



**Hazeldell Rural Fire Protection District  
Budget Committee Meeting / Public Hearing  
Board of Directors Regular Meeting  
Oakridge Fire Department  
Oakridge, OR 97463**

**5:00 PM THURSDAY May 27, 2020**

**BUDGET COMMITTEE MEETING**

**CALL MEETING TO ORDER**

- 1) ROLL CALL
- ~~2) APPROVAL OF IMPOSITION OF FY22 PROPERTY TAX LEVY~~
- 3) REVIEW AND APPROVAL OF FY22 BUDGET
- 4) ADJOURNMENT

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**BOARD OF DIRECTORS MEETING**

**CALL THE MEETING TO ORDER**

- 1) **Open Public Hearing – Res. 02-2021 Adoption of the FY 21-22 Budget**
  - 1.1.1 Statements in Favor
  - 1.1.2 Statements in Opposition
  - 1.1.3 Statements in General
  - 1.1.4 Close Public Hearing
  - 1.1.5 Board Discussion
- 2) **\* APPROVAL OF CONSENT AGENDA**
  - a) Minutes from Regular Board Meeting
- 3) **FINANCIAL REPORTS**
  - a) \* Accounts Payable
  - b) Financial Report
- 5) **RECOGNITION / PUBLIC COMMENT**
- 6) **OLD BUSINESS**
  - a) Review Task List

**7) NEW BUSINESS**

a) ~~Resolution 01-2021 Approval of imposition of FY22 Property Tax Levy~~

b) Resolution 01-2021 Adopting the Budget, Making Appropriations, Imposing the Tax And  
Categorizing the Tax

**8) FIRE CHIEF'S REPORT**

a) Activity Report

b) Equipment Readiness

**9) DIRECTOR'S REPORT**

**10) CHAIR REPORT**

**11) ADJOURNMENT**

- Requires Board Action



# HAZELDELL RURAL FIRE PROTECTION DISTRICT

## Staff Report

- I. Issue: FY 21-22 Budget Approval
- II. Initiator: Bryan Cutchen
- III. Date: 27 MAY 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 2021-2022 proposed budget.

### **BUDGET IMPACT**

EXPENDITURE REQUIRED: -0-	AMOUNT BUDGETED: -0-	APPROPRIATION REQUIRED: -0-
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**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	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	1,000	3
4	292	424	300	4120-0	4 Interest on Prior Taxes	300	300	4
5	2,074	3,167	1,000	4200-0	5 Investment Interest	1,000	1,000	5
6		-	-					6
7					<b>OTHER RESOURCES</b>			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
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24								24
25								25
26								26
27								27
28								28
29	40,280	45,319	59,800		29 Total resources, except taxes to be levied	39,155	39,155	-
30			159,234	4110-0	30 Taxes estimated to be received	166,344	166,344	
31	154,139	159,502			31 Taxes collected in year levied			
32	<b>194,419</b>	<b>204,821</b>	<b>219,034</b>		<b>32 TOTAL RESOURCES</b>	<b>205,499</b>	<b>205,499</b>	<b>-</b>

\*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**  
 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							
					<b>PERSONNEL SERVICES</b>				
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	<b>TOTAL PERSONNEL SERVICES</b>	0	0	0	4
5	0	0	0	5	<b>Total Full-Time Equivalent (FTE)</b>	0	0	0	5
					<b>MATERIALS AND SERVICES</b>				
7	3,695	3,922	4,240	5410-0	7 Insurance / Workers Comp	4,240	4,240		7
8	302	120	500	5415-0	8 Office Expense	500	500		8
9	131	34	2,000	5415-1	9 Board Expense	2,000	2,000		9
10	3,500	3,700	4,000	5420-1	10 Audit	4,000	4,000		10
11	800	1,400	900	5420-2	11 Bookkeeping	1,500	1,500		11
12	0	0	500	5420-3	12 Legal Fees	500	500		12
13	0	0	500	5420-4	13 Public Information, Web Page Design and	500	500		13
14	0	26	150	5420-5	14 Bank Fees & Service Charges	150	150		14
15	632	749	1,000	5425-0	15 License, Permits, Subscriptions and Dues	1,000	1,000		15
16	621	1,848	1,500	5426-0	16 Elections and Notices	1,900	1,900		16
17	0	0	2,500	5430-0	17 Training	2,000	2,000		17
18	0	62	2,500	5431-0	18 Travel	2,000	2,000		18
19	0	0	10,000	5435-0	19 Vehicle Maintenance and Repair	10,000	10,000		19
20	0	0	250	5435-1	20 Gas and Oil	250	250		20
21	322	1,496	3,000	5435-2	21 Tires and Batteries	3,000	3,000		21
22	1,224	959	4,000	5435-3	22 Vehicle and Equipment Testing	4,000	4,000		22
23	10,738	10,758	14,000	5435-4	23 Protective Clothing	14,000	14,000		23
24	0	508	1,500	5435-5	24 Equipment	1,500	1,500		24
25	0	0	1,500	5435-6	25 Radio Repair / small tools / equipment	1,500	1,500		25
26	0	0	100	5436-0	26 Address Sign Program	100	2,000		26
27	0	0	0	5440-0	27 Grant Expenses/Fees	0	0		27
28	46,710	59,310	61,089	5450-0	28 Contract Services - City of Oakridge	63,330	63,330		28
29	12,000	0	1,000	5450-1	29 Contract Services - Administrative Services	1,000	1,000		29
30	1,717	1,742	3,000	5460-0	30 Utilities	3,000	3,000		30
31	164	650	7,000	5460-1	31 Building/Grounds Maintenance	7,000	7,000		31
32	15,000	15,000	15,450	5470-0	32 Volunteer Program - City of Oakridge-Hazeldell-Westfir	15,450	15,450		32
33	<b>97,556</b>	<b>102,284</b>	<b>142,179</b>	33	<b>TOTAL MATERIALS AND SERVICES</b>	<b>144,420</b>	<b>146,320</b>	<b>0</b>	33
					<b>CAPITAL OUTLAY</b>				
35	8,820	0	0	5800-0	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	20,000	0	37
38	<b>17,853</b>	<b>0</b>	<b>0</b>	38	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	38
39	<b>115,409</b>	<b>102,284</b>	<b>142,179</b>		<b>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</b>	<b>144,420</b>	<b>166,320</b>	<b>0</b>	39

FORM  
LB-30

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

Hazeldell RFPD

Line Item	Historical Data			Account	REQUIREMENTS DESCRIPTION	Budget For Next Year 2021 - 2022			Total
	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	<b>TOTAL PERSONNEL SERVICES</b>	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	<b>TOTAL MATERIALS AND SERVICES</b>	0	0	0	9
10				10	CAPITAL OUTLAY NOT ALLOCATED				10
11				11					11
12				12					12
13	0	0	0	13	<b>TOTAL CAPITAL OUTLAY</b>	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	10,000		15
16	10,000	10,000	10,000	5700-1	16 Transfer to Land & Facilities Reserve Fund	10,000	10,000		16
17	40,000	40,000	40,000	17	<b>TOTAL INTERFUND TRANSFERS</b>	40,000	20,000	0	17
18				18					18
19	0	0	20,000	6100-0	19 OPERATING CONTINGENCY	10,000	10,000		19
20				20	<b>Total Requirements NOT ALLOCATED</b>				20
21	115,409	102,284	142,179	21	<b>Total Requirements for ALL Org.Units/Programs within fund</b>	144,420	166,320		21
22				25	<b>RESERVED FOR FUTURE EXPENDITURE</b>				22
23	39,010			23	Ending balance (prior years)				23
24		0	16,855	24	<b>UNAPPROPRIATED ENDING BALANCE</b>	11,079	9,179	<- 9,079??	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	<b>TOTAL REQUIREMENTS</b>	205,499	205,499	0	35

23,527

the number above, has to match the resource  
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**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)**

1	Historical Data			Account	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021 - 2022			1	
	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								
2	31,839	62,152	91,100	5910-0	2	Cash on hand *(cash basis), or	121,400	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	300		5
6	30,000	30,000	30,000	5900-2	6	Transferred IN, from other funds	30,000	10,000		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	131,700		10
11					11	Taxes estimated to be received				11
12					12	Taxes collected in year levied				12
13	<b>62,152</b>	<b>92,547</b>	<b>121,400</b>		13	<b>TOTAL RESOURCES</b>	<b>151,700</b>	<b>131,700</b>	<b>0</b>	13
14					14	<b>REQUIREMENTS **</b>				14
15			76,100		15	Capital Outlay - Vehicle				15
16			25,300	5920-0	16	Fire Equipment	5,000	5,000		16
17				5920-1	17	Type III Ambulance				17
18			20,000	5920-2	18	Major Repair	5,000	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	<b>RESERVED FOR FUTURE EXPENDITURE</b>	141,700	121,700		30
31	<b>62,152</b>	<b>92,547</b>	<b>121,400</b>		31	<b>TOTAL REQUIREMENTS</b>	<b>151,700</b>	<b>131,700</b>	<b>0</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**

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

Line	Historical Data			Account	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021 - 2022			Line	
	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	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	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	60,200		10
11					11	Taxes estimated to be received				11
12					12	Taxes collected in year levied				12
13	<b>30,312</b>	<b>40,707</b>	<b>50,200</b>		13	<b>TOTAL RESOURCES</b>	<b>60,200</b>	<b>60,200</b>	<b>0</b>	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	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	60,200	60,200		30
31	<b>30,312</b>	<b>40,707</b>	<b>50,200</b>		31	<b>TOTAL REQUIREMENTS</b>	<b>60,200</b>	<b>60,200</b>	<b>0</b>	31

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



**HAZELDELL RURAL FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
COMBINED MINUTES OF THE BUDGET COMMITTEE  
AND REGULAR MEETING  
THURSDAY, APRIL 29, 2021**

**CALL TO ORDER:** Chairman Herb Wick called the meeting to order at 4:30 PM.

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

**ABSENT:** BC Members Paula Hebert, Gene Lord and Vernon Beard

**Public Attendance:** Jerry and Joan Shorey

**BUDGET COMMITTEE SESSION**

**Summary of Motions**

- Motion to allocate \$20,000 to Capital Outlay for Vehicles in the General Fund – Passed
- Motion to approve the property tax rate of \$2.7115 per assessed value – Passed
- Motion to reconvene the Budget Committee on May 27 – Passed

**Discussion of Budget**

*Budget Message*

Acting Fire Chief Cutchen read The Budget Message. Milandin asked for a discussion. Cutchen said it is important to watch what the City decides to do about the difficulty funding its Emergency Services budget. Oakridge's Ambulance Service Area (ASA) runs from the Way Station to the Willamette Pass. Lane County has 8 ASAs.

**Motion to allocate \$20,000 to Line 37, Capital Outlay for Vehicles and reduce the same amount from Inter-fund Transfers (in the General Fund)** made by Peterkin, 2<sup>nd</sup> by Milandin.

Expenditures can only be made from the General Fund. A budget transfer would be needed to move budget from a reserve fund to the General Fund, thus requiring a Budget Hearing. The change would allow the district to respond quicker, if needed, in purchasing a used vehicle up to \$20,000.

(Motion Passed with a 5-1 roll call vote. Baker cast the nay vote).

Several other budget line items were noted for correction. Hollett discussed the Address Sign program. He proposed to start with \$100. The general sense of the BOD is to increase the budget to \$2000.

**Public Comment**

*Fire Wise Event (not in Agenda)*

Guest Sarah Altemus-Pope came to speak about the Fire Wise Program. On May 21 a community event will be held at Greenwaters Park to promote discussion/action about wildfire dangers in the Oakridge-Westfir area. Partner agencies will have tables with representatives and information. She passed out a flyer.

*2021-22 Property Tax Approval*

**Motion to approve taxes for the 2020-2021 fiscal year at the rate of \$2.7115 per \$1000 assessed value for operation purposes (staff report on Property Tax Approval)** made by Milandin, 2<sup>nd</sup> by Baker.

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

*Approval of Budget*

Due to changes in the proposed budget at this meeting, a second Budget Committee Meeting will scheduled to coincide with the May 27 at 5pm.

**Motion to reconvene the Budget Committee Meeting on May 27 at 5 pm** made by Baker, 2<sup>nd</sup> by unknown.  
(Motion Passed Unanimously with a 5-0 roll call vote)

## **REGULAR BOD SESSION**

### **Summary of Motions**

- Motion to approve the Meeting Minutes with corrections – Passed
- Motion to approve the Accounts Payable – Passed
- Motion to adjourn the meeting – Passed

### **Approval of Meeting Minutes**

Peterkin presented the minutes of the March 25 Regular Meeting and April 16 Special Meeting. Small errors to a title and name were noted.

**Motion to approve the Meeting Minutes with corrections** made by Milandin, 2<sup>nd</sup> by Baker.  
(Motion Passed Unanimously with a 5-0 roll call vote)

### **Financial Reports**

**Motion to approve the Accounts Payable** made by Baker, 2<sup>nd</sup> by Milandin.  
(Motion Passed Unanimously with a 5-0 roll call vote)

### **Fire Chief's Report**

Higdon and Hollett are doing EMS Research, updating an online system to track savings and certifications. Hose Pump and Testing are completed.

At the Federal level, ARPA is allocating funds across states, counties and metro cities. Smaller cities are getting funds from the State Treasury. Oakridge expects to receive \$680k in auditable funds, including vaccination programs.

The Lakeport engine has unique batteries and is in need of a battery charger.

### **Old Business**

*Review Schedule of Action Items*

#25. Spectrum Service to HP Station

Milandin received an estimate for a Smoke Detection System with 12 detectors of \$7000.

### **New Business**

*Banner Bank changes to Public Account (checking)*

Peterkin reviewed the changes made by Banner Bank in a document received by the district.

### **Directors Report**

*Firewise Event*

The FD will have a booth at this event. The District can advertise for volunteers. Baker and Milandin will provide input to the FD on these.

### **Adjournment**

**Motion to adjourn the meeting made at 6:15 pm** made by Peterkin, 2<sup>nd</sup> by Milandin  
(Motion Passed Unanimously with a 5-0 roll call vote)

Respectfully Submitted,

Joan Peterkin  
Secretary

# Hazeldell Rural Fire Department

5/25/2021 7:32 PM

Register: 1002 · Banner Bank - 4095

From 04/01/2021 through 05/25/2021

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
04/13/2021			-split-	Deposit		X	888.25	13,956.36
04/15/2021		Charter Communicati...	5400 · Materials & Ser...	Inv. 03.07.21	76.97	X		13,879.39
04/15/2021	3692	Lane Electric	5400 · Materials & Ser...	Acct. #3715400	85.32			13,794.07
04/15/2021	3693	LB Office Works	5400 · Materials & Ser...		125.00			13,669.07
04/24/2021		Charter Communicati...	5400 · Materials & Ser...	Inv. 04.07.21	76.97			13,592.10
04/30/2021			4000 · Revenue:4200-...	Deposit		X	0.22	13,592.32
05/14/2021			-split-	Deposit			781.80	14,374.12
05/20/2021	3694	Lane Electric	5400 · Materials & Ser...	Acct. #3715400	94.14			14,279.98
05/20/2021	3695	LB Office Works	5400 · Materials & Ser...		125.00			14,154.98
05/20/2021	3696	National Hose Testin...	5400 · Materials & Ser...	Inv. #50051	1,370.00			12,784.98
05/24/2021		Charter Communicati...	5400 · Materials & Ser...	Inv. 05.07.01	77.97			12,707.01



787 Bailey Hill Road  
Eugene, Oregon 97402-5451

541.484.1151  
[www.laneelectric.com](http://www.laneelectric.com)

561 1 AV 0.395 4 561  
HAZELDELL RURAL FIRE DIST C-2 P-2  
ATTN HERB WICK  
PO BOX 717  
OAKRIDGE OR 97463-0717



Your Capital Credit allocation for 2020 is \$83.99

### Your Energy Bill Description

Service Address: 78175 DEAD MOUNTAIN ROAD  
Type: FIRE STATION  
Service From: 03/30/2021 TO 04/26/2021

Meter #	Desc.	Previous	Present	Usage	Mult.
78567	kWh	46516	47049	533	1.0

Description	Usage	Rate	Total
Basic Charge			\$ 52.00
Usage Charge	533	\$ .067800	\$ 36.14
70 Watt Light Street Lights (Qty: 1)			\$ 6.00
<b>Current Month's Charges</b>			<b>\$ 94.14</b>

5460-0  
JEP 5/19/21

### Your Electric Bill Information

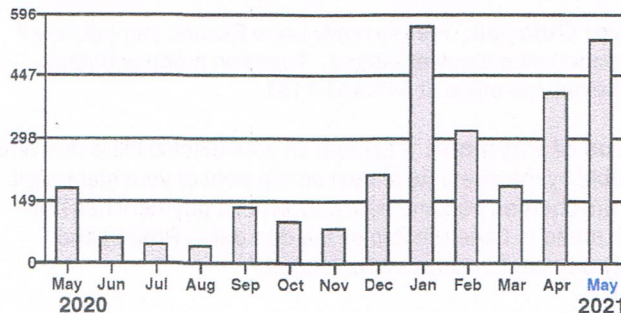
Account Number	3715400
Statement Date	05/06/2021
Previous Balance	\$85.32
Payments Thank You!	\$-85.32
Current Charges - Due By 06/07/2021	\$94.14
<b>Total Amount Due</b>	<b>\$94.14</b>

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### Co-op Bulletin Board

Mark your calendars - Our annual meeting is set for May 24th, 2021 at 4:30 pm and will be held virtually. We invite members to join, listen in and ask questions. Find out more at [www.laneelectric.com/annualmeeting](http://www.laneelectric.com/annualmeeting).

### Your Monthly Energy (kWh) Use



### Your Monthly Comparisons

Period	# Days	kWh Use	kWh/Day	\$/Day	Avg. Temp.
This Month	27	533	20	3.49	52
Last Month	29	403	14	2.94	45
Last Year	30	179	6	2.74	53



787 Bailey Hill Road  
Eugene, Oregon 97402-5451  
541.484.1151  
Pay-by-Phone at 1-877-562-5503  
[www.laneelectric.com](http://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	05/06/2021
<b>Total Amount Due</b>	<b>94.14</b>

Your payment and any returned checks may be processed electronically.

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

01







National Hose Testing Specialties, Inc.  
 P.O. Box 1024  
 Dallas, OR 97338  
 Phone (503) 623-9422 Fax (503) 623-7424

# INVOICE

## 50051

Job # 21-10051

DATE: APRIL 27, 2021

**TO: OAKRIDGE FIRE & EMS**

Attn: Accounts Payable  
 PO Box 1410  
 Oakridge, OR 97463

**REMIT TO:**

National Hose Testing Specialties, Inc.  
 P.O. Box 1024  
 Dallas, OR 97338  
 (503) 623-9422

Qty	DESCRIPTION	UNIT PRICE	TOTAL
8,500 ft.	2021 Fire Hose Testing	\$.28/ft.	\$2,380.00
144 ft.	2021 Ground Ladder Testing	\$2.50/ft.	\$360.00
	<p>1/2 Hazeldell — \$1370.00 — 5435-3            5/4/21            (Signature)</p> <p>1/2 Oakridge — \$1370.00            232-00-400149            5/6/21            (Signature)</p> <p>THANK YOU FOR YOUR BUSINESS!!</p>		
		SUBTOTAL	\$2,740.00
		TOTAL DUE	\$2,740.00

Make all checks payable to National Hose Testing Specialties, Inc.  
 Visa Accepted.

If you have any questions concerning this invoice, contact Anna Ficek, (503) 623-9422, [anna@nhts.com](mailto:anna@nhts.com)

TERMS: Full payment is due within 45 days of date of this invoice. Past due accounts will be charged 1.5% per month, 18% annually.

PAYMENT: A **Convenience fee of 2.5%** will be assessed on the total payment amount for **credit & debit transactions**.



Invoice Number: 0013997050721
Account Number: 8751 14 220 0013997
Security Code: 8229

HAZELDELL FD

Contact Us
Questions about your bill or services?
Visit SpectrumBusiness.net or call 800.314.7195

8634 0150 NO RP 07 05082021 NNNNNNNN 01 995585

Charge Details

Table with 2 columns: Description, Amount. Rows: Previous Balance (76.97), One-time EFT Payment (04/14, -76.97), Remaining Balance (\$0.00)

Payments received after 05/07/21 will appear on your next bill.

Service from 05/07/21 through 06/06/21

Spectrum Business™ Internet

Table with 2 columns: Description, Amount. Rows: Spectrum Business Internet (119.99), Promotional Discount (-70.00), Security Suite (0.00), Business WiFi (7.99), Total (\$57.98)

Spectrum Business™ Internet Total \$57.98

Spectrum Business™ Voice

Table with 2 columns: Description, Amount. Rows: Phone number (458) 675-9152, Spectrum Business Voice (49.99), Promotional Discount (-30.00), Total (\$19.99)

For additional call details and terms of service, please visit spectrum.net/calldetails.

Spectrum Business™ Voice Total \$19.99

Summary table with 2 columns: Description, Amount. Rows: Current Charges (\$77.97), Total Due by Auto Pay (\$77.97)

Billing Information

Tax and Fees - This statement reflects the current taxes and fees for your area (including sales, excise, user taxes, etc.).

Spectrum Terms and Conditions of Service - In accordance with the Spectrum Business Services Agreement, Spectrum services are billed on a monthly basis.

The following taxes, fees and surcharges are included in the price of the applicable service - TAXES: RESIDENTIAL SERVICE PROTECTION FUND \$0.14.

Terms & Conditions - Spectrum's detailed standard terms and conditions for service are located at spectrum.com/policies.

Past Due Fee / Late Fee Reminder - A late fee will be assessed for past due charges for service.

Insufficient Funds Payment Policy - Charter may charge an insufficient funds processing fee for all returned checks and bankcard charge-backs.

Complaint Procedures - You have 60 days from the billing date to register a complaint if you disagree with your charges.

Franchise Administrator - Lane County Community Development 125 E 8th Ave Eugene OR 97401 Phone: (541) 682-3747



Continued on the next page...

Local Spectrum Store: 1500 NW Mulholland Dr, Suite 103, Roseburg OR 97471 Store Hours: Mon thru Sat - 10:00am to 8:00pm; Sun - 12:00pm to 5:00pm

Visit Spectrum.com/stores for store locations. For questions or concerns, visit Spectrum.net/support.



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

	Jul '20 - Apr 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3900 · Beginning Fund Balances Budget				
4100-1 · Beginning Fund Balances-G.F.	0.00	55,000.00	-55,000.00	0.0%
<b>Total 3900 · Beginning Fund Balances Budget</b>	0.00	55,000.00	-55,000.00	0.0%
<b>4000 · Revenue</b>				
4000-0 · Prior Year Taxes	2,780.97	3,000.00	-219.03	92.7%
4110-0 · Current Year Tax Receipts	163,461.22	159,234.00	4,227.22	102.7%
4120-0 · Interest On Prior Year Taxes	298.14	300.00	-1.86	99.4%
4200-0 · Invest Interest (LGIP)	626.31	1,000.00	-373.69	62.6%
4200-1 · Bank Interest	5.41	0.00	5.41	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%
<b>Total 4000 · Revenue</b>	168,272.05	164,034.00	4,238.05	102.6%
<b>Total Income</b>	168,272.05	219,034.00	-50,761.95	76.8%
<b>Gross Profit</b>	168,272.05	219,034.00	-50,761.95	76.8%
<b>Expense</b>				
5000 · Capital Outlay				
5830-0 · Vehicles	0.00	0.00	0.00	0.0%
<b>Total 5000 · Capital Outlay</b>	0.00	0.00	0.00	0.0%
<b>5400 · Materials &amp; Services</b>				
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	1,250.00	900.00	350.00	138.9%
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	1,808.37	3,000.00	-1,191.63	60.3%
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%
<b>Total 5400 · Materials &amp; Services</b>	52,448.59	142,179.00	-89,730.41	36.9%
<b>5700 · Interfund Transfer</b>				
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%
<b>Total 5700 · Interfund Transfer</b>	0.00	40,000.00	-40,000.00	0.0%
<b>6100 · Operating Contingency-Budgeted</b>				
6100-0 · Operating Contingency	0.00	20,000.00	-20,000.00	0.0%
<b>Total 6100 · Operating Contingency-Budgeted</b>	0.00	20,000.00	-20,000.00	0.0%
<b>7100 · Unappropriated Ending Fund Bal.</b>	0.00	16,855.00	-16,855.00	0.0%
<b>Total Expense</b>	52,448.59	219,034.00	-166,585.41	23.9%
<b>Net Ordinary Income</b>	115,823.46	0.00	115,823.46	100.0%
<b>Net Income</b>	<b>115,823.46</b>	<b>0.00</b>	<b>115,823.46</b>	<b>100.0%</b>

**Hazeldell Rural Fire Department**  
**Balance Sheet**  
As of April 30, 2021

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	Apr 30, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · Local Gov. Invest. Pool	
1001-1 · General Fund	164,767.59
1001-2 · Land & Facilities Fund	40,982.50
1001-3 · Vehicle Fund	93,197.85
<b>Total 1001 · Local Gov. Invest. ...</b>	298,947.94
1002 · Banner Bank - 4095	
1002-1 · General Fund	13,592.32
<b>Total 1002 · Banner Bank - 4095</b>	13,592.32
<b>Total Checking/Savings</b>	312,540.26
<b>Total Current Assets</b>	312,540.26
<b>TOTAL ASSETS</b>	<b>312,540.26</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
32000 · Unrestricted Net Assets	195,790.69
Net Income	116,749.57
<b>Total Equity</b>	312,540.26
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>312,540.26</b>



## HAZELDELL RFD ACTION ITEMS

MAY 27, 2021

Completed items since last report: 15

\*Updated items this report: 1

Other items in process

Items on hold: 3, 10, 13, 14

New Item:

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

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\*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.

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

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

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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.

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

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

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\*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)\* continue tracking this item to item 25

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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

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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.

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\* 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. \*5/27 Milandin counting structures shown on HRFD map for info

---

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.\* 5/27 Aric to report progress to date on video monitor/ Milandin contacting IES for info on estimate.

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\*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.\* 5/27 Jerry Spaulding , UO 503-341-6277

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\*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.\*

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\*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.\*5/27 Permanent sign on hold. Temporary sign planned.

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



# HAZELDELL RURAL FIRE PROTECTION DISTRICT

## Staff Report

- I. Issue: FY 21-22 Property Tax Approval
- II. Initiator: Bryan Cutchen
- III. Date: 27 MAY 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 Board of Directors 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)	X		<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 &amp; Levies (SAL) - This inform is entered on LB- 1 &amp; 3 form, line 14a</i>			
6. Tax to be billed	=		<u>\$175,099.23</u>
7. Average Collection Factor	X		0.95
<i>See your forms &amp; 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 &amp; 3 form, line 11</i>			
9. Loss due to discount & uncollectables	=		<u>\$8,754.96</u>
<i>(line 6 minus line 8)</i>			
<i>Gets entered on LB- 1 &amp; 3 form, line 14b</i>			



# HAZELDELL RURAL FIRE PROTECTION DISTRICT

## Staff Report

- I. Issue: FY 21-22 Budget Approval
- II. Initiator: Bryan Cutchen
- III. Date: 27 MAY 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 adopt the 2021-2022 proposed budget.

### **BUDGET IMPACT**

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

**RESOLUTION NO. 01-2021**

**A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS,  
IMPOSING THE TAX AND CATEGORIZING THE TAX**

ADOPTING THE BUDGET

Be it Resolved that the Board of Directors of the Hazeldell Rural Fire District hereby adopts the budget for the 2021-2022 in the sum of \$ now on file in the Hazeldell Fire District's Office located at 47592 Hwy. 58, Oakridge Oregon.

MAKING APPROPRIATIONS

Be It Resolved that the amounts for the fiscal year beginning July 1, 2021 and for the purpose shown below are hereby appropriated.

<u>General Operating Fund:</u>	Materials & Services	\$146,320
	Capital Outlay	\$ 20,000
	Transfer to Other Funds	\$ 20,000
	<u>Operating Contingency</u>	<u>\$ 10,000</u>
	Total General Operating Fund	\$196,320
<u>Vehicle Reserve Fund:</u>	<u>Capital Outlay</u>	<u>\$ 10,000</u>
	Total Vehicle Reserve Fund	\$ 10,000
<u>Land &amp; Facilities Reserve Fund:</u>	<u>Capital Outlay</u>	<u>\$ 0</u>
	Total Land & Facilities Reserve Fund	\$ 0
Total Appropriations, Budgeted		\$206,320
Total Unappropriated Ending Fund Balance and Reserved for Future Expenditure		\$190,079
<b>Total Budget</b>		<b><u>\$397,299</u></b>

IMPOSING THE TAX

Be it Resolved that the Board of Directors of the Hazeldell Rural Fire District hereby Imposes the taxes provided for in the adopted budget at the rate of \$2.7115 per \$1,000 of assessed value for operations and that these taxes are hereby imposed for the tax year 2021-2022 upon the assessed value of all taxable property within the district.

CATEGORIZING THE TAX

**General Government Limitation**

General Fund \$2.7115 per \$1,000

The above resolution statements were approved and declared adopted on this 27<sup>th</sup> day of May 2021.

Signed: \_\_\_\_\_  
Herbert Wick, Chairman

Signed: \_\_\_\_\_  
John Milandin, Vice-Chairman

Signed: \_\_\_\_\_  
Joan Peterkin, Sec./Tres.

Signed: \_\_\_\_\_  
Pamela Mahler, Director

Signed: \_\_\_\_\_  
Robert Baker, Director