

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2016-2017**

7/8/2016

BUDGET DETAILS - FIRE DEPARTMENT

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

Acct #	Computation / Explanation	FY 16-17 Proposed Budget	FY 15-16 Adopted Budget As Amended	FY15-16 Projected Actuals	Budget Increase / (Decrease)
120	Regular Salaries & Wages:				
.01	Office Manager	-	59,446	26,891	(59,446)
	Administrative Stipend (\$500 per month each Full Time FF)	18,000	-	10,500	18,000
.02	Firefighter II/EMT (3 full-time) (built-in 4 hr. per 28 day pp included)	151,439	144,028	150,960	7,411
	Holiday Pay for full-time Firefighters 6 holidays per year @ 8 hrs of straight time pay for each full-time Firefighter	2,542	2,447	inc above	95
.03	1 Supervisor Firefighter II/ Driver Operator (4 part-time) per 24hr x 365	-	100,473	105,196	(100,473)
	Sick and PTO: 1 Supervisor Firefighter II/ Driver Operator (4 part-time) - 2- personal time off and four sick days per part-time employee	-	6,607	inc above	(6,607)
.03-1-1	Converting four Part-time to Full-time firefighter II / EMT Station Officer / Driver Engineer (build-in 4 hrs OT per 28 day PP included)	160,617			160,617
.03-1-2	Converting Part-time to Full-time - Holiday Pay for full-time Firefighters 6 holidays per year @ 8 hrs of straight time pay for each full-time Firefighter	2,696			2,696
	<i>Total Regular Salaries & Wages</i>	335,294	313,001	293,547	22,293
121	Volunteer Pay:				
.01	Volunteer Chief's Reimbursement - Chief has declined	-	-	-	-
.02	Volunteer Assistant Chief's Reimbursement	-	22,584	1,214	(22,584)
.03	6 volunteer firefighters (3 @ station 24 and 3 @ Station 25) 24 hours per day	229,695	229,695	275,550	-
	2 Vol. F/F Home Shift Drivers for night time coverage, (7 pm - 7 am) (1 per station)	22,969	22,969	inc above	-
	Base Pay for Vols., Stipends, Responders, Special Details	22,330	22,330	inc above	-
	Holiday Pay for Volunteers @ 6 holidays per year x 5 volunteers per 24 hour shift. (1.5 x normal rate)	1,800	1,800	inc above	-
	Emergency/Hurricane Volunteers = 3 per day for 3 days	1,133	1,133	-	-
	<i>Total Volunteer Pay</i>	277,927	300,511	276,764	(22,584)

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140	Overtime wages				
	Fill in for vacation, PTO & sick leave - back filled with full-time paid FF (3 Full-time vacation & sick pay x 1.5)	17,947	25,457	31,273	(7,510)
	Converting Part-time to Full-time - Fill in for vacation, PTO & sick leave - back filled with full-time paid FF (4 entry level sick & vacation pay x 1.5)	16,176			16,176
	Emergency/Hurricane Overtime Pay (3 days @ 1 full-time paid FF) - 2 x last year	3,848	1,924	-	1,924
	Special detail, incident overtime (8hrs per month for 12 months) - 2 x last year	5,132	2,566	inc above	2,566
	<i>Total Overtime Pay</i>	43,103	29,947	31,273	13,156
210	Employer Payroll Taxes @ 7.65% of Pay	50,209	49,225	46,021	984
220	Retirement Plan - 401(k)	7,500	7,500	5,405	-
	<i>Total Retirement</i>	7,500	7,500	5,405	-
230	Life & Health Insurance				
	Medical/Dental/Vision/Life Insurance for (4) Full Time Employees - For 7 paid staff if Part-time converted to Full-time # \$500/ employee per month	42,000	24,000	20,204	18,000
240	Worker's Compensation - no estimate yet	25,000	33,805	21,904	(8,805)
250	Unemployment Tax	1,000	7,500	500	(6,500)
312	Professional Services:				
	Firefighter Annual Physicals	20,000	20,000	20,000	-
	Background Checks, drug testing	2,000	2,000	920	-
	<i>Total Professional Services</i>	22,000	22,000	20,920	-
314	Legal Services (Requires District Board Approval)	-	-	-	-
320	Accounting Fees - Projected plus 6% increase typical	12,750	10,300	11,899	2,450
400	Travel & Per Diem - (Greater FL Fire School, etc.)	7,500	8,000	3,000	(500)
410	Phones, Television & Internet (Station Phones, Cell Phones, Air Cards) - based on projected	13,500	14,000	12,646	(500)
411	Advertising	600	600	-	-

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412	Postage & Freight	750	500	690	250
430	Utilities				
.01	Electric	32,000	33,025	29,376	(1,025)
.02	Water	12,000	13,000	11,626	(1,000)
	Fire Hydrant Maintenance (XXX Hydrants @ \$ 50 per hydrant) - increased by 12				
.03	hydrants	7,500	8,350	6,650	(850)
.04	Propane Gas	750	1,000	686	(250)
	<i>Total Utilities</i>	52,250	55,375	48,338	(3,125)
440	Rent & Leases:				
	Station 24 Copier/Scanner/Fax Lease	4,500	5,000	4,324	(500)
	Oxygen Tank Rental	1,500	-	1,125	1,500
	Annual Lease Payment - DEP Station 25 Property	300	300	300	-
	Red Alert Incident Reporting Program support and maintenance	700	700	648	-
	Software - Fire Manager Scheduling and Time & Attendance Software	2,500	2,089	2,331	411
	<i>Total Rent & Leases</i>	9,500	8,089	8,728	1,411
450	Risk Management				
	Package Policy (Property, General & Mgmt. Liability, Portable Equip, Umbrella & Auto) - no estimate yet	52,000	57,116	48,081	(5,116)
	Statutory AD&D	1,676	1,189	1,676	487
	Accident and Sickness	4,716	4,811	4,716	(95)
	Storage Tank Liability	1,643	1,643	1,181	-
	<i>Total Risk Management</i>	60,035	64,759	55,654	(4,724)
460	Repair & Maintenance: Equipment	8,200	8,200	28,180	-
	Air Packs	6,500	6,500	inc above	-
	Tools & Equipment	3,500	3,500	inc above	-
	Ground Ladders inspection	2,400	2,400	inc above	-
	Hurst tools inspection and maintenance	5,100	5,100	inc above	-
	Cascade System Compressor inspection & maintenance	3,000	3,000	inc above	-
	Radio maintenance contract	4,300	4,300	4,248	-
	<i>Total R&M Equipment</i>	33,000	33,000	32,428	-

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461	Repair & Maintenance: Buildings & Grounds	13,000	13,000	26,116	-
	Paint Exterior of Station 24 (25 to be evaluated)	20,000	-	-	20,000
	Landscaping Service Station 24 & 25	4,200	-	4,200	4,200
	Generator Preventive Maintenance Program	4,400	4,400	inc above	-
	Diesel fuel tank inspections both stations	1,600	1,600	inc above	-
	Plymovent Maintenance Plan - Station 24 & 25	2,625	2,625		-
	Elevator Maintenance Plan & Licenses	3,500	3,500	3,312	-
	<i>Total R&M: Buildings</i>	49,325	25,125	33,628	24,200
462	Repair & Maintenance: Vehicles - based on projected plus 10%	50,000	32,000	45,022	18,000
	Aerial Truck Inspecting and Testing	1,100	1,100	1,100	-
	<i>Total R&M Vehicles</i>	51,100	33,100	46,122	18,000
470	Printing and Binding	100	100	-	-
490	General Departmental: General Office & Administrative Costs				
.04	Key Largo Wastewater District Assessments	3,156	1,732	3,156	1,424
.05	Other including Recruitment & Retention	2,500	2,400	50	100
.06	Computer / IT Services	3,000	3,000	1,120	-
	<i>Total General Departmental</i>	8,656	7,132	4,326	1,524
491	Training - Instructor Fees, Education, Student Text and Fire Prevention				
	In-house training courses (Outside/In-house instructors/vendors) - Pump				
.01	Ops, Officer Classes, Incident Command, EVOC, etc.	6,500	6,500	434	-
.02	WET Team Training	800	800	-	-
.03	Fire Prevention (KLVFD Only) - Fire Safety Demonstrations at School	3,500	3,000	2,825	500
.04	Seminar Fees & Education & Text Books	4,000	4,000	4,000	-
.05	KAPLAN online education (25 firefighters)	4,500	4,500	4,500	-
.06-1	Fire I Class - on-line instructor fees \$7,000 (or in-house \$14,000)	7,000			7,000
	Fire I Class - Bunker gear @ \$2,000 to purchase (or \$550 for 3 months				
.06-2	rental) per student @ 10 students	20,000			20,000
.06-3	Fire I Class - Text books @ \$125 per student @ 10 students	1,250			1,250
	Fire I Class - Uniforms (2-tee shirt, 2- pants, 2- gym shorts) per student =				
.06-4	\$150 @ 10 students	1,500			1,500
	<i>Total Training</i>	49,050	18,800	11,759	30,250

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510	Office Supplies	2,500	2,660	2,309	(160)
520	Operating Supplies				
.01	Fire Ground Safety (highway vests, cones, etc.)	500	1,500	480	(1,000)
.02	Daily Operating/Maintenance Supplies	7,500	10,000	5,390	(2,500)
.03	Medical Supplies & Equipment	8,500	6,000	7,884	2,500
.05	Station Cleaning/Housekeeping Supplies	9,000	3,750	8,106	5,250
.06	Firefighting Gear - (including helmets, gloves, hoods, boots, coat & pants) 13 sets of Bunker Gear based on expiring and no longer usable	23,000	28,741	28,741	(5,741)
.07-1	Clothing, Apparel - Pants, extrication gloves, tee shirts, etc.	6,500	7,500	5,312	(1,000)
.07-2	Class A - 20 dress uniforms in various sizes for loan for special events	2,000			2,000
.08	Firefighting Foam or suppression agent	6,000	7,000	4,750	(1,000)
	<i>Total Operating Supplies</i>	63,000	64,491	60,663	(1,491)
521	Fuel: Gasoline	250	500	90	(250)
522	Fuel: Diesel - average of budgeted and projected costs	21,000	26,500	15,690	(5,500)
540	Dues, Subscriptions and Publications (webhosting hub & backup & Sonic Wall)	1,000	1,500	610	(500)
630	Capital Outlay: Infrastructure Improvements - Fire Hydrants				
	\$150,000 from Monroe County ILA	150,000	235,500	235,500	(85,500)
	<i>Total Capital Outlay: Infrastructure Improvements - Fire Hydrants</i>	150,000	235,500	235,500	(85,500)
640	Capital Outlay: Equipment				
	5" hose		5,500	5,800	(5,500)
	Hurst Equipment for Station 24 - no longer able to cut new car metals; will do St-25 next year	48,000	-	-	48,000
	Thermal Imaging Camera	6,000	6,000	5,535	-
	SCBA's & Tanks	200,000	-	-	-
	Gym equipment @ both stations - 2 sets of free weights & rack	1,500	2,500	2,491	(1,000)
	Piston intake valves - 3 each at \$1,750 ea	-			-
	ToughBooks 2 each at \$4,200	8,400			8,400

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	Red Alert Incident Reporting Program - upgrade with pre-fire plan, GPS and CAD interface	17,240			17,240
	<i>Total Capital Outlay: Equipment</i>	281,140	14,000	13,826	67,140
641	Capital Outlay: Vehicles - Engine (\$XXX,XXX from Monroe County ILA)	475,000	-	-	475,000
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	-	-	5,000
	Misc. 1.3/4" & 3" hose sections	-	2,000	1,952	(2,000)
	Portable radio head-set(s) for pump panel operator	920	920	-	-
	Fire hose tester for service testing hose @ Station 24 & Station 25	-	4,000	2,679	(4,000)
	Ice Machine	-	-	2,271	-
	Cutter Edge Ventilation Saw	-	1,500	-	(1,500)
	Halligan hand tools	-	2,000	-	(2,000)
	Chain Saws - two Cutter's Edge vent fan & one K-12 concrete saw	4,250	-	-	4,250
	Piston intake valves - 3 each at \$1,750 ea	5,250	3,400	3,278	1,850
	<i>Total Capital Outlay: Small Tools & Equipment</i>	15,420	10,420	6,902	(4,500)
643	Capital Outlay: Building & Grounds				
	Air Conditioner Replacement @ Station 24	-	-	4,500	-
	Bathroom Repair @ Station 25 (remainder of project)	-	5,720	5,720	(5,720)
	Fire Alarm System @ Station 24	15,000	-	-	15,000
	Upgrade Station 24 lobby restrooms - can wait another year	-	-	-	-
	Garage Door Replacement @ Station 24	4,000	-	-	4,000
	Upgrade furniture @ both stations - dept. bought recliners already	1,200	-	-	1,200
	Repave, restripe, add permanent speed bumps and parking canopy to front parking lot at St 24 - Inspector said may only need recoating	2,000	-	-	2,000
	Retrofit St. 24 diesel fuel dispensing pump system to add new sheeting, vapor recovery hose handle, counter retrofit to automate key lock system	15,000	-	-	15,000
	Replace underground diesel fuel storage tank and install new pump - Inspector advised that tank is good for 9 more years (FY 2024)	-	-	-	-

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	Replace the glass entry door assemblies with Hurricane doors to allow exit during storm from meeting/living area	6,870	-	-	6,870
	Tile floor steam cleaning machine - it costs over \$2,000 per year to have company do it two times a year	4,500	-	-	4,500
	Lockers - 12 for St-24 and 2 for St-25	2,250	-	-	2,250
	<i>Total Capital Outlay: Building</i>	50,820	5,720	10,220	50,820
805	Upper Keys Honor Guard				
.01	Uniform for 1 member	919	919	-	-
.02	Flags/Poles/Pendants	300	300	-	-
.03	Training	1,000	1,000	-	-
.04	Travel	2,200	2,200	1,386	-
	<i>Total Upper Keys Honor Guard</i>	4,419	4,419	1,386	-
Department Total					
	<i>Total Operating Expenses</i>	1,244,317.79	1,166,439.00	1,066,503.47	77,878.79
	<i>Total Capital Outlay</i>	972,380.00	265,640.00	266,448.00	706,740.00
	<i>Total Budget</i>	2,216,697.79	1,432,079.00	1,332,951.47	784,618.79

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 for converting the four Part-time staff to Full-time with same benefits (vacation, holidays and health insurance)