

**Brockport Board of Fire Commissioners
Special Budget Workshop Meeting
September 3, 2024 5:00 pm
Brockport Fire District Station #3
191 West Avenue, Brockport NY 14420**

Present: Commissioners Patricia Connors, Allyn Hammel, Bill Bird, Michael Koss, David Georgiev; Secretary Debra Bax; Treasurer Debra Kuhn; Chief Jose Medina, Deputy Chief Tim Smith, Assistant Chief Adam Leggett

The purpose of this meeting is to review and plan for the 2025 Budget with some suggested changes.

- Reviewed 2025 Tentative Budget Sheet
 - Increased the Truck Budget for 2025 to \$7,000 each vehicle
 - Chief Medina inquired as to why BFD 5, which is his vehicle, was listed at \$10,000. Treasurer Kuhn will change this to \$7,000.
 - We have received a significant amount of interest from NYS Class but that amount is not factored into the budget.
 - \$110,000 Fund Balance – will leave in the bank.
 - Commissioner Hammel inquired if we are meeting the State Guidelines for Fund Balance. Treasurer Kuhn indicated that the State has no guidelines for Special Businesses and we follow our District Policy on Fund Balance.
 - Operating Budget for 2024 was \$691,345 and for 2025 it is \$794,500 (14% increase).
- Reviewed 2025 Reserve and Operating Deposits Sheet
- Reviewed the Bunk-In Program Budget for 2025
- Reviewed 2025 Capital Needs – paid from Reserves
 - FOB Readers – the current ones are obsolete – budgeted amount is \$8,500.
 - APC Ups Battery Backups – budgeted amount is \$3,000 which would not be enough money.
 - IT Budget for 2025 should be \$8,500 plus \$17,000.
 - Purchase of 4 AED's – Chief Medina inquired if these are for the buildings or for trucks. He would like to have these for the buildings as the trucks have AED's and one should be placed at each building.
 - Chief Medina indicated that the SCBA at 10 each for \$1,300 would only be the cost for the bottles.
 - Alarm System upgrade at Station 1, \$40,000, leave in 2025 Budget for now.
 - Handicap Doors at Station 1, waiting for one more quote, leave in for 2025 Budget for now in case they cannot be completed in 2024.

- Roofing for Station 2, leave in 2025 Budget for now but hopefully can have it completed in 2024.
- Station 3 parking lot – take out as it is being done this year.
- Station 5 shed, increase amount to \$15,000.

Treasurer Kuhn will update the proposed changes.

Brockport Fire District - Budget 2025

	<u>Budget 2024</u>	<u>Budget 2025</u>	<u>Grant Budget 2025</u>	
Revenues				
AA.1001.000.000 Real Property Taxes	1,463,606.00	1,509,134		
AA.1081.000.000 Other Payments In Lieu of Taxes	900.00	941		
AA.2401.000.000 Interest And Earnings	0.00	0		not budgeted to spend
AA.2680.000.000 Insurance Recoveries	0.00	0		
AA.2705.000.000 Gifts And Donations	0.00	0		
AA.2770.000.000 Unclassified (specify)	0.00	0		
AA.3089.000.000 State Aid Other NYS Grant Bunk in Program			490,500	
AA.4389.000.000 Federal Aid Other Public Safety Bunk In Program			0	
Total Revenues	1,464,506.00	1,510,075	490,500	
Expenses				
Personnel Expenses				
AA.3405.100.000 Treasurer	12,039.00	12,400		
AA.3410.100.000 Secretary	15,046.00	15,500		
AA.3415.100.000 Event Reporting/Administrative	46,237.00	47,115		
AA.3420.100.000 Custodial	17,489.00	16,640		
AA.3430.101.000 Program Manager Bunk In			6,750	1/2 year
Total Personnel Expenses	90,811.00	91,655	6,750	
Contractual Expenses				
AA.1950.400.000 Taxes Assessments Municipal Properties	110,900.00	900		
AA.3505.400.000 Office Supplies, Postage	5,000.00	5,000		
AA.3510.400.000 Travel Expense	2,000.00	2,000		
AA.3515.400.000 Association Dues	2,000.00	2,000		
AA.3525.400.000 Office Equipment Non-Capital	10,900.00	15,000		includes 4200 for SD cards and Battery backups
AA.3530.400.000 Election Expenses	500.00	200		
AA.3535.400.000 Software	20,000.00	25,000		includes 1500 for computer migration
AA.3540.400.000 Public Drill, Parades, Inspect	9,000.00	9,000		
AA.3605.400.000 Accountants	23,000.00	26,000		
AA.3610.400.000 Legal	10,000.00	10,000		
AA.3615.400.000 Medical (Physicals)	15,000.00	15,000		
AA.3620.400.000 IT Services	108,000.00	113,400		
AA.3625.400.000 A&E Consulting	25,000.00	25,000		
AA.3626.400.000 Marketing Consultants	14,000.00	15,000		

Brockport Fire District - Budget 2025

	<u>Budget 2024</u>	<u>Budget 2025</u>	<u>Grant Budget 2025</u>
Revenues			
AA.3630.400.000 Legal Notices	1,000.00	1,500	
AA.3635.400.000 Office & Comp Equip Maint Lease	2,500.00	3,000	
AA.3640.400.000 Insurance	45,000.00	60,000	
AA.3705.400.000 Electric	17,000.00	15,000	
AA.3710.400.000 Gas	20,000.00	20,000	
AA.3715.400.000 Water	4,500.00	5,000	
AA.3720.400.000 Repairs & Maintenance	30,000.00	25,000	
AA.3725.400.000 Maintenance Supplies	4,000.00	5,000	
AA.3735.400.000 Alarm/Access Systems	7,200.00	6,500	
AA.3740.400.000 Telephone	20,000.00	20,000	
AA.3745.400.000 Web Site, Internet Access, Cable	15,000.00	15,000	
AA.3750.400.000 Trash Removal	2,800.00	3,000	
AA.3805.400.000 Radios & Pagers	5,000.00	5,000	
AA.3810.400.000 Hoses (Maint/Test)	6,000.00	7,000	
AA.3820.400.000 Firefighter Equip non-Capital	45,000.00	45,000	
AA.3821.400.000 Firefighter Equipment Maintenance	45,000.00	45,000	
AA.3825.400.000 EMS Supplies	8,000.00	8,000	
AA.3830.400.000 Uniforms	6,000.00	6,000	
AA.3835.400.000 Fire Police	4,000.00	4,000	
AA.3840.400.000 Jr. Firefighters	12,100.00	12,000	
AA.3906.400.000 P232 (5366)	5,000.00	7,000	169,000 Truck budget
AA.3910.400.000 P235 (3921)	5,000.00	7,000	81,107.50 6 month spending
AA.3915.400.000 P233 (1151)	5,000.00	7,000	maint budget increased to \$7000 per truck
AA.3920.400.000 P234 (4651)	5,000.00	10,000	
AA.3925.400.000 R238 (2146)	5,000.00	15,000	
AA.3935.400.000 SQ2327 (2161)	5,000.00	7,000	includes paint
AA.3940.400.000 BFD1 (7837)	5,000.00	7,000	
AA.3945.400.000 BFD2 (2281)	5,000.00	7,000	
AA.3950.400.000 BFD5 (8154)	10,000.00	15,000	
AA.3951.400.000 BFD7 (8045)	0.00	7,000	
AA.3955.400.000 DOV2337 (2586)	5,000.00	7,000	
AA.3960.400.000 Multivehicle	1,500.00	7,000	

Brockport Fire District - Budget 2025

	<u>Budget 2024</u>	<u>Budget 2025</u>	<u>Grant Budget 2025</u>	
Revenues				
AA.3965.400.000 Q230 (0744)	22,000.00	25,000		tires
AA.3971.400.000 BFD6 Utility/Squad (1497)	5,000.00	7,000		
AA.3975.400.000 T236 (3541)	5,000.00	20,000		
AA.3980.400.000 BFD3 (7425)	5,245.00	7,000		
AA.3981.400.000 BFD4 (7145)	5,200.00	7,000		
AA.3985.400.000 Fuel and Oil	20,000.00	22,000		
AA.4205.400.000 Personnel Rehab Supplies/Equip	7,000.00	9,000		
AA.4305.400.000 Public Education	4,000.00	4,000		
AA.4310.400.000 Training	16,000.00	16,000		
Total District Operating Expenses	801,345	794,500		691345 2024 operating budget
Bunk In Program				
AA.3505.401.000 Office Supplies, Postage			200	Utilities budgeted for 6 months
AA.3525.401.000 Office Equipment Non-Capital			3,700	Materials budgeted at full cost
AA.3526.401.000 Kitchen Housewares			900	
AA.3527.401.000 Furniture and Appliances			18,030	
AA.3528.401.000 Linens			960	
AA.3615.401.000 Medical (Physicals)			600	
AA.3705.401.000 Electric			750	
AA.3710.401.000 Gas			1,500	
AA.3715.401.000 Water			900	
AA.3740.401.000 Telephone			500	
AA.3750.401.000 Trash Removal			1,500	
AA.3720.401.000 Repairs & Maintenance			3,000	
AA.3725.401.000 Maintenance Supplies			500	
AA.3735.401.000 Alarm/Access Systems			600	
AA.3745.401.000 Web Site, Internet Access, Cable			1,000	
AA.3830.401.000 Uniforms			3,000	
AA.4310.401.000 Training			2,000	
AA.3640.401.000 Insurance			1,575	
Total Expenses	801,345.00	794,500	41,215	
Employee Benefits Expenses				
AA.9030.800.000 Social Security	4,000.00	6,745		

Brockport Fire District - Budget 2025

	<u>Budget 2024</u>	<u>Budget 2025</u>	<u>Grant Budget 2025</u>
Revenues			
AA.9040.800.000 Workers Compensation and VFBL	80,000.00	65,000	
AA.9050.800.000 Unemployment Insurance	2,000.00	2,000	
AA.9055.800.000 Disability Insurance	350.00	1,000	
AA.9089.800.000 EAP/D&D/CANCER	28,000.00	28,000	
AA.9030.801.000 Social Security		258	1/2 year
AA.9050.801.000 Unemployment Insurance		65	
AA.9055.801.000 Disability Insurance		50	
Total Employee Benefits Expenses	114,350.00	102,745	373
Capital Expenses			
AA.3520.200.000 Furniture and Furnishings, Cap Equip Outlay	0.00	0	
AA.3525.200.000 Office Equipment, Cap Equip Outlay	8,000.00	8,500	
AA.4005.200.000 Fire Apparatus, Trucks - Capital	329,235.00	329,235	balance of new truck
AA.4007.200.000 Fire Equipment, Capital, Reserve	12,000.00	118,953	
AA.4008.200.000 Fire Equipment, Capital, Non-Reserve	15,000.00	0	
AA.4020.200.000 Command Vehicles - Capital	0.00	0	
AA.4025.200.000 Turnout Gear - Capital	40,000.00	0	
AA.4030.200.000 SCBA, Capital	18,000.00	0	
AA.4105.200.000 Station 1 - Market Street	110,000.00	95,000	
AA.4110.200.000 Station 2 - Lake Road	30,000.00	35,000	
AA.4115.200.000 Station 3 - West Ave	77,000.00	82,000	
AA.4120.200.000 Station 5 - Owens Road	75,000.00	145,000	
AA.4130.201.000 House Purchase		350,000	includes closing costs and real estate agent fees \$30-\$40 K
AA.4140.201.000 House Renovation		125,000	
Total Capital Expenses	714,235.00	813,688	475,000
Operating Expenses	1,807,851.00	988,900.00	48,338.19
Capital Expenses	813,688	475,000	1,037,238.19
Total Expenses	1,802,588	523,338	1,288,688.00
			2,325,926.19

Brockport Fire District

~~2024~~ Reserve and Operating Deposits

2025

Reserve Deposits	2025 Tax Levy Deposits	Grant Deposits 2025
Operating Budget	1,033,863	
Veh Equipment Reserve	280,000	
Building Facility Reserve	100,000	
Command Vehicle Reserve	50,000	
Communications	25,000	
Misc Equip Reserve	17,579	
NYS Grant (new acct NYClass)		490,500
Total Reserve Deposit	1,506,442	
Tax Levy Deposits	1,510,075	
Variance	3,633	

**Brockport Fire District
Bunk In Program Budget 2025**

Acct Code	Description	Ongoing Expenses paid in District Budget	Comments	Grant				
				2025 Operating Grant Year 2- 1 Firefighter	2026 Operating Expenses 2 participants	2027 Operating Expenses 3 participants	2028 Operating Expenses 4 participants	Completed 2029 Operating Expenses 4 participants
6,750	Administrative Assistant	6,750	10 hours year 1, 20 hours year 2	3,375	6,953	7,161	7,376	7,597
516	Social Security	516		258	516	531	547	564
65	Unemployment	65		65	67	69	71	73
50	Disability	50		50	52	53	55	56
200	Office Supplies	200		200	206	212	219	225
3,700	Office Equipment	3,700	computer Desk chair file cabinet, replacement items for rooms	3,700	500	515	530	546
900	Kitchen Housewares	900		900	200	206	212	219
18,030	Furniture and Appliances	18,030		18,030	0	0	5,000	5,150
960	Linens	960		960	100	103	106	109
1,600	Medical	1,600		600	800	1,800	2,400	2,472
1,500	Electric	1,500	doubled current usage budget for house	750	1,500	1,545	1,591	1,639
3,000	Gas	3,000	doubled current usage budget for house	1,500	3,000	3,090	3,183	3,278
1,800	Water	1,800	not bottled/should include bottled? Doubled current budget	900	1,800	1,854	1,910	1,967
1,000	Telephone	1,000	2 phones for building	500	1,000	1,030	1,061	1,093
3,000	Trash Removal	3,000	based on station 1	1,500	3,000	3,090	3,183	3,278
6,000	Repairs Maintenance	6,000	\$4030 is current	3,000	6,000	6,180	6,365	6,556
1,000	Maintenance Supplies	1,000	paper products plus cleaning supplies	500	1,000	1,030	1,061	1,093
600	Alarm Access System	600		600	600	618	637	656
2,000	Internet	2,000	current	1,000	2,000	2,060	2,122	2,185
3,000	Uniforms	3,000		3,000	3,000	750	750	750
2,000	Training	2,000		2,000	2,000	2,060	2,122	2,185
3,150	Insurance Building	3,150		1,575	3,150	3,245	3,342	3,442
Total		68,088		44,963	37,443	37,202	43,842	45,135

Notes

Building Purchase and Renovation to come from NYS Grant \$490K

Cleaning to be done internally

Bunk in Program participants provide :
Shampoo/Soap
Towels for shower
Laundry supplies

Budget reflects 4 bunk in participants

**Brockport Fire District
Capital Needs 2025 - Paid from Reserves**

Account	2025 Needs	Budget 2025	Reserve to be used	Comments
3525.2	Office Equipment			
	Computer system to finish Migration to Windows 11			
	FOB Readers	8,500	Communications	1500 operating
	256G Micro SD Cards for cameras		Communications	1200 operating
	APC Ups Battery backups		Communications	3000 operating
	Total Office Equipment	8,500		
	AEDs (4)	12,000	Misc Equip	
	Truck Payment	329,235	Veh Equip	
	CMC System w bag	16,958	Misc Equip	30 items
	Fireblankets	17,920	Misc Equip	7 items
	Storz	4,075	Misc Equip	
	TFT Extend a Gun	15,000	Misc Equip	7500 each truck
	Turnout Gear 10 sets cost plus 3%	40,000	Misc Equip	
	SCBA 10 at \$1300	13,000	Misc Equip	
		448,188		
4105.2	Station 1			
	Alarm System Upgrade	40,000	Building Fac	
	Doors Handicapped	50,000	Building Fac	
	Signage Stations 1,2,3,5	5,000	Building Fac	
	Total	95,000		
4110.2	Station 2			
	Roofing	30,000	Building Fac	
	Bay Floor Coating	0	Building Fac	
	Painting Carpeting	0	Building Fac	
	Signage Stations 1,2,3,5	5,000	Building Fac	
	Total	35,000		
4115.2	Station 3			
	Roofing	40,000	Building Fac	
	Paint building exterior	7,000	Building Fac	
	Parking Lot	30,000	Building Fac	
	Signage	5,000	Building Fac	
	Total	82,000		
4120.2	Station 5			
	Roof Prop	60,000	Building Fac	
	Paving	75,000	Building Fac	
	Shed	5,000	Building Fac	
	Signage	5,000	Building Fac	
	Total	145,000		

Budget 2022 by	
Reserve	329,235
	0
	8,500
	357,000
	118,953
Total Capital	813,688
Capital Reserve Totals	
Vehicle and Equipment	
Command Vehicle	8,500
Communications	357,000
Building Facilities	118,953
Misc Equipment	813,688
Total Capital	813,688