

Inter- Township Fire Department

2022 DRAFT BUDGET

JANUARY 25, 2022



2021 Accomplishments

- ❖ Presented volunteers with years of services awards including:
 - ❖ 35 years of service awarded to 2 volunteers
 - ❖ 30 years of service awarded to 1 volunteer
 - ❖ 20 years of service awarded to 1 volunteer
- ❖ Firefighters successfully completed annual Christmas Toy Drive
- ❖ Personal Protective Equipment was found with more ease due to Ontario Fire Marshals Office creating a central hub
- ❖ Ongoing adaptation to the changes experienced due to COVID-19
- ❖ Successfully hired 6 new probationary firefighters
- ❖ Installed a new roof on the fire hall building

2021 Challenges

- ❖ Ongoing COVID-19 pandemic affecting
 - ❖ Training
 - ❖ How calls were responded to
 - ❖ Interaction with stakeholders
- ❖ Training had to return to virtual
- ❖ The Association was unable to hold its annual Firefighter Breakfast in support of the Children's Fund
- ❖ Public Relation Events proved to be difficult

2021 Call Volumes

	2019	2020	2021
Georgian Bluffs	159	195	178
Meaford	56	66	60
MTO	25	23	26
Mutual Aid	13	26	17
Total Calls	253	310	281

2022 Budget Summary - Expenses

Description	2021 Budget	2021 Actual (Unaudited)	Proposed 2022 Budget	Proposed Budget + / -
Administration	\$ 38,100	\$ 29,843	\$ 33,600	- \$ 4,500
Management	\$ 241,000	\$ 312,981	\$ 249,500	+ \$ 8,500
Volunteers	\$ 292,100	\$ 327,415	\$ 300,500	+ \$ 8,400
Fire Board Admin.	\$ 24,000	\$ 24,000	\$ 24,000	\$ NIL
Communications	\$ 68,500	\$ 54,793	\$ 66,000	- \$ 2,500
Employee Safety	\$ 48,250	\$ 57,755	\$ 64,200	+ \$ 15,950
Fire Hall	\$ 34,500	\$ 27,773	\$ 34,000	- \$ 500
Education & Training	\$ 7,300	\$ 3,415	\$ 6,000	- \$ 1,300
Fleet	\$ 53,200	\$ 66,690	\$ 57,300	+ \$ 4,100
Other	\$ 14,000	\$ 7,130	\$ 11,500	- \$ 2,500
Capital	\$ 144,000	\$ 109,691	\$ 654,500	+ \$ 510,500
Total	\$ 964,950	\$ 1,021,486	\$ 1,501,100	+ \$ 536,150

2022 Budget Details - Administration

- ❖ Computer supplies – continue to recognize cost savings through partnering with Georgian Bluffs
- ❖ Employee Recognition – low due to ongoing COVID-19 pandemic and needing to cancel Holiday dinner

Description	2021 Budget	2021 Actual (Unaudited)	Proposed 2022 Budget	Proposed Budget + / -
Office Supplies	\$ 2,500	\$ 1,520	\$ 1,000	- \$ 1,500
Computer Supplies	\$ 5,000	\$ 2,311	\$ 2,500	- \$ 2,500
Legal	\$ 1,000	\$ 371	\$ 500	- \$ 500
Postage & Courier	\$ 100	\$ 197	\$ 100	\$ NIL
Audit Fees	\$ 10,500	\$ 4,854	\$ 8,500	- \$ 2,000
Telephone	\$ 5,000	\$ 7,605	\$ 6,000	+ \$ 1,000
Insurance	\$ 11,000	\$ 11,556	\$ 12,000	+ \$ 1,000
Employee Recognition	\$ 3,000	\$ 1,429	\$ 3,000	\$NIL
Total Administration	\$ 38,100	\$ 29,843	\$ 33,600	- \$ 4,500

2022 Budget Details - Management

- ❖ Includes a Cost of Living Adjustment (COLA) of 3.70% as per Georgian Bluffs personnel policy

Description	2021 Budget	2021 Actual (Unaudited)	Proposed 2022 Budget	Proposed Budget + / -
Salaries	\$ 184,000	\$ 259,282	\$ 194,500	+ \$ 10,500
Benefits (Excluding OMERS)	\$ 36,000	\$ 33,623	\$ 34,000	- \$ 2,000
OMERS	\$ 21,000	\$ 20,077	\$ 21,000	\$ NIL
Total Management	\$ 241,000	\$ 312,982	\$ 249,500	+ \$ 8,500

2022 Budget Details - Volunteers

- ❖ Difficult to budget costs as they are dependant on call volume
- ❖ As per collective agreement 2% annual increase effective July

Description	2021 Budget	2021 Actual (Unaudited)	Proposed 2022 Budget	Proposed Budget + / -
Benefits	\$ 25,000	\$ 22,254	\$ 25,000	\$ NIL
On Call	\$ 45,000	\$ 45,029	\$ 45,000	\$ NIL
Occurrences	\$ 150,000	\$ 171,596	\$ 150,000	\$ NIL
Bonus (Vacation Pay)	\$ 15,000	\$ 14,456	\$ 15,000	\$ NIL
Training	\$ 43,000	\$ 56,855	\$ 50,000	+ \$ 7,000
Clothing Allowance	\$ 12,600	\$ 12,000	\$ 13,500	+ \$ 900
Other	\$ 1,500	\$ 5,225	\$ 2,000	+ \$ 500
Total Volunteer	\$ 292,100	\$ 327,415	\$ 300,500	+ \$ 8,400

2022 Budget Details – Fire Board Administration

Monthly fees paid to Georgian Bluffs for services including: CAO oversight, HR services, monthly fire board meeting administration, weekly cheque runs, monthly account receivable invoicing, year-end audit preparation, annual budget preparation, regular payment processing, management and volunteer payroll processing

Description	2021 Budget	2021 Actual (Unaudited)	Proposed 2022 Budget	Proposed Budget + / -
Fire Board Administration	\$ 24,000	\$ 24,000	\$ 24,000	\$ NIL

2022 Budget Details - Communications

Description	2021 Budget	2021 Actual (Unaudited)	Proposed 2022 Budget	Proposed Budget + / -
Dispatch	\$ 48,000	\$ 45,630	\$ 48,000	\$ NIL
Radio Licences	\$ 1,000	\$ 778	\$ 1,000	\$ NIL
Mobile Radio	\$ 3,000	\$ 8,385	\$ 2,500	- \$ 500
Grey County Communications	\$ 16,500	\$ NIL	\$ 14,500	- \$ 2,000
Total Communications	\$ 68,500	\$ 54,793	\$ 66,000	- \$ 2,500

2022 Budget Details – Employee Safety

- ❖ Annual certifications would include annual testing of: air packs, pumps, ladders, heavy hydraulics, first aid & CPR, etc.

Description	2021 Budget	2021 Actual (Unaudited)	Proposed 2022 Budget	Proposed Budget + / -
Oxygen Supply	\$ 250	\$ 151	\$ 200	- \$ 50
Insurance	\$ 1,500	\$ 1,615	\$ 1,500	\$ NIL
Bunker Gear Cleaning	\$ 9,000	\$ 15,657	\$ 10,000	+ \$ 1,000
Helmets	\$ 6,000	\$ 3,282	\$ 6,000	\$ NIL
Gloves	\$ 1,500	\$ 1,515	\$ 1,500	\$ NIL
Boots	\$ 6,000	\$ 6,569	\$ 6,000	\$ NIL
Air Bottles	\$ 9,000	\$ 9,560	\$ 10,000	+ \$ 1,000
Annual Certifications	\$ NIL	\$ NIL	\$ 14,000	+ \$ 14,000
Other	\$ 15,000	\$ 19,408	\$ 15,000	\$ NIL
Total Employee Safety	\$ 48,250	\$ 57,757	\$ 64,200	+ \$ 15,950

2022 Budget Details – Fire Hall

- ❖ Potential to see further cost savings on heat after re-doing the hall roof

Description	2021 Budget	2021 Actual (Unaudited)	Proposed 2022 Budget	Proposed Budget + / -
Heat, Hydro, Water & Sewage	\$ 13,000	\$ 11,392	\$ 12,000	- \$ 1,000
Cleaning Supplies	\$ 1,500	\$ 901	\$ 1,500	\$ NIL
Insurance	\$ 9,000	\$ 9,371	\$ 10,000	+ \$ 1,000
Building Maintenance	\$ 6,000	\$ 3,627	\$ 6,000	\$ NIL
Snow Removal & Lawn Cutting	\$ 2,500	\$ 1,221	\$ 2,000	- \$ 500
Other	\$ 2,500	\$ 1,260	\$ 2,500	\$ NIL
Total Fire Hall	\$ 34,500	\$ 27,772	\$ 34,000	- \$ 500

2022 Budget Details – Education and Training

- ❖ Due to ongoing COVID-19 pandemic staff were unable to attend some training
- ❖ Safety courses training is now included as part of Annual Certifications

Description	2021 Budget	2021 Actual (Unaudited)	Proposed 2022 Budget	Proposed Budget + / -
Meals & Travel	\$ 300	\$ 429	\$ NIL	- \$ 300
Materials	\$ 1,000	\$ 2,041	\$ 2,000	+ \$ 1,000
Seminars & Conferences	\$ 2,000	\$ NIL	\$ 4,000	+ \$ 2,000
Volunteer Allowance	\$ 1,000	\$ NIL	\$ NIL	- \$ 1,000
Membership Fees & Dues	\$ NIL	- \$ 862	\$ NIL	\$ NIL
Courses	\$ 1,000	\$ 585	\$ NIL	- \$ 1,000
Safety Courses	\$ 2,000	\$ 1,221	\$ NIL	- \$ 2,000
Total Education & Training	\$ 7,300	\$ 3,414	\$ 6,000	- \$ 1,300

2022 Budget Details – Fleet (Fuel, Insurance and Repairs)

❖ In 2021 needed to purchase
new tires for Truck #6

Description	2021 Budget	2021 Actual (Unaudited)	Proposed 2022 Budget	Proposed Budget + / -
Truck #1 – 2009 Rosenbauer Pumper	\$ 7,000	\$ 5,657	\$ 7,000	\$ NIL
Truck #2 – 2014 Rosenbauer FL Tanker	\$ 8,000	\$ 9,282	\$ 8,000	\$ NIL
Truck #3 – 2012 Ford F550 Pick-Up	\$ 5,200	\$ 7,609	\$ 5,750	+ \$550
Truck #4 – 2005 FL Tanker	\$ 6,250	\$ 7,303	\$ 6,750	+ \$500
Truck #5 – 2017 FL Rescue/Pump	\$ 7,000	\$ 8,522	\$ 7,500	+ \$ 500
Truck #6 – 1993 FL Pumper/Tanker	\$ 6,500	\$ 12,373	\$ 7,250	+ \$ 750
Truck #7 – 1994 FL Tanker	\$ 6,500	\$ 8,463	\$ 7,250	+ \$ 750
Truck #9 – 2004 Kubota RTV	\$ 500	\$ NIL	\$ 500	\$ NIL
Truck #10 – 2017 GMC 1500 Sierra	\$ 4,500	\$ 6,328	\$ 4,500	\$ NIL
Trailer #8 – 2004 Haulmark Trailer	\$ 1,750	\$ 1,153	\$ 1,300	- \$ 450
Total Fleet	\$ 53,200	\$ 66,690	\$ 55,800	+ \$ 2,600

2022 Budget Details - Other

Description	2021 Budget	2021 Actual (Unaudited)	Proposed 2022 Budget	Proposed Budget + / -
Small Items	\$ 5,000	\$ 3,185	\$ 5,000	\$ NIL
Portable Pumps	\$ 500	\$ 1,019	\$ 500	\$ NIL
Uniforms	\$ 6,000	\$ 2,926	\$ 5,000	- \$ 1,000
Safety Promotion	\$ 2,000	\$ NIL	\$ 1,000	- \$ 1,000
Other	\$ 500	\$ NIL	\$ NIL	- \$ 500
Total Other	\$ 14,000	\$ 7,130	\$ 11,500	- \$ 2,500

Reflection on 2021 Capital Projects

- ❖ Actual future capital contribution will be determined as part of year-end audit

Description	2021 Budget	2021 Actual (Unaudited)	Over (+) / Under (-) Budget
Hurst Combi-Tool	\$ 20,000	\$ 17,294	- \$ 2,706
Heat/AC Unit	\$ 20,000	\$ NIL	- \$ 20,000
Phone System Update (Wiring)	\$ 2,000	\$ NIL	- \$ 2,000
SCBA Masks	\$ 22,000	\$ 19,202	- \$ 2,798
Bunker Gear	\$ 20,000	\$ 21,463	+ \$ 1,463
Roof Replacement	\$ 30,000	\$ 44,164	+ \$ 14,164
Laptops	\$ NIL	\$ 6,391	+ \$ 6,391
Future Capital	\$ 30,000	\$ NIL	- \$ 30,000
Total 2021 Capital	\$ 144,000	\$ 108,514	- \$ 35,486

2022 Budget Details - Capital

Description	Proposed 2022 Budget
New Freightliner Fire Truck	\$ 600,000
New Portable Pump	\$ 6,500
New Generator	\$ 25,000
Replace Bunker Gear	\$ 23,000
Total Capital	\$ 654,500



Proposed New Truck

- ❖ The purchase of a new truck would replace Truck #7 and Truck #6
- ❖ Truck fleet would consist of 6 fire trucks, 2 pick-up trucks and 1 Air Unit
- ❖ Truck #7 was originally purchased in 1994 with an estimated useful life of 25 years
- ❖ Truck #6 was originally purchased in 1993 with an estimated useful life of 25 years
- ❖ The new tires which were installed on Truck #6 can be moved to a different truck



2022 Budget Summary – Revenues (1)

- ❖ Proposed operating revenue increase of 6.2%; capital increase of 354.5%
- ❖ Fire Calls revenue are based on a prior 5 year average of actual costs

Description	2021 Budget	2021 Actual (Unaudited)	Proposed 2022 Budget	Proposed Budget + / -
Miscellaneous	\$ 10,000	\$ 28,069	\$ 9,100	- \$ 900
GB Operating Contribution	\$ 439,462	\$ 439,462	\$ 466,875	+ \$ 27,413
GB Fire Calls	\$ 130,000	\$ 133,665	\$ 130,000	\$ NIL
GB Capital Contribution	\$ 108,000	\$ NIL	\$ 490,875	+ \$ 382,875
MTO Fire Calls	\$ 35,000	\$ 34,564	\$ 35,000	\$ NIL
Meaford Operating Contribution	\$ 146,488	\$ 146,488	\$ 155,625	+ \$ 9,137
Meaford Fire Calls	\$ 60,000	\$ 51,088	\$ 50,000	- \$ 10,000
Meaford Capital Contribution	\$ 36,000	\$ NIL	\$ 163,625	+ \$ 127,625
Total Revenues	\$ 964,950	\$ 833,336	\$ 1,501,100	+ \$ 536,150

2022 Budget Summary – Revenues (2)

- ❖ Proposed operating revenue increase of 6.2%; capital increase of 0%
- ❖ Fire Calls revenue are based on a prior 5 year average of actual costs
- ❖ Each respective municipality is holding fire department reserve funds totalling \$629,184 (per 2020 Audited Financial Statements)
- ❖ Staff's recommended approach

Description	2021 Budget	2021 Actual (Unaudited)	Proposed 2022 Budget	Proposed Budget + / -
Miscellaneous	\$ 10,000	\$ 28,069	\$ 9,100	- \$ 900
GB Operating Contribution	\$ 439,462	\$ 439,462	\$ 466,875	+ \$ 27,413
GB Fire Calls	\$ 130,000	\$ 133,665	\$ 130,000	\$ NIL
GB Capital Contribution	\$ 108,000	\$ NIL	\$ 108,000	\$ NIL
MTO Fire Calls	\$ 35,000	\$ 34,564	\$ 35,000	\$ NIL
Meaford Operating Contribution	\$ 146,488	\$ 146,488	\$ 155,625	+ \$ 9,137
Meaford Fire Calls	\$ 60,000	\$ 51,088	\$ 50,000	- \$ 10,000
Meaford Capital Contribution	\$ 36,000	\$ NIL	\$ 36,000	\$ NIL
Contribution from Reserves	\$ NIL	\$ NIL	\$ 510,500	+ \$ 510,500
Total Revenues	\$ 964,950	\$ 833,336	\$ 1,501,100	+ \$ 536,150

2022 Budget Summary – Revenues (3)

- ❖ Proposed operating revenue increase of 6.2%; capital decrease of 62.5%
- ❖ Fire Calls revenue are based on a prior 5 year average of actual costs
- ❖ Each respective municipality is holding fire department reserve funds totalling \$629,184 (per 2020 Audited Financial Statements)

Description	2021 Budget	2021 Actual (Unaudited)	Proposed 2022 Budget	Proposed Budget + / -
Miscellaneous	\$ 10,000	\$ 28,069	\$ 9,100	- \$ 900
GB Operating Contribution	\$ 439,462	\$ 439,462	\$ 466,875	+ \$ 27,413
GB Fire Calls	\$ 130,000	\$ 133,665	\$ 130,000	\$ NIL
GB Capital Contribution	\$ 108,000	\$ NIL	\$ 40,875	- \$ 67,125
MTO Fire Calls	\$ 35,000	\$ 34,564	\$ 35,000	\$ NIL
Meaford Operating Contribution	\$ 146,488	\$ 146,488	\$ 155,625	+ \$ 9,137
Meaford Fire Calls	\$ 60,000	\$ 51,088	\$ 50,000	- \$ 10,000
Meaford Capital Contribution	\$ 36,000	\$ NIL	\$ 13,625	- \$ 22,375
Contribution From Reserves	\$ NIL	\$ NIL	\$ 600,000	+ \$ 600,000
Total Revenues	\$ 964,950	\$ 833,336	\$ 1,501,100	+ \$ 536,150

2022 Goals and Objectives

- ❖ Continue to train new probationary firefighters
- ❖ Increase community presence through attendance at Public Relation Events
- ❖ Enhance collaboration with neighbouring fire departments to build better working relationships
- ❖ Prepare 5 year operating budget
- ❖ Long-term planning for the operation of ITFD

10 Year Capital Plan

See attached PDF.