

**FORT MYERS BEACH
FIRE DEPARTMENT**

2019/2020 BUDGET

Fire Chief Matthew R. Love

APPROVED SEPTEMBER 25, 2019



Fort Myers Beach Fire Department 2019/2020 BUDGET

To provide an overview of funds and how they are utilized to deliver excellence in service to our community, the Fort Myers Beach Fire Department is pleased to provide the 2019/2020 Budget Packet. Our team works closely with other local emergency service agencies to ensure safety is a priority by protecting our coastal community and barrier islands located on the Gulf of Mexico.

Our organization provides progressive emergency services, dedicated to providing quality response to our community's needs. With a community encompassing many residents, business owners, and visitors, along with a variety of single-family homes, high-rise resorts, condominiums, and businesses, it is critical that we provide both superior emergency and non-emergency services.

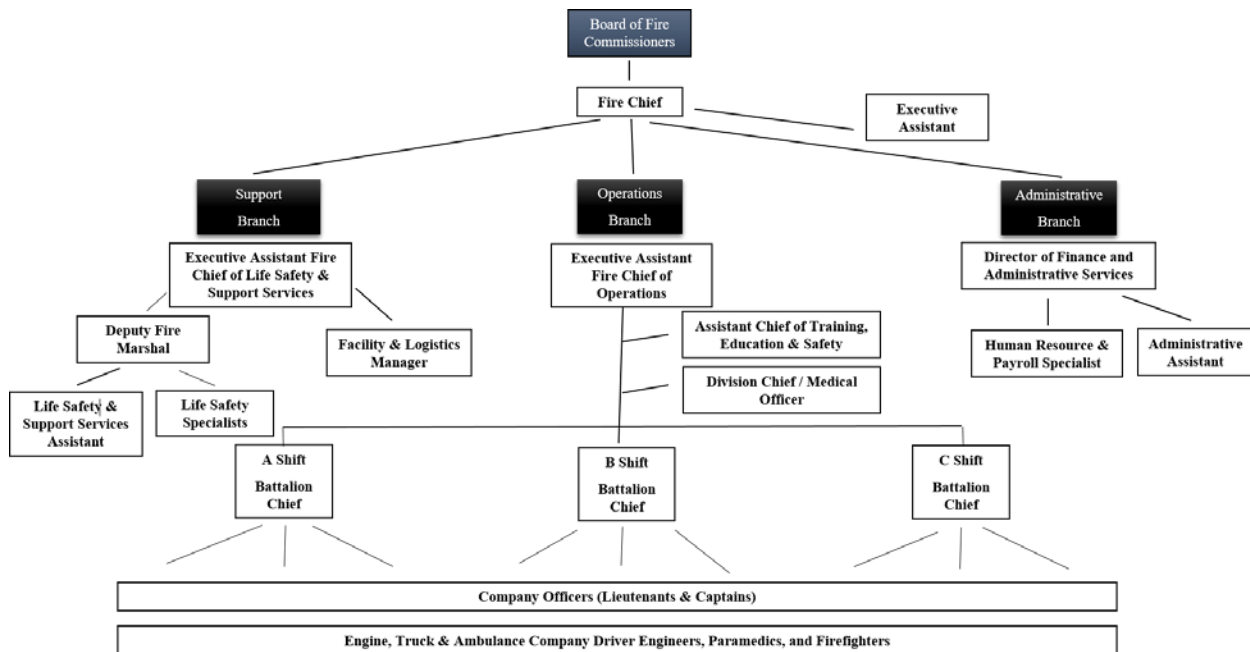
The 2019/2020 Budget encompasses a variety of funds to ensure that the Fort Myers Beach community continues to receive excellence in emergency response and service. We have provided a multifaceted view of our organization's financial allocations and have highlighted key components of our structure and financial projections. Our Capital Sustainment Plan provides a detailed analysis of the 2019/2020 Budget and related funding priorities of the Fort Myers Beach Fire Department.

To operate at our peak, the Fort Myers Beach Fire Department is made up of a series of branches, divisions, and programs to organize daily operations and administration. Our Organizational branches include the Operations Branch, Support Branch, and the Administrative Branch. Branch Chiefs and Directors oversee all aspects of their branch including but not limited to, financial oversight, managing programs and divisions within the branch, and confirming all department programs and divisions are working together to achieve the organization's operational and administrative goals.





ORGANIZATIONAL STRUCTURE



OPERATIONS BRANCH

The Operations Branch manages all operational aspects of the organization, to include emergency response. The Operations Branch is overseen by the Executive Assistant Fire Chief of Operations, 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. Incorporated in the Operations Branch is the Training Division, Emergency Medical Service Division, and the Tools and Equipment Program. These aspects oversee all of the Department’s Training, Education, and Safety activities, practicing of emergency medicine, and ambulance transport functions. The Operations Branch also oversees statistical analysis and data coordination for operational activities.

SUPPORT BRANCH

The Support Branch is overseen by the Executive Assistant Fire Chief of Life Safety and Support Services. This branch includes the Life Safety Division, Support Services Program, Facilities and Logistics Program, and Operational Technologies Program. Within these divisions and programs, the Support Branch provides all prevention, community education, risk reduction, and code enforcement to our community. This includes fire and life safety inspections, as well as building plan reviews.

This Branch also provides a variety of community outreach functions to educate our community, keep children safe in our schools, and much more. This 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 programs and divisions through document and policy management, benefit administration, purchasing processes, and budgeting. The Administrative Branch also manages the organization's human resource department, risk management, and strategic planning.

OFFICE OF THE FIRE CHIEF

The Fire Chief oversees all of the organization's branches and 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 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 to the unique nature of our community.

We are proud to offer both a plethora of fire related responses, as well as 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 limited access on and off the islands in seasonal traffic and obstacles found within the Estero Boulevard construction project, we now provide a beach capable ambulance, and rescue



services through specialized equipment, adapted response patterns, and established alternative 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. Our organization also received the American Heart Association’s Mission Lifeline Emergency Medical Services award multiple times, with the most recent award reaching Gold status! These awards were received for implementing quality improvement measures for the treatment of patients who experience severe heart attacks, and maintaining a survival percentage well above the national average.



PERSONNEL ALLOCATIONS

The Fort Myers Beach Fire Department 2019/2020 Budget incorporates a personnel allocation model using approximately 64 full time positions, which include career line members, administrative members, and fire officers.

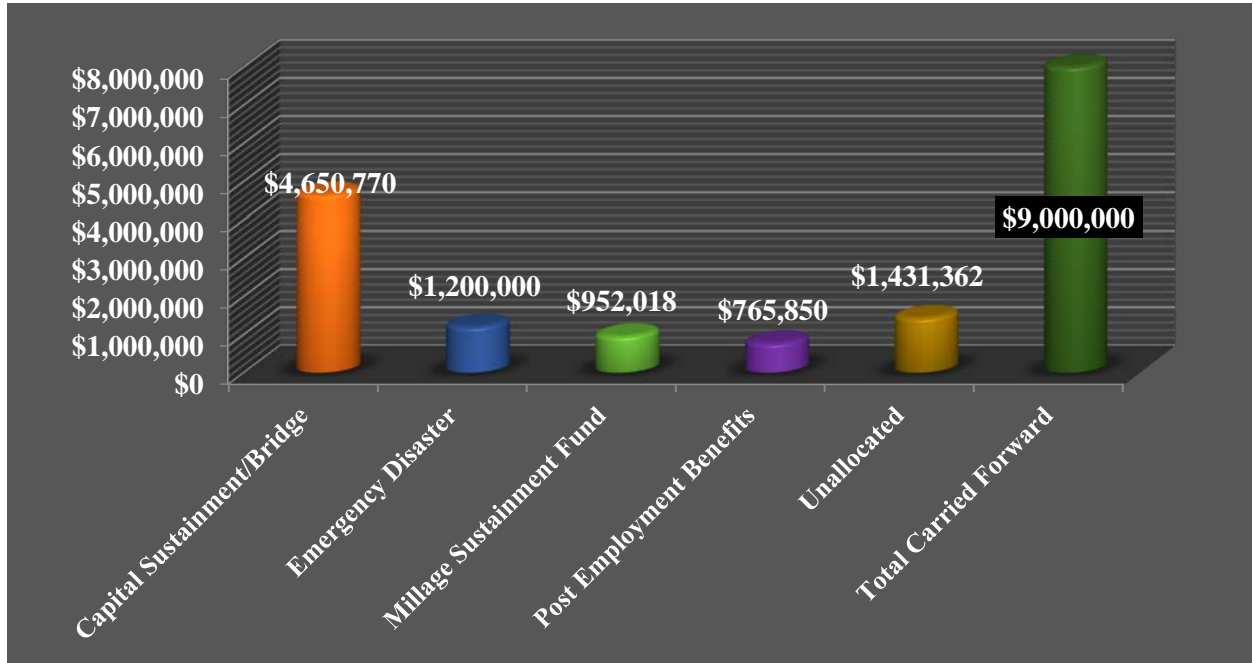
Firefighters & Paramedics	28
Driver Engineers	9
Lieutenants & Captains	9
Life Safety Services Staff	5
Administrative & Support Staff	5
Battalion Chiefs	3
Division Chiefs	1
Assistant Chiefs	1
Executive Assistant Fire Chiefs	2
Fire Chief	1
Total Personnel	64

SHAPING OUR COMMUNITY THROUGH EXCELLENCE

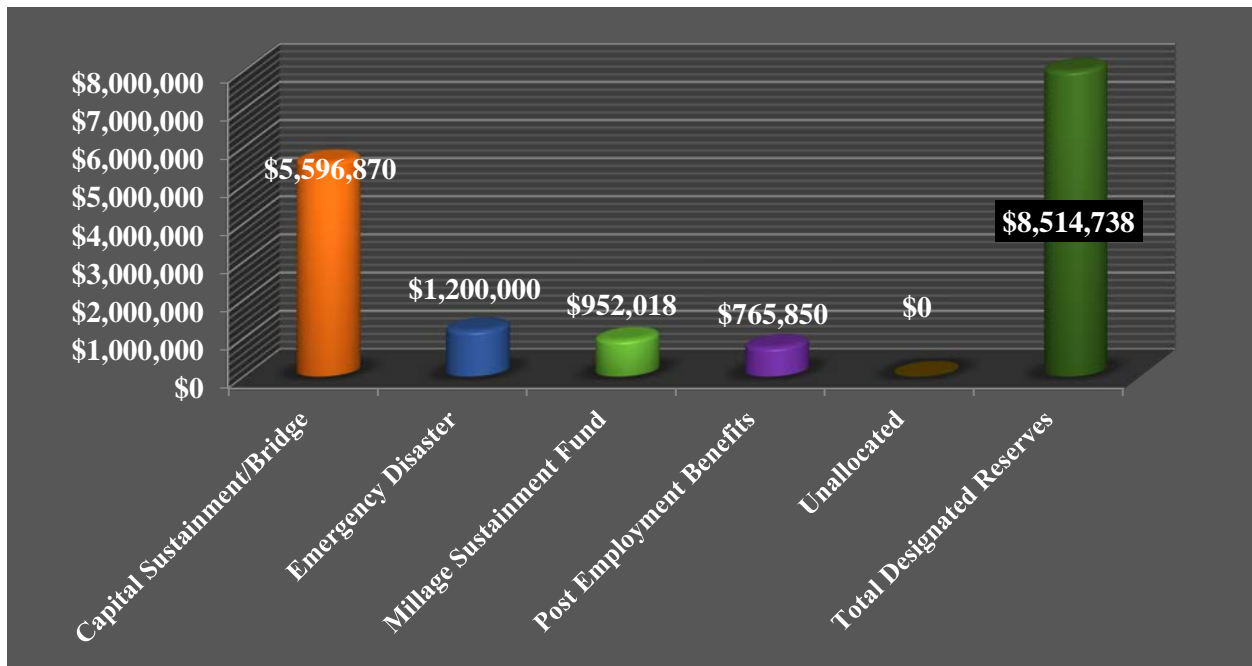


2019/2020 GENERAL FUND BREAKDOWN

PROJECTED FUNDS CARRIED FORWARD

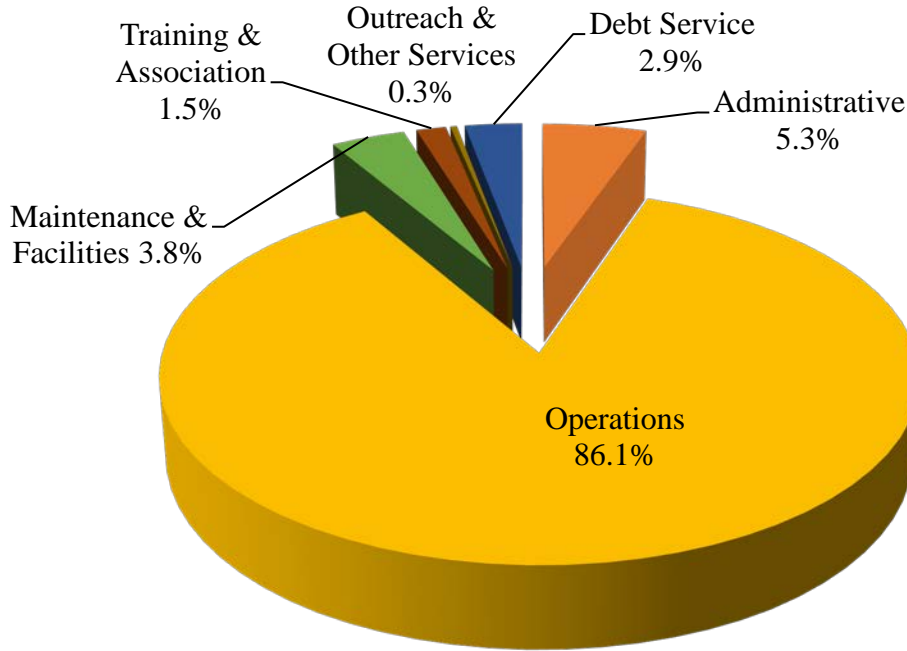


PROJECTED ENDING RESERVE FUND BALANCES





2019/2020 BUDGET BREAKDOWN
OPERATING & MAINTENANCE CATEGORY ALLOCATIONS



Operating & Maintenance

Administrative	704,149
Operations	11,403,876
Maintenance & Facilities	500,700
Training & Association	202,300
Outreach & Other Services	43,600
Debt Service	387,500
Total Operating	13,242,125



2019/2020 BUDGET SPECIFICS

	Millage Rate:	2.9851
<u>Revenues</u>		
Ad Valorem taxes		12,058,493
Impact fees		6,000
Firefighters supplemental income		25,560
Inspections and special events		247,400
Ambulance transport fees (net of adjustments)		650,000
Interest		150,000
Miscellaneous		155,000
Proceeds from the sale of capital assets		35,000
	Total Revenue	13,327,453
Funds Carried Forward (estimate)		9,000,000
	Total Revenue & Carry Forward	22,327,453
<u>Personal Services</u>		
Elected officials		30,000
Salaries and wages		6,620,100
Social Security & Medicare		508,700
Retirement contributions (FRS)		1,695,700
Health & life insurance		1,357,000
VEBA Contribution		97,000
Workers compensation		365,800
Occupational health		44,400
		10,718,700
<u>Professional & Contractual</u>		
Legal fees and expenses		95,325
Professional fees		189,950
Medical director		32,000
Audit & accounting		36,500
Property appraiser fees		73,780
Tax collector fees		253,900
Other contractual services		30,000
		711,455



Communications & Freight

Telephone	18,900
Communication charges, fees & maint	86,420
Postage and freight	1,600
	106,920

Occupancy and Commercial Insurance

Cable TV	9,500
Electricity & propane	38,000
Garbage service	8,900
Water/sewer	15,000
Commercial property& liability	209,700
	281,100

Repairs and Maintenance

EMS equipment	20,100
Suppression equipment	18,500
Vehicles	120,000
Office equipment	4,900
Buildings	154,500
	318,000

Miscellaneous & Contingency

Miscellaneous	28,690
Required advertising	5,700
	34,390

Operating Supplies & Tools

Fuel	40,700
Medical	87,600
Suppression & protective gear	52,200
Communication	12,410
Water Rescue	2,500
Prevention	9,700
Training	5,000
Office	11,000
Facilities/Housekeeping Supplies	17,800
FF&E under \$1,000	42,400
Uniforms	44,600



Software licenses and updates	72,900
	398,810
<u>Education & Training</u>	
Career development	54,600
In-Service Training	57,400
Conferences	18,700
Travel	54,400
Licenses & certifications	1,800
Dues, memberships & subscriptions	10,400
	197,300
<u>Other Services</u>	
Storm expenses	1,550
Aid to other organizations	27,000
Ambulance billing expenses	42,800
Community outreach programs	16,600
	87,950
<u>Capital Expenditures</u>	
Building improvements	258,530
Rolling equipment	139,235
Medical equipment	29,300
Suppression, rescue & protection equip	17,350
Communication equipment	81,380
Training	4,600
Prevention - life safety	-
Hardware/software	30,325
Furniture & fixtures	9,870
	570,590
<u>Debt service</u>	
Principal payments	333,400
Interest	54,100
	387,500
Total Operating Expenditures	13,812,715



Designated Fund Balance

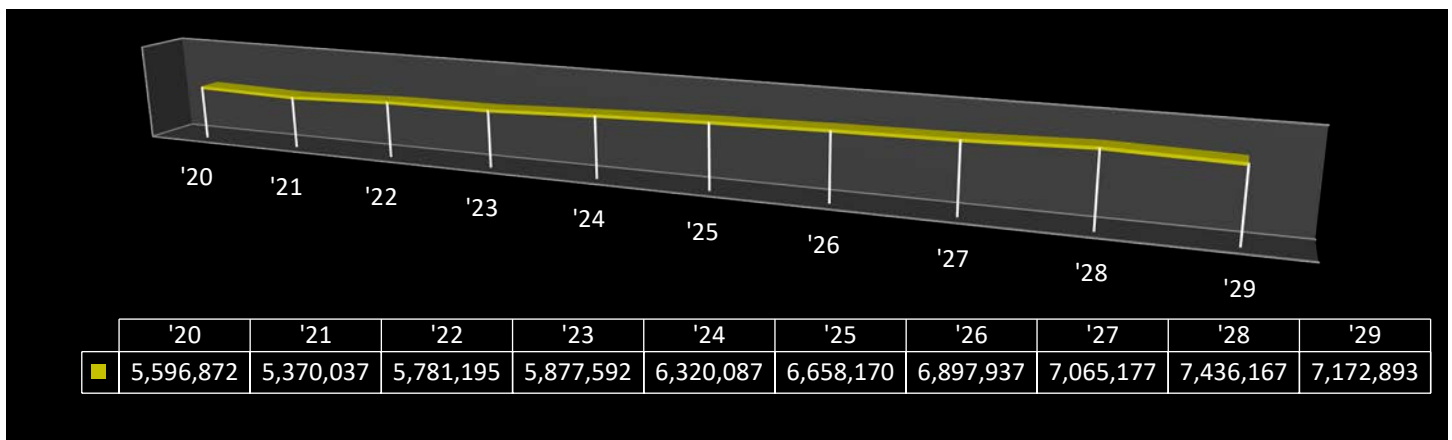
Assigned: Millage Sustainment	952,018
Assigned: Capital Sustainment/Operating Bridge	5,596,870
Assigned: Disaster/Emergency	1,200,000
Assigned: OPEB	765,850
Total Designated Funds	8,514,738
Total Expenditures and Reserves	22,327,453

**FORT MYERS BEACH FIRE DEPARTMENT
CAPITAL SUSTAINMENT PLAN**

The Capital Sustainment Plan confirms that funding allocations are scheduled to maintain the equipment and tools necessary to provide services. District staff continually assesses 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 PROJECTED PLAN BALANCES





**2019/2020 CAPITAL SUSTAINMENT PLAN
 LINE ITEM BASED BALANCE ESTIMATES**

	Projected Balance 9/30/19	Scheduled Contribution	Plan Adjustments	Scheduled Expenditure	Ending Balance 9/30/20
Apparatus <i>(Ambulance 100%, Eng/Trk 20%)</i>	244,418	138,203	-	-	382,621
Vehicles	285,923	92,969	86,887	139,235	326,544
Suppression/Protection	245,043	44,643	12,076	17,350	284,412
EMS	243,598	45,422	(10,800)	29,300	248,920
Training	-	-	4,600	4,600	-
Communications	210,175	35,515	1,440	81,380	165,750
Technology	160,865	38,335	3,592	30,325	172,467
Furniture/Office Equip.	116,087	16,260	706	9,869	123,184
Building Improvements	133,501	55,888	84,236	258,529	15,096
Buildings <i>(20%) See Note 1</i>	1,158,670	47,374	2,652	-	
Building Plan Adj. <i>See Note 2</i>	-	-	2,146,021	-	3,354,717
Repurposed Funds	<u>152,492</u>		<u>(129,331)</u>		<u>23,161</u>
Totals	2,950,772	514,609	2,202,079	570,588	5,096,872
See Note 3 below	<u>500,000</u>				<u>500,000</u>
	<u>3,450,772</u>				<u>5,596,872</u>

Note 1: Additional fund balance carried forward from year ended September 30, 2017 is applied to the beginning balance of the Building Replacement portion of the Capital Plan.

Note 2: Additional funds generated from the increased tentative millage rate over the prior year millage rate, and additional fund balance carried forward from year ended September 30, 2018, is applied to the adjustment column of the Building Replacement portion of the Capital Plan.

Note 3: Reclassification of 30-day Operating Bridge Reserve (10/1/16).

Communication
Transparency
Dedicated
Uniformity
Power
Success
Faith
Honesty
Professionalism
Responsibility
Security
Wisdom
Commitment
Leadership
Conduct
Selflessness
Integrity
Love
Caring
Devoted
Cooperation
Community
Knowledge
Ethics
Change
Comm
Trans
Community
Sustainability
Justice
Compassionate
Mentorship
Character
Patience
Quality
Personal Accountability

Fort Myers Beach Fire Department
Shaping Our Community Through Excellence



www.FMBFire.org