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**EMERGENCY  
COMMUNICATIONS OF  
SOUTHERN OREGON**



*Serving Police, Fire & Medical*

**ECSO Mission Statement**

*We contribute to the safety and well-being of Southern Oregon by providing public safety communications with industry-best standards, procedures and practices.*

**ECSO**

**400 Pech Road**

**Central Point, OR 97502**

**Phone (541)774-5060**

**[www.ecso911.com](http://www.ecso911.com)**

**Margie Moulin**

**Director**

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# Adopted Budget Fiscal Year 2011-2012

Adopted by

Emergency Communications of Southern Oregon

Chief Executive Officers Board

March 9, 2011



## Adopted Budget Document Fiscal Year 2011-2012

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Presented to Budget Subcommittee  
January 27, 2011

Approved by Budget Subcommittee  
January 27, 2011

Presented to ECSO Intergovernmental Council  
February 16, 2011

Approved by ECSO Intergovernmental Council  
February 16, 2011

Presented to ECSO Chief Executive Council  
February 16, 2011

Adopted by ECSO Chief Executive Officers Board  
March 9, 2011

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Margie Moulin, Director  
Johnna Hamilton, Operations Manager  
Kevin Harris, QA Manager  
Jody Hathaway, HR/Finance Manager  
Corey Nelson, IT Manager

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# BUDGET SUB-COMMITTEE

Fiscal Year 2011-2012

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## FY 2011-2012 Budget Sub-Committee

<i>City of Medford</i>	Randy Schoen
<i>City of Ashland</i>	Terry Holderness
<i>Jackson County Sheriff</i>	Rod Countryman
<i>Central Point Police Department</i>	Kris Allison
<i>Applegate Fire District #9</i>	Craig Amann
<i>Jackson County Fire District #3</i>	Dan Peterson
<i>Jackson County Fire District #6</i>	Larry Tuttle
<i>Talent Police Department</i>	Mike Moran
<i>Eagle Point Police Department</i>	Vern Thompson
<i>City of Rogue River</i>	Mark Reagles
<i>Prospect Rural Fire Protection District</i>	Bob Batte
<i>Phoenix Police Department</i>	Derek Bowker
<i>Rogue River Rural Fire Protection Agency</i>	Ben Ramsey
<i>Lake Creek Rural Fire Department</i>	Tony Paxton
<i>Medford RFPD</i>	Dave Bierwiler
<i>Jackson County Fire District #5</i>	Dan Marshall
<i>Town of Butte Falls</i>	Ron Ormond
<i>Greensprings Fire District</i>	Gene Davies

## CHIEF EXECUTIVE OFFICERS BOARD MEMBERS

Fiscal Year 2011-2012

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<i>Applegate Fire District #9</i>	Craig Amann
<i>City of Talent</i>	Mike Moran
<i>Medford Police</i>	Randy Schoen
<i>Medford Fire</i>	Dave Bierwiler
<i>Jackson County</i>	Mike Winters
<i>Jackson County Fire District #3</i>	Dan Peterson
<i>Ashland Police</i>	Terry Holderness

## ECSO INTERGOVERNMENTAL COUNCIL MEMBERS

Fiscal Year 2011-2012

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<i>City of Talent</i>	Mike Moran
<i>Jackson County</i>	Mike Winters
<i>City of Medford</i>	Randy Sparacino
<i>City of Ashland</i>	Terry Holderness
<i>City of Central Point</i>	Kris Allison
<i>City of Phoenix</i>	Derek Bowker
<i>City of Eagle Point</i>	Vern Thompson
<i>City of Jacksonville</i>	Devon Hull
<i>City of Rogue River</i>	Mark Reagles
<i>Town of Butte Falls</i>	Jana Goodman
<i>Jackson County Fire District #3</i>	David Hard
<i>Jackson County Fire District #4</i>	Dan Peterson
<i>Jackson County Fire District #5</i>	Dan Marshall
<i>Evans Valley Fire District #6</i>	Larry Tuttle
<i>Applegate Fire District #9</i>	Craig Amann
<i>Rogue River Rural Fire District</i>	Ben Ramsey
<i>Lake Creek Rural Fire District</i>	Tony Paxton
<i>Prospect Rural Fire Protection District</i>	Bob Batte
<i>Greensprings Fire District</i>	Gene Davies
<i>Medford Rural Fire Protection District</i>	Gordon Sletmoe
<i>Southern Oregon University</i>	Steven Ross

# **BUDGET MESSAGE**

**Fiscal Year 2011-2012**

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Emergency Communications of Southern Oregon (ECSO) is committed to financial conservative planning that demonstrates the Agency's commitment to providing quality services to citizens in need of 9-1-1 emergency services and to the public safety agencies who serve them. As required by Oregon Budget Law, the adopted budget is balanced between total resources and requirements.

As a result of moving into a new facility and consolidation the User rates for our agencies during fiscal year 2010-2011 increased anywhere from 5.07% to 22.17%. The Agency is aware of the Agency's obligation to minimize User fee increases for Fiscal Year 2011-2012. The Agency is still assessing the overhead costs of being in a new facility. The savings of migrating to Command CAD will be realized in maintenance costs; however, the Agency is obligated to pay the CAD debt for the existing CAD system for the next three years. The annual debt payment is \$129,442.00 of which Jackson County Sheriff's Office pays \$41,016. The Agency is continuing to assess staffing levels needed to ensure the necessary number of employees needed to meet the service standards established by the user agencies. In an effort to keep the increase to user fees at a minimum, the Agency has funded 39 of the 41 dispatch positions and has left unfunded a Supervisor position. As previously stated, the Agency is still assessing staffing levels and will continue to do so with the new Command CAD; however, the Agency strongly recommends the Supervisor position be fully funded for fiscal year 2012-2013 as well as hiring an additional IT person.

## **2010-2011 Accomplishments**

### **❖ Consolidation**

Southern Oregon Regional Communications and the City of Medford consolidated into a single public safety answering point (PSAP) July 1, 2011 becoming Emergency Communications of Southern Oregon.

### **❖ Union Contract**

Prior to consolidation, SORC was in the second year of a three year Union Contract; the City of Medford's Union Contract expired on June 30, 2010. The Agency was able to add an additional two years onto the SORC existing contract. Some of the changes made to the contract, include:

- A four day, ten hour day work week;
- Limiting incentive pay to Intermediate and Advanced DPSST certification;
- Removing comp time;
- The addition of an HRA Veba account with a 1.2% agency contribution of behalf of the employees;

# BUDGET MESSAGE

Fiscal Year 2011-2012

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## ❖ QA Program

Dispatchers are currently receiving feedback on their call handling and emergency medical dispatching as well as law and fire dispatches. Future plans include quarterly reports to the IGC and CEO Boards, as well as individual employee statistics including call answering times, and performance measure compliance.

## ❖ Training Academy

A four week in-house academy has been implemented for new recruits. A Training room equipped with CAD has been provided to re-create the dispatch floor for the new trainees as well as provide individualized training to each dispatcher.

## ❖ Updated Standard Operating Guidelines, Personnel Policies, and Financial Policies.

Staff has been conducting a comprehensive process to update Standard Operating Guidelines and Personnel Policies, combing the best of past policies and guidelines from SORC and RVCCOM. Financial policies have been written and adopted by the CEO Board.

## ❖ Upgrade to Command CAD

Prior to consolidation, each Center was on a separate Tiburon CAD system. The consolidated Center operated on these separate systems for the first 10 months. Completing the technical portion of consolidation required installation of an upgraded, single CAD, increasing efficiency by allowing all dispatch functions to be completed in the same system. This technical consolidation was complete on May 24, 2011.

## Goals For the Year and For the Future

### ❖ Performance Evaluations.

### ❖ Migration to Narrowbanding

### ❖ 5 Year Strategic Plan

### ❖ Business Continuity Plan

# **AGENCY OVERVIEW**

**Fiscal Year 2011-2012**

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## **THE AGENCY**

Emergency Communications of Southern Oregon (ECSO) is located in Medford Oregon and serves the population of the beautiful Rogue Valley. ECSO is a combined emergency dispatch facility and Public Safety Answering Point (PSAP) for the Jackson County Oregon 9-1-1 lines. The Center is also a regional "drop point" for emergency information that needs to be given to Jackson and Josephine counties. This may include severe storm warnings or notice of a foreign enemy attack. This information is received through the National Air Warning Alert System (NAWAS) radio channel that covers the entire United States.

9-1-1 and emergency dispatching services has a rich history in Jackson County. Prior to July 1<sup>st</sup>, 2010, there had been more than one 9-1-1 PSAP in the county, and at one point, there were four, including North Valley Communications Center (NVCC), dispatching for the cities of Central Point, Eagle Point, and Shady Cove; the City of Ashland 9-1-1, answering calls and dispatching for all units within the city limits of Ashland; the City of Medford, which later became Rogue Valley Consolidated Communications (RVCCOM), dispatching and answering calls for the largest city in Jackson County; and Southern Oregon Regional Communications (SORC), which, which started initially as a Fire Communications Center in 1973 and ultimately culminated in the drafting of an agreement allowed under O.R.S. 190.10, which, in turn, established (SORC) as a stand-alone public entity. In essence, this agreement enabled the user agencies of the Center to come together as one organizational public body providing its own control and direction of emergency communications services.

In 1994, NVCC dissolved, and the cities of Shady Cove and Eagle Point joined SORC, while the city of Central Point joined RVCCOM. In 2003, after legislators indicated they may force a single PSAP in each county in Oregon, the City of Ashland gave up their dispatch center and joined RVCCOM.

In 2008 the County broke ground on a new building, designed to house both of the remaining PSAP's in Jackson County, whether as a consolidated single center, or co-located centers.

In November of 2009, with consolidation talks well under way, SORC moved into a brand new, state of the art 16,468 sq. foot facility located at 400 Pech Road, Central Point, OR. In February, 2010, the City of Medford's 911/dispatch center moved into the facility as a co-located agency while consolidation of the two agencies was finalized.

On July 1, 2010 the City of Medford and SORC consolidated and became known as Emergency Communications of Southern Oregon (ECSO).

# **AGENCY OVERVIEW**

**Fiscal Year 2011-2012**

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## **DIVISIONS**

### **Administrative Division**

The Administrative Division consists of the Director, HR/Finance Manager and the Administrative Assistant. This Division is responsible for maintaining the Agency infrastructure, including payroll, accounting, insurance, legal counsel and human resources, as well as the more strategic issues which may include legislative initiatives and strategic planning. Capital Expenditures are carried under this division.

### **Operations Division**

The Operations Division consists of the Operations Manager, QA Manager, Training Supervisor, four Dispatch Supervisors, IT Manager, MSAG Geo File Coordinator and 41 Telecommunication Specialists. This Division is responsible for 911 call taking and dispatching for 21 public safety agencies. The MSAG/GEO File Coordinator is responsible for maintaining the CAD data, the countywide MSAG and Geo File and the mapping data. The QA Manager and Training Supervisor are responsible for developing, implementing and maintaining quality training programs and conducting systemic cause analyses. The IT Manager is responsible for all technical services for the agency, oversees the MSAG/Geo File position, and may assist User agencies with mobile data terminals, or other technical services.

### **Technical Division**

The Technical Division has no assigned personnel. The Division expenditures are related to the maintenance of eight mountain top radio sites, base stations, microwave backbone and the electronics and hardware associated with 16 consoles (13 with radio and phone, 3 additional with radio only) and miscellaneous equipment. The Agency contracts with Day Wireless to maintain the radio infrastructure, and the telephone equipment is supported by the telephone company under contract with Oregon Emergency Management, 9-1-1 program, supported primarily by the 9-1-1 tax distribution.

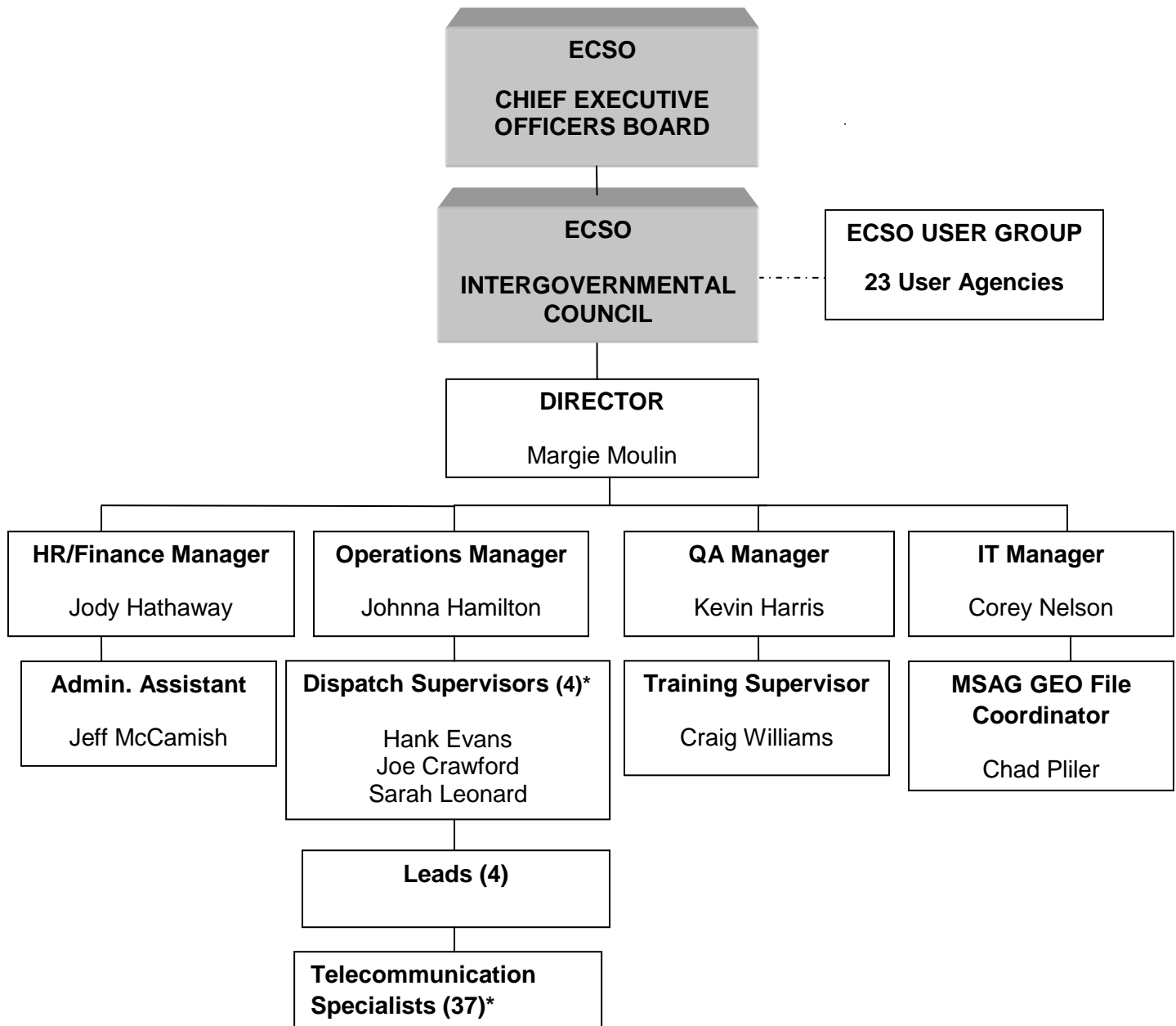
# AGENCY OVERVIEW

Fiscal Year 2011-2012

## EMERGENCY COMMUNICATIONS OF SOUTHERN OREGON

### ORGANIZATIONAL CHART

FISCAL YEAR 2011-2012



————— Direct Authority

----- Advisory Authority

\* Staff is not filling/funding 2 Telecommunication Specialists and Dispatch Supervisor positions this fiscal year only.

# USER FEE ALLOCATION FORMULA

Fiscal Year 2011-2012

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## Method

User rates are based upon the total operating budget minus revenue (i.e., beginning fund balance, interest, CAD reimbursement, 911 tax distribution, etc). The balance after subtracting the revenue is then charged out to the users. The user rates are split between law and fire wherein law pays 70% of the total charge out and fire pays 30%. Their rates are then determined using "assessed valuation" and "population" base. Fifty percent (50%) of the user rates are based upon the user's proportionate share of assessed valuation and fifty percent (50%) upon the user's proportionate share of population base.

### Example:

Operating Budget \$1,500,000  
Minus Revenue -\$500,000  
Charge out to users is \$1,000,000

70% Law = \$700,000  
30% Fire = \$300,000

Law Agencies - \$700,000

50% assessed valuation = \$350,000 – ABC Police Dept Assessed Valuation = 4.3% = \$15,050  
50% Population = \$350,000 – ABC Police Dept Population = 2.3% = \$8,050  
Total ABC Police Dept Fees = \$23,100

Fire Agencies - \$300,000  
50% assessed valuation = \$150,000  
50% Population = \$150,000

# FINANCIAL SUMMARY

Fiscal Year 2011-2012

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## Funds Overview

### General Fund

The General Fund supports the operating budget of ECSO. For Fiscal Year 11-12 the emergency communications contracts comprise 75.6% of the resources for this fund. The proposed operating budget is a 2.3% decrease from FY 10-11. This is due in large part to the decision not to fill and fund 2 telecommunication specialist positions and one dispatch supervisor position for this fiscal year.

Other resources for the General Fund include the beginning fund balance, RMS/CMS reimbursement from the Sheriff's Office, MSAG reimbursement, interest and miscellaneous income. The anticipated beginning fund balance of \$263,327 for FY 11-12 is a 47.06% increase over FY 10-11. Staff will transfer \$1,010,000 from the 9-1-1 Reserve Fund to the General Fund specifically to support the 9-1-1 portion of the Center. This funds approximately 17.9% of the operating budget.

### General Fund – Resources

Resources	FY 11-12 Adopted Budget	FY 10-11 Current Budget	% Difference
Anticipated Beginning Fund Balance	\$ 263,327.00	\$ 139,422.00	47.06%
User Fees	\$ 4,252,562.00	\$ 4,212,121.00	1.05%
JCSO RMS Reimbursement	\$ 41,019.00	\$ 41,019.00	0%
MSAG Reimbursement	\$ 41,500.00	\$ 41,500.00	0%
911 Funds	\$ 1,010,000.00	\$ 1,030,000.00	-1.95%
Interest	\$ 1,500.00	\$ 7,500.00	-80%

### General Fund – Expenditures

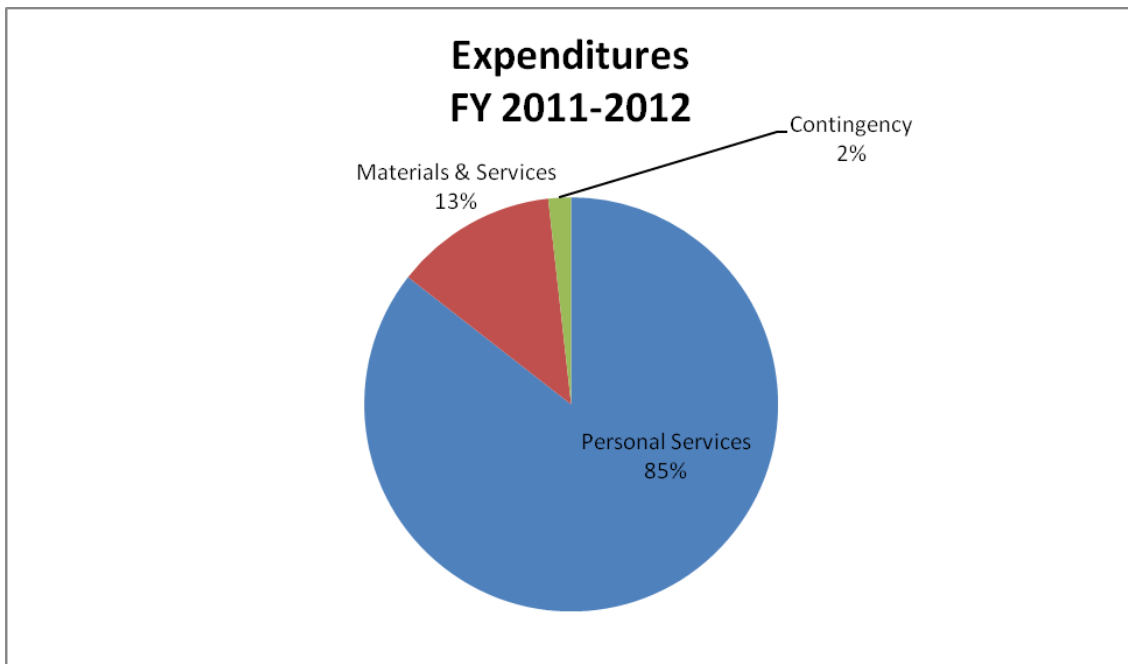
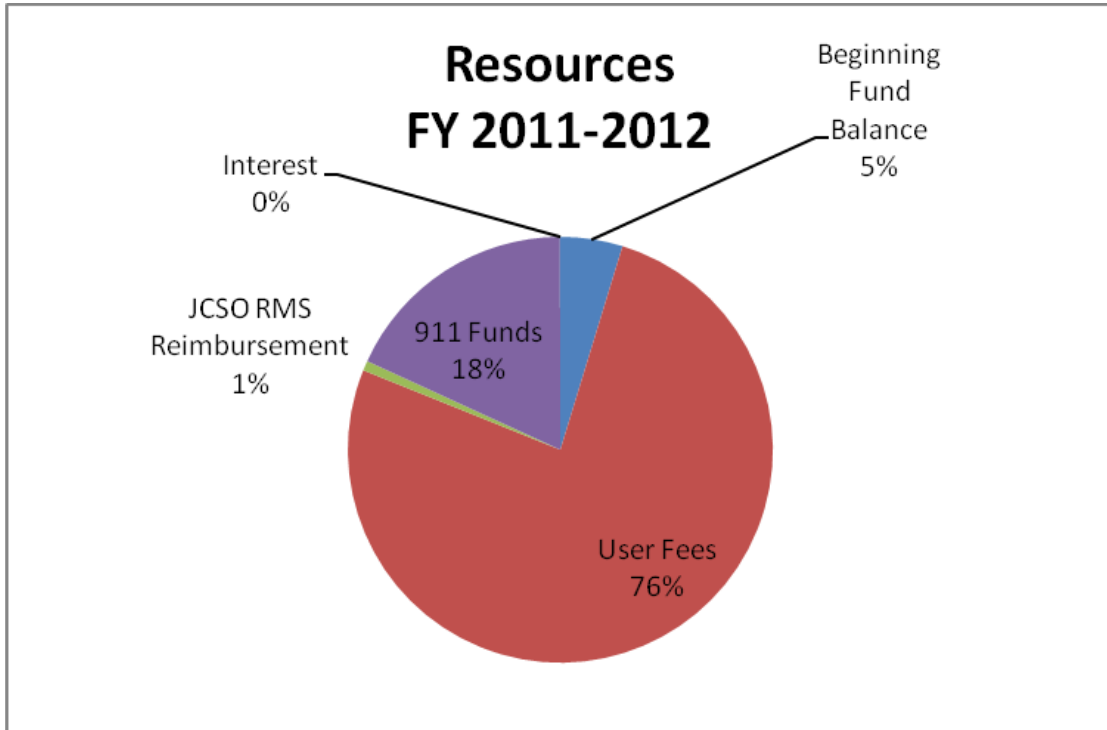
Expenditures	FY 11-12 Adopted Budget	FY 10-11 Current Budget	% Difference
Personal Services	\$ 4,809,835.00	\$ 4,876,498.00	-1.4%
Materials and Services	\$ 713,223.00	\$ 778,819.00	-8.4%
Contingency	\$ 100,000.00	\$ 100,000.00	0%

# FINANCIAL SUMMARY

Fiscal Year 2011-2012

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## General Fund



# FINANCIAL SUMMARY

## Fiscal Year 2011-2012

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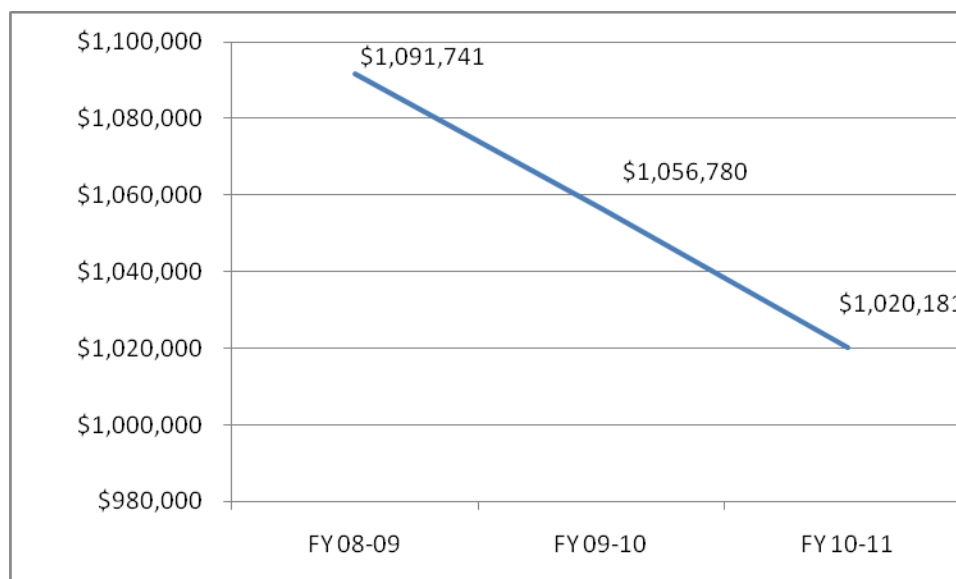
### 911 Reserve Fund

The 9-1-1 Reserve Fund accounts for the telephone tax or surcharge revenues that are received from the participating cities and unincorporated areas of Jackson County served by ECSO. These revenues are derived from a 75-cent surcharge on each circuit (wire line, wireless, and voice over internet protocol, or VoIP, capable of accessing the 9-1-1 system. Fifty eight percent (or approximately 44-cents) of these collections are distributed quarterly to ECSO on behalf of cities and the County based on State DOR funding formula related to a population census by Portland State University. The 9-1-1 taxes received by the Agency are subject to variations and have declined over the last three fiscal years.

A contributor to this decline may be the increase in the public's use of pre-paid cellular phones, which do not currently collect the tax. During the 2011 legislative session, Oregon APCO/NENA members, and their lobbyist worked on legislation to correct this issue. Further legislative work will continue in the 2012 session.

9-1-1 revenues are budgeted for FY 2011-2012 at \$1,020,000. It is proposed that \$1,010,000 be transferred to the General Fund to support the 911 costs in the center.

### 911 Reserve Fund



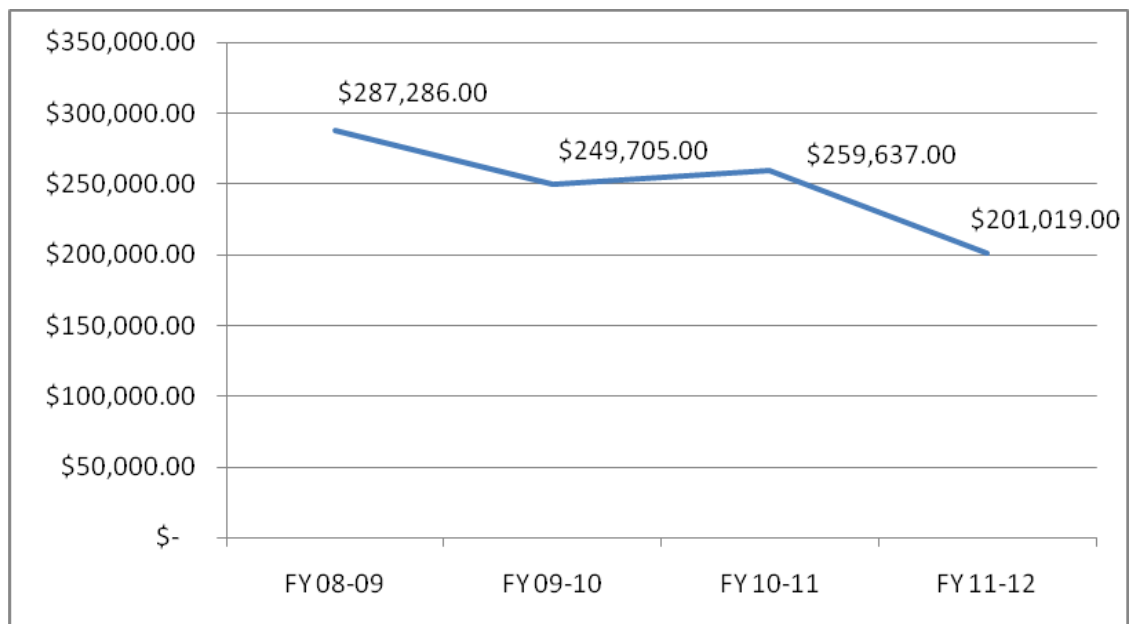
# FINANCIAL SUMMARY

Fiscal Year 2011-2012

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## Equipment Replacement Fund

This fund supports the replacement and upgrade of ECSO equipment. It also allows the Center to replace significant capital without increasing User fees during the fiscal year. In past years, \$40,000 would be transferred from the General Fund in an effort to build up a reserve for the replacement of aging equipment. However, due to the increase in user fees as a result of increased overhead, staff has chosen not to transfer money this fiscal year. It is recommended that beginning FY 2012-2013 an amount of money be transferred for purposes building up the Equipment Replacement Fund to enable projects such as voting and simulcast without the added costs to the user agencies.



## BUDGET DETAIL

### Fiscal Year 2011-2012

The total FY 2011-2012 Operating Budget is \$5,623,408. This represents a \$134,334 (-2.3%) increase over the current fiscal year. The total user allocation, after the deduction of applicable revenue, is \$4,252,562. This represents a 1.05% increase over the current fiscal year. The Anticipated Beginning Fund Balance of \$263,327 is a 47.06% increase from the current fiscal year. The 9-1-1 Fund revenue is anticipated to be \$1,010,000.00 which is a 1.95% decrease.

The Agency evaluates staffing, the structure of the organization and the need for changes. With the adoption of the new year's budget, the staffing level is formally authorized by the Intergovernmental Council and the CEO Board. The following is a list of authorized FTE included in the FY 2011-2012 Budget:

Non Represented Positions	Adopted FY 10-11	Adopted FY 11-12	Change from Prior Fiscal Year	FY 11-12 Monthly Salary Range
Director	1	1		\$8,125 - \$10,370 per Month
Operations Manager	1	1		\$7,387 - \$9,428 per Month
QA/Training Manager	1	1		\$7,387 - \$9,428 per Month
HR/Finance Manager	1	1		\$7,387 - \$9,428 per Month
IT Manager	1	1		\$7,387 - \$9,428 per Month
Dispatch Supervisor	5	4	-1	\$5,668 - \$7,234 per Month
GIS Tech MSAG Coordinator	1	1		\$5,143 - \$6,649 per Month
Administrative Assistant	1	1		\$3,351 - \$4,277 per Month
<b>Represented Positions</b>				
Dispatchers	41	39	-2	\$2,994 - \$4,468 per Month Plus up to 8% DPSST Certification and 5% Incentive for Lead for those that are Eligible
<b>TOTAL FTE</b>	<b>53</b>	<b>50</b>	<b>-3</b>	

# BUDGET DETAIL

Fiscal Year 2011-2012

## Administrative Division

Line #	Line Item Description	FY 11-12	FY 10-11
		Adopted	Adopted
5011	Non-Union Wages	\$ 237,672.00	\$ 221,916
5014	Vacation Payout - Non-Union	\$ 9,142.00	\$ 8,536
5021	Union Wage	\$ -	\$ -
5022	Overtime	\$ -	\$ -
5023	Holiday Overtime	\$ -	\$ -
5024	Vacation Payout - Union	\$ -	\$ -
5025	Lead Pay - Union	\$ -	\$ -
5026	FTO Pay - Union	\$ -	\$ -
5027	Incentive Pay - Union	\$ -	\$ -
5121	FICA	\$ 18,182.00	\$ 17,630
5122	State Unemployment Tax	\$ 1,785.00	\$ 2,379
5123	Workers Comp Insurance	\$ 1,500.00	\$ 1,300
5141	Deferred Compensation	\$ 28,521.00	\$ 26,630
5142	Medical Insurance	\$ 42,557.00	\$ 42,557
5143	Life Insurance	\$ 369.00	\$ 369
5144	Long Term Disability Insurance	\$ 1,783.00	\$ 1,665
5145	VEBA Account	\$ 2,853.00	\$ 2,663
5146	EAP	\$ 2,100.00	\$ 2,100
5211	Transportation	\$ 4,100.00	\$ 4,100
5212	Accommodations & Per Diem	\$ 4,775.00	\$ 4,775
5214	Training - Registration & Tuition	\$ 2,380.00	\$ 2,380
5215	Subscriptions & Materials	\$ 250.00	\$ 250
5216	Membership & Dues	\$ 1,500.00	\$ 1,270
5321	Advertising & Promotion	\$ 3,500.00	\$ 2,950
5322	Copier Expense - Supplies	\$ 2,000.00	\$ 2,000
5323	Postage	\$ 2,500.00	\$ 3,000
5324	Office Supplies	\$ 3,500.00	\$ 3,500
5325	Printing	\$ 3,500.00	\$ 3,500
5326	Minor Equipment	\$ 2,000.00	\$ 2,000
5327	Hiring Expenses	\$ 2,000.00	\$ 1,600
5331	Phone - Long Distance	\$ 700.00	\$ 610
5332	Phone - Language Line	\$ -	\$ -
5333	Phone Hot Lines- Radio Lines	\$ -	\$ -
5334	Phone - Admin Lines	\$ 8,475.00	\$ 4,860

5341	Insurance - Liability/Building	\$ 33,978.00	\$ 43,754
5401	CAD Lease	\$ -	\$ -
5402	CAD Operations	\$ -	\$ -
5404	CAD Supplies	\$ -	\$ -
5421	Property Maintenance - Jackson County	\$ 31,252.00	\$ 25,070
5422	Janitorial - Vista Building	\$ 31,600.00	\$ 31,600
5423	Rental & Lease (Mtn Top Sites)	\$ -	\$ -
5424	Diesel ECSO	\$ 1,500.00	\$ 1,500
5425	Electricity - Mtn Tops	\$ -	\$ -
5426	Pacific Power - Center	\$ 48,500.00	\$ 37,722
5427	Center Lease - Jackson County Airport Authority	\$ 33,215.00	\$ 36,414
5428	Avista - Center	\$ 14,576.00	\$ 14,576
5429	Water, Sewer, Street Fees, et,	\$ 7,970.00	\$ 5,591
5430	Rogue Disposal	\$ 8,719.00	\$ 8,719
5431	Janitorial Supplies - Vista & Aramark	\$ 6,408.00	\$ 6,408
5432	Center - Inspections & Testing	\$ 4,355.00	\$ 4,355
5433	Center Supplies - Lights, batteries, etc.	\$ 1,000.00	\$ 1,000
5434	Landscaping - Vista Building	\$ 7,500.00	\$ 8,696
5521	Equipment Maintenance Contracts	\$ -	\$ -
5522	Radio Repair & Maintenance	\$ -	\$ -
5611	Legal	\$ 20,000.00	\$ 20,000
5612	Auditing	\$ 10,000.00	\$ 9,250
5613	Technical Assistance	\$ -	\$ -
5614	Licensing Fees	\$ 6,500.00	\$ 5,700
5615	Consulting	\$ 1,000.00	\$ 1,000
5671	Equipment Reserve Transfer	\$ -	\$ -
5672	Capital Expenditure	\$ -	\$ -
5841	Contingency Fund	\$ 100,000.00	\$ 100,000
6999	Bank Fees	\$ 350.00	\$ 300
<b>Total</b>		<b>\$ 750,350.00</b>	<b>\$ 726,195</b>

### **Notable Expenditure Changes**

#### **Wages & Benefits**

The Director, HR/Finance Manager and Administrative Assistant positions will move from Step 1 to Step 2 and receive a 2% salary increase. Step increases occur on an annual basis and salary increases follow union increases.

We are anticipating an increase in medical premiums of 12%. Staff will increase the employee portion from 6% to 7% towards the monthly premium. This also follows Union changes.

#### **Insurance – General Liability & Property**

The liability insurance for ECSO did not increase as much as anticipated during FY 2010-2011. Therefore, the line item has been decreased by \$9,776.

# **BUDGET DETAIL**

**Fiscal Year 2011-2012**

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## Building Lease and Overhead Charges

The current lease payment for the building is \$2,695.93 per month and changes annually on March 1<sup>st</sup> based upon the CPI. Staff is anticipating a 2% CPI adjustment for the lease payment to Jackson County Airport Authority and has budgeted \$32,998 for this line item.

The utilities (Pacific Power and Avista) for the new facility were estimated for FY 09-10 at \$52,298; these estimates were based on a three month history in the building and prior to the move of the Medford employees. Staff is budgeting \$57,359 for these two line items, an increase \$5,061.00. The maintenance, garbage removal and shredding, janitorial services and supplies, and landscaping are budgeted for the same amounts as our current fiscal year.

## Legal

Staff budgeted the same amount (\$20,000) for legal expenses and increased the auditing expenses by \$750.00 to \$10,000.

## Contingency

Staff proposes keeping the contingency line item at \$100,000.00. This line item has been used in large part, in the past, to supplement the overtime line item.

**BUDGET DETAIL**  
**Fiscal Year 2011-2012**

**Operations Division**

Line #	Line Item Description	FY 11-12	FY 10-11
		Adopted	Adopted
5011	Non-Union Wages	\$ 642,012.00	\$ 618,338
5014	Vacation Payout - Non-Union	\$ 24,693.00	\$ 23,783
5021	Union Wage	\$ 1,995,461.80	\$ 2,076,522
5022	Overtime	\$ 225,000.00	\$ 150,000
5023	Holiday Overtime	\$ 105,540.00	\$ 136,540
5024	Vacation Payout - Union	\$ 76,751.00	\$ 79,868
5025	Lead Pay - Union	\$ 10,740.00	\$ 10,567
5026	FTO Pay - Union	\$ 5,500.00	\$ 5,000
5027	Incentive Pay - Union	\$ 47,651.00	\$ 105,170
5121	FICA	\$ 239,701.18	\$ 245,243
5122	State Unemployment Tax	\$ 27,952.00	\$ 30,331
5123	Workers Comp Insurance	\$ 5,400.00	\$ 4,590
5141	Deferred Compensation	\$ 276,589.00	\$ 281,854
5142	Medical Insurance	\$ 736,251.00	\$ 723,458
5143	Life Insurance	\$ 5,351.00	\$ 5,775
5144	Long Term Disability Insurance	\$ 15,502.00	\$ 20,212
5145	VEBA Account	\$ 25,376.00	\$ 33,602
5146	EAP	\$ -	\$ -
5211	Transportation	\$ 6,500.00	\$ 6,500
5212	Accommodations & Per Diem	\$ 5,000.00	\$ 5,000
5214	Training - Registration & Tuition	\$ 17,019.00	\$ 17,019
5215	Subscriptions & Materials	\$ 500.00	\$ 500
5216	Membership & Dues	\$ 2,500.00	\$ 2,500
5321	Advertising & Promotion	\$ -	\$ -
5322	Copier Expense - Supplies	\$ 1,500.00	\$ 1,500
5323	Postage	\$ -	\$ -
5324	Office Supplies	\$ 3,500.00	\$ 3,000
5325	Printing	\$ -	\$ -
5326	Minor Equipment	\$ 10,000.00	\$ 10,000
5327	Hiring Expenses	\$ -	\$ -
5331	Phone - Long Distance	\$ 610.00	\$ 610
5332	Phone - Language Line	\$ 4,580.00	\$ 3,759

5333	Phone Hot Lines- Radio Lines	\$ 2,940.00	\$ 2,940
5334	Phone - Admin Lines	\$ 13,750.00	\$ 12,636
5341	Insurance - Liability/Building	\$ -	\$ -
5401	CAD Lease	\$ 129,442.00	\$ 129,442
5402	CAD Operations	\$ 121,903.00	\$ 206,804
5404	CAD Supplies	\$ 5,000.00	\$ 5,000
5421	Property Maintenance - Jackson County	\$ -	\$ -
5422	Janitorial - Vista Building	\$ -	\$ -
5423	Rental & Lease (Mtn Top Sites)	\$ -	\$ -
5424	Propane - Building & Mtn Tops	\$ -	\$ -
5425	Electricity - Mtn Tops	\$ -	\$ -
5426	Pacific Power - Center	\$ -	\$ -
5427	Center Lease - Jackson County Airport Authority	\$ -	\$ -
5428	Avista - Center	\$ -	\$ -
5429	Water, Sewer, Street Fees, et,	\$ -	\$ -
5430	Rogue Disposal	\$ -	\$ -
5431	Janitorial Supplies - Vista & Aramark	\$ -	\$ -
5432	Center - Inspections & Testing	\$ -	\$ -
5433	Center Supplies - Lights, batteries, etc.	\$ -	\$ -
5434	Landscaping - Vista Building	\$ -	\$ -
5521	Equipment Maintenance Contracts	\$ 1,500.00	\$ 1,500
5522	Radio Repair & Maintenance	\$ -	\$ -
5611	Legal	\$ -	\$ -
5612	Auditing	\$ -	\$ -
5613	Technical Assistance	\$ -	\$ -
5614	Licensing Fees	\$ 8,500.00	\$ 5,000
5615	Consulting	\$ -	\$ -
5671	Equipment Reserve Transfer	\$ -	\$ -
5672	Capital Expenditure	\$ -	\$ -
5841	Contingency Fund	\$ -	\$ -
6999	Bank Fees	\$ -	\$ -
<b>Total</b>		<b>\$ 4,800,215</b>	<b>\$ 4,964,563</b>

## Notable Expenditure Changes

### Wages and Benefits

The Operations Manager, QA/Performance Manager, IT Manager, and the 4 Dispatch Supervisors will move to Step 2 in their respective jobs. The Training Supervisor will be at Step 5 and the MSAG/GEO File Coordinator will be at Step 3. Each position will receive a 2% increase.

ECISO will begin the 2<sup>nd</sup> year of the extended contract. Per the terms of the contract union wages are to be increased by a minimum of 1% and a maximum of 3% based upon the CPI for December 2009 to December 2010; as well as an additional 1%. The CPI for December was .98%. The CPI plus the guaranteed 1% comes to a 2% increase per the Union Contract. With funding 39 positions, not 41, we have a decrease of \$81,060 in Union wages.

## **BUDGET DETAIL**

**Fiscal Year 2011-2012**

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The incentive pay line item has decreased by \$57,519. This is due to the elimination of incentive pay based upon degrees and a language incentive. The certification pay that is eligible for qualified union employees is for DPSST certification: 3% for intermediate and 5% for advanced for a total not to exceed 8%.

Staff is proposing an overtime budget of \$225,000, an increase of \$75,000. For the time period of July through December we have been running at an average \$19,000 - \$21,000 per month. At the time of consolidation, we agreed to honor the vacations of both centers for this time period. We are anticipating that the average monthly overtime expense will go down to \$16,000 - \$17,000 per month to coverage sick and vacation times.

The medical benefits are the same as outlined in the Administration Division. Both Union and Management will increase contribution from 6% to 7% towards the medical premium.

### **CAD Operations and CAD Lease**

The CAD Operations Line item has decreased by \$84,901 due in large part to the reduced maintenance contract for Command CAD. The CAD Lease line item will remain the same, \$129,442. This CAD Lease will be paid in full in August of 2013.

### **Phone Expenses**

Staff has budgeted \$31,055 for phone expenses for both the Admin and Operations Divisions. This amount is an increase of \$5,640.00 from the current fiscal year.

# BUDGET DETAIL

Fiscal Year 2011-2012

## Technical Division

Line #	Line Item Description	FY 12-11	FY 10-11
		Adopted	Adopted
5011	Non-Union Wages	\$ -	\$ -
5014	Vacation Payout - Non-Union	\$ -	\$ -
5021	Union Wage	\$ -	\$ -
5022	Overtime	\$ -	\$ -
5023	Holiday Overtime	\$ -	\$ -
5024	Vacation Payout - Union	\$ -	\$ -
5025	Lead Pay - Union	\$ -	\$ -
5026	FTO Pay - Union	\$ -	\$ -
5027	Incentive Pay - Union	\$ -	\$ -
5121	FICA	\$ -	\$ -
5122	State Unemployment Tax	\$ -	\$ -
5123	Workers Comp Insurance	\$ -	\$ -
5141	Deferred Compensation	\$ -	\$ -
5142	Medical Insurance	\$ -	\$ -
5143	Life Insurance	\$ -	\$ -
5144	Long Term Disability Insurance	\$ -	\$ -
5145	VEBA Account	\$ -	\$ -
5146	EAP	\$ -	
5211	Transportation	\$ -	\$ -
5212	Accommodations & Per Diem	\$ -	\$ -
5214	Training - Registration & Tuition	\$ -	\$ -
5215	Subscriptions & Materials	\$ -	\$ -
5216	Membership & Dues	\$ -	\$ -
5321	Advertising & Promotion	\$ -	\$ -
5322	Copier Expense - Supplies	\$ -	\$ -
5323	Postage	\$ -	\$ -
5324	Office Supplies	\$ -	\$ -
5325	Printing	\$ -	\$ -
5326	Minor Equipment	\$ 7,500	\$ 7,500
5327	Hiring Expenses	\$ -	\$ -
5331	Phone - Long Distance	\$ -	\$ -
5332	Phone - Language Line	\$ -	\$ -
5333	Phone Hot Lines- Radio Lines	\$ -	\$ -
5334	Phone - Admin Lines	\$ -	\$ -

5341	Insurance - Liability/Building	\$ -	\$ -
5401	CAD Lease	\$ -	\$ -
5402	CAD Operations	\$ -	\$ -
5404	CAD Supplies	\$ -	\$ -
5421	Property Maintenance - UPS & Generator	\$ 1,000	\$ 2,500
5422	Janitorial - Vista Building	\$ -	\$ -
5423	Rental & Lease (Mtn Top Sites)	\$ 2,125	\$ 2,125
5424	Propane - Building & Mtn Tops	\$ 4,800	\$ 4,800
5425	Electricity - Mtn Tops	\$ 2,489	\$ 2,150
5426	Pacific Power - Center	\$ -	\$ -
5427	Center Lease - Jackson County Airport Authority	\$ -	\$ -
5428	Avista - Center	\$ -	\$ -
5429	Water, Sewer, Street Fees, et,	\$ -	\$ -
5430	Rogue Disposal	\$ -	\$ -
5431	Janitorial Supplies - Vista & Aramark	\$ -	\$ -
5432	Center - Inspections & Testing	\$ -	
5433	Center Supplies - Lights, batteries, etc.	\$ -	\$ -
5434	Landscaping - Vista Building	\$ -	\$ -
5521	Equipment Maintenance Contracts	\$ -	
5522	Radio Repair & Maintenance	\$ 47,212	\$ 43,784
5611	Legal	\$ -	\$ -
5612	Auditing	\$ -	\$ -
5613	Technical Assistance	\$ 2,000	\$ 2,000
5614	Licensing Fees	\$ -	
5615	Consulting	\$ -	
5671	Equipment Reserve Transfer	\$ -	\$ -
5672	Capital Expenditure	\$ -	\$ -
5841	Contingency Fund	\$ -	\$ -
6999	Bank Fees	\$ -	\$ -
<b>Total</b>		<b>\$ 67,126</b>	<b>\$ 64,859</b>

### Notable Expenditure Changes

#### **Radio Repair & Maintenance**

Staff proposes increasing this line item to \$47,212. Staff has received a quote from Day Wireless for \$32,217.96 for their annual contract maintenance services. The balance would be used for unanticipated replacement costs/repairs of equipment.

# BUDGET DETAIL

Fiscal Year 2011-2012

## All Divisions

Line #	Line Item Description	FY 11-12	FY 10-11
		Adopted	Adopted
5011	Non-Union Wages	\$ 879,684	\$ 840,254
5014	Vacation Payout - Non-Union	\$ 33,835	\$ 32,319
5021	Union Wage	\$ 1,995,462	\$ 2,076,522
5022	Overtime	\$ 225,000	\$ 150,000
5023	Holiday Overtime	\$ 105,540	\$ 136,540
5024	Vacation Payout - Union	\$ 76,751	\$ 79,868
5025	Lead Pay - Union	\$ 10,740	\$ 10,567
5026	FTO Pay - Union	\$ 5,500	\$ 5,000
5027	Incentive Pay - Union	\$ 47,651	\$ 105,170
5121	FICA	\$ 257,883	\$ 262,873
5122	State Unemployment Tax	\$ 29,737	\$ 32,710
5123	Workers Comp Insurance	\$ 6,900	\$ 5,890
5141	Deferred Compensation	\$ 305,110	\$ 308,484
5142	Medical Insurance	\$ 778,808	\$ 766,015
5143	Life Insurance	\$ 5,720	\$ 6,144
5144	Long Term Disability Insurance	\$ 17,285	\$ 21,877
5145	VEBA Account	\$ 28,229	\$ 36,265
5146	EAP	\$ 2,100	\$ 2,100
5211	Transportation	\$ 10,600	\$ 10,600
5212	Accommodations & Per Diem	\$ 9,775	\$ 9,775
5214	Training - Registration & Tuition	\$ 19,399	\$ 19,399
5215	Subscriptions & Materials	\$ 750	\$ 750
5216	Membership & Dues	\$ 4,000	\$ 3,770
5321	Advertising & Promotion	\$ 3,500	\$ 2,950
5322	Copier Expense - Supplies	\$ 3,500	\$ 3,500
5323	Postage	\$ 2,500	\$ 3,000
5324	Office Supplies	\$ 7,000	\$ 6,500
5325	Printing	\$ 3,500	\$ 3,500
5326	Minor Equipment	\$ 19,500	\$ 19,500
5327	Hiring Expenses	\$ 2,000	\$ 1,600
5331	Phone - Long Distance	\$ 1,310	\$ 1,220
5332	Phone - Language Line	\$ 4,580	\$ 3,759
5333	Phone Hot Lines- Radio Lines	\$ 2,940	\$ 2,940
5334	Phone - Admin Lines	\$ 22,225	\$ 17,496

5341	Insurance - Liability/Building	\$ 33,978	\$ 43,754
5401	CAD Lease	\$ 129,442	\$ 129,442
5402	CAD Operations	\$ 121,903	\$ 206,804
5404	CAD Supplies	\$ 5,000	\$ 5,000
5421	Property Maintenance - Jackson County	\$ 32,252	\$ 27,570
5422	Janitorial - Vista Building	\$ 31,600	\$ 31,600
5423	Rental & Lease (Mtn Top Sites)	\$ 2,125	\$ 2,125
5424	Propane - Building & Mtn Tops	\$ 6,300	\$ 6,300
5425	Electricity - Mtn Tops	\$ 2,489	\$ 2,150
5426	Pacific Power - Center	\$ 48,500	\$ 37,722
5427	Center Lease - Jackson County Aiport Authority	\$ 33,215	\$ 36,414
5428	Avista - Center	\$ 14,576	\$ 14,576
5429	Water,Sewer, Street Fees, et,	\$ 7,970	\$ 5,591
5430	Rogue Disposal	\$ 8,719	\$ 8,719
5431	Janitorial Supplies - Vista & Aramark	\$ 6,408	\$ 6,408
5432	Center - Inspections & Testing	\$ 4,355	\$ 4,355
5433	Center Supplies - Lights, batteries, etc.	\$ 1,000	\$ 1,000
5434	Landscaping - Vista Building	\$ 7,500	\$ 8,696
5521	Equipment Maintenance Contracts	\$ 1,500	\$ 1,500
5522	Radio Repair & Maintenance	\$ 47,212	\$ 43,784
5611	Legal	\$ 20,000	\$ 20,000
5612	Auditing	\$ 10,000	\$ 9,250
5613	Technical Assistance	\$ 2,000	\$ 2,000
5614	Licensing Fees	\$ 15,000	\$ 10,700
5615	Consulting	\$ 1,000	\$ 1,000
5671	Equipment Reserve Transfer	\$ -	\$ -
5672	Capital Expenditure	\$ -	\$ -
5841	Contingency Fund	\$ 100,000	\$ 100,000
6999	Bank Fees	\$ 350	\$ 300
<b>Total</b>		<b>\$ 5,623,408</b>	<b>\$ 5,755,617</b>

## Emergency Communications of Southern Oregon User Rates Fiscal Year 2011-2012

Rates	FY `11-12 Adopted	FY `10-11 Adopted	% Difference
<i>Agencies Charged Minimum:</i>			
BLM	\$ 5,228.03	\$ 5,075.76	3%
Butte Falls PD	\$ 5,228.03	\$ 5,075.76	3%
Butte Falls Fire	\$ 2,614.02	\$ 5,075.76	-48.50%
Crater Lake Nat'l Park	\$ 10,846.21	\$ 5,075.76	113%
Lake Creek Rural Fire	\$ 5,228.03	\$ 5,075.76	3%
ODF	\$ 5,228.03	\$ 5,075.76	3%
Prospect Fire	\$ 5,228.03	\$ 5,075.76	3%
Greensprings Fire	\$ 5,228.03	\$ 5,075.76	3%
OLCC	\$ 5,228.03	\$ 2,537.88*	* ½ year
Sothern Oregon University	\$ 10,846.21	\$ 10,530.30	3%
Jackson County Airport Authority	\$ 10,846.21	\$ 10,530.30	3%
Public Works	\$ 5,228.03	\$ 5,075.76	3%
Jackson County Services	\$ 5,228.03	\$ 5,075.76	3%
U.S. Forest Services	\$ 5,228.03	\$ 5,075.76	3%
	\$ 87,432.95	\$ 79,431.84	
<i>Tax Base Users:</i>			
Eagle Point Police	\$ 109,889.52	\$ 107,920.94	1.82%
Jackson County Fire District #1	\$ 47,817.55	\$ 46,162.34	3.59%
Jackson County Fire District #3	\$ 317,309.69	\$ 312,346.55	2.46%
Jackson County Fire District #4	\$ 35,501.20	\$ 34,917.27	1.67%
Jackson County Fire District #5	\$ 117,787.60	\$ 115,247.80	2.20%
Evans Valley Fire District #6	\$ 17,790.51	\$ 17,114.56	3.95%
Jackson County Fire District #9	\$ 35,348.39	\$ 34,575.09	2.24%
Jackson County Sheriff	\$ 968,808.77	\$ 947,835.92	2.21%
Jacksonville Fire	\$ 21,763.23	\$ 20,691.49	5.18%
Jacksonville Police	\$ 48,980.93	\$ 47,774.50	2.53%
Phoenix Police	\$ 58,629.50	\$ 57,949.08	1.17%
Rogue River Police	\$ 27,061.70	\$ 26,552.84	1.92%
Talent Police	\$ 75,121.21	\$ 73,467.26	2.25%
Central Point Police	\$ 212,826.05	\$ 208,128.18	2.26%
Medford Police	\$ 1,076,472.53	\$ 1,053,249.27	2.20%
Ashland Police	\$ 337,800.12	\$ 329,780.96	2.43%
Medford Fire	\$ 506,482.14	\$ 495,728.04	2.17%
Ashland Fire	\$ 149,738.42	\$ 145,784.99	2.71%
	\$ 4,165,129.10	\$ 4,085,757.37	2.75%