

**NEHALEM BAY FIRE AND RESCUE DISTRICT  
BUDGET COMMITTEE MEETING MINUTES**

**Thursday April 1, 2021**

***Held in hybrid format: Committee members met in person at Station 13 and via Zoom Meeting ID: 811 8875 7553 Passcode: 035292. Members of the public invited to participate via Zoom or audio only (253) 215-8782.***

**I. CALL TO ORDER**

Board President Charles Bridge called the meeting to order at 3:01 p.m. A roll call of the budget committee members was taken. Present were Charles Bridge (in person), Garry Bullard (Zoom), Bob Forster (in person), John Handler (in person), John Steele (in person), Meadow Davis (Zoom), Linda Kozlowski (in person), Mike Sims (in person), and Lance Stockton (in person). It was noted that Jim Nielson was absent. Also present were Chris Beswick, Fire Chief and Budget Officer (Zoom), and Kristen Coyle, Executive Assistant (in person). One member of the public, Phil Chick, attended via Zoom.

**II. ELECTION OF CHAIR**

*John Steele nominated John Handler to be appointed Budget Committee Chair. Bob Forster seconded. Motion passed unanimously.*

**III. BUDGET MESSAGE PRESENTATION BY BUDGET OFFICER**

Chief Beswick explained that the budget process is a month earlier than normal due to the timing of early bond payoff notification to the escrow agent. The earlier budget required a greater use of estimates in some expenditure areas. Within the General Fund, a \$10,000 contingency is placed within both the Personnel Services and the Materials and Services expenditures to account for the increased use of estimates. Chief Beswick highlighted the relatively low amounts being available to transfer from the General Fund to the Equipment Reserve and Construction Reserve Funds due to the payoff of the bonds. He noted that in the event the District receives reimbursements for the prior fiscal year wildfire response and COVID-19 relief, his intention is that the District will transfer such payments to the reserve funds. He also pointed out that the budgeted Operating Contingency is also lower than prior budget; this is due to the early bond payoff as well as the two \$10,000 contingencies noted above. Finally, he noted that the General Fund's ending unassigned minimum fund balance is higher than historically; this again is due to the payoff of the bonds and the need to have enough resources to carry operations until November's tax revenue receipts.

**IV. OVERVIEW OF BUDGET BY BUDGET COMMITTEE**

Chair Handler led the committees through the budget by category and fund. The budget document included columns for Actual 2018-19, Actual 2019-20; Adopted Budget 2020-21, and Adopted Budget with Resolutions 2020-21. The rationale for the increase in the executive assistant's compensation was discussed. Chair Handler pointed out that the FY 2021-22 budgeted Materials

and Services expenditures are \$268,669 whereas the FY 2020-21 Adopted Plus Resolution amount was \$452,416 presumably because of COVID relief; Chief Beswick confirmed and noted that the District received approx. \$285,000 in grant funding during the current fiscal year. Discussion was held concerning the General Fund's budget for travel and training and for personal protective equipment.

The Committee reviewed the Equipment Reserve Fund and Construction Reserve Fund presumed transfers-in and expenditures thru FY 2039 and 2061, respectively. It was asked if the equipment schedule is substantially the same as historically presented; Chief Beswick affirmed except it now includes a FY 2023-24 training tower and it delays timing for watercraft replacements.

Chair Handler then led the committee through the expense justification details. Chief Beswick responded to committee questions regarding employee on-call time, maintenance fees, contract services, personal protective equipment, utilities/solar panel feasibility, and building maintenance. Discussion ensued regarding the tax rate given the budgeted bond payoff. It was noted that until reserves are at adequate levels, a tax rate decrease would be pre-mature.

#### V. PUBLIC COMMENT ON 2021-2022 PROPOSED BUDGET

Nehalem resident Phil Chick indicated that the District did a good job on the budget. He had comments on the preparation resources as well as the employees' contribution percentage to their health insurance. Chair Handler indicated he will make Mr. Chick's comments known at a future board meeting.

#### VI. APPROVAL OF BUDGET

Chair Handler asked if there was a motion to approve the budget as presented. *Bob Forester motioned to approve the budget as presented. Linda Kozlowski seconded. Motion passed unanimously.*

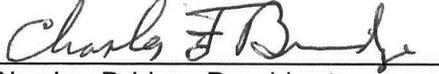
#### VII. APPROVAL OF THE TAX LEVY RATE

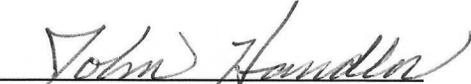
Chair Handler asked for a motion to approve the tax rate at \$1.15 / \$1,000. *Bob Forster motioned to approve the tax rate at \$1.15 / \$1,000. Mike Sims seconded. Motion passed unanimously.*

#### VIII. ADJOURNMENT

*The meeting was adjourned at 3:50 p.m.*

MINUTES APPROVED BY BOARD  
April 13, 2021

  
Charles Bridge, President

ATTEST:   
John Handler, Secretary