

Harvard Fire Protection District

The Harvard Fire Protection District provides high quality fire suppression and emergency medical services to residents and businesses residing in the City of Harvard and unincorporated areas of McHenry County. The Fire District services include emergency medical services, which provides rapid advanced life support response to emergency medical incidents; fire suppression and rescue, which responds to and mitigates a broad range of emergency situations including fires, hazardous materials incidents, below or above ground rescues, water and ice rescues and miscellaneous hazard investigations; and administrative responsibilities, including managing the district's financial matters, budget requests, budget compliance, short term and long term goal development, relations with public and private entities, as well as personnel matters including, staffing, discipline and labor relations.

The Fire Department is currently staffed with 36 positions. These positions include: Fire Chief (1), Deputy Fire Chief (1 – Vacant), Battalion Chief (1), Lieutenants (4) and Firefighters – EMT's and Paramedics (30).

Administrative Expenses

Printing 51501	\$500.00
Costs to print items such as business cards, invitations, letter heads and documents (Newspaper required printing, Treasurer's Report and Legal Notices) as need by the District.	
Postage 51502	\$750.00
Costs to send letters and return equipment for service.	
Telephone 51503	\$4,100.00
Land line for station phone based off last year trend.	
Cell Service 51669	\$14,100.00
Includes cell service for CAD computers / IPads and department cell phones for mobile communications between fire apparatus and hospital as well as trustee communications.	
Office Supplies 51504	\$2,750.00
Costs associated with office operations for the District.	
Office Equipment Lease and Maintenance 51513	\$2,750.00
Copy machine service and maintenance.	
Legal Fees 51506	\$25,000.00
Cost associated with legal proceedings and representation of the District, two year average.	
Association Dues 51507	\$7,000.00
Accounts for professional memberships and MABAS related membership dues. Annual payment.	
Licensing Fees 52512	\$700.00
Notary services and fees, vehicles inspections and license plates, Paramedic License/renewal.	

2020 - 2021 BUDGET NOTES

Travel Expense 51515	\$5,000.00
Costs associated with sending staff/Trustees to training. Costs include lodging and per diems.	
Insurance 53525	\$76,846.00
Property and cyber, vehicle insurance for the fleet. Managed through Lefew Insurance.	
Accounting Fees 51550	\$27,600.00
Related to business expenses handled by Lauterbach. Monthly payment.	
Ambulance Billing 51525	\$14,400.00
Paid to provider for the billing and collection of ambulance service fees. Based on a percentage of what is collected.	
Fire Prevention 51615	\$750.00
Costs associated with Inspections including NFPA Manuals and equipment needed to complete or contracted services.	
Public Education 51671	\$1,000.00
Costs associated with providing fire prevention and safety classes to local schools and community groups.	
Awards NEED CODE	\$4,000.00
Recognition given to employees for performance and recognition.	
Information Systems 51669	\$21,500.00
Services for misc. phone service, internet, scheduling, Target Solutions and dispatching applications.	
Computer Systems Maintenance and Subscriptions 51609	\$9,100.00
Fees associated with web service, domain and support.	
Hiring and Wellness 51510	\$6,700.00
Funds associated with background checks and physicals.	
Workman's Comp 53525	\$72,109.00
Costs associated to cover staff with workman's compensation insurance.	
Audit Expense 54540	\$15,000.00
Costs associated with annual Audit.	
Total Administrative Expenses:	\$311,655.00

Salary/Personnel Expenditures**Paid on Premise Salaries (POP) 51554 & Admin. Salary (51509) \$760,800.00**

Accounts for salary expense for Firefighters/Paramedics, Fire Lieutenants, Battalion Chief and Deputy Chief. The amount was calculated by using an average of top officer pay and top FF/PM pay.

<u>Position</u>	<u>Corp Fund %</u>	<u>Ambulance Fund%</u>
(1) Fire Chief	100%	
(1) Deputy Fire Chief (vacant)	100%	
(1) Fire Battalion Chief	100%	
(4) Fire Lieutenants	100%	
(30) Firefighters (EMT's / Paramedics)	100%	

Overtime Salaries 51524 \$5,292.00

The Fire District is staffed by 4 members 24 hours each day. Scheduling is done in an effort to eliminate overtime pay as much as possible. These amount identifies funds available to pay 1 ½ time for the pre-agreed upon holidays between the department and the board.

Longevity Pay 51549 \$16,750.00

Accounts for the incentive payment for members for years of service combined with attendance at a pre-determined amount of trainings.

Payroll Taxes 51559 \$74,000.00

This payment accounts for the employer FICA (Social Security (6.2%) and Medicare (1.45%)) payments.

Trustee Salaries 51551 \$13,000.00

Annual Stipend paid to Trustees

Employee Medical Expenses 51751 \$2,000.00

Costs associated with employee assistance and misc. tests and titers.

Training / Program Admin Pay 51555 \$82,156.00

Costs associated with fire / EMS training, officer meetings and program administration costs.

Call Back Pay (General Alarms) 51553 \$86,625.00

Costs related to call backs for general alarms. Average for the last two years was 275 general alarms. 5 members returning per alarm @ 3 hours each with an average salary of \$21.00 / hour.

Personnel Expense Total \$1,040,623.00

Operational Expenses

Communications Services 51511 **\$41,436.00**

Accounts for McHenry Dispatch fees and is based on call volume.

Communication Equipment 51618 **\$10,100.00**

Radios (mobile and portable) equipment.

Communication Equipment Maintenance 51601 **\$15,000.00**

Repairs and service needed for existing radios and equipment. Includes Evergent system install.

Small Tools and Equipment 51604 **\$12,500.00**

Includes various replacement tools and equipment including the following:

Saws and Small Engines	\$2,500.00
Intake Valves	\$3,000.00
Misc. Appliances	\$3,000.00
Hand Tools	\$4,000.00
Sub Total	\$12,500.00

EMS Equipment 51607 **\$4,420.00**

Includes various replacement and consumable items not provided by the EMS system or hospital.

Defib. Pads	\$900.00
Glucose Strips	\$500.00
Monitor Paper	\$120.00
King Vision Blades	\$900.00
Misc. Consumables (BP Cuffs, Stethoscopes, etc.)	\$1,500.00
Misc. CPR Supplies	\$500.00
Sub Total	\$4,420.00

Small Tools and Equipment Maintenance 51610 **\$10,450.00**

Accounts for the maintenance of equipment used in Fire Department operations and SCBA air tests.

SCBA	\$3,350.00
Meters	\$200.00
Compressor	\$2,250.00
Misc. SCBA Repairs	\$2,000.00
Small Engine Maint. And Repair	\$150.00
Monitors	\$2,500.00
Sub Total	\$10,450.00

Apparatus Repair 51610 **\$55,280.00**

Ambulance	\$10,000.00
Fire	\$45,000.00
EMS Cot Batteries	\$280.00
Sub Total	\$55,280.00

2020 - 2021 BUDGET NOTES

Oxygen 51607 **\$1,500.00**
 Accounts for the oxygen carried on ALS/BLS equipment.

Personal Protective Equipment 51560 **\$17,500.00**
 Accounts for the personal protective equipment (PPE) worn by members. Items include; bunker gear, helmets, boots, gloves and hearing protection. Estimated replacement plan of 5 sets / year for 10 years.

Uniforms 51603 **\$8,000.00**
 Accounts for the uniforms and other staff gear provided for each member of the District.

Gas / Oil / Fluids 51611 **\$20,700.00**
 Accounts for the all fuels, fluids and oils for vehicles.

Training (Fire) 51664 **\$6,850.00**
 Accounts for the employee development and career-path in specific areas. The training not only enhances the employees' career, but maintains and develops additional skills for the benefit of the District, special teams and the residents served.

Fire Academy	\$2,280.00 each	\$4,560.00
Advanced FF	\$645.00 each	\$1,290.00
FAE	\$625.00 each	
VMO	\$850.00 each	
Instructor I	\$500.00 each	
Misc. Seminars / Classes	\$1,500.00	\$1,000.00
Sub Total		\$6,850.00

Training (EMS) CODE **\$3,000.00**

EMT School	\$750.00	
Paramedic School	\$3,000.00	
Sub Total		\$3,000.00

Training Equipment CODE **\$5,500.00**
 Costs associated with prop development and supplies for training.

Tools / Supplies	\$1,000.00
Burn Supplies	\$500.00
Extrication	\$1,000.00
Props	\$3,000.00
Sub Total	\$5,500.00

Contingency CODE **\$7,000.00**
 Misc. flags, supplies, tools, swearing in cakes, etc.

Coffee Service 51612 **\$2,700.00**
 Annual costs associated with coffee service.

Operational Expense Total **\$221,936.00**

DEBT SERVICES

Monthly Payment series	<i>NONE</i>
Building Loan	
OFSM 0% Interest Loan 51616	<i>\$35,000.00</i>
Engine 741 Loan	
Debt Services Total	<i>\$35,000.00</i>

Building and Grounds Expenses

Grounds Maintenance 51652 ***\$4,000.00***
 Costs associated with keeping the exterior of the building maintained and operational. Includes monitoring and inspection fees.

Building Maintenance 51653 ***\$20,245.00***
 Costs associated with maintaining appliances and structure of the building.

Fox Valley (PIV)	\$475.00 (estimate)
Nelson Fire (Recall)	\$2,120.00
Fluorescent Light Upgrade	\$2,000.00
Gear Washer	\$10,000.00
Gear Dryer (in house)	\$500.00
Commercial Ice Maker	\$2,000.00
Air Scrubber Filters	\$500.00
Furnace Filters	\$950.00
Exhaust System Maintenance	\$1,700.00
Sub Total	<i>\$20,245.00</i>

Building Supplies 51654 ***\$3,000.00***
 Misc. supplies associated with building maintenance and construction.

Utilities 51656 ***\$16,000.00***
 Costs associated with electricity and natural gas to keep building operational.

House / Rehab Supplies 51612 ***\$4,400.00***
 Costs associated with cleaning and rehab supplies.

Building and Grounds Expense Total ***\$47,645.00***

Capital Expenses

New Vehicles 51621 ***\$100,000.00***
 Capital for new vehicles.

New Equipment 51605 ***\$25,000.00***
 Capital equipment with a cost of over \$5,000.

Building Construction 51663 ***\$25,000.00***
 Projects and repairs to existing station.

Capital Expense Total ***\$150,000.00***

TOTAL BUDGET REQUEST May 1, 2020 – April 30, 2021: ***\$1,806,859.00***

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