



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Frank Conklin; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Danny Powers

DISTRICT BUDGET WORKSHOP AGENDA

June 22, 2020

(Virtual Zoom Meeting)

1. AGENDA

1.A. Call to Order

1.B. Pledge of Allegiance

1.C. Roll Call

1.D. Approval of Agenda

2. PUBLIC COMMENT

3. DISCUSSION: KLVAC Proposed FY 2020-2021 Budget

4. ADJOURN

DOCUMENTS

1.D. Agenda Budget Workshop for June 22, 2020

3.0 KLVAC Proposed Budget FY 2020-2021

PERSONS WHO WISH TO BE HEARD SHALL COMPLETE A SPEAKER REQUEST CARD,
AND SUBMIT THE CARD TO THE DISTRICT CLERK PRIOR TO THE AGENDA

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2020-2021
BUDGET DETAILS - AMBULANCE CORP

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

Acct #	Computation / Explanation	FY 20-21 Proposed Budget	FY 19-20 Adopted Budget	FY19-20 Projected Actuals	Budget Increase / (Decrease)
120	Regular Salaries & Wages:				
.01	Administrative (1 Position) 2.5% Increase & unused vacation	58,801	56,813	56,813	1,988
.02	Paramedic Payroll - convert 2 Part-time to Full-time medics & 2.5% increase (includes regular hours + regular scheduled OT + 1/2 unused vac. payout + 6 holidays at 8 hours pay per employee)	362,376	322,941	see net figure below	39,435
	Less: EMS Income Applied to Offset Reimbursement - transport reduction due to COVID-19 thus less estimated income	(268,000)	(292,300)	see net figure below	24,300
	Total Paramedic Payroll Reimbursement	94,376	30,641	29,997	63,735
	Total Regular Salaries & Wages	153,177	87,454	86,810	65,723
121	Volunteer Pay: Volunteer Reimbursement - Includes \$500 per month for Deputy Chief of Administration - at 61.4% after first 6 months	191,030	151,000	191,030	40,030
140	Overtime Wages - unscheduled OT not included in Paramedic Payroll per full-time employee for sick and vacation time at avg hourly rate (\$16.62/hr)	24,930	4,600	4,600	20,330
210	Employer Payroll Taxes @ 7.65% of Full Time Wages and Volunteer Pay	48,741	40,955	44,017	7,786
220	Retirement Contributions - 401K -at 25.6% after 6 months	2,500	2,500	1,145	-
230	Benefits for 5 full-time medics (up to \$500 per mo. each FT emp. for health plus first 6% increase after 7 year's due to this years cost increase)	31,800	18,000	18,000	13,800
240	Worker's Compensation	21,217	15,115	10,512	6,102
250	Unemployment Tax	300	300	300	-
312	Professional Services: Medical Director, etc.				
.02	Medical Director	18,720	18,000	18,000	720
.03	Background Checks, drug testing	765	750	90	15
.04	Other - Grant Writing	2,250	2,000	-	250
	Total Professional Services	21,735	20,750	18,090	985
320	Accounting and Financial Services (3% increase)	11,330	11,000	11,189	330

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400	Travel & Per Diem - Training, Seminars, Meetings	4,000	4,000	2,826	-
410	Station Phone Services: (4 phone & 2 fax lines), DSL/Internet, Wireless Air Cards for laptops in trucks - added COVID-19 cell at \$58/mo	11,200	10,500	11,227	700
411	Advertising	400	400	-	-
412	Postage & Freight	357	350	250	7
430	Utilities				
.05	Electric & Propane	11,730	11,500	11,225	230
.06	Water	3,264	3,200	2,459	64
	<i>Total Utilities</i>	14,994	14,700	13,684	294
440	Rental Equipment - O2 rental bottles, etc.	4,590	4,500	4,214	90
450	Insurance & Risk Management				
	Fire/Wind/Flood	34,085	33,417	31,566	668
	Auto & Umbrella	10,359	10,156	9,363	203
	Disability Insurance (All Members) -	3,570	3,500	3,193	70
	<i>Total Insurance & Risk Management</i>	48,014	47,073	44,122	941
460	Repair & Maintenance: Equipment	42,075	41,250	22,698	825
461	Repair & Maintenance: Buildings - based on current expenses and includes \$20,000 for pressure washing and painting of Station 23	40,000	25,000	8,364	15,000
462	Repair & Maintenance: Vehicles - based on current expenses	20,000	25,000	11,904	(5,000)
470	Printing and Binding	1,275	1,250	-	25
490	General Departmental: Miscellaneous Expenses				
.08	Computer R&M - includes change in Patient Care Software work	6,000	6,000	5,670	-
.10	Employee Assistance Program (program through AETNA approx. \$2 per month per member)	1,100	1,100	1,100	-
.12	Membership & Retention	2,500	2,500	500	-
	<i>Total General Departmental</i>	9,600	9,600	7,270	-

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491	Training - Instructor Fees, Education				
.07	ACLS/PALS (taught in alternating years)	1,530	1,500	2,225	30
.08	ClinCon or EMS Expo	1,795	1,760	1,920	35
.10	Misc. Training/Books & pig tracheas	918	900	900	18
.15	Handtevy Pals class	-	1,750	1,750	(1,750)
.20	Kaplan/FireEMS Academy online training for members (45 @ \$40)	1,800	-	1,720	1,800
.25	Advanced Airway Management	2,448	2,400	2,400	48
.30	ACS with 12-lead	2,448	2,400	2,400	48
.40	Advanced Stroke Life Support	2,448	2,400	700	48
.50	Florida Mass Casualty Triage on-line course	-	900	900	(900)
<i>Total Training</i>		13,387	14,010	14,915	(623)
510	Office Supplies	2,550	2,500	3,075	50
520	Operating Supplies				
.09	Station Supplies: Ambulance & Building - at 79% in first 6 months	11,500	9,750	16,226	1,750
.10	Medical Supplies: Bandages/First Aid/Drip Sets at 33% in 6 months less COVID-19 impact	50,000	52,000	45,350	(2,000)
.11	Uniforms, Clothing and Apparel, Membership Supplies at 104% after first 6 months	5,500	4,500	5,775	1,000
.12	Small Tools: Includes funding for new office furniture post mold mitigation; 2 desks, 2 computers, & 3 office chairs	6,500	4,780	4,780	1,720
<i>Total Operating Supplies</i>		73,500	71,030	72,131	2,470
522	Fuel: Diesel - at 34% in 6 months	12,500	14,000	6,984	(1,500)
524	Medicine & Drugs : Supplies: Medicine & Controlled Substances	18,000	22,000	16,615	(4,000)
	Narcan to Community	612	600	600	12
<i>Total Medicine & Drugs</i>		18,612	22,600	17,215	(3,988)

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540	Dues, Subscriptions and Publications includes \$9,541 of funding for the replacement of the current patient care reporting software program - annual cost will be \$5,500) and \$4,443 of funding for Aladtec Scheduling Software and Payroll Tracking	14,443	450	-	13,993
643	Capital Outlay: Buildings				
	Repair work for Hurricane Irma damage & interior repairs	-	24,512	40,101	(24,512)
	Replace Station 23 office carpet with tile (project will not be completed in FY20, re-budgeting for FY21)	7,750	5,000	-	2,750
	Second handrail for crew quarters stairway	-	2,500	2,500	(2,500)
	<i>Total Capital Outlay: Buildings</i>	<i>7,750</i>	<i>32,012</i>	<i>42,601</i>	<i>(24,262)</i>
640	Capital Outlay: Equipment				
	3 Toughbook computers	16,500	-	-	16,500
	Employee ID Badge Printer	1,825	-	-	1,825
	<i>Total Capital Outlay: Equipment</i>	<i>18,325</i>	<i>-</i>	<i>-</i>	<i>18,325</i>
641	Capital Outlay: Vehicles - 2008 Ambulance Replacement, using Trauma District Funding (purchase will not be completed in FY20, re-budgeting for FY21)	225,000	225,000	-	-

Department Total

Total Operating Budget	838,257	659,887	626,572	178,370
Total Capital Budget	251,075	257,012	42,601	(5,937)
Total	1,089,332	1,017,562	669,173	172,433

FY 20/21 EMS Budget Salary

Hourly Pay Rates:

	FY 19/20 Current Hourly Rate	Corrected Hourly Rate	2,5% CPI Raise Hourly	5% Lt Officer Increase Towards 10%	Typical Weekly Hours	Cost Per Week	Overtime Hours Cost	Annual Payroll	Weekly Payroll	
Bock	\$ 19.15		\$ 19.63		24	\$ 471.09		\$ 24,496.68		
Castro	\$ 15.76		\$ 16.15		12	\$ 193.85		\$ 10,080.10		
Charafardin	\$ 15.45		\$ 15.84		24	\$ 380.07		\$ 19,763.64		
Cruciger	\$ 17.41		\$ 17.85		12	\$ 214.14		\$ 11,135.44		
Elmore	\$ 15.92	15.45	\$ 15.84	error	48	\$ 741.60	\$ 190.04	\$ 48,445.02		
Miranda	\$ 16.07		\$ 16.47		48	\$ 790.64	\$ 197.66	\$ 51,391.86		
Oporta	\$ 16.07		\$ 16.47		18	\$ 296.49		\$ 15,417.56		
Perez	\$ 16.07		\$ 16.47	\$ 17.30	48	\$ 830.18	\$ 207.54	\$ 53,961.45		
Pinzon	\$ 15.91		\$ 16.31		18	\$ 293.54		\$ 15,264.05		
Schessheim	\$ 16.39		\$ 16.80	\$ 17.64	48	\$ 846.71	\$ 211.68	\$ 55,035.98		Annual
Tuero	\$ 15.45		\$ 15.84		48	\$ 760.14	\$ 190.04	\$ 49,409.10		Payroll
Average hourly rate						\$ 5,818.45	\$ 996.95		\$ 6,815.40	\$ 354,400.88
								\$ 354,400.88		

Regular hourly rate annual \$ 302,559.38

Overtime hourly rate annual \$ 51,841.50

Annual holiday pay \$ 3,987.81

Roxie & Adam - 5% for Lt. pay increase for first year then another 5% for second year to bring total to 10% Lt pay.

Sick, vacation & vacation payout,

1/2 of uUnused vacation payout \$ 3,987.81 2 weeks vacation @ 48 hrs per week

Add 6% on sick allowance (\$500/mo) for increase in cost - no increase in amount in years

Health Insurance with 6% increase \$ 31,800.00

Total payroll & benefits \$ 394,176.49

Average hourly rate for full-time paid staff = \$16.62

Non-regular Overtime:

Sick 5 emp. X \$16.62 X 104 hrs per emp. Per year X 1.5 = \$12,963.60

Vacation 5 emp. X \$16.62 X 96 hrsper emp. per year X 1.5 = \$11,966.15

Total non-regular OT = \$ 24,929.73