

# Intertownship Fire Department

2021 Draft Budget  
February 9, 2021



# 2020 Accomplishments

- Successfully negotiated a 3 year agreement with the UNITED FOOD AND COMMERCIAL WORKERS UNION LOCAL 175 AND 633 for the fire departments' Volunteers
- Established a great working relationship with the City of Owen Sound Fire Department
- Keeping all firefighters engaged with training during the pandemic
- Refreshing the fire hall- new paint, new floors, functional offices

# 2020 Challenges

- COVID- additional personal protective equipment purchases
- Finding PPE sources during pandemic
- 10<sup>th</sup> Street Bridge Reconstruction

# Call Volumes

	2018	2019	2020
Georgian Bluffs	189	159	195
Meaford	49	56	66
MTO	25	25	23
Mutual Aid	2	13	26
TOTAL Calls	265	253	310

Increased call volume -----→ increased operating expenses

# ITFD Expense Summary

- Note: Minimal capital expenditures and no reserve contributions were budgeted in 2020 due to ownership negotiations.

DESCRIPTION	ACTUAL			BUDGET	
	2018	2019	2020	2020	2021
Administration	\$38,640	\$40,160	\$35,066	\$37,600	\$38,100
Management Wages	\$225,999	\$228,071	\$230,430	\$240,000	\$241,000
Volunteers	\$282,777	\$289,076	\$309,564	\$248,000	\$292,100
Fire Board Administration	\$12,183	\$12,000	\$12,000	\$12,500	\$24,000
Communications	\$46,421	\$46,397	\$49,162	\$47,750	\$68,500
Employee Safety Equipment	\$17,558	\$31,692	\$67,954	\$40,850	\$48,250
Fire Hall	\$33,606	\$31,660	\$28,757	\$33,000	\$34,500
Education & Training	\$2,066	\$2,511	\$6,086	\$8,300	\$7,300
Fleet Fuel, Insurance & Repairs	\$43,717	\$60,043	\$52,884	\$41,700	\$53,200
Capital	\$46,738	\$38,559	\$36,328	\$28,000	\$114,000
Capital reserve contribution	\$164,706	\$172,316	\$0	\$0	\$30,000
Other	\$8,716	\$6,699	\$18,612	\$14,100	\$14,000
	\$923,127	\$959,183	\$846,844	\$751,800	\$964,950



## 2021 Budget Analysis- Administration

- Comments:
- Computer supplies budget decreased for 2021 as cost savings realized through partnering with GB
- Employee recognition savings in 2020 due to COVID and Fire Awards night being cancelled

	2020 Budget	2020 Actual	2021 Budget
ADMIN - Office Supplies	2,500.00	2,161.90	2,500.00
ADMIN - Computer Supplies	8,000.00	4,927.87	5,000.00
ADMIN - Legal	1,000.00	56.50	1,000.00
ADMIN - Postage & Courier	100.00	8.16	100.00
ADMIN - Audit Fees	8,500.00	11,730.38	10,500.00
ADMIN - Telephone	4,000.00	4,792.32	5,000.00
ADMIN - Insurance	10,000.00	10,388.88	11,000.00
ADMIN - Employee Recog.	3,000.00	1,000.00	3,000.00
<b>Total Administration</b>	<b>37,100.00</b>	<b>35,066.01</b>	<b>38,100.00</b>

## 2021 Budget Analysis- Management Salaries

- Comments:
- 2021 budget includes 0.7% COLA, as per Georgian Bluffs current personnel policy
- Georgian Bluffs is currently undergoing an organization and pay review, which could impact ITFD wages
- Georgian Bluffs moved to a self insured benefits plan in March 2020

	2020 BUDGET	2020 ACTUAL	2021 BUDGET
MgmtSalaries	183,000.00	178,354.24	184,000.00
MgmtBenefits	36,000.00	31,439.14	36,000.00
Mgmt - OMERS Contributions	21,000.00	20,636.18	21,000.00
	240,000.00	230,429.56	241,000.00

## 2021 Budget Analysis- Volunteers

- Comments:
- Increased call volume results in increased costs
- New collective agreement negotiated in 2020. Increase of 2% annually in wages. Annual clothing allowance increased from \$200 to \$300.
- Peer support group added at an annual cost of \$5000 (previously approved by Board)

	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>
VOLUNTEERS - Benefits	20,000.00	23,742.29	25,000.00
VOLUNTEERS - On Call	45,000.00	48,010.46	45,000.00
VOLUNTEERS - Occurrences	115,000.00	165,351.23	150,000.00
VOLUNTEERS - Bonus	10,000.00	14,100.25	15,000.00
VOLUNTEERS - Training	43,000.00	38,615.02	43,000.00
VOLUNTEERS - Other	500.00	12,744.78	1,500.00
VOLUNTEERS - Clothing Allow	7,500.00	7,000.00	12,600.00
	241,000.00	309,564.03	292,100.00



## 2021 Budget Analysis- Fire Board Administration

- Comments:
- Fee paid to Georgian Bluffs for administrative services
- Biweekly management payroll, monthly volunteer payroll, weekly cheque runs, monthly account receivable invoicing, HR services, year end audit preparation, annual budget preparation, monthly fire board meeting administration, and CAO oversight

---

	2020 Budget	2020 Actual	2021 Budget
FIRE BOARD - Admin Charges	12,500.00	12,000.00	24,000.00

## 2021 Budget Analysis- Communications

- Comments:
- Amended service contract with Owen Sound Police Services for dispatch services
- New to 2021, Grey County Communications Project cost of \$16,500. Year 1 & 2= \$16,129.03 annually. Years 3-8= \$20,000 annually

	2020 Budget	2020 Actual	2021 Budget
COMMUNICATIONS - Dispatch	39,000.00	47,068.30	48,000.00
COMMUNICATIONS - Radio Li	750.00	764.44	1,000.00
COMMUNICATIONS - Mobile R	1,500.00	244.22	1,500.00
COMMUNICATIONS - Mobile R	1,500.00	1,084.76	1,500.00
COMMUNICATIONS - Grey Co	0.00	0.00	16,500.00
	<hr/> 42,750.00	<hr/> 49,161.72	<hr/> 68,500.00

## 2021 Budget Analysis- Employee Safety Equipment

- Comments:
- Due to COVID, additional PPE purchased. No COVID Funding was received by the ITFD

	2020 Budget	2020 Actual	2021 Budget
SAFETY EQUIP - Oxygen Supp	100.00	175.95	250.00
SAFETY EQUIP - Insurance	1,500.00	1,475.00	1,500.00
SAFETY EQUIP - Other	10,000.00	27,923.90	15,000.00
SAFETY EQUIP - Bunker Gear	7,000.00	8,644.32	9,000.00
SAFETY EQUIP - Helmet Rene	4,000.00	5,773.77	6,000.00
SAFETY EQUIP - Gloves	1,500.00	7,337.66	1,500.00
SAFETY EQUIP - Boots	4,000.00	8,143.64	6,000.00
SAFETY EQUIP - Air Bottles &	10,000.00	8,480.23	9,000.00
	38,100.00	67,954.47	48,250.00

# 2021 Budget Analysis- Fire Hall

- Comments:
- 2021 Proposed budget consistent with 2020 Budget and Actual

	2020 Budget	2020 Actual	2021 Budget
HALL - Heat, Hydro, Water & S	13,000.00	10,700.72	13,000.00
HALL - Cleaning Supplies	1,500.00	1,098.02	1,500.00
HALL - Insurance	7,500.00	8,623.80	9,000.00
HALL - Other	500.00	449.80	500.00
HALL - Building Maintenance	6,000.00	4,823.92	6,000.00
HALL- Snow Removal, Lawn Care	2,500.00	1,221.12	2,500.00
HALL- Miscellaneous Truck Supplies	2,000.00	1,839.61	2,000.00
	33,000.00	28,756.99	34,500.00



# 2021 Budget Analysis- Education and Training

	2020 Budget	2020 Actual	2021 Budget
TRAINING- Travel	1,000.00		
TRAINING - Materials	1,000.00	1,138.76	1,000.00
TRAINING - Seminars/Confere	2,000.00	270.00	2,000.00
TRAINING - Volunteer Allowan	0.00	0.00	0.00
TRAINING - Membership Fees	1,000.00	69.23	1000.00
TRAINING - Refreshments	300.00	87.48	300.00
TRAINING - Chief's Meetings	0.00	2,600.00	0.00
TRAINING - Courses	1,000.00	1,010.00	1,000.00
TRAINING - Safety Courses	2,000.00	910.75	2,000.00
	7,300.00	6,086.22	7,300.00



## 2021 Budget Analysis- Fleet Fuel, Insurance and Repairs

- Comments:
- Insurance rates are increasing for the municipal sector. Renewal July 1, 2021
- Fleet to be reviewed during 2021 as part of asset management planning

	2020 Budget	2020 Actual	2021 Budget
FLEET- Fuel	9,950.00	9,509.79	10,950.00
FLEET- Insurance	16,750.00	18,508.00	20,250.00
FLEET- Repairs	15,000.00	24,866.26	22,000.00
	<hr/> 41,700.00	<hr/> 52,884.05	<hr/> 53,200.00

## 2021 Budget Analysis- Other

- Comments:
- OTHER includes jaws repairs, other small items, uniforms, safety promotion, gas detectors and defib expenses

	2020 Budget	2020 Actual	2021 Budget
OTHER	14,100.00	18,612.00	14,000.00

# 2021 Budget Analysis- Capital

## 2021 Enhancements/Captial Staff Recommendations

Description	New/Replace	Tangible Assets Capital	One Time Special Project	Enhancement (Continual Financial Commitment)
Hurst Combi-Tool	Replace	\$20,000.00		
Heat/ Ac Unit	New	\$20,000.00		
Phone System Update(wiring)	Replace		\$2,000.00	
SCBA Mask	Replace	\$22,000.00		
Bunker Gear Replacement	Replace	\$20,000.00		
Roof Replacement @ Fire Hall	Replace	\$30,000.00		
Future Capital	Replace	\$30,000.00		
Total		\$142,000.00	\$2,000.00	\$0.00
			Grand Total	\$144,000.00

# 2021 Budget Analysis- Revenues

- Comments:
- As mentioned previously, 2020 was an atypical year due to ownership negotiations.
- 2021 budget resumes capital works

DESCRIPTION	ACTUAL			BUDGET	
	2018	2019	2020	2020	2021
Miscellaneous	\$2,738	\$6,812	\$9,590	\$3,000	\$3,000
Compliance Letters	\$150	\$250	\$150	\$250	\$0
Interest Earned	\$6,704	\$12,451	\$8,954	\$9,000	\$7,000
GB Operating Contribution	\$435,072	\$435,525	\$402,413	\$402,413	\$439,463
GB Fire Calls	\$158,790	\$114,905	\$131,990	\$100,000	\$130,000
GB Capital Contribution	\$150,000	\$150,000	\$0	\$21,000	\$108,000
MTO Fire Calls	\$40,521	\$33,049	\$36,870	\$35,000	\$35,000
Meaford Operation Contribution	\$145,024	\$145,175	\$134,138	\$134,138	\$146,488
Meaford Fire Calls	\$36,180	\$51,255	\$63,315	\$40,000	\$60,000
Meaford Capital Contribution	\$50,000	\$50,000	\$0	\$7,000	\$36,000
	\$1,025,180	\$999,422	\$787,419	\$751,800	\$964,950

# 2021 Financial Workplan



Asset Management Planning- Prepare capital asset listing with condition assessments, expiration dates, replacement dates and estimated replacement costs



Prepare 10 year capital plan



Prepare 5 year operating budget



Long Term planning for the operation of ITFD