

## Key Largo EMS FY 2013/2014 Budget Explanation and Justifications

- **120 Regular Salaries & Wages:**
  - Administrative Position (Betsy) – County is considering 3% raise, therefore a 3% increase was included for Betsy.
  - Paramedic Payroll:
    - The EMS Board of Directors would like to give employees a 3% raise this year.
  - Income from Patient Transport Billing:
    - The fees for handling the billing and the collections agency fees are 8.75% (up 0.1% from last year based on CPI) of the fees collected which equals \$20,127. This number is based on anticipated collections of revenues.
    - Our billing agent Rich Isaac estimated that we should anticipate billing revenue to be 19% higher for fiscal year 2013/14.
  - Budget Request for Medic Payroll Costs Offset by Billing Revenue:
    - Medic payroll estimated costs = \$282,847
    - Estimated billing revenue = \$232,687
      - Difference of \$50,160 which needs to be budgeted for.
- **121 Volunteer Pay – Reimbursement**
  - I have included the Safety Officer's position stipend of \$150 per month. The KL EMS Board members are not receiving any compensation for being Board members as per the District Board's actions. Total amount budgeted for Volunteer Reimbursement is \$145,518 .
  - A 3% raise is also included for all volunteers
- **140 Paramedic Payroll Overtime Wages:**
  - Based on information in line item 120 above, the estimated OT amount for FY 2013/2014 is \$11,106.
- **210 Employer Payroll Taxes @7.65% of ALL payroll and volunteer reimbursements**  
(\$46,300 + \$282,847 + \$145,518 + \$11,106) = \$485,771 x .0765 = \$37,161
- **220 Retirement Contributions**
  - For Betsy's position as a county employee. County currently pays \$87.65 biweekly thus budgeting \$3,000 to cover possible county increase.
  - The 401K program is being implemented this year so budgeting the same amount of \$7,500.
    - Total amount of \$3,000 + \$7,500 = \$10,500

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- **230 Life and Health Insurance**
  - Administrative (Betsy)
    - District reimburses the County for Betsy's health insurance so \$10,500 is budgeted which is the same as last year.
  
- **240 Worker's Compensation**
  - Betsy's WC = \$160 per year. PGIT Worker's Compensation Insurance Premium is \$24,480 this year. **Due to the recent changes there is currently an issue with Worker's Comp where PGIT is not going to renew any 501(c)(3) organizations WC policies. It is being discussed to have the District as the carrier of the WC thus this line item is currently included at the same amount as approved in the FY12/13 Budget, and will need to be adjusted accordingly once quotes for the new policy have been received.**
  
- **250 Unemployment Tax (State/Federal)**
  - Very small amount based on wages thus budgeted the same as last year \$220 for FY 2013/14.
  
- **312 Professional Services:**
  - Professional Fees:
    - Medical Director is paid \$18,000 per year and has not asked for a raise.
  
- **314 Legal Services:**
  - By contract, the District is required to pay "reasonable" fees for Legal and the District Board feels that a "reasonable amount for Legal fees" of \$1.00 per year is justifiable.
  - The EMS Board of Directors requests that this amount be increased to \$4,810 for FY13/14.
  
- **320 Accounting and Financial Services**
  - Accounting fees are projected to be \$9,711 this year. Budgeting \$10,500 for FY 2013/14.
  
- **400 Travel & Per Diem – Training, Seminars, Meetings**
  - Seminars budgeted are ClinCon, EMS Expo, Zoll Summit. Budgeted same as last year (\$4,500). We have not spent any money to date this fiscal year but ClinCon is in July. EMS Expo is in Las Vegas this year (September) and the Zoll Summit is in Denver. Did not go to the Zoll Summit this year due to administrative needs for new Fire Department.

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- **410 Phones – Station Phones , Cell Phones, Air Cards**
  - Station Phones (3 phone & 2 fax lines). The phone bill is not going to be shared equally with the Trauma Office any longer who paid 22.6% of total bill. Internet and cable TV is included in this line item.
  - Wireless Air Cards for the Patient Car Report laptops (3). Bill has been running between \$140 and \$168 per month thus budgeted \$2,400 = \$200 per month.
  - DSL for the station. Monthly bill is \$110 thus budgeted \$1,500 per year.
  - Comcast had previously provided cable TV for free. Once Comcast went to digital they stopped providing it for free. They are currently charging \$71 per month for television service which equals \$852 per year. Thus budgeting \$900 for expanded basic cable TV.
    - Total budgeted amount is \$7,500 which is \$300 over last year's budgeted amount and is based in part on amount spent YTD
  
- **430 Utilities**
  - Electric, Propane & Water
    - Electric bill is no longer being split (one meter) with the Trauma Office thus only budgeted for the full cost for electricity plus the full amount for the propane bill (used for station generator). Budgeted \$12,000 since amount for last year = \$8,000.
    - Water has running between \$275 and \$450, with one high month of \$1,200 from a leak. Thus budgeting 4,500 based on projected amount of \$4,886 for this year.
      - Total utilities budgeted amount = \$17,000 (FY 2012/13 amount = \$10,000 which will run short due to sewer)
  
- **440 Rental Equipment**
  - Oxygen bottles are now rented monthly since company changed ownership which runs average of \$100 per month which equals \$1,200 per year.
  - Copy machine leases
    - Total budgeted for FY 13/14 is \$3,860 based on projected cost for this year.
  
- **450 Insurance & Risk Management**
  - The premium estimates have been received for Liability and Auto with the Umbrella being moved from Auto to Liability. We have not received a premium estimate for the Accident & Sickness policy yet so it is based on last year's amount.
    - Liability (fire/property/etc.) = \$28,198
    - Automobile = \$8,345
    - Accident & Sickness = \$5,915

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- Total premium for FY 2012 = \$42,458
  
- **460 Repair & Maintenance: Equipment**
  - Service contracts – \$13,075
    - Physio Control – ECG monitors = \$4,596/yr
    - Zoll – Patient Report Software = \$6,700/yr
    - Keys Business – copier = \$780/yr
    - Off site data backup = \$999/yr
  - Computer hardware and software repair & maintenance
  - Misc. repairs and maintenance of equipment: Autopulse maintenance, batteries and chargers (Autopulse batteries cost \$650 each), annual stretcher maintenance, etc. approx. \$3,500
    - Budgeted \$21,000 (\$20,575 budgeted this current year)
  
- **461 Repair & Maintenance of Building:**
  - For FY 2013/14 budgeted \$10,000 to cover unanticipated expenses such as A/C replacement if needed (FY 2012/13 budget = \$9,380 and \$14,198 projected which includes the awning and building lettering).
  
- **462 Repair & Maintenance: Vehicles**
  - Budgeted \$500 over last year for a total of = \$17,000. Have had several issues with one ambulance which is a 2008 vehicle.
  
- **490 General Departmental: Miscellaneous Expenses – Budgeted \$12,885**
  - License & Permits - same as last year = \$1,750
  - Records Maintenance & Disposal – same as last year = \$1,000 to shred the patient care records and other HIPPA/confidential documents.
  - Membership Retention - budgeted \$2,500 – same as last year- plan on having appreciation dinner at ambulance building this year to save money.
  - Key Largo Wastewater District Assessments – same as last year \$1,744
  - Employee Assistance Program fees = \$1,100 per year.
  - Employee drug testing thru Keys Consortium = \$2,360 per year
  
- **491 Training – Instructor Fees & Education**
  - Budgeted for three classes and two seminars
    - ACLS = \$1,800
      - Advanced Cardiac Life Support is required by the State to perform as a Paramedic and is offered every two years.
    - ClinCon or EMS Expo = \$2,400,
      - ClinCon used to be the industry standard for EMS seminars in Florida, but has become much less popular. EMS Expo is the current EMS seminar which most EMS personnel attend, but is held in different states each year.

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- Zoll Summit = \$1,800 for two members to attend
  - The Zoll Tablet PCR Summit is a five day training seminar on the electronic patient care reporting administration software. Monroe County Fire Rescue has been sending two to three personnel each year to this since they started using the electronic patient care report software.
- Crystal Reports – PCR report software training = \$900
- Misc training books = \$700
  - Total of \$7,800 for FY 2013/14 (budgeted \$8,400 in FY 2012/13).
- **510 Office Supplies**
  - Same as last year \$3,200. Projected to use \$2,877 this year.
- **520 Operating Supplies**
  - Station Supplies: Ambulance & Building. Projected to use \$6,959 this year so budgeting \$7,000 for FY 2013/14 (budgeted \$6,000 for FY 2012/13).
  - Uniforms, Clothing & Apparel, Membership Supplies: Polo = \$35, Tee shirt = \$10, Pants = \$55, Safety Vest= \$30, Hats = \$10, Jumpsuit = \$60 which totals \$200 for one of each item. The current membership is about 45. Budgeting \$4,000 will allow for replacement of one each of all items for 44% of the membership (budget has \$4,000 for FY 2012/13).
  - Medical Supplies – Bandages/First Aid/ALS Supplies: Projected to spend \$40,852 this year and budgeted \$44,500 for FY 2012/13. Thus budgeting \$43,000 for FY 2013/14.
- **522 Diesel Fuel**
  - Projected to spend \$16,641 this year. Budgeted \$17,000 to help cover possible fuel cost increases.
- **524 Medicine & Drugs**
  - Supplies: Medicine and Controlled Substances: Projected to spend \$16,132 this year (many drugs on back order). Budgeted = \$16,500.
- **540 Dues, Subscriptions & Publications**
  - Budgeted \$250 (same as last year).
- **620 Capital Outlay: Building**
  - Nothing budgeted this year.
- **640 Capital Outlay: Equipment**
  - Radios/Chargers/Pagers – Need to purchase 2 radios (@ \$4,000 each) to replace the lost radios. Minitor V pagers cost \$470 each, thus 2 pagers cost \$940. Thus budgeted \$8,940 for FY 2013/2014.

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- Pending Grant Application for Stryker stretcher loading system. If the District Board approves going ahead with the grant, need to budget \$10,200.
  - Total capital outlay equipment = 19,140 (budgeted \$19,375 in FY 2012 for training mannequins & server)
- **641 Capital Outlay: Vehicles**
  - No new ambulance needed this year (none in budget last year either).
- **643 Capital Outlay: Computer Hardware & Software:**
  - Budgeted for replacement of Server Computer and one ToughBook (laptop) in the event one fails. These computers are used for the Patient Care Reporting software..
    - Total of \$5,500 for FY 2013

### Totals for FY 2013/14 Draft Budget:

	FY 13-14 Preliminary Budget	FY 12-13 Adopted Budget	FY 12-13 Actuals thru 5/16/13 check run	FY12-13 Projected Actual	FY11-12 Actual	Budget Increase / (Decrease)
<b>Department Total</b>	<b>\$ 565,252</b>	<b>\$ 626,684</b>	<b>\$ 309,569</b>	<b>\$ 596,645</b>	<b>\$ 549,871</b>	<b>\$ (44,932)</b>
Total Operating Budget	559,852	612,384	300,701	582,377	484,286	(36,032)
Total Capital Budget	5,400	14,300	8,868	14,268	65,585	(8,900)
Total	565,252	626,684	309,569	596,645	549,871	(44,932)