: Decreased from \$55,000 to \$36,855 however beginning balances in Land and Vehicle funds increased due to budgeted expenditures not being spent. Overall Cash on Hand is \$208,455. This line can be updated as desired based on current year expenditure estimates.

Line 3; Account 4000-0- Previously Levied Taxes Estimated to Be Received: Reduced to \$1,000. Tax receipts were exceptional this year, despite the pandemic.

Line 4; Account 4120-0- Interest on Prior Taxes: Interest on prior taxes also remains at the same level, \$300.

Line 5; Account 4200-0- Investment Interest: Local Government Investment Pool (LGIP) interest is expected to be \$1,000.

Line 8; Account 4850-0- Unanticipated Revenue: Conservatively budgeting for zero.

Line 11; Account 4830-2-Grant From ODF: The District did not apply for a grant from ODF this year.

Line 30; Account 4110- Taxes Estimated to Be Received: Increased from \$159,234 to \$166,344. The increase is based on the value of properties protected by the District.

Total Resources: \$205,499 down from \$219,034 due to the cash on hand explanation found in Line 1.

FORM LB-30

Personnel Services

No resources have been allocated for personnel services in this budget.

Materials & Services

Line 07; Account 5410-0- Insurance/Workers Comp: Remains the same at \$4,240.

Line 08; Account 5415-0- Office Expense: Remains the same at \$500.

Line 09; Account 5415-1- Board Expense: Remains the same at \$2,000.

Line 10; Account 5420-1- Audit: Remains the same at \$4,000.

Line 11; Account 5420-2- Bookkeeping: Remains the same at \$1,500.

Line 12; Account 5420-3- Legal Fees: Remains the same at \$500.

Line 13; Account 5420-4-Public Information, Web Page Design & Main.: Remains the same at \$500.

Line 14; Account 5420-5-Bank Fees & Service Charges: Remains the same at \$150.

Line 15; Account 5425-0- License, Permits, Subscriptions and Dues: Remains the same at \$1,000.

Line 16; Account 5426-0- Elections and Notices: Increased to \$1,500 based on the election in May 2021.

Line 17; Account 5430-0- Training: Decreased to \$2,000 based on ongoing pandemic causing a reduction in training opportunities.

Line 18; Account 5431-0- Travel: Decreased to \$2,000.

Line 19; Account 5435-0- Vehicle Maintenance and Repair: Remains the same at \$20,000.

Line 20; Account 5435-1- Gas and Oil: Remains the same at \$250.

Line 21; Account 5435-2- Tires and Batteries: Remains the same at \$3,000.

Line 22; Account 5435-3- Vehicle and Equipment Testing: Remains the same at \$4,000. The District is now testing its hose and ladders annually.

Line 23; Account 5435-4- Protective Clothing: This remains the same at \$14,000. The funding continues to allow the District to implement a protective clothing replacement program.

Line 24; Account 5435-5- Equipment: Remains the same at \$1,500. This line allows the District to purchase equipment that is necessary for us to carry out the mission of the District.

Line 25; Account 5435-6- Radio Repair/Small Tools/Equipment: Remains at \$1,500.

Line 26; Account 5436-0- Address Sign Program: Remains the same at \$100.

Line 27; Account 5440-0- Grant Expense/Fee: The District did not apply for a grant from ODF this year.

Line 28; Account 5450-0- Contract Services (City of Oakridge): Increased from \$61,089 to \$63,330.

Line 29; Account 5450-1- Contract Services (Administrative Services): Remains the same at \$1,000.

Line 30; Account 5460-0- Utilities: Remains the same at \$3,000.

Line 31; Account 5460-1- Building/Grounds Maintenance: Remains the same at \$7,000.

Line 32; Account 5470-0- Volunteer Program- City of Oakridge: Remains the same at \$15,450. These funds are for the volunteer stipend program.

Total Materials & Services: \$144,420. A 1.13% increase from FY 2020-2021.

CAPITAL OUTLAY

There are no planned capital outlays though there are funds available in both the vehicle and land funds should an opportune acquisition become available.

TRANSFERS

Page 2, Line 15: Account 5900-1- Vehicle Reserve Fund: Funding remain the same at \$30,000 from FY 2020-2021.

Page 2, Line 16: Account 5700-1- Land and Facilities Reserve Fund: Funding remains the same at \$10,000. These funds are intended for any major repairs or additions to our current station, as well as the purchase of any properties the Board feels would benefit the District in the future.

Total Transfers: \$40,000 same as FY 2019-2020.

CONTINGENCY

Page 2, Line 19; Account 6100-0- Operating Contingency: Set at \$10,000 this line item is set aside for unforeseen expenditures and directly related to “cash on hand.”

FORM LB-11

TRANSFERS INTO RESERVE FUNDS

In FY 2016-2017 the District started using two reserve funds to allocate funds for future major purchases. The District will transfer \$30,000 to the Vehicle Reserve Fund and \$10,000 to the Facilities Reserve Fund.

Line 6: Account 5900-2- Vehicle Reserve Fund: Funding remain the same at \$30,000.

Line 6: Account 5700-2- Land & Facilities Reserve Fund: This was a new fund starting in FY 2016-2017 and funding remains the same at \$10,000.

FORM LB-11

TRANSFERS OUT OF RESERVE FUNDS

In FY 2019-2020 the District started using two reserve funds to allocate funds for future major purchases. At the direction of the District’s CPA, when expenditures need to be made from the Reserve Funds, the funds will be moved back to the General Fund.

This proposed budget supports the mission and goals as established by the District's Board of Directors. We believe that our overall approach is fiscally sound and represents responsible stewardship of the resources entrusted to us.

Respectfully Submitted,

Bryan Cutchen
Acting Fire Chief
Oakridge Fire & EMS

RESOURCES
GENERAL FUND

Hazeldell RFPD

	Historical Data			Account	RESOURCE DESCRIPTION	Budget for Next Year 2021-2022			
	Actual		Adopted Budget This Year Year 2020-2021			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020							
1	31,273	39,010	55,000	4100-0	1 Available cash on hand* (cash basis) or	36,855			1
2				4100-0	2 Net working capital (accrual basis)				2
3	5,720	2,718	3,000	4000-0	3 Previously levied taxes estimated to be received	1,000			3
4	292	424	300	4120-0	4 Interest on Prior Taxes	300			4
5	2,074	3,167	1,000	4200-0	5 Investment Interest	1,000			5
6		-	-						6
7					OTHER RESOURCES				7
8	921	-	500	4850-0	8 Unanticipated Revenue				8
9	-	-	-	4830-0	9 Grant/SDAO Security				9
10	-	-	-	4830-1	10 Grant/Tender				10
11	-	-	-	4830-2	11 Grant from O.D.F				11
12	-	-	-	4830-3	12 Address Sign Post Program				12
13	-	-	-	5900-5	13 Transferred IN, from Vehicle Fund				13
14	-	-	-	5900-7	14 Transferred IN, from Land & Facilities Fund				14
15					15				15
16					16				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	40,280	45,319	59,800		29 Total resources, except taxes to be levied	39,155	-	-	29
30			159,234	4110-0	30 Taxes estimated to be received	166,344			30
31	154,139	159,502			31 Taxes collected in year levied				31
32	194,419	204,821	219,034	32	TOTAL RESOURCES	205,499	-	-	32

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

REQUIREMENTS SUMMARY

**FORM
LB-30**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

Hazeldell RFPD General Fund

Hazeldell RFPD

	Historical Data				REQUIREMENTS FOR: DISTRICT OPERATIONS	Budget For Next Year 2021 - 2022			
	Actual		Adopted Budget This Year 2020 - 2021			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018 - 2019	First Preceding Year 2019 - 2020							
					PERSONNEL SERVICES				
1	0	0	0	1	No Personnel	0	0	0	1
2	0	0	0	2	No Benefits	0	0	0	2
3				3					3
4	0	0	0	4	TOTAL PERSONNEL SERVICES	0	0	0	4
5	0	0	0	5	Total Full-Time Equivalent (FTE)	0	0	0	5
6					MATERIALS AND SERVICES				
7	3,695	3,922	4,240	5410-0	7 Insurance / Workers Comp	4,240			7
8	302	120	500	5415-0	8 Office Expense	500			8
9	131	34	2,000	5415-1	9 Board Expense	2,000			9
10	3,500	3,700	4,000	5420-1	10 Audit	4,000			10
11	800	1,400	1,500	5420-2	11 Bookkeeping	1,500			11
12	0	0	500	5420-3	12 Legal Fees	500			12
13	0	0	500	5420-4	13 Public Information, Web Page Design and	500			13
14	0	26	150	5420-5	14 Bank Fees & Service Charges	150			14
15	632	749	1,000	5425-0	15 License, Permits, Subscriptions and Dues	1,000			15
16	621	1,848	1,500	5426-0	16 Elections and Notices	1,900			16
17	0	0	2,500	5430-0	17 Training	2,000			17
18	0	62	2,500	5431-0	18 Travel	2,000			18
19	0	0	10,000	5435-0	19 Vehicle Maintenance and Repair	10,000			19
20	0	0	250	5435-1	20 Gas and Oil	250			20
21	322	1,496	3,000	5435-2	21 Tires and Batteries	3,000			21
22	1,224	959	4,000	5435-3	22 Vehicle and Equipment Testing	4,000			22
23	10,738	10,758	14,000	5435-4	23 Protective Clothing	14,000			23
24	0	508	1,500	5435-5	24 Equipment	1,500			24
25	0	0	1,500	5435-6	25 Radio Repair / small tools / equipment	1,500			25
26	0	0	100	5436-0	26 Address Sign Program	100			26
27	0	0	0	5440-0	27 Grant Expenses/Fees	0			27
28	46,710	59,310	61,089	5450-0	28 Contract Services - City of Oakridge	63,330			28
29	12,000	0	1,000	5450-1	29 Contract Services - Administrative Services	1,000			29
30	1,717	1,742	3,000	5460-0	30 Utilities	3,000			30
31	164	650	7,000	5460-1	31 Building/Grounds Maintenance	7,000			31
32	15,000	15,000	15,450	5470-0	32 Volunteer Program - City of Oakridge-Hazeldell-Westfir	15,450			32
33	97,556	102,284	142,779	33	TOTAL MATERIALS AND SERVICES	144,420	0	0	33
				5800-0	CAPITAL OUTLAY				
35	8,820	0	0	5800-2	35 Firefighting & Emergency Equip.	0	0	0	35
36	0	0	0	5800-3	36 Facilities	0	0	0	36
37	9,033	0	0	5830-0	37 Vehicles	0	0	0	37
38	17,853	0	0	38	TOTAL CAPITAL OUTLAY	0	0	0	38
39	115,409	102,284	142,779		ORGANIZATIONAL UNIT / ACTIVITY TOTAL	144,420	0	0	39

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
 Hazeldell RFPD General Fund

Hazeldell RFPD

	Historical Data			Account	REQUIREMENTS DESCRIPTION	Budget For Next Year 2021 - 2022			
	Actual		Adopted Budget This Year 2020 - 2021			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018 - 2019	First Preceding Year 2019 - 2020							
1				1	PERSONNEL SERVICES NOT ALLOCATED				1
2				2					2
3				3					3
4	0	0	0	4	TOTAL PERSONNEL SERVICES	0	0	0	4
5				5					5
6				6	MATERIALS AND SERVICES NOT ALLOCATED				6
7				7					7
8				8					8
9	0	0	0	9	TOTAL MATERIALS AND SERVICES	0	0	0	9
10				10	CAPITAL OUTLAY NOT ALLOCATED				10
11				11					11
12				12					12
13	0	0	0	13	TOTAL CAPITAL OUTLAY	0	0	0	13
14				14	INTERFUND TRANSFERS				14
15	30,000	30,000	30,000	5900-1	15 Transfer to Vehicle Reserve Fund	30,000			15
16	10,000	10,000	10,000	5700-1	16 Transfer to Land & Facilities Reserve Fund	10,000			16
17	40,000	40,000	40,000	17	TOTAL INTERFUND TRANSFERS	40,000	0	0	17
18				18					18
19	0	0	20,000	6100-0	19 OPERATING CONTINGENCY	10,000			19
20				20	Total Requirements NOT ALLOCATED				20
21	115,409	102,284	142,179	21	Total Requirements for ALL Org.Units/Programs within fund	144,420			21
22				25	RESERVED FOR FUTURE EXPENDITURE				22
23	39,010			23	Ending balance (prior years)				23
24		0	16,855	24	UNAPPROPRIATED ENDING BALANCE	11,079			24
25				25					25
26				26					26
27				27					27
28				28					28
29				29					29
30				30					30
31				31					31
32				32					32
33				33					33
34				34					34
35	194,419	142,284	219,034	35	TOTAL REQUIREMENTS	205,499	0	0	35

23,527	-	resources	205,499
204,821	219,034	requirements	(184,420)
(142,284)	(182,179)	ending balance (split between unappropriated & cont	21,079
62,537	36,855		

**FORM
LB-11**

This fund is authorized and established by resolution number
02-2016 on June 23, 2016 for the following specified purpose:
Vehicle major repairs and/or purchase

**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: 2026

Hazeldell RFPD

VEHICLE
(Fund)

	Historical Data			Account	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021 - 2022			
	Actual		Adopted Budget Year 2020 - 2021			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018 - 2019	First Preceding Year 2019 - 2020							
1				1	RESOURCES				1
2	31,839	62,152	91,100	5910-0	2 Cash on hand * (cash basis), or	121,400			2
3					3 Working Capital (accrual basis)				3
4					4 Previously levied taxes estimated to be received				4
5	313	395	300		5 Interest	300			5
6	30,000	30,000	30,000	5900-2	6 Transferred IN, from other funds	30,000			6
7					7				7
8					8				8
9					9				9
10	62,152	92,547	121,400		10 Total Resources, except taxes to be levied	151,700			10
11					11 Taxes estimated to be received				11
12					12 Taxes collected in year levied				12
13	62,152	92,547	121,400		13 TOTAL RESOURCES	151,700	0	0	13
14					14 REQUIREMENTS **				14
15			76,100		15 Capital Outlay - Vehicle				15
16			25,300	5920-0	16 Fire Equipment	5,000			16
17				5920-1	17 Type III Ambulance				17
18			20,000	5920-2	18 Major Repair	5,000			18
19				5900-4	19 Transferred OUT, to General Fund				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	62,152	92,547			29 Ending balance (prior years)				29
30					30 RESERVED FOR FUTURE EXPENDITURE	141,700			30
31	62,152	92,547	121,400		31 TOTAL REQUIREMENTS	151,700	0	0	31

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

**FORM
LB-11**

This fund is authorized and established by resolution number
03-2016 on June 23, 2016 for the following specified purpose:

Land & Facilities Purchase and/or Major Repair.

**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: 2026

**LAND & FACILITIES
(Fund)**

Hazeldell RFPD

	Historical Data			Account	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021 - 2022			
	Actual		Adopted Budget Year 2020 - 2021			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018 - 2019	First Preceding Year 2019 - 2020							
1				1	RESOURCES				1
2	20,000	30,312	40,200	5710-0	2 Cash on hand * (cash basis), or	50,200			2
3					3 Working Capital (accrual basis)				3
4					4 Previously levied taxes estimated to be received				4
5	312	395			5 Interest				5
6	10,000	10,000	10,000	5700-2	6 Transferred IN, from other funds	10,000			6
7					7				7
8					8				8
9					9				9
10	30,312	40,707	50,200		10 Total Resources, except taxes to be levied	60,200			10
11					11 Taxes estimated to be received				11
12					12 Taxes collected in year levied				12
13	30,312	40,707	50,200	13	TOTAL RESOURCES	60,200	0	0	13
14				14	REQUIREMENTS **				14
15					15 Capital Outlay - Land & Facilities				15
16	-	-	50,200	5720-0	16 Land and/or Facilities Repair/Purchase	-			16
17		-	-	5900-6	17 Transferred OUT, to General Fund	-			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	30,312	40,707			29 Ending balance (prior years)				29
30					30 UNAPPROPRIATED ENDING FUND BALANCE	60,200			30
31	30,312	40,707	50,200	31	TOTAL REQUIREMENTS	60,200	0	0	31

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



HAZELDELL RURAL FIRE PROTECTION DISTRICT

Staff Report

- I. Issue: FY 21-22 Budget Approval
- II. Initiator: Bryan Cutchen
- III. Date: 29 APR 2021
- IV. Contact Person: Bryan Cutchen
- V. Exhibit: (1) FY21-22 Proposed Budget
- VI. Background: The budget committee must approve the budget before conducting a public hearing and adoption by the governing body.
- VII. Staff Recommendation: Approve the proposed FY21-22 budget.
- VIII. Possible Motion: I move that the Hazeldell Rural Fire Protection District budget committee approve the 2020-2021 proposed budget.

BUDGET IMPACT

EXPENDITURE REQUIRED: -0-	AMOUNT BUDGETED: -0-	APPROPRIATION REQUIRED: -0-
------------------------------	-------------------------	--------------------------------



HAZELDELL RURAL FIRE PROTECTION DISTRICT

Staff Report

- I. Issue: FY 21-22 Property Tax Approval
- II. Initiator: Bryan Cutchen
- III. Date: 29 APR 2021
- IV. Contact Person: Bryan Cutchen
- V. Exhibit: (1) FY21-22 Property Tax Worksheet
- VI. Background: It is recommended the budget committee make a motion to approve the property taxes, so the action is documented in the minutes of the committee.
- VII. Staff Recommendation: Approve the property taxes for FY21-22.
- VIII. Possible Motion: I move that the Hazeldell Rural Fire Protection District budget committee approve taxes for the 2020-2021 fiscal year at the rate of \$2.7115 per \$1,000 of assessed value for operation purposes.

BUDGET IMPACT

EXPENDITURE REQUIRED: -0-	AMOUNT BUDGETED: -0-	APPROPRIATION REQUIRED: -0-
------------------------------	-------------------------	--------------------------------

PROPERTY TAX WORKSHEET
Hazeldell RFPD

FY2022

1. Permanent Rate Limit		\$2.7115 / \$1000	
2. Est. Assessed Value			\$64,579,954.00
3. Tax rate (per dollar)			<u>0.0027115</u>
		<i>(converts rate to a decimal)</i>	
4. Amount the Rate would raise			\$175,108.55
5. Estimate Measure 5 loss (compression)			\$9.32
		<i>Assessor sends report in Oct each yr shows current yr information referred to as the Table 4a - Summary of Assessment & Levies (SAL) - This inform is entered on LB- 1 & 3 form, line 14a</i>	
6. Tax to be billed	=		<u>\$175,099.23</u>
7. Average Collection Factor			0.95
		<i>See your forms & instructions booklet - Page 17 for a 5 year report - by county</i>	
8. Taxes Estimated to be Received	=		<u>\$166,344.26</u>
		<i>Gets entered on LB- 1 & 3 form, line 11</i>	
9. Loss due to discount & uncollectables	=		\$8,754.96
		<i>(line 6 minus line 8)</i>	
		<i>Gets entered on LB- 1 & 3 form, line 14b</i>	

**HAZELDELL RURAL FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
THURSDAY, MARCH 25, 2021**

CALL TO ORDER: Chairman Herb Wick called the meeting to order at 5:08 PM via Zoom.

ATTENDANCE: Directors Herb Wick, John Milandin, Pam Mahler, Joan Peterkin and Scott Baker. Acting Fire Chief Bryan Cutchen and Capt. Aric Higdon. Lt. Scott Hollett (Zoom)

ABSENT: None

Public Attendance: Former Fire Chief Jerry Shorey, Joan Shorey, Vernon Beard, and Deb Barton

Summary of Motions

- Motion to approve the Consent Agenda – Passed
- Motion to approve the Accounts Payable – Passed
- Motion to budget \$63,230 for the 2021-2022 IGA with the City – Passed
- Motion to pay recurring monthly utility bills on auto-pay – Passed
- Motion to adjourn the meeting – Passed

Approval of Consent Agenda

Approval of minutes from the March 25 Board Meeting

Motion to approve the Consent Agenda made by Mahler, 2nd by Milandin.
(Motion Passed Unanimously with a 5-0 roll call vote)

Financial Reports

Accounts Payable

The invoices to be paid were reviewed. The Spectrum invoice contains the new telephone # for the station. There is no phone there now, but Higdon will get phone with a long cord and a speakerphone.

Motion to approve the Accounts Payable made by Mahler, 2nd by Milandin.
(Motion Passed Unanimously with a 5-0 roll call vote)

Financial Report

Peterkin briefly explained the Financial Report for January business. Chair Wick asked why net income is different on two the Balance Sheet and the Revenue and Expenditure Report. Peterkin will look into it.

Recognition/Public Comment

Correspondence

.

Old Business

Review Schedule of Action Items

#23. Resident Address List Update

Hollett will look at the address data and give a proposal at next month's meeting.

#24. Fire Suppression Drill

The drill will take some planning. The water hydrant can't be opened because the valve wrench is missing. Higdon will order some wrenches.

#26. Disaster Plan

It is urgent that the District has a plan due to last year's Holiday Farm Fire. The ability to communicate among response personnel was lost early during that fire. Per the State Fire Marshall, Oakridge is a higher risk community.

Review of IGA with the City of Oakridge

Cutchen presented the IGA. The status of the rescue vehicle was questioned. It is old, difficult to drive, and has front-end issues. It can fit 2 comfortably.

The city budget for Emergency Services was discussed.

Motion to include \$63,230 as a budget line item for the 2021-2022 IGA with the City made by Wick, 2nd by Peterkin.

Baker expressed his opinion against the expenditure, saying that the Board should increase funding to expand and train the volunteers.

(Motion passed with 4 Ayes and 1 Nay [Baker] on a roll call vote)

New Business

Payment of recurring monthly utility bills on auto-pay

Motion to pay recurring monthly utility bills on auto-pay made by Peterkin, 2nd by Mahler

Peterkin said this would save cost of writing and mailing checks. She will sign up for Spectrum and look at the possibility for it with Lane Electric.

(Motion Passed Unanimously with a 5-0 roll call vote)

Fire Chief's Report

Activity Report

Higdon plans to schedule a Fire Academy to get more firefighters. Per Hollett, the tender engine turns over but doesn't start.

Directors Report

Chair Report

Thanks to all for showing up! Contrarian views need to be respected.

Orchid Health is closing.

Look at the Budget Calendar and try to get sign up people for the Budget Committee

Adjournment

Motion to adjourn the meeting made at 6:20 pm.

(Motion Passed Unanimously with a 5-0 roll call vote)

Respectfully Submitted,

Joan Peterkin
Secretary

**HAZELDELL RURAL FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
FRIDAY, APRIL 16, 2021**

CALL TO ORDER: Chairman Herb Wick called the meeting to order at 10:30 AM.

ATTENDANCE: Directors Herb Wick, John Milandin, Joan Peterkin and Scott Baker. FD Capt. Aric Higdon

ABSENT: Director Pam Mahler and Acting Fire Chief Bryan Cutchen

Public Attendance: 5 members of the community

Summary of Motions

- Motion that the Board draft a letter [to County Commissioners and Lane County Land Management Division in the Old Hazeldell Quarry Remand] with a few direct points and that two Board members work on it – Passed
- Motion to adjourn the meeting – Passed

New Business Item 1: Impact on District of Proposed Old Hazeldell Quarry (OHA)

Public Comment

Linda McMahon, 48963 Roberts Ranch Road:

I worked for the USFS for 20 years in fire management and taught fire management and fire control nationally. Her concerns are the impact of water use by OHQ if City allows water sale from the City's million-gallon tank. The uses of the water are firefighting and the Industrial Park. If there is an incident requiring water use for firefighting, there may not be enough available.

Lou Pokorny, 49153 Dunning Road

Lives within 1500 foot boundary of quarry. He has driven water tankers before and knows that 3500 gallons is quickly used. The OHQ proposed use of 5000 gpd is nothing. This amount is insufficient for abatement of silica dust from their operations.

Vernon Beard, Brock Road

He worked as a crusher operator. He estimates that OHQ would need three 5000 gallon tankers to keep dust down on the OHQ property road. His main concern is enough water being available during fire season if a fire occurs. As for oil use, they would put basins under equipment to keep water out of runoff.

Bryan Krokus, West Oak Road

Silica dust is classified as a carcinogen. OHQ's plan to contain it may be inadequate.

Tim Caughlin, Roberts Ranch Road

Silica gets airborne as very small particles. Look at the Remand Statement. The County Commissioners must approve, deny, or modify the OHQ plan. He urges writing a letter to the County Commissioners recommending them to deny it.

Linda McMahon

Additional points are that OHQ plans show no truck maintenance on the site so trucks will be coming from offsite. Therefore there will be no jobs coming to Oakridge. Drivers and trucks will likely come from Knife River's operation. The State Board of Land Use Management has said this proposal is not a good thing to do. The applicants redid their application and can mitigate all areas. Water use and maintaining habitat for wildlife are critical concerns. F1 and F2 lands to Quarry Mining (QM). The City owns Dunning Road from the railroad track to Fish Hatchery Road.

Possible Response

Director Peterkin prepared a draft proposed response to Lane County's request for comments.

Motion to send a letter to the County Commissioners on water quality and water supply made by Peterkin, 2nd by Baker.

An open and lively discussion of the matter by the board and public followed.

Milandin would like to hear the support of the residents as to what elements need to be addressed.

Wick asked what are the issues that affect the District's ability to meet its obligations. How does it relate to the whole of the District?

Pokorny would like to see more cooperation from the City on this issue.

Discussion of EMS services that FD would provide to OHQ. Higdon: It is within the EMS area of responsibility. The City has no official plans for mass casualty events.

Milandin suggests taking the detail out of the proposed letter.

McMahon suggests that commenting as a District, approval of this quarry would impact the District in these Ways: response time, budget, roadway used by trucks.

Roadway maintenance responsibility discussed. Wick: County has the authority to require the operator to bring the road up to safety standards.

Board Discussion

Peterkin withdraws the motion on the floor.

Motion that the Board draft a letter to the County Commission and Land Management with a few direct points, recommending denial, and that two Board members draft the statement made by Peterkin, 2nd by Milandin

Discussion: Milandin states that it is out of our purview to recommend denial of the OHQ proposal.

Motion to modify the motion made to remove "denial".

Motion restated: Move that the Board draft a letter with a few direct points and that two Board members work on it. Motion made by Peterkin, 2nd by Milandin.

(Motion Passed Unanimously with a 4-0 roll call vote)

Public members leave the meeting.

New Business Agenda Item: Budget Committee

Director Baker obtained volunteer forms from two persons to join the District Budget Committee: Vernon Beard and Gene Lord.

Motion to recommend that the Board accept the two Budget Committee Members made by Peterkin, 2nd by Baker

(Motion Passed Unanimously with a 4-0 roll call vote)

New Business Item 2: Request Funding for Special Districts from the American Rescue Plan Act of 2021

Peterkin summarized the letter from SDAO recommending districts write letters to state public officials. Higdon stated that the FD was short staffed, but was able to meet emergency needs. Baker will study the request and work on it and report back to the Board at the next meeting.

Adjournment

Motion to adjourn the meeting made at 12:06 pm made by Peterkin, 2nd by Milandin

(Motion Passed Unanimously with a 4-0 roll call vote)

Respectfully Submitted,

Joan Peterkin
Secretary



Hazeldell Rural Fire Protection District
PO Box 717, Oakridge, Oregon 97463 • 541-782-2416

April 18, 2021

Deanna Wright, Associate Planner
Lane County Land Management Division
3050 N. Delta Hwy
Eugene, Oregon 97463

**STATEMENT OF THE HAZELDELL RFD BOARD OF DIRECTORS
PURSUANT TO ITS APRIL 16, 2021 SPECIAL MEETING**

In the Matter of the Old Hazeldell Quarry, LLC
Remand Public Hearing on April 20, 2021 at 1:30 Pm

REMAND ISSUE: The Board recommends that the remand application address the following quarry impacts.

Quarry operations use of local water resources, including groundwater, will reduce the water available for filling fire tankers and for forest fire wildland fire fighting.

Some patrons of the District have expressed concerns to the Board about the proposed quarry operation and its impacts, including water runoff, on the long-term quantity/quality of their well water, and silica dust impacts on their health. Quarry operations will reduce property values on Dunning Road and nearby areas. The resultant loss of tax base and lower assessed values will reduce the District's tax revenue.

Road traffic congestion from the high volume of rock trucks is likely. The result will be delayed response to calls for fire suppression and EMS services, in particular for Dunning Road and areas east of Oakridge.

Submitted by:

A handwritten signature in blue ink that reads "Joan Peterkin".

Joan Peterkin, Secretary-Treasurer
Hazeldell RFD Board of Directors

The mission of the Hazeldell Rural Fire District is to insure minimal loss of life and property resulting from fire and other disasters by efficient, cost effective fire protection and to provide excellent customer service to each patron of the district.

Hazeldell Rural Fire Department

4/17/2021 7:25 PM

Register: 1002 · Banner Bank - 4095
 From 03/01/2021 through 04/15/2021
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/08/2021			5400 · Materials & Ser...	Refund		X	234.00	9,269.12
03/11/2021			-split-	Deposit		X	3,911.45	13,180.57
03/11/2021			4000 · Revenue:4000-...	Deposit		X	281.72	13,462.29
03/18/2021	3679	US Postal Service	5400 · Materials & Ser...	PO Box 717, O...	122.00			13,340.29
03/18/2021	3680	Lane Electric	5400 · Materials & Ser...	Acct. #3715400	70.48	X		13,269.81
03/18/2021	3690	LB Office Works	5400 · Materials & Ser...	Inv. #2021-5	125.00			13,144.81
03/18/2021	3691	Charter Communicati...	5400 · Materials & Ser...	Acct. #8750 14...	76.97			13,067.84
03/31/2021			4000 · Revenue:4200-...	Deposit		X	0.27	13,068.11
04/15/2021	3692	Lane Electric	5400 · Materials & Ser...	Acct. #3715400	85.32			12,982.79
04/15/2021	3693	LB Office Works	5400 · Materials & Ser...		125.00			12,857.79



787 Bailey Hill Road
Eugene, Oregon 97402-5451

541.484.1151
www.laneelectric.com

444 1 AV 0.395
HAZELDELL RURAL FIRE DIST
ATTN HERB WICK
PO BOX 717
OAKRIDGE OR 97463-0717

4 444
C-2 P-2



Your Electric Bill Information

Account Number	3715400
Statement Date	04/06/2021
Previous Balance	\$70.48
Payments Thank You!	\$-70.48
Current Charges - Due By 05/05/2021	\$85.32
Total Amount Due	\$85.32

Co-op Bulletin Board

IT'S SCHOLARSHIP SEASON!! Each year Lane Electric offers just over \$20,000 in scholarships to high school seniors and members looking to begin a new career. Visit our webpage, www.laneelectric.com, to learn more about the five different offerings, the requirements, and begin your application. Get a great start to a new career!

Your Energy Bill Description

Service Address: 78175 DEAD MOUNTAIN ROAD
Type: FIRE STATION
Service From: 03/01/2021 TO 03/30/2021

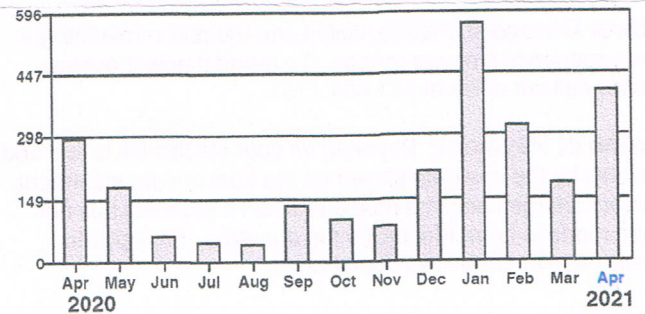
Meter #	Desc.	Previous	Present	Usage	Mult.
78567	kWh	46113	46516	403	1.0
78567	kW	0	1.206	1.206	1.0

Description	Usage	Rate	Total
Basic Charge			\$ 52.00
Usage Charge	403	\$.067800	\$ 27.32
70 Watt Light Street Lights (Qty: 1)			\$ 6.00

Current Month's Charges \$ **85.32**

Acct. 5460-0
14-APR '21 JEP

Your Monthly Energy (kWh) Use



Your Monthly Comparisons

Period	# Days	kWh Use	kWh/Day	\$/Day	Avg. Temp.
This Month	29	403	14	2.94	45
Last Month	28	184	7	2.52	44
Last Year	31	292	9	2.90	46



787 Bailey Hill Road
Eugene, Oregon 97402-5451
541.484.1151
Pay-by-Phone at 1-877-562-5503
www.laneelectric.com

HAZELDELL RURAL FIRE DIST
ATTN HERB WICK
PO BOX 717
OAKRIDGE OR 97463-0717

PLEASE DETACH THIS PORTION AND RETURN IT WITH YOUR PAYMENT

Account Number	3715400
Statement Date	04/06/2021
Total Amount Due	85.32

Your payment and any returned checks may be processed electronically.

LANE ELECTRIC COOPERATIVE
787 BAILEY HILL ROAD
EUGENE OR 97402-5451

01



Hazeldell Rural Fire Department Revenue And Expenditures Budget vs. Actual General July 2020 through March 2021

04/17/21

Accrual Basis

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3900 · Beginning Fund Balances Budget				
4100-1 · Beginning Fund Balances-G.F.	0.00	55,000.00	-55,000.00	0.0%
Total 3900 · Beginning Fund Balances Bu...	0.00	55,000.00	-55,000.00	0.0%
4000 · Revenue				
4000-0 · Prior Year Taxes	2,632.89	3,000.00	-367.11	87.8%
4110-0 · Current Year Tax Receipts	162,746.58	159,234.00	3,512.58	102.2%
4120-0 · Interest On Prior Year Taxes	272.61	300.00	-27.39	90.9%
4200-0 · Invest Interest (LGIP)	574.73	1,000.00	-425.27	57.5%
4200-1 · Bank Interest	5.19	0.00	5.19	100.0%
4840-0 · Address Sign Post Program	0.00	0.00	0.00	0.0%
4850-0 · Miscellaneous Revenue	1,100.00	500.00	600.00	220.0%
Total 4000 · Revenue	167,332.00	164,034.00	3,298.00	102.0%
Total Income	167,332.00	219,034.00	-51,702.00	76.4%
Gross Profit	167,332.00	219,034.00	-51,702.00	76.4%
Expense				
5000 · Capital Outlay				
5830-0 · Vehicles	0.00	0.00	0.00	0.0%
Total 5000 · Capital Outlay	0.00	0.00	0.00	0.0%
5400 · Materials & Services				
5410-0 · Insurance	3,520.11	4,240.00	-719.89	83.0%
5415-0 · Office Expense	122.00	500.00	-378.00	24.4%
5415-1 · Board Expense	0.00	2,000.00	-2,000.00	0.0%
5420-1 · Audit	3,700.00	4,000.00	-300.00	92.5%
5420-2 · Bookkeeping	1,125.00	900.00	225.00	125.0%
5420-3 · Legal Fees	0.00	500.00	-500.00	0.0%
5420-4 · Public Info.,Web Design & Maint	0.00	500.00	-500.00	0.0%
5420-5 · Bank Fees & Service Charges	0.10	150.00	-149.90	0.1%
5425-0 · Licenses,Permits,Subscrip.,Dues	885.09	1,000.00	-114.91	88.5%
5426-0 · Elections & Notices	0.00	1,500.00	-1,500.00	0.0%
5430-0 · Training	0.00	2,500.00	-2,500.00	0.0%
5431-0 · Travel	501.20	2,500.00	-1,998.80	20.0%
5435-0 · Vehicle Repair & Maintenance	7,632.27	10,000.00	-2,367.73	76.3%
5435-1 · Gas & Oil	0.00	250.00	-250.00	0.0%
5435-2 · Tires & Batteries	188.95	3,000.00	-2,811.05	6.3%
5435-3 · Vehicle & Equipment Testing	0.00	4,000.00	-4,000.00	0.0%
5435-4 · Protective Clothing	0.00	14,000.00	-14,000.00	0.0%
5435-5 · Equipment	1,356.00	1,500.00	-144.00	90.4%
5435-6 · Radio Repair/Small Tools/Equip	0.00	1,500.00	-1,500.00	0.0%
5436-0 · Address Sign Program	0.00	100.00	-100.00	0.0%
5450-0 · Contract Ser - City of Oakridge	30,544.50	61,089.00	-30,544.50	50.0%
5450-1 · Contract Services-Adm Asst	0.00	1,000.00	-1,000.00	0.0%
5460-0 · Utilities	1,569.11	3,000.00	-1,430.89	52.3%
5460-1 · Building/Grounds Maintenance	940.00	7,000.00	-6,060.00	13.4%
5470-0 · Volunteer Prog-City of Oakridge	0.00	15,450.00	-15,450.00	0.0%
Total 5400 · Materials & Services	52,084.33	142,179.00	-90,094.67	36.6%
5700 · Interfund Transfer				
5700-1 · Land & Facilities Fund	0.00	10,000.00	-10,000.00	0.0%
5900-1 · Vehicle Fund	0.00	30,000.00	-30,000.00	0.0%
Total 5700 · Interfund Transfer	0.00	40,000.00	-40,000.00	0.0%
6100 · Operating Contingency-Budgeted				
6100-0 · Operating Contingency	0.00	20,000.00	-20,000.00	0.0%
Total 6100 · Operating Contingency-Budg...	0.00	20,000.00	-20,000.00	0.0%

7:37 PM

04/17/21

Accrual Basis

Hazeldell Rural Fire Department
Revenue And Expenditures Budget vs. Actual General
July 2020 through March 2021

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7100 · Unappropriated Ending Fund Bal.	0.00	16,855.00	-16,855.00	0.0%
Total Expense	52,084.33	219,034.00	-166,949.67	23.8%
Net Ordinary Income	115,247.67	0.00	115,247.67	100.0%
Net Income	<u>115,247.67</u>	<u>0.00</u>	<u>115,247.67</u>	<u>100.0%</u>

Hazeldell Rural Fire Department
Revenue And Expenditures Budget vs. Actual Vehicle
July 2020 through March 2021

	<u>Jul '20 - Mar...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
3900 · Beginning Fund Balances Budget				
4100-3 · Beginning Fund Balance-V.F.	0.00	91,100.00	-91,100.00	0.0%
Total 3900 · Beginning Fund Balances Bu...	0.00	91,100.00	-91,100.00	0.0%
4000 · Revenue				
4200-0 · Invest Interest (LGIP)	577.25	300.00	277.25	192.4%
Total 4000 · Revenue	577.25	300.00	277.25	192.4%
5900 · Interfund Transfers				
5900-5 · Vehicle Fund	0.00	30,000.00	-30,000.00	0.0%
Total 5900 · Interfund Transfers	0.00	30,000.00	-30,000.00	0.0%
Total Income	577.25	121,400.00	-120,822.75	0.5%
Gross Profit	577.25	121,400.00	-120,822.75	0.5%
Expense				
5000 · Capital Outlay				
5830-0 · Vehicles	0.00	76,100.00	-76,100.00	0.0%
5920-0 · Fire Equipment	0.00	25,300.00	-25,300.00	0.0%
5920-2 · Major Repairs	0.00	20,000.00	-20,000.00	0.0%
Total 5000 · Capital Outlay	0.00	121,400.00	-121,400.00	0.0%
Total Expense	0.00	121,400.00	-121,400.00	0.0%
Net Ordinary Income	577.25	0.00	577.25	100.0%
Net Income	<u>577.25</u>	<u>0.00</u>	<u>577.25</u>	<u>100.0%</u>

7:37 PM

04/17/21

Accrual Basis

Hazeldell Rural Fire Department
Revenue And Expenditures Budget Vs. Actual Land/Fac
July 2020 through March 2021

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3900 · Beginning Fund Balances Budget				
4100-2 · Beginning Fund Balance-L&F F.	0.00	40,200.00	-40,200.00	0.0%
Total 3900 · Beginning Fund Balances Bu...	0.00	40,200.00	-40,200.00	0.0%
4000 · Revenue				
4200-0 · Invest Interest (LGIP)	253.09	0.00	253.09	100.0%
Total 4000 · Revenue	253.09	0.00	253.09	100.0%
5900 · Interfund Transfers				
5900-7 · Land & Facilities Fund	0.00	10,000.00	-10,000.00	0.0%
Total 5900 · Interfund Transfers	0.00	10,000.00	-10,000.00	0.0%
Total Income	253.09	50,200.00	-49,946.91	0.5%
Gross Profit	253.09	50,200.00	-49,946.91	0.5%
Expense				
5000 · Capital Outlay				
5800-3 · Land & Facilities	0.00	50,200.00	-50,200.00	0.0%
Total 5000 · Capital Outlay	0.00	50,200.00	-50,200.00	0.0%
Total Expense	0.00	50,200.00	-50,200.00	0.0%
Net Ordinary Income	253.09	0.00	253.09	100.0%
Net Income	253.09	0.00	253.09	100.0%

Hazeldell Rural Fire Department
Balance Sheet
As of March 31, 2021

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · Local Gov. Invest. Pool	
1001-1 · General Fund	164,716.01
1001-2 · Land & Facilities Fund	40,960.40
1001-3 · Vehicle Fund	93,124.18
Total 1001 · Local Gov. Invest. ...	<u>298,800.59</u>
1002 · Banner Bank - 4095	
1002-1 · General Fund	13,068.11
Total 1002 · Banner Bank - 4095	<u>13,068.11</u>
Total Checking/Savings	<u>311,868.70</u>
Total Current Assets	<u>311,868.70</u>
TOTAL ASSETS	<u><u>311,868.70</u></u>
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	195,790.69
Net income	116,078.01
Total Equity	<u>311,868.70</u>
TOTAL LIABILITIES & EQUITY	<u><u>311,868.70</u></u>

HAZELDELL RFD ACTION ITEMS

APRIL 29, 2021

Completed items since last report:1,2, 5,18

*Updated items this report: 1

Other items in process

New Item: 29

*1. Renew IGA / **Wick/Milandin** *2/25**Cutchen** to update contract cost for February BOD review and for March meeting he will update the contract cost.
*3/25Renewed IGA @ annual amount of \$63,227,(2,138) based on City personnel cost increase of 3.5 %.

3. Meet with City during interview of new chief/ **Wick, Cutchen**/On hold, budget restraint

*7.Prepare job description for minutes and agenda staff assistant/**Peterkin, Baker, Milandin**/Initiated 7/25/19/Board agreed 10/24/2019 to put on hold for new chief. *3/25 Recent found HRFD Policies and Best Practices could be helpful in completing this item. Previous BOD adopted with adaptations for HRFD using the SDAO model.

*8. Prepare job description for Secretary-Treasurer/**Peterkin** /Initiated 6/19/ 7/29 rough outline. Consult policy manual.*Develop content . See 7.

9. Prepare Policy for 3rd party use of facilities/**Milandin**/ Initiated 7/19/ Draft being prepared using policy of school district for guidance-10/20 In process

10. Develop agreement with ODF/**Wick, Milandin**/Initiated 7/19 /Last meeting ODF reviewed plans for RFD addition. Principal comments were to enlarge the footprint, initially use trailer when present ODF Officer (Bird) retires. Present status: Plans ready to build with smaller footprint, well and septic systems installed. Project on hold.

13. Open House at HP Station/**Baker**/ Initiated 2019/ On hold until COVID all clear.

14. Develop a Website/**Board**/Initiated 6/19/ On hold.

*15. Perform identified maintenance items at HPS/**Milandin, Wick**/Initiated on going/ *install or repair outside motion light, *install combo lock on propane tank for inspection access, *repair roofing-Complete, *repair video camera alarm (see # 25)*

16. Obtain contract with Bookkeeper Deanna Baxley, Bookkeeper, /**Peterkin, Milandin**/ Initiated 11/19 /Draft contract provided by LB Office Works. Review and obtain legal review

22. Prepare Recruitment Job Description for Truck Drivers/**Hollett** /Initiated 2019/ Plan is to recruit drivers from HRFD area for rapid response from HP station to fire to serve as drivers only. The job description will be used to inform prospects of driving requirements.

* 23. Address Sign Project/ **Hollett**/Initiated 8/1 2020/ In process of identifying addresses without signs and asking owner to install a donated address sign. BOD to authorize purchase of signs. General Zones served by HRFD are: High Prairie, McFarland, Dunning, Hills Creek, * La Duke Rd. Westridge, Airport. A status of structures in each Zone could facilitate determining progress and signs needed . * City Admin has requested County Tax office for list of HRFD tax properties to identify property locations. *2/25 **PETERKIN** received the properties list and will forward to **CUTCHEN** who will investigate best source for mapping properties.

24. Fire Suppression Drill in Hazeldell Area/**Hollett**/Initiated 10/2020. On 10/25 Hollett reported conducting a walk thru on the HPS water system and is planning

for a full fire suppression evolution. The BOD supports this and can assist in staging a location for a structure to be used in the evolution.

*25. Spectrum Service to HPS/**CUTCHEN**/ BOD DETERMINE NEED FOR Spectrum Service including a phone line . Estimated cost \$76/ month.* The BOD discussed the need to provide smoke/fire monitoring utilizing a smoke detection callout system utilizing the Spectrum phone and internet line. Installation of the Spectrum line was authorized. ***Curchen** reported video monitoring system alarm repaired with new DVR and power supply. Currently providing remote system to OFS for personnel to monitor .**BOD** to designate a coordinator to obtain an estimate for a smoke/fire detector call out system from IES. Need status of Spectrum service install.* Feb 25 -**HIGDON** to purchase phone with speaker on wireless remote. **MILANDIN** appointed to obtain estimate from IES for install of adequate number of smoke detectors and a monitor in HP station and monitor in ORFD station. **NOTE: THE PHONE NO. FOR THE STATION WILL BE 458-675-9152.***4/29 Estimate received from IES for smoke detection system. Estimate being evaluated.

*26. Publish a Disaster Contingency Plan/**Milandin**/ Establish an advisory panel to BOD. Panel to consist of representatives from ODF, Lane County Emergency Program Coordinator, City Administrator, Red Cross, Lane County Sheriffs Department, Middle Fork FS, Hazeldell Zones. Plan to include evacuation information : notification alerts, routes, safe locations and Emergency Kit content. Received notification Message 11/19/2020 by Lane County Emergency Manager, Patence Winningham, the enlistment of the UO Institute for Policy Resource and Engagement to address evacuation plans for rural community evacuation including shelter in place options for high wildfire impact areas of the county. Stakeholders of rural areas will be contacted for technical information by UOgraduate students. Oakridge **City Administrator** planned to contact the student leader to discuss how they plan to include areas such as HRFD and Westfir. *Further review of the information on the County Website on this subject appeared to lack specific information for Hazeldell residents such as WHO will notify residents of stage 1, 2, and 3 and HOW residents will be notified (should power be out) and WHERE residents and livestock will evacuate to including the safest route to take. This information could be answered by the county and coordinated with the Oakridge CA and HRFD. Any document containing this information should be published by the county and not the HRFD BOD. ***Cutchen**

will pass on to the student leader our WHO, HOW, and WHERE requirements who has been charged with writing a general evacuation plan for rural areas.*2/25 **CUTCHEN** reported that a draft of Rural plan should be received soon.

*27.Develop specifications for replacement rescue vehicle. The current vehicle (#1518, a 1991 FORD 800 exceeds the useful reliable life by 19 years.)***Cutchen** plans to include a replacement in an upcoming FEMA grant. The BOD discussed the need for a foam rapid fire suppression system with a water tank to be included on the replacement or added if all else is good.*

-

*28. 2/25 BULLETIN BOARD PROJECT AT HP STATION . **MILANDIN** appointed to develop a plan for a bulletin board at HP Station and at possible other ZONES locations. Crissy Hollett agreed to participate in the design. Plan to be submitted to BOD. _

29. 3/25 DEVELOP INPUT FOR BOD DISCUSSION FOR RESPONSE TO SDAO LETTER MARCH 18,2021 FOR CARES FUNDING REQUEST. **BAKER**