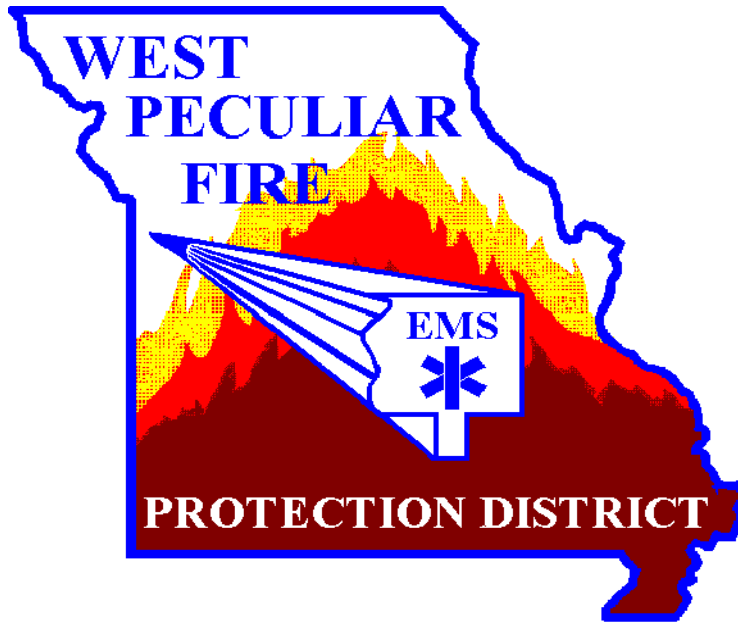


West Peculiar Fire Protection District



2009-2010 Annual Operating Budget

(October 1, 2009 – September 30, 2010)

Board of Directors

Jason Norman, President
David Morris, Treasurer
Mike Millard, Secretary

Administration

Douglas Short, Fire Chief
Amy Barker, Administrative Assistant

Mission Statement

The West Peculiar Fire Protection District is committed to continuing a working partnership with the community by providing professional services in fire protection, pre-hospital healthcare, and other value-added activities.

Vision

West Peculiar Fire is committed to excellence, innovation, professionalism and utilization of stakeholder contributions by:

- Remembering The Past
- Remaining Focused On The Present
- Preparing For the Future

Values

Family
Respect
Ethical
Innovative

Positive
Professionalism
Progressive
Dedication

I. Budget Message.

The West Peculiar Fire Protection District continues to provide fire, ambulance, and auxiliary services to a community that is experiencing moderate growth. The District has had a 4%-5% increase in our call load each year for the last 4 years. Because of the increase in population we have also seen an increase in EMS related incidents in the past 2 years. While the total number of EMS alarms was down the number of transports have remained at or near the high of last year.

We continue to see an increase in the demand for preventative and educational services. In the past year we participated in public relations of many functions such as the Peculiar Summer Fest, Harvest Moon Festival, Peculiar PTA Spring Fest and others. As well as these functions, last year the District entered into an agreement with the Burns Recovery Support Group to host and provide support for a fire prevention trailer. With this opportunity, we are not only providing education for the patrons of our district, but also to the Kansas City Metro area.

In November of 2008 the Board of Director had place a Debt Service-Bond issue on the ballot of 4.2 million dollars for replacement of equipment and construction of Station #2. The issue passed overwhelmingly by 74% Yes to 26% No. Upon certification of the Bond, the Board of Director's decided to only issue enough of the bond to cover the 1st phase of the Capital Improvement Plan. Some of those purchases include a new Ambulance, Rescue, Engine, Portable Radios and Monitor/Defibrillators.

In April of 2009 the Board of Directors submitted an RFP for a Design-Builder for the construction of Station #2. In July the Board awarded a contract to Engineered Building Solutions (WHP Training Towers). First phases of the process have begun with Architecture and Engineering. Money to begin this process will be utilized from the APFO funds.

On July 16th, 2009 our Engine 51(2001 KME) was involved in a catastrophic collision on 71 Hwy and was totaled. The District has worked with our insurance carrier and is in the process of replacement of the Engine and most of its equipment. Estimated total loss was \$500,000. No personnel were injured as a result of the accident.

The Operating Budget for 2009-2010 will cover a period from October 1, 2009 through September 30 2010. The budget is based on three general programs, including Human Resources, Support Services, and Capital Expenditures. Further, included are separate budgets for Debt Service, 2008 Project funds and another for the Adequate Public Facilities Fund. All financial data will be compiled through Peachtree accounting software and payroll is handled by Paychex payroll service.

Assessed Valuation:

This year our total assessed valuation decreased from \$103,149,407 (2008) to \$100,448,349. With our new construction for 2009 of \$3,990,551 our total Assessed Valuation for 2009 is \$104,438,900. Do to the loss in assessed valuation and previous roll-backs of our levies it was determined that the Fire, Ambulance and Dispatch levies could roll forward in order for the district to maintain its current revenue levels. This determination was set by the Missouri State Auditor's office. In addition to the increases to the levies, an increase was also seen in the Debt Service. This was to include the new bond that was obtained per the election approval in 2008. The Board of Directors also decided that they would voluntarily roll-back the state recommended amount for the Debt Service and only carry a 50% reserve fund for the Debt Service account.

The following Tax Rates were set by the Board of Directors on August 25th, 2009.

- Fire District Tax Rate ----- .7134 per \$100 Assessed Valuation
- Ambulance Tax Rate ----- .2913 per \$100 Assessed Valuation
- Dispatch Tax Rate ----- .0500per \$100 Assessed Valuation
- Debt Service ----- .1596per \$100 Assessed Valuation
- Total Tax Rate ----- 1.2143 per \$100 Assessed Valuation

II. Organizational Goals and Objectives for FY 2008-2010.

In August, 2008 the West Peculiar Fire Protection District conducted a Strategic Management Plan, where the following goals and objectives were developed for the next 12-24 months:

- ❖ To determine plan to provide adequate staffing levels over the next 10 years. This plan will research returning to utilizing reserve personnel and in addition of new career personnel to fill staffing for the future Station 2.**

- ❖ To develop a strategy to improve our internal relations, which includes developing positive attitudes and reducing conflict. This goal will improve our interpersonal dynamics and better define the values of the organization.**

- ❖ To develop a strategy to improve Labor-Management relations for future benefit planning. This plan should take into consideration the perspectives of both management and labor to develop a plan that is good for labor, good for management, good for the community and is financially realistic.**

- ❖ To develop a strategy to improve our level of Community Relations. This plan will include public education, public relations, and generally project the district in a transparent way so that the community understands the benefits that they receive by financing the fire district.**

- ❖ To develop a process to improve county-wide communications and operations. Through this objective we will help identify deficiencies in the current operations and develop S.O.G.'s in cooperation with other Cass County agencies.**

It is the district's intention to conduct Strategic Management Planning every 18-24 months to provide for continuing improvement.

III. West Peculiar Fire Protection Capital Improvement Plan.

Vehicle / Equipment Replacement:

The CIP calls for replacement of several apparatus 2009 to 2012.

Apparatus/Equipment needing replacement includes an Ambulance, Engine, Personal Protective gear, Hydraulic Extrication tools, EKG Monitors / Defibrillators, Breathing Air Compressor and Handheld Radios. The CIP also calls for the new purchase of a Mini-Pumper / Rescue, Thermal Imaging Camera and Rescue Air Bags.

All of these items have been purchased, ordered, delivered or are in the RFP phase of completion.

Personnel:

The CIP calls for an additional 3 persons with a continued 5% increase in alarms over 3 years. With that 5% increase over 3 years it is also suggested to hire an additional Administrative Chief.

In 2009 no additional personnel were added and we are entering the second year of the Safer grant in which our match will be 20%.

Facilities:

The CIP calls for the addition of Station 2 to be built by 2012.

The Architecture and Engineering phases are in progress and upon completion the permitting and zoning requirements will be in process.

Capital Improvement Plan Objective:

The Board of Directors has drawn some funds on the bond to complete the 1st phase of the CIP. They will be looking in the next year on when the next draw should be for continuing the CIP.

2009-2010 General Operating Budget

October 1, 2009 - September 30, 2010

Revenues:	2007- 2008	2008-2009	2009-2010
Taxes	1,133,700	\$1,150,000	\$1,156,593
Ambulance Fees	99,000	\$115,000	115,000
Interest	12,000	\$10,000	10,000
Grants	20,000	\$120,000	200,000
PILOT	39,000	\$39,000	39,000
Insurance Claims		\$47,000	25,000
Other Income	4,000	\$5,500	4,000
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Total	1,307,700	\$1,486,500	1,549,593
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Expenditures:	2007- 2008	2008-2009	2009-2010
<i>Human Resources</i>			
Payroll	675,000	816,470	819,000
Volunteer Stipends		200	500
Health, Death, Disability Ins.	110,000	137,800	150,800
Worker's Comp Ins.	50,000	56,000	65,000
LAGERS	70,000	80,000	90,000
Payroll Taxes	80,000	84,000	84,000
Training	16,000	17,250	10,250
Uniforms	11,000	7,000	8,500
Professional Memberships	1,785	2,185	2,185
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Total	1,013,785	1,200,905	1,230,235
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<i>Support Services</i>			
Insurance Claim		11,500	70,000
Insurance	27,000	23,000	25,000
Fuel and Oil	18,000	11,000	15,000
Equipment Maintenance	9,360	4,200	3,400
Vehicle Maintenance	25,000	17,000	10,600
Station Maintenance	6,000	6,275	7,900
Station Expendibles	4,500	4,000	5,000
Radio	4,000	2,500	2,500
Dispatch	29,013	30,500	31,000
Telephone	10,000	9,000	10,500
Utilities	18,000	18,800	20,300
EMS Supplies and Pharmaceuticals	15,000	15,000	15,000
Office Supplies	2,000	2,000	1,500
Computer / Information Technology	10,000	7,800	7,800
Legal / Professional Services	16,900	20,500	22,400
Ambulance Billing		7,000	7,500
Fire Prevention / Investigation	250	2,250	1,750
Public Relations	5,000	3,700	3,700
Election / Advertising	1,200	12,500	1,000
Publications / Manuals	250	500	500
Emergency Management	1,300	2,150	2,150
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Total	202,773	211,175	194,500

2009-2010 General Operating Budget

October 1, 2009 - September 30, 2010

cont.

	2007- 2008	2008-2009	2009-2010
Capital Expenditures			
Ambulance Loan Principal	19,549	0	0
Ambulance Loan Interest	3,292	0	0
Vehicle	0	0	0
Vehicle Equipment	6,900	5,000	0
Protective Gear	1,500	4,000	0
Radio Equipment	0	0	0
Station Equipment	5,000	15,500	1,000
Grant Equipment	0	5,100	113,000
Training Equipment	2,250	2,250	0
EMS Equipment	3,200	0	0
Total	41,691	31,850	114,000

Total Revenues	1,307,700	1,486,500	1,549,593
Total Expenditures	1,258,249	1,443,930	1,538,735
Excess of Revenues (Under) **	49,451	42,570	10,858
Reserves as of 09/30/08		225,000	
Projected Reserves 09/30/09			250,000

** Reserve funds will be used to cover Expenditures in Excess of Revenues

2009-2010 Debt Service Budget

October 1 -September 30

Revenues:

	2007- 2008	2008- 2009	2009-2010
Debt Service Taxes	\$106,840	\$110,500	\$166,684

Expenditures:

Bond Payment Principal	\$4,800	\$45,000	\$50,000
Bond Payment Interest	\$85,200	\$48,290	\$107,000
Service Fees	\$500	\$500	\$1,000
Total Expenditures	\$90,000	\$93,790	\$158,000

Total Revenues	\$166,684
Total Expenditures	\$158,000
Excess of Revenues (Under)	\$8,684
Reserves as of 09/30/09	\$79,000

2009-2010 Adequate Public Facilities Fees Budget

October 1 - September 30

	2007- 2008	2008- 2009	2009-2010
Revenues:			
APFO Fees	70,000	\$50,000	25,000

Expenditures:

APFO Building	\$15,000	\$15,000	\$140,000
APFO Vehicle	\$0	\$0	\$0
APFO Equipment	\$0	\$0	\$0
Total Expenditures			

Total Revenues	\$25,000
Total Expenditures	\$140,000
Excess of Revenues (Under) **	(\$115,000)
Reserves as of 09/30/09	\$225,000

** Reserve funds will be used to cover Expenditures in Excess of Revenues

**Series 2008 Project Fund Budget
October 1, 2008 -September 30, 2009**

Fund Balance

	2008-2009	2009-2010
Fund Balance	\$950,000	\$130,000
Interest Revenue	\$6,000	\$1,500
Total Funds	\$956,000	\$131,500

Expenditures:

<u>Apparatus</u>		
Staff Vehicle		\$30,000
	\$651,000	
<u>Equipment</u>		
Compressor		\$35,000
Hose		\$6,000
Apparatus Equipment		\$30,000
	\$140,000	
<u>Station</u>		
Computers / Software		\$10,000
	\$31,000	
Administrative Fees	\$200	
Total Expenditures	\$822,200	\$111,000
Total Funds	\$956,000	\$131,500
Total Expenditures	\$822,200	\$111,000
Excess of Funds (Under)	\$133,800	\$20,500

Accepted and Approved on this date: September 17th , 2009

Jason Norman
President

Dave Morris
Treasurer

Mike Millard
Secretary