



Boardman Fire Rescue District Board of Directors
Budget Committee Meeting Minutes
May 18, 2026
Boardman Fire Station 81
911 S.W. Tatone St. – P.O. Box 2, Boardman, OR 97818

PRESENT

Directors: President Lisa Pratt, Vice President Loren Dieter, Director David Boor, Director Jaimeson Ratzlaff, and Michael Sowa
Budget Committee: Lisa Mittelsdorf, Shelby Percy, Andrea Orcutt, and Mark Pratt
Staff: Chief Mike Hughes, Battalion Chief Sam Irons, and Executive Assistant Suzanne Gray
Absent: Teiko Villegas

CALL TO ORDER: 6:00 p.m. by Budget Committee Chair Shelby Percy.

OFFICER SELECTION

Select Budget Chair:

Lisa Mittelsdorf nominated Shelby Percy as Budget Chair. The nomination was seconded by Loren Dieter. Hearing no other nominations, Chief Mike Hughes called for a vote on the nomination. Nomination of Shelby Percy carried unanimously.

Select Budget Officer:

Shelby Percy nominated Chief Hughes as Budget Officer. David Boor seconded the nomination. Hearing no other nominations, Shelby Percy, by proxy Mike Hughes, called for a vote on the nomination. The nomination of Fire Chief Mike Hughes carried unanimously.

BUDGET MESSAGE

The Budget Chair asked for the Budget Message. Chief Hughes stated the purpose of the budget committee meeting is to assure the financial stability and survivability of Boardman Fire Rescue District (BFRD) in alignment with Oregon State Budget Law. BFRD is committed to maintaining transparency as well as being financially responsible and maintaining a balanced budget within the parameters of Oregon Budget Law. In an effort to show transparency, this year the budget lines have been renumbered with a significant increase in the number of line items. The new line-item numbers are in bold and old-line item number is parenthesis. Chief Hughes stated that he anticipated approximately 3.75% increase in tax revenue and 67% increase in SIP funds.

ACTION ITEMS

1. Approve 2026-2027 General Fund Budget
 - a. Prior to the review of the LB-20 and LB-31 forms, Chief Hughes noted that Training line item 3020 should be \$30,000 not \$3,000 which brings the total on page 2 of the LB-31 to \$595,517.00.
 - b. Chief Hughes reviewed Form LB-20.
 - i. Reports & Administrative Fees increased with more data centers.
 - ii. GEMT on line item 1072 was budgeted for \$73,000 and is decreased to \$40,000 in Fiscal Year 2026-2027. The federally funded GEMT program is being phased out as federal funding is changing.

- iii. EMS calls have been broken out to 911 Ambulance Calls and Inter-Facility Transports (IFT). This allows for more specific data in funding sources.
 - iv. Taxes levy amount \$2,488,144 is from County Assessor. Also, the County Assessor provides SIP amounts which are more than last year. Chief Hughes has a reservation regarding the accuracy from the County Assessor. The three percent incentive for early payment is not accounted in the County Assessor figures provided to BFRD. Chief Hughes has reduced the expected resources received amount. Chief Hughes has built in a safety margin with extra money at the end of the fiscal year.
 - v. County wide community memberships in FireMed and Life Flight is listed as a new revenue line.
- c. Chief Hughes reviewed Form LB-31 Pages 1-5.
- i. Page 1 – Payroll for county wide ambulance service will roll off. Station 82 will be assigned as talks continue with AWS for a fire station near the airport. The heavy rescue/pumper and an ambulance will be housed in Station 82. Personnel numbers are close to last year. Fire Marshal Marty Broadbent retires in July 2026. Deputy Fire Marshal Jeremy Gierke will be taking over the position.
 - ii. Page 2 – Operations/Maintenance/Services include Stations 81, 82, 83 (Buttercreek) operations. The old station on Wilson Lane is the Maintenance Division for fire apparatus. A tire service for both the fire district and police department is functioning at this location. A new Legal line has been created due to two special districts challenging BFRD.
 - iii. Page 3 – Capital Outlay is being cut back. Loren Dieter noted the substantial reduction. Chief Hughes replied that the district is caught up on facilities and staff vehicles. BFRD plans to put aside \$3,000-\$5,000 each year per line item for a total of \$75,000 annually for future expenses in a separate account. Chief Hughes would like to plan a rotation of apparatus replacement and avoid purchasing three tac tenders at once. Lisa Mittelsdorf inquired about the airport facility funding. Chief Hughes stated that nothing official has happened at this point. If a loan or taxpayer dollars is needed for funding, a supplemental budget will be presented but he prefers not to ask the taxpayers to fund a fire station in the industrial area. An anticipation is AWS would be in charge of St. 82 construction and use their private dollars. Jaimeson Ratzlaff asked about resources for training equipment. The training burn boxes use natural materials or recycle pallets. Funding comes through Training Line on LB-31 page 2.
 - iv. Page 4 – Debt Services has a new line item: LN Curtis. This \$321,000 debt will be paid off over the next five years. Again, we prefer to replace a small number SCBA units yearly instead of all of the SCBA at once. PNC payment is for the 2020 Squad loan that has two payments left (seven years total). 15-1 notes the paid off Aerial Truck. CREZ paid this loan.
 - v. Page 5 – Contingencies list the Bank of Eastern Oregon Operating Loan with low fee of \$500 covers three years. BFRD won't have to borrow it again. Summary page contains the totals of four previous pages with the final expenditures total matching the total of revenue on LB-20. Balanced budget: \$4,393,841.00 the same amount of money coming in as going out.

MOTION

Shelby Pearcy moved to approved the proposed LB-20 and LB-31 for Fiscal Year 2026-2027 as adjusted in line item 3020 Training from \$3,000.00 to \$30,000.00. Loren Dieter seconded the motion.

Vote – Lisa Pratt: Aye, Loren Dieter: Aye, David Boor: Aye, Jaimeson Ratzlaff: Aye, Michael Sowa: Aye, Lisa Mittelsdorf: Aye, Shelby Pearcy: Aye, Mark Pratt: Aye, and Andrea Orcutt: Aye. The motion carried unanimously.

2. Approve 2025-2026 Bond Fund Budget

Chief Hughes reviewed Form LB-35 stating the project is complete and bond funds were spent. The money is coming in via taxes and going out to pay off the Bond. BFRD requests that the County collect more than owed due to the fact all taxpayers do not pay on time. Any Bond overpayment at the end (2041) will be turned over to the County to return to taxpayers. Payments are prearranged by Zionbancorp and Government Capital Corporation. Lisa Mittelsdorf noted Line 27 “Total Unappropriated Ending Fund Balance” amounts are needed for Resources (line 11) and Requirements (line 30) to balance. Chief Hughes will correct Line 27 and asked the motion reflect the correction.

MOTION

Shelby Pearcy made a motion to approve the proposed LB-35 budget with the adjustments adding the difference between the Resources and Requirements to Line 27 “Total Unappropriated Ending Fund Balance” so that the two match. Lisa Pratt seconded the motion.

Vote – Lisa Pratt: Aye, Loren Dieter: Aye, David Boor: Aye, Jaimeson Ratzlaff: Aye, Michael Sowa: Aye, Lisa Mittelsdorf: Aye, Shelby Pearcy: Aye, Mark Pratt: Aye, and Andrea Orcutt: Aye. The motion carried unanimously.

3. Chief Hughes verified with the Budget Committee that \$54,164 is the amount to appear on Line 27 of columns “Budget for Next Year 2026-2027” of LB-35.

Chief Hughes thanked the Board and Committee members for their participation in BFRD’s budget process.

ADJOURNED: 6:29 p.m.