



**BUDGET WORKSHOP MEETING MINUTES - DRAFT**

July 26, 2021

**1. AGENDA**

**1a. Call to Order**

Commissioner Allen called the (in-person and Zoom video conference) KLFD Budget Workshop Meeting to order 6:04 pm, and he attended via Zoom.

**1b. Pledge of Allegiance**

Commissioner Mirabella led the Pledge of Allegiance.

**1c. Roll Call**

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Frank Conklin (attended via Zoom, Kenny Edge, George Mirabella, and Danny Powers. There was a quorum.

Also present in person and via Zoom were Donald Bock, Vicky Fay, David Garrido, CJ Jones, Gaelan Jones, Jennifer Johnson, Jason Mumper, and Scott Robinson.

**1d. Approval of Agenda**

**MOTION:** Commissioner Edge made a motion **to approve the July 26, 2021 KLFD Budget Workshop Meeting Agenda.** The motion was seconded by Commissioner Mirabella and the Board unanimously passed the motion.

**2. PUBLIC COMMENT**

Sue Heim spoke at Agenda Item 3.0.

**3. DISCUSSION: KLFD Proposed FY 2021-2022 Budget**

Jennifer Johnson discussed the Proposed Budget. The Revenues are Projected to be the same for two or three vehicles.

The Proposed Millage is 1.0000, and the percentage over roll back is 4.45%. The Ad Valorem taxes are projected at \$3,891,931, and the projected income for the SAFER Grant is \$28,852, and the projected Interest Income is \$4,800. The Total Revenues are projected at \$3,925,583. The Projected Unassigned Fund Balance as of October 1, 2021 is \$2,781,188 and the Projected Committed Fund Balance Trauma District as of October 1, 2021 is \$247,771 and the Projected Committed Fund Balance for Vehicle Replacement is \$603,366. The Projected Total Revenues including Fund Balances and Other Sources is \$7,557,908.

The Projected District Board Operating Expenses are \$363,177 with Reserve Transfers of \$225,000 for a total of \$588,177. The Key Largo Fire & Rescue Operating Expenses are \$2,403,728 with a Capital Outlay of \$46,250; for a total of \$2,449,978. The Key Largo Volunteer Ambulance Operating Expenses are \$1,506,584 with a Capital Outlay of \$473,874 for a total of \$1,980,458.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

As of September 30, 2022, the Total District Expenditures are \$5,018,613 with an Unassigned Fund Balance of \$2,154,582 and a Committed Fund Balance for Vehicles of \$609,713 for a total of \$7,557,908.

### District Board

The changes to the Projected FY 21-22 District Budget included:

Acct.511.240 Worker's Compensation: An increase of \$248 is projected.

Acct 490.01 MSCO Property Appraiser Charges: There is a projected increase of \$6,619 due to the Increase in property values.

Acct 490.02 MSCO Tax Collector Charge: This is an increase of 4% of Ad Valorem Collection is increased by \$6,050.

Acct 540 Dues and Subscriptions: This item is increased by \$1,700.

The Total Project District Board Budget is \$588,177, which includes an increase of \$14,617.

### KLFD Budget

Acct 120.02 Regular Salaries & Wages: This account includes a Budget increase of \$145,567 due to two full-time firefighters.

Acct 121 Volunteer Fire Fighters: This account has been decreased by \$40,000 with the addition of Permanent firefighters and the need for few volunteers.

Acct 210 Employer Payroll Taxes: This account was increased by \$11,287 with the addition of full-time staff.

Acct 220 Retirement Plan: This account was increased by \$44,878 due to more participation of Permanent firefighters.

Acct 240 Worker's Compensation: This account was increased by \$8,013 due to increase of firefighter injuries.

Acct 461 Repair & Maintenance (Buildings and Grounds): This account was decreased by \$20,000.

Acct 491 .1Training – (Instructor Fees – In House Training): This account was increased by \$25,500. The Total Training Account was increased by \$21,605.

Acct 510 Office Supplies & Computers: This account was increased by \$1,000.

Acct 520 Operating Supplies: This account was increased by \$75,195.

Acct 520.02 has a breakdown.

Acct 520.07 Clothing Apparel: There is a projected increase of \$12,000 for the permanent firefighters to for the crew to have new Class A clothing and the volunteers to have used clothing.

Acct 522 Diesel: This account was decreased by \$2,000.

Acct 549 Dues & Subscriptions: This account was increased by \$62.

Acct 620 Capital Outlay: Buildings: This account was increased by \$34,950.

Acct 630 Capital Outlay – Infrastructure (Fire Hydrants): This account was decreased by \$150,000 Because there is not an ILA in place with the County for fire hydrants in FY 21-22.

Acct 640 Capital Outlay: Equipment: This account was decreased by \$25,468. There is \$13,000 Added for hearing protection (NFPA requirement).

Acct 640.07 Capital Outlay: Equipment: There was a new component added to the Lifepak AD's.

Acct 641 Capital Outlay: Vehicles: This account was decreased by \$170,000.

Acct 642 Capital Outlay: Small Tools & Equipment: This account was increased by \$13,000.

Acct 805 Honor Guard: This account was decreased by \$2,040.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

The total KLFD Operating Budget was increased by \$287,151 and the Total Capital Budget was decreased by \$332,468 for a Total FY 21-22 Projected decrease of \$45,317.

There were no changes made to the KLVAC Budget since the previous budget workshop.

The Board requested both departments confirm the projected cost of the FY 2022 medical insurance. There was an increase in July 2021, and the District only reimburses employee costs up to \$575 per month. Training costs should include compliance of State required training, and the Department will provide specialized training classes for neighboring communities. The State requires training to be conducted by State Certified Instructors and 40-hour classes. The KLFD is required to conduct some of live-burn training. Captain Garrido noted that "Rookie Training" is different from other training. Chief Bock will work with Captain Garrido regarding State-mandated required training. The District ISO rating is currently a 3, and training helps to improve the ISO rating, and reduce resident's fire insurance rates. It is projected that \$30,000 of hose needs to be replaced on the two primary engines. The replacement of mattresses for \$8,600 was discussed.

### KLVAC

The KLVAC reported the department did not receive the grant for the third ambulance.

Acct 120 and 221: The Board requested clarification of the per diem for staff and volunteers.

Acct 460 Repair & Maintenance: Equipment. The department will work to provide details for the budget request for this line item.

Acct 461 Repair & Maintenance: Building: The expense for the replacement of the kitchen was questioned.

The Board requested the departments work together to reduce expenses by \$220,000 to avoid deficit spending. Finance recommended the District not implement three rescue vehicles at this time due to budget/millage cap constraints. Both departments appreciated the support from the District Board in working with the budget.

### **4. ADJOURN**

Commissioner Edge made a Motion to Adjourn at 7:14 p.m., which was seconded by Commissioner Powers and was unanimously approved by the Board.

### **DOCUMENTS**

1d. Agenda KLFD Budget Workshop for July 26, 2021

3.0 KLVAC Proposed Budget FY 2021-2022