

Emergency Services District No. 3



PRELIMINARY BUDGET

Fiscal Year 2021



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INTRODUCTION





Comal County ESD No. 3 Commissioners



Don Wagner
President



Jane Bowen
Vice President



Susan Shirley-Menzel
Secretary



Alan Stahlman
Treasurer



Holly Gill
Assistant Treasurer



COMMAND STAFF

Fire Chief	Darren Brinkkoeter
Assistant Fire Chief	Robert Mikel II
Chief Financial Officer	Angela Hemphill

Battalion Chiefs and Division Chief

A Shift	Jeffrey Kahanek
B Shift	Justin Lowth
C Shift	Jason Rush
EMS	Brandon Kludt

Mission Statement

Canyon Lake Fire / EMS exists to preserve and protect life and property in a safe and professional manner that enhances the quality of living for the Canyon Lake community and its guests.

Vision Statement

The vision of Canyon Lake Fire / EMS is to provide care and protection that exceeds the expectations of the people we serve with highly satisfied and motivated employees and the assistance of a well-informed public that supports the mission of Canyon Lake Fire / EMS.



DISTRICT HISTORY

The **Canyon Lake Area, Comal County Volunteer Fire Department, Inc. (CLVFD)** was formed in 1964 as a non – profit corporation of the State of Texas for the purpose of providing Fire and Emergency Medical Services for the Canyon Lake area of Comal County. A group of dedicated volunteers with a desire to improve the EMS capabilities of the department separated from CLVFD. The Canyon Lake Area, Comal County Volunteer Emergency Medical Services, Inc. (CLVEMS) was formed in 1989 as a non – profit corporation of the State of Texas for the purpose of providing Emergency Medical Services for the Canyon Lake area of Comal County.

The Comal County Rural Fire Prevention District No. 4 (RFPD No. 4) was formed through a local referendum election as a political subdivision of the State of Texas under the Health and Safety Code Chapter 794 in 1992 for the provision of Fire Department services in the CLVFD service area. The creation of the RFPD No. 4 allowed for the collection of ad valorem property taxes at a rate not to exceed \$0.03 per \$100 property evaluation in order to support fire prevention and suppression efforts within the service area. RFPD No. 4 contracted for fire prevention and suppression services with CLVFD.

The Comal County Emergency Services District No. 2 (CCESD No. 2) was formed through a local referendum election as a political subdivision of the State of Texas under the Health and Safety Code Chapter 776 in 1992 for the provision of Emergency Medical Services in the CLVEMS service area. The creation of CCESD No. 2 allowed for the collection of ad valorem property taxes at a rate not to exceed \$0.02 per \$100 property evaluation in order to support Emergency Medical Services efforts within the service area. CCESD No. 2 contracted for Emergency Medical Services with CLVEMS.

CLVFD and CLVEMS merged into one agency in 1998 forming Canyon Lake Fire / EMS, Inc (CLF/EMS) as a non – profit corporation of the State of Texas for the purpose of providing Fire and Emergency Medical Services for the Canyon Lake area of Comal County. The merger of the two organizations provided a substantial administrative and operational benefit to the community as all of the resources of the two organizations was now available to meet the needs of the community. CCRFPD No. 4 and CCESD No. 2 contracted for Fire Prevention and Suppression as well as Emergency Medical Services with CLF/EMS.

CCRFPD No. 4 was legislatively converted to Comal County Emergency Services District No. 3 (CCESD No. 3) in 2003. CCESD No. 3 is a political subdivision of the State of Texas under the Health and Safety Code Chapter 775. CCESD No. 2 No. 2 and CCESD No. 3 contracted for Fire Prevention and Suppression as well as Emergency Medical Services with CLF/EMS.

CCESD No. 3 assumed operations of CLF/EMS in 2008 and provides Fire Prevention and Suppression as well as Emergency Medical Services directly to the community through an Interlocal Agreement with Comal CCESD No. 2.



DISTRICT HISTORY CONTINUED

Comal County ESD No. 2 (EMS) and No. 3 (FIRE) renewed their second five (5) year Interlocal agreement at the end of 2019. This partnership will continue to deliver the most efficient and effective emergency services to the Canyon Lake community. The future holds the possibility of working closely with the neighboring ESD's to improve upon a better response to Comal County residents and visitors.

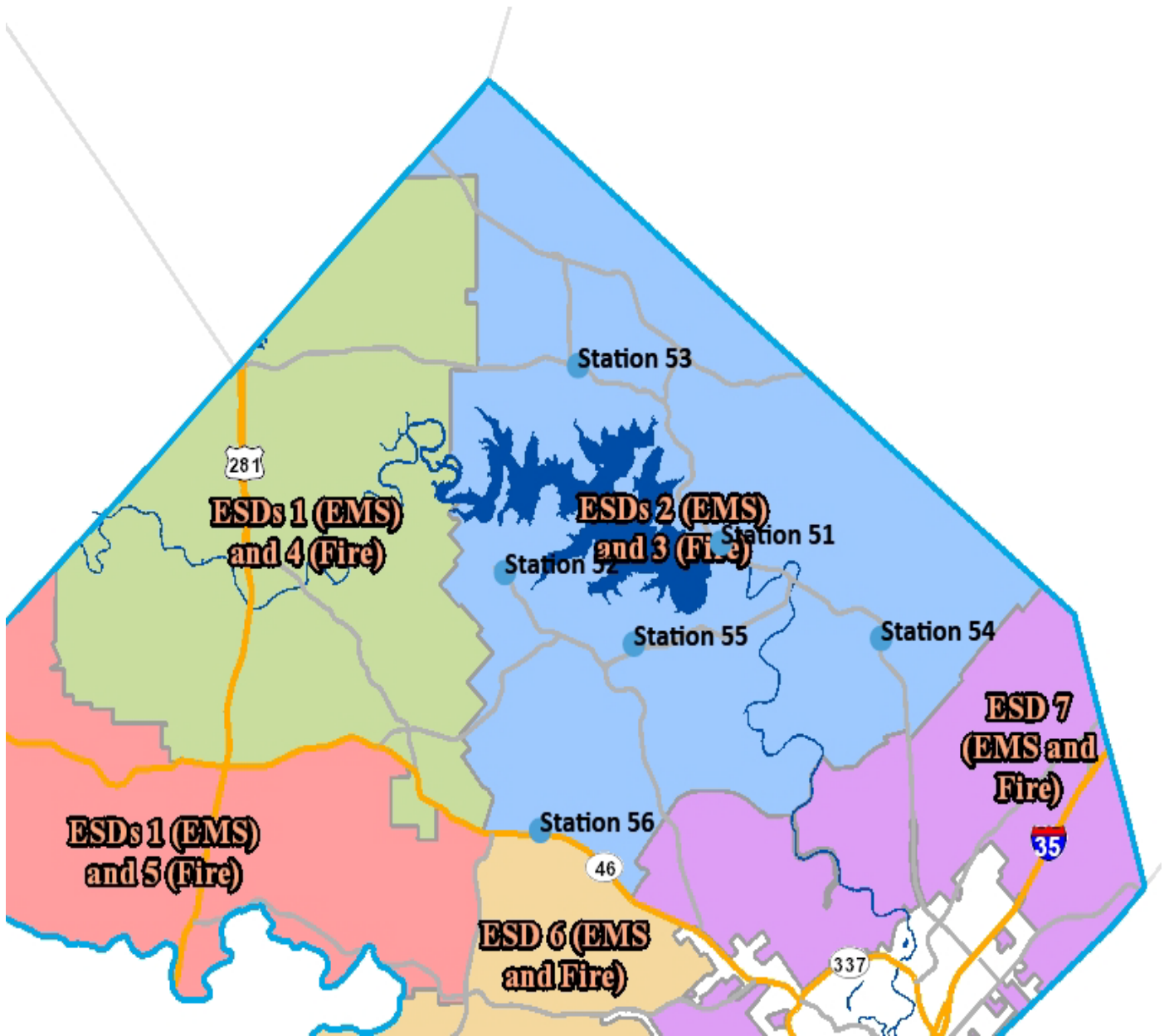


Core Values

Integrity · Brotherhood · Compassion · Pride · Excellence · Tradition · Valor



DISTRICT RESPONSE MAP





CANYON LAKE FIRE / EMS LOCATIONS

Station 51

1074 Scissortail
Canyon Lake, TX 78133



Station 52

160 Oblate
Canyon Lake, TX 78133



Station 53

21750 FM 306
Canyon Lake, TX 78133





CANYON LAKE FIRE / EMS LOCATIONS CONTINUED

Station 54

8685 FM 306
Canyon Lake, TX 78133



Station 55

1223 Island View Dr.
Canyon Lake, TX 78133



Station 56

1150 S. Cranes Mill Road
New Braunfels, TX 78132





FIRE CHIEF'S BUDGET REPORT





Comal County ESD No. 3

"Proudly Protecting Those We Serve"

DATE: July 30, 2020
TO: Board of Emergency Services Commissioners
FROM: Darren L. Brinkkoeter, Fire Chief

RE: Preliminary Budget for the Fiscal Year Ending December 31, 2021

BUDGET OVERVIEW

The ongoing COVID-19 pandemic and associated stay at home orders that began in March 2020 have introduced a great deal of uncertainty regarding the economic outlook and the potential of negative impacts to District revenues and expenditures in future years. While the District does not currently anticipate significant impacts during FY 2020 due to the timing of property tax assessments and pension valuations, the potential for future year impacts has led to a cautious approach for the FY 2021 Preliminary Budget, including eliminating certain non-essential spending.

Based on estimated property values as of July 2020, assessed property value growth within the District is estimated to result in a 3.5% increase in property tax revenues received by the District in FY 2020, continuing a 7-year trend of increasing property tax revenues following the Great Recession. The FY 2021 Preliminary Budget also reflects increased ongoing spending requirements resulting from labor cost escalation, including increases in required pension and medical contributions and an assumed wage increase. Overall, the FY 2021 Preliminary Budget presented for the Board of Directors' consideration results in an 8.6% reduction from FY 2020 Budget as well is less than the expected number in the Master Plan. The preliminary budget has a proposed \$250,000.00 dump into TCDRS to reduce the probable impact of COVID-19 on the market and the plans return on investments over the next few years.

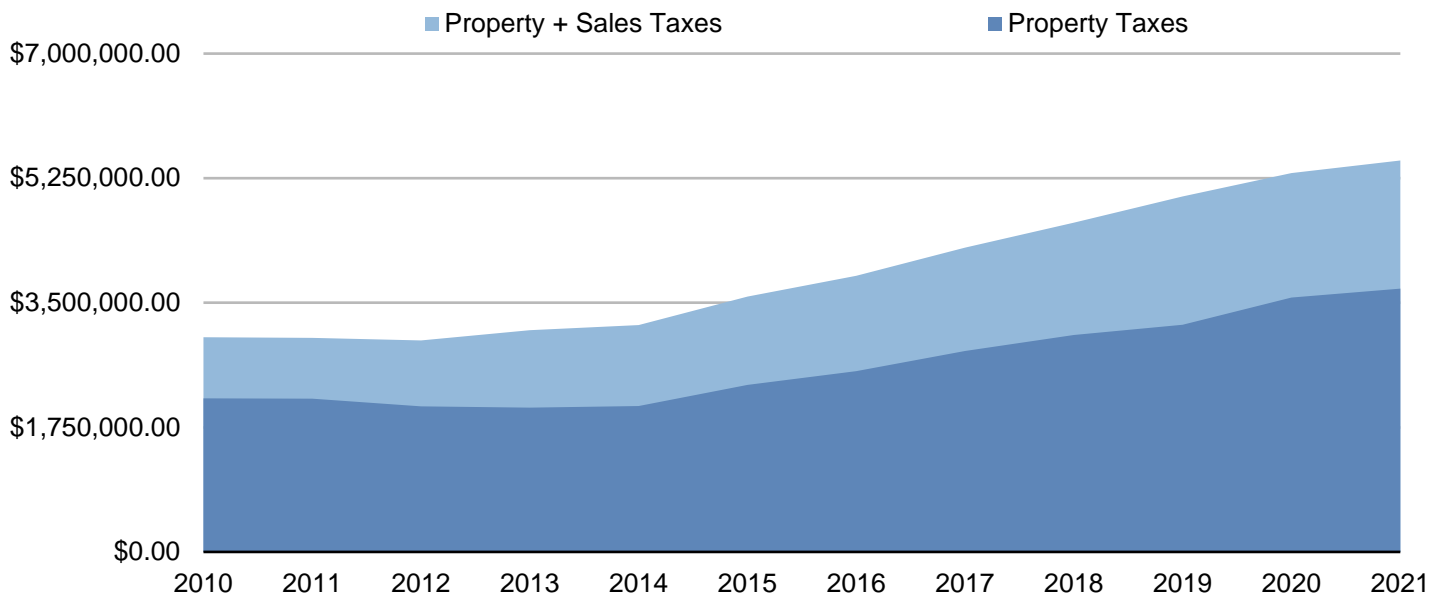
The budget for FY 2021, as well as projections for future years, will continue to be refined as more information is known. Our overriding goals will be to optimize services to the greatest extent possible given the available sources of funding, ensuring that the ongoing all-risk fire, rescue and emergency medical needs of the District are met, and to provide adequate reserves for future contingencies.



BUDGET DISCUSSION

Revenue

The chart below shows historical revenues and other funding sources beginning with FY 2010 through the FY 2020 budget. As shown, FY 2021 is expected to represent the seventh consecutive year of property tax revenue growth. Property tax revenues are expected to account for 41.5% of total funding sources in FY 2021 compared to 42.4% in FY 2020, reflecting an increasing contribution from other sources over that time period.



Projected FY 2021 revenues of \$5,498,571.00 represent an increase of \$425,073.00 compared to the FY 2020 budget of \$5,073,498.00. This is comparing only the Ad Valorem Tax Revenue and Sales Tax Revenues.

- Property Taxes: Property tax revenues of \$3,698,571 account for approximately 41.5% of total income sources and represent an increase of 3.5% over the FY 2020 budget of \$3,573,498.
- Sales Tax: Sales tax revenues of \$1,800,000 account for approximately 20% of total income sources and represent an increase of 20% over the FY 2020 budget of \$1,500,000.



Expenditures

Expenditures of \$8,736,973 represent a \$721,496 decrease compared to FY 2020 budgeted expenditures.

Highlights of the major changes in expenditures compared to FY 2020 are as follows:

Labor

Budgeted labor cost total \$4,984,511 for FY 2021, which represents a \$98,000 decrease compared to FY 2020 budget.

Factors contributing to some of the changes are the changing of Workers Compensation carrier, increases in medical premiums, increased deployment overtime (which is reimbursed), and an assumed wage increase based on the Pay Scale Evaluation presented to the Compensation Committee.

While there are no proposed changes to the number of funded full-time positions in Operations, there is one new full-time position in Administration. The Quartermaster / Purchasing Agent position (which is in the Master Plan) is being requested through the Compensation Committee. The details of this position are located on page 15 of this document.

Services and Supplies

The services and supplies budget totals \$1,183,080.00, a decrease of approximately \$85,077.00 from the prior year. Changes from FY 2020 include:

- An increase of \$7,937 in Preventative Maintenance and \$22,175 in Fire Apparatus repair, to properly reflect the additional apparatus and aging fleet. With the unknown of fuel cost, this line item too was increased by \$22,750.
- A decrease of \$22,474 from one-time Tractor Drawn Aerial Driver Training
- A decrease of \$61,559 from Fire Equipment replacement as there are no new apparatus
- A decrease of \$34,000 having completed the ISO re-evaluation consulting fees

Capital Expenditures

The Capital Fund accounts for the cost of acquiring and financing capital assets.

Budgeted expenditures for FY 2021 total \$362,436.00

Major capital purchases for FY 2021 include:

- Communications Equipment (handheld radio) - \$7,000.00
- Station FF&E (weight equipment) - \$41,500.00
- Bunker Gear (allows for two sets) - \$163,936.00



FY 2021 capital outlay also includes \$150,000 associated with property allocation for future stations and relocating existing stations. As new development continues to occur within the District, future budgets are expected to include additional cost associated with constructing and equipping new fire stations.

Additionally, the District has a foreseeable replacement need of the Self-Contained Breathing Apparatus (SCBA). The air-packs have a life expectancy of 15 years. The District is looking at ways to purchase via a cooperative approach with a neighboring Department to reduce the cost of each unit. Note: this expenditure would not be in FY 2021 but could possibly be expected in FY 2022 or 2023.

RECOMMENDATION

Staff recommends adopting the Preliminary Budget for the fiscal year ending December 31, 2021.



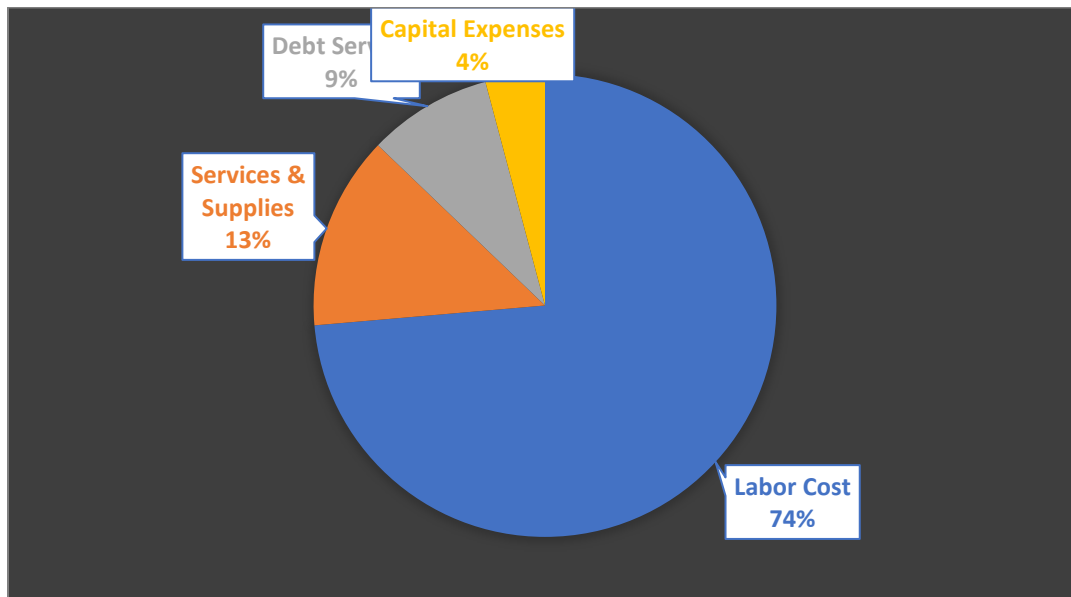
ALL FUNDS SUMMARIES





2021 Proposed Budget Snapshot

	<u>YTD Budget</u>	<u>Budget</u>	<u>Projected YE FY20</u>	<u>Proposed FY 21</u>
Total 100 - Income	\$ 6,245,897.63	\$ 8,565,179.96	\$ 8,893,179.96	\$ 9,081,688.41
Total 1000 - Administrative	\$ 24,832.55	\$ 59,847.30	\$ 58,101.80	\$ 59,135.98
Total 10000 - Personnel	\$ 573,493.85	\$ 1,169,589.13	\$ 1,274,397.73	\$ 1,291,140.93
Total 11000 - Training	\$ 47,799.73	\$ 148,324.00	\$ 148,340.89	\$ 120,358.30
Total 200 - Debt Service	\$ 758,414.76	\$ 758,414.76	\$ 758,414.76	\$ 758,414.76
Total 2000 - Professional Services	\$ 62,115.95	\$ 199,040.31	\$ 200,140.31	\$ 159,980.55
Total 3000 - Fire Equipment / PPE	\$ 90,071.27	\$ 184,072.00	\$ 184,072.00	\$ 110,502.45
Total 400 - Capital Expenditures	\$ 130,301.91	\$ 1,180,000.00	\$ 1,180,000.00	\$ 362,436.00
Total 4000 - Fire Apparatus	\$ 102,603.37	\$ 172,012.50	\$ 177,224.98	\$ 224,875.00
Total 5000 - Fire Station Expenses	\$ 67,303.85	\$ 219,300.00	\$ 213,061.38	\$ 216,330.00
Total 6000 - EMS Operations	\$ 87,552.31	\$ 141,634.74	\$ 141,634.74	\$ 145,703.78
Total 7000 - Communications	\$ 10,443.13	\$ 18,926.00	\$ 24,114.37	\$ 19,878.05
Total 8000 - Liability Insurance	\$ 92,463.03	\$ 125,000.00	\$ 125,000.00	\$ 126,316.00
Total 9000 - Personnel Payroll	\$ 2,512,358.51	\$ 5,082,308.13	\$ 4,698,260.13	\$ 5,141,901.66
Total Expense	\$ 4,559,754.22	\$ 9,458,468.87	\$ 9,182,763.09	\$ 8,736,973.46
General Fund Use	\$ -	\$ 910,000.00	\$ 910,000.00	\$ -
Balance	\$ 1,686,143.41	\$ 16,711.09	\$ 620,416.87	\$ 344,714.95
Proposed Additional Expense - TCDRS	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00
Final Balance	\$ 1,686,143.41	\$ 16,711.09	\$ 370,416.87	\$ 94,714.95





Revenue

Income

100 · Income

101 · Ad Valorem Tax Revenue	3,357,746.78	3,573,498.19	3,573,498.19	3,698,570.63
103 · Sales Tax Revenue	1,187,101.37	1,500,000.00	1,750,000.00	1,800,000.00
104 · ESD #2 Funding	1,605,006.06	3,339,181.77	3,339,181.77	3,408,117.78
105 · Medical Standby Funding				
105.1 · WORD	0.00	30,000.00	30,000.00	35,000.00
105.2 · WWA	0.00	10,000.00	10,000.00	10,000.00
105.3 · CISD - CLHS	0.00	2,500.00	2,500.00	2,500.00
Total 105 · Medical Standby Funding	0.00	42,500.00	42,500.00	47,500.00
107 · Annual Contributions Drive	0.00	0.00	0.00	0.00
108 · Donations	50.00	2,500.00	2,500.00	2,500.00
109 · Interest Income	50,446.96	50,000.00	50,000.00	40,000.00
111 · Other Income/General Fund Balance Use	37,126.70	17,500.00	17,500.00	17,500.00
112 · Grant / Deployment Funds	4,139.68	25,000.00	25,000.00	50,000.00
113 · Training Facility Income	0.00	0.00	78,000.00	0.00
114 · Fire Billing	4,280.08	15,000.00	15,000.00	17,500.00
Total 100 · Income	6,245,897.63	8,565,179.96	8,893,179.96	9,081,688.41
Total Income	6,245,897.63	8,565,179.96	8,893,179.96	9,081,688.41

Debt Service / Capital Expenditure

200 · Debt Service

216 · Station 51 / 55 Mortgage	368,069.92	368,069.92	368,069.92	368,069.92
217 · Station 54 / 56 Mortgage	390,344.84	390,344.84	390,344.84	390,344.84
Total 200 · Debt Service	758,414.76	758,414.76	758,414.76	758,414.76

400 · Capital Expenditures

401 · Bunker Gear	44,222.85	45,000.00	45,000.00	163,936.00
402 · Self Contained Breathing Appara	0.00	0.00	0.00	0.00
403 · Fire Service Equipment	0.00	0.00	0.00	0.00
404 · Communications Equipment	75,664.78	75,000.00	75,000.00	7,000.00
405 · Apparatus	0.00	0.00	0.00	0.00
406 · Station FF&E	10,414.28	910,000.00	910,000.00	41,500.00
407 · Strategic Plan Allocation	0.00	150,000.00	150,000.00	150,000.00
Total 400 · Capital Expenditures	130,301.91	1,180,000.00	1,180,000.00	362,436.00



Operating Budget

1000 · Administrative

1001 · Dues and Subscriptions	2,228.06	3,090.00	3,090.00	3,182.70
1002 · Annual Property Tax Notices	514.76	700.00	514.76	650.00
1003 · Pro Rata Appraisal Work Fees	18,113.12	34,169.80	36,226.24	39,655.00
1004 · Administrative Expenses	2.00	1,030.00	1,030.00	1,060.90
1005 · Bank Charges	0.00	3,605.00	0.00	0.00
1008 · Postage	655.93	1,287.50	1,287.50	1,326.13
1009 · Office Expenses	0.00	515.00	515.00	530.45
1010 · Office Supplies	2,477.23	10,300.00	10,300.00	10,609.00
1011 · Travel Reimbursement	631.74	1,030.00	1,030.00	1,060.90
1012 · Meals/Incidentals	209.71	515.00	503.30	530.45
1013 · Commissioner Meeting Expenses	0.00	515.00	515.00	530.45
1014 · Specialty T Shirts / Shopify	0.00	3,090.00	3,090.00	0.00
Total 1000 · Administrative	24,832.55	59,847.30	58,101.80	59,135.98

10000 · Personnel

10001 · Workers Compensation	32,081.00	148,000.00	90,000.00	94,500.00
10003 · Retirement Contribution	178,064.32	419,237.31	419,237.31	426,541.40
10004 · Health Insurance	304,590.46	586,272.32	609,180.92	603,860.49
10005 · Dental Insurance	6,702.46	27,589.29	27,589.29	28,416.97
10006 · Disability Insurance	18,964.95	22,071.43	22,071.43	22,733.57
10007 · Life Insurance	2,579.22	11,725.45	11,725.45	12,077.21
10008 · Duty Uniforms				
10008.1 · Duty T Shirts	1,416.70	10,345.98	10,345.98	10,345.98
10008.2 · Nomex Pants / Dress Shirt	13,106.83	41,383.93	41,383.93	41,383.93
Total 10008 · Duty Uniforms	14,523.53	51,729.91	51,729.91	51,729.91
10010 · TCFP Certification Fees	1,756.13	10,729.17	10,729.17	11,051.05
10011 · DSHS Certification Fees	1,915.10	4,522.64	4,522.64	4,658.32
10012 · Vision Insurance	4,078.32	15,863.84	15,863.84	16,339.76
10013 · Supplemental Insurance	0.00	-139,900.00	0.00	0.00
10014 · Employee Assitance Program	2,145.00	3,172.77	3,172.77	8,580.00
10015 · Employee Reward & Recognition	6,089.77	6,000.00	6,000.00	8,000.00
10016 · Health & Wellness Program	3.59	2,575.00	2,575.00	2,652.25
Total 10000 · Personnel	573,493.85	1,169,589.13	1,274,397.73	1,291,140.93



Operating Budget Cont.

11000 · Training

11001 · Commissioner Training	1,985.00	3,090.00	3,090.00	3,182.70
11002 · Officer Training	86.47	15,000.00	15,000.00	15,000.00
11003 · Live Fire / Operations Training	34,242.62	67,000.00	67,000.00	37,200.00
11004 · Meals & Incidentals	1,086.92	7,725.00	7,725.00	7,956.75
11005 · Travel Expense/Mileage/Lodging	4,670.37	10,300.00	10,300.00	10,609.00
11006 · Fire Prevention Week	0.00	6,000.00	6,000.00	7,000.00
11007 · EMS Training				
11007.1 · EMS Meals & Incidentals	0.00	3,000.00	3,000.00	3,000.00
11007.2 · EMS Travel & Lodging	0.00	4,500.00	4,500.00	4,500.00
11007.3 · EMS Training Equipment	0.00	1,030.00	1,030.00	1,030.00
11007 · EMS Training - Other	4,565.04	23,484.00	23,484.00	23,484.00
Total 11007 · EMS Training	4,565.04	32,014.00	32,014.00	32,014.00
11009 · Training Equipment	546.42	1,545.00	1,545.00	1,591.35
11010 · Citizen's Fire Academy	516.89	500.00	516.89	500.00
11011 · EMS Community Education	0.00	0.00	0.00	0.00
11012 · Administration Training	100.00	5,150.00	5,150.00	5,304.50
Total 11000 · Training	47,799.73	148,324.00	148,340.89	120,358.30

2000 · Professional Services

2001 · Legal / HR	9,695.00	20,507.82	20,507.82	21,123.05
2002 · Public Relations	35.00	3,609.22	3,609.22	3,717.50
2003 · CPA Services	9,500.00	14,400.00	15,500.00	18,000.00
2004 · Annual Audit	12,782.35	13,000.00	13,000.00	13,390.00
2005 · Physicals / Drug Testing	5,028.00	20,000.00	20,000.00	23,250.00
2006 · Medical Claims	0.00	515.00	515.00	1,000.00
2007 · Comal County - Dispatch	0.00	33,000.00	33,000.00	32,000.00
2008 · Contributions Drive Costs	0.00	0.00	0.00	0.00
2009 · Software Dues/Subscriptions	20,749.29	29,619.06	29,619.06	27,500.00
2010 · Sales Tax Consultants	3,000.00	12,000.00	12,000.00	12,000.00
2011 · Information Technologies	792.56	12,811.91	12,811.91	5,000.00
2012 · Website Development & Hosting	533.75	3,577.30	3,577.30	1,000.00
2013 · Consulting	0.00	36,000.00	36,000.00	2,000.00
Total 2000 · Professional Services	62,115.95	199,040.31	200,140.31	159,980.55



Operating Budget Cont.

3000 · Fire Equipment / PPE

3001 · Preventative Maintenance	5,856.26	3,347.50	3,347.50	8,450.00
3002 · Repair	602.32	3,862.50	3,862.50	3,862.50
3003 · Replacement Fire Equipment	65,562.82	100,000.00	100,000.00	38,441.20
3004 · Special Ops Equipment	4,866.75	20,500.00	20,500.00	12,899.25
3005 · NFPA 1851 Rep. & Maint. Service	44.62	16,000.00	16,000.00	23,500.00
3006 · Other PPE Related	9,028.76	22,000.00	22,000.00	6,000.00
3007 · Air Testing	541.00	412.00	412.00	436.00
3008 · SCBA Prev Maint / Repair	3,519.33	15,450.00	15,450.00	15,913.50
3009 · Hydrant/Preplanning/Hose Test	49.41	2,500.00	2,500.00	1,000.00
Total 3000 · Fire Equipment / PPE	90,071.27	184,072.00	184,072.00	110,502.45

4000 · Fire Apparatus

4001 · Preventative Maintenance	19,577.19	22,312.50	22,312.50	30,250.00
4002 · Repair	41,794.94	72,450.00	72,450.00	94,625.00
4004 · Fuel (Fire /EMS)	41,231.24	77,250.00	82,462.48	100,000.00
Total 4000 · Fire Apparatus	102,603.37	172,012.50	177,224.98	224,875.00

5000 · Fire Station Expenses

5001 · Preventative Maintenance	9,763.75	34,500.00	34,500.00	34,500.00
5002 · Repair	11,354.68	52,000.00	52,000.00	52,000.00
5004 · Electricity	16,353.76	42,500.00	42,500.00	43,775.00
5005 · Water	8,483.65	20,000.00	20,000.00	20,600.00
5006 · Propane	2,535.99	13,500.00	13,500.00	13,905.00
5007 · Cable / Internet / Telephone	8,630.69	23,500.00	17,261.38	23,500.00
5008 · Waste Disposal Service	1,296.80	9,000.00	9,000.00	3,750.00
5009 · Operating Supplies	3,946.05	14,000.00	14,000.00	14,000.00
5013 · Peat Moss/Foam	4,938.48	10,300.00	10,300.00	10,300.00
Total 5000 · Fire Station Expenses	67,303.85	219,300.00	213,061.38	216,330.00

6000 · EMS Operations

6002 · General Medical Supplies	83,094.06	131,127.24	131,127.24	135,061.06
6003 · Oxygen	2,670.75	4,507.50	4,507.50	4,642.73
6004 · Medical Waste Disposal	1,787.50	6,000.00	6,000.00	6,000.00
Total 6000 · EMS Operations	87,552.31	141,634.74	141,634.74	145,703.78



Operating Budget Cont.

7000 · Communications				
7001 · Radio Tower Rental	838.86	1,416.00	1,677.72	1,728.05
7002 · Cellular	7,202.77	12,360.00	17,286.65	13,000.00
7003 · Communications Repair / PM	2,401.50	5,150.00	5,150.00	5,150.00
Total 7000 · Communications	10,443.13	18,926.00	24,114.37	19,878.05
8000 · Liability Insurance				
8001 · Vehicle & Property Insurance	92,463.03	125,000.00	125,000.00	126,316.00
Total 8000 · Liability Insurance	92,463.03	125,000.00	125,000.00	126,316.00
9000 · Personnel Payroll				
9001.1 · Operational Wages	1,923,534.80	3,984,014.89	3,572,278.91	3,929,506.81
9001.2 · Training Division Wages	12,587.06	150,538.46	150,538.46	150,000.00
9001.3 · Administration Wages	280,355.16	526,587.50	520,659.58	599,492.65
9001.4 · WORD/CISD/Whitewater Wages	31,436.43	35,000.00	35,000.00	47,500.00
9001.6 · Deployment Wages	85,907.74	25,000.00	85,907.74	50,000.00
9002 · Payroll Taxes	178,537.32	361,167.28	333,875.43	365,402.21
Total 9000 · Personnel Payroll	2,512,358.51	5,082,308.13	4,698,260.13	5,141,901.66
Total Expense	4,559,754.22	9,458,468.87	9,182,763.09	8,736,973.46
	1,686,143.41	-893,288.91	-289,583.13	344,714.95
	1,686,143.41	-893,288.91	-289,583.13	344,714.95
General Fund Use	-	910,000.00	910,000.00	-
Additional TCDRS Payment	-	-	-	250,000.00
Net	1,686,143.41	16,711.09	620,416.87	94,714.95



PERSONNEL





POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

SUMMARY Full-time Positions				
	Authorized Positions 2020	Actual Filled Positions 2020	Funded Positions 2021	Proposed Changes 2021
Administration	6	6	7	1
Operations	69	66	69	0
Total	75	72	76	1



POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

ADMINISTRATION					
Position	Auth'd Positions 2020	Actual Filled Positions 2020	Funded Positions 2021	Proposed Changes 2021	Employee
Fire Chief	1	1	1		Darren Brinkkoeter
Assistant Fire Chief	1	1	1		Robert Mikel
Chief Financial Officer	1	1	1		Angela Hemphill
Division Chief	1	1	1		Brandon Kludt
Administrative Assistant	1	1	1		Shawna Bantis
Quarter Master	0	0	1	1	<i>New position</i>
Community Paramedic	1	1	1		Juanita Billeiter
Total	6	6	7	1	

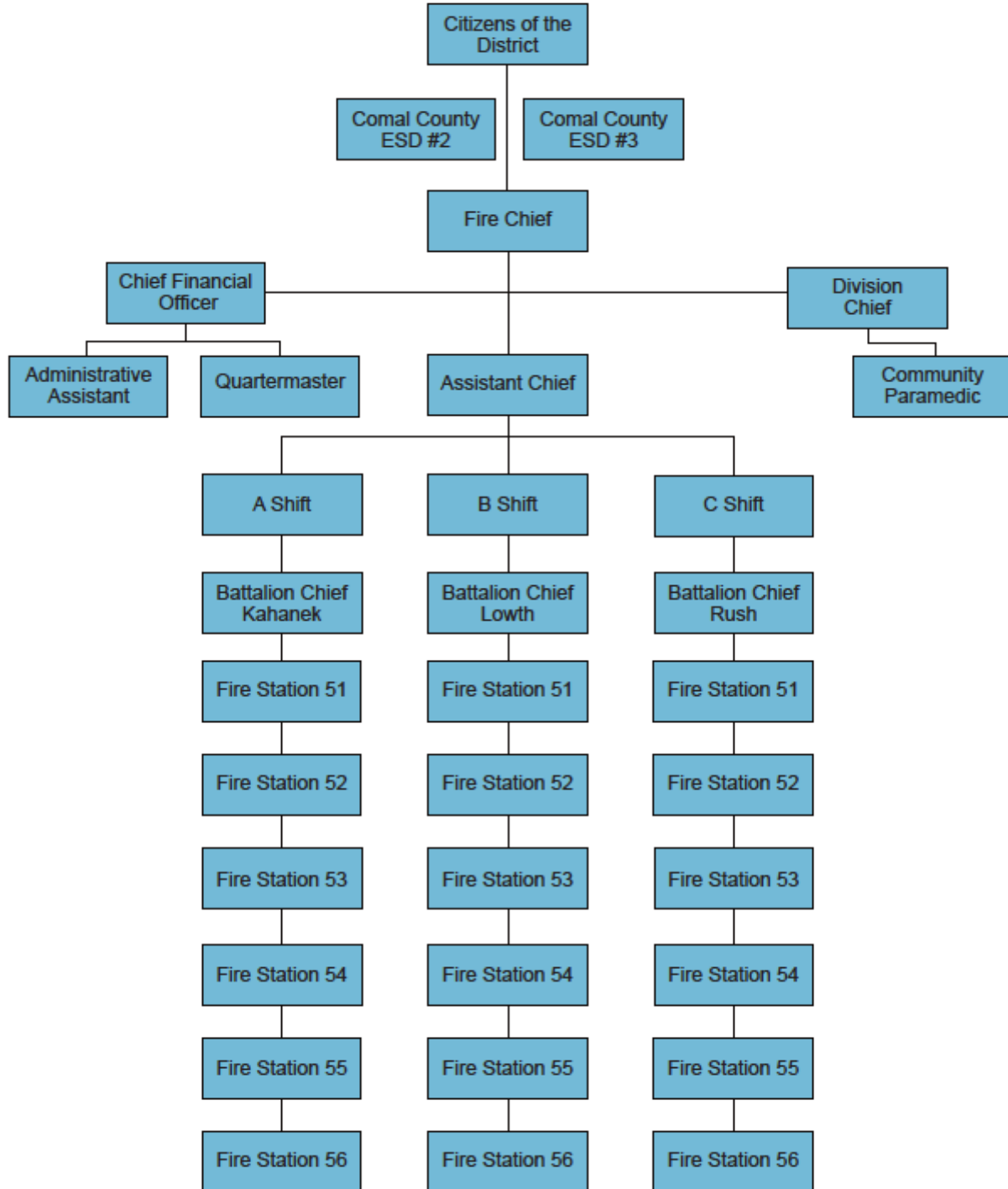


POSITIONS AND AUTHORIZATION DOCUMENT (PAD)

OPERATIONS BRANCH							
Position	Auth'd Positions 2020	Actual Filled Positions 2020	Funded Positions 2021	Proposed Changes 2021	Employee		
FIRE SUPPRESSION					A	B	C
Battalion Chief	3	3	3		J. Kahaneck	J. Lowth	J. Rush
Captains	3	3	3		D. Bednorz	R. Thoele	C. Clapper
Lieutenants	9	9	9				
Engineers	18	18	18				
Firefighters	36	36	36				
Part-time	0	0	0				
Total	69	69	69				



Organizational Chart for FY 2021





FY 2021 Station Staffing

Station 51 (1074 Scissortail)		
Battalion Chief	1	Battalion Chief
Truck Company & Squad	3	Captain, Engineer, 1 Firefighter
Medic unit	2	2 Firefighters
Tender		
Boat 51		
Station 52 (160 Oblate)		
Engine Company	2	Lieutenant, Engineer
Medic unit	2	2 Firefighters
Brush truck		
Boat 52		
Station 53 (21750 FM 306)		
Engine Company	2	Lieutenant, Engineer
Medic unit	2	2 Firefighters
Brush truck		
Medic unit (Reserve)		
Station 54 (8685 FM 306)		
Engine Company	3	Engineer, 1 or 2 Firefighters
Medic unit	0	2 Firefighters
Brush truck		
TIFMAS Engine		
Station 55 (1223 Island View Dr.)		
Engine Company (Type 3)	2	Engineer, 1 Firefighter
Medic unit	0	2 Firefighters
Tender		
Utility		
Station 56 (1150 S. Cranes Mill Rd.)		
Engine Company	2	Lieutenant, Engineer
Medic unit	2	2 Firefighters
Brush truck		
Engine 50 (Reserve)		
Total staff per shift	23	

Notes:

Truck Company consist of 3 personnel

Engine Company consist of 2 minimum

Medic unit consist of 2 personnel

Minimum Staffing 20 per shift (Stations 54 & 56 become 2 personnel stations)



Quartermaster / Purchasing Job Description

Comal County Emergency Services District No. 3

Job Description

Quartermaster / Purchasing Agent

FLSA Non-Exempt

General Purpose: Work in this classification involves the systematic receipt, storage, maintenance and issuance of fire/EMS related equipment and supplies. The incumbent performs support services for the District by regulating control of consumable and non-consumable inventory goods including, but not limited to: uniforms & PPE (Personal Protective Equipment or Bunker Gear), medical supplies, station and cleaning supplies and any other supplies or service needs. The incumbent reports to the Chief Financial Officer.

Primary Duties and Responsibilities

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

1. Maintains accountability for District medical supplies and equipment to include fire equipment inventory.
2. Manage all aspects of A/R, A/P and Billing.
3. Accounts Payable will encompass the processing of all accounts payable transactions including bills, credit card charges and invoicing client bills, ensuring accuracy of each bill and proper classification.
4. General Ledger maintenance in District's software.
5. Provides fixed and mobile asset accounting and asset tracking for medical and fire equipment.
6. Controls access to medical supply (warehouse) room and controls inventory to prevent shrinkage.
7. Distributes medical supplies, maintains inventory records, provides reports of medical supply orders and prepares inventory reports for distribution.
8. Rotates medical supplies based on product expiration dates to take full advantage of the inventory and reduce costs.
9. Ensures maintenance compliance documentation and personnel accountability for each asset.
10. Maintains responsibility and accountability of inventory as it flows to supply rooms, vehicles and stations.
11. Facilitates the return and repair of damaged, failing or faulty inventory and tracks electronic patient care report tablet computers.
12. Distributes daily requests for medical supplies to fire stations as needed.
13. Maintains special event's equipment readiness and accountability for periods of enhanced staffing.
14. Assigns mobile radios for special events.
15. Issues fire equipment and uniforms to fire department personnel as required.
16. Delivers and retrieves supplies, correspondence, and small equipment from the administrative office, fire stations, hospitals, vendors, etc.
17. Performs clerical duties related to maintaining supply inventory and operates a computer with various software systems.



18. Corresponds both verbally and in writing with appropriate individuals regarding the status of requisitions and orders of supplies or small equipment.
19. Is available for call-back as needed in the event assistance with supplies at a major incident is needed.
20. Performs related duties as required.

Minimum Qualifications:

Education and Experience:

- High School diploma or GED equivalent, and three (3) years general clerical support experience; OR an equivalent combination of education and experience.
- Knowledge of shipping and freight practice.
- Knowledge of basic computer systems.
- Knowledge of date management systems.
- Knowledge of purchasing, warehousing, and customer service experience.
- Skilled in procuring parts, materials and supplies.
- Ability to work with Microsoft Office Word, Excel and QuickBooks spreadsheets for inventory purposes.
- Ability to acquire, retain and apply procurement policies and procedure in the public sector.
- Ability to understand, retain, apply and instruct others in detail and complex written, verbal, and demonstrated procedures, information, and regulations.
- Ability to analyze information from a variety of sources, assess a situation, use sound judgement in drawing valid conclusions.
- Ability to set and re-set priorities effectively when simultaneously dealing with numerous functions.
- Ability to react quickly, accurately, and calmly in stressful and emergency situations.
- Ability to communicate effectively, verbally and in writing, and maintain effective working relations with other employees, other agencies, and the general public by means of radio, telephone, or person-to-person contact.
- Ability to prepare and maintain accurate detailed records and prepare detailed comprehensive written or computerized reports, analyses of statistical data, procedures, and training materials.
- Ability to research and verify information and resolve discrepancies.
- Ability to research, develop, plan, administer, evaluate, and revise procedures, manuals, and training programs consistent with current guidelines and meeting training needs.
- Ability to purchase, handle, maintain and secure controlled substances.
- Ability to understand catalog prices and discount sheets.
- Ability to operate proficiently computer terminals, keyboards, printers, telephone, and other standard office equipment with proficiency.

Physical Demands / Work Environment:

- Work is performed in a standard office environment subject to sitting, standing, bending, and reaching for extended periods of time; and must be able to pull, push, lift, and carry items weighing up to forty (40) pounds.
- May be required to work immediately before, during or immediately after an emergency or disaster.



Darren L. Brinkkoeter, Fire Chief
Comal County ESD No. 3

Employee Acknowledgment and Date

Approved July 27, 2020