

WILLIAMS FIRE RESCUE

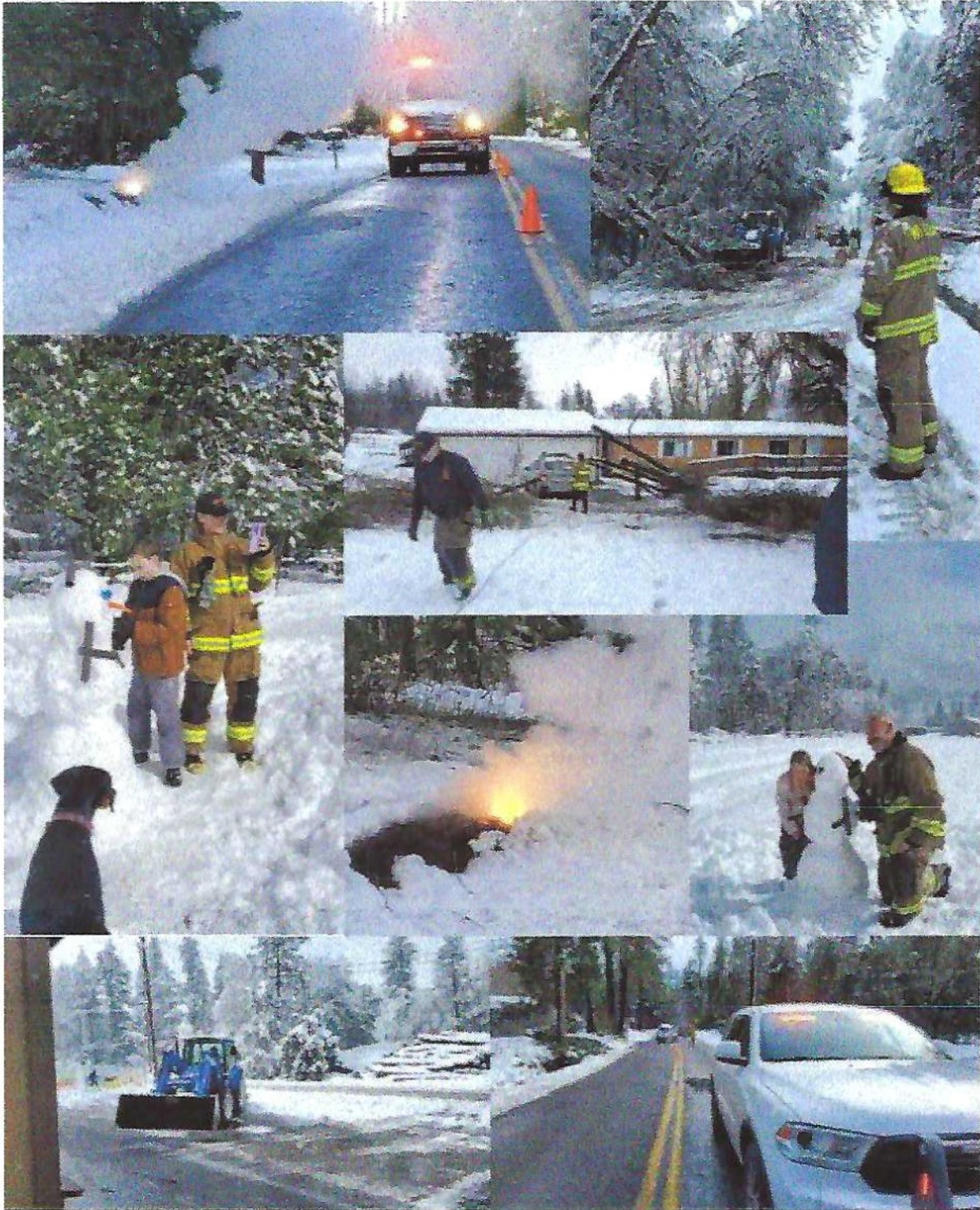
BUDGET PROCESS

FY 2024-2025



Budget Meeting Date:

Friday May 31st, 2024 at 1:00 PM
Williams Fire Station



The weekend of March 1st-3rd brought a memorable snow storm to Williams. Several inches of snowfall generated 12 alarm responses for Williams RFPD. Those alarms included downed trees, downed power lines and traffic interruptions. The majority of the Williams RFPD team responded throughout the weekend to direct traffic, mitigate hazards and to be ready for the next alarm. Between alarms, crews also found a bit of time for snow play with their kids.

Williams Rural Fire Protection District
211 East Fork Road
Williams, Oregon 97544

Dial In: 2532158782; Passcode: 8467644

Join Zoom Meeting

<https://us06web.zoom.us/j/5918971593?pwd=vlfa5CsLauwJNjfAcwG3SyWZjFgTYS.1&omn=81018243488>

Meeting ID: 591 897 1593

Passcode: 8467644

Budget Committee Meeting
Friday, May 31, 2024 – 1:00pm
Williams Fire Station

Agenda

- | | |
|--|----------------------------------|
| 1. Pledge of Allegiance | Heather Glass, Board Chairperson |
| 2. Call to Order | David Applegate, Board Secretary |
| 3. Election of Budget Committee Chairperson | Heather Glass, Board Chairperson |
| 4. Election of Budget Committee Vice Chair | Budget Chairperson |
| 5. Presentation of Budget Message | Interim Chief Nicco Holt |
| 6. Budget Overview & Information | |
| 7. Discussion & Questions | |
| 8. Public Comment | |
| 9. Approve Budget or Schedule Future Meeting | |
| 10. Adjourn | |

BUDGET COMMITTEE ROSTER

2024 Budget Process for FY 2024-2025

Position	Name	Term – 3 Years
Position #1	John Kester 541-846-0239	2021-2024
Position #2	Dorothy Butz 541-846-1294	2023-2026
Position #3	Amy Brennan 541-787-1824	2021-2024
Position #4	Mike Conner 541-846-0252	2023-2026
Position #5	Wendy Giordano 541-659-8848	2021-2024

BOARD OF DIRECTORS ROSTER

2024 Budget Process for FY 2024-2025

Position	Name	Term – 4 Years
Position #1	Heather Glass 541-415-6480	Term Expires: June 2027
Position #2	Brian Barton 541-846-0260	Term Expires: June 2027
Position #3	Claudia Pratt 541-218-4306	Term Expires: June 2025
Position #4	Bill Ertel 541-218-6538	Term Expires: June 2025
Position #5	David Applegate 541-787-7176	Term Expires: June 2025



May 15, 2024

To: The Williams Rural Fire Protection District (WRFPD) Board of Directors, Budget Committee, citizens and other interested parties.

It is my pleasure to present you the proposed WRFPD budget for Fiscal Year (FY) 2024-25. I appreciate the time, energy and effort required to review this budget and to attend the upcoming Budget Committee meeting. Thank-you for your continued interest in the WRFPD financial process.

Williams RFPD base funding comes from a permanent tax rate of \$1.0552 per thousand. In addition to the permanent rate, FY 2024-25 is the third year of a five-year operational levy which contributes an additional \$0.65/thousand for a total property tax rate of \$1.7052/thousand, which is the lowest fire protection tax rate in Josephine County. The budget is further strengthened by funding from grants and donations.

The FY 2023-24 budget supported many activities, projects and district improvements, all working towards our goal of providing the best possible care and service to district patrons. Budget and grant supported items included:

- Public relations events such as Coffee-with-the-Chief, the annual Chili Cook-off, Independence Day Parade, Halloween Trunk-or-Treat, WRFPD Open House, Mr. & Mrs. Claus visit the Fire Station.
- School education events such as a visit to the Pacifica Adventure Learning School to teach students about emergency services and how we play a role in the community, Smokey Bear visits to Williams and Applegate elementary schools, supporting the Williams Elementary Bubble Run and station tours for groups of school-age children.
- Staffing improvements including two full time positions (OSFM Capacity Grant) and seasonal upstaffing during fire season (OSFM Fire Season Upstaffing Grant). The Recruitment & Retention SAFER grant ran its course in December; the budget was able to support retaining the Training Officer position after the grant expired.
- District Training such as ongoing weekly Fire & EMS training drills, in-house Firefighter 1 academy, wildland training and attendance at off-site classes for continued education and advancement.
- Apparatus and equipment improvements including grant funded purchases of a dump and equipment trailers, additional rescue and traffic safety equipment, additional structural and wildland firefighting hose and equipment, two 5000-gallon bladder bags to enhance available water supplies during fire season, and four automatic external defibrillators.
- Increased local wildland fire risk reduction efforts through the Wildland Property Assessment and Chipper programs, which are run in conjunction with Applegate Valley Fire District #9.
- Finally, our highest priority, ongoing alarm responses to Fire, EMS and Rescue emergencies including an event in January involving an injured hiker in the Marble Gulch area which led to six WRFPD personnel being recognized by the Safer Josephine County Foundation at their first annual Heroes Banquet.

We have worked to produce a proposed budget for FY 24-25 that will continue to support the ongoing staffing and projects working towards meeting the mission of the Williams RFPD.

In closing, I'd like to express my heartfelt appreciation to the Williams RFPD Board of Directors and Budget Committee members for the time, effort and support given to the review and oversight of this budget. I'd also like to express that same heartfelt appreciation and gratitude to the great team of staff, volunteers and support group members working together towards the common goal of protecting the lives and property of the people living in and visiting the beautiful Williams Valley.

If you have any questions or concerns about the proposed budget, please feel free to reach out to me and I'll be happy to do what I can to address them.

Sincerely,



Nicco Holt
Interim Chief/Budget Officer
Williams RFPD



District Overview

Demographics

The Williams Rural Fire Protection District serves 32 square miles with one central fire station. The district was created and built by members of this community in 1964. It is located in the eastern part of Josephine County with the closest mutual aid coming from Applegate Valley Rural Fire Protection District. The borders of the district begin on Water Gap just north of Pacifica and Williams Highway near the Lower Powell Creek bridge and continue onward toward the bottom of the Siskiyou mountains around the Williams Valley extending up East Fork Road, Caves Camp Road, and Cedar Flat Road past Munger's Creek.

Board of Directors

The Williams Rural Fire Protection Board of Directors is comprised of five talented community members whom are elected to serve this community. They represent community beliefs and values, set the standards for achievement and success of district performance, and are accessible and accountable to the general public.

District Goal, Mission, and Commitment

It is our goal to support, promote and provide high quality Fire, EMS and Life Safety services to the community we serve while being committed to the value and promotion of "community safety and awareness".

It is our mission to be committed to quality, possess excellence in service, and have an emphasis on teamwork to protect life and property for the citizens of the Williams area.

We are committed to being an active community partner and to continue and increase activities that provide opportunities to be an integral part of the community we serve.

District Personnel



Nicco Holt, Interim Chief

Nicco started at Williams RFPD in October, 2019 as the Training Officer. In February of this year, he stepped into the Interim Chief position when the need arose. Nicco started his fire service career as a volunteer in Lane County in 1989. He earned his Paramedic in 1992 and worked a year for a private ambulance company in Portland before taking a job with the Rogue River Fire District in 1993. After 26 years with Rogue River Fire, including 12 years as Training Captain, Nicco retired and joined the Williams Fire team.

As Interim Chief, Nicco is responsible for effectively leading the Williams Fire team in all hazards alarm response, fire prevention efforts, training and day-to-day station activities. He is also responsible for the administrative side of the organization including budget planning and financial oversight. Along with the Interim Chief responsibilities, Nicco is continuing to cover the Training Officer position which includes coordinating and documenting all training activities.



Lieutenant Oskar Sundell, Operations Officer

Lieutenant Sundell has resided in Williams for the last 17 years and currently is a National Registry EMT-Basic. He is quickly climbing the educational ladder of the fire service currently working on becoming a Fire Investigator, along with other courses that will benefit the district's structure for high performance. Lieutenant Sundell is a former Swedish Marine Military Security and Medic.

Lieutenant Sundell oversees the maintenance of all fire apparatuses, district grounds, and the roster of volunteer firefighters. This is a large role that entails many small benchmarks that need to be met in order to meet the larger responsibilities. Some of particular importance are the preparedness to meet responses to all hazards which means the district fleet needs to be ready and equipped, district supplies need to be kept in stock (fire and medical), volunteer personnel need to have appropriate PPE, and Lt. Sundell coordinates with outside sources to meet the department's needs and OSHA compliances.



Jenny Vetter, Finance Administration/Human Resource Manager, and Volunteer Fire Engineer/EMT-Intermediate:

Jenny joined Williams Fire on New Year's Day 2019. She is a graduate of Purdue University holding a Bachelor's of Science in Industrial Organizational Psychology, a Budget Committee Member with Three Rivers School District, a National Registry Advanced EMT and an Oregon EMT-Intermediate, a wildland Engine Boss, and a graduate of the RCC/RITA structural academy with Williams Fire. She is also a volunteer firefighter for Illinois Valley Fire, Applegate Valley Fire, Josephine County Search and Rescue, and a part-time employee with American Medical Response Ambulance Company.

The Finance/Human Resource Manager responsibilities include Board support, ensuring the protection of financial fidelity of the district, accounting functions including financial statements, budget preparations, coordination of internal audit activities, execution of appropriate financial records to requesting agencies, accounts receivables/payables, payroll administration, federal and state quarterly and annual payroll reports, worker's comp, liability insurance, grant administration and management, End of Year accounting, deployment paperwork, banking, completion of the Budget, website, email, and social media management, other clerical duties and functions of human resource management. Along with the district's budget funds, Jenny also manages all grant funds and reporting to keep the district in compliance.



Jon Scaroni, Fire Marshal

Jon Scaroni, District Fire Marshal, was promoted to the position in December of 2023. Fire Marshal Scaroni started his career in the fire service as a volunteer in Missouri in 1993. He moved to the Williams, Oregon area in 1996 and became a WRFPD Volunteer in 2000. In 2003, he took a job opportunity as a wildland firefighter on contract engines and in 2005, retired from volunteering as a Lieutenant. He continues to pursue his wildland career, having achieved the level of Task Force/Strike Team Leader. After rejoining WRFPD as a volunteer in 2019, Jon began extensively training in Fire Investigation; earning NFPA Investigator 1 and NFPA Fire Inspector 1 and 2 certificates. Recently, he completed the Car Fire Investigation training that was held in Medford. Jon is also a member of IAAI (International Assoc. of Arson Investigators). The safety of the Williams community is a priority for Fire Marshal Scaroni and encourages his community members as they increase their understanding of the fire potential in the area and what they can do to help mitigate and increase the resiliency of our District.



Devin Brennan, Career Firefighter

Devin joined WRFPD in January of 2022 and is a full-time employee. He has achieved his NREMT, as well as multiple other fire related certifications such as, Pumper Operator, Driver Operator, and Wildland FFT2. Devin has also recently been recognized as Firefighter of the Quarter and has a professional history of being a wildland firefighter for multiple seasons, sawyer and squad boss trainee, and also worked as an arborist for many years... all skills are valuable in his current role. Devin is consistently one of WRFPD's most active responders and is career oriented, continually showing passion in his work and a drive to further his firefighter skills and career with WRFPD.



Ash Martell, Community Relations Coordinator

Ashley "Ash" Martell is dedicated to serving her community and fulfilling her lifelong dream of becoming a firefighter. After moving back to Williams in 2022, and with encouragement from her older son, a former Wildland Firefighter, Ash began volunteer firefighter training with WRFPD. She holds a BA in Theatre from Boise State University, is a Certified Peer Support Specialist, and has decades of experience with non-profits, theatre and film production logistics/performance, hospitality, PR and elder caregiving. Ash's personal experiences with loss and trauma have driven her to help others navigate similar challenges. Ash is proud to serve the District as their Community Relations Coordinator, a position which offers Ash and her younger son many opportunities to stay deeply rooted in Southern Oregon.

Volunteers

The district currently has 10 volunteers on the roster with 3 in the recruitment process. They are diverse in backgrounds and certifications. All have or are in the process of completing structural and/or wildland certifications. The district volunteers are a very motivated and dedicated group of individuals that are currently involved in some type of educational experience to enhance their performance with the fire district whether it be in fire suppression, prevention, or medical advancement. During this current fiscal year, volunteers have contributed of their time for structure fires, grass/brush fires, medical responses, motor vehicle accidents, and so much more. Their professional demographics come from various walks of life from veterans, business owners, artists and crafters, financial management, truck drivers, professional wildland firefighters, state employment, and more. Williams Rural Fire Protection District is honored that these individuals that live in and out of district are willing to share the commitment of public service to the community of Williams.



Training

During 2023, WRFPD staff and volunteers logged a combined total of 2,298 training hours, including fire, EMS, rescue, and other topics.



Apparatuses

8711, First-out Engine – Fire/Rescue/Medical:

Put in service April 1, 2013, purchased from Midwest Fire Equipment, is a 2013 Freightliner equipped with medical/rescue equipment, extrication tools, 750 gallons of water, and a 750gpm pump.



8701, Type 2 Structural Engine:

2008 Rosenbauer engine was purchased in 2008 through a voter approved levy. 8701 is equipped with 1000 gallons of water and a 1250gpm pump.



8741, Water Tender:

Purchased in 2011 after the district was awarded a FEMA grant, 8741 is a 2012 Freightliner carrying 3000 gallons of water equipped with a 750gpm pump and 2 crosslays giving it initial attack capabilities.

8761, Type 6 Engine:

Purchased in 2020, 8761 is a Ford F450 equipped with a slide in unit that has an external pump and carries 300 gallons of water responding to grass and brush fires and to gain access where larger units are unable to travel.



8762, Type 5 Engine:

A 1995 GMC Top Kick that is equipped with 500 gallons of water and a 250 gpm pump. This unit responds to grass and brush fires

8763, Type 3 Engine:

An old Forest Service engine purchased out of Klamath Falls in 2021. 8763 seats 5 and carries 700 gallons of water with a 500gpm pump. This engine is equipped with jump-seats that can hold SCBA packs making this unit capable of response to structure fires as well as its main intention of wildland fires.



2023 Alarm activity

The Williams RFPD documented 241 alarm responses during 2023. Under the National Fire Incident Reporting System (NFIRS), responses are broadly categorized under separate headings then divided into more specific alarm types. The headings include:

Fire, which include all types of hostile fires. WRFPD documented 25 Fire responses including 4 building fires and 14 outside fires ranging from unattended burn piles to 3 acres in size.

EMS and Rescue Incidents, which include medicals, motor vehicle crashes and other rescue activity. With 132 responses, over half the WRFPD responses were in this category. These included 112 medical calls and 7 motor vehicle crashes.

Hazardous Conditions without fire, including downed power lines and other electrical issues. WRFPD responses included 7 incidents in this category.

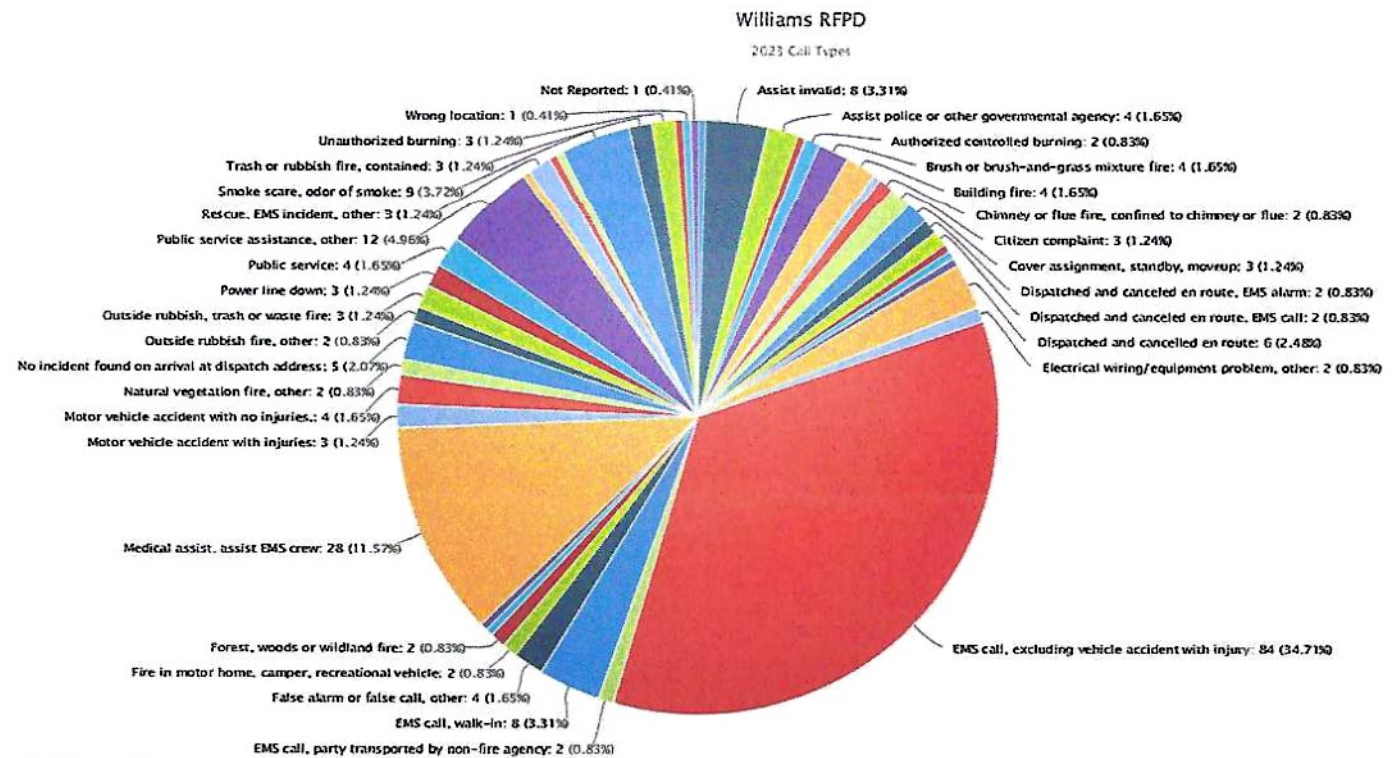
Service Calls, including general assistance to residents, lift assists, assistance to other agencies and responses to illegal burns. 35 responses were reported in this category.

Good Intent Calls, including cancellations and those incidents where we are dispatched but don't find an emergency when we arrive.

False Alarms and False Calls, including intentional and unintentional alarm transmissions.

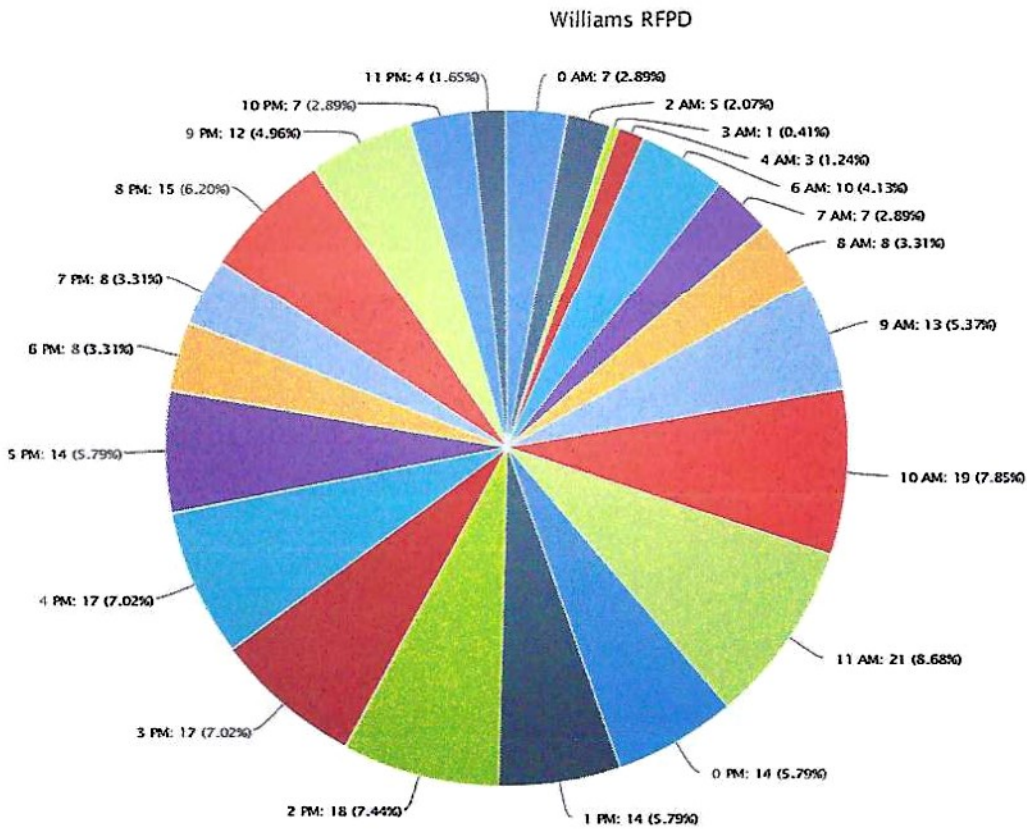
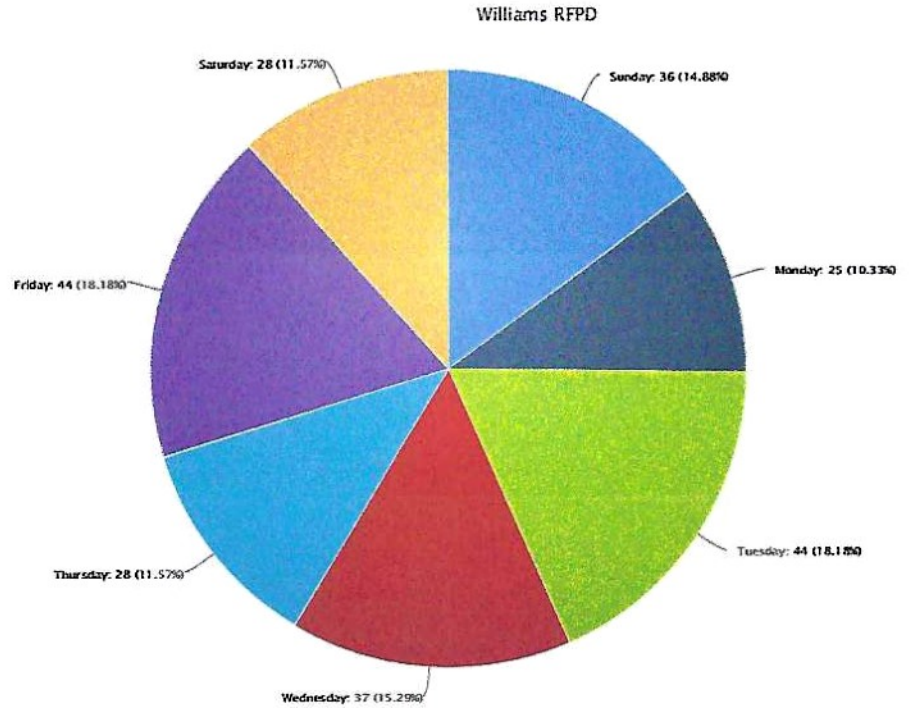
Special Incidents, which include citizen complaints about code and ordinance violations.

WRFPD responded to 42 incidents categorized into one of the last three headings listed. The majority of those calls were in the Good Intent category.



During 2023, roughly ¾ of the alarms occurred on week days with Tuesday, Wednesday and Friday being the busiest days. The alarm count for each day was:

- Sunday – 36 (14.88%)
- Monday – 25 (10.33%)
- Tuesday – 44 (18.18%)
- Wednesday – 37 (15.29%)
- Thursday – 28 (11.57%)
- Friday – 44 (18.18%)
- Saturday – 28 (11.57%)



With the increased staffing provided by the OSFM Capacity Grant, the station is generally staffed 8:AM – 5:PM Monday – Friday.

Over half (58%) of the alarms documented during 2023 occurred between 8:AM and 5:PM.

RESOURCES
General Fund

Williams Rural Fire Protection District

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year __2024-2025__		
	Actual		Adopted Budget This Year Year 2023-24		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2021-22	First Preceding Year 2022-23					
1	348,635	291,624	220,000	778,600			1
2							2
3	357,137	376,971	358,860	396,300			3
4	1,665	6,682	1,700	10,000			4
5							5
6							6
7	53,623	201,567	1,000,000	100,000			7
8	0	22,133	20,000	22,000			8
9							9
10							10
11							11
12							12
13							13
14							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	761,060	898,977	1,600,560	1,306,900	0	0	29
30							30
31							31
32	761,060	898,977	1,600,560	1,306,900	0	0	32

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

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

Williams Rural Fire Protection District

Line Item	Historical Data			Requirements Description	Budget For Next Year 2024-25		
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2021-22	First Preceding Year 2022-23	This Year 2023-24				
1				PERSONNEL SERVICES NOT ALLOCATED			
2							
3							
4	236,822	319,041	550,000	TOTAL PERSONNEL SERVICES	665,000	0	0
5				Total Full-Time Equivalent (FTE) 6.25			
6				MATERIALS AND SERVICES NOT ALLOCATED			
7							
8							
9	132,383	157,958	362,000	TOTAL MATERIALS AND SERVICES	293,000	0	0
10				CAPITAL OUTLAY NOT ALLOCATED			
11							
12							
13	50,631	167,023	238,500	TOTAL CAPITAL OUTLAY	125,000	0	0
14				DEBT SERVICE			
15							
16							
17	0	0	0	TOTAL DEBT SERVICE	0	0	0
18				SPECIAL PAYMENTS			
19							
20							
21	0	0	0	TOTAL SPECIAL PAYMENTS	0	0	0
22				INTERFUND TRANSFERS			
23							
24							
25							
26							
27							
28	0	0	0	TOTAL INTERFUND TRANSFERS	0	0	0
29			179,700	OPERATING CONTINGENCY	83,500		
30				RESERVED FOR FUTURE EXPENDITURE			
31			270,360	UNAPPROPRIATED ENDING BALANCE	140,000		
32	419,836	644,022	1,600,560	Total Requirements NOT ALLOCATED	1,306,900	0	0
33				Total Requirements for All Org. Units/Programs within fund	0		
34	341,224	254,955		Ending balance (prior years)			
35	761,060	898,977	1,600,560	TOTAL REQUIREMENTS	1,306,900	0	0

Detailed Requirements

Williams Rural Fire Protection District

(Fund)

1	Historical data			Adopted budget this year 20 ²³ - ²⁴	Requirements for Williamd RFPD (Name of program or organizational unit)	Budget for next year 20 ²⁴ - ²⁵			
	Actual		Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body		
	Second preceding year 20 ²¹ - ²²	First preceding year 20 ²² - ²³							
1					1	Materials and Services			
2	15,947	23,473	20,000		2	Apparatus Maintenance	30,000		
3	6,181	4,118	7,500		3	Building Maintenance	8,000		
4	10,060	8,428	9,000		4	Communications	10,000		
5	3,443	5,747	5,500		5	Dues & Fees	6,000		
6	1,767	0	2,000		6	Elections	2,000		
7	1,417	10,062	3,000		7	EMS Supplies	3,000		
8	10,380	10,768	101,000		8	Fire Equipment/Supplies	45,000		
9	280	1,232	31,000		9	Fire Prevention	16,000		
10	13,254	15,130	17,000		10	Fuel	20,000		
11	13,934	15,656	20,000		11	Liability Insurance	25,000		
12	6,000	6,600	8,000		12	Legal & Accounting	17,000		
13	3,647	500	4,000		13	Consulting Fees	4,000		
14	7,567	4,912	17,000		14	Miscellaneous	10,000		
15	5,148	1,939	5,000		15	Office Supplies	6,000		
16	11,121	24,201	24,000		16	Personal Protective Equipment	24,000		
17	3,471	6,702	3,000		17	Small Equipment Maintenance	7,000		
18	8,450	3,623	65,000		18	Training	38,000		
19	0	747	2,000		19	Travel	2,000		
20	1,115	3,496	2,000		20	Uniforms	2,000		
21	9,201	10,624	16,000		21	Utilities	18,000		
22	132,383	157,958	362,000		22	Total Materials & Services	293,000		
23					23				
24					24				
25					25				
26					26				
27					27				
28					28				
29					29				
30					30	Total full time equivalent (FTE)*			
31					31	Ending balance (prior years)			
32					32	Unappropriated ending fund balance			
33					33	Total requirements			

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

Detailed Requirements

Williams Rural Fire Protection District

(Fund)

Line Item	Historical data			Requirements for William RFPD (Name of program or organizational unit) Personal Services	Budget for next year 2024-25		
	Actual		Adopted budget this year 2023-24		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second preceding year 2021-22	First preceding year 2022-23					
1	42,000	44,500	45,000	1 Fire Chief	80,000	1 FTE	
2	25,083	35,000	37,000	2 HR Manager - Board Admin Asst	45,000	1 FTE	
3	1,833	1,881	800	3 SAFER Grant Administrator	0		
4	0	3,500	23,800	4 OSFM Grant Administrator	18,500		
5	0	0	0	5 Community Relations - Admin Aide	18,000	.5 FTE	
6	12,953	15,950	27,000	6 Training Officer	53,000	.75 FTE	
7	37,734	41,442	42,500	7 Operations Officer	47,000	1 FTE	
8	32,645	33,706	16,000	8 SAFER Recruitment & Retention Officer	0		
9	4,700	10,000	10,400	9 Duty Officer Stipend	26,000		
10	0	0	29,000	10 OSFM Fire Prevention - Fire Marshal	40,000	1 FTE	
11	0	0	27,000	11 OSFM Fire Prevention Firefighter	40,000	1 FTE	
12	0	0	44,000	12 CWPP Chipper Personnel	36,000		
13	0	31,500	31,500	13 OSFM Upstaffing	31,500		
14	0	12,437	20,000	14 Seasonal Hires	18,000		
15	4,989	9,008	10,000	15 Volunteer Nominal Quarterly Points	12,000		
16	46,228	48,161	85,000	16 Insurance Package	85,000		
17	11,676	17,425	40,000	17 Payroll Liabilities	65,000		
18	3,173	5,604	20,000	18 Workers's Compensation	21,000		
19	3,111	3,746	6,000	19 Accidental Death and Dismemberment	4,000		
20	10,697	1,159	15,000	20 Bonus Pay	10,000		
21	0	4,022	20,000	21 Conflag/Deployment/Associated Personnel	15,000		
22	236,822	319,041	550,000	22 Total Personnel Services	665,000		
23				23 Capital Outlay			
24	29,589	128,100	163,500	24 Apparatus & Equipment	75,000		
25	12,271	29,478	50,000	25 Building Improvements	30,000		
26	8,771	9,445	25,000	26 Capital Outlay - Other	20,000		
27	50,631	167,023	238,500	27 Total Capital Outlay	125,000		
28				28 Contingency			
29	64,600	15,000	179,700	29 Contingency	83,900		
30				30 Total full time equivalent (FTE)*		6.25	
31	276,624	239,955		31 Ending balance (prior years)			
32			270,360	32 Unappropriated ending fund balance	140,000		
33	761,060	898,977	1,600,560	33 Total requirements	1,306,900		

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