



Clarke County Fire & EMS Commission
101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5132

AGENDA – SPECIAL MEETING

December 4th, 2018

6:00pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Budget Recommendations – Budget Sub-Committee
3. Adjourn

All meeting documents will be distributed at meeting. Next meeting is on December 13th, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB

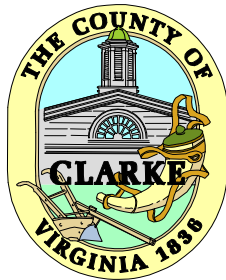
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COUNTY OF CLARKE

FIRE – EMS

COMMISSION

Budget Sub-Committee
Recommendations
Fiscal Year 2020



Introduction

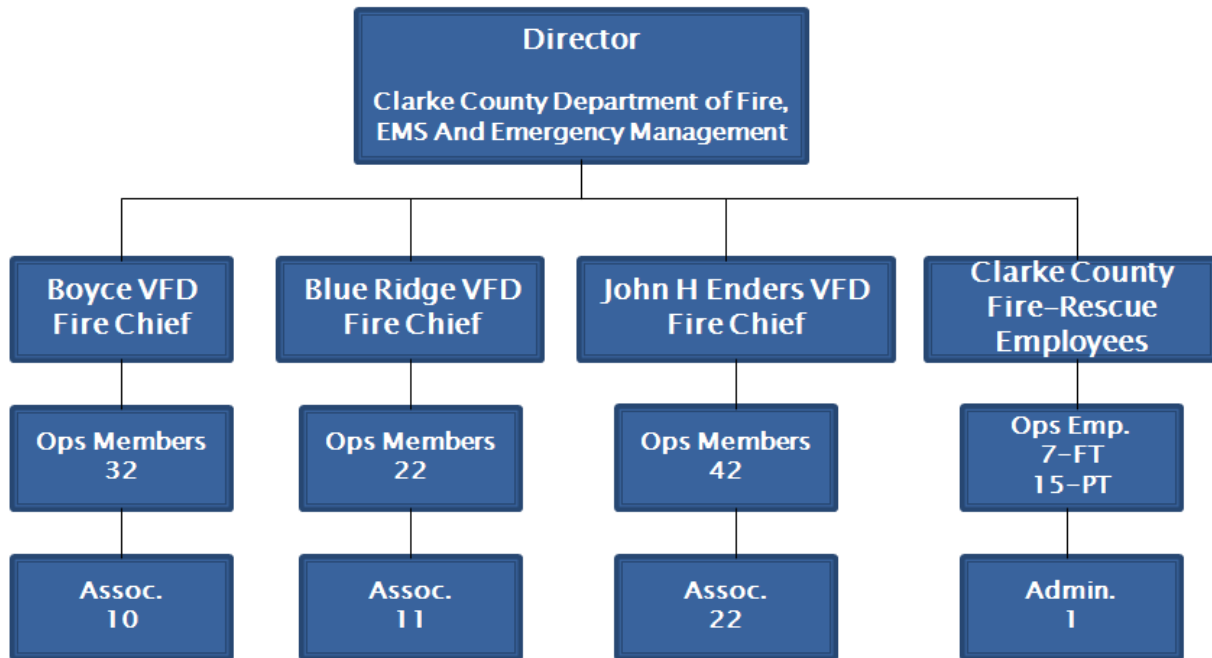
For the past several years, Clarke County Fire – Rescue has worked to unify the budget process. In this year’s budget process a decision was made to form one combined budget after listening to the needs of each department.

Clarke County’s three Volunteer Fire and Rescue departments consist of John H. Enders Company 1, Boyce Company 4 and Blue Ridge Company 8. Each of these departments has unique needs for the current budget year and for the future.

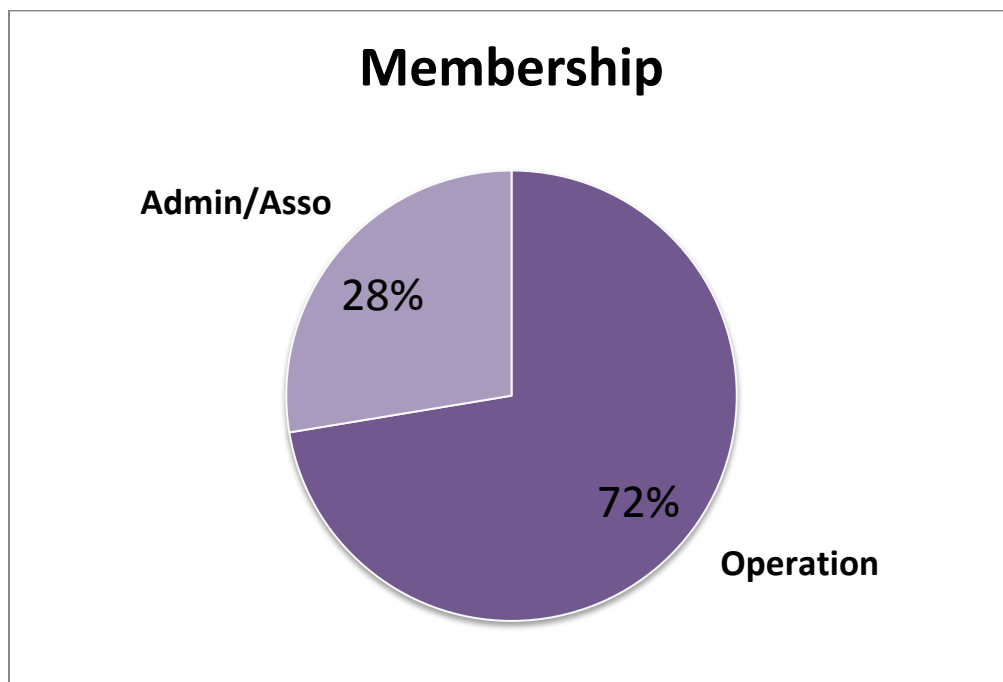
Over the past couple of years each department has worked diligently to improve service while maintaining equipment. Some of these accomplishments include;

- New Apparatus (some through grants)
- Replacement of Personal Protective Equipment (PPE)
- New EMS Equipment to include;
 - Intubation equipment
 - Power-cot loading system
 - Computers
 - Cardiac Monitor/AED
- New gas meters
- Station improvements (roofs, HVAC units)
- Incentive Program
- Increase in annual stipends
- Combining of Insurance policies

Organizational Structure



Each department has operational and administrative membership. Operational membership focuses on responding to incidents and administrative members focus on fundraising.



There are an estimated 165 members of the Clarke County Fire – Rescue system. The Clarke County Fire – Rescue system is a combination department with an estimated 85% volunteer and 15% career. It should be noted that this system saves the tax payers an estimated 4 to 5 million dollars annually.

The Budget sub-committee is part of the Clarke County Fire – EMS Commission. As such it is the responsibility of this sub-committee to make recommendations to the Commission.

Budget Process

This year's process included a sit down with the Director who made his recommendations after meeting with each of the Volunteer Department's. The following is some of the key objectives of each department;

The John H Enders VFD identified the following top 3 needs for this year's budget;

- Get ahead on future capital expenses
- Pay down loan
- Improve process on future needs

The Boyce VFD identified the following top 3 needs for this year's budget;

- Improve preventive maintenance program
- Increase Part-Time staffing
- Engine Replacement

The Blue Ridge VFD identified the following top 3 needs for this year's budget;

- Replace Personnel Protective Equipment
- Replace SCBA Cylinders
- Building repair

The Director of Fire, EMS and Emergency Management identified the following budget priorities;

- Re-aligning Four-For-Life and Fire Programs funding
- Staffing plan for 2 career personnel in each station over the next 5 years
- Adding funding for NFPA 1582 physicals
- Establish a long-term Fire-Rescue Capital plan with annual allocations

Sub-Committee Recommendations

Objective

The goal of the Budget Sub-Committee is to evaluate each of the items requested and align them to the current strategic goals. Although the sub-committee feels each request has merit there are limitations to available funding.

After hearing all the information presented the sub-committee makes the following recommendation;

Recommendations

1. Stipends – keep current stipend funding levels (no increase)
2. Keep Four-For-Life and Fire Programs funding with the Volunteer Departments
3. Add the line item of 1582 physicals as requested (\$12,000)
4. Maintain current incentive program funding (\$15,000)
5. Staffing – Add positions to covert temporary Blue Ridge staffing to permanent staffing, with further discussion by the full Commission on recommendations for additional staffing (See Staffing Plan Options for further information)
6. Add the line item of EMS Training and Recruitment with a funding level of \$5,000

7. Add a line item for the replacement of 3-5 radios annually (estimated cost \$24,000 to \$42,500)
8. Add a Capital purchasing plan to include estimated replacement timeline and cost for all front line apparatus and equipment exceeding \$50,000, with an annual contribution of 10% (example- Fiscal Year 2022 - \$100,000 total estimated cost; fund contribution \$10,000)

Staffing Plan Options

Option 1 - Adding 16 FTEs over the next 5 years; providing 2 FTEs in each station 24/7/365; Estimated Cost - \$1,116,281

Option 2 – Adding 3 FTEs in FY 20; providing 1 FTE at Blue Ridge and Boyce from 6am to 6pm Monday thru Friday; Estimated Cost \$198,000

Option 3 – Adding 7 FTEs over the next 3 years; providing 1 FTE at Blue Ridge and Boyce 24/7/365; Estimated Cost \$469,000

Option 4 – Adding 6 FTEs over the next 3 years; providing 2 FTEs at Blue Ridge and Boyce from 6am to 6pm Monday thru Friday; Estimated Cost \$402,000

Option 5 – Adding 4 FTEs over the next 2 years; providing 1 additional FTE each day (assigned as requested) ; Estimated Cost \$264,000

Option 6 - Adding 7 FTEs over the next 3 years; providing 2 additional FTE each day (assigned as requested) ; Estimated Cost \$469,000

Strategic Goals

The goals outlined in the Strategic Plan are the driving forces for assisting in the development of a more effective and efficient organization. In making recommendations for the Fiscal Year 2020 Budget the sub-committee evaluated each requested item and how it aligns with each of the seven Strategic Goals.

How Strategic Goals align with Budget Recommendations

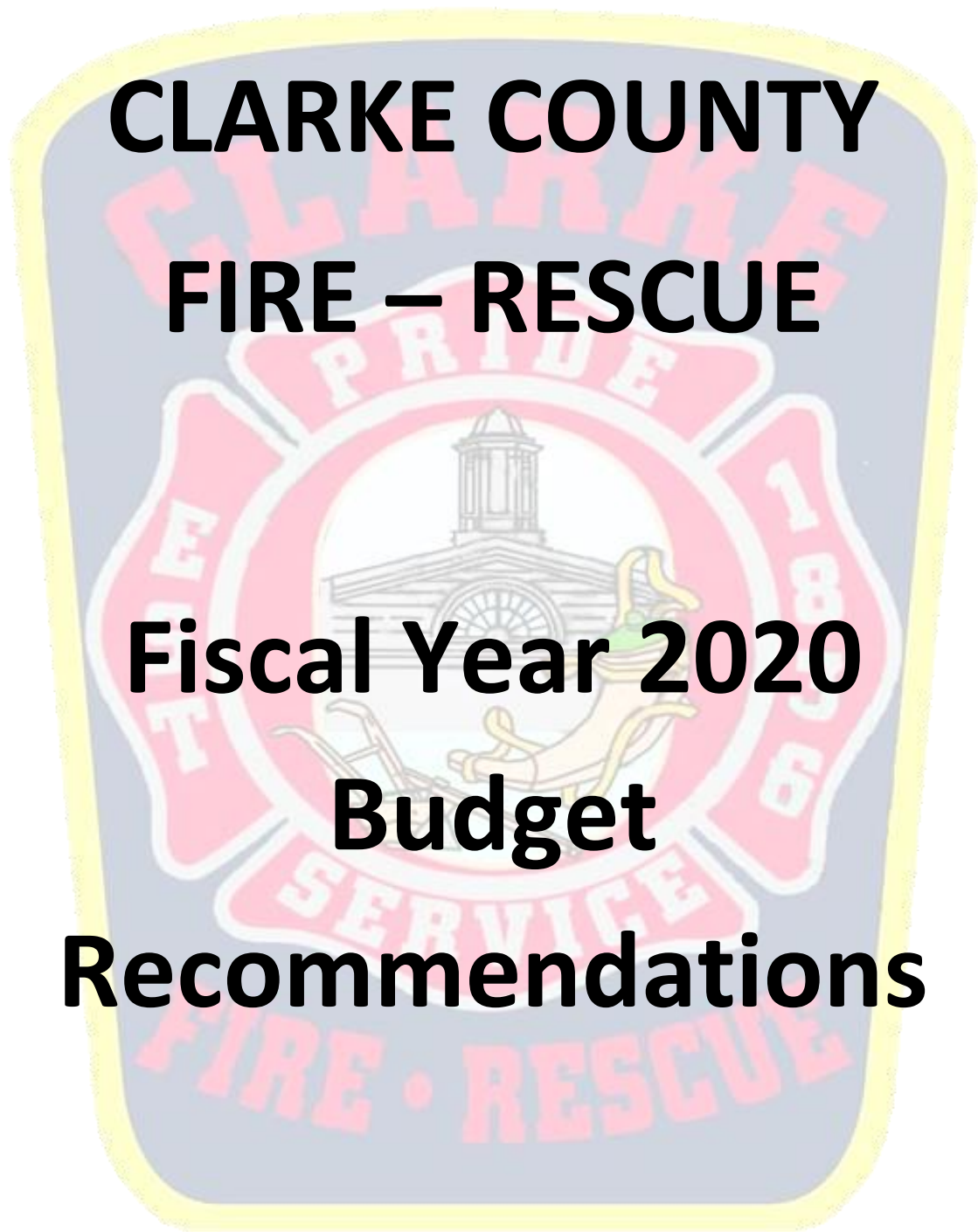
	Strategic Vision & Effective Leadership	Fire & EMS Operations	Recruitment and Retention	Resource Management	Health & Safety	Employee Development	Community Outreach & Partnerships
Stipends		X	X	X	X	X	X
Four-For-Life & Fire Programs		X		X		X	
Physicals	X	X	X	X	X	X	
Incentive Program	X	X		X	X		X
Staffing	X	X		X	X	X	X
Training & Recruitment	X	X	X	X	X	X	
Radios		X		X	X		
Capital Plan	X			X			

Summary

The Clarke County Fire – Rescue system has made significant steps to improving service to their customers. Increases in station stipends have assisted with funding of individual departments but have fallen short of bringing the department into a unified system. This budget recommendation is the next step in improving the Fire – Rescue system while continuing to bring the 3 departments into one unified system.

The funding of these recommendations will have direct effect on the system’s ability to sustain current levels of service while planning for the future. With increased costs in vehicle and station maintenance, apparatus replacement and equipment replacement continued planning is key. Without proper planning and addressing system needs now, future costs could raise by as much as 200% in the next five years.

The Fire – Rescue system is grateful for the assistance the Clarke County Board of Supervisors has provided over the years and is committed to providing proper planning to control future costs.



**CLARKE COUNTY
FIRE – RESCUE**

Fiscal Year 2020

Budget

Recommendations

Completed by Director Brian Lichty

Introduction

For the past several years, Clarke County Fire – Rescue has worked together to unify the budget process for the Clarke County Department of Fire, EMS and Emergency Management and the three Volunteer Departments in the County. In this year’s budget process a decision was made to form one combined budget after listening to the needs of each department.

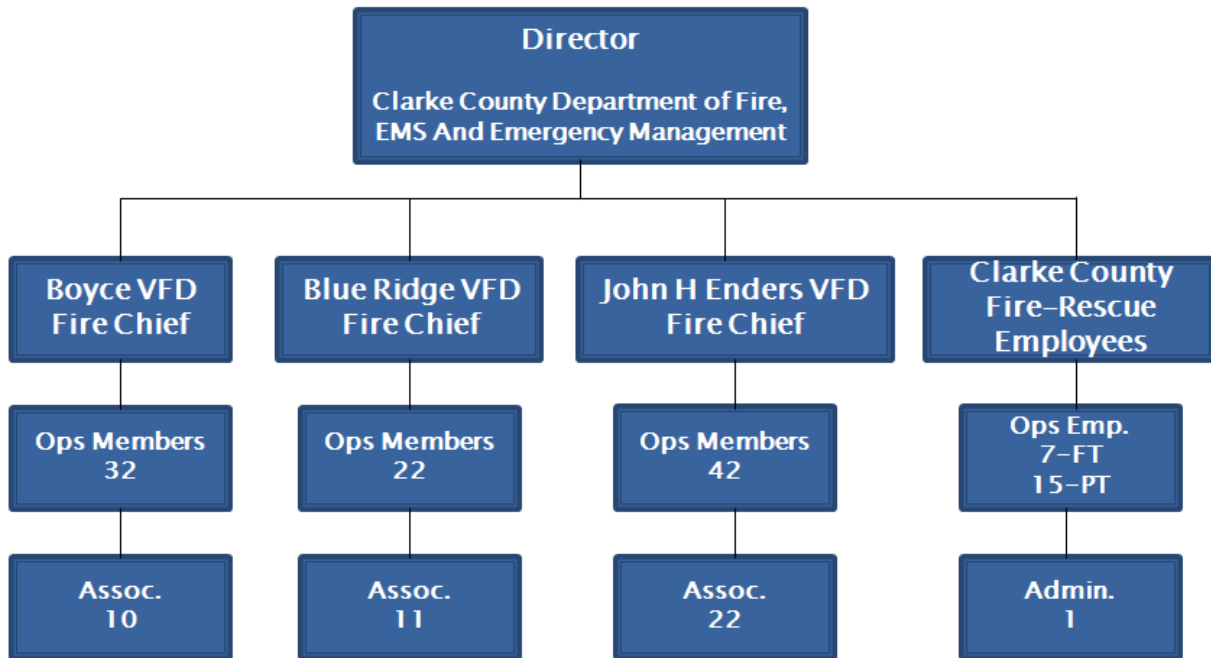
Clarke County’s three Volunteer Fire and Rescue departments consist of John H. Enders Company 1, Boyce Company 4 and Blue Ridge Company 8. Each of these departments has unique needs for the current budget year and for the future.

It is the goal of this fiscal year to outline a combined budget that meets all departments’ needs and establishes a 10 year capital improvements outlay. In addition, to have the budget address the goals and objectives established in the Strategic Plan.

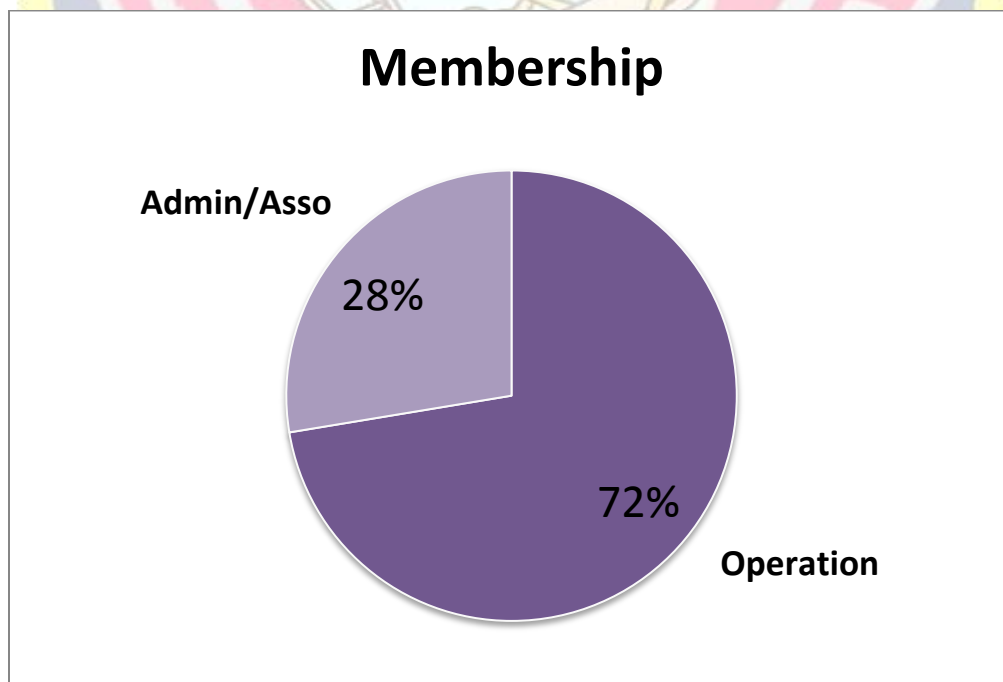
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- New gas meters
- Station improvements (roofs, HVAC units)
- Incentive Program
- Increase in annual stipends
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Organizational Structure



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There are an estimated 165 members of the Clarke County Fire – Rescue system. The Clarke County Fire – Rescue system is a combination department with an estimated 85% volunteer and 15% career. It should be noted that this system saves the tax payers an estimated 4 to 5 million dollars annually.

Budget Process

This year's process included a sit down with the Director and each of the Volunteer Department's leadership to identify their needs. After meeting with each department the Director evaluated all needs to formulate the presented budget.

The John H Enders VFD identified the following top 3 needs for this year's budget;

- Get ahead on future capital expenses
- Pay down loan
- Improve process on future needs

The Boyce VFD identified the following top 3 needs for this year's budget;

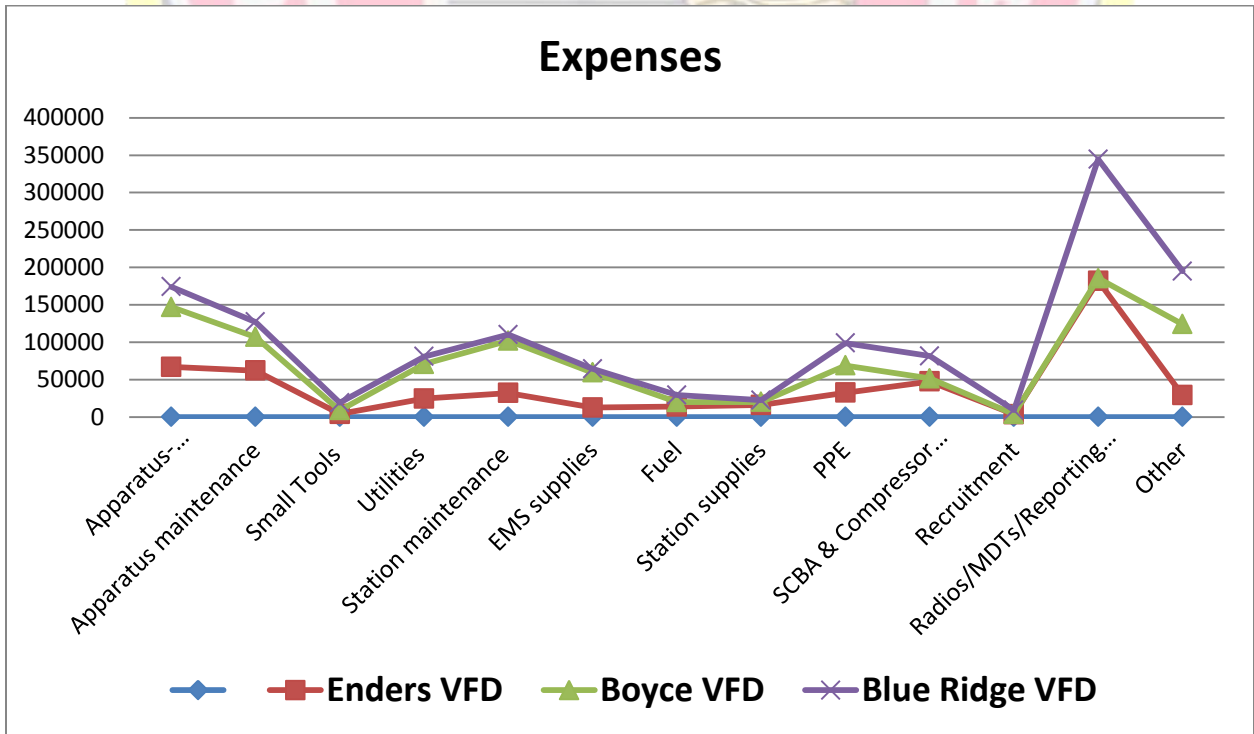
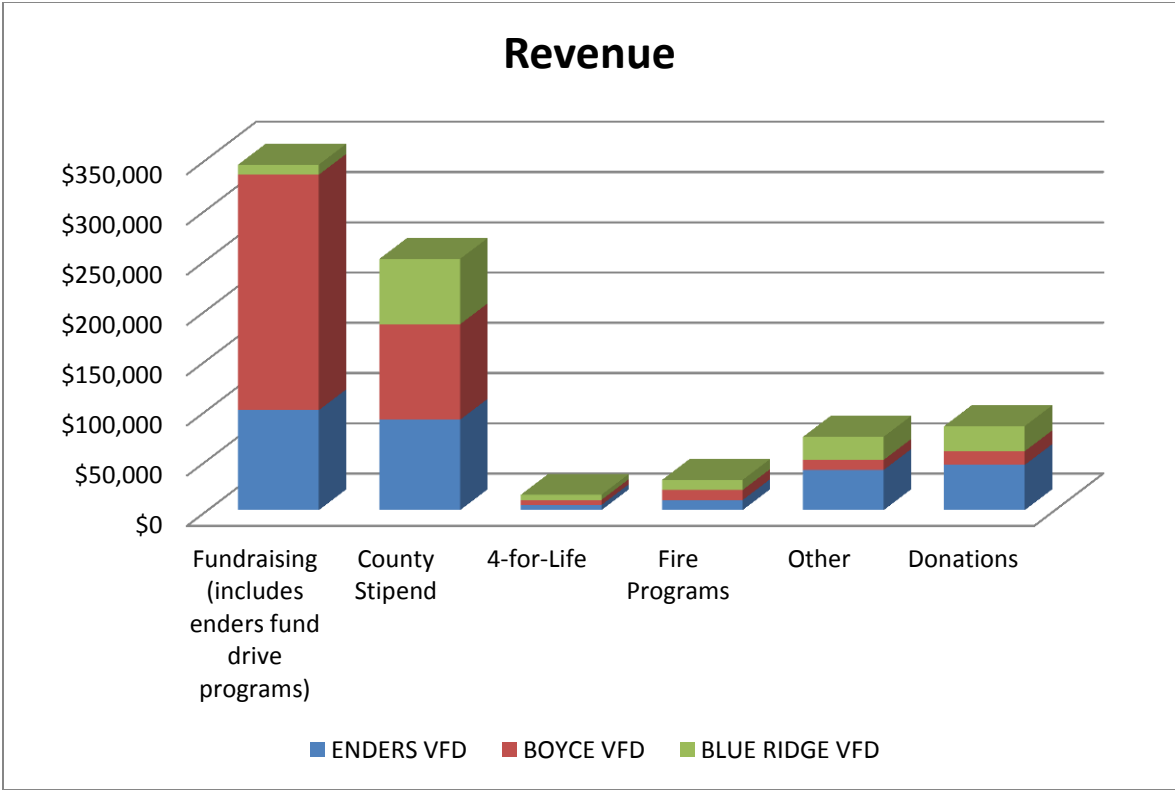
- Improve preventive maintenance program
- Increase Part-Time staffing
- Engine Replacement

The Blue Ridge VFD identified the following top 3 needs for this year's budget;

- Replace Personnel Protective Equipment
- Replace SCBA Cylinders
- Building repair

Each department submitted the follow as their budget requests;

		ENDERS VFD		BOYCE VFD		BLUE RIDGE VFD	
REVENUES (estimated)		Estimated Revenue	% of Total Revenue	Estimated Revenue	% of Total Revenue	Estimated Revenue	% of Total Revenue
1	Fundraising (includes enders fund drive programs)	\$99,500	34.4%	\$234,336	63.7%	\$10,000	7.2%
2	County Stipend	\$90,000	31.1%	\$95,000	25.8%	\$65,000	47.1%
3	4-for-Life	\$5,075	1.8%	\$5,075	1.4%	\$5,075	3.7%
4	Fire Programs	\$10,000	3.5%	\$10,000	2.7%	\$10,000	7.2%
5	Other	\$40,000	13.8%	\$10,000	2.7%	\$23,000	16.7%
6	Donations	\$45,000	15.5%	\$13,598	3.7%	\$25,000	18.1%
Total-		\$289,575	100.0%	\$368,009	100.0%	\$138,075	100.0%
EXPENSES (estimated)		% of Total Expenses	Estimated Expense	% of Total Expenses	Estimated Expense	% of Total Expenses	Estimated Expense
1	Apparatus-Payments/purchases	12.7%	\$67,000	18.1%	\$80,000	7.0%	\$27,000
2	Apparatus maintenance	11.8%	\$62,000	10.2%	\$45,000	5.2%	\$20,000
3	Small Tools	0.8%	\$4,000	1.1%	\$5,000	2.6%	\$10,000
4	Utilities	4.7%	\$24,500	10.5%	\$46,295	2.6%	\$10,100
5	Station maintenance	6.1%	\$32,000	15.8%	\$70,000	2.1%	\$8,200
6	EMS supplies	2.4%	\$12,500	10.6%	\$46,846	1.3%	\$5,000
7	Fuel	2.6%	\$13,750	1.4%	\$6,000	2.5%	\$9,500
8	Station supplies	3.0%	\$16,000	0.9%	\$4,000	0.6%	\$2,500
9	PPE	6.2%	\$32,500	8.2%	\$36,261	7.7%	\$30,000
10	SCBA & Compressor replacements	9.0%	\$47,500	0.9%	\$4,000	7.7%	\$30,000
11	Recruitment	0.7%	\$3,500	0.1%	\$250	1.4%	\$5,500
12	Radios/MDTs/Reporting Computers	34.6%	\$182,000	0.8%	\$3,500	41.0%	\$159,000
12	Other	5.5%	\$29,000	21.5%	\$95,000	18.3%	\$70,900
Total-		100.0%	\$526,250	100.0%	\$442,152	100.0%	\$387,700
TOTALS		ENDERS VFD	BOYCE VFD	BLUE RIDGE VFD			
Estimated Total Revenue-		\$289,575	\$368,009	\$138,075			
Estimated Total Expenses-		\$526,250	\$442,152	\$387,700			
Estimated Balance-		-\$236,675	-\$74,143	-\$249,625			



Additional Department Concerns

Each department had additional concerns regarding the current and future budget priorities. Below is a list of additional concerns shared by at least two of the three departments;

- Training (EMT & Fire)
- Long-Term Planning for large capital expenses (apparatus, stations, etc.)
- Meeting National Fire Protection Association (NFPA) standards
- Grants being used as standard funding in place of supportive funding

Directors Recommendation

Objectives

The objectives of this fiscal year's budget request are;

- Evaluation of the highest Volunteer Departments priorities
- Identifying ways to increase grant funding
- Training EMTs and Medics
- Outline a Capital Plan
- Align objectives to Strategic Plan

These objectives reflect the increased demands on Fire – Rescue while fundraising has remained relatively flat over the past several years. In addition this limited funding has caused companies to prolong replacement of equipment and delay needed maintenance. After careful evaluation the following is the present Fiscal Year 2020 budget.

DESCRIPTION	FY 19	FY 20
Expenses		
Vol. Fire Disab Ins.	\$12,700	\$13,081
Vol. Fire Worker's Comp.	\$24,500	\$19,000
Vol. Fire Purchased Serv.	\$0	\$0
Vol. Fire Co Insurance	\$48,000	\$49,440
Vol. Fire Companies Entity Gift	\$25,000	\$25,000
Vol. Fire Incentive Prog.	\$15,000	\$15,000

Vol. Fire 4 for Life	\$17,000	See Training
Vol. Fire Fire Programs	\$46,142	See SCBA/PPE
Vol. Fire Tech. SW/OL Content	\$0	\$0
Blue Ridge Vol. Fire LODA	\$1,250	\$1,250
Blue Ridge Vol. Fire Co. Contrib.	\$65,000	\$65,000
Boyce Vol. Fire LODA	\$1,700	\$1,700
Boyce Vol. Co. Contrib.	\$65,000	\$65,000
Enders Vol. Fire LODA	\$3,300	\$3,300
Enders Vol. Fire Co. Contrib.	\$90,000	\$90,000
Shenandoah Farms Line of Duty	\$0	\$0
Shenandoah Farms Vol. Fire Co	\$0	\$0
Subtotal-	\$414,592	\$347,771

Expenses

EMS Salaries	\$550,630	\$855,630
EMS Overtime	\$63,358	\$77,268
EMS Part Time Salaries	\$55,000	\$62,200
EMS FICA	\$51,178	\$73,922
EMS VRS 1&2	\$27,676	\$31,505
EMS VRS Benefits - Hybrid Plan	\$14,773	\$17,563
EMS Health Ins	\$92,550	\$114,250
EMS Life Ins	\$7,213	\$8,250
EMS Disab. Ins Hybrid	\$313	\$348
EMS WC	\$18,159	\$20,176
EMS LODA	\$3,000	\$4,332
EMS Purchased Services	\$40,100	\$45,000
EMS Postal Services	\$200	\$200
EMS Telephone	\$1,200	\$1,200
EMS Physicals	NA	\$12,000
EMS Travel	\$7,500	\$7,500
EMS Misc	\$5,000	\$3,000
*EMS Training & Qualifying items	\$0	\$25,000
EMS Mat&Sup	\$16,200	\$18,000
*EMS SCBA/PPE	\$0	\$55,780
EMS Veh Fuel	\$2,500	\$2,500
EMS Recruitment/Retention	\$0	\$5,000
EMS Clothing	\$10,500	\$12,500
EMS Noncap Office Equip	\$2,000	\$2,000
EMS Tech SW/OL	\$10,500	\$12,000
EMS Capital outalys Adds	\$8,780	See SCBA/PPE
LEMPG Grant	\$7,500	\$7,500
Subtotal-	\$995,830	\$1,474,624

Revenue

Rev RF Insurance Claim Reimb	\$0	\$0
Rev RF Ambulance Svcs Refunds	\$0	\$0
Fire Protection Service	\$0	\$0
Ambulance & Rescue Services	\$447,911	\$450,000
EMS Berryville	\$16,500	\$8,000
EMS Grants	\$0	????
*Fire Programs Funds	\$46,142	\$47,153
*Vol. Fire 4 for Life	\$17,000	\$17,100
Emergency Management Assist	\$0	\$0
SAFER Grant	\$0	????
LEMPG Grant Rev	\$7,500	\$7,500
Subtotal-	\$535,053	\$529,753

Total Revenue	\$535,053	\$529,753
Total Expenses	\$995,830	\$1,469,624
Difference	-\$460,777	-\$939,871

***Fire Programs and Four-For-Life Funding**

It is the recommendation of the Director that the Fire Programs funding remains with the county and support the purchasing of SCBA cylinder and PPE replacement and Training. It is estimated that a total of 12 – 15 sets of PPE and SCBA cylinders can be purchased. This will give each department an estimated 3-4 SCBA cylinders and sets of PPE each.

The Four-for-Life funding should also remain with the County and an additional \$8,000 be allotted to go towards the funding of an in-county EMT program and providing funding for 1-2 personnel to attend an advanced life support course.

Staffing

In working to improve response times companies have requested either an increase in stipends to pay part-time employees or personnel to assist in staffing their stations. Currently a staffing study is taking place at the Blue Ridge VFD.

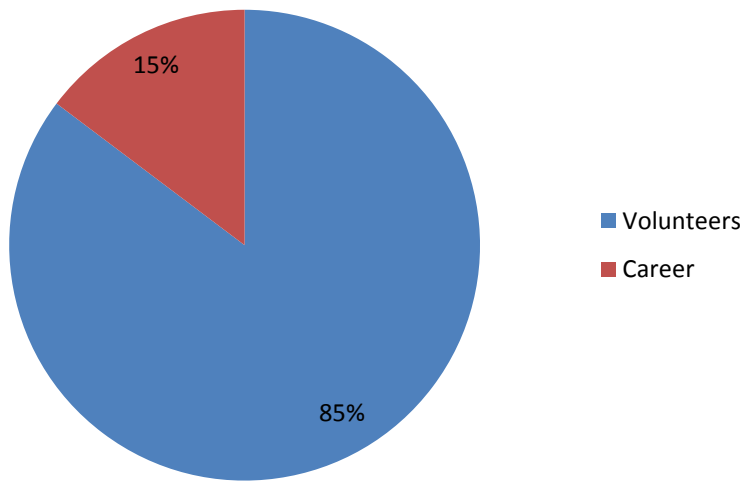
The goal of this study is to identify the impact staffing in this station could have on meeting response time goals.

The following is recommendations on staffing needs over the next 5 years. This includes the costs associated with these new positions. It is the goal to provide 2 personnel 24/7/365 to each of the 3 volunteer stations. This will require a total of 23 full-time personnel. Currently there are 7 full-time operational employees providing 24/7/365 staffing to 1 of the 3 stations.

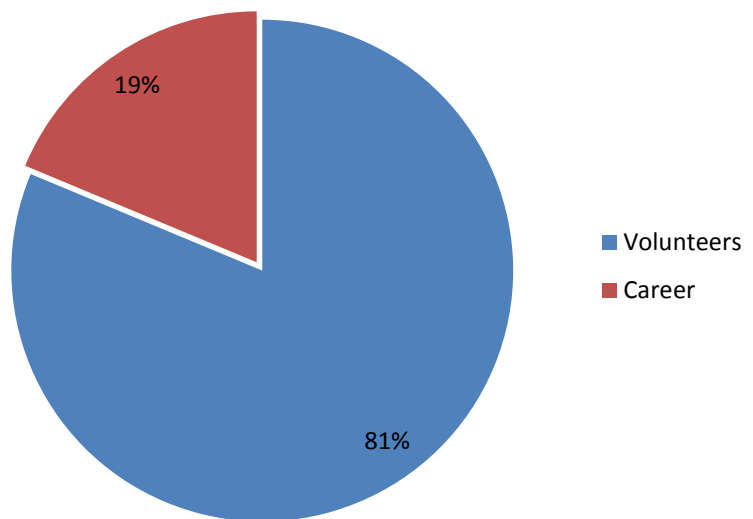
<u>Year</u>	<u>FTE</u>	<u>Cost</u>
Year 0 (current staffing) -	7	---
Year 1 (FY20)	4	\$264,000
Year 2 (FY21)	3	\$203,850
Year 3 (FY22)	3	\$209,876
Year 4 (FY23)	3	\$216,082
Year 5 (FY24)	3	\$222,474
Totals	23	\$1,116,281

Costs include an estimated 3% inflation

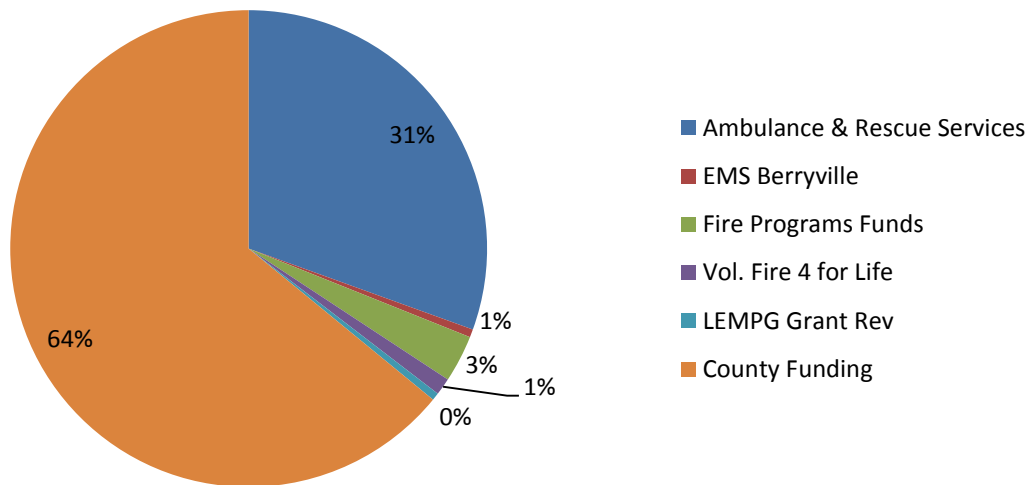
Current Operational Membership



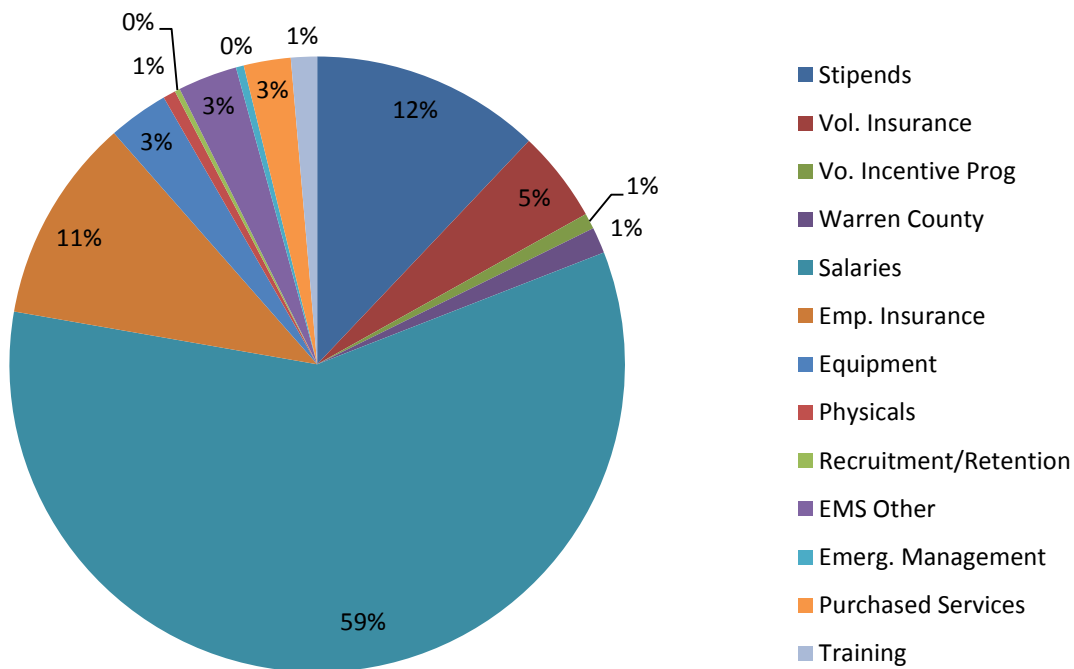
5 Year Operational Membership



Revenue



Expenses



Increase Grant Funding Ability

Although certain companies have had success with grants the overall future success of the system relies heavily on the ability to obtain future grants. In order to increase our systems ability to obtain these grants certain planning must take place. This planning includes the following;

- Establishing a fund for matching (full or partial) grants
- Develop plans to fund NFPA standards on Personal Protective Equipment (PPE) and 1582 Physicals
- Establish system wide grant priorities (capital plan)

The attached 10 year capital needs plan (attachment A) address the expected replacement of radios, apparatus and stations. This plan is intended to educate the Clarke County Board of Supervisors and the volunteer companies on the expected capital costs over the next 10 years. In addition, there may be additional capital costs that are yet to be identified.

It should be further noted that apparatus replacement should be focused on dual use apparatus such as Pumper-Tankers, Rescue Engines and multi-purpose utility vehicles. These dual use units will assist with the limited number of personnel and the number of apparatus maintained by the system.

In developing a plan to meet NFPA standards a line item has been added to this fiscal year's budget. This will allow estimated 12-15 physicals in the first year with an increase in this line item over the next 5 years to support the current need for 40-50 physicals a year.

Establishing grant priorities should be done by focusing on capital needs. Companies are encouraged to find additional grants for any items not identified by the capital needs. However, funding from a capital account should be focused on only system wide needs.

Strategic Goals

There are 7 Strategic Goals;

1. Strategic Vision and Effective Leadership
2. Fire and EMS Operations
3. Recruitment and Retention
4. Resource Management
5. Health and Safety
6. Employee Development
7. Community Outreach and Partnership

Below indicates how each of the budget requests aligns with the Strategic Goals;

1. Strategic Vision and Effective Leadership
 - Capital Plan, Staffing
 - Grants
2. Fire and EMS Operations
 - Staffing
 - SCBA & PPE Replacement
 - Grants
3. Recruitment and Retention
 - Physicals
 - Training
4. Resource Management
 - Capital Plan
 - SCBA & PPE Replacement
 - Training
 - Grants
5. Health and Safety
 - Physicals
 - Training
6. Employee Development
 - Physicals

- Training
7. Community Outreach and Partnership
- Capital Plan
 - Grants

Summary

The Clarke County Fire – Rescue system has made significant steps to improving service to our customers. Increases in station stipends have assisted with funding of individual departments but have fallen short of bringing the department into a unified system. This budget recommendation is the next step in improving the Fire – Rescue system while continuing to bring the 3 departments into one unified system.

The significant changes to this year’s budget recommendations focus on combining Fire Programs and Four-for-Life funding to meet system needs. In addition, staffing continues to be a concern for more of the departments and plays a significant role in meeting current and future response standards. Although this budget item has the most significant financial impact on the budget it will have the biggest impact on meeting strategic goals. The addition of physicals will assist in meeting NFPA standards and is anticipated to have impacts on reducing insurance costs.

The funding of these recommendations will have direct effect on the system’s ability to sustain current levels of service while planning for the future. With increased costs in vehicle and station maintenance, apparatus replacement and equipment replacement continued planning is key. Without proper planning and addressing system needs now, future costs could raise by as much as 200% in the next five years.

The Fire – Rescue system is grateful for the assistance the Clarke County Board of Supervisors has provided over the years and is committed to providing proper planning to control future costs.

Clarke County Fire-Rescue Capital Needs 11-Year Plan

Fire-Rescue Capital Budget Projects	FY 2020 <i>Projected</i>	FY 2021 <i>Projected</i>	FY 2022 <i>Projected</i>	FY 2023 <i>Projected</i>	FY 2024 <i>Projected</i>	FY 2025 <i>Projected</i>	FY 2026 <i>Projected</i>	FY 2027 <i>Projected</i>	FY 2028 <i>Projected</i>	FY 2029 <i>Projected</i>	FY 2030 <i>Projected</i>
EMS Apparatus - Type & Company	Amb-1/Co 1		Amb -4/Co 4				Amb-8/Co 8	ALS Chase		ALS Chase	ALS Chase
Estimated Replacement Cost	\$220,000		\$233,000				\$262,000	\$100,000		\$110,000	\$110,000
10% Estimated Replacement Cost	\$22,000		\$23,300				\$26,200	\$10,000		\$11,000	\$11,000
Fire Apparatus - Type & Company	E4/Co. 4	E1/Co. 1	B-1, B-4/Co. 1,4	SPC/Co 4	SPC/Co. 8		B-8/Co 8		SPC/Co 1		
Estimated Replacement Cost	\$600,000	\$636,000	\$225,000	\$785,000	\$805,000		\$130,000		\$820,000		
10% Estimated Replacement Cost	\$60,000	\$63,600	\$22,500	\$78,500	\$80,500		\$13,000		\$82,000		
Subtotal-	\$82,000	\$63,600	\$45,800	\$78,500	\$80,500	\$0	\$39,200	\$10,000	\$82,000	\$11,000	\$11,000
Stations - Company							Blue Ridge				Boyce
Est. Cost							\$3,500,000				\$3,750,000
Radio Project - 4th Phase						\$426,685					
Radios (2007)			\$200,000	\$210,000							
Extrication Equipment		\$50,000						\$50,000			
Totals-	\$82,000	\$113,600	\$245,800	\$288,500	\$80,500	\$426,685	\$3,539,200	\$60,000	\$82,000	\$11,000	\$3,761,000

3% inflation calculations per year

Amb- Ambulance
 E- Engine
 B- Brush
 SPC- Special Services (Truck,Sqd)
 ALS Chase- Non-Transport EMS Vehicle

Recommended Apparatus Levels

<u>Co. 1</u>	<u>Co. 4</u>	<u>Co. 8</u>
Ambulance	Ambulance	Ambulance
Pumper/Tanker	Pumper/Tanker	Pumper/Tanker
Truck/Extrication	Rescue Engine	Rescue Engine
Brush/Utility	Brush/Utility	Brush/Utility
Boat	ATV	Boat
ALS Chase	ALS Chase	ALS Chase
	Reserve	
	Ambulance	
	Pumper/Tanker	



CLARKE COUNTY FIRE - EMS COMMISSION BUDGET ESTIMATE FORM

Clarke County Fiscal Year-2020

Department: **John H. Enders VFD**

Department's Fiscal Year: **2019**

Date Submitted: **24-Sep-19**

REVENUES (estimated)		Estimated Revenue	Estimated Expense
1	Fundraising	\$ 84,500.00	NA
2	County Stipend	\$ 90,000.00	NA
3	4-for-Life	\$ 5,075.00	NA
4	Fire Programs	\$ 10,000.00	NA
5	Other	\$ 40,000.00	NA
6	Donations	\$ 45,000.00	NA
7	Fund Drive Programs	\$ 15,000.00	NA
Total-		\$ 289,575.00	NA

EXPENSES (estimated)		Estimated Revenue	Estimated Expense
1	Apparatus-Payments/purchases. (Truck & New Ambulance 2019)	NA	\$ 67,000.00
2	Apparatus maintenance	NA	\$ 62,000.00
3	Small Tools	NA	\$ 4,000.00
4	Utilities	NA	\$ 24,500.00
5	Station maintenance	NA	\$ 20,000.00
6	EMS supplies	NA	\$ 12,500.00
7	Fuel	NA	\$ 13,750.00
8	Station supplies	NA	\$ 16,000.00
9	PPE (including gear washer)	NA	\$ 32,500.00
10	SCBA (Capital Expense broken down over 2 years)	NA	\$ 40,000.00
11	SCBA Compressor Replacement	NA	\$ 7,500.00
11	Recruitment/Training	NA	\$ 3,500.00
12	Radios/MDTs/Reporting Computers	NA	\$ 182,000.00
13	Capital Expense Facility (new carpet, paint, front pad, etc..)	NA	\$ 12,000.00
14	Other (Taxes, Fundraising Cost, MISC.)	NA	\$ 29,000.00
Total-		NA	\$ 526,250.00

TOTALS	
Estimated Total Revenue-	\$ 289,575.00
Estimated Total Expenses (including All Capital Expenses)	\$ 526,250.00
Estimated Balance if Capital Expenses were all PAID in 2019	\$ (236,675.00)
Estimated Expenses amortizing Capital Expenses multi year	\$ 252,250.00
Estimated Balance	\$ 37,325.00

SAVINGS		
1	Savings account	N/A
2	Capital needs	\$ 274,000.00
3	Other	N/A
Total-		\$ 274,000.00

DEFINITIONS

Revenue	Estimated expected revenue
Fundraising	All estimated revenue from fund raising event
County Stipend	County stipend amount
4-for-Life	Revenue from 4-for-life program
Fire Programs	Revenue from fire programs
Other	Other expected revenue; town contributions, sale of items, etc.
Donations	Revenue from donations

Expenses	Estimated expenses
Apparatus-Payments/purchases	Expense of apparatus payments or scheduled purchases
Apparatus maintenance	Expenses of apparatus maintenance
Small tool	Expenses for small tool purchases; example-axes, chain saws, hammers, etc.
Utilities	Expenses for all utility bills
Station maintenance	Expenses for any planned station maintenance include any fuel used for station
EMS supplies	Expenses for EMS supply items; example-bandages, AED pads, etc.
Fuel	Expenses for all apparatus fuel costs
Station supplies	Expenses for all station supplies; example-office supplies, cleaning supplies, etc.
PPE	Expenses for personnel protective equipment; bunker gear, helmets, gloves, etc.
SCBA	Expenses for repair or purchase of SCBAs
Recruitment	Expenses related to the recruitment of new members; flyers, advertising, etc.
Radios/MDTs/Reporting Computers	Expenses for radios, mobile data terminals, reporting computers
Other	Any other expenses not listed above

Savings	Estimated expected savings
Savings account	Accounts associated for saving and no designated project or program
Capital needs	Savings for future capital needs; SCBAs, Radios, Stations, etc.
Other	Other savings accounts; money market accounts, CDs, etc.



CLARKE COUNTY FIRE - EMS COMMISSION GRANT ESTIMATE FORM

Grant / Objective		Estimate Amount
1	Ambulance 80/20	\$ 300,000.00
2	Gear Washer	\$ 7,500.00
3		
4		
5		
6		
Total-		\$ 307,500.00

Blue Ridge Volunteer Fire & Rescue Co.
131 Retreat Road
Bluemont, VA 20135

FY20 Budget request justifications

Items listed are in order of priority. All items fall under Health and Safety for all staff members Career and Volunteer.

Turnout gear (\$30k)

NFPA 1851, Standard on Selection, Care and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting, states that all “ensembles and ensemble elements shall be retired...no more than 10 years from the date the ensembles or ensemble elements were manufactured.” Blue Ridge has and must continue to provide the identified standard for our personnel. Our current gear specification is compliant with NFPA 1971, 1972, 1973, and 1974. Turnout gear is in our annual budget every year, purchases have been made for new members and for some replacement sets. Unfortunately, we are at a point where most of our gear is now or soon will be out of date. This puts our members at risk of loss of benefits if injury or death would occur. Funding to become complaint with NFPA 1977 Standard on Protective Clothing and Equipment for Wildland Firefighting, will be sought through DOF grant in the future.

Building Repair (\$70k)

This past year we discovered a water issue around our foundation. It was brought to our attention early in the year when mold was found growing on the wall in the bunk room. After a small inspection hole was cut in the interior wall we realized we had a big problem on our hands. We had a class A contractor look at the extent of damage, which include: mold throughout the station, deteriorating electrical panels, and foundation issues. Quote to mitigate all issues was stopped at \$250k. After consultation with contractor a solution was discussed for \$70k. This solution would eliminate mold and decrease the health risks for all staff. The electrical panels would be replaced, thus reducing the risk of fire from deteriorated hardware. Finally, the rain water flooding the foundation would be fixed, so that the problems listed above would no longer be an issue.

SCBA replacement (\$30k)

12 years ago Blue Ridge was awarded a AFG grant for SCBA replacement. This grant allowed us to provide the best breathing apparatus to our members and become compliant with industry standards. The life of a cylinder is 15 years, we have several years before we are unable use our current cylinders. However, due to our usual planning process, this is one of our priorities that we need to start securing funding for. Respiratory protection is an integral piece in our mission as a fire department.

Radio Upgrades (\$159k)

Emergency communication equipment is a costly but needed resource for the system. Currently, our mobile and portable radios are in what is called a sundown phase. This is when the manufacturers no longer support the product or produces replacement parts. Our County sits in a geographically unique area which creates some communication issues that could be fixed with a purchase of new supported radio equipment. Interoperability issues with Loudoun, Jefferson, Warren, Frederick Counties, and Winchester City have been a problem in the past, anything from a

mutual aid fire/EMS call to larger incidents that are longer in duration, we have not been able to communicate effectively. With full funding of this request effective communications with all surrounding jurisdictions will be possible.

We realize that not all of these items may be funded. However, these are our needs over the next 3 years and are extremely important. As we have done in the past, grants will be sought to offset costs, unfortunately grants are not guaranteed and cannot be relied on as a funding source.



CLARKE COUNTY FIRE - EMS COMMISSION BUDGET ESTIMATE FORM

Clarke County Fiscal Year-2020

Department: Blue Ridge VFD

Department's Fiscal Year:

Date Submitted:

REVENUES (estimated)		Estimated Revenue	Estimated Expense
1	Fundraising	\$10,000	NA
2	County Stipend	\$65,000	NA
3	4-for-Life	\$5,075	NA
4	Fire Programs	\$10,000	NA
5	Other	\$23,000	NA
6	Donations	\$25,000	NA
Total-		\$138,075	NA

EXPENSES (estimated)		Estimated Revenue	Estimated Expense
1	Apparatus-Payments/purchases	NA	\$27,000
2	Apparatus maintenance	NA	\$20,000
3	Small Tools	NA	\$10,000
4	Utilities	NA	\$10,100
5	Station maintenance	NA	\$8,200
6	EMS supplies	NA	\$5,000
7	Fuel	NA	\$9,500
8	Station supplies	NA	\$2,500
9	PPE	NA	\$30,000
10	SCBA	NA	\$30,000
11	Recruitment (Training)	NA	\$5,500
12	Radios/MDTs/Reporting Computers	NA	\$159,000
13	Other (Station Repair Quote and Generator replcement)	NA	\$70,900
Total-		NA	\$387,700

TOTALS	
Estimated Total Revenue-	\$138,075
Estimated Total Expenses-	\$387,700
Estimated Balance-	-\$249,625

SAVINGS		
1	Savings account	\$20,000
2	Capital needs	\$0
3	Other	\$0
Total-		\$20,000

DEFINITIONS

Revenue	Estimated expected revenue
Fundraising	All estimated revenue from fund raising event
County Stipend	County stipend amount
4-for-Life	Revenue from 4-for-life program
Fire Programs	Revenue from fire programs
Other	Other expected revenue; town contributions, sale of items, etc.
Donations	Revenue from donations

Expenses	Estimated expenses
Apparatus-Payments/purchases	Expense of apparatus payments or scheduled purchases
Apparatus maintenance	Expenses of apparatus maintenance
Small tool	Expenses for small tool purchases; example-axes, chain saws, hammers, etc.
Utilities	Expenses for all utility bills
Station maintenance	Expenses for any planned station maintenance include any fuel used for station
EMS supplies	Expenses for EMS supply items; example-bandages, AED pads, etc.
Fuel	Expenses for all apparatus fuel costs
Station supplies	Expenses for all station supplies; example-office supplies, cleaning supplies, etc.
PPE	Expenses for personnel protective equipment; bunker gear, helmets, gloves, etc.
SCBA	Expenses for repair or purchase of SCBAs
Recruitment	Expenses related to the recruitment of new members; flyers, advertising, etc.
Radios/MDTs/Reporting Computers	Expenses for radios, mobile data terminals, reporting computers
Other	Any other expenses not listed above

Savings	Estimated expected savings
Savings account	Accounts associated for saving and no designated project or program
Capital needs	Savings for future capital needs; SCBAs, Radios, Stations, etc.
Other	Other savings accounts; money market accounts, CDs, etc.



CLARKE COUNTY FIRE - EMS COMMISSION
GRANT ESTIMATE FORM

Grant / Objective		Estimate Amount
1		
2		
3		
4		
5		
6		
Total-		0



CLARKE COUNTY FIRE - EMS COMMISSION BUDGET ESTIMATE FORM

Clarke County Fiscal Year-2020

Department: Boyce VFD

Department's Fiscal Year:

Date Submitted:

REVENUES (estimated)		Estimated Revenue	Estimated Expense
1	Fundraising	\$234,336	\$273,737
2	County Stipend	\$65,000	\$85,000
3	4-for-Life	\$5,075	\$5,075
4	Fire Programs	\$10,000	\$10,000
5	Other	\$10,000	\$10,000
6	Donations	\$13,598	\$15,000
Total-		\$338,009	\$398,812

EXPENSES (estimated)		Estimated Revenue	Estimated Expense
1	Apparatus-Payments/purchases	NA	\$80,000
2	Apparatus maintenance	NA	\$45,000
3	Small Tools	NA	\$5,000
4	Utilities	NA	\$46,295
5	Station maintenance	NA	\$70,000
6	EMS supplies	NA	\$46,846
7	Fuel	NA	\$6,000
8	Station supplies	NA	\$4,000
9	PPE	NA	\$36,261
10	SCBA	NA	\$4,000
11	Recruitment	NA	\$250
12	Radios/MDTs/Reporting Computers	NA	\$3,500
13	Other	NA	\$0
Total-		NA	\$347,152

TOTALS	
Estimated Total Revenue-	\$338,009
Estimated Total Expenses-	\$347,152
Estimated Balance-	-\$9,143

SAVINGS		
1	Savings account	\$0
2	Capital needs	\$0
3	Other	\$0
Total-		\$0

DEFINITIONS

Revenue	Estimated expected revenue
Fundraising	All estimated revenue from fund raising event
County Stipend	County stipend amount
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Fire Programs	Revenue from fire programs
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Fuel	Expenses for all apparatus fuel costs
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Capital needs	Savings for future capital needs; SCBAs, Radios, Stations, etc.
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**CLARKE COUNTY FIRE - EMS COMMISSION
GRANT ESTIMATE FORM**

Grant / Objective		Estimate Amount
1		
2		
3		
4		
5		
6		
Total-		0