



BURNEY FIRE PROTECTION DISTRICT

Established 1939

AGENDA REPORT

ITEM NO. _____

MEETING DATE: June 15, 2021

TO: Chair and Members of the Board

FROM: Monte Keady, Fire Chief

BY: Robert May, Fire Captain

SUBJECT: 21-22 Fiscal -Year Budget (Fire/EMS)

BACKGROUND

Fiscal year 20-21 has been another year of rebuilding. The Board adopted the 20-21 fiscal year budget with anticipated revenues of \$710,578 and expenditures of \$682,532, with an anticipated fund balance of \$28,046 at the end of the fiscal year June 30, 2021. Based on the mid-year budget review the anticipated revenues were \$939,148, anticipated expenses \$766,864 with an anticipated fund balance of \$32,284. However, this fund balance may be reduced by the unanticipated expenses for vehicle maintenance. Since Mid-Year budget review, the district received additional monies from Mutual Aid Services which were transferred to Capital Reserve Account in the amount of \$188,443 (Board Report April 20, 2021).

The proposed 21-22 budget is developed without the having the 19-20 audit report. There has been a delay in getting the 19-20 FY audit. Thus, our assumptions may not be as accurate as they could be.

At the May Board meeting a proposed budget was provided and discussed knowing a more detailed budget report was forthcoming. Since the May Board meeting the district received its second property tax installment in the amount of \$137,223 which is more than was anticipated by \$41,257. The actual revenues and expenses through May 31 – revenue \$1,107,534, expenses \$1,134,676. Thus, creating a deficit of \$27,142 on May 31. This is a result of the vehicle maintenance expenses for Ambulance 17. There will be an additional vehicle expense for Water Tender 17. Based on what we know today, year end fund balance will be:

Revenues	\$1,133,237
<u>Expenses</u>	<u>\$1,174,237</u>
Balance	-\$41,000

At the beginning of the 20-21 fiscal year the general operating account had a balance of \$261,101 which was not known until recently. As of May 31, the running balance in the general operating account is \$233,959. Thus, these funds are supporting the deficit for FY 20-21. The remaining general operating funds should have been transferred out of the general operating account into the operating reserve

account at the end of the 19-20 FY. This was not done because there were FY 20-21 expenses due after July 1st for the 20-21 FY.

Based on the funds available in the general operating account it is recommended that \$137,223 be transferred into the operating reserve account. These funds will carry the district through the dry period until the next property tax disbursement in December. The remainder will be used to cover the 20-21 deficit and fund the bills due on July 1. The remaining amount is \$96,736. The July 1 major cost is insurance at \$52,688.00. Leaving \$44,048 to cover any additional expenses from 20-21 FY.

The average monthly expenses for the district are \$56,500. Each month moving forward from July 1, there will be a transfer for the operating reserve account into the operating account for monthly expenses.

Since the adoption of the 20-21 FY budget our world has changed significantly. Covid-19 had dominated our lives along with other catastrophic events. Internal and External influences impact the budget, thus making budget projections difficult. The purpose of the mid-year budget review is to look at the District's fiscal position after the first six months of the budget and at the projected fiscal year end of the budget on June 30, 2021. It also allows the District to make necessary adjustments which the Board approved.

The budget worksheets have been modified to show more transparency for several expense accounts. Those include the PERS contributions and overtime expenses. The regular salary line item has been modified, removing the overtime expense. The District saw an increase in revenues because of last year's fire season. This unanticipated revenue was used to meet payroll obligations for staffing and the remainder was set aside in the Capital Reserve Account.

The District's general fund is still obligated to repay into the Capital Reserve Account \$125,945 which was the use of Capital Reserves when the District left the County Treasury. The Capital funds were used to support daily operations because of the operational deficit. The 20-21 Fiscal Year budget is developed using recurring revenues (property taxes, ambulance, and misc. fees) as the benchmark. This past fiscal year the District has seen a significant increase in vehicle maintenance expenses. This is primarily a result of deferred maintenance and an aging fleet. The 21-22 fiscal year has additional monies allocated to support ongoing vehicle maintenance expenses.

The District continues to see a decline in staffing which is resulting in fulltime and what PCF personnel are available working extended shifts and covering open vacancies. The biggest impact is to ambulance staffing. Recruiting is difficult because of the lack of interest, pay to stay home entitlements provided by the federal and state government, hiring and training requirements which are driven by state laws, and pay. The District continues to be proactive where it can in recruiting personnel.

Cost of services and goods (fuel, water, power, insurance etc.) that support the District's operations will continue to increase which has a direct impact on the District's budget.

The County has changed the distribution of property taxes from twice a year to four times a year. This helps provide a regular stream of revenue for taxing agencies which is a good thing. It helps balance the cash flows. The budget being recommended for adoption today is a combined fire/EMS budget. The 21-22 year's budget is balanced.

DISCUSSION

Revenues

	Adopted	Amended	Proposed
	Revenue	Revenue	Revenue
	2020-2021	2020-2021	2021-2022
Account Description			
Current Secured Taxes	302,578	302,578	343,855
Current Unitary Taxes			
Current Sec Tax Del Adv Teeter			
Supplemental Taxes Current			
Supplemental Taxes Current Teeter			
Current Unsecured Taxes			
Supplemental Taxes Prior			
Prior Year Unsecured Taxes			
Timber Yield Taxes			
Total Taxes	302,578	302,578	343,855
Interest			
Revenue From Money & Property			0
FEMA Grant			
State Homeowners' Exemption			
Fed Assist Firefighters DHS Gant		10,000	
Intergovernmental Revenues		10,000	
Plan Check Preview Fee	3,000	6,000	3,000
Public Training CPR First Aid	5,000	1,000	1,000
Fire Personnel Services (BFP/Mutual Aid)	-	200,000	0
Ambulance Service	350,000	350,000	400,000
Fingerprinting Fees	4,000	4,000	3,000
Copies			100
Contracts/Rents/Leases (BFP/Pit River)	45,000	65,000	13,322
Charges For Services		561,000	420,422
Donations/Contributions			
Shasta Regional Comm Foundation			
Community Grants			
Sale Of Surplus Supplies			
Miscellaneous Revenue	1,000	570	
Miscellaneous Revenues		570	
Total	\$710,578	\$874,148	\$764,277

The 21-22 revenues include a slight increase in ambulance collections and property taxes.

Expenses

As outlined below the anticipated expenses are \$764,277. This 21-22 fiscal year's budget is obligated to fund the debt service for the ambulance, cardiac monitors, and rescue truck. That is shown in the Capital Outlay section of the budget.

	Account	20-21 Budgeted	20-21 Amended	Proposed FY 2021-22	
Salaries & Benefits					
Regular Salaries	011000	\$190,000.00	\$156,918.00	\$121,897	Chief, Firefighter, Clerical
Regular Overtime	011002	\$0.00	\$33,228.00	\$35,000	Firefighter FLSA Overtime
Emergency Overtime	011003	\$0.00	\$0.00	\$10,000	Emergency Call Back
Use of Personnel / Equipment / Mutual Aid	011004	\$0.00	\$75,000.00	\$0	Contingency account unfunded
Paid Call Fire and Duty Officer	011022	\$65,000.00	\$27,740.00	\$28,000	PCF Firefighters and Duty Officer Pay
Contract Stand-By	011005	\$23,000.00	\$23,356.00	\$0	Confined space standby (Burney Forest Power)
Paid Call EMS Shift pay	017000	\$23,000.00	\$31,232.00	\$46,720	Shift pay \$64.00*
Paid Call EMS per call pay	017001	0	0	\$43,800	\$20.00 per call*
OASDI/FICA All Positions	018100	\$25,000.00	\$22,483.00	\$36,000	
PERS Regular	018201	\$60,000.00	\$18,714.00	\$19,000	
PERS Unfunded Liability	018202	\$0.00	\$51,136.00	\$56,500	
Health Insurance	018300	\$62,000.00	\$60,530.00	\$62,000	
Total Salaries & Benefits		\$469,448.00	\$521,785.00	\$458,917.00	
Services And Supplies					
Safety Clothing/Uniforms/Boots	032328	\$7,500.00	\$7,500.00	\$7,500	Turn out clothing/wildl and clothing
Communication Telephone	032500	\$7,200.00	\$8,320.00	\$9,200	
Food - Station - General	032700	\$250.00	\$250.00	\$150	
Food - Emergency Incidents / Training	032726	\$250.00	\$250.00	\$250	
Household General	032929	\$2,100.00	\$2,100.00	\$2,100	
Insurance: General Liability	033103	\$27,284.00	\$27,591.00	\$18,732	
Insurance: Workers' Compensation	033104			\$22,974	
Insurance: Property	033105			\$4,385	
Insurance: Auto	033106			\$10,221	
Insurance: Mobile Equipment	033107			\$45	
Insurance: Crime Bond	033108			\$145	
Maintenance Equipment	033500	\$2,500.00	\$20,500.00	\$14,534	Hurst tool, ladder testing

Maintenance Vehicles	033526	\$20,000.00	\$42,000.00	\$10,000	Annual services and repairs
Maintenance Structures (and Grounds)	033700	\$3,000.00	\$3,000.00	\$3,300	
Medical Supplies	033900	\$10,000.00	\$10,000.00	\$15,000	
Memberships and Dues	034100	\$5,000.00	\$5,000.00	\$2,200	
Miscellaneous	034300	\$200.00	\$200.00	\$200	
Office Supplies	034500	\$2,500.00	\$2,500.00	\$2,500	
Professional Services	034800	\$20,000.00	\$20,000.00	\$15,000	
Professional Advertising and Marketing	034803	\$0.00	\$0.00	\$1,000	
Professional - Ambulance	034811	\$40,000.00	\$40,000.00	\$25,000	(Wittman, SSV)
Professional - GEMT	034812	\$0.00	\$0.00	\$10,000	
Property Tax Collection Charges	034893	\$0.00	\$0.00	\$8,000	
Publications / Legal Notices <i>(No Advertising)</i>	034900	\$5,000.00	\$5,000.00	\$500	
Rents / Leases	035100	\$3,650.00	\$3,650.00	\$3,000	Copy machine
Fire Equip/Small Tools - Fire / EMS	035500	\$10,000.00	\$12,000.00	\$23,000	SCBA bottles, station toolbox, Batteries, Pagers)
Software / Hardware / IT	035528	\$1,000.00	\$1,000.00	\$1,000	MS Office subscriptions
Spec Dept Exp/Public Ed/Vol-Empl Svcs/Trng Educ/Prevention	035700	\$1,000.00	\$1,000.00	\$1,000	
Public Education / Fire Prevention	035750	\$250.00	\$250.00	\$1,000	Fire prevention and EMS week.
Travel - Conference - Meetings	035900	\$500.00	\$500.00	\$600	
Fuel - Diesel and Gas	035940	\$20,000.00	\$20,000.00	\$15,000	
Utilities - Electric	036125	\$8,000.00	\$8,000.00	\$8,000	
Utilities - Gas	036126	\$6,200.00	\$6,200.00	\$7,500	
Utilities - Water	036127	\$1,200.00	\$1,200.00	\$1,200	
LAFCO	051387	\$1,600.00	\$1,600.00	\$1,700	
Total Services and Supplies		\$206,184.00	\$249,611.00	\$245,936.00	
Capital Outlay					
Gurneys <i>(Paid off 2/2/21)</i>	000005	\$0.00	\$27,576		
REV Annual Lease Payment:	000006			\$59,424	
Cardiac Monitors Lease Payment					
Ambulance Lease Payment					
Rescue Truck Lease Payment					
Total Capital Outlay			\$27,576	\$59,424	
Transfers to Capital Reserve Account (Plumas)					
Equipment Acquisition					
Workers Compensation Reserve	N/C	\$0.00			
Vehicle Replacement Fire Reserve	N/C	\$0.00			
Machinery / Equipment Fire Reserve	N/C	\$0.00			

Fire Equipment Reserve	N/C	\$0.00			
Radio Replacement Fire Reserve	N/C	\$0.00			
Fire Station Replacement Reserve	N/C	\$0.00			
Vehicle Replacement Ambulance Reserve	N/C	\$0.00			
Paramedic Equipment Ambulance	N/C	\$0.00			
Radio Replacement Ambulance	N/C	\$0.00			
Machinery / Equipment Ambulance	N/C	\$0.00			
UD. Fund Balance	N/C	\$0.00			
Total Interfund Transfers		\$0.00			
Total Fire Fund		\$675,632.00	\$798,972.00	\$764,277.00	

This 21-22 fiscal year's budget does not include a half time clerical position working two days per week. Estimated annual cost is \$13,353.

Capital Account

The Capital account will remain the same, as there are no funds allocated to this account from the operating budget.

	19-20 Fiscal Year Prior Balance due from general fund.	20-21 Fiscal Year	20-21 Proposed from wildland fire reimbursement	20-21 Balance	Notes
Impressed Cash	-	75,000.00	11,666	86,666	
Equipment Acquisition	26,888	-	11,666	11,666	
Workers Compensation Reserve	2,000	-	11,666	11,666	
Vehicle Replacement Fire Reserve	21,587	10,000.00	11,666	21,666	Redding Rancheria \$5,000 Grant / Sale of Vehicle \$5,000
Machinery / Equipment Fire Reserve	6,000	-	11,666	11,666	
Fire Equipment Reserve	7,600	-	11,666	11,666	
Radio Replacement Fire Reserve	100	-	11,666	11,666	
Fire Station Replacement Reserve	31,819	-	11,666	11,666	
Vehicle Replacement Reserve - Ambulance	13,151	3,000	11,666	14,666	
Paramedic Equipment - Ambulance	7,600	-	11,666	11,666	
Radio Replacement - Ambulance	4,600	-	11,666	11,666	
Machinery / Equipment - Ambulance	7,600	-	11,674	11,666	
Covid - 19 Grant		14,000		14,000	
Total	\$128,945.00	\$102,000.00	\$140,000.00	\$241,992.00	

Thus, the 21-22 Fiscal Budget is balanced with the utilization of existing revenues.

*Actual personnel costs annually using the current PCF pay structure is:

Shift pay \$64.00/shift x 2 x 365 = \$46,720

Pay per call \$20.00 x 3 x 2 x 365 = \$43,800

RECOMMENDATIONS

1. Adopt Resolution No. BFPD 2021-06 adopting the 2021-2022 Fiscal Budget.

Attachments:

None