



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Jennifer Miller; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Marilyn Beyer

DISTRICT BUDGET WORKSHOP MEETING MINUTES **July 11, 2016 – FINAL**

1. AGENDA

1.A. Call to Order

Chairman Allen called the meeting to order at 6:00 p.m.

1.B. Pledge of Allegiance

Commissioner Beyer led the Pledge of Allegiance.

1.C. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Marilyn Beyer, Kay Cullen, George Mirabella and Bob Thomas. There was a quorum.

Also present were Don Bock, Vicky Fay, Ronnie Fell, Jennifer Johnson, C.J. Jones and Theron Simmons. The meeting was held at Station 24.

1.D. Approval of Agenda

MOTION: Commissioner Mirabella made a motion **to approve the July 11, 2016 Budget Workshop Meeting Agenda.** Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

2. PUBLIC COMMENT

There were no speakers from the General Public.

3. DISCUSSION: KLVFD Proposed FY 2016-2017 Budget

Jennifer Johnson presented the Fire Department Budget.

The total KLVFD budget for FY 16-17 was increased by \$784,618 from FY 15-16. The total proposed operating budget is \$1,244,317, and the total capital budget is \$972,380, which is primarily due to the new vehicle and the self-contained breathing apparatus (SCBA). The total KLVFD budget of \$2,216,697.

There following accounts were discussed:

Acct 120 Regular Salaries and Wages

The department will keep the \$500 per month administrative stipend, the step plan raise is a \$1.00 per hour for all job classifications. With the conversation of the four part-time firefighters to full-time, this account is projected to increase \$22,293 increase. All firefighters get paid for holiday. Per Chief Bock this will help resolve the guaranteed staffing issue identified during the Strategic Planning process.

Acct 121 Volunteer Pay is projected to decrease by \$22,584.



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DISCUSSION: KLVAC Proposed FY 2016-2017 Budget (Continued)

Acct 140 Overtime is expected to increase by \$13,156.

Acct 210 Employer Payroll taxes were increased by \$984.

Acct 220 Retirement Benefits is expected to remain the same.

Acct 230 Life & Health Insurance is expected to increase \$18,000.

Acct 240 Worker's Compensation is projected to decrease by \$8,805, and may change pending their estimate.

Acct 250 Unemployment Tax is expected to decrease by \$6,500.

Acct 312 Professional Services (Firefighter Annual Physicals and Background Checks) will remain the same.

Acct 320 Accounting & Financial Services was increased by \$2,450.

Acct 400 Travel & Per Diem was reduced by \$500.

Acct 410 Phones Television & Internet was reduced by \$500.

Acct 411 Advertising was remains the same.

Acct 412 Postage and Freight was increased by \$250.

Acct 430 Utilities all of the utilities were reduced by \$3,125 (Electric \$1,025, Water \$1,000, Fire Hydrant Maintenance \$850 and Propane Gas \$250).

Acct 440 Rental Equipment was increased by \$1,411. The Copier scanner was reduced by \$500 and the Oxygen Tank Rental was increased by \$1,500 and the Fire Manager upgrade is expected to increase by \$411.

Acct 450 Risk Management the Package Policy is expected to decrease by \$4,724. (Property General & Mgmt., Liability and Portable Equipment) was expected to decrease BY \$5,116; however, the estimate has not been received, the Statutory AD&D is expected to increase by \$487, and the Accident and Sickness is expected to decrease by \$95.

Acct 460 Repairs & Maintenance (Equipment) is expected to remain the same.

Acct 461 Repairs & Maintenance (Buildings) was increased by \$11,200 (Painting Station 24 was reduced from \$20,000 to \$7,000 and Ground/Tree Maintenance \$4,200.

Acct 462 Repairs & Maintenance (Vehicles) FY 15-16 is projected to increase by \$18,000. This is based on projected plus 10%.

Acct 470 Printing & Bind is expected to remain the same.

Acct 490 General Departmental is expected to increase by \$1,524 with the addition of the KLWTD assessments for two stations (\$1,424) and Recruitment and Retention (\$100).

Acct 491 Training (Instructor Fees, Education, etc.) is expected to increase by \$15,750. The Fire I Class is \$20,000, Fire Prevention was increased by \$500. Fire I Class (new account) for on-line instructor is being budgeted at \$7,000.00; Bunker gear for students is a new account and was reduced from \$20,000 to \$5,500; the Fire I Textbooks is a new account in the amount of \$1,250. Coral Springs is conducting training for \$465 per student; and Uniforms for students is a new account in the amount of \$1,500.

Acct 510 Office Supplies is expected to decrease by \$160.

Acct 520 Operating Supplies is expected to decrease overall by \$1,491 (Fire Ground Safety decreased by a \$1,000, Daily Operations/Maintenance Supplies reduced by \$2,500, Medical Supplies increased by \$2,500, Station Cleaning increased by \$5,250; Bunker Gear is reduced by \$5,741 and Clothing /Apparel decreased by \$1,000 and Class A uniforms increased by \$2,000, and Firefighting Foam was decreased by \$1,000.

Acct 521 Gasoline will be reduced by \$250.

Acct 522 Diesel was decreased by \$5,500.

Acct 540 Dues & Subscriptions was decreased by \$500.



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DISCUSSION: KLVAC Proposed FY 2016-2017 Budget (Continued)

Acct 630 Capital Outlay (Infrastructure Improvement) is expected to decrease by \$85,500.

Acct 640 Capital Outlay (Equipment) the total reflects an overall increase in Equipment of \$490,675; Add SCBA's for \$260,000; Purchase Hurst Equipment for Station 24, which is an increase of \$48,000; Purchase Thermal Imaging Camera \$6,000 which was decreased to \$5,535 ; Gym Equipment reduce by \$1,000; Purchase 2 Toughbook computers at \$4,200 is an increase of \$8,400; and Upgrade the Red Alert Incident Reporting Program for \$17,240. A \$150,000 placeholder for communications equipment was added with the caveat that it can't be spent unless a grant is received.

Acct 641 Capital Outlay (Engine) was increased by \$475,000 for the purchase of the new engine.

Acct 642 Capital Outlay (Small Tools and Equipment) was decreased by \$4,500; Purchase additional hoses which are an increase of \$5,000; Reduce Miscellaneous hoses for a decrease of \$2,000; Remove the Fire Hose Tester \$4,000; Halligan hand tools \$2,000 was removed from the budget for these tools; and Purchase 3 Chain Saws for \$4,250 (2 Cutter's Edge and 1 Concrete Saw); and increase the Piston Intake Valves by \$1,850.

Acct 643 Capital Outlay (Buildings) was increased by \$35,820. Remove the Bathroom Repair (Station 25) of \$5,720; Add Fire Alarm System (Station 24) for \$15,000; the Garage Door Replacement (both stations) for \$4,000 was added; Purchase Dishwasher (Station 25) \$1,200; Repaving Project (Station 24) was added for \$2,000 to reseal the parking lot; added Retrofit (Station 24) diesel fuel dispensing pump for \$15,000 (this item will be moved to next year's budget and \$15,000 was removed during the workshop); Replace (Station 24) Door Assemblies with Hurricane Doors for \$6,870; Purchase Tile Floor steam cleaning machine for \$4,500; and Add 12 Lockers (Stations 24 & 25) for a total of 2,250. It was suggested the department determine the cost to rent a commercial floor cleaning unit.

Account 805 Upper Keys Honor Guard remains the same.

Before any changes at the workshop were made, the total operating budget is \$1,244,317, and the total capital budget is \$972,380 for a total budget of \$2,216,697, which is an increase of \$784,618 from FY 15-16.

With the changes discussed the millage would be 01.0 mill, and the District would need to utilize \$450,000 from reserves to balance the budget. It was agreed that grant income for the SCBA's and the communications grant would be added as revenue, and the Inter-local Agreement with the County needs to be finalized. The departments were asked to review their budgets to identify those items that could be deferred until another day.

4. ADJOURN

Commissioner Cullen made a Motion to adjourn the Budget Workshop at 7:01 p.m., which was seconded by Commissioner Beyer.

DOCUMENTS

KLVFD Proposed Budget FY 2016-2017 dated 160708