

**CONFIRE****STAFF REPORT****DATE: May 27, 2025****FROM: Nathan Cooke, Interim Director  
Damian Parsons, Finance/Administration Director  
Erika Torres-Murilo, Staff Analyst II****TO: CONFIRE Board of Directors**

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**SUBJECT: FY 2024-2025 - Budget Adjustments and Appropriation  
Requests**

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**Recommendation**

Approve the following 2024-25 budget adjustments for funds 5008, 5009, 5010, and 5019 as follows:

<b>Fund Center</b>	<b>Commitment Item</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
8831005008	51001010	Salaries & Benefits	Decrease	\$360,000
8836005008	52002115	Software	Increase	\$360,000

<b>Fund Center</b>	<b>Commitment Item</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
8836005009	52002115	Software	Increase	\$330,000
8830105009	52002116	Vehicle	Increase	\$51,717
8836005009	40909975	Use of Reserves	Increase	\$381,717

<b>Fund Center</b>	<b>Commitment Item</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
8837005010	51001010	Salaries & Benefits	Decrease	\$5,000
8837005010	52002840	Medical Expense	Increase	\$5,000

<b>Fund Center</b>	<b>Commitment Item</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
8830005019	52002115	Software	Increase	\$126,812
8830005019	40909975	Use of Reserves	Increase	\$126,812

### **Background Information**

#### **Operations Fund (5008)**

During the current budget year, several staff positions were held vacant in Fund 5008 as recruitments were placed on hold due to the uncertainty of the Ground Ambulance contract. This resulted in savings in salary and benefits costs.

In addition to the plan to hold positions vacant, the Administrative Committee approved the utilization of Priority Ambulance employees as temporary workers while the delay in the Ground Ambulance contract was resolved, these unbudgeted expenses have contributed to the projected overage in Services and Supplies.

Furthermore, the department needed to purchase additional software for Microsoft Cloud access for new employees and to remain in license compliance, and the Genesis software solution for radio call alerting.

As a result of these unplanned expenses, staff is recommending an increase in expenditure authority for Services and Supplies in the amount of \$360,000. This increase in Services and Supplies will be offset by a decrease in Salary and Benefits expenditure authority in the same amount of \$360,000.

#### **Equipment Reserve Fund (5009)**

During the year, the department encountered emergency expenditures related to essential equipment repairs and replacements that were not anticipated in the original budget. Staff is recommending an increase in Services and Supplies by \$330,000 for the replacement of Motorola Vesta hardware and Motorola AIS that sends audio traffic and meta data to the recorder and Netsync for data protection services.

Staff is recommending an increase in Services and Supplies expenditure authority of \$381,717 that will be funded by Fund Balance 5009. The current fund balance is \$2,360,825.

#### **General Reserves Fund (5010)**

Salaries and Benefits were underspent by approximately \$115,338 due to the vacancies in the Emergency Communications Nurse System (ECNS) program. Alternatively, Services & Supplies exceeded their appropriations by \$5,000 mainly due to Center of Employee Health & Wellness' (CEHW) Fees.

Staff is recommending the re-appropriation of \$5,000 from Salaries & Benefits to cover the projected overage in Services and Supplies.

#### CAD to CAD Fund (5019)

Services and Supplies are projecting to exceed appropriations by \$126,812 due to purchases of the Trebron Azure Gateway and Peraton Gateway Interface to support the CAD to CAD system.

Staff is recommending the use of \$126,812 from Fund Balance 5019 to cover the overage. The current fund balance is \$413,234.

#### **Fiscal Impact**

By utilizing fund balances and salary savings, these recommendations and adjustments will result in no immediate additional costs for CONFIRE agencies in the remainder of budget year 2024-2025. The following budget appropriation changes will occur:

- 5008 – re-appropriate \$360,000 from Salaries and Benefits to Services and Supplies
- 5009 – utilize \$381,717 from fund balance 5009
- 5010 – re-appropriate \$5,000 from Salaries and Benefits to Services and Supplies
- 5019 – utilize \$126,812 from fund balance 5019