

KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT



FY13/14 Adopted Budget

The KLFR&EMS District Mission is to provide **exceptional**
fire protection and emergency medical services
efficiently and cost-effectively
without compromising the health or safety of residents or personnel.

KLFR&EMS District, P. O. Box 371023, Key Largo, FL 33037-1023

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
 FY 2013-2014 ADOPTED BUDGET
 GENERAL FUND SUMMARY**

9/18/2013

REVENUES

<i>Prior Year Millage Rate:</i>	0.7900
<i>Roll- Back Rate:</i>	0.7752
<i>Proposed Taxable Value</i>	2,333,859,812
<i>Millage Rate :</i>	0.8300
<i>% over roll-back rate</i>	7.07%

Ad Valorem Taxes (97% collection rate)	\$ 1,878,991
Intergovernmental Revenue - Monroe County - Contribution for Capital Infrastructure <small>(\$150,000 for vehicles and \$100,000 for fire hydrants)</small>	250,000
Interest Income	7,000
Total Revenues	\$ 2,135,991

UNASSIGNED FUND BALANCE OCT 1, 2013	491,880
COMMITTED FOR VEH REPL FUND BALANCE OCT 1, 2013	507,624
	\$ 3,135,495
TOTAL REVENUES, FUND BALANCES AND OTHER FINANCING SOURCES	\$ 3,135,495

EXPENDITURES

Key Largo Fire/EMS District Board	
Operating Expenditures	\$ 294,803
Capital Outlay	-
Subtotal District Board	\$ 294,803

Key Largo Fire & Rescue	
Operating Expenditures	\$ 1,086,169
Capital Outlay	340,117
Subtotal Key Largo Fire & Rescue	\$ 1,426,286

Key Largo Ambulance	
Operating Expenditures	\$ 598,141
Capital Outlay	8,940
Subtotal Key Largo EMS	\$ 607,081

Total Expenditures	\$ 2,328,170
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FUND BALANCE	
UNASSIGNED FUND BALANCE SEPT 30, 2014	380,318
COMMITTED FOR VEH REPL FUND BALANCE SEPT 30, 2014	427,007
	\$ 3,135,495
TOTAL EXPENDITURES & FUND BALANCES	\$ 3,135,495

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2013-2014
BUDGET DETAILS - DISTRICT

9/18/2013

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

Acct #	Computation / Explanation	FY 13-14 Adopted Budget
110	Board Member Stipends 5 Members @ \$ 200 / month x 12 months	12,000
210	FICA Taxes: @ 7.65 % of Wages	918
511.24	Worker's Compensation	28
514.310	Legal Services	71,800
512.311	District Clerk Services	25,000
512.312	Professional Services (Strategic Plan)	2,500
513.320	Accounting and Financial Services	
.01	District Audit	11,000
.02	Financial and Accounting Services	62,000
	<i>Total Accounting & Financial Services</i>	73,000
400	Travel & Per Diem - Training, Seminars, Meetings	2,500
450	Insurance & Risk Management:	
	Public Position Bond	558
	General & Mgt Liability, Hired Auto and Umbrella	2,169
	<i>Total Risk Management</i>	2,727
460	Repairs & Maintenance - 4 flashing lights	1,000
470	Printing and Binding	2,500
490	General Departmental: Miscellaneous Expenses	
.01	MoCo Property Appraiser Charges	34,000
.02	MoCo Tax Collector Charge (@3% of Ad Valorem Collection)	56,370
.03	Discretionary Expenditures	3,000
	<i>Total General Departmental</i>	93,370
411	Advertising	5,000
510	Office Supplies & Equipment	300
540	Dues, Subscriptions and Publications	2,160

Department Total \$ 294,803

Total Operating Budget	294,803
Total Capital Budget	-
Total	294,803

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2013-2014
BUDGET DETAILS - FIRE DEPARTMENT**

9/18/2013

Acct #	Computation / Explanation	FY 13/14 Adopted Budget
120	Regular Salaries & Wages:	
.01	Office Manager (3% raise)	59,446
.02	Firefighter II/EMT (3 full-time) includes step raise	137,579
	Holiday Pay for full-time Firefighters 6 holidays per year @ 8 hrs of straight time pay for each full-time Firefighter (3)	2,397
	1 Supervisor Firefighter II/ Driver Operator (part-time) per 24hr x 365 (3% raise) + PTO, vacation and sick pay of \$9,000, PTO sunsets 10/1/14 -not available to new employees	99,228
	<i>Total Regular Salaries & Wages</i>	298,650
121	Volunteer Pay: (ALSO SEE ADDITIONAL COMMENTS BELOW)	
.01	Volunteer Chief's Reimbursement	-
.02	Volunteer Assistant Chief's Reimbursement (3% raise)	22,250
	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 (3.33% raise) Note: This line item was reduced by \$35,000 due to volunteer participation anticipated to be less than 100%; if volunteer participation is greater than in previous years the Department will come back to the District Board and request an increase in this line item	
.03		236,560
.03	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 (3.33% raise)	22,630
.03	Base Pay for Vols., Stipends, Responders, Special Details **	22,000
.03	Emergency/Hurricane Volunteers = 3 per day @ \$124 per day for 3 days (3.33% raise)	1,116
	<i>Total Volunteer Pay</i>	304,556
140	Overtime wages	-
	Fill in for vacation, PTO & sick leave - back filled with full-time paid FF	18,171
	Scheduled/Built-in overtime for 3 full-time paid firefighters (4 hrs each per 28 day pay cycle @ 13 cycles per year)	3,810
	Emergency/Hurricane Overtime Pay (3 days @ 1 full-time paid FF)	1,887
	Special detail, incident overtime (8hrs per month for 12 months)	2,304
	<i>Total Overtime Pay</i>	26,172
210	Employer Payroll Taxes @ 7.65% of Pay	48,147
220	Retirement Plan - 401(k)	5,000
230	Life & Health Insurance	
	Medical/Dental/Vision/Life Insurance for (4) Full Time Employees (\$500 per month each)	24,000

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2013-2014
BUDGET DETAILS - FIRE DEPARTMENT

9/18/2013

Acct #	Computation / Explanation	FY 13/14 Adopted Budget
240	Worker's Compensation	27,949
250	Unemployment Tax	11,000
312	Professional Services:	
	Firefighter Annual Physicals (\$400*50 F/F's includes TB test & Drug Testing)	20,000
	Background Checks, drug testing (inc. 4 random test/mo. @ \$48 each)	2,900
	<i>Total Professional Services</i>	22,900
314	Legal Services (Requires District Board Approval)	4,800
320	Accounting Fees	9,000
400	Travel & Per Diem - (Greater FL Fire School, etc.)	5,000
410	Phones, Television & Internet (Station Phones, Cell Phones, Air Cards)	13,000
412	Postage & Freight	500
430	Utilities	
.01	Electric	33,025
.02	Water	13,000
.03	Fire Hydrant Maintenance (133 Hydrants @ \$ 50 per hydrant)	6,650
.04	Propane Gas	750
	<i>Total Utilities</i>	53,425
440	Rent & Leases:	
	Station 24 Copier/Scanner/Fax Lease: (3 yr. lease)	5,000
	Annual Lease Payment - DEP Station 25 Property	300
	Red Alert Incident Reporting Program support and maintenance	600
	Software - Fire Manager Scheduling and Time & Attendance Software annual license fee	2,500
	<i>Total Rent & Leases</i>	8,400
450	Risk Management	
	Package Policy (Property, General & Mgmt. Liability, Portable Equipment, Umbrella & Auto)	39,819
	Statutory AD&D	682
	Accident and Sickness	4,298
	Storage Tank Liability	1,500
	<i>Total Risk Management</i>	46,299

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2013-2014
BUDGET DETAILS - FIRE DEPARTMENT

9/18/2013

Acct #	Computation / Explanation	FY 13/14 Adopted Budget
460	Repair & Maintenance: Equipment	
	Air Packs	6,500
	Tools & Equipment	3,500
	Ground Ladders inspection	2,400
	Hurst tools inspection and maintenance	5,100
	<i>Total R&M Equipment</i>	17,500
461	Repair & Maintenance: Buildings & Grounds	10,500
	Generator Preventive Maintenance Program	2,000
	Diesel fuel tank inspections both stations	2,400
	Elevator Maintenance Plan	3,500
	<i>Total R&M: Buildings</i>	18,400
462	Repair & Maintenance: Vehicles (includes oil & lube)	28,425
	Aerial Truck Inspecting and Testing	1,100
	<i>Total R&M Vehicles</i>	29,525
470	Printing and Binding	100
490	General Departmental: General Office & Administrative Costs	
.04	Key Largo Wastewater District Assessments	3,924
.05	Other	1,700
.06	Computer / IT Services	2,500
	<i>Total General Departmental</i>	8,124
491	Training - Instructor Fees, Education, Student Text and Fire Prevention	
.01	In-house training courses (Outside instructors/vendors)	10,000
.02	WET Team Training	800
.03	Fire Prevention (KLVFD Only)	4,900
.04	Seminar Fees & Education & Text Books - (Greater FL Fire School & Text Books)	1,000
.05	KAPLAN online education (50 firefighters @ \$60 per student)	2,500
	<i>Total Training</i>	19,200
510	Office Supplies	4,725
520	Operating Supplies	
.01	Fire Ground Safety	3,300
.02	Daily Operating/Maintenance Supplies	6,000

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2013-2014
BUDGET DETAILS - FIRE DEPARTMENT

9/18/2013

Acct #	Computation / Explanation	FY 13/14 Adopted Budget
520	Operating Supplies (continued from previous page)	
.03	Medical Supplies & Equipment	2,000
.05	Station Cleaning/Housekeeping Supplies	5,000
.06	Firefighting Gear (10 sets of Bunker Gear; including helmets & gloves)	19,118
.07	Clothing, Apparel	4,500
.08	Firefighting Foam or suppression agent	7,000
<i>Total Operating Supplies</i>		46,918
521	Fuel: Gasoline	1,500
522	Fuel: Diesel	24,000
540	Dues, Subscriptions and Publications	1,000
630	Capital Outlay: Infrastructure Improvements	
	Fire Hydrants (100% funded by Monroe County)	100,000
640	Capital Outlay: Equipment - Hose	7,000
641	Capital Outlay: Vehicles	
	Tanker Pumper- balance due	72,528
	Ladder - balance due	158,089
<i>Total Capital Outlay: Vehicles</i>		230,617
642	Capital Outlay: Small Tools & Equipment	
	Various Hose, Tools, Equipment >\$1,000 but < \$ 2,500 per each item and a useful life of 1 year or more	2,500
805	Upper Keys Honor Guard	
.01	Uniform for 1 member	919
.02	Flags/Poles/Pendants	360
.03	Training for 9 members @ \$300 per member, 1 time per year	2,700
.04	Travel for 6 members @ \$200 per person, per night, 2 trips per year	2,400
<i>Total Upper Keys Honor Guard</i>		6,379

Department Total \$ 1,426,286

Total Operating Budget	1,086,169
Total Capital Budget	340,117
Total	1,426,286

** = Monthly - \$150 FFI, \$175 FFII, Stipends per responder \$30 per call or \$15 for responding but not working a fire

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2013-2014
BUDGET DETAILS - AMBULANCE CORP

9/18/2013

Acct #	Computation / Explanation	FY 13-14 Adopted Budget
120	Regular Salaries & Wages:	
.01	Administrative (1 Position) (3% raise)	46,300
.02	Paramedic Payroll (3% raise)	282,847
	<i>Less: EMS Income Applied to Offset Reimbursement</i>	(232,687)
	<i>Total Paramedic Payroll Reimbursement</i>	50,160
	<i>Total Regular Salaries & Wages</i>	96,460
121	Volunteer Pay: Volunteer Reimbursement (3% raise)	145,518
140	Overtime Wages	11,106
210	Employer Payroll Taxes @ 7.65% of Full Time Wages and Volunteer Pay	37,161
220	Retirement Contributions (Administrative 1 position & members)	10,500
230	Life & Health Insurance - Administrative (1 position)	10,500
240	Worker's Compensation (All Members including Administrative position)	24,127
250	Unemployment Tax (State/Federal)	220
312.02	Professional Services: Medical Director	18,000
314	Legal Services (Requires District Board Approval)	4,800
320	Accounting and Financial Services	10,500
400	Travel & Per Diem - Training, Seminars, Meetings	4,500
410	Station Phones: (4 phone & 2 fax lines), DSL/Internet, Wireless Air Cards for laptops in trucks, Cell Phones	7,500
411	Advertising	200
412	Postage & Freight	500
430	Utilities	
.05	Electric & Propane	12,000
.06	Water	4,500
	<i>Total Utilities</i>	16,500
440	Rental Equipment - O2 rental bottles, copier rental	3,860
450	Insurance & Risk Management	
	Fire/Wind/Flood	22,044
	Auto & Umbrella	8,345
	Disability Insurance (All Members)	5,915
	<i>Total Insurance & Risk Management</i>	36,304

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2013-2014
BUDGET DETAILS - AMBULANCE CORP

9/18/2013

Acct #	Computation / Explanation	FY 13-14 Adopted Budget
460	Repair & Maintenance: Equipment	21,000
461	Repair & Maintenance: Buildings	10,000
462	Repair & Maintenance: Vehicles (includes oil & lube) 10% aging fleet	17,000
470	Printing and Binding	250
490	General Departmental: Miscellaneous Expenses	
.08	Computer R&M (includes \$1,000 for backup)	2,500
.09	Records Maintenance & Disposal	1,000
.10	Employee Assistance Program (program through AETNA aprx \$2 per month per member)	1,100
.11	Licenses & Permits	1,750
.12	Membership & Retention	2,500
.13	Employee Drug Testing thru Keys Consortium (includes 4 random/month)	2,360
.14	Key Largo Wastewater District Assessment	1,675
<i>Total General Departmental</i>		12,885
491	Training - Instructor Fees, Education	
.07	ACLS	1,800
.08	ClinCon or EMS Expo - 4 personnel	2,600
.10	Misc. Training/Books	700
.13	Zoll Summit - 2 personnel	1,800
.14	Crystal Reports - PCR training	900
<i>Total Training</i>		7,800
510	Office Supplies	3,200
520	Operating Supplies	
.09	Station Supplies: Ambulance & Building	7,000
.10	Medical Supplies-Bandages/First Aid/Drip Sets	43,000
.11	Uniforms, Clothing and Apparel, Membership Supplies	4,000
<i>Total Operating Supplies</i>		54,000
522	Fuel: Diesel	17,000
524	Medicine & Drugs : Supplies: Medicine & Controlled Substances	16,500
540	Dues, Subscriptions and Publications	250

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2013-2014
BUDGET DETAILS - AMBULANCE CORP

9/18/2013

Acct #	Computation / Explanation	FY 13-14 Adopted Budget
640	Capital Outlay: Equipment	
	Radios (2) & Minitor V Pagers (2)	8,940
	<i>Total Capital Outlay: Equipment</i>	8,940

Department Total \$ 607,081

Total Operating Budget	598,141
Total Capital Budget	8,940
Total	607,081

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
VEHICLE REPLACEMENT FUNDING ANALYSIS
FY13-14**

9/18/2013

Year	Beginning Balance	Contributions	Purchases & Other Distributions	Ending Balance	Vehicle to be Replaced
09/30/11	\$ 1,882,500	\$ -	\$ (129,276)	\$ 1,753,224	ambulance
09/30/12	\$ 1,753,225	\$ 12,023	\$ (303,272)	\$ 1,461,976	pumper 75%
09/30/13	\$ 1,461,976	\$ 21,446	\$ (975,798)	\$ 507,624	pumper 25%/75% Tanker/75% Ladder/ Transfer Out
09/30/14	\$ 507,624	\$ 150,000	\$ (230,617)	\$ 427,007	Balance due on Tanker and Ladder Trucks
09/30/15	\$ 427,007	\$ 225,000	\$ (135,000)	\$ 517,007	1 new ambulance
09/30/16	\$ 517,007	\$ 225,000	\$ (135,000)	\$ 607,007	1 new ambulance
09/30/17	\$ 607,007	\$ 275,000	\$ -	\$ 882,007	
09/30/18	\$ 882,007	\$ 275,000	\$ (1,050,000)	\$ 107,007	engine 24, engine 25
09/30/19	\$ 107,007	\$ 275,000	\$ (360,000)	\$ 22,007	ambulance (new in 2008), Cascade
09/30/20	\$ 22,007	\$ 275,000	\$ -	\$ 297,007	
09/30/21	\$ 297,007	\$ 275,000	\$ -	\$ 572,007	
09/30/22	\$ 572,007	\$ 275,000	\$ (135,000)	\$ 712,007	ambulance (new in 2011)
09/30/23	\$ 712,007	\$ 275,000	\$ -	\$ 987,007	
09/30/24	\$ 987,007	\$ 275,000	\$ -	\$ 1,262,007	

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	20	401,080
Tanker/Pumper	Fire Rescue	Boardman	TANKER-24	1993	20	2013	0	-
Tanker/Pumper	Fire Rescue	Ferrara	TANKER-24	2014	20	2035	21	297,156
80' Ladder / Pumper	Fire Rescue	E-One	LADDER-24	1988	26	2013	0	-
Ladder / Pumper	Fire Rescue	Ferrara	LADDER-24	2014	25	2040	26	611,451
Class A Engine	Fire Rescue	Pierce	ENGINE-25	2001	17	2018	5	525,000
Class A Engine	Fire Rescue	Pierce	ENGINE-24	2001	17	2018	5	525,000
Cascade Air Fill & Lighting Truck	Fire Rescue	Ford-Pierce	AIR-24	2002	17	2019	6	225,000
Dive Rescue Van	Fire Rescue	EVI - International Durastar	WATER RESCUE-2	2009	15	2024	11	255,000

Type III Ambulance	EMS			2002	11	2015	-2	135,000
Type III Ambulance	EMS			2003	11	2016	-2	135,000
Type III Ambulance	EMS			2008	11	2019	5	135,000
Type III Ambulance	EMS	2009 Ford Chassis		2011	11	2022	8	135,000