

# KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT



## FY19/20 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 2019-2020 ADOPTED BUDGET**

**REVENUES**

<i>Prior Year Millage Rate:</i>	1.0000
<i>Roll- Back Rate:</i>	0.9440
<i>Taxable Value</i>	3,585,678,529
<i>Millage Rate :</i>	<b>1.0000</b>
<i>% over roll-back rate</i>	5.93%

<b>Ad Valorem Taxes (97% collection rate)</b>	\$ 3,478,108
<b>Intergovernmental Revenue - Monroe County - Contribution for Capital Infrastructure</b> (150,000 for capital outlay)	150,000
<b>SAFER Grant - 5 Personnel Year #1&amp;#2 (2/13/19 start)</b> (3 year term 75% funding provided year 1 & 2, 35% funding year 3)	164,869
<b>Interest Income</b>	12,000
<b>Total Revenues</b>	<b>\$ 3,804,977</b>

<b>UNASSIGNED FUND BALANCE OCT 1, 2019</b>	1,741,896
<b>COMMITTED FUND BALANCE TRAUMA DISTRICT OCT 1, 2019</b> (247,771 EMS)	247,771
<b>COMMITTED FOR VEH REPL FUND BALANCE OCT 1, 2019</b>	300,114
<b>TOTAL REVENUES, FUND BALANCES AND OTHER FINANCING SOURCES</b>	<b>\$ 6,094,758</b>

**EXPENDITURES**

<b>Key Largo Fire/EMS District Board</b>	
Operating Expenditures	\$ 327,873
Reserve Transfers	225,000
<b>Subtotal District Board</b>	<b>\$ 552,873</b>
 <b>Key Largo Fire &amp; Rescue</b>	
Operating Expenditures	\$ 1,822,017
Capital Outlay	169,000
<b>Subtotal Key Largo Volunteer Fire Department</b>	<b>\$ 1,991,017</b>
 <b>Key Largo Ambulance</b>	
Operating Expenditures	\$ 659,887
Capital Outlay	257,012
<b>Subtotal Key Largo Volunteer Ambulance Corp.</b>	<b>\$ 916,899</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 3,460,789</b>

<b>FUND BALANCE</b>	
<b>UNASSIGNED FUND BALANCE SEPT 30, 2020</b>	2,311,084
<b>COMMITTED FUND BALANCE TRAUMA DISTRICT SEPT 30, 2020</b> (22,771 EMS)	22,771
<b>COMMITTED FOR VEH REPL FUND BALANCE SEPT 30, 2020</b>	525,114
<b>TOTAL EXPENDITURES &amp; FUND BALANCES</b>	<b>\$ 6,094,758</b>

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2019-2020  
BUDGET DETAILS - DISTRICT**

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

Acct #	Computation / Explanation	FY 19-20 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	752
<b>514.310</b>	Legal Services	45,000
<b>512.311</b>	District Clerk Services	19,000
<b>513.320</b>	Accounting and Financial Services	
.01	District Audit	10,000
.02	Financial and Accounting Services	60,000
<i>Total Accounting &amp; Financial Services</i>		70,000
400	Travel & Per Diem - Training, Seminars, Meetings	4,000
450	Insurance & Risk Management:	
	Public Position Bond	100
	General & Mgt Liability, Commercial Auto and Excess Liability	2,133
<i>Total Risk Management</i>		2,233
470	Printing and Binding	3,000
490	General Departmental: Miscellaneous Expenses	
.01	MoCo Property Appraiser Charges	56,327
.02	MoCo Tax Collector Charge (@3% of Ad Valorem Collection)	104,343
.03	Discretionary Expenditures	1,000
<i>Total General Departmental</i>		161,670
411	Advertising	5,500
510	Office Supplies & Equipment	500
540	Dues, Subscriptions and Publications	3,300
<b>Department Total Operations</b>		<b>\$ 327,873</b>
919	Transfer to Committed Funds for Vehicle & Equipment Replacement	225,000
<b>Department Total Including Transfers to Reserves</b>		<b>\$ 552,873</b>

Total Operating Budget	327,873
Total Capital & Reserve Budget	225,000
Total	552,873

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2019-2020  
BUDGET DETAILS - FIRE DEPARTMENT**

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

Acct #	Computation / Explanation	FY 19-20 Adopted Budget
120	Regular Salaries & Wages:	
	Administrative Stipend (\$750 per month 3- Full Time Captains, Lieutenants)	27,000
.02	Station Officers / Driver Engineers / Firefighter-EMT-B/P's - 13 full-time including Step Raises, 2% D/E Cert. pay & 20%/10% Officer pay- does no include SAFER Grant funds	751,711
	<i>Total Regular Salaries &amp; Wages</i>	778,711
121	Volunteer Pay:	
.01	Volunteer Chief's Reimbursement - Chief has declined	-
.02	Volunteer Assistant Chief's Reimbursement -	-
.03	Volunteer firefighters (Station 24 and Station 25) \$83 per 12 hr shift - includes holidays diff.	245,000
	<i>Total Volunteer Pay</i>	245,000
140	Overtime wages	110,000
210	Employer Payroll Taxes @ 7.65% of Pay	86,729
220	Retirement Plan - 401(k)	40,000
230	Employee Insurance Benefits	
	Medical/Dental/Vision/Life Insurance for (13) Full Time Employees	78,000
	Statutory AD&D	2,200
	<i>Total Insurance Benefits</i>	80,200
240	Worker's Compensation	34,386
250	Unemployment Tax	750
312	Professional Services:	
	Grant Writing Services	2,500
	Firefighter Annual Physicals	20,000
	Background Checks, Drug Testing, Drivers License Checks	1,500
	<i>Total Professional Services</i>	24,000
314	Legal Services (Requires District Board Approval)	-
320	Accounting Fees	10,000
400	Travel & Per Diem - (Greater FL Fire School, Orlando Fire Conference, Seminars, etc.)	4,500
410	Phones, Television & Internet (Station Phones, Air Cards) approx. \$1200 per month for all	11,000
411	Advertising	500
412	Postage & Freight	500
430	Utilities	
.01	Electric	27,000
.02	Water	10,000
.03	Fire Hydrant Maintenance @ \$ 50 per hydrant - Hydrant's increased to 275 total in KL	13,750
.04	Propane Gas	500
.07	TV Service	4,700
	<i>Total Utilities</i>	55,950
440	Rent & Leases:	
	Station 24 Copier/Scanner/Fax Lease	5,000
	Oxygen Tank Rental	2,600
	Annual Lease Payment - DEP Station 25 Property	300
	Red Alert NFRIS Incident Reporting Program Support and Maintenance & SmartCop CAD	6,000
	Software - Fire Manager Scheduling and Time & Attendance Software	2,000
	<i>Total Rent &amp; Leases</i>	15,900

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2019-2020  
BUDGET DETAILS - FIRE DEPARTMENT**

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

Acct #	Computation / Explanation	FY 19-20 Adopted Budget
450	Risk Management	
	Package Policy (Property, General & Mgmt. Liability, Portable Equip, Umbrella & Auto)	58,648
	Cancer Benefit Insurance (New FL Statue)	1,760
	Accident and Sickness	5,000
	Storage Tank Liability	1,500
	<i>Total Risk Management</i>	66,908
460	Repair & Maintenance: Equipment - Aerial Testing, Hose Testing, Pump Testing, Hydraulic Testing,	34,000
461	Repair & Maintenance: Buildings & Grounds	43,250
462	Repair & Maintenance: Vehicles	45,000
470	Printing and Binding	100
490	General Departmental: General Office & Administrative Costs	
.05	Other including Recruitment & Retention	2,000
.06	Computer / IT Services	6,000
	<i>Total General Departmental</i>	8,000
491	Training - Instructor Fees, Education, Student Text and Fire Prevention	
.01	In-house training courses (Outside/In-house instructors/vendors) - Pump Ops, Officer	10,200
.02	Out of area training - Orlando Fire Expo, GFFS, Intercontinental Fire Academy, Seminars,	5,000
.03	Fire Prevention (KLVFD Only) - Fire Safety Demonstrations at School	3,250
.04	Education & Text Books	2,500
.05	KAPLAN online education (60 firefighters)	4,500
	<i>Total Training</i>	25,450
510	Office Supplies & 2 New Computers for Station 24	4,000
520	Operating Supplies	
.01	Fire Ground Safety (highway vests, cones, etc.)	1,750
.02	Daily Operating/Maintenance Supplies including small tools less then 1k (hoses, nozzles,	18,000
.03	Medical Supplies & Equipment	4,500
.05	Station Cleaning/Housekeeping Supplies	4,500
.06	Firefighting Gear - (including helmets, gloves, hoods, boots, coat & pants) 7 sets of Bunker	19,833
.07	Clothing, Apparel - Pants, extrication gloves, tee shirts, patches, etc.	8,000
.08	Fire fighting Foam or suppression agent	11,000
	<i>Total Operating Supplies</i>	67,583
521	Fuel: Gasoline (for portable equipment)	100
522	Fuel: Diesel	26,000
540	Dues, Subscriptions and Publications (email and security)	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	
	Replace Bunker Gear Lockers at Station 24 - 2nd purchase, 1st purchase was FY18/19	5,000
	<i>Total Capital Outlay: Equipment</i>	5,000
642	Capital Outlay: Small Tools & Equipment	
	Various Tools, Equipment, etc. Costing >\$1,000 but < \$ 5,000 per each item and a useful life of 1 year or more	14,000

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2019-2020  
BUDGET DETAILS - FIRE DEPARTMENT**

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

Acct #	Computation / Explanation	FY 19-20 Adopted Budget
805	Upper Keys Honor Guard	
.01	Uniform for 1 member	500
.02	Flags/Poles/Pendants	-
.03	Training	500
.04	Travel	1,000
<i>Total Upper Keys Honor Guard</i>		2,000

<i>Total Operating Budget</i>	1,822,017
<i>Total Capital Budget</i>	<u>169,000</u>
<i>Total</i>	<u><b>1,991,017</b></u>

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2019-2020  
BUDGET DETAILS - AMBULANCE CORP**

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

Acct #	Computation / Explanation	FY 19-20 Adopted Budget
120	Regular Salaries & Wages:	
.01	Administrative (1 Position) 3% Increase & unused vacation	56,813
.02	Paramedic Payroll - min. \$15.00/hr 3% increase - includes sick 104 hours ea & holiday 6x8 hours ea and vacation time 160 hours ea per year for 3 fulltime medics)	322,941
	<i>Less: EMS Income Applied to Offset Reimbursement</i>	(292,300)
	<i>Total Paramedic Payroll Reimbursement</i>	30,641
	<i>Total Regular Salaries &amp; Wages</i>	87,454
121	Volunteer Pay: Volunteer Reimbursement - Includes \$500 per month for Deputy Chief of Administration	151,000
140	Overtime Wages 3% increase	4,600
210	Employer Payroll Taxes @ 7.65% of Full Time Wages and Volunteer Pay	40,955
220	Retirement Contributions - 401K	2,500
230	Benefits for full-time medics (3 @ up to \$500 per mo. each FT emp. for health	18,000
240	Worker's Compensation	15,115
250	Unemployment Tax - based on projected	300
312	Professional Services: Medical Director, etc.	
.02	Medical Director	18,000
.03	Background Checks, drug testing	750
.04	Other - Grant Writing	2,000
	<i>Total Professional Services</i>	20,750
320	Accounting and Financial Services	11,000
400	Travel & Per Diem - Training, Seminars, Meetings	4,000
410	Station Phone Services: (4 phone & 2 fax lines), DSL/Internet, Wireless Air Cards for laptops in trucks - based on projected estimate	10,500
411	Advertising	400
412	Postage & Freight	350
430	Utilities	
.05	Electric & Propane	11,500
.06	Water	3,200
	<i>Total Utilities</i>	14,700
440	Rental Equipment - O2 rental bottles, etc.	4,500

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2019-2020  
BUDGET DETAILS - AMBULANCE CORP**

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

Acct #	Computation / Explanation	FY 19-20 Adopted Budget
450	Insurance & Risk Management	
	Fire/Wind/Flood	33,417
	Auto & Umbrella	10,156
	Disability Insurance (All Members) -	3,500
	<i>Total Insurance &amp; Risk Management</i>	<b>47,073</b>
460	Repair & Maintenance: Equipment - includes \$1,250 for replacement of washer and dryer	41,250
461	Repair & Maintenance: Buildings	25,000
462	Repair & Maintenance: Vehicles	25,000
470	Printing and Binding	1,250
490	General Departmental: Miscellaneous Expenses	
.08	Computer R&M	6,000
.10	Employee Assistance Program (program through AETNA approx. \$2 per month per member)	1,100
.12	Membership & Retention	2,500
.14	Key Largo Wastewater District Assessment	-
	<i>Total General Departmental</i>	<b>9,600</b>
491	Training - Instructor Fees, Education	
.07	ACLS/PALS (taught in alternating years)	1,500
.08	ClinCon (4 reg.x \$335 ea) or EMS Expo (4 registration x \$440 ea)	1,760
.10	Misc. Training/Books & pig tracheas	900
.15	Handtevy Pals class	1,750
.20	Kaplan online training for members (45 @ \$40 each)	-
.25	Advanced Airway Management	2,400
.30	ACS with 12-lead	2,400
.40	Advanced Stroke Life Support	2,400
.50	Florida Mass Casualty Triage on-line course	900
	<i>Total Training</i>	<b>14,010</b>
510	Office Supplies	2,500



**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2019-2020  
BUDGET DETAILS - AMBULANCE CORP**

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

Acct #	Computation / Explanation	FY 19-20 Adopted Budget
520	Operating Supplies	
.09	Station Supplies: Ambulance & Building	9,750
.10	Medical Supplies: Bandages/First Aid/Drip Sets	52,000
.11	Uniforms, Clothing and Apparel, Membership Supplies	4,500
.12	Small Tools: 8 new Minitor VI pagers @ \$535 + \$500 for other tools	4,780
	<i>Total Operating Supplies</i>	71,030
522	Fuel: Diesel	14,000
524	Medicine & Drugs : Supplies: Medicine & Controlled Substances	22,000
	Narcan to Community	600
	<i>Total Medicine &amp; Drugs</i>	22,600
540	Dues, Subscriptions and Publications	450
643	Capital Outlay: Buildings	
	Repair work for Hurricane Irma damage & interior repairs	24,512
	Replace Station 23 office carpet with tile	5,000
	Second handrail for crew quarters stairway	2,500
	<i>Total Capital Outlay: Buildings</i>	32,012
641	Capital Outlay: Vehicles - 2008 Ambulance Replacement, using Trauma District Funding	225,000

**Department Total**

*Total Operating Budget* 659,887  
*Total Capital Budget* 257,012  
**Total** 916,899

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2019-2020  
VEHICLE REPLACEMENT SCHEDULE**

9/27/2019

Year	Beginning Balance	Contributions	Purchases & Other Distributions	Ending Balance	Vehicle to be Replaced
09/30/20	\$ 300,114	\$ 225,000	\$ -	\$ 525,114	ambulance (new in 2008) replaced with Trauma District Funding
09/30/21	525,114	225,000	(231,750)	518,364	ambulance (new in 2011)
09/30/22	518,364	225,000	(248,728)	494,636	Cascade/Air Truck
09/30/23	494,636	225,000	-	719,636	
09/30/24	719,636	225,000	-	944,636	
09/30/25	944,636	225,000	(260,837)	908,799	ambulance (new in 2015)
09/30/26	908,799	225,000	(268,662)	865,137	ambulance (new in 2016)
	865,137	225,000	-	1,090,137	
09/30/28	1,090,137	225,000	-	1,315,137	
09/30/29	1,315,137	225,000	-	1,540,137	
09/30/30	1,540,137	225,000	(357,657)	1,407,480	ambulance (new in 2020)
09/30/31	1,407,480	225,000	(311,453)	1,321,027	ambulance (new in 2021)
09/30/32	1,321,027	225,000	(705,680)	840,347	E25
09/30/33	840,347	225,000	(765,106)	300,241	E24
09/30/34	300,241	225,000	(468,354)	56,887	Tanker

Equipment/Vehicle Type	Dept	Unit #	Year New	Service Life	Replace Year	Years to Replacement	Estimated Replacement Cost in FY20
Technical Rescue Pumper	Fire Rescue	SQUAD-24	2013	20	NA	NA	-
Tanker/Pumper	Fire Rescue	TANKER-24	2014	20	2034	14	309,637
Ladder / Pumper	Fire Rescue	LADDER-24	2014	25	2039	19	637,132
Class A Engine	Fire Rescue	ENGINE-25	2017	15	2032	12	494,950
Class A Engine	Fire Rescue	ENGINE-24	2018	15	2033	13	521,000
Cascade Air Fill & Lighting Truck	Fire Rescue	AIR-24	2002	20	2022	2	234,450
Dive Rescue Van	Fire Rescue	WATER RESCUE-25	2009	15	NA	NA	-
Type III Ambulance	EMS		2008	10	2018	-2	225,000
Type III Ambulance	EMS		2011	10	2021	1	225,000
Type III Ambulance	EMS		2015	10	2025	5	225,000
Type III Ambulance	EMS		2016	10	2026	6	225,000