

FORT MYERS BEACH FIRE DEPARTMENT



2017/2018 BUDGET

Fire Chief Matthew R. Love

APPROVED OCTOBER 2, 2017



FORT MYERS BEACH FIRE DEPARTMENT 2017/2018 BUDGET

We are proud to present the Fort Myers Beach Fire Department's 2017/2018 Budget. This Budget Packet was created to provide a comprehensive overview of how funds are utilized to deliver excellence in service. The Fort Myers Beach Fire Department works closely with neighboring emergency service agencies to ensure safety within the unique aspects of protecting our coastal community and barrier islands located on the Gulf of Mexico.

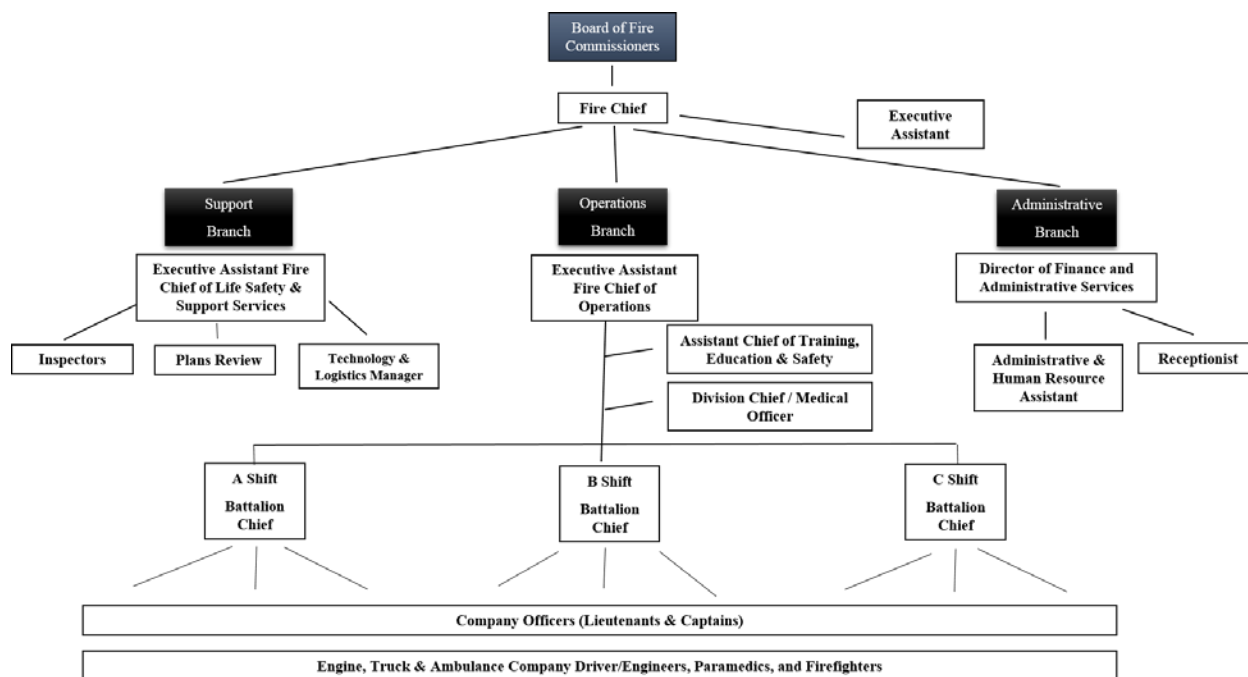
Our organization strives to provide a progressive, forward-thinking emergency service model dedicated to providing quality response to our community. With a diverse community made up of residents, business owners, and visitors, along with a variety of single-family homes, high-rise resorts, condominiums, and businesses, it is imperative that we provide both superior emergency and non-emergency services.



The 2017/2018 Budget encompasses a variety of sustainment funds to ensure that the Fort Myers Beach community continues to receive excellence in emergency response and service for many years to come. This concept is based on one simple principle, which is to provide the best possible service that fits our community's unique needs. With that in mind, we have provided a multifaceted view of the organization's financial allocations identified in this budget and have highlighted key components of the organization's operations and structure as well as financial comparisons. In addition, our Re-Capitalization and Sustainment Plan provides a detailed analysis of the 2017/2018 Budget and related funding priorities of the Fort Myers Beach Fire Department.



Organizational Structure



The Fort Myers Beach Fire Department is made up of a series of branches, divisions, and programs to organize daily operations and administration as well as for span of control. Our organizational branches include the Operations Branch, Life Safety & Support Services Branch, and the Administrative Branch. A Branch Chief or Director oversees all aspects of their branch including but not limited, to financial oversight, managing programs and divisions within the branch, and confirming that all department programs and divisions are working together to achieve the organization’s operational and administrative goals.

Operations Branch

The Fort Myers Beach Fire Department Operations Branch manages all operational aspects of the organization, to include emergency response. The Operations Branch is overseen by an Executive Assistant Fire Chief, who works closely with Assistant Chiefs, Division Chiefs, and Battalion Chiefs to execute the operational mission of the organization. This includes response to emergency incidents as well as non-emergency activities of our companies. This Branch also oversees all of the Department’s Training, Education, and Safety programs, as well as the ambulance transport functions. The Operations Branch also oversees statistical analysis and data coordination.





Life Safety & Support Services Branch

The Fort Myers Beach Fire Department Life Safety & Support Services Branch is overseen by an Executive Assistant Fire Chief, and provides all prevention, community education, risk reduction, and code enforcement to our community. This includes fire and life safety inspectors, as well as oversight of the plans review process for structures.



This Branch also provides a variety of community outreach functions to educate our community, keep children safe in our schools, and much more. Our Life Safety & Support Services Branch houses the Office of the Fire Marshal, which in addition to code enforcement and inspection programs, provides fire investigation services and public information.

Finally, this Branch oversees the many logistical components of our organization. This includes facilities and grounds, information and technology, as well as supplies and materials.

Administration

The Administrative Branch manages everything from payroll and payables to budgeting and forecasting finances many years in advance. The Administrative Branch is overseen by the Director of Finance and Administrative Services. This Branch provides support to all Department programs and divisions through document and policy management, benefit administration, purchasing processes, and budgeting. The Administrative Branch also manages the organization's human resources, risk management coordination, and strategic planning.

The Fire Chief works with the Board of Fire Commissioners, administrative staff, legal counsel, accountants, and fire department officers to oversee Department functions. The Office of the Fire Chief also manages public records and the logistical components of the Board of Fire Commissioners. The Fire Chief serves as the direct liaison to the Board of Fire Commissioners by managing documentation, resolutions, meeting preparation, and other administrative considerations.

FMBFD Enhanced Services

Although the Fort Myers Beach Fire Department provides many traditional emergency and non-emergency services, we also provide many enhanced services to best cater services to the unique nature of our community, and consistently strive toward exceptional protection of life and property.

We are proud to offer both fire and ambulance transport service to the citizens and visitors of our area. By offering these services, we can achieve faster emergency medical response and transport times, as well as increase fire suppression capability.



With the ever changing obstacles and unforeseen circumstances on our barrier islands, the Fort Myers Beach Fire Department takes a pro-active approach to consistently provide the best service possible. With this in mind, we continually assess the short and long-term impacts, which make our area unique.

With limited access on and off the islands in seasonal traffic, and obstacles found within the Estero Boulevard construction project, we now provide beach capable ambulance and rescue services through specialized equipment, adapted response patterns, and established alternate and redundant response capabilities to better serve our community.

The Fort Myers Beach Fire Department is amongst an elite top two percent of United States Fire Departments who have achieved an Insurance Services Office (ISO) rating of two, as a result of the many aspects of our service delivery! This is a significant accomplishment and could not have been made possible without the daily, monthly, and annual training and actions of our members.



Some of the additional services that the Fort Myers Beach Fire Department provides to our community includes the File of Life Program, Fall Prevention activities, Car Seat Installation Technicians, Cardiopulmonary Resuscitation (CPR) training, and much more. Through community partnerships, we are able to reach significant life safety initiatives such as these.

Personnel Allocations

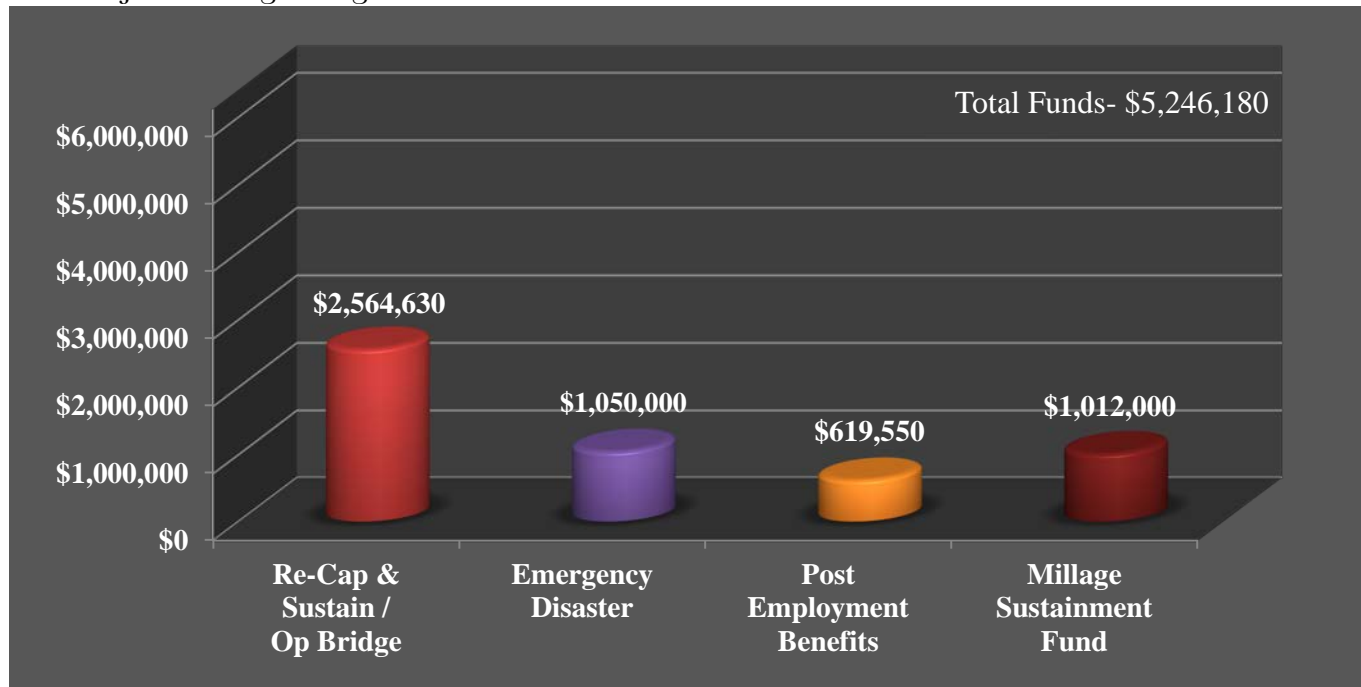
The Fort Myers Beach Fire Department 2017/2018 Budget incorporates a personnel allocation model using approximately 61 full time positions, which include career line members, administrative members, and fire officers.

Firefighters & Paramedics	28
Driver Engineers	9
Lieutenants & Captains	9
Fire Prevention Specialists	2
Administrative & Support Staff	5
Battalion Chiefs	3
Division Chiefs	1
Assistant Chiefs	1
Executive Assistant Fire Chiefs	2
Fire Chief	1
Total Personnel	61

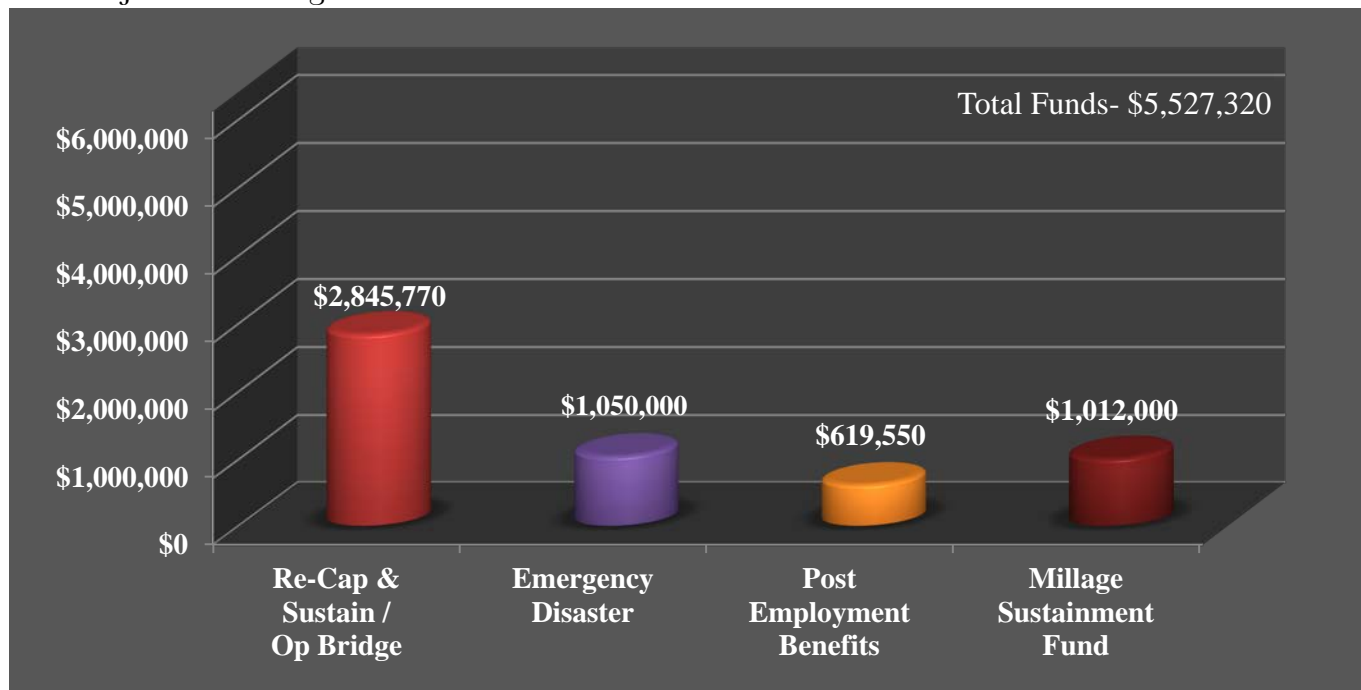


2017/2018 General Fund Breakdown

Projected Beginning Fund Balances



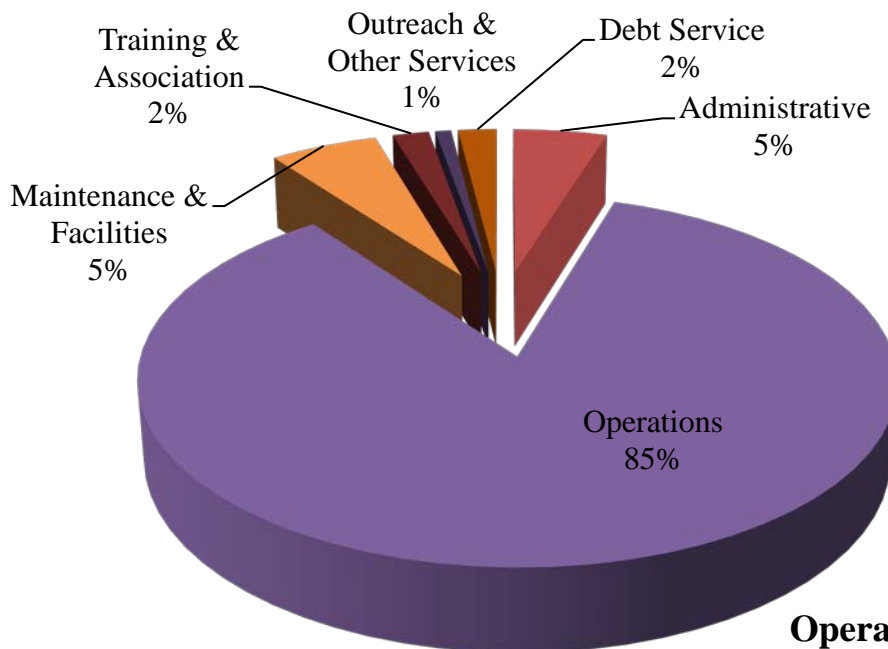
Projected Ending Fund Balances



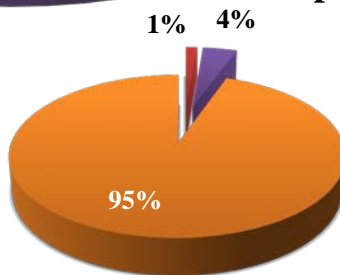


Fort Myers Beach Fire Department 2017/2018 Budget Breakdown

Operating & Maintenance Category Allocations



Operations Breakdown



- Logistics/Support
- Service Delivery
- Personnel

Operating & Maintenance

Administrative	536,100
Operations	9,515,770
Maintenance & Facilities	615,650
Training & Association	207,400
Outreach & Other Services	90,280
Debt Service	220,300
Total Operating	11,185,500



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2017/2018 Budget Specifics

	Audited 2015/2016	Budgeted 2016/2017	Approved 2017/2018
<u>Revenues</u>			
Mills:	2.48	2.58	2.58
Ad Valorem taxes	8,368,117	9,171,614	9,742,363
Impact fees	7,837	9,400	9,400
Firefighters supplemental income	22,063	21,000	22,200
Inspections and special events	42,407	34,000	34,000
Ambulance transport fees (net of adjustments)	609,050	610,000	725,000
Interest	19,761	14,900	26,900
Restricted donations (9/11 Memorial Site)	30,928		-
Miscellaneous	23,914	5,561	5,037
Proceeds from the sale of capital assets	36,000	3,000	28,000
Proceeds from debt		-	414,000
Total Revenue	9,160,077	9,869,475	11,006,900
Funds Carried Forward (estimate for 17/18)	6,161,673	6,475,422	6,750,000
Total Revenue & Carry Forward	15,321,750	16,344,897	17,756,900



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Personal Services

Elected officials	30,000	30,000	30,000
Salaries and wages	4,426,297	5,350,900	5,707,600
Social Security & Medicare	338,411	411,600	438,900
Retirement contributions (FRS)	904,433	1,034,300	1,271,900
Health & life insurance	911,121	1,167,000	1,139,000
VEBA Contribution	71,800	80,300	85,600
Workers compensation	232,206	216,500	279,700
Occupational health	38,049	33,000	51,700
	<u>6,952,317</u>	<u>8,323,600</u>	<u>9,004,400</u>

Professional & Contractual

Legal fees and expenses	23,462	100,000	100,000
Professional fees	25,062	30,650	42,700
Medical director	32,000	32,000	32,000
Audit & accounting	21,700	30,750	30,750
Property appraiser fees	57,490	67,450	69,300
Tax collector fees	167,686	193,100	205,100
Other contractual services	21,559	22,700	22,700
	<u>348,959</u>	<u>476,650</u>	<u>502,550</u>



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Communications & Freight

Telephone	32,964	36,700	36,700
Communication charges, fees & maint	82,176	86,500	90,350
Postage and freight	669	1,800	1,200
	115,809	125,000	128,250

Occupancy and Commercial Insurance

Cable TV	5,291	3,000	6,650
Electricity & propane	34,535	42,700	42,700
Garbage service	7,836	7,600	7,600
Water/sewer	13,026	16,100	16,100
Commercial property& liability	173,074	184,000	195,100
	233,762	253,400	268,150

Repairs and Maintenance

EMS equipment	11,037	18,200	20,100
Suppression equipment	19,131	18,500	18,500
Vehicles	88,216	101,300	139,000
Office equipment	8,371	9,800	8,100
Buildings	107,646	99,700	161,800
	234,401	247,500	347,500



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Miscellaneous & Contingency

Miscellaneous & Contingency	21,600	28,400	28,650
Required advertising	2,310	4,400	4,900
	23,910	32,800	33,550

Operating Supplies & Tools

Fuel	25,779	32,200	32,200
Medical	84,463	85,000	85,000
Suppression & protective gear	78,447	83,000	87,000
Communication	2,563	3,450	3,700
Water Rescue	1,731	2,500	2,500
Prevention	3,182	16,350	9,700
Training	5,770	3,500	5,000
Office	11,600	12,000	12,000
Facilities/Housekeeping Supplies	7,352	17,800	17,800
FF&E under \$1,000	33,150	42,485	42,400
Uniforms	24,467	35,000	40,000
Software licenses and updates	38,077	46,860	45,820
	316,581	380,145	383,120



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Education & Training

Career development	32,470	56,000	56,000
In-Service Training	15,977	57,800	61,900
Conferences	6,203	18,700	18,700
Travel	39,118	55,200	55,200
Licenses & certifications	455	5,900	5,900
Dues, memberships & subscriptions	6,785	9,400	9,700

	101,008	203,000	207,400
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Other Services

Storm expenses	1,721		
Aid to other organizations	14,648	27,350	26,040
Ambulance billing expenses	41,877	40,280	47,640
Community outreach programs	11,851	16,600	16,600

	70,097	84,230	90,280
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Capital Expenditures

Building improvements	40,836	31,150	119,150
Rolling equipment	29,997	295,000	715,240
Medical equipment	-		-
Suppression, rescue & protection equip	105,153	34,700	43,650
Communication equipment	3,730	23,500	33,530
Training	7,000		-



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Prevention - life safety	3,663		-
Hardware/software	58,739	93,000	52,740
Furniture & fixtures	5,764		79,770

	254,882	477,350	1,044,080
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Debt service

Principal payments	171,013	174,420	199,900
Interest	23,589	20,200	20,400

	194,602	194,620	220,300
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Total Operating Expenditures	8,846,328	10,798,295	12,229,580
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Designated Fund Balance

Assigned: Millage Sustainment	-	2,865,052	1,012,000
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Assigned: Re-Cap Sustainment/Op Bridge	3,924,673	1,012,000	2,845,770
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Assigned: Disaster/Emergency	1,050,000	1,050,000	1,050,000
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Assigned: OPEB	546,650	619,550	619,550
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Total Designated Funds	5,521,323	5,546,602	5,527,320
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	16,344,897		17,756,900
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Revenues over (under) Expenditures & Reserves	954,099		
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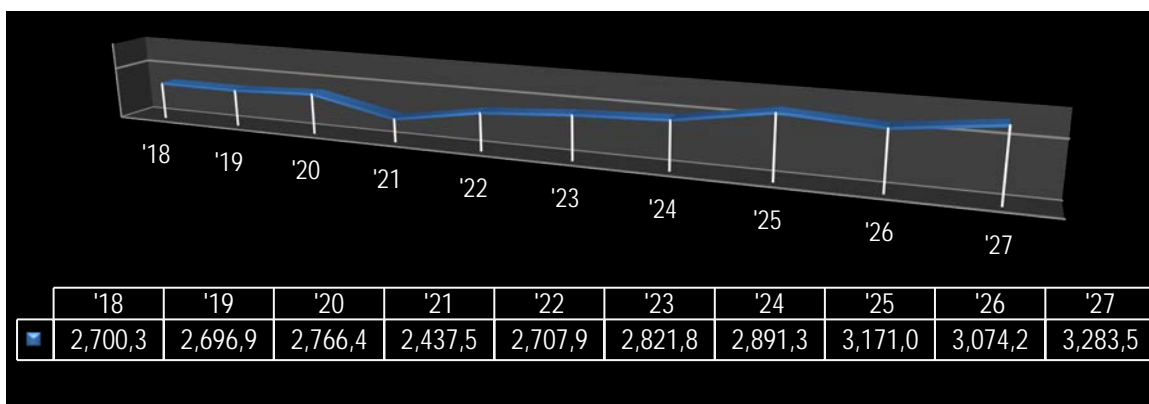
Ending Funding Balance	6,475,422		
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Fort Myers Beach Fire Department Re-Capitalization & Sustainment Plan

The Re-Capitalization & Sustainment Plan confirms funding allocations are scheduled to maintain the equipment and tools necessary to provide services. District staff continually assess replacement data for essential equipment and assets to confirm replacement capability. This allows the organization to plan for key replacement allocations and presents a line item based illustration of funds going into and out of the plan for many years in advance.

10 Year Estimated Plan Balances



2017/2018 Re-Capitalization & Sustainment Plan Line Item Based Balance Estimates

	Beginning Balance 9/30/17	Scheduled Contributions	Plan Updates & Adjustments	Scheduled Expenditures	Ending Balance 9/30/18
Apparatus (<i>Amb 100%, Eng/Trk 20%</i>)	348,049	59,500	89,000	120,000	376,549
Vehicles	246,290	114,516	28,000	164,000	224,806
Suppression/Protection	270,460	48,730	773	41,765	278,198
EMS	178,766	35,291		-	214,057
Communications	219,763	13,343	10,280	25,530	217,856
Technology	127,220	52,785	2,200	52,738	129,467
Furniture/Office Equip.	124,049	12,314	57,499	79,763	114,099
Building Improvements	57,233	34,614		10,000	81,847
Buildings (<i>20%</i>)	<u>492,800</u>	<u>38,635</u>	<u>32,000</u>	<u>-</u>	<u>563,435</u>
Totals	2,064,630	409,728	219,752	493,796	2,200,314
See note below	<u>500,000</u>				<u>500,000</u>
Ending Balance	<u><u>2,564,630</u></u>				<u><u>2,700,314</u></u>

Note: Reclassified from 30-day Operating Bridge Reserve