

INTRODUCTION

Welcome to the proposed budget for the Alfalfa Fire District for the fiscal year 2024/25. This budget has been prepared with many hours of consideration. We hope you find the information helpful and complete as the District strives to provide transparency and fiscally sound decision making with the constituents of the District in mind.

Introductions of Members

Board of Directors-

Term Expires

Position 1- Adam Sutterfield

June 30th 2025

Position 2- Carolyn Chase

June 30th 2027

Position 3- Nate Starr

June 30th 2027

Position 4- Mark Laucks

June 30th 2025

Position 5- David Pike

June 30th 2025

The Board of Directors is comprised of five (5) elected community members. Their primary duty is to establish policy for the governance of the District.

BUDGET COMMITTEE

Jack Samples

Melody Holliday

Henry Lewis

Kerry Sohmn

Alfalfa Fire District Organizational Chart

Community

Board

Fire Chief

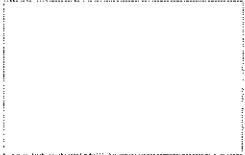
Training

Duty
Officer

Lieutenant

Firefighters

Jr
Firefighters

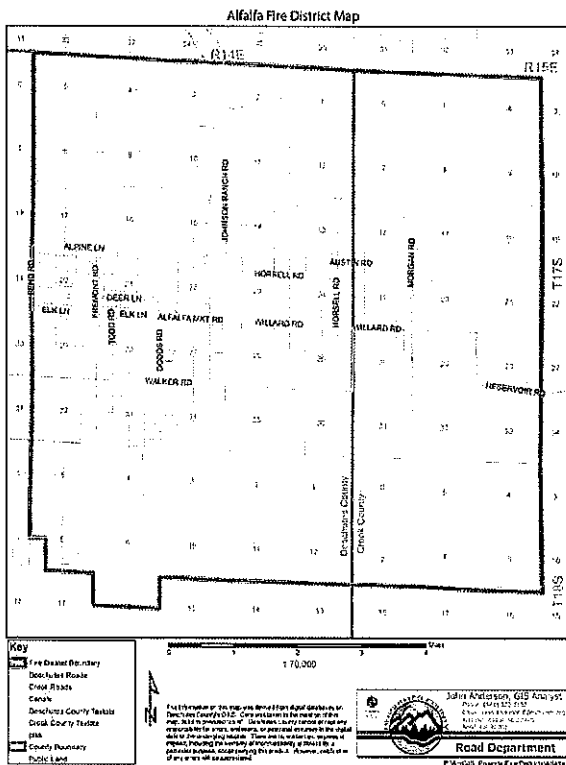


About the District

The Alfalfa Fire District covers about 64 square miles with approximately 1240 residents. Boundaries of the AFD are within Deschutes and Crook Counties. All of our firefighters, medical responders and support team are volunteers.

The Bend Fire Department has the Ambulance Service Agreement (ASA) for our fire district which means they are responsible for paramedic and ambulance service. The AFD firefighters and medical responders provide first responder care such as incident location, scene stabilization, CPR/AED and first aid until Bend Fire Paramedics arrive.

Our volunteer firefighters and medical responders are dispatched through DC911. We are trained and equipped to respond to all types of emergencies including structure fires, wildland fires, vehicle fires, medical aids, vehicle accidents and rescues.



The District Maintains a fleet of apparatus consisting of (1) Type 1 Structural Engine. (1) 105' Ladder Truck. (2) Heavy Brush Engines. (2) 3500 Gal Water Tenders. (1) Light Brush. And (2) Support Vehicles.

The District has 1 FT Fighter/EMT-A, 1 Part Time Fire Chief, 10 Volunteer Firefighters and Seasonal Firefighters.

MISSION STATEMENT AND VALUES

The mission of the Alfalfa Fire District is to enhance community safety through Fire response, Emergency Medical Services (EMS), community education and fire prevention.

AFD VALUES:

- Professionalism: In our service, And our Standards

- Integrity: We value the public's trust and are committed to honest and ethical behavior. We hold ourselves Accountable to these values.

- Compassion: Demonstrate kindness and empathy

- Responsibility and Accountability: To our community, and to those we work with.

- Service Excellence: We do all we can to ensure we deliver the best possible service to our community through smart, well trained, dedicated, competent members. We are active participants in the communities where we live and work.

- Diversity: Be open minded and responsive to the uniqueness of our community without regard to age, gender, religion or ethnic origin.

- Commitment- In all department endeavors

- Teamwork: Encourage unity and a cooperative attitude

- Innovation: We recognize the value of change in responding to and meeting the ever-evolving needs of our community. We are committed to seeking out effective methods and progressive thinking toward change. We recognize the value of ongoing education and training

Population And Demographics

Alfalfa Fire District is a small rural bedroom community that combines the efforts of Career and Volunteer Firefighters to serve an area of 64 sq miles. The district is primarily an agricultural community with several farms raising both cattle and hay crops. The close proximity to both Bend, Redmond, and Prineville offers the potential for both structural and wildland components which can pose a challenge for our District given there are no hydrants in our community. The closest one being at Brasada Ranch which is approx. 6 miles away.

Despite the small community and challenges facing the District, the Station is staffed M-F 7-5 with volunteers filling in the remainder of the time. We hope to eventually staff our station 24/7.

POLICIES AND PROCEDURES

The district operates under three policy manuals.

- 1) Board Policies
- 2) Administrative Policies
- 3) Routine SOG/SOP's

BOARD POLICIES are established by the Board of Directors and provide direction to the Fire Chief to carry out the day-to-day administration of the District.

ADMINISTRATIVE POLICIES are policies established by the Fire Chief and approved by the Board of Directors to direct the District's day-to-day operations.

ROUTINE SOG/SOP'S are guidelines and policies established by the Fire Chief through the Board to carry out the District's mission.

TRAINING

Training is carried out through a comprehensive training plan established by the Fire Chief as well as the Training Captain. This plan effectively trains new and current members in operations that will affect them on a day to day in their District as well as on mutual aid to neighboring departments. When funds are present, line staff will be given the option to attend outside training as well. This is beneficial as the staff can share knowledge learned with the rest of the staff upon return.

BUDGET MESSAGE

Budget Committee Members and Citizens:

We are pleased to present to you the proposed budget for the 2024/25 fiscal year for the Alfalfa Fire District. This budget was prepared with improving operations within the District as well as increasing operational contingency.

KEY ECONOMIC FACTORS AND ASSUMPTIONS

The median home sale price in Redfin reports that the median sale price of a home in Alfalfa, Or was \$390,000 last month, which is a 2.7% decrease compared to the previous year. The median sale price per square foot in the county is \$368, showing a 1.0% increase from the previous year. Compared to the median sale price for Deschutes County at \$690,000 Alfalfa is considerably lower. This lower cost represents a minimum increase for available tax revenue to fund the District.


Property tax increases are limited in Oregon under measure 47 and 50 to a maximum of 3% increase in valuation for existing properties. Tax growth above this is generally due to new construction.

Growth within in our District is limited by the amount of available homesites and the passing of measure 49 which restricted the sale and use of EFU property for residential use.

With measure 49 in place, the only way to increase operating funds for the District would be by the passing of a levy. The District has tried to operate within its taxable income to the best of its ability. With inflation, and rising cost of fuel and disposable goods, the District may be forced to make changes in its needs for the continued growth and operation.

With the ever changing landscape of the economy, the District will stay focused on the operation and effective, safe, and reliable response of the District staff and volunteers. This will ensure that we maintain a high level of service and the ability to sustain the best possible outcomes for the community we serve.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Chad LaVallee". The signature is written in a cursive style with a large initial "C" and "L".

Chad LaVallee, Fire Chief

Alfalpa Fire & Rescue

BUDGET PROCESS

The Budget process for the 2024/25 budget year begins with the appointment of the Budget Officer, which is Chief Chad LaVallee and the creation of the budget calendar.

The Budget team consists of the Fire Chief, (5) Board Members, and (5) Budget Committee Members. The main objective of this team is to provide a clear and concise picture of revenues and expenditures. The main goal of this committee is to create the best possible budget to allow for accurate appropriations, transparency, and stewardship of public funds.

Once the proposed budget is created and reviewed thoroughly, the budget document is presented to the Budget Committee and discussed at the Budget Committee Meeting. The makeup of the Budget Committee consists of five District Board Members and five appointed community Budget Committee Members. The Budget Committee Meeting allows for the members to hear the budget message, ask questions, and determine if any changes are needed. Once the committee has determined the presented budget meets the needs of the District, it is approved and sent before the Board of Directors at a budget hearing. After adoption, the budget document is then submitted to the Deschutes County Tax Assessor.

BUDGET CALENDAR

Budget Team Prepares Budget February - April

Print 1st Notice of Budget Committee Meeting April 3rd, 2024

Print 2nd Notice of Budget Committee Meeting April 10th, 2024

Deliver proposed budget to Budget Committee April 10th, 2024

Budget Committee Meets May 7th, 2024

Budget Committee Meets Again (if needed) May 8th, 2024

Publish Notice of Budget Hearing May 15th, 2024

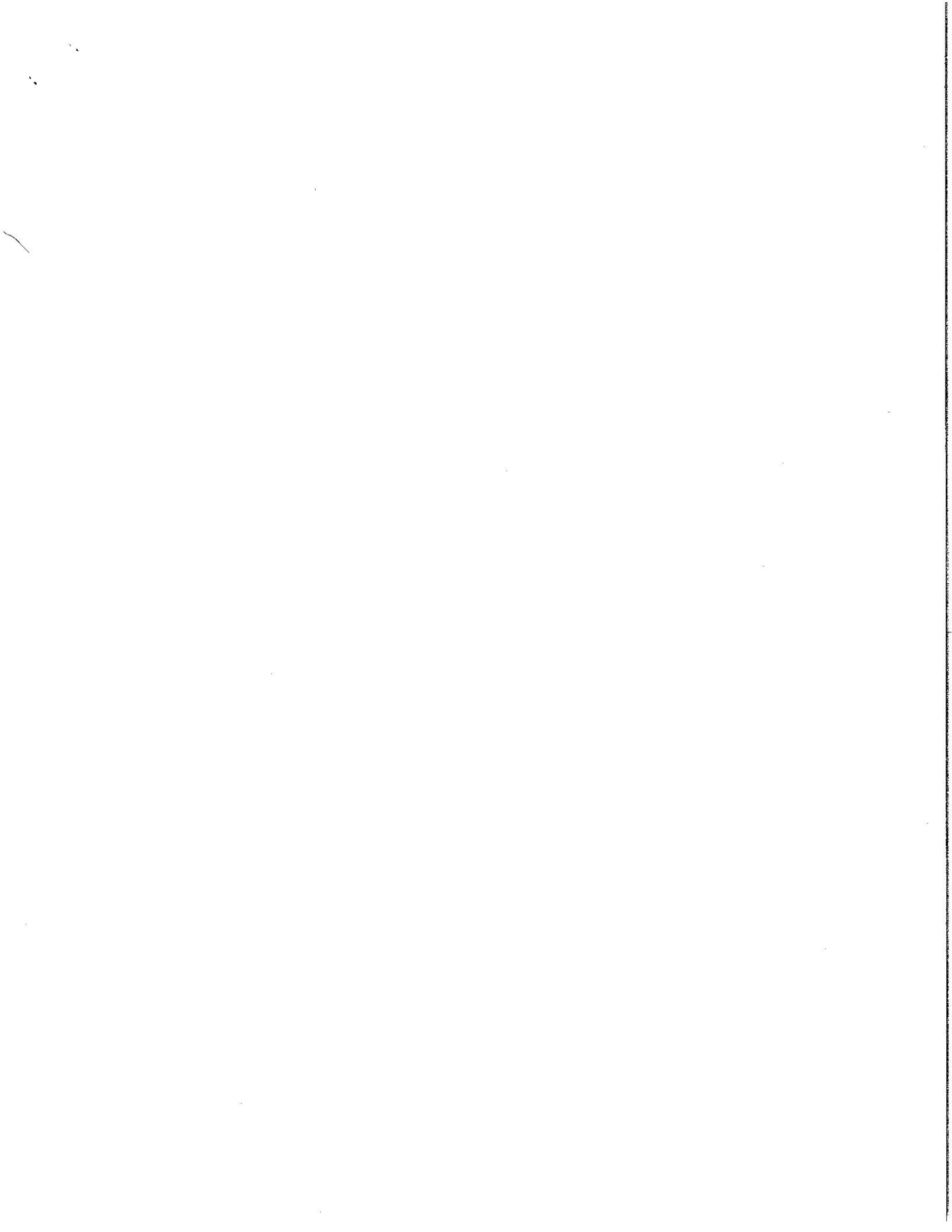
District Board Meeting & Budget Hearing, 1st Opportunity to Adopt Budget, Make Appropriations, and Impose & Categorize Taxes

June 12th, 2024

District Board Meeting, 2nd Opportunity, if needed, to Adopt Budget, Make Appropriations, and Impose & Categorize Taxes June 13th, 2023

Submit 2 Copies Tax Certification to Assessors (LB50) By July 15th, 2024

Submit Budget Document to Deschutes County Clerk September 30th, 2024



DETAILED REQUIREMENTS

LB-31

GENERAL FUND

| Historical Data | MATERIALS AND SERVICES | | Budget for Next Year 2024/25 | | |
|---|------------------------|---|-------------------------------|---------------------------------|------------------------------|
| | | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body |
| Adopted Budget This Year Year 2023/24 | 1 | Object Classification | Detail | | |
| | | | | | 1 |
| 1,000 | 2 | 5101 Membership Fees/Dues | | 1000 | 0 2 |
| 250 | 3 | 5102 Training-Admin | | 250 | 0 3 |
| 2,500 | 4 | 5103 Conference Fees/Travel | | 500 | 0 4 |
| 4,000 | 5 | 5108 Training Volunteers | | 4000 | 0 5 |
| 6,000 | 6 | 5210 Insurance-Property/Liability/Crime | | 9500 | 0 6 |
| 6,000 | 7 | 5300 Lega/I Professional Fees | | 7,000 | 0 7 |
| 2,500 | 8 | 5400 Office Supplies Postage | | 2500 | 0 8 |
| 250 | 9 | 5500 General Supplies | | 250 | 0 9 |
| 11,000 | 10 | 5501 Vehicle/Equipment Fuel | | 11,000 | 0 10 |
| 0 | 11 | 5506 Public Safety/ Newsletter | | 0 | 0 11 |
| 500 | 12 | 5550 Firefighting Supplies | | 500 | 0 12 |
| 1,500 | 13 | 5560 EMS Supplies | | 1500 | 0 13 |
| 500 | 14 | 5570 EMS Equipment Maintenance | | 500 | 0 14 |
| 7,500 | 15 | 5600 Vehicle Maintenance | | 7,500 | 0 15 |
| 1,000 | 16 | 5610 Fire Equipment Maintenance | | 1,000 | 0 16 |
| 3000 | 17 | 5730 Radios/Comms Maintenance | | 4000 | 0 17 |
| 405 | 18 | 5740 Building/Grounds Maintenance | | 405 | 0 18 |
| 1000 | 19 | 5750 Web Site/Email Fees | | 1000 | 0 19 |
| 500 | 20 | 5900 Legal Announcements | | 500 | 0 20 |
| 500 | 21 | 5920 Election Costs | | 500 | 0 21 |
| 6,000 | 22 | 5930 Station Utilities | | 7,000 | 0 22 |
| 0 | 23 | 5935 Water-Firefighting | | 0 | 0 23 |
| 2000 | 24 | 6108 Uniforms Firefightes | | 2000 | |
| 2,000 | 25 | 6109 Firefighter Incentive | | 2,000 | 0 24 |
| 200 | 26 | 6201 Bank Fees | | 200 | 0 25 |
| 200 | 27 | 7050 Interest Charges | | 200 | 0 26 |
| 0 | 28 | 5940 Fire Station Temporary Rental | | | 27 |
| 0 | 29 | 5110 Fundraising | | | 28 |
| 0 | 30 | 5230 insurance theft | | | 29 |
| | 31 | Total Full Time Equivalent (FTE)* | | | 30 |
| | 32 | Ending balance (prior years) | | | 31 |
| | 33 | UNAPPROPRIATED ENDING FUND BALANCE | | | 32 |
| 60305 | 34 | TOTAL REQUIREMENTS | | 64805 | 0 33 |

* When budgeting for Personnel Services Expenditures, include number of related full-time equivalent positions.

DETAILED REQUIREMENTS

LB-31

GENERAL FUND

| Historical Data | | PERSONNEL SERVICES | | Budget for Next Year 2024/25 | | | | |
|---|--------------|--------------------|---|-------------------------------|---------------------------------|------------------------------|---|-----------|
| Adopted Budget This Year Year 2023/24 | | | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body | | |
| 1 | | 1 | Object Classification | Detail | | | 1 | |
| 2 | 38000 | 2 | 6100 | Fire Chief | 50,000 | | | 2 |
| 3 | 5000 | 3 | 6202 | Payroll Taxes | 5000 | | | 3 |
| 4 | 3000 | 4 | 6201 | Workers Comp | 3,000 | | | 4 |
| 5 | 0 | 5 | 6206 | Workers Comp-Volunteers | 0 | | | 5 |
| 6 | 9500 | 6 | 6203 | Health Ins | 9500 | | | 6 |
| 7 | 4000 | 7 | 6204 | Physician Advisor | 4000 | | | 7 |
| 8 | 2500 | 8 | 6205 | Bookkeeping | 2500 | | | 8 |
| 9 | | 9 | | | | | | 9 |
| 10 | | 10 | 6206 | Seasonal Employees | 35000 | | | 10 |
| 11 | | 11 | 6207 | FT Employee | 98198 | | | 11 |
| 12 | | 12 | | | | | | 12 |
| 13 | | 13 | | | | | | 13 |
| 14 | | 14 | | | | | | 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 | | 29 | | | | | | 29 |
| 30 | | 30 | Total Full Time Equivalent (FTE)* | | | | | 30 |
| 31 | | 31 | Ending balance (prior years) | | | | | 31 |
| 32 | | 32 | UNAPPROPRIATED ENDING FUND BALANCE | | | | | 32 |
| 33 | 62000 | 33 | TOTAL REQUIREMENTS | | 207198 | 0 | | 33 |

* When budgeting for Personnel Services Expenditures, include number of related full-time equivalent positions.

DETAILED REQUIREMENTS

GENERAL FUND

| Historical Data | | CAPITAL OUTLAY | | Budget for Next Year 2024/25 | | | |
|-----------------|---------------|----------------|---|------------------------------|-------------|------------|-------------|
| Adopted Budget | | | | Proposed by | Approved by | Adopted by | |
| This Year | | | | | | | |
| | Year 2023/24 | | | | | | |
| 1 | | 1 | Object Classification | Detail | | | 1 |
| 2 | 1,200 | 2 | 7100 Fire Station Construction | | 1,200 | | 2 |
| 3 | 0 | 3 | 7201 I.T> Hardware/Software | | | | 3 |
| 4 | 4000 | 4 | 7202 Communication Equipment | | 4000 | | 4 |
| 5 | 0 | 5 | 7300 EMS Equipment | | | | 5 |
| 6 | 2000 | 6 | 7310 Fire Equipment | | 2000 | | 6 |
| 7 | 0 | 7 | 7320 EMS Vehicle | | | | 7 |
| 8 | 8000 | 8 | 7330 Fire Apparatus | | | | 8 |
| 9 | 721 | 9 | 7340 Firefighter PPE | | 1,721 | | 9 |
| 10 | 126750 | 10 | 7350 AFG Grant | | | | 10 |
| 11 | | 11 | | | | | 11 |
| 12 | | 12 | | | | | 12 |
| 13 | | 13 | | | | | 13 |
| 14 | | 14 | | | | | 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 | | 29 | | | | | 29 |
| 30 | | 30 | Total Full Time Equivalent (FTE)* | | | | 30 |
| 31 | | 31 | Ending balance (prior years) | | | | 31 |
| 32 | | 32 | UNAPPROPRIATED ENDING FUND BALANCE | | | | 32 |
| 33 | 142671 | 33 | TOTAL REQUIREMENTS | | 8921 | 0 | 0 33 |

* When budgeting for Personnel Services Expenditures, include number of related full-time equivalent positions.

REQUIREMENTS SUMMARY

NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

LB-30

(name of fund)

| Line Item | Historical Data | | REQUIREMENTS DESCRIPTION | Budget For Next Year 2024/25 | | |
|-----------|--|----|--|-------------------------------|---------------------------------|------------------------------|
| | Adopted Budget This Year 2023/24 | | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body |
| 1 | | 1 | PERSONNEL SERVICES NOT ALLOCATED | | | |
| 2 | | 2 | | | | |
| 3 | | 3 | | | | |
| 4 | 195,198 | 4 | TOTAL PERSONNEL SERVICES | 207,198 | | |
| 5 | | 5 | Total Full-Time Equivalent (FTE) | | | |
| 6 | | 6 | MATERIALS AND SERVICES NOT ALLOCATED | | | |
| 7 | | 7 | | | | |
| 8 | | 8 | | | | |
| 9 | 60,305 | 9 | TOTAL MATERIALS AND SERVICES | 64,805 | | |
| 10 | | 10 | CAPITAL OUTLAY NOT ALLOCATED | | | |
| 11 | | 11 | | | | |
| 12 | | 12 | | | | |
| 13 | 16,921 | 13 | TOTAL CAPITAL OUTLAY | 8,921 | | |
| 14 | | 14 | DEBT SERVICE | | | |
| 15 | | 15 | Fire Station Loan Payment | | | |
| 16 | | 16 | | | | |
| 17 | 38,844 | 17 | TOTAL DEBT SERVICE | 38,844 | | |
| 18 | | 18 | SPECIAL PAYMENTS | | | |
| 19 | | 19 | | | | |
| 20 | | 20 | | | | |
| 21 | 0 | 21 | TOTAL SPECIAL PAYMENTS | 0 | 0 | 0 |
| 22 | | 22 | INTERFUND TRANSFERS | | | |
| 23 | 5,000 | 23 | Equipment Reserve Fund | 5,000 | | |
| 24 | 2,000 | 24 | Building Reserve Fund | 2,000 | | |
| 25 | | 25 | | | | |
| 26 | | 26 | | | | |
| 27 | | 27 | | | | |
| 28 | 7,000 | 28 | TOTAL INTERFUND TRANSFERS | 7,000 | | |
| 29 | 30,000 | 29 | OPERATING CONTINGENCY | 36,500 | | |
| 30 | | 30 | Total Requirements NOT ALLOCATED | | | |
| 31 | | 31 | Total Requirements for ALL Org.Units/Programs within fund | | | |
| 32 | | 32 | Reserved for future expenditure | | | |
| 33 | | 33 | Ending balance (prior years) | | | |
| 34 | | 34 | UNAPPROPRIATED ENDING FUND BALANCE | | | |
| 35 | 99,765 | 35 | TOTAL REQUIREMENTS | 363,268 | | |