



CONFIRE

STAFF REPORT

DATE: 11/29/2021

**FROM: Art Andres, Director
Yvette Calimlim, Business Management Analyst**

TO: CONFIRE Board of Directors

SUBJECT: FY2021-22 Mid-Year Budget Adjustment

RECOMMENDATION

Approve the mid-year budget adjustment as follows:

1. Equipment Reserve (5009)
 - a. Increase Services and Supplies by \$15,000 for the purchase of dispatch chairs.
 - b. Decrease Reserves by \$15,000 to purchase non-inventoriable equipment.
2. General Reserve (5010)
 - a. Increase Services and Supplies by \$628,653 for CARES Act projects and purchase of First Due software.
 - b. Increase Federal Grant revenue source by \$510,653 for carry over of CARES Act funding.
 - c. Decrease Reserves by \$118,000 for the purchase of First Due software.
3. CAD-to-CAD (5019)
 - a. Transfer appropriations in the amount of \$150,000 from 5019 (Computer Software) to 5010.
 - b. Decrease Federal Grant revenue source by \$150,000 for the purpose of moving appropriations to General Reserve for grant funded expenses.

BACKGROUND

The Equipment Reserve Fund (5009) is an account to support CONFIRE and its agencies with IT and dispatch equipment, infrastructure refreshes, and assets such as vehicles as set forth in the budget. Communications Unit has requested to purchase (8) dispatch chairs for a total cost of \$15,000. CONFIRE is requesting an increase in Services and Supplies to purchase items using the reserves set aside for such expense.

On July 14, 2020 (Item No. 65), the Board of Supervisors of the County of San Bernardino approved Agreement No. 20-597 between SBCFPD and CONFIRE (Department) authorizing the transfer of \$2,071,000 CARES Act funding for costs associated to Department projects in

support of the COVID-19 preparation, mitigation, response, and recovery efforts for costs incurred through December 30, 2020. On December 27, 2020, President Donald Trump signed a law extending the date by which state and local governments must exhaust the CARES ACT Coronavirus Relief Fund awards from December 30, 2020 to December 31 ,2021 and on June 22, 2021 (Item No. 123), the Board of Supervisors of the County of San Bernardino approved the reallocation of \$500,000 of CARES Act funds included in Agreement No. 20-597 from the CAD-to-CAD Program to the Emergency Communication Nurse System (ECNS). CONFIRE is requesting an increase in appropriations in the amount of \$628,653 primarily due to the carryover of CARES Act funding for department projects listed in the Financial Impact section above.

The CAD-to-CAD Fund (5019) is a Special Revenue Fund allowing CONFIRE to budget revenues and expenses specifically to the CAD-to-CAD System. CONFIRE is requesting the transfer of \$150,000 of CARES Act funding from 5019 to the General Reserve fund (5010) for the purpose of keeping all CARES Act related expense in a centralized location. A Work Breakdown Structure Element (WBSE) code was established to account all expense relating to CARES Act funding. This expense code is assigned specifically for 5010.

FINANCIAL IMPACT

Approval of this item will do the following:

- Increase CONFIRE's Equipment Reserve (5009) budget by \$15,000 and decrease its Reserve by \$15,000
- Increase General Reserve (5010) budget by \$628,653 primarily due to the carryover of CARES Act funding to fund the following projects:
 - CAD to CAD (\$150,000)
 - Nurse Triage System or ECNS (\$312,784)
 - Regional Dispatch Improvement (\$47,869)
 - First Due Software (\$118,000)
- Transfer \$150,000 from CAD-to-CAD (5019) to Grant Reserve (5010)

ATTACHMENT(S): FY21-22 Mid-Year Budget Adjustment Spreadsheets