

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2013-2014
BUDGET DETAILS - FIRE DEPARTMENT**

7/3/2013

Acct #	Computation / Explanation	FY 13/14 Preliminary Budget	FY 12/13 Adopted Budget	FY 12/13 Actuals thru 6.6.13 check run	FY 12/13 Projected Actual	FY11/12 Actual	Budget Increase / (Decrease)
120	Regular Salaries & Wages:						
.01	Office Manager (3% raise)	59,446	57,720	35,520			1,726
.02	Firefighter II/EMT (3 full-time) includes step raise	137,579	134,178	88,484			3,401
	Holiday Pay for full-time Firefighters 6 holidays per year @ 8 hrs of straight time pay for each full-time Firefighter (3)	2,397					2,397
	1 Supervisor Firefighter II/ Driver Operator (part-time) per 24hr x 365 (3% raise)	90,228	85,410	55,136			4,818
	<i>Total Regular Salaries & Wages</i>	289,650	277,308	179,140	286,624	266,046	12,342
121	Volunteer Pay:						
.01	Volunteer Chief's Reimbursement	-	24,000	14,000		24,000	(24,000)
.02	Volunteer Assistant Chief's Reimbursement (3% raise)	22,248	21,600	12,600		19,800	648
.03	4 Vol. F/F @ \$120 / 24 hr. day x 365 days x 2 stations based on 1st 4 months average (3% raise)	232,986	241,322	132,871		284,560	(8,336)
.03	2 Vol. F/F Home Shift Drivers (2 per station) @ \$30 / 12 hr. shift x 365 days (3% raise)	22,557	21,900			-	657
.03	Base Pay for Vols., Stipends, Responders, Special Details **	22,000	22,000			-	-
.03	Emergency/Hurricane Volunteers - 3 per day for 3 days	1,080					1,080
	<i>Total Volunteer Pay</i>	300,871	330,822	159,471	287,048	328,360	(29,951)
140	Overtime wages	-	6,080	6,080	6,080	8,905	(6,080)
	Fill in for vacation, PTO & sick leave - back filled with full-time paid FF	18,171					18,171
	Scheduled/Built-in overtime for 3 full-time paid firefighters (4 hrs each per 28 day pay cycle @ 13 cycles per year)	3,810					3,810
	Emergency/Hurricane Overtime Pay (3 days @ 1 full-time paid FF)	1,887					1,887
	Special detail, incident overtime (8hrs per month for 12 months)	2,304					2,304
	<i>Total Overtime Pay</i>	26,172	6,080	6,080	6,080	8,905	20,092
210	Employer Payroll Taxes @ 7.65% of Pay	47,177	46,987	26,782	44,351	46,678	190

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220	Retirement Plan - 401(k)	7,500	10,000	-	-	-	(2,500)
230	Life & Health Insurance Medical/Dental/Vision/Life Insurance for (4) Full Time Employees (\$500 per month each) - subject to change	24,000	24,325	11,711	15,615	14,750	(325)
240	Worker's Compensation (includes \$3,500 for WC audit) - subject to change	30,060	26,560	20,357	26,560	20,752	3,500
250	Unemployment Tax	11,000	16,500	-	11,000	10,545	(5,500)
312	Professional Services: Firefighter Annual Physicals (\$400*50 F/F's includes TB test & Drug Testing)	20,000	20,000		21,000	20,806	-
	Background Checks, drug testing (inc. 4 random tes/mo @ \$48 each)	2,900	1,000		1,000	70	1,900
	<i>Total Professional Services</i>	22,900	21,000	-	22,000	20,876	1,900
314	Legal Services - Non-Litigation - Reasonable Stipend	4,800	1	-	-	45,000	4,799
320	Accounting Fees	9,000	13,000	10,193	17,474	13,000	(4,000)
400	Travel & Per Diem - (Greater FL Fire School, etc.)	5,000	10,000	3,662	6,278	4,587	(5,000)
401	Vehicle Reimbursement: Volunteer Chief's Command Vehicle	-	7,800	4,445	4,445	7,800	(7,800)
410	Phones, Television & Internet (Station Phones, Cell Phones, Air Cards) Station Phones, Internet & Television - 2 stations pending Comcast conversion	7,500	12,900	5,585	9,574	10,865	(5,400)
.01							
.02	Air Card Svcs - (2)	2,000	7,691	5,120	8,777	7,308	(5,691)
.03	Television Service	-	2,500	2,480	4,251	2,466	(2,500)
	<i>Total Phones</i>	9,500	23,091	13,185	22,603	20,639	(13,591)
412	Postage & Freight	500	500	235	500	355	-
430	Utilities						
.01	Electric	33,025	33,025	20,079	34,421	29,731	-
.02	Water	13,000	17,000	7,055	12,094	9,528	(4,000)
.03	Fire Hydrant Maintenance (133 Hydrants @ \$ 50 per hydrant)	6,650	6,000	6,150	6,150	6,000	650
.04	Propane Gas	750	724	364	624	606	26
	<i>Total Utilities</i>	53,425	56,749	33,648	53,289	45,865	(3,324)

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440	Rent & Leases:						
	Station 24 Copier/Scanner/Fax Lease: (3 yr lease)	7,540	7,540	2,623	4,497	5,244	-
	Annual Lease Payment - DEP Station 25 Property	300	300	-	300	300	-
	Red Alert Incident Reporting Program support and maintenance	600	495	2,606	2,606	2,586	105
	Software - Fire Manager Scheduling and Time & Attendance Software annual license fee	2,500					2,500
	<i>Total Rent & Leases</i>	10,940	8,335	5,229	7,403	8,129	2,605
450	Risk Management						
	Package (Property, General & Mgmt Liability, Portable Equipment)	51,260	40,030				11,230
	Auto (now included in package)	-	16,612				(16,612)
	Statutory AD&D	682	740				(58)
	Accident and Sickness	4,298	8,644				(4,346)
	Umbrella Policy (now included in package)	-	1,560				(1,560)
	Storage Tank Liability	1,500	1,456				44
	<i>Total Risk Management</i>	57,740	69,042	56,938	60,538	59,182	(11,302)
460	Repair & Maintenance: Equipment						
	Air Packs	6,500	6,500				-
	Tools & Equipment	3,500	3,500				-
	Ground Ladders inspection	2,400	2,400				-
	Hurst tools inspection and maintenance	5,100	5,100				-
	<i>Total R&M Equipment</i>	17,500	17,500	11,299	19,370	12,070	-
461	Repair & Maintenance: Buildings & Grounds						
	Generator Preventive Maintenance Program	2,000	2,000				-
	Diesel fuel tank inspections both stations	2,400	2,400				-
	Elevator Maintenance Plan	3,500	3,500				-
	<i>Total R&M: Buildings</i>	18,400	18,400	12,251	21,002	21,820	-

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462	Repair & Maintenance: Vehicles (includes oil & lube) - decreased for new vehicles, expect less repair expenses	28,425	43,425				(15,000)
	Aerial Truck Inspecting and Testing	1,100	1,100				-
	<i>Total R&M Vehicles</i>	29,525	44,525	21,797	42,971	45,405	(15,000)
470	Printing and Binding	100	500	-	-	-	(400)
490	General Departmental: General Office & Administrative Costs						
.04	Key Largo Wastewater District Assessments	3,924	3,924	3,499	3,499	3,793	-
.05	Other	1,700	1,700	1,252	1,700	851	-
.06	Computer / IT Services	2,500	2,500	1,614	2,767	2,218	-
.07	Payroll Processing Fees	-	700	435	496	623	(700)
	<i>Total General Departmental</i>	8,124	8,824	6,800	8,462	7,485	(700)
491	Training - Instructor Fees, Education, Student Text and Fire Prevention						
.01	In-house training courses (Outside instructors/vendors)	10,000	10,000	3,479	5,964	10,304	-
.02	WET Team Training	800	1,600	-	-	-	(800)
.03	Fire Prevention (KLVFD Only)	4,900	4,900	-	4,500	4,352	-
.04	Seminar Fees & Education & Text Books - (Greater FL Fire School & Text Books)	1,000	5,500	1,287	2,427	3,773	(4,500)
.05	KAPLAN online education (50 firefighters @ \$60 per student)	2,500	3,000	3,000	3,000	938	(500)
	<i>Total Training</i>	19,200	25,000	7,766	15,891	19,367	(5,800)
510	Office Supplies	4,725	4,725	1,002	2,061	2,005	-
520	Operating Supplies						
.01	Fire Ground Safety	3,300	6,300	1,219	2,299	3,234	(3,000)
.02	Daily Operating/Maintenance Supplies	6,000	6,628	5,069	9,559	4,488	(628)
.03	Medical Supplies & Equipment	2,000	4,000	1,631	3,076	4,358	(2,000)
.04	Command Vehicle Computer Software	-	2,200	-	-	725	(2,200)
.05	Station Cleaning/Housekeeping Supplies	5,000	7,144	2,566	4,839	5,796	(2,144)
.06	Firefighting Gear (10 sets of Bunker Gear)	19,118	26,386	1,998	19,118	2,226	(7,268)
.07	Clothing, Apparel	4,500	8,200	1,745	5,759	5,574	(3,700)
.08	Firefighting Foam or suppression agent	7,000	9,500	2,490	7,500	7,470	(2,500)
	<i>Total Operating Supplies</i>	46,918	70,358	16,718	52,148	33,871	(23,440)

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521	Fuel: Gasoline	1,500	7,670	4,887	5,331	8,268	(6,170)
522	Fuel: Diesel	24,000	22,878	13,253	22,719	18,183	1,122
540	Dues, Subscriptions and Publications	1,000	2,000	814	1,500	1,173	(1,000)
630	Capital Outlay: Infrastructure Improvements Fire Hydrants (10 hydrants @ \$7,500 each + 5% admin fee)	79,000	63,525	-	63,525	-	15,475
640	Capital Outlay: Equipment - Hose for new Truck(s)	7,000	5,000	-	5,000	-	2,000
641	Capital Outlay: Vehicles - Squad 24 Rescue Pumper - Squad 24 Tanker Pumper- balance due Ladder - balance due	- 72,528 158,089	99,629 259,000 600,000	97,808 224,628 453,362	97,808 224,628 453,362	303,272 - -	(99,629) (186,472) (441,911)
	<i>Total Capital Outlay: Vehicles</i>	230,617	958,629	775,798	775,798	303,272	(728,012)
642	Capital Outlay: Small Tools & Equipment Various Hose, Tools, Equipment >\$1,000 but < \$ 2,500 per each item and a useful life of 1 year or more	2,500	2,500	1,769	1,769	-	-
643	Capital Outlay: Computer Hardware & Software Software - First Look Pro - 3 licenses, pre fire plans, etc.	2,700					2,700

Department Total \$ 1,403,044 \$ 2,200,134 \$ 1,405,230 \$ 1,909,354 \$ 1,394,388 \$ (797,090)

Total Operating Budget	1,081,227	1,170,480
Total Capital Budget	321,817	1,029,654
Total	1,403,044	2,200,134

** = Monthly - \$150 FFI, \$175 FFII, Stipends per responder \$30 per call or \$15 for responding but not working a fire