



Safe, Swift, Sustainable Response

Subject: 2021 Budget Meeting Minutes

Date: 9/11/2020

Attendees:

Sean English
Eugene Farmer
Gordon Scott
Mike Parrish
Barry Picker
Gary Kaszynski

Prepared by: Gary Kaszynski

Meeting started at 1304

1. Sean English presented a summary of budget system via PPT
2. Assessed Value and Tax Collection:
Park County Assessed Value: \$29,219,860
Estimated tax collected: \$358,527.68 (\$29,219,860 x .012270 (Mill Levy))
3. Revenue:
Sean provided a summary of revenue streams for the District
Reference: "2021 Budget Process Overview.pdf"
40200 · *Interest Income:* No changes to "2021 Proposed"
40300 · *Program and Service Income:* Decreased Fire Billing to \$800 for 2021 from \$1440.
Total revenue estimated for 2021 is \$388,328 (revised from \$388,968)
4. Expenses
Sean provided a summary of expenses for the District
Reference: "2021 Budget Process Overview.pdf"
20500 · *Payroll Expenses:* Value subject to change based on annual review and salary adjustment to
20502 · Chief's Salary
70000 · *Services, Supplies & Equipment:*
70102 · *Medical Supplies & Equipment:* Barry Picker indicated that if the District begins administering narcotics costs could be large.
70103 · *Uniforms:* added \$2K for 2021
70104 · *Radios:* Need to replace Kenwoods? Go to Motorolas? Need to inventory and conduct condition assessment of all radios. Implement a phasing of replacement of radios? WE do not know how many radios we need. Need to collect radios from former reservists. Budget increased to \$2K for radios in 2021.
70203 · *Background Searches:* added \$150
70300 · *Training and Education:* No changes to "2021 Proposed"
70400 · *Administrative Expenses:* No changes to "2021 Proposed"



Safe, Swift, Sustainable Response

70500 · Dues, Memberships & Licenses: No changes to “2021 Proposed”

80100 · Property Maintenance: No changes to “2021 Proposed”

80100 · Property Maintenance:

80101 · Station Repairs and Maintenance: Add \$3K “2021 Proposed”

80200 · Utilities: No changes to “2021 Proposed”

80300 · Fleet Maintenance:

80320 · Squads: Reduce budget by \$5K in to \$10K from \$15K in “2021 Proposed”

2021 Total Estimate of Expenses: \$268,121

5. Capital Improvement Program

Sean English presented a summary of the sources of revenue to fund project ID 2019-45 Replace Tender 9-2. The following sources of funding were identified:

Source	Amount	Note
Capital Improvement Program	\$18,652.51	Remaining \$ in 2020 CIP
Capital Improvement Program	\$23,355.20	Move projects 2019-04c, 2019-04H, and 2019-10A to FY2021
Capital Improvement Program	\$35,000.00	Re-allocate all savings for 2019-39, 2019-44, and 2019-45 into 2019-45 Replace Tender 9-2
Operations	\$56,600.00	Transfer from Operations budget to CIP
TOTAL	\$133,607.71	Funds available for new tender

Gary Kaszynski presented the CIP project list for review and summarized the impacts that purchasing a tender in FY 2020 would have on FY2021 project funding. The estimated budget available is expected to be \$120,207 (not accounting for the possible Fire Chief compensation change). The analysis showed a shortfall of approximately \$100K in FY 2021. Thus, several projects proposed to be executed in 2021 would have to be moved to outyears – each proposed FY 2021 project was reviewed and several were moved to outyears – the result of this exercise is presented in the following 5-year CIP project listing.

Actions:

- For project 2019-48, obtain estimate for replacing ambulance (Picker).
- Investigate sources for grants to increase revenue stream
- Begin process now for FY2021 projects by assigning project managers to projects, defining/writing detailed scopes of work, identifying qualified vendors, obtaining bids, making vendor selection, executing contracts, and scheduling work for in CY 2021.



Safe, Swift, Sustainable Response

Outlook for 2021 and Beyond

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Estimated CIP Budget Requirement	\$119,635	\$291,277	\$187,111	\$83,264	\$59,598
Estimated CIP Revenue	\$120,207	\$134,000	\$134,000	\$134,000	\$134,000
Shortfall/Surplus	\$572	-\$157,277	-\$53,111	\$50,736	\$74,402
Net Shortfall/Surplus	\$572	-\$156,705	\$209,816	\$159,080	-\$84,678

Conclusions

- To meet FY 2021 budget, many projects were moved to outyears that resulted in budget shortfalls starting in FY2022 and continuing out to FY 2025. This was anticipated as the 2019 condition assessment and total CIP program estimated costs exceeded the available funds resulting from the mill levy increase approval in November 2019.
- Estimated CIP revenue in FY 2022-2025 cannot be estimated at this time due to tax collection uncertainties.
- Obtaining grant funding for projects is essential to meet outyear budget shortfalls.
- Effective project management, including obtaining competitive pricing, will reduce project costs and contribute to meeting budget shortfalls.
- Engaging the public in fundraising activities for targeted projects will help to meet CIP goals.



Safe, Swift, Sustainable Response

Priority	Project ID	Project Title	Financial commitment?	FY 2020 \$	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Outyear	Total
1	2019-04A	Hoses (1", 1.75")	Yes	\$3,860	\$0	\$0	\$0	\$0	\$0	\$0	\$3,860
1	2019-04B	Hoses (2.5")	Yes	\$4,020	\$0	\$0	\$0	\$0	\$0	\$0	\$4,020
1	2019-04C	SCBA	No	\$0	\$0	\$16,929	\$17,776	\$18,664	\$19,598	\$0	\$72,967
2	2019-04D	Rescue Rope	No	\$0	\$0	\$11,025	\$0	\$0	\$0	\$0	\$11,025
1	2019-04E	Cardiac Monitors	No	\$0	\$73,500	\$38,588	\$0	\$0	\$0	\$0	\$112,088
3	2019-04G	Stretcher	No	\$0	\$0	\$0	\$0	\$13,401	\$0	\$0	\$13,401
1	2019-04H	Nozzles	No	\$0	\$3,150	\$0	\$0	\$0	\$0	\$0	\$3,150
2	2019-04I	Nozzles	No	\$0	\$2,784	\$0	\$0	\$0	\$0	\$0	\$2,784
2	2019-06	Replace Station 2 roof in 3 years and replace Station 3 roof in 5 years	No	\$0	\$0	\$17,943	\$0	\$19,782	\$0	\$0	\$37,726
Active	2019-09A	Perform Electrical Improvements	Yes	\$30,625	\$0	\$0	\$0	\$0	\$0	\$0	\$30,625
Active	2019-09B	Purchase Lights for Project 2019-09	Yes	\$10,329	\$0	\$0	\$0	\$0	\$0	\$0	\$10,329
Active	2019-09C	Electrical Consulting	Yes	\$2,050	\$0	\$0	\$0	\$0	\$0	\$0	\$2,050
Active	2019-09D	Electrical Consulting	Yes	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000



Safe, Swift, Sustainable Response

Priority	Project ID	Project Title	Financial commitment?	FY 2020 \$	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Outyear	Total
2	2019-10A	Survey and Grade Station 2	No	\$0	\$0	\$5,513	\$0	\$0	\$0	\$0	\$5,513
1	2019-10B	Survey and Grade Station 3	No	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
2	2019-11	Replace Gutters, Downspouts, and drainage pipe as needed	No	\$0	\$0	\$1,320	\$0	\$1,417	\$0	\$0	\$2,736
3	2019-12	Paint exterior Station 2 and 3, interior station 3	No	\$0	\$0	\$13,081	\$10,696	\$0	\$0	\$0	\$23,778
3	2019-14	Station 3 addition to accommodate all apparatus	No	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000
2	2019-15	Conduct repairs of concrete sills, aprons, and assess proper drainage for interior bays	No	\$0	\$10,805	\$6,876	\$0	\$0	\$0	\$0	\$17,681
Active	2019-16	Provide security doors for Stations 1, 2, and 3. Perform window casement and bay door infrastructure repairs at Station	Yes	\$6,376.10	\$7,912	\$0	\$0	\$0	\$0	\$0	\$14,288



Safe, Swift, Sustainable Response

Priority	Project ID	Project Title	Financial commitment?	FY 2020 \$	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Outyear	Total
		1. Install window in crew day room.									
Active	2019-19	Install bay garage door openers at Stations 1 and 2	Yes	\$19,760	\$0	\$0	\$0	\$0	\$0	\$0	\$19,760
3	2019-23	Repair and/or replace non- or poorly functioning plumbing at Station 1.	No	\$0	\$0	\$3,839	\$0	\$0	\$0	\$0	\$3,839
1	2019-26	Properly abandon leaking water storage tank under Station 1 bay.	No	\$0	\$0	\$4,862	\$0	\$0	\$0	\$0	\$4,862
1	2019-27	Provide adequate storage for equipment and supplies	No	\$0	\$4,410	\$0	\$0	\$0	\$0	\$0	\$4,410
2	2019-28	Provide compliant storage for hazardous materials at Station 1 and 3	No	\$0	\$0	\$2,315	\$0	\$0	\$0	\$0	\$2,315



Safe, Swift, Sustainable Response

Priority	Project ID	Project Title	Financial commitment?	FY 2020 \$	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Outyear	Total
2	2019-29	Identify all hazardous waste (HW) streams and develop cradle-to-grave HW management program	No	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1	2019-31	Provide compliant building exhaust system for Station #1 vehicles	No	\$0	\$4,987	\$0	\$0	\$0	\$0	\$0	\$4,987
3	2019-38	Build 4th Fire Station	No	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
3	2019-39	Replace Engine 9-2	Savings	\$0	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$60,000
2	2019-44	Replace Tender 9-1	Savings	\$0	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$60,000
1	2019-45	Replace Tender 9-2	Pending	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Active	2019-46A	Install and Commission Standby Generator	Yes	\$27,910	\$0	\$0	\$0	\$0	\$0	\$0	\$27,910
Active	2019-46B	Install and Commission Standby Generator	Yes	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Active	2019-47	Upgrade IREA Service	Yes	\$12,481.50	-\$2,912	-\$2,912	-\$2,912	\$0	\$0	\$0	\$3,746



Safe, Swift, Sustainable Response

Priority	Project ID	Project Title	Financial commitment?	FY 2020 \$	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Outyear	Total
2	2019-48	Replace Ambulance	No	\$0	\$0	\$127,339	\$121,551	\$0	\$0	\$0	\$248,889
1	2020-01	Station 1 Computer Network Upgrade	Yes	\$3,110	\$0	\$0	\$0	\$0	\$0	\$0	\$3,110
3	2020-03	Safety Helmets	No	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1	2020-06	Replace Command 9-1	Savings	\$0	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$20,000
2	2020-07	Add 1000 gallon Propane Tank with New Pad and gas connections	No	\$0	\$0	\$4,560	\$0	\$0	\$0	\$0	\$4,560
3	2020-08	Install Bathroom in Crew Dayroom	No	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,000
	Totals			\$156,697	\$119,635	\$291,277	\$187,111	\$83,264	\$59,598	\$2,575,000	\$3,438,021