

**LANCASTER COUNTY FIRE COMMISSION
MEETING AGENDA
LANCASTER COUNTY EOC, 111 COVENANT PLACE
DECEMBER 3, 2015**

December 3, 2015 at 7:00 PM (Meal served at approximately 6:30 – Fire Commissioners Only)

Invocation
Visitors Comments
Approval of November 5, 2015 Minutes

Information Items

- Grants Update
- Training Report
- Maintenance Report
- Budget Detailed Account Inquiry (See Attached)

Action Items

1. Discussion concerning Fire Apparatus Purchase, Department Upgrades (Robbie Fore)
2. Discussion concerning \$30 Gift Cards
3. Discussion concerning Recruitment Retention Grant Update (Nathan Wall)
4. Discussion concerning New Radio System
5. Discussion concerning Rescue Transition
6. Discussion concerning Fire Commission Budget (2016-17) (See Attached)
7. Discussion concerning Fire Incident, Rescue, First Responder Reports
8. Discussion concerning Approval of Fire Department AFG Grants
9. Standing Committee Reports
 - Standard Operating Guideline Committee
 - Strategic Planning and Governmental Operations Committee
 - Apparatus and Equipment Committee
 - Budget Planning & Appropriations Committee
 - Personnel and Interagency Relations Committee
10. Commissioner's Comments

Note: Please be sure to bring your SOG notebooks for revisions and updates.

FY 2015-2016

COUNTY OF LANCASTER
 BUDGET REPORT BY FUNCTION
 CURRENT PERIOD: 10/01/2015 TO 10/31/2015

IDEAL REMAINING PERCENT: 67 %

<u>ACCOUNT</u>	<u>BUDGETED</u>	<u>CURRENT</u>	<u>YEAR TO DATE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
Function: 141 FIRE SERVICE						
Fund: 10 GENERAL FUND						
Expenditure						
10-7-141-530-00 TRAVEL, TRAINING, DUES	49,500.00	4,288.30	12,012.33	9,476.00	28,011.67	57
10-7-141-540-00 SUPPLIES-GENERAL	34,000.00	3,679.17	11,096.19	649.25	22,254.56	65
10-7-141-551-00 EQUIPMENT-GENERAL	163,000.00	19,210.42	19,036.04	48,649.43	95,314.53	58
10-7-141-551-45 EQUIPMENT-PROT. CLOTHING	55,000.00	3,605.76	10,361.02	17,216.28	27,422.70	50
10-7-141-560-00 EQUIPMENT - CAPITALIZED	40,000.00	0.00	0.00	0.00	40,000.00	100
10-7-141-570-00 UTILITIES-GENERAL	160,000.00	13,264.07	47,344.37	9.00	112,655.63	70
10-7-141-590-00 MAINTENANCE-VEHICLES	130,000.00	11,828.07	26,263.90	39,015.07	64,721.03	50
10-7-141-590-05 GASOLINE	75,000.00	0.00	7,817.30	0.00	67,182.70	90
10-7-141-591-00 MAINTENANCE-GENERAL	40,000.00	2,660.33	9,872.27	12,725.76	17,401.97	44
10-7-141-600-00 CONTRACTUAL SERVICES (CS)	40,000.00	6,704.15	14,360.32	8,340.00	17,299.68	43
10-7-141-650-00 INSURANCE-GENERAL	50,000.00	0.00	36,465.64	0.00	13,534.36	27
10-7-141-690-00 SPECIAL PROJECTS	134,249.00	526.95	548.82	0.00	133,700.18	100
10-7-141-691-01 SP - PROMOTIONS	38,000.00	3,219.00	8,370.00	0.00	29,630.00	78
10-7-141-760-00 MATCHING FUNDS	38,000.00	1,318.76	-1,505.65	18,427.61	21,078.04	55
10-7-141-771-00 DS - LEASE PURCHASE	225,576.00	0.00	0.00	0.00	225,576.00	100
Function: Function: 141 FIRE SERVICE, Fund: Fund: 10 GENERAL FUND						
Total Expenditure	1,272,325.00	70,304.98	202,042.55	154,499.40	915,783.05	72.00
Fund: 11 CAPITAL IMPROVEMENT FUND						
Expenditure						
11-7-141-560-00 EQUIPMENT - CAPITALIZED	55,000.00	0.00	0.00	37,935.00	17,065.00	31
Function: Function: 141 FIRE SERVICE, Fund: Fund: 11 CAPITAL IMPROVEMENT FUND						
Total Expenditure	55,000.00	0.00	0.00	37,935.00	17,065.00	31.00

Fiscal Year 2016-2017 Budget Process Calendar

Date	Item	Description
November		
9-13	Budget Packets Delivered	Budget Analyst prepares and distributes budget packets to departments
December		
7-18	Department Meetings	Departments meet with Division Directors to discuss requests
January		
12	Committee Meeting	Departmental request discussion-Public Safety Committee
12	Committee Meeting	Departmental request discussion-Infrastructure & Regulation Committee
21	Committee Meeting	Departmental request discussion-Administration Committee
February		
8	Final Requests Due	Final requests due to Finance
12	Requests Compiled	Budget Analyst compiles requests
15	Revenue Estimates	Finance updates revenue projections
22	Requests Delivered	County Administrator receives budget requests
March		
4	Recommended Budget Compiled	Budget Analyst compiles Administrator's Recommended Budget
11	Department Notification	Departments are notified of recommendations
14-23	Department Meetings	Departments meet with Administrator to discuss recommendations
18	Revenue Estimates	Finance updates revenue projections
24	Recommended Budget Finalized	Administrator's Recommended Budget is completed and sent to Administration Committee
31	Committee Meeting	Administration Committee reviews Recommended Budget
April		
7	Committee Meeting	Administration Committee reviews Recommended Budget
14	Committee Meeting	Administration Committee reviews Recommended Budget
27-29*	Council Workshop	Administrator's Recommended Budget is presented to Committee of the Whole
May		
9	First Reading	First Reading of the 2016-2017 Budget
4	Publish Public Hearing	Deadline to publish Public Hearing in the Sunday paper (5/8/15)
23	Second Reading/Public Hearing	Second Reading & Public Hearing of the 2016-2017 Budget
June		
13	Final Reading	Third Reading & Adoption of the 2016-2017 Budget

*Meeting may occur any day during this week

FIRE RESCUE

2015-2016

Fire Commission - County Council Approved

Acct.#	Description	2014-2015	2015-2016	Change
500-00	Wages and Salaries	0.00	0.00	0.00
500-05	Salaries-Overtime	0.00	0.00	0.00
500-10	Wages & Salaries Part-time	0.00	0.00	0.00
510-00	FICA	0.00	0.00	0.00
510-05	SC Ret Employers Contrib	0.00	0.00	0.00
510-10	SC Police Ret Employer	0.00	0.00	0.00
510-15	Health/Life Insurance	0.00	0.00	0.00
510-25	Worker's Comp	0.00	0.00	0.00
520-25	Hep. B Program	0.00	0.00	0.00
530-00	Travel and Training	33,000.00	49,500.00	16,500.00
540-00	Supplies General	34,000.00	34,000.00	0.00
542-00	Supplies Uniforms	0.00	0.00	0.00
551-00	Equipment - General	138,000.00	163,000.00	25,000.00
551-45	Protective Clothing	55,000.00	55,000.00	0.00
560-00	Equipment - Capitalized	0.00	40,000.00	40,000.00
560-25	Equipment - Vehicles	0.00	0.00	0.00
570-00	Utilities	145,000.00	160,000.00	15,000.00
590-00	Vehicle Maint.	130,000.00	130,000.00	0.00
590-05	Apparatus Fuel	75,000.00	75,000.00	0.00
591-00	General Maint.	40,000.00	40,000.00	0.00
600-00	Contract Services	40,000.00	40,000.00	0.00
604-10	PS-Medical	0.00	0.00	0.00
650-00	Insurance General	50,000.00	50,000.00	0.00
690-00	Spec. Proj. Haz-Mat	116,325.00	134,249.00	17,924.00
691-01	SP-Promotions-FD Insurance	38,000.00	38,000.00	0.00
760-00	Matching Funds	38,000.00	38,000.00	0.00
771-00	Lease Purchase - Rescue	300,000.00	225,576.00	-74,424.00
Bond	Lease Purchase-Fire Trucks	1,190,000.00	0.00	-1,190,000.00
Fund 11	Brush Truck	55,000.00	55,000.00	0.00
	Totals	2,477,325.00	1,327,325.00	-1,150,000.00