

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2015-2016**

6/30/2015

BUDGET DETAILS - FIRE DEPARTMENT

Department: 1250 Key Largo Volunteer Fire Department
Exp Transaction Code 522 (except as indicated below)

Acct #	Computation / Explanation	FY 15-16 Preliminary Budget	FY 14-15 Adopted Budget As Amended	FY14-15 Projected Actuals	Budget Increase / (Decrease)
120	Regular Salaries & Wages:				
.01	Office Manager	59,446	59,446	59,446	-
.02	Firefighter II/EMT (3 full-time) (built-in 4 hr. per 28 day pp included) Includes step plan raises	139,839	149,267	141,976	(9,428)
	Holiday Pay for full-time Firefighters 6 holidays per year @ 8 hrs of straight time pay for each full-time Firefighter	2,447	2,528	-	(81)
.03	1 Supervisor Firefighter II/ Driver Operator (4 part-time) per 24hr x 365 + 3% raise	101,958	98,988	105,476	2,970
	Sick and PTO: 1 Supervisor Firefighter II/ Driver Operator (4 part-time) - 2- personal time off and four sick days per part-time employee 24hr x x \$11.30 per hr x 6 days x 4 employees + 3% inc.	6,705	6,509	-	196
	<i>Total Regular Salaries & Wages</i>	310,395	316,738	306,898	(6,343)
121	Volunteer Pay:				
.01	Volunteer Chief's Reimbursement - Chief has declined	-	-	-	-
.02	Volunteer Assistant Chief's Reimbursement + 3% increase 6 volunteer firefighters (3 @ station 24 and 3 @ Station 25) 24 hours per day (Each 24 hours slot is \$124, \$31 per six hour shift) = \$124 *6 = \$744 per day X 365 days per year which equals \$236,560 - budgeting for average of 5 volunteers instead of 6 which equals \$226,300 (FY 2015)	23,020	22,250	22,248	770
.03	+ 3% increase 2 Vol. F/F Home Shift Drivers for night time coverage, (7 pm - 7 am) (1 per station) = \$31 X 2 = \$62 per day x 365 days + 3% incr	233,089	226,300	277,812	6,789
	Base Pay for Vols., Stipends, Responders, Special Details + 3%	23,309	22,630	-	679
	Holiday Pay for Volunteers @ 6 holidays per year x 5 volunteers at \$60 per 24 hour shift. (1.5 x normal rate)	22,660	22,000	-	660
	Emergency/Hurricane Volunteers = 3 per day@ \$124 per day for 3 days + 3% increase	1,800	-	-	1,800
		1,149	1,116	-	33
	<i>Total Volunteer Pay</i>	305,027	294,296	300,060	10,731

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140	Overtime wages				
	Fill in for vacation, PTO & sick leave - back filled with full-time paid FF based on projected plus 3% increase	26,290	18,243	25,524	8,047
	Scheduled/Built-in overtime for 3 full-time paid firefighter (built into 120.02 - 4 hrs each per 28 day pay cycle @ 13 cycles/year)	-	-	-	-
	Emergency/Hurricane Overtime Pay (3 days @ 1 full-time paid FF)	1,953	1,896	-	57
	Special detail, incident overtime (8hrs per month for 12 months)	2,604	2,528	-	76
	<i>Total Overtime Pay</i>	30,847	22,667	25,524	8,180
210	Employer Payroll Taxes @ 7.65% of Pay	49,440	48,478	48,385	962
220	Retirement Plan - 401(k)	1,500	5,000	852	(3,500)
	Retirement Plan - FL State Retirement for 3 full-time @ 19% salary	32,895	-	-	32,895
	Retirement Plan - FL State Retirement for 4 part-time @ 19% salary	20,646	-	-	20,646
	<i>Total Retirement</i>	55,041	5,000	852	50,041
230	Life & Health Insurance				
	Medical/Dental/Vision/Life Insurance for (4) Full Time Employees (\$500 per month each) - full amount budgeted, but not used by all employees - There will be a \$15% increase in rates this year per our agent.	24,000	24,000	21,338	-
240	Worker's Compensation - 5% increase per Michelle Martin/V.P. PGIT	33,805	32,548	32,548	1,257
250	Unemployment Tax	7,500	7,500	-	-
312	Professional Services:				
	Firefighter Annual Physicals (\$400*50 F/F's includes TB test & Drug Testing)	20,000	20,000	-	-
	Background Checks, drug testing (inc. 4 random test/mo. @ \$48 each)	2,000	2,000	-	-
	<i>Total Professional Services</i>	22,000	22,000	-	-

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314	Legal Services (Requires District Board Approval)	-	-	-	-
320	Accounting Fees	10,300	9,500	7,358	800
400	Travel & Per Diem - (Greater FL Fire School, etc.)	8,000	10,000	4,672	(2,000)
410	Phones, Television & Internet (Station Phones, Cell Phones, Air Cards)	14,000	14,000	12,910	-
411	Advertising - increased meeting advertising and 4 x per year advertising for vols. Etc.	600	100	306	500
412	Postage & Freight	500	500	306	-
430	Utilities				
.01	Electric	33,025	33,025	28,201	-
.02	Water	13,000	13,000	10,107	-
.03	Fire Hydrant Maintenance (167 Hydrants @ \$ 50 per hydrant)	8,350	7,500	6,200	850
.04	Propane Gas	1,000	1,000	452	-
	<i>Total Utilities</i>	55,375	54,525	44,960	850
440	Rent & Leases:				
	Station 24 Copier/Scanner/Fax Lease: lease expires December of 2015	5,000	5,000	3,522	-
	Station 24 Rent - based on current \$1 per month land lease	12	12	12	-
	Annual Lease Payment - DEP Station 25 Property	300	300	300	-
	Red Alert Incident Reporting Program support and maintenance	700	700	627	-
	Software - Fire Manager Scheduling and Time & Attendance Software annual license fee - based on estimate from Aladtec	2,089	2,500	2,019	(411)
	<i>Total Rent & Leases</i>	8,101	8,512	6,480	(411)
450	Risk Management - 5% increased from PRIA				
	Package Policy (Property, General & Mgmt. Liability, Portable Equip, Umbrella & Auto)	57,116	54,396	54,396	2,720
	Statutory AD&D	1,189	1,132	1,132	57
	Accident and Sickness	4,811	4,582	4,298	229
	Storage Tank Liability	1,643	1,565	1,538	78
	<i>Total Risk Management</i>	64,759	61,675	61,364	3,084

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460	Repair & Maintenance: Equipment - proj. misc. repair	8,200	-	12,350	8,200
	Air Packs	6,500	6,500	4,500	-
	Tools & Equipment	3,500	3,500	3,500	-
	Ground Ladders inspection	2,400	2,400	2,400	-
	Hurst tools inspection and maintenance	5,100	5,100	5,100	-
	Cascade System Compressor inspection & maintenance	3,000	3,000	3,000	-
	Radio maintenance contract - <i>New item</i>	4,300	4,300	4,248	-
	<i>Total R&M Equipment</i>	33,000	24,800	35,098	8,200
461	Repair & Maintenance: Buildings & Grounds - based on projections	13,000	6,700	12,916	6,300
	Generator Preventive Maintenance Program	4,400	2,000	2,000	2,400
	Diesel fuel tank inspections both stations	1,600	2,400	2,400	(800)
	Plymovent Maintenance Plan - Station 24 & 25	2,625	-	-	2,625
	Elevator Maintenance Plan	3,500	3,500	3,208	-
	<i>Total R&M: Buildings</i>	25,125	14,600	20,524	10,525
462	Repair & Maintenance: Vehicles based on projections (\$22,000 in FY 2015 was for E-25 repairwork)	32,000	45,075	45,075	(13,075)
	Aerial Truck Inspecting and Testing	1,100	1,100	1,100	-
	Safety Marking Decal (Chevron) for rear of trucks	-	2,500	2,500	(2,500)
	<i>Total R&M Vehicles</i>	33,100	48,675	48,675	(15,575)
470	Printing and Binding	100	100	-	-
490	General Departmental: General Office & Administrative Costs				
.04	Key Largo Wastewater District Assessments	1,732	1,732	1,674	-
.05	Other including Recruitment & Retention	2,400	2,400	2,000	-
.06	Computer / IT Services (labor for new computers and to convert to new operating system (current system's Windows XP is no longer supported); miscellaneous support throughout year)	3,000	3,000	1,700	-
	<i>Total General Departmental</i>	7,132	7,132	5,374	-

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491	Training - Instructor Fees, Education, Student Text and Fire Prevention				
.01	In-house training courses (Outside/In-house instructors/vendors) - Pump Ops, Officer Classes, Incident Command, EVOC, etc.	6,500	3,500	1,800	3,000
.02	WET Team Training	800	800	90	-
.03	Fire Prevention (KLVFD Only)	3,000	3,900	3,579	(900)
.04	Seminar Fees & Education & Text Books - (Greater FL Fire School & Text Books)	4,000	3,000	3,012	1,000
.05	KAPLAN online education (25 firefighters) - increase based on \$75 per student and 60 students. Will use KAPLAN system as primary training tracking to meet State requirements.	4,500	1,500	1,470	3,000
	<i>Total Training</i>	18,800	12,700	9,951	6,100
510	Office Supplies	2,660	2,362	4,294	298
520	Operating Supplies				
.01	Fire Ground Safety (highway vests, cones, etc.)	1,500	1,750	194	(250)
.02	season & misc. items for vehicles & station including cookware & utensils,	16,000	7,500	14,841	8,500
.03	Medical Supplies & Equipment - increase based on projections	6,000	2,600	5,470	3,400
.05	Station Cleaning/Housekeeping Supplies	3,750	3,750	3,626	-
.06	Firefighting Gear (13 sets of Bunker Gear; including helmets gloves, hoods, boots)	28,741	27,935	28,741	806
.07	Clothing, Apparel - Pants, extrication gloves, tee shirts, etc.	7,500	5,250	5,310	2,250
.08	Firefighting Foam or suppression agent	7,000	5,750	3,912	1,250
	<i>Total Operating Supplies</i>	70,491	54,535	62,094	15,956
521	Fuel: Gasoline	500	500	235	-
522	Fuel: Diesel	26,500	26,500	23,331	-
540	Dues, Subscriptions and Publications (webhosting hub & backup)	1,500	1,500	1,500	-
630	Capital Outlay: Infrastructure Improvements - Fire Hydrants \$150,000 from Monroe County ILA	150,000	150,000	150,000	-
	<i>Total Capital Outlay: Infrastructure Improvements - Fire Hydrants</i>	150,000	150,000	150,000	-

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640	Capital Outlay: Equipment				
	Training Mannequin (replace damaged one that is leaking ball bearings and missing leg & arm)	-	1,750	1,750	(1,750)
	Portable Generator Lights (2 each at \$1,500 each to replace broken)	-	3,000	3,000	(3,000)
	Mattresses - replace mattresses at St-24 & St-25	1,800	2,000	2,392	(200)
	Capital Outlay: Computer Hardware & Software - replace three 8-year old workstation computers (Officer's at 24 & 25, Station Manager and a laptop for Bat. Chief)	-	4,500	3,899	(4,500)
	10 each @100' section of 5" hose @ \$550 per section	5,500	-	-	5,500
	One each - Thermal Imaging Camera (replace TIC with broken screen - estimate \$3,500 to refurbish unit)	6,000	-	-	6,000
	One set - Rescue Jack / Paratek vehicle stabilization device for MVA's	7,750	-	-	7,750
	HURST - Power unit (to replace 25 year old unit on Engine 25)	8,430	-	-	8,430
	HURST - 32" Spreader	8,675	-	-	8,675
	HURST - Cutters	6,500	-	-	6,500
	Diesel fuel dispensing pump for Station 24 (replace old unit)	5,000	-	-	5,000
	Two each - ToughBook Computer with mounting hardware (one each for Engine 24 & Engine 25)	10,250	-	-	10,250
	Gym equipment (one set for each Station 24 & 25 @ \$15,000 each)	30,000	-	-	30,000
	Piston intake valves - replace damaged valves on E-24, S-24, T-24, L-25 & E-25 @ \$1,700 each	8,500	-	-	8,500
	<i>Total Capital Outlay: Equipment</i>	98,405	11,250	11,041	87,155
642	Capital Outlay: Small Tools & Equipment				
	Various Hose, Tools, Equipment >\$1,000 but < \$ 5,000 per each item and a useful life of 1 year or more	-	5,000	4,791	(5,000)
	Misc. 1.3/4" & 3" hose sections	2,000	-	-	2,000
	One each automatic hydraulic hose reel for Engine 25	1,000	-	-	1,000
	Smoke generating machine for training	1,400	-	-	1,400
	Two each dry and store hose rack (one each for Station 24 & 25)	4,500	-	-	4,500

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642	Capital Outlay: Small Tools & Equipment (continued)				
	Four each - Portable radio head-set for pump panel operator @ \$460	1,840	-	-	1,840
	Fire hose tester for service testing hose @ Station 24 & Station 25	2,500	-	-	2,500
	Station furniture - five recliners @ \$675 each @ Station 25	3,375	-	-	3,375
	Ice Machine Head Unit to replace 10 year old unit at Station 24	2,500	-	-	2,500
	Two each - Cutters Edge Ventillation Saw @ \$1,500 each	3,000	-	-	3,000
	Two each - Hosebed covers for Engine 24 & Engine 25	1,300	-	-	1,300
	Fifteen each - HURST quick connector adapter for Station 25 @ \$250 to \$300 each - (checking on installation)	4,500	-	-	4,500
	8 each Halligan hand tools @ \$250 per tool	2,000	-	-	2,000
	<i>Total Capital Outlay: Small Tools & Equipment</i>	29,915	5,000	4,791	24,915
643	Capital Outlay: Building				
	Replace carpet in bedroom, TV room and Officer's office with tile - (approximately 1600 sq ft)	-	7,500	6,375	(7,500)
	Replace appliances (dishwasher at Station 25 & Dryer for Station 24)	1,100	2,000	2,000	(900)
	Retro fit diesel exhaust system w/ new Magnetic Grabber Plymovent system at Station 25 (postpone until FY16)	-	9,808	8,977	(9,808)
	Station 25 Bathroom Repair/Remodel	-	10,000	12,800	(10,000)
	Garage Door Replacement	-	3,800	3,800	(3,800)
	Replace non-functioning diesel exhaust system w/ new Plymovent system at Station 24	-	38,058	36,269	(38,058)
	Paint interior - kitchen, dayroom & stairwell at Station 25	4,500	-	-	4,500
	<i>Total Capital Outlay: Building</i>	5,600	71,166	70,221	(65,566)
805	Upper Keys Honor Guard				
.01	Uniform for 1 member	919	919	650	-
.02	Flags/Poles/Pendants	300	-	-	300
.03	Training for 5 members @ \$300 per member	1,000	1,500	750	(500)
.04	Travel for 5 members @ \$200 per person, per night, 2 trips per year	2,200	2,000	1,621	200
	<i>Total Upper Keys Honor Guard</i>	4,419	4,419	3,021	-

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	Department Total				
	<i>Total Operating Expenses</i>	1,223,017.00	1,129,862.00	1,088,058.00	93,155.00
	<i>Total Capital Outlay</i>	283,920.00	237,416.00	236,053.00	46,504.00
	<i>Total Budget</i>	1,506,937.00	1,367,278.00	1,324,111.00	139,659.00

Notes from the Chief:

Staffing at Station 24 is one full-time paid employee/officer for 24 hours a day plus three volunteer firefighters per 24 hours day with a home shift driver for 12 hours at night.

Staffing at Station 25 is identical to Station 24 with the exception that the full-time paid officer is replaced with a part-time paid officer.