

**BIGFORK FIRE DISTRICT TRUSTEE
SPECIAL MEETING
BUDGET WORKSHOP**

May 25th, 2021

4:30pm

The purpose of this meeting was a workshop for the FY22 Budget

Trustees: Dan Elwell, Gary Wilson, Robert Borges,

Absent Trustees: Seth Price, Andrew Sliter


Guests: Interim Chief-Jeremy Patton, Cindy Norred, Michael Hingiss, Sean Reffner, Jackson Corne

*Meeting was recorded

1. **CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE** at 16:30.
2. **GENERAL PUBLIC COMMENT*** There was no public comment.
3. **OPEN DISCUSSION:** There was open discussion on the FY22 Budget. A Budget was presented for open discussion. See attached budget handed out. It was noted the \$500,000 be moved to new station line items. This budget present will be brought to the Preliminary Budget meeting June 29th, 2021, at 5:00 with a few changes possible after negotiations.
4. **GENERAL PUBLIC COMMENT** * There was no public comment.
5. **Motion to Adjourn:** Elwell (1st), Borges(2nd) all in favor, none opposed.

Meeting adjourned: 17:07

Minutes Approved:

 Trustee

 Recorder

*At this time, a member of the public is welcome to address the Board on any public matter that is a non-agenda item; however, the audience must remember the Right to Privacy act concerning individuals. The Chairperson may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, or irrelevant. A patron who wishes to speak on an Agenda item will be recognized by the Board Chair when the Board gets to that item on the agenda. The public should realize that this is a Trustee business meeting conducted in a public forum.

**BIGFORK FIRE DISTRICT TRUSTEE
SPECIAL MEETING AGENDA
BUDGET WORKSHOP**

May 25th, 2021

4:30pm

The purpose of this meeting is a workshop for the FY22 Budget

1. CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE
2. GENERAL PUBLIC COMMENT*
3. OPEN DISCUSSION
4. GENERAL PUBLIC COMMENT *
5. ADJOURN

*At this time, a member of the public is welcome to address the Board on any public matter that is a non-agenda item; however, the audience must remember the Right to Privacy act concerning individuals. The Chairperson may interrupt or terminate an individual's statement when it is too lengthy, personally directed, abusive, or irrelevant. A patron who wishes to speak on an Agenda item will be recognized by the Board Chair when the Board gets to that item on the agenda. The public should realize that this is a Trustee business meeting conducted in a public forum.

BIGFORK FIRE DEPARTMENT

Originated by District Board

MAY 25 2021

Approved By
Chief JP Date 5/24/21
Trustee _____ Date _____

FLATHEAD COUNTY BUDGET ESTIMATES FY 2022

FUND NAME: BIGFORK FIRE

FUND NUMBER: 7205

	Prior Year Budget FY21	Dept Request	Final Budget FY22
NON-TAX REVENUE			
Billing Income - EMS	\$ 310,000	\$ 325,000	
Billing Income - Fire	2,500	5,000	
Contract Income - EMS	1,500	2,700	
Contract Income - Wildfire	47,783	-	
Donations	7,500	8,000	
EMS-Flathead County	31,756	31,756	
EMS-Lake County	2,500	2,500	
Entitlement-Flathead County	31,962	31,962	
Entitlement-Lake County	7,040	7,040	
Interest Revenue	10,000	3,000	
Total Non-Tax Revenue	\$ 452,541	\$ 416,958	\$ -
TAX REVENUE	Mill Levy		
Flathead Co Tax/Assessment Revenue =	17.38	\$ 339,648	\$ 339,648
Flathead Co 2020 Taxable Value =	19,542,467	293,137	293,137
Voted Mill =	15		
Lake Co Tax/Assessment Revenue =	17.87	\$ 99,022	\$ 99,022
Lake Co 2020 Taxable Value =	5,541,259	83,119	83,119
Voted Mill =	15		
Total Tax Revenue		\$ 814,926	\$ -
TOTAL REVENUE	\$ 1,267,467	\$ 1,231,884	\$ -
OTHER RESOURCES			
Cash available FC @ June 30th	\$ 603,532		
Cash available not on FC month end			
Lake Co Cash Available @ June 30th	12,704		
Less outstanding warrants @ June 30th	51,203		
Total Other Resources	\$ 565,033	\$ -	\$ -
TOTAL RESOURCES	\$ 1,832,500	\$ 1,231,884	\$ -

BIGFORK FIRE DEPARTMENT

Originated by District Board

MAY 25 2021

Approved By
 Chief JP Date 5/24/21
 Trustee RE Date 5/25/21

FLATHEAD COUNTY BUDGET ESTIMATES FY 2022

FUND NAME: BIGFORK FIRE

FUND NUMBER: 7205

	Prior Year Budget FY21	Dept Request	Final Budget FY22
MAINTENANCE & OPERATION EXPENDITURES			
Accounting & Auditing*	\$ 20,000	\$ 1,784	
Apparatus Maint	30,000	35,000	
Background Checks	1,000	500	
Billing Service Fees (8% of collections to billing co)	28,400	28,400	
COVID-19-Expenses	7,153	-	
Equipment Maint	20,000	20,000	
FICA	41,000	42,500	
Food-District Rehabilitation Expenses	1,000	1,000	
Fuel for Apparatus	14,000	14,000	
General Liability Insurance	28,500	36,000	
Health & Wellness	1,500	1,500	
Hoses/Nozzles	2,500	2,500	
Legal Fees	10,000	10,000	
Licenses/Dues	6,000	6,000	
Medical/Dental/Vision Insurance	118,000	128,000	
Medical Supplies	15,847	17,000	
Membership Fund Expenses	5,000	5,000	
Merchant Bank Fees	1,500	1,500	
Misc Tools & Equipment	2,500	4,000	
Office Expenses	7,000	7,500	
Operation Station Supplies	5,500	7,500	
Other Operating Services	2,500	2,500	
Pagers/Radios	7,500	7,500	
Personnel Supplies PPE	2,500	2,500	
Prevention	3,000	3,000	
Propane	2,500	2,500	
Radio Services	2,500	2,500	
Real Estate/Landfill Taxes	1,000	500	
Recruiting	1,000	1,000	
Retirement	20,000	20,000	
Salary & Wages (Includes Compensated Absences)	513,000	534,000	
Telephone & DSL	4,250	5,200	
Training	7,000	7,000	
Turnouts	18,000	18,000	
Unemployment Expense	3,000	3,000	
Uniforms	2,400	2,500	
Utilities	13,000	13,000	
Volunteer Stipend	7,500	7,500	
Workmans Comp	34,000	30,000	
Total Maintenance & Operation Expenditures	\$ 1,011,050	\$ 1,031,884	\$ -
TRANSFER TO CAPITAL IMPROVEMENT FUND			
Transfer to CIP Fund 7254	\$ 375,000	\$ 200,000	
Total Transfers	\$ 375,000	\$ 200,000	\$ -
TOTAL EXPENDITURES	\$ 1,386,050	\$ 1,231,884	\$ -
CASH RESERVE (Flathead Co & Lake County)	\$ 446,450	\$ -	\$ -
Allowed Cash Reserve	462,016.67	410,628.00	-
Projected Cash Reserve %	32.21%	0.00%	#DIV/0!

BIGFORK FIRE DEPARTMENT
 Originated by District Board
 MAY 25 2021
 Approved By
 Chief JP Date 5/24/21
 Trustee WZ Date 5/25/21

AUTHORIZED SIGNATURE: _____

FLATHEAD COUNTY BUDGET ESTIMATES FY 2022

FUND NAME: BIGFORK FIRE DISTRICT - CIP

FUND NUMBER: 7254

	Prior Year Budget FY21	Dept Request	Final Budget FY22
NON-TAX REVENUE			
Interest Revenue	\$ 5,000	\$ 5,000	
Transfer in from 7205	375,000	200,000	
Total Non-Tax Revenue	\$ 380,000	\$ 205,000	\$ -
TOTAL REVENUE	\$ 380,000	\$ 205,000	\$ -
OTHER RESOURCES			
Cash available @ June 30th	\$ 1,023,425	\$ 1,054,000	\$ 341,487
Total Other Resources	\$ 1,023,425	\$ 1,054,000	\$ 341,487
TOTAL RESOURCES	\$ 1,403,425	\$ 1,259,000	\$ 341,487
CAPITAL OUTLAY			
Land	85,502	85,513	
Apparatus	\$ 306,000	\$ 200,000	
Building Improvements	74,498	500,000	
New Station	-	↓*	
Equipment	40,000	132,000	
Total Capital Outlay	\$ 506,000	\$ 917,513	\$ -
TOTAL EXPENDITURES	\$ 506,000	\$ 917,513	\$ -
CASH RESERVE (projected ending cash balance)	\$ 897,425	\$ 341,487	\$ 341,487

Board's plan for this fund is: Apparatus, Equipment, Building Improvements, Land (see capital improvement plan)

AUTHORIZED SIGNATURE: _____

BIGFORK FIRE DEPARTMENT

Originated by District Board

MAY 25 2021

Approved By

Chief SP Date 5/24/21

Trustee DL Date 5/25/21

Bigfork Fire District Profit & Loss Budget vs. Actual

July 1, 2020 through May 24, 2021

	Jul 1, '20 - May 24, 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
31 · TAXES/ASSESSMENTS			
310001 · Flathead County Taxes	429,936.78	632,785.00	67.9%
310002 · Lake County Taxes	112,676.09	182,141.00	61.9%
310004 · EMS Levy Flathead County	16,489.92	31,756.00	51.9%
310005 · EMS Levy Lake County	1,250.00	2,500.00	50.0%
Total 31 · TAXES/ASSESSMENTS	560,352.79	849,182.00	66.0%
33 · INTERGOVERNMENTAL			
335050 · State Ins. Yearly Refund	300.00	0.00	100.0%
335230 · Entitlement	29,402.01	39,002.00	75.4%
Total 33 · INTERGOVERNMENTAL	29,702.01	39,002.00	76.2%
34 · CHARGES FOR SERVICES			
342020 · FIRE PROTECTION			
342021 · Fire District Billing	11,800.00	2,500.00	472.0%
342022 · Contract Services-Wildfires	49,479.45	47,783.00	103.6%
Total 342020 · FIRE PROTECTION	61,279.45	50,283.00	121.9%
342054 · EMS Class/Contract Income	2,375.00	1,500.00	158.3%
342055 · EMS Billing Income	293,695.00	310,000.00	94.7%
Total 34 · CHARGES FOR SERVICES	357,349.45	361,783.00	98.8%
36 · MISCELLANEOUS			
362000 · Tshirt & Hat Sales	70.00	0.00	100.0%
362002 · Pop Machine	269.05	0.00	100.0%
362007 · Other Income -General	4,898.43	0.00	100.0%
362015 · Refunds	2,286.77	0.00	100.0%
365010 · Reflective Sign Orders	290.00	0.00	100.0%
365015 · District Donations	11,595.00	7,500.00	154.6%
Total 36 · MISCELLANEOUS	19,409.25	7,500.00	258.8%
37 · INVESTMENT & ROYALTY EARNINGS			
371003 · Interest Income	2,559.83	10,000.00	25.6%
Total 37 · INVESTMENT & ROYALTY EARNINGS	2,559.83	10,000.00	25.6%
Total Income	969,373.33	1,267,467.00	76.5%
Gross Profit	969,373.33	1,267,467.00	76.5%
Expense			
420000 · PUBLIC SAFETY			
420400 · FIRE PROTECTION & CONTROL			
420410 · ADMINISTRATION			
100 · PERSONNEL SERVICES			
110-0 · COVID-19-Expenses-Leave/Health	4,584.00	0.00	100.0%
110-1 · Salary & Wage Expenses	426,540.66	513,000.00	83.1%
130-4 · Retirement - Employer	11,342.10	20,000.00	56.7%
140-1 · Medical Insurance-Employer	65,198.39	118,000.00	55.3%
140-2 · Unemployment expense	874.07	3,000.00	29.1%
140-3 · Workmans Comp-State Fund	15,758.21	34,000.00	46.3%
140-4 · Comp FICA-MED & SS	32,306.76	41,000.00	78.8%
Total 100 · PERSONNEL SERVICES	556,604.19	729,000.00	76.4%
200-1 · SUPPLIES			
210-1 · Office Expenses	6,181.90	7,000.00	88.3%
210-7 · Misc. Small Tools and Equipment	3,081.48	2,500.00	123.3%
210-8 · Hoses/Nozzles	0.00	2,500.00	0.0%
210-9 · Pagers/Radios	5,904.87	7,500.00	78.7%
216-1 · Donations/Gifts	1,350.23	0.00	100.0%
220-1 · Operating Station Supplies	6,127.86	5,500.00	111.4%
220-19 · COVID-19	993.64	7,153.00	13.9%

Bigfork Fire District
Profit & Loss Budget vs. Actual
 July 1, 2020 through May 24, 2021

	Jul 1, '20 - May 24, 21	Budget	% of Budget
223-1 · Membership Expenses	1,298.40	5,000.00	26.0%
224-1 · Rehabilitation Expense	460.10	1,000.00	46.0%
226-0 · Personnel Supplies PPE	2,341.18	2,500.00	93.6%
226-3 · Turnouts	16,803.76	18,000.00	93.4%
226-4 · Uniforms	1,288.14	2,400.00	53.7%
231-1 · Fuel for Apparatus	7,958.87	14,000.00	56.8%
Total 200-1 · SUPPLIES	53,790.43	75,053.00	71.7%
300-1 · PURCHASED SERVICES			
310-1 · Radio Services	0.00	2,500.00	0.0%
330-3 · Licenses/Dues/Subscriptions	6,334.25	6,000.00	105.6%
331-1 · Real Estate/Landfill Taxes	263.55	1,000.00	26.4%
335-1 · Merchant Bank Fees	1,110.60	1,500.00	74.0%
340-1 · Utilities	9,105.50	13,000.00	70.0%
340-2 · Propane	0.00	2,500.00	0.0%
345-1 · Telephone & DSL	4,300.42	4,250.00	101.2%
351-1 · Health & Wellness	3,933.00	1,500.00	262.2%
352-1 · Legal Services	6,555.75	10,000.00	65.6%
353-1 · Accounting & Auditing	2,300.00	20,000.00	11.5%
354-1 · Other Operating Services	2,328.23	2,500.00	93.1%
357-1 · Background Checks	374.75	1,000.00	37.5%
360-0 · Equipment Maintenance	8,769.53	20,000.00	43.8%
360-4 · Apparatus Maintenance	46,896.13	30,000.00	156.3%
Total 300-1 · PURCHASED SERVICES	92,271.71	115,750.00	79.7%
500 · FIXED CHARGES			
513-1 · General Liability Insurance	31,087.00	28,500.00	109.1%
Total 500 · FIXED CHARGES	31,087.00	28,500.00	109.1%
900-1 · CAPITAL OUTLAY			
900-00 · CIP-#7254-Transfer	375,000.00	375,000.00	100.0%
Total 900-1 · CAPITAL OUTLAY	375,000.00	375,000.00	100.0%
Total 420410 · ADMINISTRATION	1,108,753.33	1,323,303.00	83.8%
Total 420400 · FIRE PROTECTION & CONTROL	1,108,753.33	1,323,303.00	83.8%
420430 · PERSONNEL TRAINING			
380-1 · Training	1,913.05	7,000.00	27.3%
Total 420430 · PERSONNEL TRAINING	1,913.05	7,000.00	27.3%
420440 · FIRE PREVENTION			
210-5 · Fire Prevention Supplies	2,491.24	3,000.00	83.0%
Total 420440 · FIRE PREVENTION	2,491.24	3,000.00	83.0%
420460 · FIRE SUPPRESSION			
100-1 · Volunteer Stipend	6,021.40	7,500.00	80.3%
205-1 · Recruiting	0.00	1,000.00	0.0%
Total 420460 · FIRE SUPPRESSION	6,021.40	8,500.00	70.8%
420700 · EMERGENCY SERVICES			
420710 · ADMINISTRATION			
200-2 · SUPPLIES			
220-2 · Medical Supplies	16,847.25	15,847.00	106.3%
Total 200-2 · SUPPLIES	16,847.25	15,847.00	106.3%
300-2 · PURCHASED SERVICES			
390-1 · Billing Service Fees	24,929.11	28,400.00	87.8%
390-3 · Mutual Aid Ambulance Service	351.50	0.00	100.0%
Total 300-2 · PURCHASED SERVICES	25,280.61	28,400.00	89.0%

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05/24/21
Cash Basis

Bigfork Fire District
Profit & Loss Budget vs. Actual
July 1, 2020 through May 24, 2021

	<u>Jul 1, '20 - May 24, 21</u>	<u>Budget</u>	<u>% of Budget</u>
Total 420710 · ADMINISTRATION	42,127.86	44,247.00	95.2%
Total 420700 · EMERGENCY SERVICES	42,127.86	44,247.00	95.2%
Total 420000 · PUBLIC SAFETY	1,161,306.88	1,386,050.00	83.8%
Total Expense	1,161,306.88	1,386,050.00	83.8%
Net Ordinary Income	-191,933.55	-118,583.00	161.9%
Net Income	<u>-191,933.55</u>	<u>-118,583.00</u>	<u>161.9%</u>

BIGFORK FIRE DEPARTMENT

Originated by Cindy Norred

MAY 25 2021

Approved By

Chief SP Date 5/24/21
Trustee DL Date 5/25/21