

CENTRAL FIRE PROTECTION DISTRICT #4



ANNUAL OPERATING BUDGET 2010

ANNUAL OPERATING BUDGET

For the Year Beginning January 1, 2010



THE CENTRAL FIRE PROTECTION DISTRICT #4 OF EAST BATON ROUGE PARISH

William M. Porche
FIRE CHIEF

Clif Richardson
CHAIRMAN OF THE BOARD

BOARD OF COMMISSIONERS MEMBERS

Dr. Scott Browning, D.D.S.
Van Guarino

Chuck Langlois, Secretary
Kenneth C. Montgomery, Sr.

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MISSION STATEMENT

The Central Fire Protection District #4 has the responsibility of providing services to the citizens of the Central Community in the protection of life and property from the perils of fire and other emergencies, through execution of the latest methods of rescue, first aid, and firefighting.

The Central Fire Protection District #4 is a combination paid/volunteer fire service organization maintaining five stations, an administration, and training facility.

The Central Fire Protection District #4 is dedicated to the preservation of life and property in the community and to continuously improve the capability and delivery of its public service.

The Central Fire Protection District #4 will manage its fire service task with the highest regard for humanity, safety, property preservation, the environment, cost, and community well being.

BUDGET MESSAGE FROM THE FIRE CHIEF

November 20, 2009

Board of Commissioners
Central Fire Protection District #4
Baton Rouge, Louisiana

Gentlemen:

I respectfully submit for your review and consideration a budget for the Central Fire Protection District #4 (the District) for the year 2010. The budget document includes anticipated revenues and expenditures for the general fund, and special revenue funds of the District. Special funds include revenue and expenditures from the 5 mil property tax which is dedicated to salaries, benefits, and capital improvements.

The financial plan for the District is to provide a means of financing the essential recurring fire protection services to the public. The budget allows for the inflationary cost of providing the same services as provided in prior years, with some limited expansion of programs and services.

The objective of the budget is to provide for essential services, and for expenditures that are expected to occur during the year, which are elective in nature. The budget also accounts for the payment of the Certificate of Indebtedness for the construction of the two new fire stations and two new fire engines that are now in service.

It is anticipated that revenues will be up over prior years due to an increase in property taxes and service fee collections.

The objective of the District is to provide a means of financing the essential services, while at the same time providing a fund balance that will be sufficient to cover unanticipated expenditures.

Respectfully Submitted,

William M. Porche,
Fire Chief

GOALS AND OBJECTIVES

- Continue to provide services to the citizens of the District in the protection of life and property from the perils of fire and other emergencies. The execution of the latest methods of rescue, first-aid, and firefighting.
- Continue to maintain its Class Three insurance rating, which reduces insurance premiums for the citizens in the District, and at the same time work toward reduction to a lower class rating. 2010 is our Rating year.
- Continue to maintain five fire stations strategically located throughout the area, in order to provide the most efficient response time to emergency incidents.
- Expand our volunteer staffing by recruiting and training additional firefighters, and hosting a volunteer rookie school in January.
- Expand our full time staff through the hiring of additional personnel by applying for federal assistance from the SAFER grant program.
- Enhance our rescue equipment with anticipated grant funds.
- Upgrade security systems at fire stations to provide additional protection for our employees.
- Continue to actively seek and obtain future grants funds.
- Seek voter approval on the renewal of fire protection service fee and property tax millages.
- Continue to promote financial responsibility of the Central Fire Protection District #4 through preparing and adhering to the budget.
- Continue to maximize the computer system and network performance through continued technical improvements and updating our systems.
- Continue to provide public education programs that gives members of the community the opportunity to participate in, and attend various demonstrations and educational classes (e.g., CPR, first aid), and programs promoting fire prevention and fire safety in the home or place of business. To continue home smoke alarm program, battery, and carbon monoxide detector program to the elderly and less fortunate in the Central Fire Protection District.

- Continue to expand and improve our training programs including mock drills and classes in vehicle extrication, Incident Command, Hazardous Materials, CPR training, first responder training, etc. for all paid personnel and volunteers so that they are informed of the latest methods and techniques in firefighting, rescue, and mass disaster response.
- To develop a strategic plan to maintain our standard of operations and performance during the anticipated growth of the department due to the approval of Central's independent school district and the creation of the new city.
- Continue to consider suggestions and new ideas that will foster more proficient fire service for the people in the Central Community.

PERFORMANCE MEASURES

- As of December 1, 2009, the CFPD#4 responded to a total of 1865 calls. The district's average response time is 4 minutes.
- It is anticipated that the emergency response total will increase to over 2000 calls by December 31, 2008.
- Captain Derek Glover, with the assistance of several firefighters, conducts Fire Prevention and Fire Safety presentations and demonstrations (smokehouse & educational robot), which were given at 8 schools, 6 day care centers, 3 fire station tours, local churches, job fairs, businesses, and the St. Jude Dream Day in Clinton, La. These demonstrations were presented to over 5215 adults and school age children in the Central Community and surrounding areas, an increase of 45% over last year. Captain Glover also held 5 fire extinguisher demonstrations to local schools and businesses.
- The Training Department, under the direction of Captain Stephen Branscum, continues to provide an extensive training program for its full-time, contract, and volunteer firefighters who are required to obtain approximately 18 hours of required training per month. Paid firefighters must attend a mandatory training session each month. They are also required 3 hours of individual in-service training per shift. Volunteer firefighters must obtain 22 hours of training per quarter to maintain active status. Volunteer medics must obtain 8 hours of training quarterly. The CFPD#4 also continues to provide training and education in emergency driving, extrication, incident command, LSU burn building, hazardous materials, weapons of mass destruction, first responder classes, and emergency medical technician (EMT) training.

- The CFPD #4 continues to provide the latest educational information and training classes in automatic external defibrillator (AED), cardio-pulmonary resuscitation (CPR). In 2009, CPR Instructor Chad Craven taught 2 CPR classes to a total of 15 people. CPR Instructor Samuel Haynes taught 5 CPR classes to a total of 39 people and CPR instructor Derek Glover had 4 classes with 21 people.
- The CFPD #4 has a Dive team that meets monthly for intensive, up-to-date technical training for swift-water, underwater, dive rescue and recovery. CFPD#4 currently has 6 rescue divers.
- The CFPD#4 has a Hazardous Materials Response Team consisting of 22 Central Firefighters certified in Haz-Mat Operations and 8 certified at the Haz-Mat Technician level.

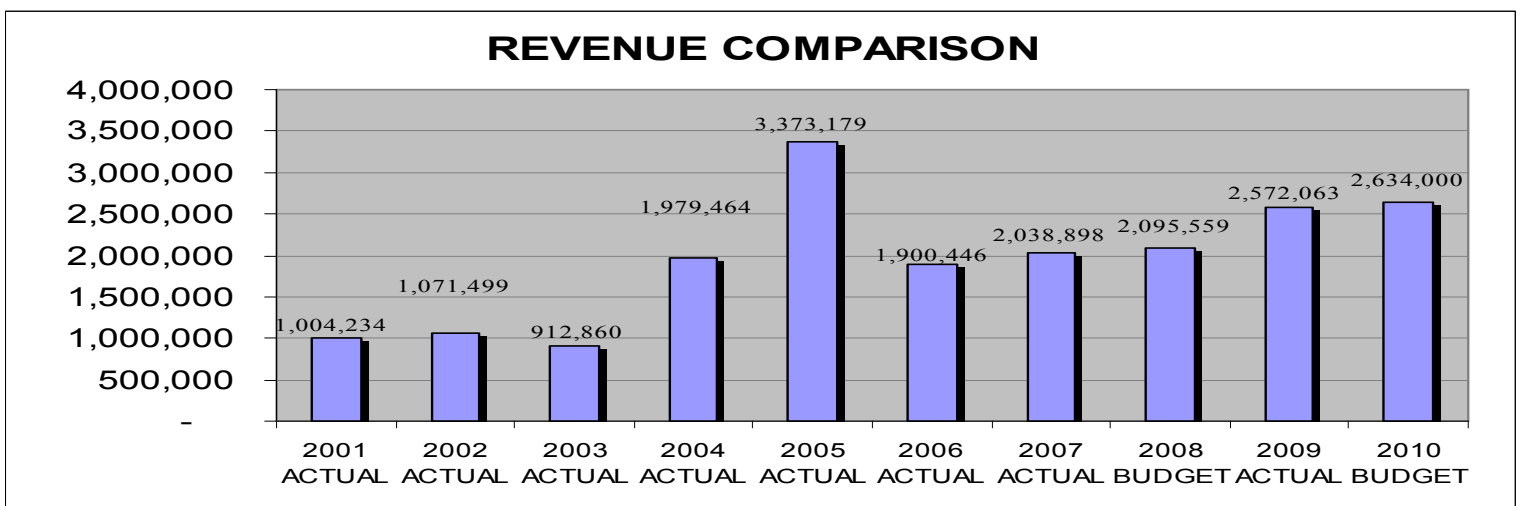
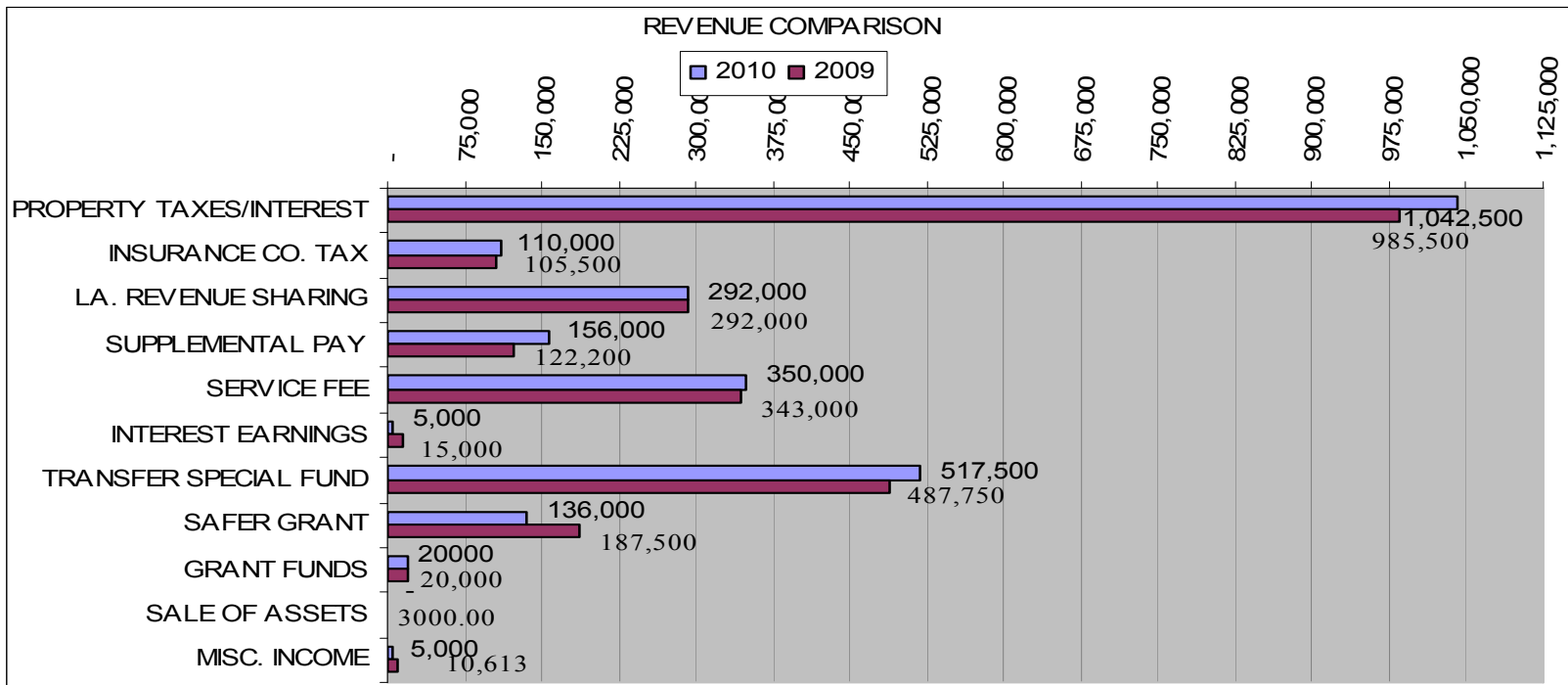
ACCOMPLISHMENTS IN THE YEAR 2009

- The Central Fire Protection District #4 (CFPD#4) has maintained an ISO Class three (3) rating by meeting all the requirements, assuring the citizens in the Central Community the best possible fire protection, and very low fire insurance rates.
- Captain's Stephen Branscum, Robin Dix, and Samuel Haynes attended a "Fire Department Instructor's Conference" (FDIC) in Indianapolis, Indiana. This week long conference provided "hands on" training and lectures on new training methods.
- Upgraded our emergency operations center in partnership with the City of Central using state grant funding.
- Secured State funding to replace station generators so all stations will have 100% emergency power.
- Purchase and install two new generators at Stations 32 and 35 capable of providing power to 100% of the Station. The cost of these generators was funded through a state grant.
- Relocated existing generators to Station 33 and 34 which are capable of powering 100% of the stations equipment. This has made all fire stations 100% emergency powered.

- Completed our 1st in house rookie school and EMT class and placed five new firefighters on duty at stations. This has provided two Firefighters at three of our five stations. All five employees were hired with grant funds through the SAFER program
- Acquired funding from BP for the purchase of a Bull Ex fire extinguisher training system. This system provides a safe and effective way to train both fire and civilian personnel on the proper use of fire extinguishers.

REVENUE COMPARISON 2009 BUDGET 2010 BUDGET

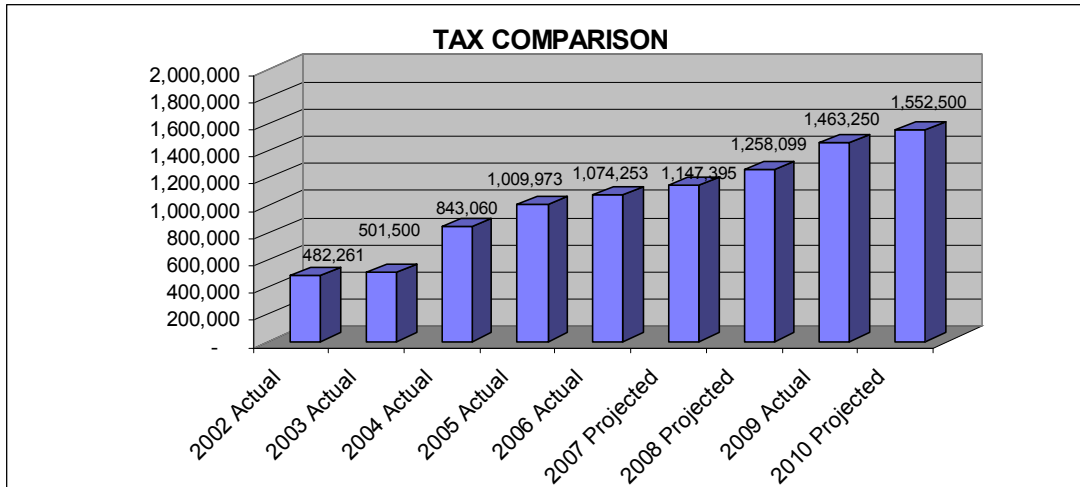
REVENUE SOURCE	2010 BUDGET		2009 BUDGET		INCREASED	PERCENT
	AMOUNT 2010	PERCENT	AMOUNT 2009	PERCENT		
PROPERTY TAXES/INTEREST	1,042,500	39.58%	985,500	38.32%	57,000	5.78%
INSURANCE CO. TAX	110,000	4.18%	105,500	4.10%	4,500	4.27%
LA. REVENUE SHARING	292,000	11.09%	292,000	11.35%	-	0.00%
SUPPLEMENTAL PAY	156,000	5.92%	122,200	4.75%	33,800	27.66%
SERVICE FEE	350,000	13.29%	343,000	13.34%	7,000	2.04%
INTEREST EARNINGS	5,000	0.19%	15,000	0.58%	(10,000)	-66.67%
TRANSFER SPECIAL FUND	517,500	19.65%	487,750	18.96%	29,750	6.10%
SAFER GRANT	136,000	5.16%	187,500	7.29%	(51,500)	-27.47%
GRANT FUNDS	20,000	0.76%	20,000	0.78%	-	0.00%
SALE OF ASSETS	-	0.00%	3,000.00	0.12%	(3,000)	-100.00%
MISC. INCOME	5,000	0.19%	10,613	0.41%	(5,613)	-52.89%
TOTAL	2,634,000	100.0%	2,572,063	100.00%	61,937	2.41%



BUDGET COMMENTS REVENUES

PROPERTY TAXES

Property taxes are estimated to increase by 5% over last year this is the smallest increase since 2002. The increase is due to new commercial and residential development in the district. The estimated uncollectible rate is 3%. Our current millage rate is 15, 10ml is for general operations and maintenance and will expire in 2014, 5 mls is for salaries and capital outlay and expires in 2012.



LOUISIANA REVENUE SHARING

Revenue sharing is funding by the State to offset homestead exemption, and is based on property taxes. Estimates are based on prior year actual collections.

INSURANCE COMPANY TAX

Fees generated from homeowner's insurance premiums are distributed based on population. Estimates are based on prior year actual collections.

FIRE PROTECTION SERVICE CHARGE

A \$32.00 service fee, which is assessed on each residential and commercial structure in the Central area, was approved by voters in 1991, and renewed in 2000, and will expire in 2011. The service fee has been added to the tax rolls and is collected by the East Baton Rouge Parish Sheriff. Estimates are based on prior year collections.

BUDGET COMMENTS REVENUE

STATE SUPPLEMENTAL PAY

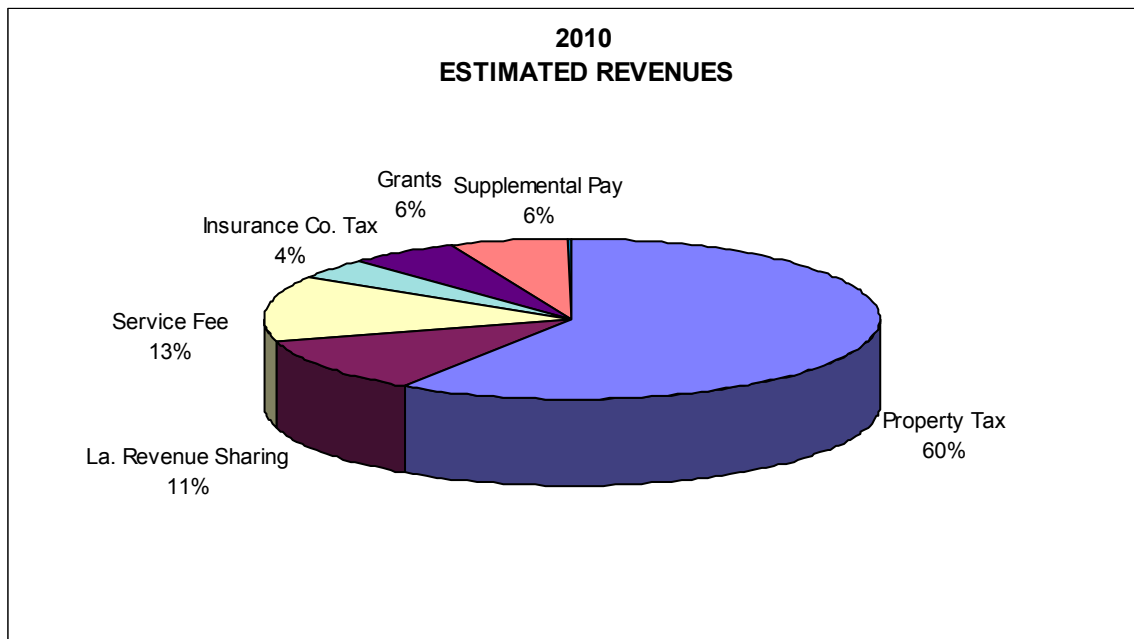
This budget line reflects revenues received from the State to offset supplemental paychecks issued monthly to employees. Supplemental pay is up due to additional employees.

TRANSFER FROM SPECIAL FUND

This transfer is from a special fund that has been established from revenues collected from the 5-mil property tax dedicated to salary/benefits, and capital improvements. An estimated 5% increase has been factored with a 3% uncollectible rate.

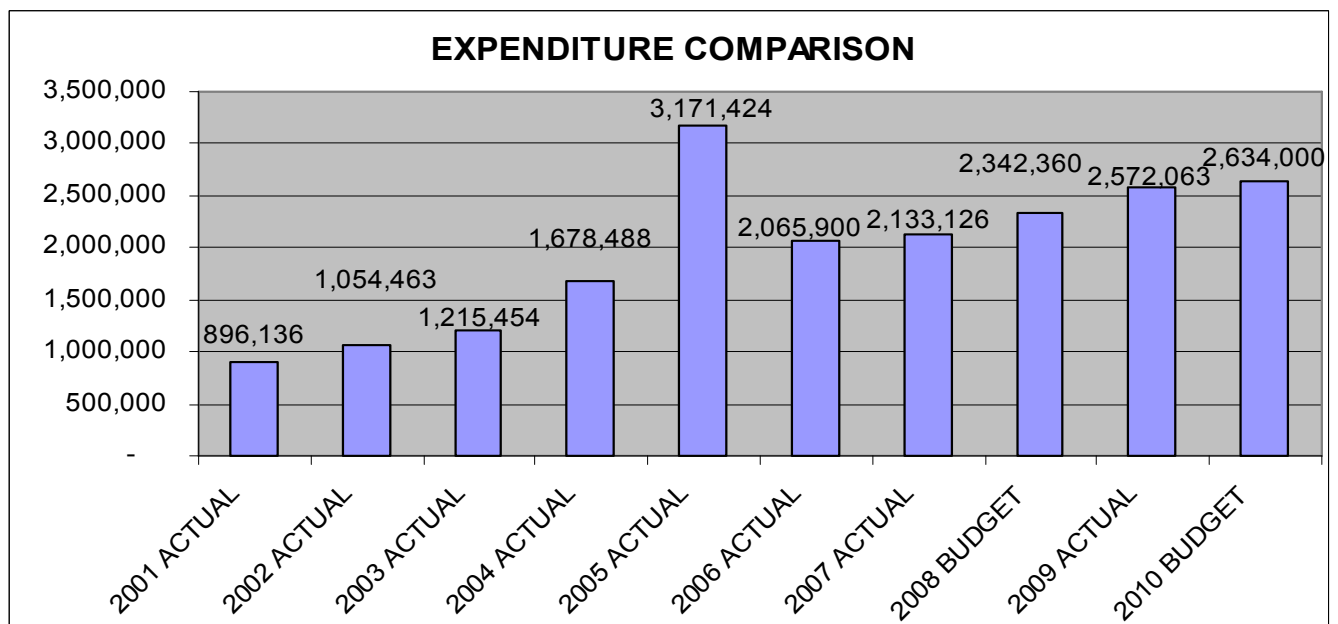
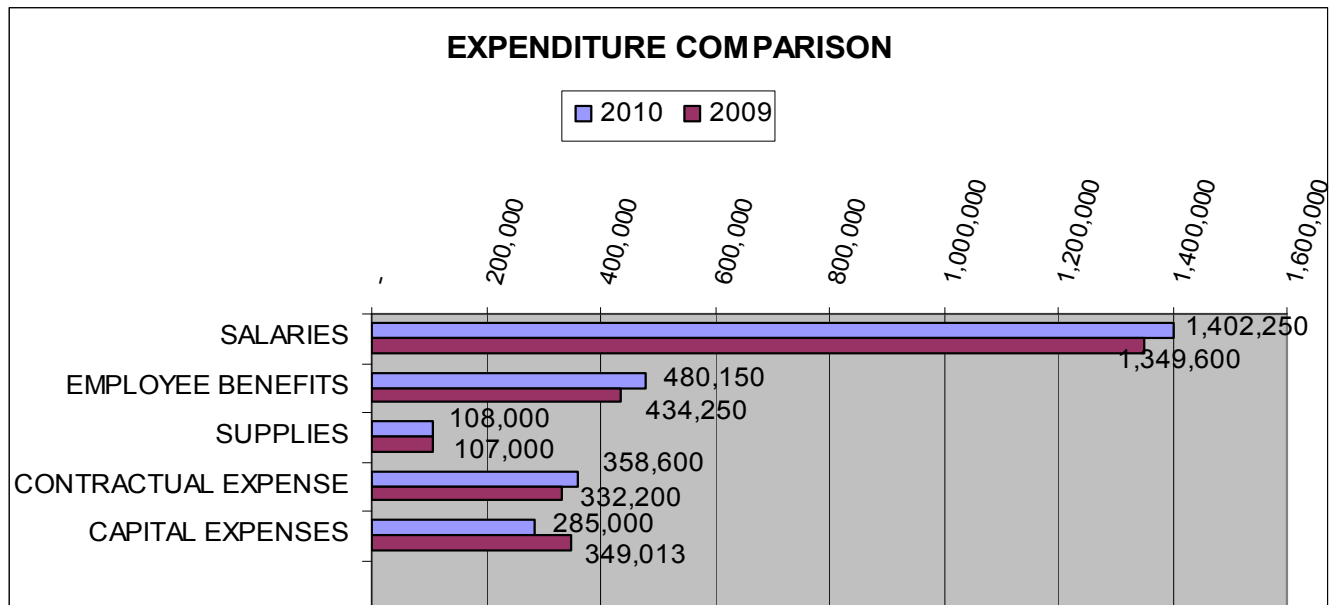
SAFER GRANT FUNDS

Federal grant funds to provide assistance with salaries and benefits for firefighters. This is a quarterly reimbursement grant; in 2010 two quarters will be reimbursed at 80% and two quarters at 50%.



EXPENDITURES COMPARISON 2009 BUDGET 2010 BUDGET

COST CATEGORY	2010 BUDGET		2009 BUDGET		PERCENT INCREASED	PERCENT
	AMOUNT	PERCENT	AMOUNT	PERCENT		
	2010		2009			
SALARIES	1,402,250	53.24%	1,349,600	52.47%	52,650	3.90%
EMPLOYEE BENEFITS	480,150	18.23%	434,250	16.88%	45,900	10.57%
SUPPLIES	108,000	4.10%	107,000	4.16%	1,000	0.93%
CONTRACTUAL EXPENSE	358,600	13.61%	332,200	12.92%	26,400	7.95%
CAPITAL EXPENSES	285,000	10.82%	349,013	13.57%	(64,013)	-18.34%
TOTAL	2,634,000	100.0%	2,572,063	100.00%	61,937	2.41%



SALARIES

- Includes all full time positions with overtime, holidays, and incentive pay.
- Includes annual step increases of 3%.
- Includes five recruit positions.
- Contract pay includes relief workers for vacation, sick, and education time for full time employees. Contract pay also includes Chief Officers.
- Educational incentive is \$1,250.
- Supplemental pay has been increased to include all new firefighter operators.
- A new line item has been added this year step up pay. This is a differential pay when a firefighter/operator is working in relief of a Fire Captain.
- Total salaries have increased approximately 4% over last year.

EMPLOYEE BENEFITS

- Retirement contributions have increased to 14% all employees are under the State Firefighters Retirement Plan. Up over 20% from previous year.
- Health insurance benefits are expected to increase by over 30% from last year.
- Employer contribution has been set at 65%.
- Dental premiums have increased 5%; vision and life are expected to remain the same.
- Worker's Compensation premium rates have remained unchanged. Increase is due to additional salaries.
- Automobile allowance is set at \$700 a month.
- The volunteer reimbursement program has been reduced due to limited number of volunteers.
- Employee benefits have increased over 10% from prior year.

BUDGET COMMENTS EXPENDITURES

SUPPLIES

- Most supply line items remain unchanged from last year.
- Communication supplies are down due to possible grant funds becoming available.
- Computer software is reduced due to additional software being purchased last year.
- Fire hose has increased due to replacement of outdated hose.
- Uniforms have increased due to cost increase and additional personnel.
- Firefighter gear and supplies has increased due to equipment needed for upcoming rating.
- Fuel is down slightly due to fuel cost.
- Total supply is in line with last year.

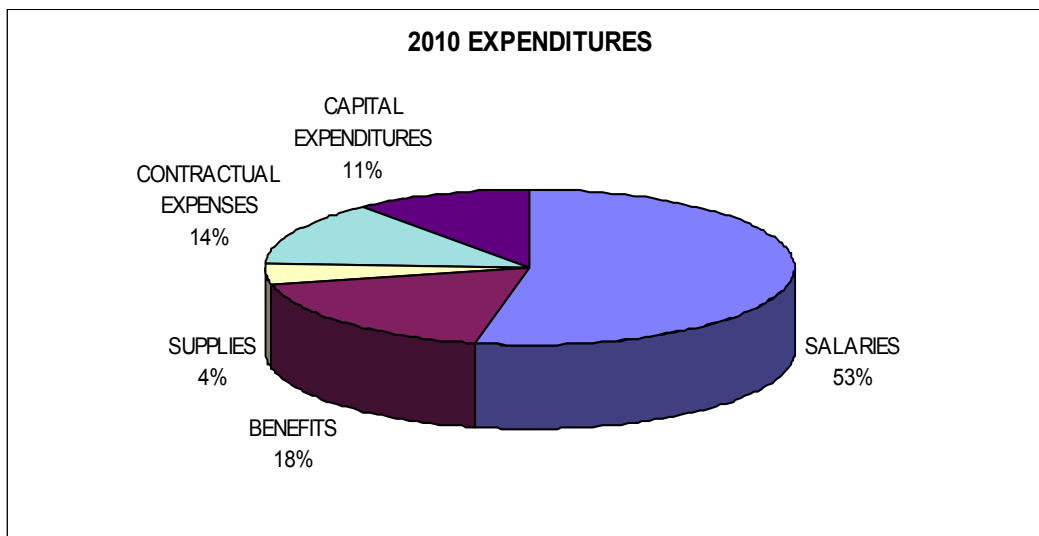
CONTRACTUAL SERVICES

- Sheriff's office charges are for the collection of service fee. The sheriff charges 8.25%
- Assessor charges are for placing the service fee on the tax rolls. \$1.00 for first 5,000 listings and \$.50 for each additional listing.
- Insurance costs are estimated to increase 6% over last year.
- Repair and maintenance to motor vehicles has been increases to cover increase in cost.
- Travel and training covers cost associated with certification testing, LSUE classes, and training materials. Also includes sending two people to FDIC and IAFC conferences.
- Repair and maintenance to building is to cover normal station maintenance. Also included is funding to upgrade security at stations.
- Repair and maintenance to equipment is to cover cost of portable equipment.
- Retirement cost is up due to increase property taxes.
- Medical training is reduced to normal after EMT class last year.
- All other expenses are in line with last year's.

BUDGET COMMENTS EXPENDITURES

CAPITAL EXPENDITURES

- Includes payment for certificate of indebtedness.
- Firefighting equipment is for the purchase of rescue equipment.



**CENTRAL FIRE PROTECTION DISTRICT GENERAL FUND,
SALARY/ BENEFIT & CAPITAL IMPROVEMENT SPECIAL FUND**

2009 ACTUAL

2010 PROPOSED

**PRIOR
YEAR
CHANGE**

GENERAL FUND 2010

REVENUE

SAFER GRANT	187,500	136,000	(51,500)
PROPERTY TAXES	975,500	1,035,000	59,500
INTEREST & PENALTIES ON PROPERTY TAXES	10,000	7,500	(2,500)
LA. REVENUE SHARING	292,000	292,000	0
2% INSURANCE REBATE	105,500	110,000	4,500
SERVICE CHARGE	343,000	350,000	7,000
INTEREST EARNINGS	15,000	5,000	(10,000)
SUPPLEMENTAL PAY	122,200	156,000	33,800
TRANSFER FROM SPECIAL FUND	487,750	517,500	29,750
SALE of ASSETS	3,000	0	(3,000)
GRANT FUNDS	20,000	20,000	0
MISC. REVENUE	10,613	5,000	(5,613)
TOTAL REVENUE	2,572,063	2,634,000	61,937

EXPENDITURES

EMPLOYEE WAGES

REGULAR EMPLOYEES	1,002,900	1,034,000	31,100
CONTRACT EMPLOYEES	90,000	90,000	0
OVERTIME - SCHEDULED	23,250	24,000	750
OVERTIME - UNSCHEDULED	75,000	60,000	(15,000)
STEP-UP PAY		3,000	3,000
HOLIDAY PAY	31,000	30,000	(1,000)
EDUCATION INCENTIVE PAY	5,250	5,250	0
SUPPLEMENTAL PAY	122,200	156,000	33,800
TOTAL WAGES	1,349,600	1,402,250	52,650

EMPLOYEE BENEFITS

RETIREMENT-EMPLOYER'S PORTION	148,000	175,000	27,000
INSURANCE-GROUP DENTAL	12,600	12,000	(600)
INSURANCE-GROUP HEALTH	120,000	140,000	20,000
INSURANCE-GROUP VISION	3,600	3,600	0
INSURANCE-GROUP LIFE	2,500	2,500	0
SOCIAL SECURITY/MEDICARE	24,000	24,500	500
WORKER'S COMP	106,000	105,000	(1,000)
AUTOMOBILE ALLOWANCE	16,800	16,800	0
VOLUNTEER REIMBURSEMENT	750	750	0
TOTAL EMPLOYEE BENEFITS	434,250	480,150	45,900

**CENTRAL FIRE PROTECTION DISTRICT GENERAL FUND,
SALARY/ BENEFIT & CAPITAL IMPROVEMENT SPECIAL FUND**

2009 BUDGET

2010 PROPOSED

**PRIOR
YEAR
CHANGE**

SUPPLIES

CHEMICALS/FOAM	2,500	2,500	0
COMMUNICATION SUPPLIES	4,500	3,000	(1,500)
COMPUTER HARDWARE	2,000	2,500	500
COMPUTER SOFTWARE	2,500	1,500	(1,000)
FIRE EXTINGUISHER REFILLED	750	750	0
FIRE HOSE	7,500	9,000	1,500
FIRE PREVENTION MATERIALS	5,000	6,000	1,000
FIREFIGHTING SUPPLIES	6,000	8,500	2,500
FIRE FIGHTING BUNKER GEAR	10,000	10,000	0
FOOD FOR HUMAN CONSUMPTION	3,500	3,500	0
FUEL, OIL, & LUBRICANTS	34,000	30,000	(4,000)
ICE	1,000	1,000	0
JANITORIAL SUPPLIES	3,000	3,000	0
MAINTENANCE SUPPLIES	750	750	0
MEDICAL OXYGEN/GASES	2,500	2,500	0
MEDICAL SUPPLIES	5,000	5,000	0
OFFICE SUPPLIES	3,000	3,000	0
OTHER OPERATING & MAINT. SUPPLIES	5,000	5,000	0
PROFESSIONAL PUBLICATIONS/SUBSCRIPTIONS	2,500	2,500	0
UNIFORMS	6,000	8,000	2,000
TOTAL SUPPLY ACCOUNTS	107,000	108,000	1,000

CONTRACTUAL SERVICES

AUDITING & ACCOUNTING FEES	10,000	11,000	1,000
COST FOR COLLECTING SERVICE CHARGE	0	0	0
EBR SHERIFF CHARGES	28,500	30,000	1,500
EBR ASSEOR CHARGES	8,000	8,000	0
DUES & MEMBERSHIPS	1,500	1,500	0
ELECTRICITY & GAS	27,500	26,500	(1,000)
WATER & SEWER CHARGES	3,500	3,500	0
MEDICAL & HOSPITAL SERVICES	3,500	3,500	0
WORKSTEPS & PHYSICALS	5,000	5,000	0
INSURANCE- UMBRELLA	8,765	8,850	
INSURANCE- FLEET	32,907	37,400	4,493
INSURANCE- ACCIDENT & SICKNESS	6,864	6,800	(64)
INSURANCE-PROPERTY	10,842	11,500	658
INSURANCE-GENERAL/MANAGEMENT LIABILITY	16,885	17,000	115
INSURANCE-PORTABLE EQUIPMENT	2,237	1,800	(437)
LEGAL ADVERTISEMENT	1,000	1,000	0
LEGAL SERVICES	8,000	8,000	0
OTHER CONTRACTUAL SERVICES	1,500	2,000	500
OTHER PROFESSIONAL SERVICES	0	0	0
RETIREMENT COST	43,000	46,000	3,000
POSTAGE	750	750	0
JANITORIAL & EXTERMINATION SERVICES	5,000	5,000	0
PHOTOGRAPHY	500	500	0

**CENTRAL FIRE PROTECTION DISTRICT GENERAL FUND,
SALARY/ BENEFIT & CAPITAL IMPROVEMENT SPECIAL FUND**

2009 BUDGET 2010 PROPOSED

PRINTING	2,500	2,500	0
RENTALS-FIRE HYDRANTS	19,250	21,000	1,750
RENTALS-OFFICE EQUIPMENT	2,200	2,200	0
RENTAL OTHER	500	500	0
REPAIR & MAINT. - BUILDINGS	10,000	20,000	10,000
REPAIR & MAINT. COMMUNICATION EQUIPMENT	3,000	3,000	0
REPAIR & MAINT. MOTOR VEHICLES	32,000	40,000	8,000
REPAIR & MAINT. COMPUTERS	500	500	0
REPAIR & MAINT. EQUIPMENT	5,000	5,000	0
REPAIR & MAINT. SCBA	1,000	1,000	0
TRAINING			0
RESCUE	2,000	1,000	(1,000)
MEDICAL	7,000	2,000	(5,000)
FIRE	5,000	5,000	0
CONFERENCE & SEMINARS	3,000	4,000	1,000
TELE COMMUNICATIONS			0
CELLULAR	3,000	4,000	1,000
INTERNET	4,000	4,000	0
REGULAR	6,500	7,300	800
TOTAL CONTRACTUAL SERVICES	332,200	358,600	26,400

CAPITAL EXPENDITURES

CERTIFICATE OF INDEBTEDNESS	274,150	265,000	(9,150)
FIREFIGHTING EQUIPMENT	27,863	20,000	(7,863)
BUILDINGS	22,000	0	(22,000)
MOTOR VEHICLES	25,000	0	
OTHER CAPITAL OUTLAY			0
TOTAL CAPITAL OUTLAY	349,013	285,000	(64,013)

TOTAL EXPENDITURE ACCOUNTS

			0
			0
GENERAL FUND SUMMARY			
GENERAL FUND REVENUE	2,572,063	2,634,000	61,937
GENERAL FUND EXPENDITURES	(2,572,063)	(2,634,000)	(61,937)
EXPENDITURES OVER/UNDER REVENUES			
BEGINNING FUND BALANCE		1,740,710	1,740,710
ENDING FUND BALANCE		1,740,710	1,740,710

**CENTRAL FIRE PROTECTION DISTRICT GENERAL FUND,
SALARY/ BENEFIT & CAPITAL IMPROVEMENT SPECIAL FUND**

2009 BUDGET

2010 PROPOSED

PRIOR
YEAR
CHANGE

**SPECIAL FUND SALARIES, BENIFITS &
CAPITAL OUTLAY**

SPECIAL FUND REVENUES

PROPERTY TAX

487,750

516,903

29,153

0

SPECIAL FUND EXPENDITURES

0

0

SALARIES

269,920

284,000

14,080

EMPLOYEE BENEFITS

86,200

102,903

16,703

CERTIFICATE of INDEPBTEDNESS

131,630

130,000

(1,630)

TOTAL EXPENDITURE ACCOUNTS

487750

516,903

29,153

USES OVER/UNDER SOURCES

0

0

0

BEGINNING FUND BALANCE

33,085

33,085

0

ENDING FUND BALANCE

33085

33,085

0