

KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT



FY15/16 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 2015-2016 TENTATIVE BUDGET
GENERAL FUND SUMMARY**

9/22/2015

REVENUES

<i>Prior Year Millage Rate:</i>	0.7956
<i>Roll- Back Rate:</i>	0.7483
<i>Proposed Taxable Value</i>	2,615,029,552
<i>Millage Rate :</i>	0.8223
<i>% over roll-back rate</i>	9.89%

Ad Valorem Taxes (97% collection rate)	\$ 2,085,829
Intergovernmental Revenue - Monroe County - Contribution for Capital Infrastructure <small>(\$150,000 for vehicles and \$150,000 for fire hydrants)</small>	300,000
Interest Income	8,000
Total Revenues	\$ 2,393,829

UNASSIGNED FUND BALANCE OCT 1, 2015	638,946
COMMITTED FOR VEH REPL FUND BALANCE OCT 1, 2015	461,551
TOTAL REVENUES, FUND BALANCES AND OTHER FINANCING SOURCES	\$ 3,494,326

EXPENDITURES

Key Largo Fire/EMS District Board	
Operating Expenditures	\$ 276,205
Reserve Transfers	125,000
Subtotal District Board	\$ 401,205
 Key Largo Fire & Rescue	
Operating Expenditures	\$ 1,166,439
Capital Outlay	177,820
Subtotal Key Largo Volunteer Fire Department	\$ 1,344,259
 Key Largo Ambulance	
Operating Expenditures	\$ 583,317
Capital Outlay	192,890
Subtotal Key Largo Volunteer Ambulance Corp.	\$ 776,207
Total Expenditures & Transfers	\$ 2,521,671

FUND BALANCE	
UNASSIGNED FUND BALANCE SEPT 30, 2016	511,104
COMMITTED FOR VEH REPL FUND BALANCE SEPT 30, 2016	586,551
TOTAL EXPENDITURES & FUND BALANCES	\$ 3,494,326

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2015-2016
BUDGET DETAILS - DISTRICT

9/22/2015

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

Acct #	Computation / Explanation	FY 15-16 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	10,500
.02	Financial and Accounting Services	60,000
<i>Total Accounting & Financial Services</i>		70,500
400	Travel & Per Diem - Training, Seminars, Meetings	1,300
450	Insurance & Risk Management:	
	Public Position Bond	515
	General & Mgt Liability, Commercial Auto and Excess Liability	2,214
<i>Total Risk Management</i>		2,729
460	Repairs & Maintenance - 4 flashing lights	1,000
470	Printing and Binding	3,100
490	General Departmental: Miscellaneous Expenses	
.01	MoCo Property Appraiser Charges	40,451
.02	MoCo Tax Collector Charge (@3% of Ad Valorem Collection)	62,575
.03	Discretionary Expenditures	2,200
<i>Total General Departmental</i>		105,226
491	Training: Cadet Program	1,200
411	Advertising	5,000
510	Office Supplies & Equipment	500
540	Dues, Subscriptions and Publications	2,700
Department Total Operations		\$ 276,205
919	Transfer to Committed Funds for Vehicle & Equipment Replacement	125,000
Department Total Including Transfers to Reserves		\$ 401,205

Total Operating Budget	276,205
Total Capital & Reserve Budget	125,000
Total	401,205

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2015-2016**

9/22/2015

BUDGET DETAILS - FIRE DEPARTMENT

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

Acct #	Computation / Explanation	FY 15-16 Adopted Budget
120	Regular Salaries & Wages:	
.01	Office Manager	59,446
.02	Firefighter II/EMT (3 full-time) (built-in 4 hr. per 28 day pp included)	144,028
	Holiday Pay for full-time Firefighters 6 holidays per year @ 8 hrs of straight time pay for each full-time Firefighter	2,447
.03	1 Supervisor Firefighter II/ Driver Operator (4 part-time) per 24hr x 365	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
	<i>Total Regular Salaries & Wages</i>	313,001
121	Volunteer Pay:	
.01	Volunteer Chief's Reimbursement - Chief has declined	-
.02	Volunteer Assistant Chief's Reimbursement	22,584
	6 volunteer firefighters (3 @ station 24 and 3 @ Station 25) 24 hours per day	229,695
.03	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>	300,511
140	Overtime wages	
	Fill in for vacation, PTO & sick leave - back filled with full-time paid FF	25,457
	Emergency/Hurricane Overtime Pay (3 days @ 1 full-time paid FF)	1,924
	Special detail, incident overtime (8hrs per month for 12 months)	2,566
	<i>Total Overtime Pay</i>	29,947
210	Employer Payroll Taxes @ 7.65% of Pay	49,225
220	Retirement Plan - 401(k)	7,500
	<i>Total Retirement</i>	7,500
230	Life & Health Insurance	
	Medical/Dental/Vision/Life Insurance for (4) Full Time Employees	24,000
240	Worker's Compensation	33,805
250	Unemployment Tax	7,500
312	Professional Services:	
	Firefighter Annual Physicals	20,000
	Background Checks, drug testing	2,000
	<i>Total Professional Services</i>	22,000
320	Accounting Fees	10,300

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2015-2016**

9/22/2015

BUDGET DETAILS - FIRE DEPARTMENT

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

Acct #	Computation / Explanation	FY 15-16 Adopted Budget
400	Travel & Per Diem - (Greater FL Fire School, etc.)	8,000
410	Phones, Television & Internet (Station Phones, Cell Phones, Air Cards)	14,000
411	Advertising	600
412	Postage & Freight	500
430	Utilities	
.01	Electric	33,025
.02	Water	13,000
.03	Fire Hydrant Maintenance (167 Hydrants @ \$ 50 per hydrant)	8,350
.04	Propane Gas	1,000
	<i>Total Utilities</i>	55,375
440	Rent & Leases:	
	Station 24 Copier/Scanner/Fax Lease	5,000
	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	2,089
	<i>Total Rent & Leases</i>	8,089
450	Risk Management	
	Package Policy (Property, General & Mgmt. Liability, Portable Equip, Umbrella & Auto)	57,116
	Statutory AD&D	1,189
	Accident and Sickness	4,811
	Storage Tank Liability	1,643
	<i>Total Risk Management</i>	64,759
460	Repair & Maintenance: Equipment - proj. misc. repair	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
	Radio maintenance contract	4,300
	<i>Total R&M Equipment</i>	33,000
461	Repair & Maintenance: Buildings & Grounds	13,000
	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>	25,125
462	Repair & Maintenance: Vehicles	32,000
	Aerial Truck Inspecting and Testing	1,100
	<i>Total R&M Vehicles</i>	33,100
470	Printing and Binding	100
490	General Departmental: General Office & Administrative Costs	
.04	Key Largo Wastewater District Assessments	1,732
.05	Other including Recruitment & Retention	2,400
.06	Computer / IT Services	3,000
	<i>Total General Departmental</i>	7,132

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2015-2016**

9/22/2015

BUDGET DETAILS - FIRE DEPARTMENT

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

Acct #	Computation / Explanation	FY 15-16 Adopted Budget
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, EVOG, etc.	6,500
.02	WET Team Training	800
.03	Fire Prevention (KLVFD Only)	3,000
.04	Seminar Fees & Education & Text Books - (Greater FL Fire School & Text Books)	4,000
.05	KAPLAN online education (25 firefighters)	4,500
	<i>Total Training</i>	18,800
510	Office Supplies	2,660
520	Operating Supplies	
.01	Fire Ground Safety (highway vests, cones, etc.)	1,500
.02	Daily Operating/Maintenance Supplies	10,000
.03	Medical Supplies & Equipment	6,000
.05	Station Cleaning/Housekeeping Supplies	3,750
.06	Firefighting Gear (13 sets of Bunker Gear; including helmets gloves, hoods, boots)	28,741
.07	Clothing, Apparel - Pants, extrication gloves, tee shirts, etc.	7,500
.08	Firefighting Foam or suppression agent	7,000
	<i>Total Operating Supplies</i>	64,491
521	Fuel: Gasoline	500
522	Fuel: Diesel	26,500
540	Dues, Subscriptions and Publications (webhosting hub & backup)	1,500
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
640	Capital Outlay: Equipment	
	10 each @100' section of 5" hose @ \$550 per section	5,500
	One each - Thermal Imaging Camera (replace TIC with broken screen - estimate \$3,500 to refurbish unit)	6,000
	Gym equipment (bare essentials)	2,500
	Piston intake valves - replace damaged valves on S-25 & one engine @ \$1,700 each	3,400
	<i>Total Capital Outlay: Equipment</i>	17,400
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	
	Misc. 1.3/4" & 3" hose sections	2,000
	Two Sets - Portable radio head-set for pump panel operator @ \$460 ea	920
	Fire hose tester for service testing hose @ Station 24 & Station 25	4,000
	Cutter Edge Ventilation Saw @ \$1,500 each	1,500
	8 each Halligan hand tools @ \$250 per tool	2,000
	<i>Total Capital Outlay: Small Tools & Equipment</i>	10,420

KEY LARGO FIRE RESCUE AND EMS DISTRICT

9/22/2015

FY 2015-2016

BUDGET DETAILS - FIRE DEPARTMENT

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

Acct #	Computation / Explanation	FY 15-16 Adopted Budget
805	Upper Keys Honor Guard	
.01	Uniform for 1 member	919
.02	Flags/Poles/Pendants	300
.03	Training for 5 members @ \$300 per member	1,000
.04	Travel for 5 members @ \$200 per person, per night, 2 trips per year	2,200
	<i>Total Upper Keys Honor Guard</i>	4,419

Department Total

Total Operating Expenses 1,166,439.00
Total Capital Outlay 177,820.00
Total Budget 1,344,259.00

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2015-2016**

9/22/2015

BUDGET DETAILS - AMBULANCE CORP

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

Acct #	Computation / Explanation	FY 15-16 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>(248,668)</i>
	<i>Total Paramedic Payroll Reimbursement</i>	<i>28,255</i>
	<i>Total Regular Salaries & Wages</i>	<i>75,250</i>
121	Volunteer Pay: Volunteer Reimbursement	146,444
140	Overtime Wages	4,170
210	Employer Payroll Taxes @ 7.65% of Full Time Wages and Volunteer Pay	36,302
220	Retirement Contributions (Administrative 1 position & members)	7,500
240	Worker's Compensation	24,127
250	Unemployment Tax	220
312.02	Professional Services: Medical Director	18,000
320	Accounting and Financial Services	15,330
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	200
412	Postage & Freight	500
430	Utilities	
.05	Electric & Propane	13,500
.06	Water	4,250
	<i>Total Utilities</i>	<i>17,750</i>
440	Rental Equipment - O2 rental bottles, copier rental	5,500
450	Insurance & Risk Management	
	Fire/Wind/Flood	26,215
	Auto & Umbrella	9,474
	Disability Insurance (All Members)	6,000
	<i>Total Insurance & Risk Management</i>	<i>41,689</i>
460	Repair & Maintenance: Equipment	27,000

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2015-2016
BUDGET DETAILS - AMBULANCE CORP

9/22/2015

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

Acct #	Computation / Explanation	FY 15-16 Adopted Budget
461	Repair & Maintenance: Buildings	12,000
462	Repair & Maintenance: Vehicles	23,000
470	Printing and Binding	250
490	General Departmental: Miscellaneous Expenses	
.08	Computer R&M	2,500
.10	Employee Assistance Program (program through AETNA approx. \$2 per month per member)	1,100
.12	Membership & Retention	2,500
.13	Employee Drug Testing thru Keys Consortium	1,750
.14	Key Largo Wastewater District Assessment	1,675
<i>Total General Departmental</i>		9,525
491	Training - Instructor Fees, Education	
.07	ACLS/PALS (taught in alternating years)	1,500
.08	ClinCon or EMS Expo	810
.10	Misc. Training/Books	700
.14	Crystal Reports - PCR training	1,250
.15	12 - Lead ECG Class	2,250
<i>Total Training</i>		6,510
510	Office Supplies	3,800
520	Operating Supplies	
.09	Station Supplies: Ambulance & Building	7,100
.10	Medical Supplies-Bandages/First Aid/Drip Sets	43,000
.11	Uniforms, Clothing and Apparel, Membership Supplies	4,250
<i>Total Operating Supplies</i>		54,350
522	Fuel: Diesel	19,000
524	Medicine & Drugs : Supplies: Medicine & Controlled Substances	18,500
540	Dues, Subscriptions and Publications	400

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2015-2016
BUDGET DETAILS - AMBULANCE CORP

9/22/2015

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

Acct #	Computation / Explanation	FY 15-16 Adopted Budget
643	Capital Outlay: Buildings	
	Plymovement Magnetic Grabber Diesel Exhaust Removal System	28,000
	Classroom Blinds	1,600
	<i>Total Capital Outlay: Buildings</i>	29,600
640	Capital Outlay: Equipment	
	Radios (2) & Minitor V Pagers (2)	8,940
	Treadmill for Gym	2,200
	Computer for Logistics Officer with Software	1,100
	SSCOR suction unit	1,050
	<i>Total Capital Outlay: Equipment</i>	13,290
641	Capital Outlay: Vehicles (\$150,000 from Monroe County ILA)	150,000

Department Total \$ 776,207

Total Operating Budget 583,317
Total Capital Budget 192,890
Total 776,207

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2015-2016
VEHICLE REPLACEMENT SCHEDULE**

9/22/2015

Year	Beginning Balance	Contributions	Purchases & Other Distributions	Ending Balance	Vehicle to be Replaced
09/30/14	\$ 507,624	\$ 183,511	\$ (229,584)	\$ 461,551	Balance due on Tanker and Ladder Trucks
09/30/15	461,551	150,000	(150,000)	461,551	1 new ambulance
09/30/16	461,551	275,000	(150,000)	586,551	1 new ambulance
09/30/17	586,551	275,000	-	861,551	
09/30/18	861,551	275,000	(1,050,000)	86,551	engine 24, engine 25
09/30/19	86,551	300,000	(375,000)	11,551	ambulance (new in 2008), Cascade
09/30/20	11,551	125,000	-	136,551	
09/30/21	136,551	125,000	-	261,551	
09/30/22	261,551	125,000	(150,000)	236,551	ambulance (new in 2011)
09/30/23	236,551	125,000	-	361,551	
09/30/24	361,551	125,000	(255,000)	231,551	Dive van

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	17	401,080
Tanker/Pumper	Fire Rescue	Ferrara	TANKER-24	2014	20	2034	18	297,156
Ladder / Pumper	Fire Rescue	Ferrara	LADDER-24	2014	25	2039	23	611,451
Class A Engine	Fire Rescue	Pierce	ENGINE-25	2001	17	2018	2	525,000
Class A Engine	Fire Rescue	Pierce	ENGINE-24	2001	17	2018	2	525,000
Cascade Air Fill & Lighting Truck	Fire Rescue	Ford-Pierce	AIR-24	2002	17	2019	3	225,000
Dive Rescue Van	Fire Rescue	EVI - International Durastar	WATER RESCUE-25	2009	15	2024	8	255,000
Type III Ambulance	EMS			2002	11	2013	-3	150,000
Type III Ambulance	EMS			2003	11	2014	-2	150,000
Type III Ambulance	EMS			2008	11	2019	3	150,000
Type III Ambulance	EMS	2009 Ford Chassis		2011	11	2022	6	150,000