

JACKSON COUNTY FIRE DISTRICT NO. 5



Jackson County Fire District No. 5 is seeking qualified applicants to fill three (3) vacancies on our **Budget Committee**.

These vacancies are created due to the conclusion of appointed terms.

Process: Applications will be submitted using the fillable form provided at www.jcfd5.com/budget

For consideration, applications must be received prior to 4:00pm, Wednesday December 4th, 2024. A list of eligible applicants will be presented to the Board of Directors and subsequent interviews scheduled. Appointments will be made in January.

What is the budget committee? The budget committee serves as the advisory committee for fiscal year financial planning. The committee consists of the elected board members and an equal number (5) of qualified district voters appointed by the governing body (Board of Directors). The budget committee receives a budget proposal from the District budget officer (Fire Chief).

What is the budget committee's main function? In accordance with public meeting laws, the budget committee will convene to review, discuss, make additions or deletions, and approve the proposed budget presented by the Fire Chief. Upon completion of its deliberations, the committee approves the budget and sets the tax rate or amount needed to balance the budget.

Who can serve on a budget committee? Any qualified voter of the district appointed by the governing body except officers, agents, or employees of the district are eligible to apply. Budget committee members do not receive compensation for serving as committee members, however, they will be enriched by their role in civic involvement.

If selected, what is my commitment? Budget committee members can expect to meet 1-3 times a year, depending on budget complexities. Committee members are appointed for three-year terms; however, midterm resignation can occur. Terms are staggered so that approximately one-third of the terms expire each year. Members may be re-appointed for successive terms.

5811 South Pacific Highway Phoenix, OR. 97535

Phone (541) 535-4222 * Fax (541)535-4226

JACKSON COUNTY FIRE DISTRICT NO. 5



Can the budget committee add or delete programs or services? Generally, the budget committee's role is not to directly establish or eliminate specific programs or scope of services. Standards of cover and budget priorities established by the Board of Directors provide the Fire Chief and Executive staff general guidelines for budget development. The budget officer then prepares a budget reflective of the Boards parameters. This proposed budget is what the budget committee considers during its meetings. Budget committee influence on programs and services is most often exerted at a higher level, when it approves the overall budget and establishes the tax levy.

Can the budget committee determine how much an employee is paid? The budget committee does not approve new personnel, employee contracts or salary schedules, nor does it negotiate salary contracts. However, the adopted salary schedules, negotiated contracts, and other materials that have a fiscal impact on the budget document may be requested for review by the budget committee. Through its authority, the budget committee may direct the administration to make dollar adjustments (increases or decreases) in the proposed budget.

Does the budget committee have any other duties? At the end of the final meeting where the budget is approved, and the tax levy rate or amount is established, the committee's work is finished as far as local budget law is concerned.

Additional information can be found here:

https://www.oregon.gov/dor/forms/FormsPubs/local-budgeting-oregon_504-400.pdf

5811 South Pacific Highway Phoenix, OR. 97535

Phone (541) 535-4222 * Fax (541)535-4226