



AGENDA ITEM REQUEST FORM

Town Manager

Connie Hoffmann

Department Submitting Request

Dept Head

REGULAR
COMMISSION MTG
Meeting Dates - 7:00 PM

DEADLINE TO
Town Clerk

ROUNDTABLE/
SPECIAL MEETING
Meeting Dates / TIME

DEADLINE TO
Town Clerk
7 Days Prior (noon)

- July 12, 2011
- July 26, 2011 SPECIAL BUDGET 5:30 PM
- July 26, 2011
- Aug 23, 2011
- Sept 12, 2011 1st PUBLIC HEARING
- Sept 13, 2011
- Sept 26, 2011 2nd PUBLIC HEARING
- Sept 27, 2011

- July 01 (5:00 pm)
- July 15 (5:00 pm)
- July 15 (5:00 pm)
- Aug 12 (5:00 pm)
- Sept 01 (5:00 pm)
- Sept 02 (5:00 pm)
- Sept 15 (5:00 pm)
- Sept 16 (5:00 pm)

- Insert Date/Time

- Presentation
- Resolution
- Reports
- Quasi Judicial
- Consent
- Old Business
- Ordinance
- New Business

FY2011 DESIGNATED HIGH PRIORITY ITEM

SUBJECT TITLE: BUDGET – VFD BUDGET REQUEST

EXPLANATION: The VFD provides fire prevention, fire suppression, ocean rescue services and basic life support services on medical calls when needed. In addition, the VFD conducts annual fire safety inspections of all commercial structures in the Town and is highly supportive of special events in Town on a volunteer basis.

The contract with the VFD requires that they submit to the Town Manager a proposed operating budget for the upcoming fiscal year and that, by July 15th, I provide the Commission with a budget which the VFD Board of Directors and I have reached agreement on, or the VFD's budget proposal and my recommendations. The Fire Chief and VFD Treasurer and I met several times to discuss their proposed FY 12 budget and the justification for a number of their requests. In addition, I met with the VFD Board on July 6th and am in agreement with the attached FY 12 budget request from the VFD.

The budget calls for a Town contribution of \$754,603 to support the operations of the VFD. This represents a 4% increase over the current year contribution of \$725,580. In addition, the Town would agree to place in the Fire Fund budget a \$325,000 allocation for the purchase of a new truck to replace Engine 212, the oldest apparatus in the fleet.

As you know, the VFD Budget is funded entirely from the proceeds of the fire assessment fees levied on LBTS property owners. Those fees can only be used to support fire-related expenses and services. The VFD's budget proposal (along with current year expenditures in the same categories) is contained in **Exhibit A**.

VFD Operating Budget

For the second year in a row, the VFD is reducing the budget for incentives paid to members who respond to medical calls. This is in direct response to the Commission's desire to see the VFD respond to not supplement AMR, but respond to medical calls only when their presence is essential to a good medical outcome. The VFD was able to reduce the number of responses though implementation of a medical call protocols that was instituted last fall.



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The biggest increases in the budget occur in the incentive pay. The VFD proposes to increase the incentive budget for ocean rescue activities, by increasing the number of days they are on the beach from 175 to 210 days per year. This has a nominal cost of \$2,800. This is a small cost to improve public safety. The incentive pay budget for Command Staff increases by \$5,000 to insure that there is always an officer on duty. There is a \$12,500 incentive pay contingency included for the first time. This was added to cover two possibilities – a hurricane or disaster which necessitates expanded VFD hours and to cover the need to schedule people to be at the station for other unforeseen reasons.

Another increase in the budget proposed is an approximate \$6,000 increase for a 4% salary increase for the three employees of the VFD that are on the payroll – the Fire Chief (who also acts as the Fire Inspector), the office Assistant, and the Fire Administrator. The VFD feels this is appropriate because of the increases in the cost of living since the last time these employees received a raise.

Engine 212 still appears in the budget for apparatus repairs because the delivery time on new trucks is quite lengthy.

Purchase of New Truck

Last summer, the Town retained the services of a professional city manager who also had many years of experience in the fire service to look at a variety of issues in the fire operation, including the condition of the fire fleet. He advised that he believed the oldest truck would need to be replaced in a year or so. I also consulted a Fire Chief in a Broward city who told me that, in addition to maintenance costs, a strong consideration for purchasing a new truck should be the vast improvement in safety equipment on the newer trucks and the design of the new trucks, which makes them safer to operate.

In my discussions with the VFD Board, I have expressed my opinion that I was comfortable with the purchase of a truck provided that

- 1) we were vigilant in finding a good price,
- 2) followed the Town's purchasing policies,
- 3) did not buy a truck that was more than five years' old, and
- 4) did not go with customized features that drive up the cost of fire apparatus.

New Engine Trucks can cost anywhere from \$270,000 - \$550,000. By budgeting no more than \$325,000 for the purchase and equipping of the apparatus, we can assure that those conditions are met. THE VFD intends to remove equipment from Engine 212 (such as hoses) that can be used on a new truck to keep the costs of outfitting it down.

In the current year, we placed \$187,314 in the reserve account to purchase new Fire vehicles and equipment. In addition, there is an unencumbered balance of \$215,690 in the Fire Fund that can only be used for fire service-related expenditures by law. We have sufficient funds to cover the cost of this purchase and still retain a balance in the Fire Fund, therefore, it is recommended that we budget in \$325,000 for the purchase of a new Fire Engine

The attached memo from the Fire Chief (**Exhibit B**) further addresses the need for a new truck.

Other Fire Fund Costs

In addition, the Town needs to budget \$5,000 for the Fire pension audit, \$5,000 for professional services (which may be used for assistance with the evaluation of the fire truck purchase), \$10,000 for building improvements to the fire station and fire offices, and a \$40,000 transfer to the General Fund for our overhead costs (such as staff time, insurance, utilities, accounting, finance and purchasing assistance, etc.). The cost of the Fire Marshall's services for assistance to Development Services with fire code enforcement is also budgeted in the Fire Fund. It had been budgeted in salaries in the past, but is more properly classified as a contractual service as the Fire Marshall is not an employee of the Town. See attached budget (**Exhibit C**).



Item No. _____

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EXPECTED OUTCOME: Commission direction on the Fire Fund Budget for FY 2012.

EXHIBITS:
Exhibit A – Proposed VFD 2012 Budget
Exhibit B – Memo from Fire Chief re Purchase of New Truck
Exhibit C – Proposed 2012 Fire Fund Budget

Reviewed by Town Attorney

Yes No

Town Manager Initials

CJA

EXHIBIT A

Lauderdale-By-The-Sea Volunteer Fire Department

Proposed Annual Budget

Fiscal Year 2011-2012

Line	Item	Current Year Budget	Next Year Budget
1	CALL FOR SERVICE INCENTIVES		
2	Fire Call Incentives	\$120,000.00	\$120,000.00
3	Training/MED Call Asst Incent	\$45,000.00	\$40,000.00
4	Drill Incentives	\$38,750.00	\$38,750.00
5	Beach Patrol Incentives	\$14,050.00	\$16,800.00
6	Total	\$217,800.00	\$215,550.00
7	OTHER INCENTIVES		
8	Incent - Fire Inspector Assit	\$4,350.00	\$3,350.00
9	Incent - Equip Maint	\$6,000.00	\$3,000.00
10	Incent - Admin @ \$10	\$6,000.00	\$3,000.00
11	Incent - Training	\$8,000.00	\$12,000.00
12	Incent - Command Station Staff	\$38,500.00	\$43,800.00
13	Incent - Drivers Station Staff	\$7,980.00	\$10,000.00
14	Incent - Misc/CAD	\$3,500.00	\$3,500.00
15	Incent - Contingency	\$0.00	\$12,500.00
16	Total	\$74,330.00	\$91,150.00
17	EMPLOYEES		
18	Chief Admin Salary P/T	\$20,904.00	\$21,740.16
19	Fire Inspector - Salary FT	\$54,031.75	\$56,183.02
20	Chief Assistant Salary FT	\$34,320.00	\$35,692.80
21	Fire Administrator Salary FT	\$36,400.00	\$37,856.00
22	Total	\$145,655.75	\$151,471.98
23	OTHER PERSONNEL		
24	Drug Testing	\$3,500.00	\$2,500.00
25	Medical Exams	\$8,750.00	\$14,500.00
26	Health Club Exp	\$1,000.00	\$1,000.00
27	Pension Cost Share @ 5%	\$22,276.04	\$22,908.60
28	Workmen's Comp	\$13,700.00	\$16,500.00
29	Payroll Taxes	\$15,500.00	\$11,587.61
30	Background Chk	\$1,000.00	\$2,000.00
31	Other Personnel Cost	\$1,000.00	\$1,000.00
32	Total	\$66,726.04	\$71,996.21

Lauderdale-By-The-Sea Volunteer Fire Department
Proposed Annual Budget
Fiscal Year 2011-2012

33	FIRE OPERATIONS		
34	Training Outside Dept	\$14,000.00	\$14,000.00
35	Fuel	\$8,500.00	\$8,000.00
36	Consultants/Attorney	\$7,500.00	\$7,000.00
37	Shipping	\$3,000.00	\$1,500.00
38	Personnel Gear	\$10,000.00	\$10,000.00
39	Bunker Gear	\$30,000.00	\$20,000.00
40	Hoses	\$0.00	\$15,800.00
41	Uniforms	\$6,000.00	\$7,000.00
42	Youth Programs	\$600.00	\$600.00
43	Hurricane Trailer/Preparness	\$1,500.00	\$1,000.00
44	Radio Commun	\$12,000.00	\$12,000.00
45	SCBA Fit Testing	\$2,500.00	\$2,500.00
46	Fire Equipment Gear	\$15,500.00	\$12,500.00
47	Training Tools	\$500.00	\$500.00
48	Uniform Station	\$2,500.00	\$300.00
49	Uniform Dress	\$300.00	\$300.00
50	Misc	\$1,500.00	\$1,500.00
51	Total	\$115,900.00	\$114,500.00
52	RESCUE OPERATIONS		
53	First Resp Med Supplies	\$500.00	\$1,500.00
54	Beach Rescue on Board Equip	\$855.00	\$855.00
55	Total	\$1,355.00	\$2,355.00
56	APPARATUS REPAIRS		
57	Engine 12	\$15,000.00	\$15,000.00
58	Tower Ladder	\$10,000.00	\$12,000.00
59	Engine 212	\$5,000.00	\$8,500.00
60	Squit 12	\$10,000.00	\$10,000.00
61	Command 12	\$500.00	\$1,000.00
62	Utility 12	\$500.00	\$500.00
63	Chief Car	\$0.00	\$500.00
64	ATV's	\$1,000.00	\$500.00
65	Jet Skis	\$3,000.00	\$1,000.00
66	Total	\$45,000.00	\$49,000.00

Lauderdale-By-The-Sea Volunteer Fire Department

Proposed Annual Budget

Fiscal Year 2011-2012

67	ADMINISTRATION/STATION		
68	Fire Service Office Phone	\$3,200.00	\$3,200.00
69	TV	\$2,000.00	\$1,600.00
70	Postage	\$500.00	\$500.00
71	Utilities - (Water, Electric)	\$8,013.21	\$6,500.00
2	Internet Service	\$2,300.00	\$2,300.00
73	Insurance (Dept and Health)	\$23,000.00	\$24,250.00
74	Office Equipment	\$1,500.00	\$1,500.00
75	Computer	\$2,200.00	\$2,200.00
76	Office Supplies	\$5,500.00	\$5,500.00
77	Other	\$1,000.00	\$1,000.00
78	Copy Machine	\$1,600.00	\$1,600.00
79	Town Functions	\$1,000.00	\$1,430.01
80	Station Meals/Misc	\$5,000.00	\$5,000.00
81	Total	\$56,813.21	\$56,580.01
82	FIRE INSPECTION		
83	Fire Inspection Exp Office	\$2,000.00	\$2,000.00
84	Total	\$2,000.00	\$2,000.00
85	TOTAL DEPT REQUEST	\$725,580.00	\$754,603.20
86	TOTAL PROPOSED BUDGET	\$725,580.00	\$754,603.20

Memorandum

Lauderdale-By-The-Sea Volunteer Fire Department

TO: Connie Hoffmann, Town Manager
FROM: Fire Chief Steven Paine
DATE: July 7th, 2011
RE: Purchase of New Fire Apparatus

This memo provides an explanation for the need for a new fire truck

Background

During the last couple of years the department has seen a large increase in the repair costs for its aging fleet; the department's newest trucks are the oldest first out trucks in Broward County. Due to the age of our trucks repair parts are not readily available, and keeps the trucks out of service for extended periods of time. As time goes on, the repairs to some of the trucks have become more complicated and more expensive with fewer parts available. In addition, some of our trucks do not have air conditioning which creates firefighters to overheat while responding to emergencies during the hot season, which increases the chances for faster heat exhaustion.

The issue of safety is paramount to the department, some of our trucks do not meet the safety requirements for fire apparatus because of their age, and because the safety requirements have changed since these trucks were built. The replacement of our first out engine will increase the safety of our firefighters when responding to emergencies while reducing the cost of repairs and time out of service.

The department formed a committee to look into the purchase of a new truck that will meet and exceed the safety requirements and standards while adhering to the needs of our town. The apparatus committee will formulate a plan to select a fire truck that meets the needs of the town while maintaining the cost down.

Request

The department has meet with you on multiple occasions regarding this issue and we hereby request the town to approbate \$325,000 from the truck reserve fund for the purchase of a first out truck. We feel this will be sufficient to meet our present and future needs for a first response truck.

We are in the process of preparing a PowerPoint presentation to be shown at a future Town meeting in order present to the commission and the public how we came to this decision and our choice in a new truck.

In addition to these specific concerns, the department welcomes any other comments or considerations from the Town administration and Commission.

EXHIBIT C

FIRE FUND - 115

Submitted _____
 By: VFD Board of Directors
Town Manager Connie Hoffmann

REVENUES		FY 11 ADOPTED	MANAGER RECOMMEN D
	Appropriation from Vehicle Reserve	\$ 14,000	\$ 187,000
	Fire Assessment Fees	\$ 1,009,251	\$ 1,009,000
	Fire Inspection Fees	\$ 40,000	\$ 30,000
	TOTAL REVENUES	\$ 1,063,251	\$ 1,226,000
EXPENSES		FY 11 ADOPTED	MANAGER RECOMMEND
	OPERATING EXPENSES		
120	REGULAR SALARIES - Fire Marshall compensation for plans reviews & permit inspections now in other contractual services	\$10,500	\$0
151	FIRE PENSION - Amount indicated by actuary that Town must contribute to keep the Fire Pension Plan actuarially sound	\$ 10,000	\$5,000
315	PROFESSIONAL SERVICES	\$15,000	\$5,000
320	AUDIT - Annual audit of the pension plan	\$2,040	\$5,500
345	CONTRACT - Fire Services	\$725,580	\$766,603
	Volunteer Fire Department Contract \$754,603		
	October 01, 2011 To Sept. 30, 2012 = \$62,883.58 Per month		
	Fire Marshall services- \$12,000		
	CAPITAL OUTLAY		
624	BLDG IMPROVEMENT - repairs to Fire station	\$6,800	\$10,000
644	VEHICLES - purchase of Engine Truck to replace Engine 212	\$14,000	\$325,000
	TRANSFERS		
912	TO GENERAL FUND - to cover the cost of Town expenses incurred in the oversight of the VFD, administration of the VFD contract and fire service related matters, Town Atty involvement in Fire matters, fire-service purchasing, etc.	\$40,000	\$40,000
995	TO FIRE VEHICLE/EQUIP RESERVE - Funds derived from Fire Assessment fees that are being reserved to acquire trucks and equipment to replace aging equipment	\$187,314	\$28,897
966	TO FIRE RESERVE - Funds derived from the Fire Assessment fees that are being reserved for future fire service-related costs	\$47,017	\$40,000
	Totals	\$1,058,251	\$1,226,000