

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2016-2017 ADOPTED BUDGET
GENERAL FUND SUMMARY**

REVENUES

<i>Prior Year Millage Rate:</i>	0.8223
<i>Roll- Back Rate:</i>	0.7749
<i>Taxable Value</i>	2,809,005,588
<i>Millage Rate :</i>	0.9000
<i>% over roll-back rate</i>	16.14%

Ad Valorem Taxes (97% collection rate)	\$	2,452,262
Intergovernmental Revenue - Monroe County - Contribution for Capital Infrastructure <small>(\$150,000 for fire hydrants)</small>		150,000

FEMA fire prevention & safety Grant (not yet awarded)- (grant funding anticipated, can't purchase items unless grant is received)		22,797
Interest Income		8,000

Total Revenues	\$	<u>2,633,059</u>
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UNASSIGNED FUND BALANCE OCT 1, 2016		753,663
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COMMITTED FOR VEH REPL FUND BALANCE OCT 1, 2016		<u>586,551</u>
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TOTAL REVENUES, FUND BALANCES	\$	<u>3,973,273</u>
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AND OTHER FINANCING SOURCES

EXPENDITURES

Key Largo Fire/EMS District Board

Operating Expenditures	\$	288,968
Reserve Transfers		<u>250,000</u>
Subtotal District Board	\$	538,968

Key Largo Fire & Rescue

Operating Expenditures	\$	1,242,015
Capital Outlay		<u>766,820</u>
Subtotal Key Largo Volunteer Fire Department	\$	2,008,835

Key Largo Ambulance

Operating Expenditures	\$	599,065
Capital Outlay		<u>13,432</u>
Subtotal Key Largo Volunteer Ambulance Corp.	\$	612,497

Total Expenditures & Transfers	\$	<u>3,160,300</u>
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FUND BALANCE

UNASSIGNED FUND BALANCE SEPT 30, 2017		701,422
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COMMITTED FOR VEH REPL FUND BALANCE SEPT 30, 2017		<u>361,551</u>
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TOTAL EXPENDITURES & FUND BALANCES	\$	<u>3,973,273</u>
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**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2016-2017
BUDGET DETAILS - DISTRICT**

Department: 1100 District Board
Exp Transaction Code 511 (except as indicated below)

Acct #	Computation / Explanation	FY 16-17 Adopted Budget
110	Board Member Stipends 5 Members @ \$ 200 / month x 12 months	12,000
210	FICA Taxes: @ 7.65 % of Wages	918
511.240	Worker's Compensation	32
514.310	Legal Services	45,000
512.311	District Clerk Services	25,000
513.320	Accounting and Financial Services	
.01	District Audit	10,000
.02	Financial and Accounting Services	60,000
<i>Total Accounting & Financial Services</i>		70,000
400	Travel & Per Diem - Training, Seminars, Meetings	4,000
450	Insurance & Risk Management:	
	Public Position Bond	515
	General & Mgt Liability, Commercial Auto and Excess Liability	2,435
<i>Total Risk Management</i>		2,950
460	Repairs & Maintenance - 4 flashing lights	-
470	Printing and Binding	3,000
490	General Departmental: Miscellaneous Expenses	
.01	MoCo Property Appraiser Charges	43,000
.02	MoCo Tax Collector Charge (@3% of Ad Valorem Collection)	73,568
.03	Discretionary Expenditures	1,000
<i>Total General Departmental</i>		117,568
491	Training: Cadet Program	-
411	Advertising	5,000
510	Office Supplies & Equipment	500
540	Dues, Subscriptions and Publications	3,000
600	Capital Outlay	-
Department Total Operations		\$ 288,968
919	Transfer to Committed Funds for Vehicle & Equipment Replacement	250,000
Department Total Including Transfers to Reserves		\$ 538,968

Total Operating Budget	288,968
Total Capital & Reserve Budget	250,000
Total	538,968

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2016-2017
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 Adopted Budget
120	Regular Salaries & Wages:	
.01	Office Manager	-
	Administrative Stipend (\$500 per month each Full Time FF)	18,000
.02	Full-time firefighter II / EMT Station Officer / Driver Engineer (7 full-time) (built-in 4 hr. per 28 day pp included)	312,056
	Holiday Pay for full-time Firefighters 6 holidays per year @ 8 hrs of straight time pay for each full-time Firefighter	5,238
	<i>Total Regular Salaries & Wages</i>	335,294
121	Volunteer Pay:	
.01	Volunteer Chief's Reimbursement - Chief has declined	-
.02	Volunteer Assistant Chief's Reimbursement	-
.03	6 volunteer firefighters (3 @ station 24 and 3 @ Station 25) 24 hours per day	229,695
	2 Vol. F/F Home Shift Drivers for night time coverage, (7 pm - 7 am) (1 per station)	22,969
	Base Pay for Vols., Stipends, Responders, Special Details	22,330
	Holiday Pay for Volunteers @ 6 holidays per year x 5 volunteers per 24 hour shift. (1.5 x normal rate)	1,800
	Emergency/Hurricane Volunteers = 3 per day for 3 days	1,133
	<i>Total Volunteer Pay</i>	277,927
140	Overtime wages	
	Fill in for vacation, PTO & sick leave - back filled with full-time paid FF (7 Full-time vacation & sick pay x 1.5)	34,123
	Emergency/Hurricane Overtime Pay (3 days @ 2 full-time paid FF)	3,848
	Special detail, incident overtime (16hrs per month for 12 months)	5,132
	<i>Total Overtime Pay</i>	43,103
210	Employer Payroll Taxes @ 7.65% of Pay	50,209
220	Retirement Plan - 401(k)	7,500
	<i>Total Retirement</i>	7,500
230	Life & Health Insurance Medical/Dental/Vision/Life Insurance for (7) Full Time Employees - \$500/ employee per month	42,000
240	Worker's Compensation	25,000
250	Unemployment Tax	1,000
312	Professional Services:	
	Firefighter Annual Physicals	20,000
	Background Checks, drug testing	2,000
	<i>Total Professional Services</i>	22,000
314	Legal Services (Requires District Board Approval)	-
320	Accounting Fees	12,750
400	Travel & Per Diem - (Greater FL Fire School, etc.)	7,500
410	Phones, Television & Internet (Station Phones, Cell Phones, Air Cards)	13,500

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2016-2017
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 Adopted Budget
411	Advertising	600
412	Postage & Freight	750
430	Utilities	
.01	Electric	32,000
.02	Water	12,000
.03	Fire Hydrant Maintenance (@ \$ 50 per hydrant)	7,500
.04	Propane Gas	750
	<i>Total Utilities</i>	52,250
440	Rent & Leases:	
	Tile floor steam cleaning	2,000
	Station 24 Copier/Scanner/Fax Lease	4,500
	Oxygen Tank Rental	1,500
	Annual Lease Payment - DEP Station 25 Property	300
	Red Alert Incident Reporting Program support and maintenance	700
	Software - Fire Manager Scheduling and Time & Attendance Software	2,500
	<i>Total Rent & Leases</i>	11,500
450	Risk Management	
	Package Policy (Property, General & Mgmt. Liability, Portable Equip, Umbrella & Auto)	52,000
	Statutory AD&D	1,676
	Accident and Sickness	4,716
	Storage Tank Liability	1,643
	<i>Total Risk Management</i>	60,035
460	Repair & Maintenance: Equipment	8,200
	Air Packs	6,500
	Tools & Equipment	3,500
	Ground Ladders inspection	2,400
	Hurst tools inspection and maintenance	5,100
	Cascade System Compressor inspection & maintenance	3,000
	Dishwasher	600
	Radio maintenance contract	4,300
	<i>Total R&M Equipment</i>	33,600
461	Repair & Maintenance: Buildings & Grounds	13,000
	Paint Exterior of Station 24 (25 to be evaluated)	-
	Tree Trimming and Lawn Service @ Stations 24 & 25	4,200
	Generator Preventive Maintenance Program	4,400
	Diesel fuel tank inspections both stations	1,600
	Plymovent Maintenance Plan - Station 24 & 25	2,625
	Elevator Maintenance Plan & Licenses	3,500
	<i>Total R&M: Buildings</i>	29,325
462	Repair & Maintenance: Vehicles	50,000
	Aerial Truck Inspecting and Testing	1,100
	<i>Total R&M Vehicles</i>	51,100
470	Printing and Binding	100

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2016-2017
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 Adopted Budget
490	General Departmental: General Office & Administrative Costs	
.04	Key Largo Wastewater District Assessments	3,156
.05	Other including Recruitment & Retention	2,500
.06	Computer / IT Services	3,000
<i>Total General Departmental</i>		8,656
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
.02	WET Team Training	800
.03	Fire Prevention (KLVFD Only) - Fire Safety Demonstrations at School	3,500
	Fire Prevention & Safety Project (grant funding anticipated, if grant is not received this can't be purchased)	22,936
.04	Seminar Fees & Education & Text Books	4,000
.05	KAPLAN online education (60 firefighters)	4,500
.06 -1	Fire I Class - on-line instructor fees \$7,000 (or in-house \$14,000)	7,000
	Fire I Class - Bunker gear @ \$2,000 to purchase (or \$550 for 3 months	
.06-2	rental) per student @ 10 students	5,500
.06-3	Fire I Class - Text books @ \$125 per student @ 10 students	1,250
.06-4	Fire I Class - Uniforms (2-tee shirt, 2- pants, 2- gym shorts) per student = \$150 @ 10 students	1,500
<i>Total Training</i>		57,486
510	Office Supplies	2,500
520	Operating Supplies	
.01	Fire Ground Safety (highway vests, cones, etc.)	500
0.01	Portable radio head-set(s) for pump panel operator	920
.02	Daily Operating/Maintenance Supplies	7,500
.03	Medical Supplies & Equipment	8,500
.05	Station Cleaning/Housekeeping Supplies	9,000
	Firefighting Gear - (including helmets, gloves, hoods, boots, coat & pants)	
.06	13 sets of Bunker Gear based on expiring and no longer usable	28,741
.07-1	Clothing, Apparel - Pants, extrication gloves, tee shirts, etc.	6,500
.07-2	Class A - 20 dress uniforms in various sizes for loan for special events	2,000
.08	Firefighting Foam or suppression agent	6,000
<i>Total Operating Supplies</i>		69,661
521	Fuel: Gasoline	250
522	Fuel: Diesel	21,000
540	Dues, Subscriptions and Publications (webhosting hub & backup & Sonic Wall)	1,000
630	Capital Outlay: Infrastructure Improvements - Fire Hydrants	
	\$150,000 from Monroe County ILA	150,000
<i>Total Capital Outlay: Infrastructure Improvements - Fire Hydrants</i>		150,000

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2016-2017
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 Adopted Budget
640	Capital Outlay: Equipment Hurst Equipment for Station 24 - no longer able to cut new car metals; will do St-25 next year Thermal Imaging Camera	48,000 5,535
	SCBA's & Tanks - (grant funding anticipated, can't purchase unless grant is received) Gym equipment @ both stations - 2 sets of free weights & rack ToughBooks - (2) Red Alert Incident Reporting Program - upgrade with pre-fire plan, GPS and CAD interface	26,000 1,500 8,800 20,235
<i>Total Capital Outlay: Equipment</i>		110,070
641	Capital Outlay: Vehicles - Engine (\$0 from Monroe County ILA)	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 Chain Saws - two Cutter's Edge vent fan & one K-12 concrete saw Piston intake valves - 3 each at \$1,750 ea	5,000 4,250 5,250
<i>Total Capital Outlay: Small Tools & Equipment</i>		14,500
643	Capital Outlay: Building & Grounds Fire Alarm System @ Station 24 Lockers - 12 for St-24 and 2 for St-25	15,000 2,250
<i>Total Capital Outlay: Building</i>		17,250
805	Upper Keys Honor Guard	
.01	Uniform for 1 member	919
.02	Flags/Poles/Pendants	300
.03	Training	1,000
.04	Travel	2,200
<i>Total Upper Keys Honor Guard</i>		4,419

Department Total
Total Operating Expenses 1,242,015.00
Total Capital Outlay 766,820.00
Total Budget 2,008,835.00

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2016-2017
BUDGET DETAILS - AMBULANCE CORP

Department: 1300 Key Largo Volunteer Ambulance Corp
Exp Transaction Code 526 (except as indicated below)

Acct #	Computation / Explanation	FY 16-17 Adopted Budget
120	Regular Salaries & Wages:	
.01	Administrative (1 Position)	46,995
.02	Paramedic Payroll	276,923
	<i>Less: EMS Income Applied to Offset Reimbursement</i>	<i>(251,998)</i>
	<i>Total Paramedic Payroll Reimbursement</i>	<i>24,925</i>
	<i>Total Regular Salaries & Wages</i>	<i>71,920</i>
121	Volunteer Pay: Volunteer Reimbursement	140,710
140	Overtime Wages	4,170
210	Employer Payroll Taxes @ 7.65% of Full Time Wages and Volunteer Pay	35,863
220	Retirement Contributions - 401K	7,500
220	Administrative Staff Unused Vacation payout (max for budget purpose) - per vacation policy	4,520
240	Worker's Compensation	24,127
250	Unemployment Tax	220
312.02	Professional Services: Medical Director	18,000
320	Accounting and Financial Services	18,412
400	Travel & Per Diem - Training, Seminars, Meetings	7,500
410	Station Phone Services: (4 phone & 2 fax lines), DSL/Internet, Wireless Air Cards for laptops in trucks	8,500
411	Advertising	400
412	Postage & Freight	500
430	Utilities	
.05	Electric & Propane	13,000
.06	Water	4,250
	<i>Total Utilities</i>	<i>17,250</i>
440	Rental Equipment - O2 rental bottles, copier rental	5,000
450	Insurance & Risk Management	
	Fire/Wind/Flood	28,523
	Auto & Umbrella	12,164
	Disability Insurance (All Members)	3,962
	<i>Total Insurance & Risk Management</i>	<i>44,649</i>

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2016-2017
BUDGET DETAILS - AMBULANCE CORP**

Department: 1300 Key Largo Volunteer Ambulance Corp
Exp Transaction Code 526 (except as indicated below)

Acct #	Computation / Explanation	FY 16-17 Adopted Budget
460	Repair & Maintenance: Equipment	35,000
461	Repair & Maintenance: Buildings	9,000
462	Repair & Maintenance: Vehicles	23,000
470	Printing and Binding	250
490	General Departmental: Miscellaneous Expenses	
.08	Computer R&M	4,250
.10	Employee Assistance Program (program through AETNA approx. \$2 per month per member)	1,100
.12	Membership & Retention	2,500
490	General Departmental: Miscellaneous Expenses (continued)	
.13	Employee Drug Testing thru Keys Consortium	1,250
.14	Key Largo Wastewater District Assessment	1,384
<i>Total General Departmental</i>		10,484
491	Training - Instructor Fees, Education	
.07	ACLS/PALS (taught in alternating years)	1,500
.08	ClinCon (4 reg.x \$335 ea) or EMS Expo (4 registration x \$440 ea)	1,760
.10	Misc. Training/Books - includes pediatric Handtevy (\$680)	1,380
.15	Handtevy Pals class	1,500
<i>Total Training</i>		6,140
510	Office Supplies	3,800
520	Operating Supplies	
.09	Station Supplies: Ambulance & Building	7,200
.10	Medical Supplies-Bandages/First Aid/Drip Sets	49,000
.11	Uniforms, Clothing and Apparel, Membership Supplies	4,500
<i>Total Operating Supplies</i>		60,700
522	Fuel: Diesel	16,000
524	Medicine & Drugs : Supplies: Medicine & Controlled Substances	25,000
540	Dues, Subscriptions and Publications	450

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
 FY 2016-2017
 BUDGET DETAILS - AMBULANCE CORP**

Department: 1300 Key Largo Volunteer Ambulance Corp
 Exp Transaction Code 526 (except as indicated below)

Acct #	Computation / Explanation	FY 16-17 Adopted Budget
640	Capital Outlay: Equipment	
	Copy Machine with Scan and Fax to replace 12 year old machine (note: could lease for 60 months at \$208/month = 5 yr. total \$12,480)	8,825
	Payoff lease on current printer	1,907
	Minitor VI pagers (6)	2,700
	<i>Total Capital Outlay: Equipment</i>	13,432

Department Total

<i>Total Operating Budget</i>	599,065
<i>Total Capital Budget</i>	<u>13,432</u>
<i>Total</i>	<u>612,497</u>

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

9/21/2016

Year	Beginning Balance	Contributions	Purchases & Other Distributions	Ending Balance	Vehicle to be Replaced
09/30/16	\$ 461,551	\$ 275,000	\$ (150,000)	\$ 586,551	1 new ambulance
09/30/17	586,551	250,000	(475,000)	361,551	Engine 25
09/30/18	361,551	250,000	(500,000)	111,551	Engine 24
09/30/19	111,551	250,000	(175,000)	186,551	ambulance (new in 2008)
09/30/20	186,551	125,000	(225,000)	86,551	Cascade/Air Truck
09/30/21	86,551	125,000	-	211,551	
09/30/22	211,551	125,000	(175,000)	161,551	ambulance (new in 2011)
09/30/23	161,551	125,000	-	286,551	
09/30/24	286,551	125,000	(255,000)	156,551	Dive van
09/30/25	156,551	125,000		281,551	
09/30/26	281,551	125,000	(200,000)	206,551	ambulance (new in 2015)

Equipment/Vehicle Type	Dept	Make	Unit #	Year New	Service Life	Replace Year	Years to Replacement	Estimated Replacement Cost
Technical Rescue Pumper	Fire Rescue	Ferrara	SQUAD-24	2013	20	2033	16	401,080
Tanker/Pumper	Fire Rescue	Ferrara	TANKER-24	2014	20	2034	17	297,156
Ladder / Pumper	Fire Rescue	Ferrara	LADDER-24	2014	25	2039	22	611,451
Class A Engine	Fire Rescue	Pierce	ENGINE-25	2001	16	2017	0	475,000
Class A Engine	Fire Rescue	Pierce	ENGINE-24	2001	17	2018	1	500,000
Cascade Air Fill & Lighting Truck	Fire Rescue	Ford-Pierce	AIR-24	2002	18	2020	3	225,000
Dive Rescue Van	Fire Rescue	EVI - International Durastar	WATER RESCUE-25	2009	15	2024	7	255,000
Type III Ambulance	EMS			2008	11	2019	2	175,000
Type III Ambulance	EMS	2009 Ford Chassis		2011	11	2022	5	175,000
Type III Ambulance	EMS			2015	11	2026	9	200,000
Type III Ambulance	EMS			2016	11	2027	10	200,000