



VFD 2024 Proposed Budget

In accordance with the terms of the Interlocal Agreement, the Village Fire Department's 2024 Budget is hereby submitted for consideration and approval by the Contracting Cities. Pursuant to Section 5.02 of the Interlocal Agreement, by a unanimous vote of Commissioners, the Board has approved and recommended this budget. Please place this item on your council's agenda for consideration, and within the time and manner specified in the Interlocal, then advise the department of your City Council's action.

COMMISSIONERS 2024

City of Hedwig Village	Matt Woodruff, Chair
City of Bunker Hill Village	Keith Brown, Vice Chair
City of Piney Point Village	Zeb Nash, Secretary
City of Spring Valley Village	Allen Carpenter, Treasurer
City of Hunters Creek Village	Rob Adams, Member
City of Hilshire Village	Mayor Robert (Bob) Buesinger, Member

ALTERNATES 2024

City of Hedwig Village	Mayor Tom Jinks
City of Bunker Hill Village	Clara Towsley
City of Piney Point Village	Aliza Dutt
City of Spring Valley Village	John Lisenby
City of Hunters Creek Village	Fidel Sapien
City of Hilshire Village	Mike Garofalo

Note: (Rotation of officers will occur in April 2024)

This budget includes a 3% salary increase, allowances for step increases anticipated in 2024, continues a 2% base salary contribution to the employees' 457 Plan, and makes a \$400,000.00 contribution to the Capital Replacement Fund. The budget also includes additional funds for training to catch up on training that was not done during the COVID-19 pandemic and to ensure the department had adequate depth of personnel trained in certain specialized areas. All of this will be discussed in greater detail in the following pages.

The VFD is requesting an overall budget of **\$9,913,487.85** which is \$261,363.32, or 3%, over the FY 2023 budget, as amended.

The budget may be broken down in overarching categories as follows:

GENERAL FUND – CAPITAL – \$193, 033.25 (Page 3)

GENERAL FUND - PERSONNEL – \$8,268,375.07 (Page 3 - Page 4)

GENERAL FUND – OPERATING - 1,052,079.53 (Page 5 - Page 6)

CAPITAL REPLACEMENT FUND - \$400,000.00 (Page 7- Page 8)

TOTAL - \$9,913,487.85

The following is a comparison between these categories from 2022 through the proposed 2024 budget:

	FY 2022	FY 2023	FY 2023	FY 2024
	Actual (audited)	Original Budget	As Amended	Proposed
Capital	159,620.00	151,000.00	482,000.00	193,033.25
Personnel	6,742,766.00	7,417,062.53	7,795,516.53	8,268,375.07
Operating	953,900.00	921,785.25	994,608.00	1,052,079.53
Total Expenditures	7,856,286.00	8,489,847.78	9,272,124.53	9,513,487.85
\$ for Cap. Replacement Plan	180,000.00	200,000.00	380,000.00	400,000.00
Total to Fund	180,000.00	200,000.00	380,000.00	400,000.00
	8,036,286.00	8,689,847.78	9,652,124.53	9,913,487.85

Below is a breakdown of the cost to each city of this budget The total cost for city assessments is **\$9,913,487.85**.

City	Pro-Rata Share	\$ Funded by EOY 2024	January 2024 Payment	February – November 2024 Monthly Payment	December 2024 Payment
Bunker Hill Village	19%	\$ 1,883,562.69	235,445.34	156,963.56	78,481.78
Hedwig Village	18.5%	\$ 1,833,995.25	229,249.41	152,832.94	76,416.47
Hilshire Village	3%	\$ 297,404.64	37,175.58	24,783.72	12,391.86
Hunters Creek Village	22.25%	\$ 2,205,751.05	275,718.88	183,812.59	91,906.29
Piney Point Village	21%	\$ 2,081,832.45	260,229.06	173,486.04	86,743.02
Spring Valley Village	16.25%	\$ 1,610,941.78	201,367.72	134,245.15	67,122.57
Total	100%	\$9,913,487.85			

2024 Budget Highlights

GENERAL FUND – CAPITAL – \$193, 033.25

The general fund - capital has a 60% reduction from 2023, as amended. This decrease is due to no major facility project or repairs being anticipated. This category includes:

- Physical Plant - \$10,000 – unanticipated building repairs.
- Misc. tools & equipment (Fire) - \$32,375 – various tools needed for apparatus.
- Misc. tools & equipment (EMS) – \$26,356.25 - scheduled EMS replacement.
- Protective Gear – \$ 41,680 - Bunker Gear for new hires and various other protective gear
- Office Computer - \$3,924 - scheduled replacement
- Apparatus Computer - \$13,734 - scheduled replacement
- Radios - \$64,964 - scheduled replacement & radios for reserve apparatus

GENERAL FUND - PERSONNEL – \$8,268,375.07

The Village Fire Department currently has fifty full-time employees and is proposing to increase the number to fifty-three full-time employees (FTEs). By doing so, the department will cease filling 3 positions needed to staff a second ambulance with overtime. The breakdown will be forty-five Fire and EMS personnel, one Fire Chief, one Fire Marshal, one administrator, one administrative specialist, and four communication specialists (dispatchers). The budget assumes the department will hire a permanent chief as of January 1, 2024, and will fill the vacant position created by the departure of the previous chief.

This category includes salary, overtime (regular, CPR, events, & EMS/Fire training), professional certification, TMRS contributions at 2:1, 2% employer contribution to 457b, health benefits cost, and meal allowance.

SALARIES - \$5,542,285

This category includes the base annual pay for 53 full-time employees. It also reflects the 3% base salary adjustment for all employees and anticipated step increases. The 9% increase from 2023, as amended, is offset in part by the reduction of overtime.

EMPLOYER 457B CONTRIBUTION - \$110,845.70

This category includes a 2% employer contribution of full-time employees after 12 months of continued employment of base salary and thereon after. The 10% increase from the 2023 budget, as amended, is due to the change in personnel numbers and salaries.

LONGEVITY - \$22,000

This category includes employees with 1 year or more of service who will be paid \$4.00 per month per year of service. The maximum annual earning is reached after 25 years of service and equates to \$1,200 annually.

HIGHER CLASS - \$18,540

Higher class is paid to an employee working a “grade” higher than their regular current job position. This rate of pay is the difference between the higher-grade hourly rate and the employee’s regular hourly rate.

OVERTIME (regular, CPR, & EMS/Fire training), – \$261,405.76

The requested overtime cost takes into consideration the historical costs of operating the department. Due to the department hiring three new FTEs, the overtime rate is expected to decrease by ~ 59% from 2023, as amended. The category is broken down into sub-categories to include all areas of overtime for the

department. There has been concern in the past as to whether the overtime budget allowed sufficient authority for the department to call in additional staff for extraordinary events, such as major fires, floods, hurricanes and the like. It should be noted that the cost of doubling department manpower by calling in an extra shift costs approximately \$25,000 *each day*. This budget allows approximately \$50,000.00 in overtime for unknown but anticipatable events during the year. If there is a major hurricane (or more than one) or similar events that deplete this allowance, a budget amendment will be necessary to ensure the department has sufficient funds to complete the year.

PROFESSIONAL CERTIFICATION PAY - \$57,000

Employees who have obtained advanced certification from accredited continuing education programs, colleges, and/or universities earn additional compensation based on the following: Intermediate - \$67.50 per month, Advanced - \$105 per month, and Master - \$160.76 per month. At the time of this proposal, 12 employees have obtained intermediate certifications, 14 advanced certifications, and 15 master certifications.

FICA TAX EMPLOYER - \$454,512.98

The 7.65% tax on the combination of base salary, employer 457B contribution, longevity, higher class, overtime, & professional certification.

RETIREMENT CONTRIBUTION - \$402,809.12

The Village Fire Department provides a 2:1 ratio with the **2023** employee contribution rate of 7% and the employer contribution rate of 6.48%.

MEDICAL/DENTAL/VISION/BAC - \$1,246,876.09

Medical/Dental/Vision/BAC Insurance estimate: \$1,246,876.09 employer contribution. The change from 2023 budget, as amended, is due to a planned 6% increase in FTEs and a 5% estimated cost increase based on current elections.

LIFE/LTD - \$34,448.94

The department provides employee term life, AD&D, and long-term disability coverage to its employees. The change from 2023 budget, as amended, is due to a planned 6% increase in FTEs, an increase in base salary, and a 5% estimated cost increase.

WORKERS' COMPENSATION - \$71,651.48

The employer's contribution rates for workers' compensation (WC) are based on the rates with Deep East Texas Self Insurance Fund (DETSIF)- Higginbotham. (DETSIF) - Higginbotham provides the department with a proposal after a worker compensation audit is performed annually. The department receives bids for WC annually. The 7% increase from 2023 budget, as amended, is an estimated cost increase.

MEAL ALLOWANCE - \$46,000

Meal allowance provides two meals per day to all employees at the station. A 15% increase from 2023, as amended, is due to an increase in food costs.

GENERAL FUND OPERATING - 1,052,079.53

This category includes “red trucks and saving lives,” dispatch, fire prevention - fire marshal’s office, fire station, office, professional services, training, maintenance, and events/other (The budget categories have been reorganized for 2024, which can make year-to-year comparisons difficult, but should result in greater visibility in the future as to where costs are being incurred.)

RED TRUCKS & SAVING LIVES- \$ 295,105.80

This category provides operating tools for “red trucks and saving lives.” In this category, there is a 113% increase due to the reorganization of the budget and increased contractual cloud services.

- *Ambulance Medical Supplies - \$70,000*
- *IT and Cloud Maintenance contracts – \$149,666.80*
- *Uniforms - \$ 20,000*
- *Fuel for Trucks unleaded & diesel (gas & oil) - \$48,000*
- *Licenses & Permits (for vehicles) – \$5,000*
- *Dues & Subscriptions - \$2,439*

DISPATCH - \$10,621.05

This category provides operating essentials for dispatch. This is a new category in the budget created by the reorganization of the budget.

- *Dispatch Alerting System - US Designs (Samantha) – \$7,921.05*
- *Electronic Protocol Cards - Pro QA - \$2,500*
- *Translation Service - Language Line - \$200*

FIRE PREVENTION – FIRE MARSHAL OFFICE - \$9,000.

This category covers the needs of the fire marshal’s office. This is a new category in the budget created by the reorganization of the budget.

- *Public Education & Relations - \$5,000*
- *Inspections - \$200*
- *Fire Investigations - \$950*
- *Law Enforcement Equipment - \$2,850*

FIRE STATION - \$172,048.54

This category covers the needs of the fire station. In this category, there is an 8% reduction due to the reorganization of the budget. (Fixed Rate \$10.00 - Rent)

- *Building Maintenance (& supplies) - \$26,892.22*
- *Station Supplies (consumable goods) - \$18,600*
- *Public Utilities - \$54,240*
- *Property/Casualty Insurance - \$72,306.32*

OFFICE - \$52,664.14

This category covers expenses for items pertaining to administration. In this category there is 60% reduction due to the reorganization of the budget.

- *Office Supplies, Chairs, Tables - \$8,000*
- *VFD Branded Stationary (*Printing) – \$500*
- *Postage Meter Rental - Pitney Bowes – \$1,800*
- *Shipping (Postage & Freight) – \$632.50*
- *Other Office Expenses (phone system, accounting, HRIS, Microsoft 365, bank service charges, etc.) - \$41,731.64*

PROFESSIONAL SERVICES - \$114,500

This category covers expenses for all outsourced services. In this category, there is a 36% reduction due to the reorganization of the budget.

- *Legal Services - \$36,000*
- *IT Services – \$28,000*
- *Health Insurance Consulting Services – \$11,500*
- *Medical Director Services – \$20,000*
- *Legal Notices & Advertising – \$3,000*
- *Other Professional Services - \$16,000*

TRAINING - \$94,060

This category exhibits an increase of 77% to catch up on needed training due to underfunding in the past.

- *Fire Training – \$37,740*
- *Fire Certification Training – \$7,320*
- *EMS Training – \$18,000*
- *EMS Certification Fees - \$6,000*
- *Emergency Management Training (TDEM) – \$7,000*
- *Fire Marshal Training – \$8,000*
- *Administration Training and Certification Fees – \$5,000*
- *General Supplies for Training – \$5,000*

MAINTENANCE - \$244,500

This category provides funding for expected maintenance. In this category, there is a 14% reduction due to the reorganization of the budget.

- *Vehicle Maintenance – \$165,000*
- *Equipment Supplies & Maintenance – \$36,400*
- *Bunker Gear Maintenance - \$26,000*
- *SCBA Maintenance – \$15,000*
- *Maintenance Contracts - \$1,200*
- *Fuel System - \$900*

EVENTS/OTHER - \$59,580

This category covers various event expenses and provides a small contingency for unknown costs.

- *VFD Fire Commission meeting expenses – \$7,580*
- *VFD Events – \$25,000*
- *CPR Supplies, Cards, & Equipment – \$7,000*
- *Emergency Contingency (unforeseen circumstances) – \$20,000*

Capital Replacement Fund - \$400,000

The Capital Replacement strategic plan was developed to provide an instrument to aid the recommended replacement timeline for apparatus and equipment. Our vehicle maintenance officer reviews the cost of the vehicle, its age, and the miles and time it has on the engine. Below is a snapshot of the chart for the vehicle replacement plan. Industry standards and practices are used to determine the replacement of apparatus and equipment. Additionally, there is a breakdown of EMS equipment that our EMS coordinator reviews to help manage the life expectancy of equipment. The Strategic Plan has been estimated to be a 25-year span. There are no planned vehicle replacements in 2024.

It should be noted that the plan, based on currently planned annual assessments, will become insufficient to meet the expected needs around 2030. The Commission believes that while the \$400,000.00 allocation for 2024 is appropriate, there should be further examination of this fund in the coming months to formulate a long-range plan to ensure the fund will be adequate. This includes consideration of appropriate investment vehicles for the amounts in the fund, re-assessment of the anticipated cost of new equipment in light of the current inflationary environment, expected life of equipment based on its current condition and the like. Upon the conclusion of this analysis, the Commission will make appropriate recommendations for future-year contributions to ensure the long-term health of this fund.

Capital Replacement Fund			2023	2024	2025	2026	2027	2028	2029	2030	2031
Vehicles											
	Life (years)										
2017	Ladder	15									
2020	Pumper 1	20									
2008	Pumper 2	20									
2014	Deputy Chief's Vehicle	10			100,000.00						
2019	Fire Chief's Vehicle	10					1,500,000.00				
2020	Utility Vehicle	10							90,000.00		
2023	Medic 1	10	263,889.98							75,000.00	
2023	Medic 2	10	263,889.98								
2014	Medic 3	10									
2012	Reserve Medic							300,000.00			
2017	Fire Marshal's Vehicle	10									
								90,000.00			
	Total to be spent for Vehicles		527,779.96	0.00	100,000.00	0.00	1,590,000.00	300,000.00	90,000.00	75,000.00	0.00
EMS Equipment											
R3	Power Pro Cot	18			26,356.25						
R2	Lucas 2	12				19,759.12					
R3	Stair Chair	23				4,387.76					
R2	Stair Chair	22				4,387.76					
R1	Lucas 3	8					19,759.12				
	Lifepack CR Plus AED	9					2,395.52				
D1	Lifepack CR Plus AED	9					2,395.52				
R1	Powerload	14						28,350.00			
E1	Lifepack 15	10							36,872.00		
L1	Lifepack 15	11								36,872.00	
FM	Lifepack CR2 AED	9									2,395.52
Event Bag	Lifepack CR2 AED	9									2,395.52
	Lifepack CR2 AED	9									2,395.52
R1	Stair chair	11									4,387.76
R2	Lifepack 15	10									
R1	Lifepack 15	11									
R1	Power Pro Cot	12									
New Resc	Powerload	13									
R3	Power Pro Cot	18									
	Total to be spent for EMS Equipment		0.00	0.00	26,356.25	28,534.64	24,550.16	28,350.00	36,872.00	36,872.00	11,574.32
SCBA Equipment											
	SCBA Equipment	10			226,000.00						
	Total to be spent for SCBA Equipment		0.00	0.00	226,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Balance											
			2023	2024	2025	2026	2027	2028	2029	2030	2031
	Beginning Cash		192,593.78	76,978.02	481,978.02	677,621.77	1,197,087.13	130,536.97	350,186.97	771,314.97	1,207,442.97
	Planned Budgeted Annual Contribution		380,000.00	400,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00	548,000.00
	Additional Contributions		24,164.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Interest Income										
	Revenue from sale or trade-in		8,000.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Disbursements		(527,779.96)	0.00	(352,356.25)	(28,534.64)	(1,614,550.16)	(328,350.00)	(126,872.00)	(111,872.00)	(11,574.32)
	Ending Cash		76,978.02	481,978.02	677,621.77	1,197,087.13	130,536.97	350,186.97	771,314.97	1,207,442.97	1,743,868.65

The following additional documents are attached:

- 2024 Proposed Budget and Assessments Per City
- General Fund Detail
- Comparison Charts
- Capital Replacement Fund Detail
- VFD Organizational Structure

Village Fire Department