



# 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

## BUDGET WORKSHOP MEETING MINUTES JULY 8, 2013 – DRAFT

### 1. AGENDA

#### 1.A. Call to Order

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

#### 1.B. Pledge of Allegiance

Commissioner Beyer the Pledge of Allegiance.

#### 1.C. Roll Call

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

Also present were: Don Bock, Vicky Fay, Scott Robinson, Theron Simmons, and Jennifer Zimmer. The meeting was held at Station 24.

#### 1.D. Approval of Agenda

**Motion:** Commissioner Thomas made a motion to ***approve the July 8, 2013 Budget Workshop Agenda***. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

### 2. PUBLIC COMMENT

No members from the General Public addressed the Board.

### 3. DISCUSSION: KLVAC FY 2013-2014 Proposed Budget

Jennifer Zimmer presented the new KLVFD budget submitted today as follows:

The operations budget is \$1,122,869, which is \$47,611 less than last year's budget

**Acct 120 (Salaries and Wages):** This item includes a 3% raise for the office manager and the one Supervisor/Driver Operator; and step raises for the 3 full-time firefighters. There is a new category for Holiday Pay.

**Acct 121.01 (Volunteer Chief Reimbursement):** The Board expressed appreciation to Chief Bock for not receiving the volunteer chief reimbursement, which saves the District \$24,000.

**Acct 121.02-06 (Volunteer Pay):** There is a 3% raise for the Asst. Chief and a 3.33% raise for the six (6) volunteer firefighters at each station and the two (2) volunteer Home Shift Drivers. There is also a 3.33% raise for base pay and stipends during emergencies/hurricanes.

**Acct 140 (Volunteer Pay):** Overtime wages increased from \$6,080 to \$26,172. Overtime now includes new categories for vacations, PTO and sick leave (\$18,171) as well as emergency/hurricane overtime and special detail overtime for a total of \$26,172.



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**Acct 210 (Employer Payroll Taxes):** Payroll taxes were increased from \$46,987 to \$50,136 as a result of the raises.

**Acct 220 (Retirement Plan):** This item was decreased from \$10,000 to \$7,500 as the 401K Plan has not yet been established for the fire department.

**Acct 230 (Life Health Insurance):** The Medical Insurance Benefit is \$500.00 monthly per full-time employees, and this item is subject to change.

**Acct 240 (Worker's Compensation):** This item was increased by \$3,500 to include the Workman's Compensation audit. This item is subject to change.

**Acct 250 (Unemployment Tax):** This item was reduced by \$5,500.

**Acct 312 (Professional Services):** This includes annual firefighter physicals, and the budgeted amount remains the same as last year. Four (4) random monthly drug tests were added, which is an increase of \$1,900 from the previous year.

**Acct 314 (Legal Services):** This item was increased from \$1.00 to \$4,800 in the event legal services may be required as a result of the transition.

**Acct 320 (Accounting Fees):** The fees were reduced by \$4,000 as Ms. Newman will prepare check requests.

**Acct 400 (Travel & Per Diem):** This item was reduced by 50%. The new department felt it would be more cost effective to bring instructors down for training rather than send firefighters to conferences.

**Acct 401 (Chiefs Vehicle Reimbursement):** This item was reduced to -0-, which saves the District \$7,800.

**Acct 410 (Phones, television and internets):** This item was decreased by \$13,591. The number of phones (including cell phones) will be decreased.

**Acct 412 (Postage & Freight):** This item remains the same at \$500.00.

**Acct 430 (Utilities):** Overall this item is being decreased by \$3,324.00. The electric is projected to remain the same, water will be reduced, fire hydrant maintenance will be increased by \$650 with the addition of new hydrants. Propane gas was slightly increased.

**Acct 440 (Rents & Leases):** This account increased by \$2,605. It includes copy machines for Stations 24 and 25 (\$350.00 per month estimate). The annual DEP Lease for Station 25 remains the same. The Red Alert Reporting Program was slightly increased to by \$105.00. It is the incident reporting software and has other functionality. The Fire Manager Software License Renewal is a separate line item budgeted at \$2,500.00. The purpose of this software is scheduling, time. attendance and as a department bulletin board.

**Acct 450 (Risk Management):** The total reduction in insurance premiums is expected to be \$11,302. Commissioner Thomas is still awaiting information of quotes with higher deductibles and the appraisal of the building. Jennifer Zimmer reported the League of Cities will not provide insurance for 501(c).3 organizations. New quotes for property, general management, umbrella and auto insurance will be compiled: Commissioner Thomas (Morgan Hampson), Chief Bock (Reagan) and Linda (VFIS).

**Acct 460 Repair & Maintenance: Equipment):** There was no projected change for this item.

**Acct 461 Repair & Maintenance: Buildings & Grounds):** No change was projected for this item.

**Acct 462 Repair & Maintenance: Vehicles):** Vehicle repair was reduced by \$15,000 with the addition of three new vehicles to the fleet.

**Acct 470 (Printing & Bindery):** This item was reduced by \$400.00.

**Acct 490 (General Departmental):** This item was reduced by \$700. The District assessments for the KLWTD will remain the same for the department, other administrative costs and computer costs are projected to be the same; however, the payroll processing fees of \$700.00 was removed as the new accounting firm will handle this function.



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**Acct 491 (Training):** This item was reduced by \$5,800. The In-House Training remained the same, WET Team Training was reduced by \$800, Fire Prevention remained the same at \$4,900, Seminar Fees was reduced by \$4,500, and the KAPLAN online education was reduced by \$500.

**Acct 510 (Office Supplies):** Office Supplies remain the same at \$4,725.

**Acct (Operating Supplies):** The Operating Supplies were reduced by \$23,440. Chief Bock will follow up on bunker gear inventory (new gear was budgeted at for \$19,118. Operating supplies for FY 12-13 was over-inflated at \$70,358. The FY 11-12 actual was \$33,871.

**Acct 521 (Fuel Gasoline):** Gasoline was reduced by \$6,170 as the District no longer needs to fuel the Chief's vehicles.

**Acct 522 (Fuel Diesel):** Diesel was slightly increased by \$1,122.00.

**Acct 540 (Dues, Subscriptions & Publications):** This item was reduced by \$1,000.00, which is 50%.

**Acct 630 (Capital Outlay: Infrastructure Improvements):** new hydrants were budgeted along with the 5% administration fee. This item was increased from \$63,525 to \$79,000.

**Acct 640 (Capital Outlay: Equipment):** This item was increased from \$5,000 to \$7,000 to purchase hose for the new trucks.

**Acct 641 (Capital Outlay: Vehicles):** The total for this item is \$230,617 for two payments for the new vehicles (Tanker \$72,528 and Ladder Truck \$158,089).

**Acct 642 (Capital Outlay: Small Tools & Equipment):** \$2,500 was budgeted for small tools.

**Acct 643 (Capital Outlay: Computer Hardware & Software):** \$2,700 was budgeted for First Look Book. This is more cost effective and more efficient rather than upgrading Red Alert System. It shows the GPS and hydrants. Additional computer licenses were required. There is a Toughbook's computer on engine 24 and engine 25 and the third license to the station. Extrication software is also on the Toughbook computer.

The overall Operating Budget in FY 12-13 was \$1,170,480, and the FY 13-14 Operating Budget is projected at \$1,122,869, which is a decrease of \$47,611.

The overall Capital Budget in FY 12-13 was \$1,029,654, and the FY 13-14 Capital Budget is projected at \$321,817, which is a decrease of \$707,837.

The commissioners are not happy with the fact the millage may have to increase. Commissioners Thomas and Mirabella are not happy with the Legal Fees. Commissioner Mirabella indicated the District may need to increase the millage just to remain the same. The District is capped at 1.0 mill. The last contribution to the vehicle replacement fund was in 2009, and the current budget does not include a contribution to the vehicle replacement fund.

Finance indicated the ending fund balance for FY 13-14 for vehicle replacement will be approximately \$255,000, and Finance recommends a minimum of \$375,000, which is approximately three months of operating expense.

The proposed millage rates and fund balances are as follows:

Roll Back at 0.7752 millage rate creates a decrease in fund balance of (\$354,951).

A 0.8000 millage rate creates a decrease in fund balance of (\$300,492).

A 0.9000 millage rate creates a decrease in fund balance of (\$80,899).

A 1.0000 millage rate creates an increase in fund balance of \$138,694.

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#### 4. DISCUSSION: KLVAC FY 2013-2014 Proposed Budget (Continued)

The County currently pays 2.5 mills. Commissioner Beyer would like to work towards .8 mill.

#### 5. ADJOURN

Commissioner Thomas made a Motion to adjourn at 6:43 p.m., which was seconded by Commissioner Allen, and unanimously approved by the Board.

#### DOCUMENTS

KLVFD Proposed Budget FY 2013-2014