

## Key Largo EMS FY 2015 Budget Explanation and Justifications

- **120 Regular Salaries & Wages:**
  - Administrative Position (Betsy) – \$46,300 – county gave her a 4.5% raise
  - Paramedic Payroll: \$272,831
    - See attached spread sheet for breakdown of figure (last year budgeted \$282,874).
  - Income from Patient Transport Billing: \$275,800 (estimate)
    - The fees for handling the billing and the collections agency fees are 8.75% of the fees collected which equals \$24,132 plus a small amount for the collections agency fees (\$3,000 estimate). This yields an anticipated collections revenue amount of \$248,668.
    - Our billing agent Rich Isaac, after adjusting for the transport fee increase implemented earlier this year, estimated our billing revenue to be 1.5% higher than anticipated collections for this year.
  - Budget Request for Medic Payroll Costs Offset by Billing Revenue:
    - Medic payroll estimated costs = \$272,831
    - Estimated billing revenue = \$248,668
      - Difference of \$24,163 which needs to be budgeted for.
- **121 Volunteer Pay – Reimbursement - \$144,280**
  - Based on figures used last year as indicated in the attached spread sheet.
- **140 Paramedic Payroll Overtime Wages:**
  - See attached spread sheet for paramedic payroll figures. Based on information in line item 120 above, the estimated OT amount for FY 2015 is \$4,108 (last year's budget was \$11,106)
- **210 Employer Payroll Taxes @7.65% payroll and volunteer reimbursement**
  - Paramedic Payroll = \$272,831
  - Betsy's Salary = \$46,300,
  - Volunteer Reimbursement = \$144,280
    - Total of \$464,968 in taxable wages. Thus payroll taxes = \$463,411 x 7.65% yielding \$35,451.
- **220 Retirement Contributions**
  - For Betsy's position as a county employee. County currently pays \$87.65 biweekly thus budgeting \$3,000 to cover possible county increase.
  - The 401K program is being implemented this year thus budgeting the same amount of \$7,500.
    - Total amount of \$3,000 + \$7,500 = \$10,500

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- **230 Life and Health Insurance**
  - Administrative (Betsy)
    - District reimburses the County for Betsy's health insurance so \$10,500 is budgeted which is the same as last year.
  
- **240 Worker's Compensation( old figures – don't have FY 2015 numbers yet)**
  - Betsy's WC = \$160 per year. PGIT Worker's Compensation Insurance Premium is \$24,127 last year.
  
- **250 Unemployment Tax (State/Federal)**
  - Very small amount based on wages thus budgeted the same as last year \$220 for FY 2013/14.
  
- **312 Professional Services:**
  - Professional Fees:
    - Medical Director is paid \$ \$18,000 per year and has not asked for a raise.
  
- **314 Legal Services:**
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- **320 Accounting and Financial Services**
  - Accounting fees are projected to be \$13,444 this year. Budgeting \$14,600 for FY 2015.
  
- **400 Travel & Per Diem – Training, Seminars, Meetings = \$7,800**
  - Seminars budgeted are ClinCon, EMS Expo, Zoll Summit. Budgeted \$4,500 last year. We have not spent any money to date this fiscal year but ClinCon is in July. EMS Expo is in Nashville this year (November) and the Zoll Summit is in Denver (May). Did not go to the Zoll Summit the last two years.
  - EMS Expo Nashville – airfare = \$1,700, hotel = \$1,125, food = \$600 total = \$3,500
  - Zoll Summit Denver – airfare = \$2,100, hotel = \$1,600, food = \$600 total = \$4,300

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- **410 Phones – Station Phones , Cell Phones, Air Cards**
  - Station Phones (3 phone & 2 fax lines). Internet and cable TV is included in this line item.
  - Wireless Air Cards for the Patient Car Report laptops (3). Bill has been running between \$140 and \$168 per month thus budgeted \$2,400 = \$200 per month.
  - DSL for the station. Monthly bill is \$110 thus budgeted \$1,500 per year.
  - Comcast is currently charging \$71 per month for television service which equals \$852 per year. Thus budgeting \$900 for expanded basic cable TV.
    - Total budgeted amount is \$8,000 which is \$500 over last year's budgeted amount and is based in part on amount spent YTD
  
- **411 Advertising**
  - Same as last year = \$200
  
- **412 Postage and Freight**
  - Same as last year = \$500
  
- **430 Utilities**
  - Electric, Propane& Water
    - Electric: Budgeted\$12,500 since amount for last year = \$12,000.
    - Water: Budgeted 4,250 based on projected amount of \$3,745 for this year.
      - Total utilities budgeted amount = \$16,750 - (\$16,500 budgeted last year)
  
- **440 Rental Equipment**
  - Oxygen bottles are now rented monthly since company changed ownership which runs average of \$110 per month which equals \$1,320 per year.
  - Copy machine lease\$78 per month.
    - Total budgeted for FY 15 is \$3,860 based on projected cost for this year.
  
- **450 Insurance & Risk Management**
  - The premium estimates have been received for Liability and Auto with the Umbrella being moved from Auto to Liability. We have not received a premium estimate for the Accident & Sickness policy yet so it is based on last year's amount.
    - Liability (fire/property/etc.) = \$24,632
    - Automobile = \$9,474
    - Accident & Sickness = \$6,000 (no premium yet - \$5,915 last year)
      - Total premium for FY 2012 = \$40,160

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- **460 Repair & Maintenance:Equipment**
  - Service contracts
    - Physio Control – ECG monitors = \$1,626/yr
    - Zoll – Patient Report Software = \$6,700/yr
    - Off site data backup = \$999/yr
  - Computer hardware and software repair & maintenance
  - Misc. repairs and maintenance of equipment: Autopulse maintenance, batteries and chargers (Autopulse batteries cost \$650 each), annual stretcher maintenance, etc. approx. \$3,500.
    - Budgeted \$27,000 (\$26,788 projected for this current year)
  
- **461 Repair & Maintenance of Building:**
  - For FY 15 budgeted 12,000(\$11,140 projected for this year).
  
- **462 Repair & Maintenance:Vehicles**
  - Budgeted same as last year for a total of = \$17,000. Have had several issues with one ambulance which is a 2008 vehicle.
  
- **470 Printing and Binding**
  - Same as last year = \$500.
  
- **490 General Departmental: Miscellaneous Expenses – Budgeted \$12,885**
  - License & Permits - same as last year = \$1,750
  - Omitted - Records Maintenance & Disposal – this year = \$1,000 to shred the patient care records and other HIPPA/confidential documents.
  - Membership Retention - budgeted \$2,500 – same as last year- plan on having appreciation dinner at ambulance building this year to save money.
  - Key Largo Wastewater District Assessments – same as last year \$1,744
  - Employee Assistance Program fees = \$1,100 per year.
  - Employee drug testing thru Keys Consortium \$1,750 (\$2,360 this year)
  
- **491 Training – Instructor Fees & Education**
  - Budgeted for three classes and two seminars.. . . .
    - PALS = \$1,500
      - Pediatric Advanced Life Support offered every two years.
    - EMS Expo = \$810 for EMS Expo for two people
      - ClinCon used to be the industry standard for EMS seminars in Florida, but has become much less popular. EMS Expo is the current EMS seminar which most EMS personnel attend, but is held in different states each year; it's in Nashville in FY 2015.
    - ZollSummit = \$1,550 for two,
      - The Zoll Tablet PCR Summit is a five day training seminar on the electronic patient care reporting administration software.

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Monroe County Fire Rescue has been sending two to three personnel each year to this since they started using the electronic patient care report software.

- Crystal Reports – PCR Data software training = \$1250
- Misc training books = \$700
  - Total of \$5,810 for FY 2015(budgeted \$7,800 last year).
- **510 Office Supplies**
  - \$3,600. (Budgeted \$3,200 last year but using more toner thus increased).
- **520 Operating Supplies**
  - StationSupplies: Ambulance & Building. Budgeting \$7,100 for FY 15 (budgeted \$7,000 last year).
  - Uniforms, Clothing &Apparel, Membership Supplies: \$4,000 same as last year. (Polo = \$35, Tee shirt = \$10,Pants = \$55, Safety Vest= \$30, Hats = \$10, Jumpsuit = \$60 which totals \$200 for one of each item. The current membership is about 45. Budgeting \$4,000 will allow for replacement of one each of all items for 44% of the membership).
  - Medical Supplies – Bandages/First Aid/ALS Supplies: Budgeting \$43,000 for FY 15 – same as last year.
- **522 Diesel Fuel**
  - Projected to spend \$17,146 this year. Budgeted \$18,000 for FY 15 to help cover possible fuel cost increases.
- **524 Medicine & Drugs**
  - Supplies: Medicine and Controlled Substances: Budgeted = \$18,500 - projected to spend \$17,146 and budgeted \$17,000.
- **540 Dues, Subscriptions & Publications**
  - Budgeted \$250 (same as last year).
- **620 Capital Outlay: Building**
  - Nothing budgeted this year.
- **640 Capital Outlay: Equipment**
  - Need new telephone system for office and building thus budgeting \$12,000 but do not have any quotes yet.
  - EMS Corporate Board has requested that \$30,000 be budgeted to install a new emergency generator to power the crew quarters and charge the vehicle batteries and also to replace the 20+ year old generator in the main building.
    - Total Budget Capital Outlay: Equipment = \$42,000

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- **641 Capital Outlay: Vehicles**
  - One new ambulance needed this year (received \$150,000 from Monroe County Infrastructure Fund to purchase a new ambulance).
  
- **643 Capital Outlay: Computer Hardware & Software: Nothing for FY 2015**

**Totals for FY 2015 Draft Budget:**

	FY 14-15 Proposed Budget	FY 13-14 Adopted Budget	FY 13-14 Actuals thru 4/16/14 check run	FY13-14 Projected Actual	FY12-13 Actual	Budget Increase / (Decrease)
<b>Department Total</b>	\$ 619,250	\$ 607,081	\$ 249,198	\$ 607,012	\$ 608,164	\$ 6,824
Total Operating Budget	577,250	598,141	241,106	589,981	551,866	(20,891)
Total Capital Budget	<u>42,000</u>	<u>8,940</u>	<u>8,092</u>	<u>17,032</u>	<u>56,298</u>	<u>33,060</u>
Total	619,250	607,081	249,198	607,012	608,164	12,169