

KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT



FY18/19 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 2018-2019 ADOPTED BUDGET**

REVENUES

<i>Prior Year Millage Rate:</i>	1.0000
<i>Roll- Back Rate:</i>	0.9446
<i>Taxable Value</i>	3,344,067,781
<i>Millage Rate :</i>	1.0000
<i>% over roll-back rate</i>	5.86%

Ad Valorem Taxes (97% collection rate)	\$ 3,243,746
Intergovernmental Revenue - Monroe County - Contribution for Capital Infrastructure ((\$150,000 for capital outlay)	150,000
Florida Department of Health Grant - Ultrasound	
Equipment (grant funding anticipated, not awarded yet)	52,500
AFG Grant - Communications Equipment Grant	133,265
SAFER Grant - 5 Personnel Year #1 (3 year term 75% funding provided year 1 & 2, 35% funding year 3)	200,768
Interest Income	12,000
Total Revenues	\$ 3,792,279

UNASSIGNED FUND BALANCE OCT 1, 2018	1,145,836
COMMITTED FUND BALANCE TRAUMA DISTRICT OCT 1, 2018	248,260
COMMITTED FOR VEH REPL FUND BALANCE OCT 1, 2018	100,114
TOTAL REVENUES, FUND BALANCES AND OTHER FINANCING SOURCES	\$ 5,286,489

EXPENDITURES

Key Largo Fire/EMS District Board

Operating Expenditures	\$ 320,042
Reserve Transfers	200,000
Subtotal District Board	\$ 520,042

Key Largo Fire & Rescue

Operating Expenditures	\$ 1,783,003
Capital Outlay	267,318
Subtotal Key Largo Volunteer Fire Department	\$ 2,050,321

Key Largo Ambulance

Operating Expenditures	\$ 646,576
Capital Outlay	370,986
Subtotal Key Largo Volunteer Ambulance Corp.	\$ 1,017,562
Total Expenditures & Transfers	\$ 3,587,925

FUND BALANCE

UNASSIGNED FUND BALANCE SEPT 30, 2019	1,380,190
COMMITTED FUND BALANCE TRAUMA DISTRICT SEPT 30, 2019	218,260
COMMITTED FOR VEH REPL FUND BALANCE SEPT 30, 2019	300,114
TOTAL EXPENDITURES & FUND BALANCES	\$ 5,286,489

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2018-2019
BUDGET DETAILS - DISTRICT**

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

Acct #	Computation / Explanation	FY 18-19 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
514.310	Legal Services	45,000
512.311	District Clerk Services	19,000
513.320	Accounting and Financial Services	
.01	District Audit	10,000
.02	Financial and Accounting Services	60,000
<i>Total Accounting & 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)	97,312
.03	Discretionary Expenditures	1,000
<i>Total General Departmental</i>		154,639
411	Advertising	5,000
510	Office Supplies & Equipment	500
540	Dues, Subscriptions and Publications	3,000
Department Total Operations		\$ 320,042
919	Transfer to Committed Funds for Vehicle & Equipment Replacement	200,000
Department Total Including Transfers to Reserves		\$ 520,042

Total Operating Budget	320,042
Total Capital & Reserve Budget	200,000
Total	520,042

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2018-2019
BUDGET DETAILS - FIRE DEPARTMENT**

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

Acct #	Computation / Explanation	FY 18-19 Adopted Budget
120	Regular Salaries & Wages:	
	Administrative Stipend (\$500 per month 3- Full Time FF)	18,000
	Full-time firefighter II / EMT Station Officer / Driver Engineer (13 full-time)	
.02	(including holiday pay)	715,301
	<i>Total Regular Salaries & Wages</i>	733,301
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 holiday pay)	245,000
	<i>Total Volunteer Pay</i>	245,000
140	Overtime wages	75,000
210	Employer Payroll Taxes @ 7.65% of Pay	80,578
220	Retirement Plan - 401(k)	29,349
230	Life & Health Insurance	
	Medical/Dental/Vision/Life Insurance for (8) Full Time Employees	78,000
240	Worker's Compensation	49,601
250	Unemployment Tax	750
312	Professional Services:	
	Grant Writing Services	2,500
	Firefighter Annual Physicals	20,000
	Background Checks, drug testing	1,850
	<i>Total Professional Services</i>	24,350
314	Legal Services (Requires District Board Approval)	-
320	Accounting Fees	18,750
400	Travel & Per Diem - (Greater FL Fire School, etc.)	7,500
410	Phones, Television & Internet (Station Phones, Cell Phones, Air Cards)	13,000
411	Advertising	1,000
412	Postage & Freight	750
430	Utilities	
.01	Electric	26,000
.02	Water	12,500
.03	Fire Hydrant Maintenance @ \$ 50 per hydrant	10,050
.04	Propane Gas	500
.07	TV Service	4,700
	<i>Total Utilities</i>	53,750
440	Rent & Leases:	
	Station 24 Copier/Scanner/Fax Lease	5,500
	Oxygen Tank Rental	500
	Annual Lease Payment - DEP Station 25 Property	300
	Red Alert Incident Reporting Program support and maintenance	4,500
	Software - Fire Manager Scheduling and Time & Attendance Software	2,500
	<i>Total Rent & Leases</i>	13,300

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2018-2019
BUDGET DETAILS - FIRE DEPARTMENT**

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

Acct #	Computation / Explanation	FY 18-19 Adopted Budget
450	Risk Management	
	Package Policy (Property, General & Mgmt. Liability, Portable Equip, Umbrella & Auto)	52,778
	Statutory AD&D	2,200
	Accident and Sickness	8,500
	Storage Tank Liability	1,500
<i>Total Risk Management</i>		64,978
460	Repair & Maintenance: Equipment	15,000
	SCBA inspection & maintenance	2,250
	Tools & Equipment	3,500
	Ground Ladders inspection	2,400
	Hurst tools inspection and maintenance	3,495
	Cascade System Compressor inspection & maintenance	3,000
	Radio maintenance contract	4,300
<i>Total R&M Equipment</i>		33,945
461	Repair & Maintenance: Buildings & Grounds	20,000
	Station 24 & 25 Floor steam cleaning	3,100
	Tree Trimming and Lawn Service @ Stations 24 & 25 (\$350/month avg)	4,750
	Landscape Station 24 with low-maintenance plants	2,500
	Generator Preventive Maintenance Program	4,400
	Diesel fuel tank inspections both stations	1,600
	Plymovent Maintenance Plan - Station 24 & 25	3,000
	Elevator Maintenance Plan & Licenses	3,900
<i>Total R&M: Buildings</i>		43,250
462	Repair & Maintenance: Vehicles	45,000
	Aerial Truck Inspecting and Testing	2,000
<i>Total R&M Vehicles</i>		47,000
470	Printing and Binding	100
490	General Departmental: General Office & Administrative Costs	
.04	Key Largo Wastewater District Assessments	20,357
.05	Other including Recruitment & Retention	2,000
.06	Computer / IT Services	5,000
<i>Total General Departmental</i>		27,357
491	Training - Instructor Fees, Education, Student Text and Fire Prevention	
.01	In-house training courses (Outside/In-house instructors/vendors) - Pump Ops,	5,000
.02	Out of area training - Ladder Operations, Hazmat Tech., TRT	12,075
.03	Fire Prevention (KLVFD Only) - Fire Safety Demonstrations at School	4,000
.04	Seminar Fees & Education & Text Books & Expo Trainings	8,300
.05	KAPLAN online education (60 firefighters)	4,500
<i>Total Training</i>		33,875
510	Office Supplies	3,500

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2018-2019
BUDGET DETAILS - FIRE DEPARTMENT**

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

Acct #	Computation / Explanation	FY 18-19 Adopted Budget
520	Operating Supplies	
.01	Fire Ground Safety (highway vests, cones, etc.)	1,250
.02	Daily Operating/Maintenance Supplies	12,500
.03	Medical Supplies & Equipment	8,000
.05	Station Cleaning/Housekeeping Supplies	5,500
.06	Firefighting Gear - (including helmets, gloves, hoods, boots, coat & pants) 11	24,750
.07	Clothing, Apparel - Pants, extrication gloves, tee shirts, etc.	7,000
.08	Fire fighting Foam or suppression agent	13,000
<i>Total Operating Supplies</i>		72,000
521	Fuel: Gasoline (for portable equipment)	100
522	Fuel: Diesel	27,000
540	Dues, Subscriptions and Publications (webhosting hub & backup & Sonic Wall)	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
620	Capital Outlay: Building & Grounds Paint Station 24 in FY 2018 & 25 in FY 2019	14,500
	Lettering & Emblem for Station 24	6,000
<i>Total Capital Outlay: Building</i>		20,500
640	Capital Outlay: Equipment 15 Spare SCBA Bottles - 15 in FY 18/19 & 10 in FY 19/20 (\$1130.25 ea) & 10 paid-staff SCBA masks (\$310)	20,100
	SCOTT SCBA - voice amp for mask - 6 at \$731.40 ea	4,388
	SCOTT SCBA fit-test computer and mask interface - annual testing required	10,650
	Computer Server to replace Station 24's intermittent/failing server	2,750
	ToughBook - reserve incase one fails still can access software & pre-fire plans - includes licensing	5,600
	Thermal Imaging Camera	10,535
	Replace extrication air bags that are out of useful life span	8,550
	Rescue TeleCrib vehicle stabilizatin strut kit	4,545
	Ram Fan	4,750
<i>Total Capital Outlay: Equipment</i>		71,868
642	Capital Outlay: Small Tools & Equipment Various Tools, Equipment, Hose, etc. Costing >\$1,000 but < \$ 5,000 per each	24,950
805	Upper Keys Honor Guard	
.01	Uniform for 1 member	919
.02	Flags/Poles/Pendants	300
.03	Training	1,000
.04	Travel	2,200
<i>Total Upper Keys Honor Guard</i>		4,419

Total Operating Budget 1,783,003
Total Capital Budget 267,318
Total **2,050,321**

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2018-2019
BUDGET DETAILS - AMBULANCE CORP**

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

Acct #	Computation / Explanation	FY 18-19 Adopted Budget
120	Regular Salaries & Wages:	
.01	Administrative (1 Position) 3% Increase & unused vacation	55,158
.02	Paramedic Payroll - min. \$15.00/hr 3% increase	299,498
	<i>Less: EMS Income Applied to Offset Reimbursement</i>	<i>(286,030)</i>
	<i>Total Paramedic Payroll Reimbursement</i>	<i>13,468</i>
	<i>Total Regular Salaries & Wages</i>	<i>68,626</i>
121	Volunteer Pay: Volunteer Reimbursement	160,000
140	Overtime Wages 3% increase	4,510
210	Employer Payroll Taxes @ 7.65% of Full Time Wages and Volunteer Pay	39,716
220	Retirement Contributions - 401K	5,000
230	Sick Benefits for full-time medics (3 @ up to \$500 each)	18,000
240	Worker's Compensation	18,852
250	Unemployment Tax - based on projected	300
312.02	Professional Services: Medical Director	18,000
320	Accounting and Financial Services	25,645
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	10,000
411	Advertising	400
412	Postage & Freight	500
430	Utilities	
.05	Electric & Propane	11,500
.06	Water	3,000
	<i>Total Utilities</i>	<i>14,500</i>
440	Rental Equipment - O2 rental bottles, etc.	4,500
450	Insurance & Risk Management	
	Fire/Wind/Flood	30,660
	Auto & Umbrella	8,657
	Disability Insurance (All Members) -	4,200
	<i>Total Insurance & Risk Management</i>	<i>43,517</i>
460	Repair & Maintenance: Equipment	40,000
461	Repair & Maintenance: Buildings	14,000

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2018-2019
BUDGET DETAILS - AMBULANCE CORP**

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

Acct #	Computation / Explanation	FY 18-19 Adopted Budget
462	Repair & Maintenance: Vehicles	18,000
470	Printing and Binding	500
490	General Departmental: Miscellaneous Expenses	
.08	Computer R&M	4,500
.10	Employee Assistance Program (program through AETNA approx. \$2 per month per member)	1,100
.12	Membership & Retention	250
.13	Employee Drug Testing thru Keys Consortium	1,250
.14	Key Largo Wastewater District Assessment	10,270
<i>Total General Departmental</i>		17,370
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	500
.15	Handtevy Pals class - replace with 12-lead class or other EMS related	1,750
.20	Kaplan on-line training for members - 45 @ \$40 per person	1,800
<i>Total Training</i>		7,310
510	Office Supplies	3,500
520	Operating Supplies	
.09	Station Supplies: Ambulance & Building	6,000
.10	Medical Supplies: Bandages/First Aid/Drip Sets	55,000
.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>		70,280
522	Fuel: Diesel	13,500
524	Medicine & Drugs : Supplies: Medicine & Controlled Substances	25,000
	Narcan to Community	600
<i>Total Medicine & Drugs</i>		25,600
540	Dues, Subscriptions and Publications	450
643	Capital Outlay: Buildings	
	Repair work for Hurricane Irma damage	46,500
<i>Total Capital Outlay: Buildings</i>		46,500

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
 FY 2018-2019
 BUDGET DETAILS - AMBULANCE CORP**

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

Acct #	Computation / Explanation	FY 18-19 Adopted Budget
640	Capital Outlay: Equipment	
	Portable Ultrasound - Applying for 75% grant funding from FL Dept of Health 25% match will come from Trauma District Funds for KLVAC	70,000
	2 each - Vein Illuminator device Accuvue AV400 with mounting arm. Using Trauma Funds (\$6,250.00 each)	12,500
	Radio replacement - Both Departments - AFG grant Funded	241,986
	<i>Total Capital Outlay: Equipment</i>	324,486

Department Total

<i>Total Operating Budget</i>	646,576
<i>Total Capital Budget</i>	370,986
<i>Total</i>	<u><u>1,017,562</u></u>

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2016-2017
VEHICLE REPLACEMENT SCHEDULE**

9/25/2018

Year	Beginning Balance	Contributions	Purchases & Other Distributions	Ending Balance	Vehicle to be Replaced
09/30/19	100,114	200,000	-	300,114	
09/30/20	300,114	200,000	(400,000)	100,114	Cascade/Air Truck, ambulance (new in 2008)
09/30/21	100,114	200,000	(175,000)	125,114	ambulance (new in 2011)
09/30/22	125,114	200,000	-	325,114	
09/30/23	325,114	200,000	-	525,114	
09/30/24	525,114	200,000	-	725,114	
09/30/25	725,114	200,000	(200,000)	725,114	ambulance (new in 2015)
09/30/26	725,114	200,000	(200,000)	725,114	ambulance (new in 2016)
09/30/27	725,114	200,000	-	925,114	
09/30/28	925,114	200,000	-	1,125,114	

Equipment/Vehicle Type	Dept	Unit #	Year New	Service Life	Replace Year	Years to Replacement	Estimated Replacement Cost in FY19
Technical Rescue Pumper	Fire Rescue	SQUAD-24	2013	20	2033	14	417,925
Tanker/Pumper	Fire Rescue	TANKER-24	2014	20	2034	15	309,637
Ladder / Pumper	Fire Rescue	LADDER-24	2014	25	2039	20	637,132
Class A Engine	Fire Rescue	ENGINE-25	2017	15	2032	13	494,950
Class A Engine	Fire Rescue	ENGINE-24	2018	15	2033	14	521,000
Cascade Air Fill & Lighting Truck	Fire Rescue	AIR-24	2002	18	2020	1	234,450
Dive Rescue Van	Fire Rescue	WATER RESCUE-25	2009	15	2024	5	265,710
Type III Ambulance	EMS		2008	10	2018	-1	175,000
Type III Ambulance	EMS		2011	10	2021	2	175,000
Type III Ambulance	EMS		2015	10	2025	6	200,000
Type III Ambulance	EMS		2016	10	2026	7	200,000