

CIMARRON HILLS
FIRE PROTECTION DISTRICT

2011

BUDGET



A Community Centered People Department

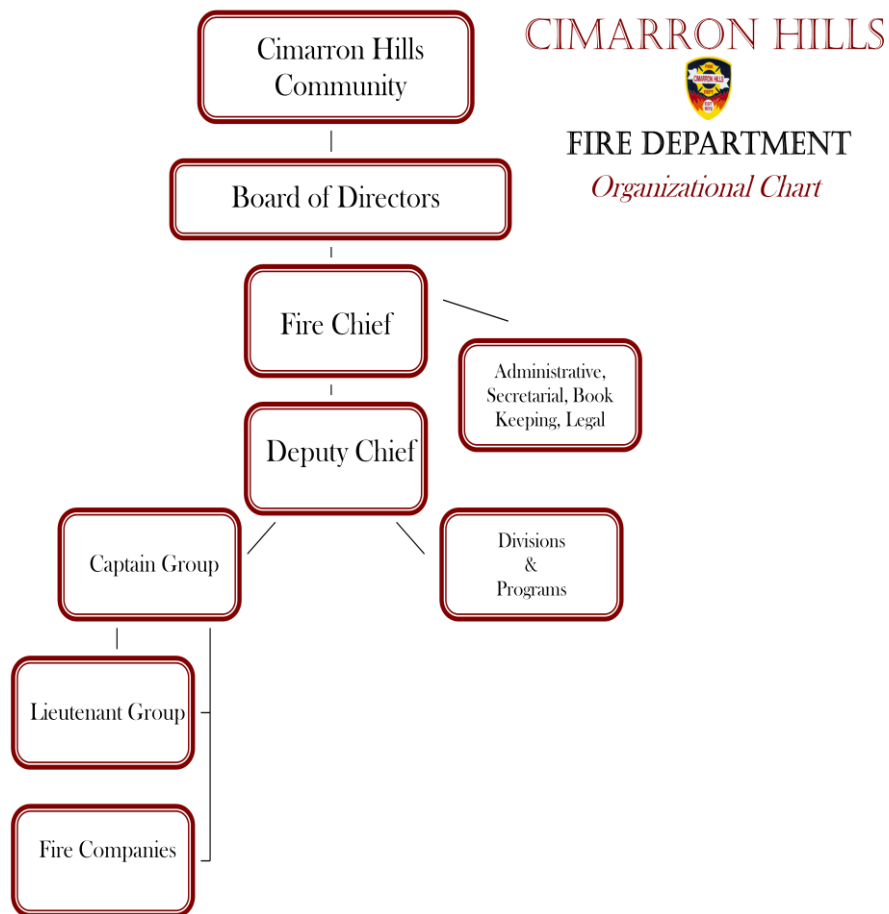
Fire Chief Matthew R. Love

Cimarron Hills Fire Protection District 2011 Budget

The Cimarron Hills Fire Protection District 2011 budget encompasses a variety of sustainment and progression funds to ensure the residents of Cimarron Hills receive excellence in emergency response within the resources provided to their fire department. This document highlights previous years' revenue and spending comparisons, fire department program and division responsibilities, the forward funding of re-capitalization and sustainment plan, as well as provides a detailed analysis of the 2011 budget and related funding priorities of the Cimarron Hills Fire Protection District.

The Cimarron Hills Fire Protection District 2011 budget and attached information relates to a district property tax levy of 11.11 mills, which is estimated to produce property tax revenue funds of \$1,603,641.

Organizational Structure



Divisions and Programs

The Cimarron Hills Fire Protection District is divided into a series of divisions and programs to organize daily operations and administration, as well as to confirm span of control. Each Cimarron Hills chief officer is designated as a program executive for one of two branches, the Operations Branch and the Support Services Branch. The program executive is responsible for approving purchases and overseeing the management of programs and divisions, while confirming all department programs and divisions work together in achieving the organization's operational and administrative goals.

Each Cimarron Hills company officer is designated as a program manager for two major programs or divisions of the organization. The program manager is responsible for the execution of the program or division's daily operation, as well as administration and planning. All members of the department have specific program coordination responsibilities in addition to fulfilling their emergency response duties. These members work under the direction of Cimarron Hills Lieutenants and Captains to achieve successful program administration and operations. Below are the Cimarron Hills Fire Protection District divisions and programs.

Operations Branch

The Cimarron Hills Operations Branch manages all operational aspects of the organization, to include emergency response. The Operations Branch is overseen by the Deputy Fire Chief, which works closely with the Lieutenant and Captain Groups to execute the operational mission of the organization. Below are the programs and divisions of the Operations Branch.

Emergency Medical Services (EMS) —

The Cimarron Hills EMS Division's responsibilities include the management and planning of all levels of EMS delivery to include Advanced Life Support (ALS), as well as Basic Life Support (BLS) programs, education, equipment, supplies, and administration.

Training —

The Cimarron Hills Training Division coordinates and manages all initial, on-going, and advanced level training. This includes formal academies for the Firefighter, Driver Engineer, and Fire Officer. This division also manages all state and nationally required certifications. The Cimarron Hills Training Division coordinates promotional processes, hiring processes, and major incident reviews for Cimarron Hills and other involved emergency service agencies.

Apparatus and Vehicles —

The Apparatus and Vehicle Program keeps Cimarron Hills equipment on the road and in a state of readiness. This program manages everything from vehicle maintenance to vehicle specification and purchasing. The program also keeps all required vehicle certifications and licensures compliant.

Equipment —

The Cimarron Hills Equipment Program works closely with the Apparatus and Vehicle Program to ensure equipment is maintained and replaced per department schedules. This program manages a great deal of research and development as it relates to catering Cimarron Hills equipment to specific needs of the community.

Support Branch

The Cimarron Hills Support Branch manages all administrative and financial aspects which support the operations of the organization. This includes the organization's budget and long-term financial planning, as well as strategic planning and forecasting. The Support Branch is overseen by the Fire Chief, who works with the Board of Directors, administrative staff, legal counsel, bookkeepers, and fire department officers to support the execution of the organization's mission and operations. Below are the programs and divisions of the Support Branch.

Community Services —

The Cimarron Hills Community Services Division encompasses everything from child education programs to making sure fire victims have a place to sleep after a fire. This program manages a great deal of community events to include open houses and programs which bring Cimarron Hills Firefighters out into the community to educate and deliver preventative, risk-reducing measures.

Buildings and Grounds —

The Buildings and Grounds Program confirms all Cimarron Hills facilities are maintained to ensure service delivery. This program forecasts future facility considerations and plans for the continued ability of Cimarron Hills facilities to maintain service in conjunction with surrounding infrastructure.

Administration —

The Cimarron Hills Administrative Program manages everything from payroll and payables, to forecasting finances beyond fifteen years in advance. The administration provides support to all Cimarron Hills programs and divisions through document and policy management, benefit administration, purchasing processes, and budgeting.

Board of Directors —

The Cimarron Hills Board of Directors Program is managed by the Fire Chief. The Fire Chief serves as the direct liaison to the Board of Directors and manages documentation, resolutions, meeting preparation, and other administrative consideration for the District Board.

Personnel Allocations

The Cimarron Hills Fire Protection District operates using a total of 35 positions which include career line staff, reserve line staff, administration, and fire officers.

Fire Chief	(3/4 FTE)	1
Deputy Fire Chief	(1/2 FTE)	1
Office Assistant	(FTE)	1
Captain	(FTE)	1
Lieutenants	(FTE)	2
Driver Engineers	(FTE)	3
Firefighters (Career)	(FTE)	6
Firefighters (Reserve)	(VOL)	20
Total Personnel Career			15
Total Personnel Reserve			20
Total Personnel			35

2011 Budget Funding Priorities

The Cimarron Hills Fire Protection District 2011 Budget encompasses 7 key funding priorities in addition to the annual funding required for sustaining services and emergency response. Below are financial priorities encompassed in the proposed budget to include annual funds, as well as scheduled replacement program funds from annual revenue and district forward-funded re-capitalization and sustainment plans.

Communications and Radio Network Support —

Funding has been allocated to meet the schedule of the district’s 800 MHz radio system replacement program and the related annual network fees. This plan includes the addition of 3 radios bringing the current radio allocation up to the total number required, as well as the replacement of 3 current radios on the system. The current 800 MHz radios were due for estimated replacement in 2010; this allocation will confirm radio replacement takes place at the estimated need of 2.3 radios per year, as well as catching up with the previous radio replacement needs.

Firefighter Health and Wellness Program —

Funds are allocated to operate the department’s Health and Wellness Program. This program includes the funding for every Firefighter to receive a physical each year. The need for physicals became required by the United States Government after Cimarron Hills received a grant for health and wellness related equipment and program implementation.

Emergency Medical Service Training —

Allocations have been made to provide continuing education to Cimarron Hills personnel on all 3 work shifts, as it relates to state and nationally required recertification parameters of the Emergency Medical Technician certification required by the department. Previously this education has been provided on one shift. The additional deliveries allow the department to avoid overtime salary costs of providing the education to Emergency Medical Technicians, which the department requires of all personnel.

Emergency Medical Automated External Defibrillator —

The organization has put together a long-term plan for the replacement of life saving cardiac monitors and defibrillators. In addition to the implemented replacement plan, funds have been allocated to add an Automated External Defibrillator which will be housed at the district's headquarters building. This will allow for life saving equipment availability in a location with high public interaction.

Personnel/Staffing Allocation —

An allocation of funds has been made to increase the current part-time Office Assistant position to a full time equivalent position. This fund allocation will allow Cimarron Hills to maintain administrative support as the organization progresses, as well as provide community services at an increased rate.

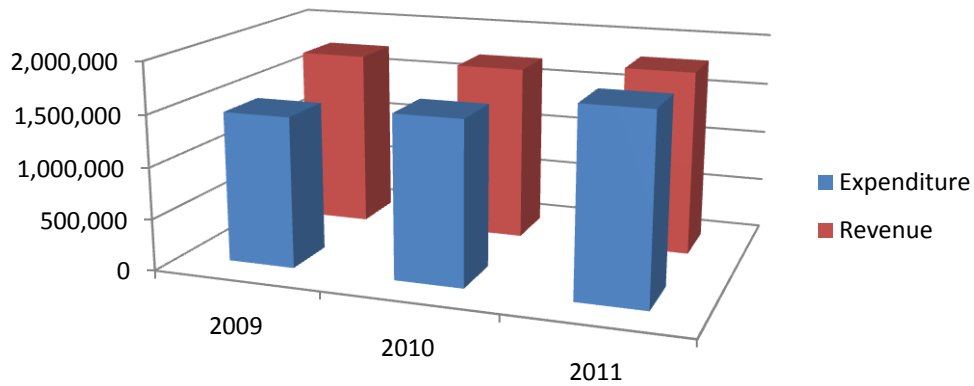
Incident Command Vehicle Replacement Program —

Concurrent with the districts vehicle replacement program, funds have been allocated for the replacement of Command Vehicle 2. This vehicle is used as a frontline fire apparatus and is a priority for replacement per the schedule outlined in the district's replacement plan.

Firefighter Personal Protective Equipment Preservation —

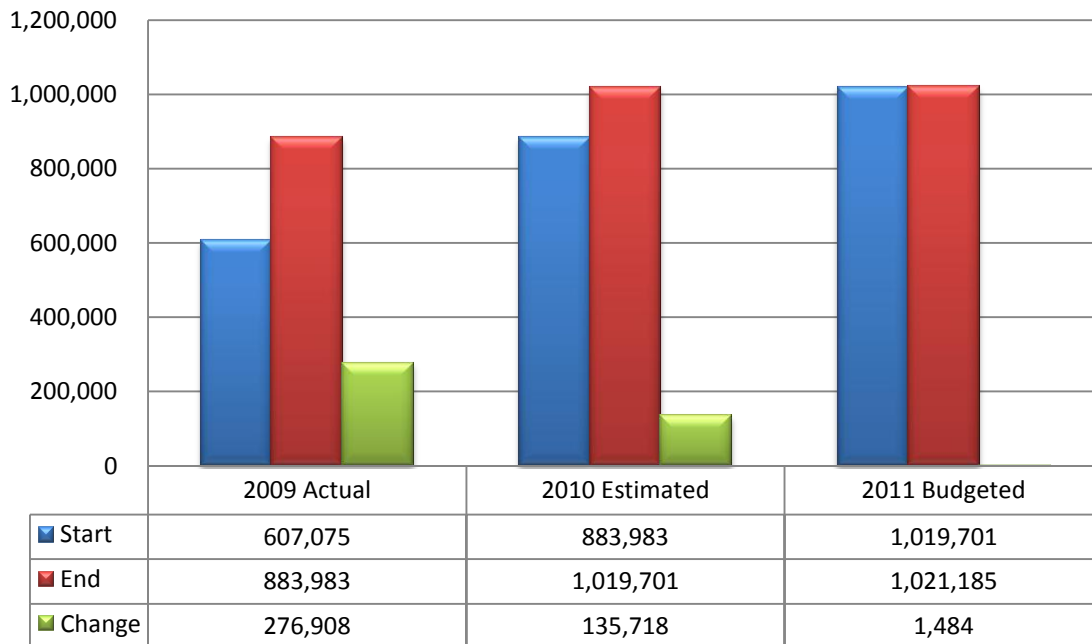
Recent findings in firefighter personal protective equipment technology have indicated the need for specific cleaning methods as they relate to gear preservation. Funds have been allocated for the equipment necessary to provide for these methods, resulting in the long-term preservation of this costly protective gear.

Revenue versus Expenditure Summary



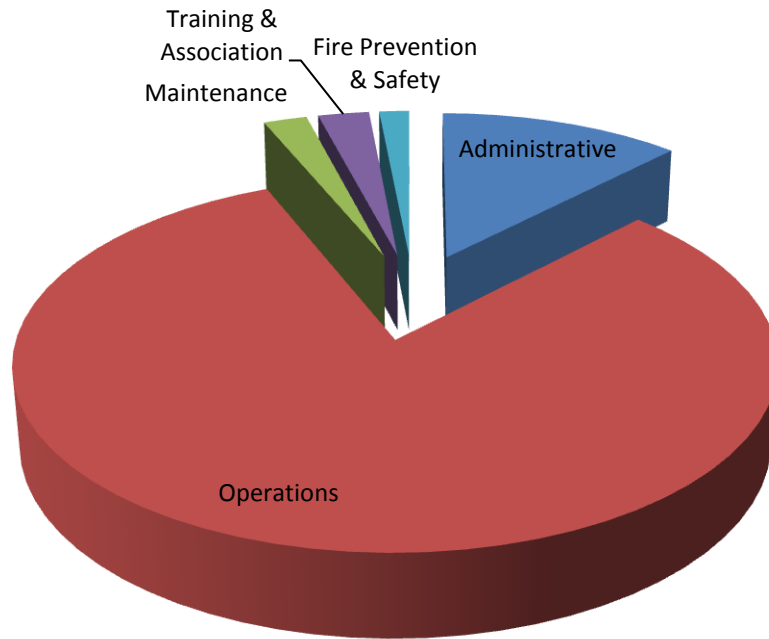
	2009 Actual	2010 Estimated	2011 Budgeted
TOTAL OPERATING & NON-OPERATING REVENUES	1,737,827	1,712,284	1,795,315
TOTAL EXPENSES/EXPENDITURES	1,460,919	1,576,566	1,793,831

Balance Summary



Cimarron Hills Fire Protection District 2011 Budget

Operating & Maintenance Category Allocations



Administrative	182,450
Operations	1,210,700
Maintenance	32,800
Training & Association	38,500
Fire Prevention & Safety	22,600
Total Operating	1,487,050

2011 Budget Specifics

Line #	Line Item/Category	2009 Actual	2010 Estimated	2011 Budgeted
1	BEGINNING BALANCE	607,075	883,983	1,019,701
2	3 month O&M Reserve	296,755	323,058	371,763
3				
4	Operating Revenue			
5	Fees	16,994	19,927	16,000
6	Donations	600	1,500	0
7	Reimbursements	15,809	0	0
8	Grants	73,070	4,205	0
9	TOTAL OPERATING REVENUES	106,474	25,632	16,000
10				
11	Non-Operating Revenue			
12	Assessed Valuation	132,256,190	137,222,640	144,342,150
13	Mil Levy	11.082	11.110	11.11
14	Property Taxes	1,459,886	1,530,798	1,603,641
15	Special Ownership Taxes	149,892	141,171	160,364
16	Deposit Interest	21,574	14,683	15,310
17	TOTAL NON-OPERATING REVENUES	1,631,353	1,686,652	1,779,315
18				
19	TOTAL OPERATING & NON-OPERATING REVENUES	1,737,827	1,712,284	1,795,315
20				
21	TOTAL AVAILABLE RESOURCES	2,344,901	2,596,267	2,815,016
22				
23	ESTIMATED EXPENDITURES			
24	Administrative			
25	Audit & Consulting	5,990	42,880	10,000
26	Awards & Incentives	13,987	10,325	12,000
27	Uniform (Tracking Only)		1,512	0
28	Bank Service Charges	69	169	100
29	Bookkeeping	10,554	20,400	24,000
30	County Treasurers Fees	23,000	22,962	30,550
31	Data Automation Support	2,613	2,254	3,250
32	Election	0	9,759	15,000
33	Legal Fees & Notices	50,431	121,660	75,000
	FFPD IGA	72,000		
34	Office & Administrative Supplies	7,840	4,973	4,000
35	Office & Administrative Equipment			3,500
36	Tax Abatement Refunds	5,897	8,431	5,050
37	Total Administrative	192,380	243,813	182,450
38				

**CIMARRON HILLS FIRE PROTECTION DISTRICT
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Line #	Line Item/Category	2009 Actual	2010 Estimated	2011 Budgeted
39	Operations			
40	Capital Purchase Planning			0
41	Utilities	18,987	18,013	20,000
42	Service Delivery & Fire Suppression Expendables	13,992	603	1,500
43	Facility Housekeeping, Supplies & Equipment	1,547	2,805	25,000
44	Insurance	22,541	12,466	15,000
45	EMS/Medical Operations	8,731	2,652	7,400
46	Operations Equipment			15,000
47	Protective & Personal Equipment Operations	2,196		20,000
48	Communication Operations	8,849	14,358	15,000
49	Vehicle & Apparatus Fuel	6,822	10,291	9,000
50	Salary	513,223	613,347	715,000
51	Staffing Overtime (Tracking Only)			0
52	Training Overtime (Tracking Only)			0
53	Program Administration Overtime (Tracking Only)			0
54	Community Services Overtime (Tracking Only)			0
55	Benefits	275,929	236,287	275,000
56	Unemployment Insurance	1,167	1,177	2,300
57	Workers Compensation Insurance	21,561	23,739	33,500
58	Health and Wellness Program			12,000
59	Volunteer Stipend & Incentive Support	9,375	20,935	36,000
60	Director Stipend	7,421	7,997	9,000
61	Total Operations	912,341	964,669	1,210,700
62				
63	Maintenance			
64	Structures, Roads & Grounds Maint.	18,198	18,358	5,000
65	EMS/Medical Equipment Maint		2,905	1,500
66	Fire & General Equipment Maint.	668	1,672	1,500
67	Vehicle & Apparatus Equipment Maint.	18,844	17,544	500
68	Office & Administrative Equipment Maint	1,130	573	1,800
69	Fixed Support Equipment Maint.			500
70	Communications Maint.	3,435	138	500
71	Vehicle & Apparatus Maint.			20,000
72	Protective & Personal Equipment Maint.			1,500
73	Total Maintenance	42,275	41,191	32,800
74				
75	Training & Association			
76	Fire Training	18,898	15,053	25,000
77	EMS/Medical Training	3,991	3,307	8,000
78	Admin. & Executive Training	760	710	3,000
79	Assn. Fees / Dues	1,540	1,591	2,000
80	Subscription Services	250		500
81	Total Training & Association	25,439	20,662	38,500

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Line #	Line Item/Category	2009 Actual	2010 Estimated	2011 Budgeted
82				
83	Prevention, Safety & Community Services			
84	Plans, Permits & Code Compliance Inspections	13,805	19,145	13,500
85	Plans, Permits & Code Compliance Administration			300
86	Community Information Publications		1,613	2,500
87	Prevention Training			300
88	Prevention Education & Community Outreach	779	1,138	6,000
89	Total Fire Prevention & Safety	14,584	21,896	22,600
90				
91	Total Operating	1,187,019	1,292,231	1,487,050
92				
93	Principal Payments			
94	Lease Purchase, 2005, \$1,121,087	105,393	109,820	114,432
95	Lease Purchase, 2007, \$569,801	39,196	40,901	42,681
96	Total Principal Payments	144,590	150,721	157,113
97	Interest Payments			
98	Lease Purchase, 2005, \$1,121,087	35,175	30,748	26,136
99	Lease Purchase, 2007, \$569,801	23,416	21,711	19,932
100	Total Interest Payments	58,591	52,460	46,068
101				
102	Total Debt Service	203,181	203,181	203,181
103				
104	Capital Purchases			
105	Structures, Roads & Grounds		1,184	10,000
106	EMS/Medical Equipment		3,208	0
107	General Equipment			0
108	Office & Administrative Equipment (Capital)		159	5,500
109	Fixed Support Equipment	70,719	835	5,500
110	Communications			27,600
111	Vehicles & Apparatus		55,842	55,000
112	Protective & Personal Equipment		19,926	0
113	Lease-Purchases			0
114				
115	Total Capital Outlay	70,719	81,154	103,600
116				
117	TOTAL EXPENSES/EXPENDITURES	1,460,919	1,576,566	1,793,831
118				
119	ENDING FUND BALANCE	883,983	1,019,701	1,021,185
120				
121	3-Month O&M Reserve	296,755	323,058	371,763
122	To Include TABOR Reserves	52,135	51,369	53,859