Carbondale & Rural Fire Protection District
Special Meeting of the Board of Directors
November 30, 2015
5:30 p.m.

Agenda

A. Call to order & roll call

B. Changes to Agenda

C. Persons Present Not on the Agenda

D. Continue Public Hearing regarding 2016 Budget

1. Review 2015 division objectives, Carl Smith
2. Review 2016 division objectives, Carl Smith
3. Discussion on 2016 proposed budget, Ron Leach

E. Other

F. Adjourn

GENERAL FUND 2016

11/20/2015

	2014 Audit	2015 Estimate	2016 Budget
RESERVE BALANCE JAN 1	**2,165,855**	**1,541,615**	**1,079,321**
REVENUES			
Taxes			
Property Tax	1,530,197	1,564,693	2,547,511
Abated Tax	8,241	9,129	8,370
Specific Ownership Tax	133,684	110,700	115,000
Penalties & Interest	24,429	5,050	5,500
Delinquent Tax	0	704	1,000
Total Taxes	**1,696,551**	**1,690,277**	**2,677,381**
Other Revenue			
Ambulance Service	209,091	232,436	225,000
Building Rentals	7,200	6,500	5,100
Earnings on Deposits	120	63	100
Grants & Contributions	78,150	8,000	0
Fireworks Contributions	0	0	0
Miscellaneous	45,994	11,000	4,000
Sale of Assets	0	0	0
Training Reimbursements	1,730	589	500
Wildfire Contracts	10,137	47,482	10,000
Special Event Contracts	0	0	7,000
Total Other Revenue	**352,422**	**306,070**	**251,700**
TOTAL REVENUE	**2,048,973**	**1,996,347**	**2,929,081**

	2014 Audit	2015 Estimate	2016 Budget
EXPENDITURES			
Personnel			
Wages	1,391,287	1,330,370	1,390,744
Wildfire Contract Wages	0	0	5,000
Seasonal Staffing	0	0	65,000
Special Event Wages	0	0	5,000
Health Benefits	342,960	328,499	387,454
Pension Benefits	127,060	125,737	128,873
457 Contribution	0	0	11,290
Work Comp	56,608	65,000	70,730
Volunteer Incentive	6,344	10,000	26,813
Volunteer Dinner Program	6,305	6,000	9,000
Payroll Tax, Medicare	22,467	23,799	25,283
Board Members Pay	4,800	8,000	8,000
Disability	30,681	32,456	31,383
Unemployment Insurance	3,822	4,435	4,397
Total Personnel	**1,992,334**	**1,934,295**	**2,168,969**
Administration			
Insurance	46,297	51,235	60,000
Treasurer's Fees	36,110	37,867	61,940
Abated Taxes	3,326	2,000	2,000
Supplies & Expenses	11,034	15,098	14,000
Accounting	9,800	10,100	12,000
Legal	26,845	29,273	30,000
Dues & Subscriptions	4,113	4,667	7,000
Fuel	15,647	11,377	11,696
Freight & Postage	1,690	2,020	2,076
Computer Supplies	1,060	500	1,000
Fire/EMS Prevention	1,230	500	1,000
Meetings	1,106	1,394	1,000
Election	13,442	200	15,000
Fire Works	0	0	0
Emergency Management	0	1,000	1,000
Master Plan	4,311	91,366	20,000
Public Outreach	0	0	10,000
Total Administrative	**176,011**	**258,597**	**249,712**
Fire Fighting			
Supplies/Expenses	14,504	12,290	17,634
Fuel	5,145	2,713	2,789
Incident Resources	255	1,831	1,882
Incident Food	0	1,292	1,328
Wildfire Expenses	0	8,000	2,000
Total Fire Fighting	**19,904**	**26,126**	**25,633**
EMS			
Supplies/Expenses	23,507	32,564	28,000
Infection Control	235	500	1,000
Fuel	5,489	4,370	4,492
Physician Advisor	3,500	3,500	4,000
Total EMS	**32,731**	**40,934**	**37,492**

GENERAL FUND 2016

	2014 Audit	2015 Estimate	2016 Budget
EXPENDITURES			
Communications			
Telephone Service	14,038	13,169	14,737
Cell Phones	3,674	3,040	3,125
Supplies/Expenses	1,645	8,707	8,951
Communications Center	4,579	4,788	4,922
Total Communications	**23,936**	**29,703**	**31,735**
Training			
Medical	5,414	1,115	22,500
Fire	1,742	5,826	17,000
Administration	1,955	730	5,346
Rescue	2,176	0	0
EMT Tuitions	4,293	5,000	5,000
Paramedic Program	27,019	0	20,000
Food	0	898	2,000
Total Training	**42,599**	**13,569**	**71,846**
Equipment			
Vehicle Repairs, Outside	16	2,466	2,535
Vehicle Supplies, Parts, Tires	16,727	15,635	16,072
Equipment Testing	7,536	11,300	11,616
Communications Equipment	968	711	731
Maintenance Contracts	22,696	23,308	23,961
Computers Repairs/Service	9,249	9,090	9,345
Portable Equipment	0	80	82
Total Equipment	**57,192**	**62,589**	**64,341**
Buildings			
Utilities	75,062	58,930	60,580
Maintenance & Repairs	24,615	19,063	29,597
Supplies	16,474	14,835	15,250
Laundry	0	0	0
H Lazy F Unit	0	0	10,000
Total Buildings	**116,151**	**92,828**	**115,427**
Miscellaneous			
TABOR Emergency Reserves	0	0	90,000
Other Miscellaneous	12,355	0	0
Total Miscellaneous	**12,355**	**0**	**90,000**
TOTAL EXPENDITURES	**2,473,213**	**2,458,641**	**2,855,156**
Transfer to CPF	**200,000**	0	**100,000**
Sale of Assets	**0**	0	**0**
Reserve Balance 12/31 GF	**1,541,615**	**1,079,321**	**1,053,245**
Reserve Balance 12/31 CPF	**793,629**	**674,406**	**534,970**
Total Reserves	**2,335,244**	**1,753,728**	**1,588,216**
Restricted Funds		**646,241**	**544,203**
Unrestricted Funds		**1,107,487**	**1,044,013**

CAPITAL PROJECTS FUND 2016
11/20/2015

	2014 Audit	2015 Estimate	2016 Budget
Reserve Balance Jan 1	**722,996**	**793,629**	**674,406**
REVENUES			
Impact Fees	1,460	28,470	1,000
Earnings on Deposits	156	150	200
Grants	0	25,000	0
Miscellaneous	0	0	0
Debt Proceeds	0	0	0
		0	
TOTAL REVENUE	**1,616**	**53,620**	**1,200**
EXPENDITURES			
Loan Payments, New Trucks	102,038	102,036	102,036
Fire Equipment	11,526	44,008	50,000
Station Improvements	0	704	15,000
Communications Equipment	9,128	14,368	30,000
Training Equipment	0	0	0
Medical Equipment	826	0	16,000
Office Equipment	0	1,726	17,600
Station Equipment	0	0	0
Vehicles	0	0	0
Lease, Copier	7,465	10,000	10,000
Aerial & Ladder	0	0	0
Misc	0	0	0
TOTAL EXPENDITURES	**130,983**	**172,843**	**240,636**
Sale of Assets	0	0	0
Transfer from Gen Fund	200,000	0	100,000
Reserve Balance 12/31	**793,629**	**674,406**	**534,970**

BOND FUND 2016
11/20/2015

	2014 Audit	2015 Estimate	2016 Budget
Reserve Balance Jan 1	**106,612**	**111,224**	**111,411**
REVENUES			
Taxes			
Property Tax	627,637	623,012	623,288
Abated Tax	1,238	2,488	2,062
Total Taxes	**628,875**	**625,500**	**625,350**
Other Revenue			
Earnings on Deposits	141	187	150
Miscellaneous	0	0	0
Total Other Revenue	**141**	**187**	**150**
TOTAL REVENUE	**629,016**	**625,687**	**625,500**
EXPENDITURES			
Treasurer Fees	14,479	18,500	18,500
96 Bond Issue, Principal	0	0	0
96 Bond Issue, Interest	0	0	0
2004 Bond Issue, Principal	0	0	0
2004 Bond Issue, Interest	0	0	0
2007 Bond Issue, Principal	415,000	70,533	334,465
2007 Bond Issue, Interest	194,175	535,267	271,335
Fiscal Agents Fees	750	1,200	1,200
Refunding Fee	0	0	0
Miscellaneous	0	0	0
TOTAL EXPENDITURES	**624,404**	**625,500**	**625,500**
Lawsuit Settlement	0	0	0
Reserve Balance 12/31	**111,224**	**111,411**	**111,411**

PENSION FUND 2016
11/20/2015

	2015 Budget	2015 Estimate	2016 Budget
Reserve Balance Jan 1	**2,193,722**	**2,211,855**	**2,149,218**
REVENUES			
Taxes			
Property Tax	63,727	63,727	55,403
Total Taxes	**63,727**	**63,727**	**55,403**
Other Revenue			
FPPA Matching Funds	64,636	64,636	57,354
Earnings on Deposits	100,000	100,000	
Miscellaneous	0	0	0
Total Other Revenue	**164,636**	**164,636**	**57,354**
TOTAL REVENUE	**228,363**	**228,363**	**112,757**
EXPENDITURES			
FPPA Fees & Expenses	13,000	13,000	13,000
Treasurer Fees	2,000	2,000	2,000
Benefits	250,000	250,000	250,000
Disability Insurance	25,000	25,000	25,000
Fidelity Bond	1,000	1,000	1,000
Miscellaneous	0	0	0
TOTAL EXPENDITURES	**291,000**	**291,000**	**291,000**
Reserve Balance 12/31	**2,131,085**	**2,149,218**	**1,970,975**

FIRE PROTECTION DISTRICT

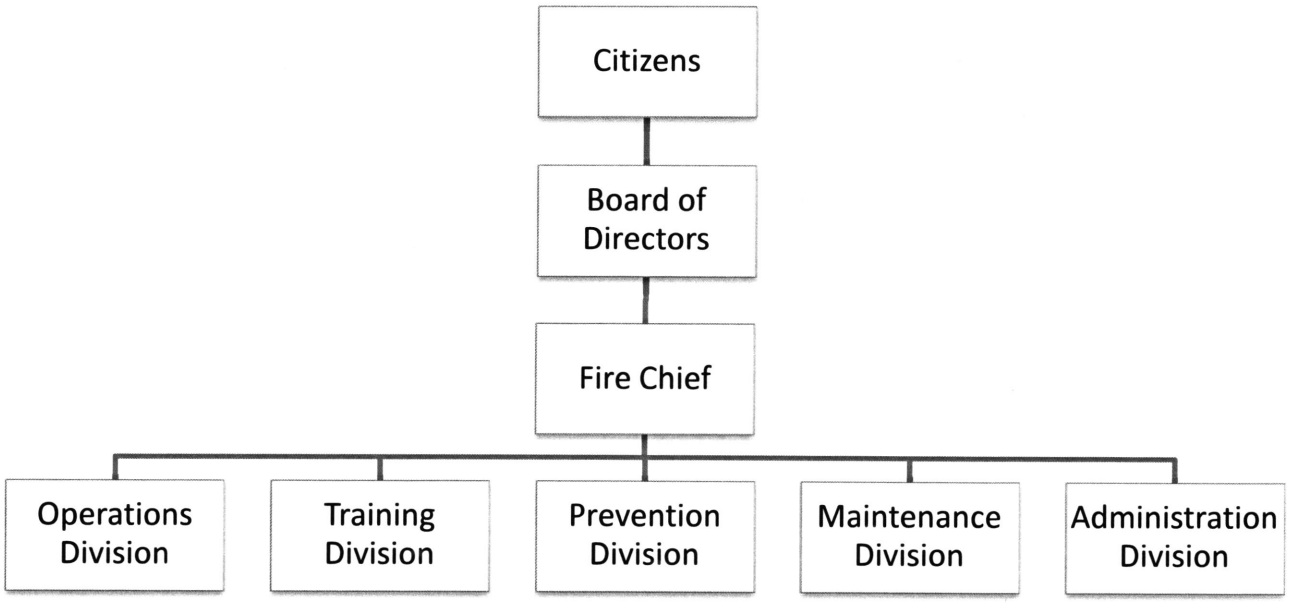
Carbondale & Rural Fire Protection District

2015 Budget

Division Based

Attachment A

Carbondale & Rural Fire Protection District
Organizational Chart



Carbondale & Rural Fire Protection District

2015 General Fund Budget

Operations Division

Objectives

The Operations Division conducts the tactical operations involved with the district's core mission of providing fire suppression and emergency medical services to the residents and visitors of the district.

The Operations Division also conducts the tactical operations involved with the various special events occurring within the district throughout the year.

The Operations Division is supervised by the Deputy Chief of Operations who reports directly to the Fire Chief.

Personnel in the operations division include 11 full time employees and 65 volunteers. Levels of certification vary widely among the personnel in the operations division & levels of participation vary widely among the volunteers.

The Operations Division operates under the Incident Command System and utilizes various ICS principals and features such as: management by objectives, span of control of personnel and unity of command.

The Deputy Chief of Operations has identified the following objectives to be funded by the 2015 General Fund budget.

- Increase the number of full time paid firefighter/EMT's from 3 to 4 per shift. This will provide the operations division with a minimum staffing level of 3 full time paid firefighter/EMT's on duty 24 hours per day, 7 days per week.
  Estimated cost: $240,000. **Not Funded**
- Increase the number of paramedic level trained personnel in the operations division from 3 to 5, enabling paramedic coverage for each of the 3 shifts and paramedic coverage for second ambulance call situations.
  Estimated cost: $50,000. **Not Funded**
- Develop the volunteer program to provide 3 firefighter/EMT's on duty on each of the 3 shifts to enable adequate staffing of first response for all types of incidents.
  Estimated cost: $2,000 **Funded**
- Develop a staffing plan for all current paid personnel while on duty or working.
  Estimated Cost: $0
- Upgrade the district's swift water rescue and technical rescue capabilities and equipment.
  Estimated Cost: $5,000. **Not Funded**
- Develop the district's recruitment program for the outlying stations, especially in the south end of the district including training programs specific to these areas. Provide equipment for 10 new recruits.
  Estimated Cost: $20,000 **Not Funded**
- Purchase 10 new fire shelters.
  Estimated Cost: $10,000 **Funded**
- Purchase 20 new pagers.
  Estimated Cost: $5,000 **Funded**

Carbondale & Rural Fire Protection District

2015 General Fund Budget

Operations Division

Line Item Budget

EXPENDITURES	2015 Budget
Personnel	
Wages	737,074
Health Benefits	184,251
Pension Benefits	61,646
457 Contributions	5,422
Work Comp	44,844
Payroll Tax, Medicare	10,833
Disability	15,803
Unemployment Insurance	2,323
Total Personnel	**1,062,195**
Fire Fighting	
Supplies/Expenses	15,000
Fuel	5,000
Incident Resources	1,000
Incident Food	2,000
Wildfire Expenses	2,000
Total Fire Fighting	**25,000**
EMS	
Supplies/Expenses	22,000
Infection Control	500
Fuel	5,000
Physician Advisor	3,500
Total EMS	**31,000**
TOTAL OPERATIONS DIVISION	**1,118,195**

Carbondale & Rural Fire Protection District

2015 General Fund Budget

Administration Division

Objectives

The Administration Division consists of 3 full time employees including the Fire Chief, Financial Director/Human Resource Director and the Office Manager.

The Administration Division performs all of the clerical, financial management & human resource functions associated with the district. All elections, including tabor tax issues as well as the bi-annual board of director's election are organized and conducted by the administration division. All financial responsibilities associated with the district are handled within the administration division including, but not limited to: accounts payable, accounts receivable, annual budget preparation, audit preparation, grant applications, payroll, and volunteer pension fund administration.

Additionally the administration division administers the ambulance billing program. Medicare coding, insurance billings and collection efforts are part of the ambulance billing program. Reporting the status of accounts to the board of directors is also completed monthly. Ambulance patient care report training for operations personnel is also provided.

Reception services, including telephone answering and walk in customer relations and information, as well as general office management ,including the ordering of office supplies, is also handled by the administration division.

The administration division is the "grease that keeps the organization running smoothly".

The financial manager/human relations manager has provided the following objectives to be funded by the 2015 General Fund Budget.

- Commission a master plan for the district as recommended by the 2014 Citizens Advisory Committee.
  Estimated Cost: $90,000. **Funded**
- Review the budget line items monthly with the board of directors to stay within budget.
- Maintain a $1.5 million dollar reserve balance in the General Fund.
- Implement a health insurance savings plan for the district employees.
- Implement a Length of Service Award Program to help retain volunteers for shift work at station 81.

Carbondale & Rural Fire Protection District

2015 General Fund Budget

Administration Division
Line Item Budget

	2015 Budget
EXPENDITURES	
Personnel	
Wages	247,710
Health Benefits	71,822
Pension Benefits	24,771
457 Contributions	1,920
Work Comp	6,776
Payroll Tax, Medicare	3,592
Board Members Pay	8,000
Disability	9,634
Unemployment Insurance	743
Total Personnel	**374,967**
Insurance	50,000
Treasurer's Fees	38,000
Abated Taxes	1,000
Supplies & Expenses	11,000
Accounting	10,100
Legal	25,000
Dues & Subscriptions	5,000
Fuel	15,000
Freight & Postage	2,000
Computer Supplies	2,000
Board Meeting Food Program	0
Election	0
Fire Works	0
Emergency Management	1,000
Master Plan	90,000
Volunteer Incentive	10,000
Volunteer Dinner Program	8,000
Misc	0
Total Administration	**268,100**
TABOR Emergency Reserves	90,000
Other Miscellaneous	6,086
Total Other	**96,086**
TOTAL ADMINISTRATION DIVISION	**739,153**

Carbondale & Rural Fire Protection District

2015 General Fund Budget

Maintenance Division

Objectives

The Maintenance Division consists of 2 full time employees charged with repairing and maintaining 26 emergency vehicles, 6 fire stations and all the portable equipment associated with the district.

Fire pump testing, previously contracted out to Underwriter's Laboratory, has been assumed by the maintenance division. Additionally, the maintenance division plows all the snow at the district's stations each winter saving the district $10,000 annually.

Preventive maintenance and repair of all fire district vehicles and equipment is vital for the safety of our personnel. Fire equipment is operated under extreme conditions and failure of the equipment can have significant consequences.

- Safe operation & function of all apparatus and equipment.
- Maintain integrity & appearance of all district buildings and grounds.
- Ensure that all maintenance, repair and testing complies with current NFPA and related standards.
- Equipment Testing:
    - Hose. Testing completed in house with maintenance and operations personnel.
    - Engine pumps & generators Tested by UL in 2013. Cost $3,560. Will be tested in house for 2015.
    - SCBA bottles. Tested by ROI Fire & Ballistics in 2013. Cost $2,718
    - SCBA flow test. Cost 1,000
    - SCBA mask tests. Tested in house, Cost 1,000.
    - Cardiac Monitors and AEDs. Tested by Physio Control. Cost $11,869
    - Aerial Ladders Tested by UL UL cost $1,990; Rosenbauer Cost $3,200
    - Ground Ladders. Tested by UL $1,532
    - Stryker Cots & stair chairs. Inspected in house by certified inspector. Cost $2,000
- Facilities Testing:
    - Fire Protection System. Inspected by Acme Alarm Company. Cost $1,808
    - Fire Extinguishers. Inspected by Tri County Fire Protection. Cost $1,296
    - Elevator. Inspected by Thyssenkrupp. Cost $1,770
    - Sprinkler system testing and pump house construction. In house, Cost 3,000.
- Maintenance Needs Not Funded in 2015:
    - Station 1 Parking Lots resurfacing. Cost $50,000
    - Station 1 Parking lots reseal. Cost $3,000
    - Station 1 exterior paint. Cost $5,000.
    - Station 1 Deck Repair Cost $2,000
    - Station 3 Replace overhead door Cost $5,000
    - Station 3 Replace roof. Cost $10,000.
    - Station 3 Furnace Replacement at $2,000
    - Station 5 Fix foundation leak. In house $2,000

- Station 5 Paint woodwork Cost $3,600
- Opticom 1 needed @ Hwy 82 & CR 154 Cost .$3,000
- Station 2 Sheds (2) Cost $4,000
- Station 2 Furnace replacement. Cost $3,000.
- Station 1 Carpet replacement Cost $3,000.
- Station 1 Replace pilot lights at stove. In House $1,000.
- Station 1 Expand archive room. Cost $5,000
- Station 4 Regarding stain fence, Cost $1,850.
- Lawnmowers 2 ea. Cost $700.
- Station 1 Motion Sensors at bathrooms In House $1,000
- Station 1 Ballast replacements, In House $1,000
- Station 1 Furnace Replacement Cost $6,000
- Station 2 Exterior Paint Cost $5,000

- Coordinate and support operations division goals and objectives.

Carbondale & Rural Fire Protection District

2015 General Fund Budget

Maintenance Division

Line Item Budget

EXPENDITURES	2015 Budget
Personnel	
Wages	147,055
Health Benefits	30,527
Pension Benefits	13,706
457 Contributions	915
Work Comp	3,615
Payroll Tax, Medicare	1,987
Disability	3,665
Unemployment Insurance	411
Total Personnel	**201,881**
Communications	
Telephone Service	13,000
Cell Phones	3,500
Supplies/Expenses	3,000
Communications Center	4,579
Total Communications	**24,079**
Equipment	
Vehicle Repairs, Outside	3,000
Vehicle Supplies, Parts, Tires	20,000
Equipment Testing	10,000
Communications Equipment	1,500
Maintenance Contracts	20,000
Computers Repairs/Service	8,000
Portable Equipment	1,000
Total Equipment	**63,500**
Buildings	
Utilities	70,000
Maintenance & Repairs	20,000
Supplies	20,000
Laundry	1,000
Total Buildings	**111,000**
TOTAL MAINTENANCE DIVISION	**400,460**

Carbondale & Rural Fire Protection District

2015 General Fund Budget

Training Division

Objectives

The Training Division consists of 1 full time employee, the Training Coordinator.

The Training Coordinator is assisted by other members of the paid staff with the instructional component of the district training programs. The Office Manager assists the training coordinator with the administration component of the district training programs.

The 2015 budget eliminates the paramedic scholarship program utilized in past years to promote and help fund the education of district employees and volunteers to a higher level of emergency medical care for the community.

All outside training has been eliminated in the 2015 budget for all paid personnel.

All district personnel, paid and volunteer alike, have different training needs and requirements. Some personnel need certain continuing education credits to maintain their professional certifications. Without district sponsored continuing education, our personnel are left to their own means to locate and pay for their necessary training.

- Complete a Firefighter I course for the new volunteer members.
  Estimated Cost: $11,000. **Funded**
- Host bi-monthly Firefighting continuing education training classes utilizing paid staff personnel.
  Estimated Cost: $2,000. **Not Funded**
- Complete a CPR Refresher class for all district personnel.
  Estimated Cost: $400. **Funded**
- Complete a Wildfire Refresher Program.
  Estimated Cost: $1000. **Not Funded**
- Host bi-monthly EMT continuing education training classes utilizing paid staff personnel.
  Estimated Cost: $2,100. **Funded**
- Upgrade the ICS capabilities among the paid and volunteer personnel.
  Estimated Cost: $2,000. **Not Funded**
- Provide EMT-B scholarships to 1 volunteer personnel.
  Estimated Cost: $1,000 **Partially Funded**

Carbondale & Rural Fire Protection District

2015 General Fund Budget

Training Division

Line Item Budget

EXPENDITURES	2015 Budget
Personnel	
Wages	82,567
Health Benefits	25,598
Pension Benefits	8,257
457 Contributions	826
Work Comp	4,626
Payroll Tax, Medicare	1,197
Disability	1,899
Unemployment Insurance	248
Total Personnel	**125,217**
Medical	2,500
Fire	11,000
Administration	500
Rescue	0
EMT Tuitions	1,000
Paramedic Program	0
Food	2,000
Total Training	**17,000**
TOTAL TRAINING DIVISION	**142,217**

Carbondale & Rural Fire Protection District

2015 General Fund Budget

Prevention Division

Objectives

- Review proposed residential and commercial development for compliance with locally adopted fire and life safety codes and standards. Coordinate with architects, engineers, designers along with municipal and county building and planning departments to review proposals in a effective customer friendly manner.

- Provide for review of new fire suppression systems in accordance with NFPA 13, NFPA 13R, NFPA 13D, and NFPA 2001 standards along with locally adopted codes and standards and the rules of the Colorado Fire Suppression System Program
- Provide for review of new fire alarm systems in accordance with NFPA 72 and locally adopted codes and standards.

- Provide for review of proposed residential site development as requested by local municipal and county governments.
- Provide inspections associated with Colorado Fire Suppression Program

- Provide fire alarm and certificate of occupancy inspections for new building construction in cooperation with local municipal and county building departments
- Provide inspections for existing commercial and public buildings as requested.

- Coordinate cause and origin investigations with District staff along with appropriate law enforcement agencies, insurance representatives and private fire investigators.
- Plan, organize, coordinate and direct fire prevention public education programs

- In conjunction with District staff, provide for coordination of NWCG qualified equipment and personnel resources in with appropriate County, State and Federal wildland fire managers for response to large wildland fire incidents

- Assist citizens and property owner associations with wildland fire mitigation planning, and access to state and federal grant funds
- Maintain records of all ISO recognized public and private water systems within the District
- Conduct fire flow testing as necessary and maintain records of flow tests for water systems within the district

- Assist and coordinate with district staff to conduct regular testing and inspection of fire hydrants and maintain appropriate records necessary for ISO water system evaluation
- Conduct regular, periodic reviews and analysis of the District's water supplies, water supply testing, facilities, equipment, equipment testing, training, operations, emergency communications, community risk reduction, and policies relative to the ISO Fire Suppression Rating Schedule
- Coordinate with regional 911 dispatch centers, and municipal and county staffs regarding road naming and addressing. Maintain and share geographical information data
- Provide and maintain maps and address information for incident response
- Assist dispatch center with maintaining 911 master street address guides (MSAG)
- Assist district staff with radio programming of VHF and 800 MHz radios.
- Attend regional communication board meetings

- Assist District staff with implementation and maintenance of databases for fire records management, open burning records, personnel scheduling, purchasing, and wildland fire resource management
- Submit periodic fire and emergency medical incident reports to the appropriate state agencies
- Maintain certifications for EMT-I, ACLS, CPR Instructor, ICC Fire Inspector, Colorado Firefighter 2, HazMat Operations, Fire Suppression System Inspector and Firefighter Proctor

Carbondale & Rural Fire Protection District

2015 General Fund Budget

Prevention Division

Line Item Budget

EXPENDITURES	2015 Budget
Personnel	
Wages	91,729
Health Benefits	25,598
Pension Benefits	9,173
457 Contributions	917
Work Comp	5,139
Payroll Tax, Medicare	1,330
Disability	0
Unemployment Insurance	275
Total Personnel	**134,161**
Fire/EMS Prevention	2,000
Total Other	**2,000**
TOTAL PREVENTION DIVISION	**136,161**

Carbondale & Rural Fire Protection District

2015 General Fund Budget

Revenues

Objectives

- Seek wildfire assignments for district engines. Ensure adequate district coverage and monitor local wildfire conditions.
- Charge local special events that request ambulance coverage at the event.
- Seek out and apply for grants for training and capital purchases.
- Maintain a 60% ambulance collection rate.
- Charge for false alarm detector activations.
- Develop a reserve funding plan.

Carbondale & Rural Fire Protection District

2015 General Fund Budget

Revenues

Line Item Budget

REVENUES	2015 BUDGET
Taxes	
Property Tax	1,564,693
Abated Tax	9,129
Specific Ownership Tax	120,000
Penalties & Interest	5,000
Delinquent Tax	1,000
Total Taxes	**1,699,823**
Other Revenue	
Ambulance Service	225,000
Building Rentals	7,200
Earnings on Deposits	100
Grants & Contributions	10,000
Fireworks Contributions	0
Miscellaneous	5,000
Sale of Assets	0
Training Reimbursements	1,000
Wildfire Contracts	10,000
Total Other Revenue	**258,300**
TOTAL REVENUE	**1,958,123**

Carbondale & Rural Fire Protection District

2016 Budget

Division Based

Attachment A

11/22/2015

DRAFT

OPERATIONS DIVISION OBJECTIVES

2016

- Full-time minimum staffing (48/96 shifts) of 6 personnel
- Ensure adequate and compliant PPE for all CRFPD members
- Provide reliable, up-to-date firefighting and EMS supplies and equipment at all stations
- Establish volunteer membership procedures and processes, including initial membership, active membership requirements along with retention programs including LOSAP

DRAFT

OPERATIONS DIVISION
BUDGET

EXPENDITURES	2016 Budget
Personnel	
Wages	888,113
Health Benefits	227,722
Pension Benefits	71,860
457 Contributions	6,610
Work Comp	49,755
Payroll Tax, Medicare	16,908
Disability	18,414
Unemployment Insurance	2,664
Total Personnel	**1,282,045**
Fire Fighting	
Supplies/Expenses	17,634
Fuel	2,789
Incident Resources	1,882
Incident Food	1,328
Wildfire Expenses	2,000
Total Fire Fighting	**25,633**
EMS	
Supplies/Expenses	28,000
Infection Control	1,000
Fuel	4,492
Physician Advisor	4,000
Total EMS	**37,492**
TOTAL OPERATIONS DIVISION	**1,345,171**

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ADMINISTRATION DIVISION OBJECTIVES

2016

- Build a $1.5 million reserve balance by creating a reserving funding plan
- Seek out and apply for grants
- Seek wildfire assignments for district engines while ensuring adequate district coverage and monitoring local wildfire conditions
- Hold a successful board of directors May 2016 election

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ADMINISTRATION DIVISION
BUDGET

EXPENDITURES	2016 Budget
Personnel	
Wages	252,615
Health Benefits	74,534
Pension Benefits	25,261
457 Contributions	1,958
Work Comp	6,910
Payroll Tax, Medicare	3,663
Board Members Pay	8,000
Disability	7,934
Unemployment Insurance	758
Total Personnel	**381,634**
Insurance	60,000
Treasurer's Fees	61,940
Abated Taxes	2,000
Supplies & Expenses	14,000
Accounting	12,000
Legal	30,000
Dues & Subscriptions	7,000
Fuel	11,696
Freight & Postage	2,076
Computer Supplies	1,000
Meetings	1,000
Election	15,000
Fire Works	0
Emergency Management	1,000
Master Plan	20,000
Public Outreach	10,000
Volunteer Incentive	26,813
Volunteer Dinner Program	9,000
Total Administration	**284,525**
TABOR Emergency Reserves	90,000
Other Miscellaneous	0
Total Other	**90,000**
TOTAL ADMINISTRATION DIVISION	**756,159**

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PREVENTION DIVISION OBJECTIVES

2016

- Plan/Code Review
  1. Provide 2015 edition "International" building and fire codes. Review and coordinate adoption with local governments that have jurisdiction with the Fire District. Update library of codes and standards with current editions.
  2. Attend training code and standard training provide by the Colorado Chapter Education Institute.

- Building Preplanning &Inspections
  1. Continue to expand "New World" database for preplans and inspections.

- Public Education
  1. Plan, organize, coordinate and direct fire prevention public education programs. Purchase additional materials necessary for public education.

- Wildland Fire Mitigation & Source Water Protection
  1. Assist citizens and property owner associations with wildland fire mitigation planning, and access to state and federal grant funds.

- Hydrants & Water System Testing
  1. Conduct fire flow testing as necessary and maintain records of flow tests for water systems within the district in anticipation of 2016 ISO review.
  2. Assist and coordinate with district staff to conduct regular testing and inspection of fire hydrants and maintain appropriate records necessary for 2016 ISO review

- Geographical Information Systems / Mapping
  1. Update maps and address information for incident response.
  2. Provide additional "tablet" based maps for ambulances at Station 81.
  3. Update GIS software to current version.

- Emergency Communications
  1. Evaluate and provide for redundant emergency notification and two way radio communications for District personnel.
  2. Evaluate adequacy of KNOX key retention system and provide for compatibility with 800 MHz DTR radio system.

- Records Management
  1. Evaluate EMS records management and provide for compatible with State of Colorado NEMSIS requirements and Fire District EMS billing software.

PREVENTION DIVISION
BUDGET

EXPENDITURES	**2016 Budget**
Personnel	
Wages	93,545
Health Benefits	26,575
Pension Benefits	9,355
457 Contributions	935
Work Comp	5,241
Payroll Tax, Medicare	1,356
Disability	0
Unemployment Insurance	281
Total Personnel	**137,288**
Fire/EMS Prevention	1,000
Total Other	**1,000**
TOTAL PREVENTION DIVISION	**138,288**

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TRAINING DIVISION OBJECTIVES

2016

- Establish a plan for the development and funding of a District training facility.
- To the best of our abilities provide meaningful continuing education training in EMS, Fire, Rescue, Incident Management and Urban Interface/ Wildland firefighting. The District's goal is to maintain and elevate the District's readiness to respond to all such incidents while training to national standards.
- To the best of our abilities support members professional development in their pursuit of higher education in advanced level EMS, Fire and Officer certifications and training.
- Provide an appropriate level of training program staffing to meet these objectives.
- Plan for and implement the Training Program recommendations outlined in the District's Master Plan.

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TRAINING DIVISION

BUDGET

EXPENDITURES	**2016 Budget**
Personnel	
Wages	84,202
Health Benefits	26,575
Pension Benefits	8,420
457 Contributions	842
Work Comp	4,717
Payroll Tax, Medicare	1,221
Disability	1,937
Unemployment Insurance	253
Total Personnel	**128,167**
Medical	22,500
Fire	17,000
Administration	5,346
Rescue	0
EMT Tuitions	5,000
Paramedic Program	20,000
Food	2,000
Total Training	**71,846**
TOTAL TRAINING DIVISION	**200,013**

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MAINTENANCE DIVISION OBJECTIVES

2016

- Maintain the District fleet
- Maintain the District buildings
- Support all District operations as needed

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MAINTENANCE DIVISION BUDGET

EXPENDITURES	2016 Budget
Personnel	
Wages	147,269
Health Benefits	32,049
Pension Benefits	13,977
457 Contributions	944
Work Comp	4,107
Payroll Tax, Medicare	2,135
Disability	3,098
Unemployment Insurance	442
Total Personnel	**204,022**
Communications	
Telephone Service	14,737
Cell Phones	3,125
Supplies/Expenses	8,951
Communications Center	4,922
Total Communications	**31,735**
Equipment	
Vehicle Repairs, Outside	2,535
Vehicle Supplies, Parts, Tires	16,072
Equipment Testing	11,616
Communications Equipment	731
Maintenance Contracts	23,961
Computers Repairs/Service	9,345
Portable Equipment	82
Total Equipment	**64,341**
Buildings	
Utilities	60,580
Maintenance & Repairs	29,597
Supplies	15,250
Laundry	0
H Lazy F Unit	10,000
Total Buildings	**115,427**
TOTAL MAINTENANCE DIVISION	**415,526**

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