

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2014-2015  
BUDGET DETAILS - FIRE DEPARTMENT**

7/14/2014

Acct #	Computation / Explanation	FY 14/15 Preliminary Budget	FY 13/14 Adopted Budget as amended	FY 13/14 Actuals thru 4/16/14 check run	FY 13/14 Projected Actual	FY12/13 Actual	Budget Increase / (Decrease)
120	Regular Salaries & Wages:						
.01	Office Manager - (currently Linda)	59,446	59,446	31,993	59,446	58,006	-
.02	Firefighter II/EMT (3 full-time - currently David, Eric & C.J) (built-in 4 hr. per 28 day pp included) Includes step plan raises	149,267	137,579	81,155	150,717	142,193	11,688
	Holiday Pay for full-time Firefighters 6 holidays per year @ 8 hrs of straight time pay for each full-time Firefighter (3)	2,528	2,397				131
	1 Supervisor Firefighter II/ Driver Operator (4 part-time - currently Fernando, Jonathan, Marc & Sergio) per 24hr x 365	98,988	99,228	49,358	91,664	89,795	(240)
	Sick and PTO: 1 Supervisor Firefighter II/ Driver Operator (4 part-time) - 2 personal time off and four sick days per part-time employee 24hr x x \$11.30 per hr x 6 days x 4 employee = \$6,508.80 plus taxes (\$497.92) = total of \$7,006.00	6,509					6,509
	<b>Total Regular Salaries &amp; Wages</b>	<b>316,738</b>	<b>298,650</b>	<b>162,506</b>	<b>301,828</b>	<b>289,994</b>	<b>18,088</b>
121	Volunteer Pay:						
.01	Volunteer Chiefs Reimbursement - declined	-	-	-	-	15,742	-
.02	Volunteer Assistant Chief's Reimbursement 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 which equals \$236,560 - budgeting for average of 5 volunteers instead of 6 which equals \$226,300	22,250	22,250	11,132	22,256	21,368	-
.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	226,300	236,560	137,614	275,227	235,171	(10,260)
.03	Base Pay for Vols., Stipends, Responders, Special Details **	22,630	22,630				-
.03	Emergency/Hurricane Volunteers = 3 per day @ \$124 per day for 3 days	22,000	22,000				-
		1,116	1,116				-
	<b>Total Volunteer Pay</b>	<b>294,296</b>	<b>304,556</b>	<b>148,745</b>	<b>297,483</b>	<b>272,280</b>	<b>(10,260)</b>
140	Overtime wages						
	Fill in for vacation, PTO & sick leave - back filled with full-time paid FF	18,243	18,171	6,436	11,953	9,191	72
	Scheduled/Built-in overtime for 3 full-time paid firefighter (built into 120.02 - 4 hrs each per 28 day pay cycle @ 13 cycles/year)	-	3,810				(3,810)
	Emergency/Hurricane Overtime Pay (3 days @ 1 full-time paid FF)	1,896	1,887				9
	Special detail, incident overtime (8hrs per month for 12 months)	2,528	2,304				224

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	<i>Total Overtime Pay</i>	22,667	26,172	6,436	11,953	9,191	(3,505)
210	Employer Payroll Taxes @ 7.65% of Pay - automatically computes	48,478	48,147	24,450	46,762	44,104	331
210	Additional Payroll taxes for Part-time 4 sick and 2 PTO	498	-	-	-	-	498

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220	Retirement Plan - 401(k)	5,000	5,000	-	3,750	-	-
230	Life & Health Insurance Medical/Dental/Vision/Life Insurance for (4) Full Time Employees (\$500 per month each) - full amount not used by all employees	24,000	24,000	9,819	16,832	15,770	-
240	Worker's Compensation (5% increase estimate - no bill yet)	29,347	27,949	17,101	27,065	20,357	1,397
250	Unemployment Tax - reduced based on FY 13/14 projected	7,500	11,000	2,012	5,900	5,857	(3,500)
312	Professional Services: Firefighter Annual Physicals (\$400*50 F/F's includes TB test & Drug Testing) Background Checks, drug testing (inc. 4 random test/mo. @ \$48 each)	20,000	20,000	-	7,700	7,648	-
	<i>Total Professional Services</i>	22,000	22,900	216	8,000	7,648	(900)
314	Legal Services (Requires District Board Approval)	-	4,800	-	-	5,170	(4,800)
320	Accounting Fees - Wendy Dyer increased her rate in Jan.	9,500	9,000	3,626	7,252	15,868	500
400	Travel & Per Diem - (Greater FL Fire School, etc.)	10,000	10,000	4,814	9,628	3,827	-
401	Chief Vehicle Reimbursement - declined	-	-	-	-	5,095	-
410	Phones, Television & Internet (Station Phones, Cell Phones, Air Cards) - based on FY 13/14 projected	14,000	13,000	6,548	13,096	18,353	1,000
412	Postage & Freight	500	500	154	309	358	-
430	Utilities						
.01	Electric	33,025	33,025	13,681	32,835	31,504	-
.02	Water	13,000	13,000	4,310	10,344	11,327	-
.03	Fire Hydrant Maintenance (133 Hydrants @ \$ 50 per hydrant FY 13/14) - 17 new hydrants @ \$50 each	7,500	6,650	6,250	6,250	6,150	850
.04	Propane Gas - based on FY 13/14 projected	1,000	750	370	887	536	250
	<i>Total Utilities</i>	54,525	53,425	24,611	50,316	49,516	1,100

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440	Rent & Leases: Station 24 Copier/Scanner/Fax Lease: (3 yr. lease) Station 24 Rent - based on current \$1 per month land lease Annual Lease Payment - DEP Station 25 Property Red Alert Incident Reporting Program support and maintenance Software - Fire Manager Scheduling and Time & Attendance Software annual license fee new software Eric Fundora suggested?	5,000 12 300 700 2,500	5,000 - 300 600 2,500	1,770 3 - - 2,019	4,248 2,913 300 600 2,019	4,426 7 300 587 2,019	- 12 - 100 -
	<b>Total Rent &amp; Leases</b>	<b>8,512</b>	<b>8,400</b>	<b>3,792</b>	<b>10,080</b>	<b>7,339</b>	<b>112</b>
450	<b>Risk Management (increase all by 5% per PRIA)</b> Package Policy (Property, General & Mgmt. Liability, Portable Equipment, Umbrella & Auto) Statutory AD&D Accident and Sickness Storage Tank Liability	51,690.45 716.10 4,512.90 1,575.00	49,229 682 4,298 1,500	35,463 1,078 2,865 1,375	52,372 616 4,298 1,375	53,620 647 4,298 1,334	2,461 34 215 75
	<b>Total Risk Management</b>	<b>58,494</b>	<b>55,709</b>	<b>40,781</b>	<b>58,661</b>	<b>59,898</b>	<b>2,785</b>
460	Repair & Maintenance: Equipment Air Packs Tools & Equipment Ground Ladders inspection Hurst tools inspection and maintenance Cascade System Compressor inspection & maintenance - did not have contract in past Radio maintenance contract - did not have contract in the past	6,500 3,500 2,400 5,100 3,000 4,300	6,500 3,500 2,400 5,100 - -	- - - - - -	- - - - - -	- - - - 3,000 4,300	- - - - 3,000 4,300
	<b>Total R&amp;M Equipment</b>	<b>24,800</b>	<b>17,500</b>	<b>10,546</b>	<b>21,091</b>	<b>20,694</b>	<b>7,300</b>
461	Repair & Maintenance: Buildings & Grounds Generator Preventive Maintenance Program Diesel fuel tank inspections both stations Elevator Maintenance Plan	10,500 2,000 2,400 3,500	10,500 2,000 2,400 3,500	- - - -	- - - -	- - - -	- - - -
	<b>Total R&amp;M: Buildings</b>	<b>18,400</b>	<b>18,400</b>	<b>12,810</b>	<b>25,619</b>	<b>17,201</b>	<b>-</b>

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462	Repair & Maintenance: Vehicles (includes oil & lube)(1/2 fleet is new & under warranty - reduce by approx. 1/3rd) Aerial Truck Inspecting and Testing Safety Marking Decal (Cheveron) for rear of trucks	17,825 1,100 2,500	27,325 1,100 1,100				(9,500) - 1,400
	<b>Total R&amp;M Vehicles</b>	<b>21,425</b>	<b>29,525</b>	<b>16,152</b>	<b>32,305</b>	<b>38,137</b>	<b>(8,100)</b>
470	Printing and Binding	100	100	-	-	-	-
490	General Departmental: General Office & Administrative Costs						
.04	Key Largo Wastewater District Assessments - <b>need to check amount</b>	1,732	3,924	1,732	1,732	3,499	(2,192)
.05	Other including Recruitment & Retention	2,500	1,700	862	1,700	2,081	800
.06	Computer / IT Services (labor for new computers and to convert to new operating system (current system's Windows XP is no longer supported); miscellaneous support throughout year)	3,000	2,500	690	1,655	3,053	500
	<b>Total General Departmental</b>	<b>7,232</b>	<b>8,124</b>	<b>3,284</b>	<b>5,087</b>	<b>8,633</b>	<b>(892)</b>
491	Training - Instructor Fees, Education, Student Text and Fire Prevention						
.01	In-house training courses (Outside/In-house instructors/vendors) - Pump Ops, Officer Classes, Incident Command, EVOC, etc.	5,000	3,500	-	4,000	3,479	1,500
.02	WET Team Training	800	800	-	-	-	-
.03	Fire Prevention (KLVFD Only)	4,900	4,900	-	4,000	3,988	-
.04	Seminar Fees & Education & Text Books - (Greater FL Fire School & Text Books)	2,000	2,500	2,100	2,100	1,287	(500)
.05	KAPLAN online education (50 firefighters @ \$60 per student for FY 13/14) (reduce by half to 25 firefighters)	1,500	2,500	2,450	2,450	3,000	(1,000)
	<b>Total Training</b>	<b>14,200</b>	<b>14,200</b>	<b>4,550</b>	<b>12,550</b>	<b>11,754</b>	<b>-</b>
510	Office Supplies (based on FY 13/14 projected plus \$500)	2,362	4,725	612	1,836	1,691	(2,363)
520	Operating Supplies						
.01	Fire Ground Safety (highway vests, cones, etc.)	1,750	700	-	-	3,864	1,050
.02	Daily Operating/Maintenance Supplies	7,500	7,000	6,274	12,547	4,258	500
.03	Medical Supplies & Equipment - currently getting supplies from EMS because out of funds for FY 13/14	2,500	2,000	1,989	1,989	1,924	500
.05	Station Cleaning/Housekeeping Supplies (based on FY 13/14 projected)	3,750	5,000	1,668	3,336	3,488	(1,250)

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.06	Firefighting Gear (10 sets of Bunker Gear; including helmets & gloves) (10 sets to replace old and damaged gear) - Awarded AFG grant for Gear \$25,272 of which we pay \$1,263	26,535	19,118	18,888	18,888	1,998	7,417
.07	Clothing, Apparel (based on FY 13/14 projected/actual)	5,250	5,100	5,065	5,065	1,745	150
.08	Firefighting Foam or suppression agent - based on FY 13/14 actual	7,250	8,000	6,487	12,974	4,980	(750)
	<b>Total Operating Supplies</b>	54,535	46,918	40,370	54,799	22,257	7,617
521	Fuel: Gasoline (reduce per expense report)	500	1,500	63	190	5,022	(1,000)
522	Fuel: Diesel (based on anticipated expense of \$11,000 for remainder of FY 13/14)	26,500	34,000	15,520	31,039	20,785	(7,500)
540	Dues, Subscriptions and Publications (webhosting hub & backup)	1,500	1,000	607	1,000	1,289	500
630	Capital Outlay: Infrastructure Improvements - Fire Hydrants 17 new hydrants @ \$7,500 each = \$127,500 less the \$100,000 from county infrastructure money for hydrants)	-	-	-	-	-	-
	<b>Total Capital Outlay: Infrastructure Improvements - Fire Hydrants</b>	27,500	100,000	-	100,000	1,328	(72,500)
	<b>Total Capital Outlay: Equipment</b>	27,500	100,000	-	100,000	1,328	(72,500)
640	Capital Outlay: Equipment		12,441	3,407	12,440	10,577	(12,441)
.01	Training Maniquin ( replace damaged one that is leaking ball bearings and missing leg & arm)	1,750	-	-	-	-	1,750
.02	Portable Generator Lights ( 2 each at \$1,500 each to replace broken)	3,000	-	-	-	-	3,000
.03	Mattresses - replace eight mattresses at St-24	2,000	-	-	-	-	2,000
.04	Capital Outlay: Computer Hardware & Software - replace three 8-year old workstation computers (Officer's at 24 & 25, Station Manager and a laptop for Bat. Chief)	4,500	-	-	-	-	4,500
	<b>Total Capital Outlay: Equipment</b>	11,250	12,441	3,407	12,440	10,577	(1,191)
641	Capital Outlay: Vehicles	-	229,584	229,584	229,584	775,798	(229,584)
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 - includes 5" hose	5,000	2,500	2,237	2,237	3,624	2,500
643	Capital Outlay: Building Replace carpet in bedroom, TV room and Officer's office with tile - (approximately 1600 sq ft)	7,500	-	-	-	-	7,500

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.02	Replace appliances in St-24 kitchen (dishwasher, range, refrigerator, microwave, pantry cabinet x 3)	4,500	-	-	-	-	4,500
3	Replace non-functioning diesel exhaust system w/ new Plymovent system at Station 24	-	-	-	-	-	-
	<b>Total Capital Outlay: Building</b>	12,000	-	-	-	-	12,000
805	Upper Keys Honor Guard						
.01	Uniform for 1 member	919	919			-	-
.02	Flags/Poles/Pendants	-	360			-	(360)
.03	Training for 9 members @ \$300 per member, 1 time per year (reduced to 5 members)	1,500	2,700			-	(1,200)
.04	Travel for 6 members @ \$200 per person, per night, 2 trips per year (reduced to 5 members)	2,000	2,400	1,995		-	(400)
	<b>Total Upper Keys Honor Guard</b>	4,419	6,379	1,995	6,379	-	(1,960)
	<b>Department Total</b>						
	<b>Total Operating Expenses</b>	1,102,028.52	1,100,779.82			978,087.64	1,248.69
	<b>Total Capital Outlay</b>	55,750	344,525			791,327	(300,775)