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CITY OF ROCHESTER HILLS

# CITY COUNCIL

**Jim Duistermars, At Large**  
248.841.2649

DATE: October 15, 2004

TO: Council Members

RE: Fire Department Fund

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Attached are documents that may be helpful for discussion regarding the Fire Department Budget:

- Special Revenue Funds - 206 - Fire Department (pages 183 - 186, 199, 200)
- Fiscal Team memo dated 9/03/04 - Budget Issues
- Fiscal Team memo dated 9/20/04 - FTFF - Salary & Benefits
- Fiscal Team reports dated 9/22/04 - Pay Type Report 2003 and 2004 thru 9/10/04

JD/dm - attachments

cc: Mayor Somerville  
Bev Jasinski, Clerk

I:\City Council\Corres\Duistermars\Documents to supplement Fire Fund Budget discussions for CC mtg 10-20-04.doc

## SPECIAL REVENUE FUNDS

### 206 - FIRE DEPARTMENT

The Fire Fund provides funding for the operation of the Fire Department with its eight associated cost centers. The primary source of funding was established with the adoption of the City Charter in 1984. The voters approved 2.5000 mills as a maximum Charter millage rate (limited to 1.9862 mills by Headlee Rollback) for the operation of the department.

**GOAL:**

- Increase community awareness to ensure the long-term funding of the Fire Department. Through such a program, a proactive approach to managing the needs, priorities, and strategies for operation and maintenance of the fire department can continue to be developed and improved.

**OBJECTIVE:**

- Ensure a stable revenue stream to protect against short or long-term fluctuations that have the potential of adversely affecting the delivery of essential public safety and protection services.

**SIGNIFICANT REVENUE AND PROGRAM CHANGES**

Fund Balance to balance is proposed to decrease \$560,712, as Fire will not be taking from fund balance to support expenditures this year. Interfund Dispatch Services account increased \$50,000 and Transfer In-Fire decreased by the same, as this revenue has been reclassified to appropriately recognize the revenue. Charges for Services are proposed to increase \$308,500 / 56.8% due to increased budgeting for EMS ambulance service and Inspection services. Fines OUIL are proposed to increase \$2,000 / 200% based on recent year's actual revenue. Interest is proposed to increase due to anticipated higher fund balance.

2005 Budget Summary Report					
206 Fire Department Fund Revenues	2003 Amended Budget	2003 Audited Actual	2004 Amended Budget	2004 June - YTD Actual	2005 Proposed Budget
Fund Balance	\$ 586,969	\$ -	\$ 560,712	\$ -	\$ -
City Taxes	5,724,144	5,725,582	5,828,358	5,750,212	6,125,030
Licences & Permits	12,000	11,500	-	8,379	13,500
Federal Grants	6,231	6,231	3,455	16,355	3,450
Service Charges	677,700	692,602	587,000	404,940	<del>945,500</del> 955,500
Fines & Forfeitures	13,000	11,747	6,000	3,544	8,000
Investment Earnings	50,000	49,804	40,000	22,075	48,000
Other Revenue	69,296	64,814	4,000	12,976	2,000
Transfer-In	50,000	50,000	50,000	25,000	-
<b>TOTAL</b>	<b>\$ 7,189,340</b>	<b>\$ 6,612,278</b>	<b>\$ 7,079,525</b>	<b>\$ 6,243,482</b>	<b>\$ <del>7,145,480</del> 7,155,480</b>
<i>Per Capita</i>	<i>104.19</i>	<i>95.83</i>	<i>102.60</i>	<i>n/a</i>	<i>403.56</i>

103.70

## ***SPECIAL REVENUE FUNDS***

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### ***206 - FIRE DEPARTMENT - ADMINISTRATION***

**Rochester Hills Fire / Rescue Department is committed to Preserving Life, Protecting Property, and Preventing Harm to our Environment, for our residents, businesses, and guests through "Excellence in Service."**

The administration of the Fire Department provides leadership through vision and provides command and control of the department. Planning, budgeting, and coordination of the various divisions in achieving the goals of the department are the focus.

#### **GOALS:**

The following departmental goals will be achieved through the stated Objectives of the various Divisions:

- Improve efficiency of dispatching Paid-on-Call Firefighters
- Increase Paid-on-Call staffing
- Review and update Emergency Management Plan
- Improve disaster preparedness and community communications
- Continue to partner with other agencies and the private sector
- Seek Accreditation from ICMA/IAFC
- Train all department members in aspects of Technical Rescue
- Participate in table top and mock disaster drills
- Improve efficiency in EMS delivery
- Increase quantitative measurements in operational goal setting
- Focus Special Operations on Trench and Confined Space Rescue
- Re-establish involvement of Fire Department in new construction
- Maintain public Fire Safety Education program
- Increase practical training exercises

#### **SIGNIFICANT EXPENDITURE, STAFF AND PROGRAM CHANGES**

Operating Supplies are proposed to decrease \$1,500 / 4.3% based on the net effect of reduction in supplies and an increase in equipment to purchase AVLs. Transfers Out decreased \$1,425,743 as additional revenues over expenditure will be kept in the Fire Department Operating fund in order to get fund balance up to policy level.

**SPECIAL REVENUE FUNDS**

**206 - FIRE DEPARTMENT - ADMINISTRATION**

2005 Budget Summary Report					
206 Fire Dept. - Administration Expenditures	2003 Amended Budget	2003 Audited Actual	2004 Amended Budget	2004 June - YTD Actual	2005 Proposed Budget
Fund Balance to Balance	\$ -	\$ -	\$ -	\$ -	\$ <del>788,700</del> 834,920
Personnel Services	194,125	209,200	311,877	153,160	310,430
Supplies	20,000	20,496	35,000	9,119	33,500
Other Services	1,248,116	1,249,360	1,366,602	705,381	<del>1,337,840</del> 1,302,120
Capital Outlay	33,400	33,400	-	10,724	-
Operating Transfers Out	2,069,239	2,010,339	1,468,807	734,404	24,000
<b>TO TAL</b>	<b>\$ 3,564,880</b>	<b>\$ 3,522,795</b>	<b>\$ 3,182,286</b>	<b>\$ 1,612,788</b>	<b>\$ <del>2,494,470</del> 2,504,470</b>
Per Capita	51.66	51.05	46.12	n/a	36.15 36.20

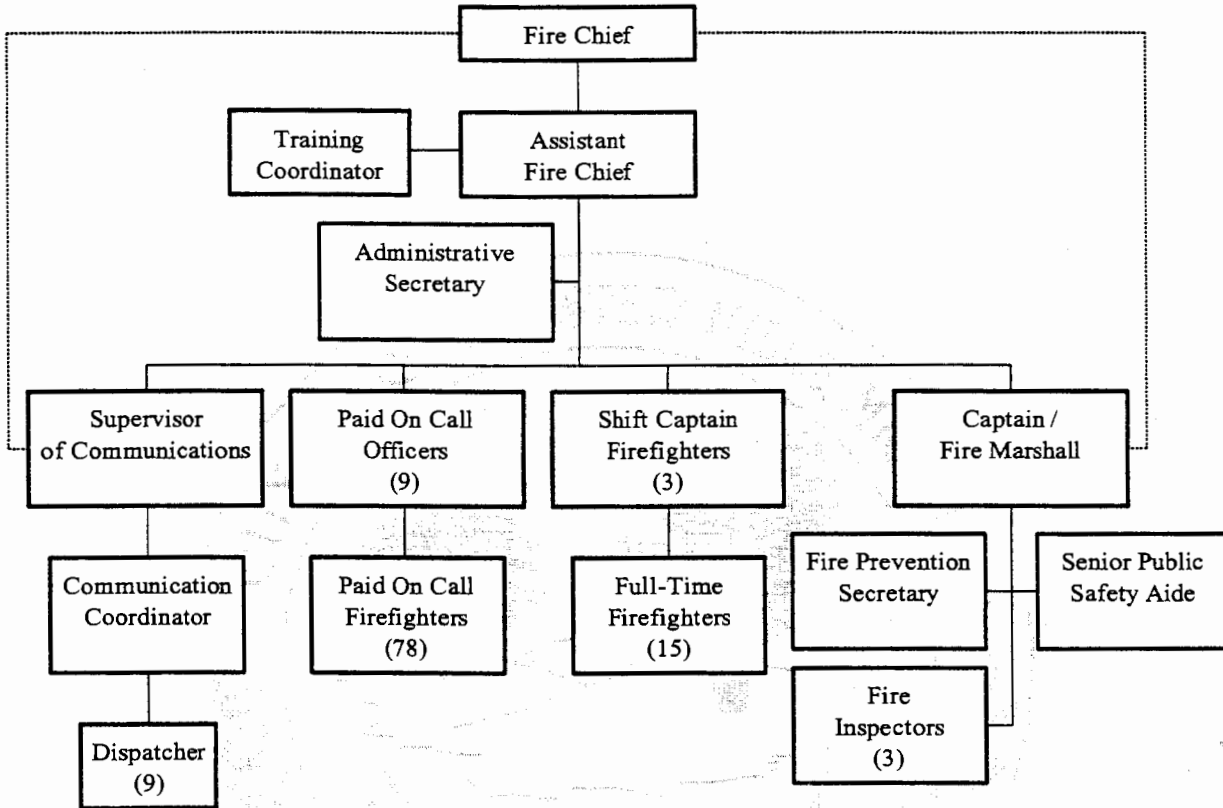
**PERFORMANCE AND WORKLOAD INDICATORS**

	2000	2001	2002	2003	June 2004
Fires	157	202	189	162	76
Rescues	2,210	2,255	2,294	2,618	1,351
False Alarms	383	391	445	457	209
Other Incidents	555	768	777	899	366
<b>Community Education</b>					
Senior Programs	17	6	12	5	7
Participants	254	254	1,075	281	190
Elementary School Programs	81	106	179	105	26
Participants	2,181	2,030	4,810	1,927	482
Station Tours Programs	37	31	49	51	45
Participants	1,139	610	1,063	942	935
CPR Programs	33	56	70	52	20
Participants	334	462	1,114	566	229
Juvenile Firesetters Programs	5	0	8	12	1
Participants	17	0	8	12	10
Home Inspections	27	n/a	9	7	0
Fire Extinguisher Training	1	6	6	30	5
Participants	25	55	123	598	137
Smoke Detector Program	7	n/a	42	16	10
Community Events			73	81	33
Participants				5,162	n/a
Day Care Programs				85	n/a
Participants				1,567	n/a

**SPECIAL REVENUE FUNDS**

**206 - FIRE DEPARTMENT - ADMINISTRATION**

**DEPARTMENT ORGANIZATIONAL CHART**



**Cost Center Position Detail - 2005 Base Salary**

<u>Positions</u>	<u>Class / Title</u>	<u>Minimum</u>	<u>Maximum</u>
1	Fire Chief		\$ 92,448
1	Deputy Fire Chief	53,907	67,384
1	Administrative Secretary - Fire	35,977	46,555
3			

**SPECIAL REVENUE FUNDS**

**206 - FIRE DEPARTMENT - VEHICLE EQUIPMENT ROSTER**

2005 Fire Department Vehicle Equipment Roster			
Year	Make	Estimated Replacement Year	2005 \$'s Maximum Value
1990	Pumper - 1,250 GPM / 500 Tank	Reserve	169,542
1990	Telesquirt - 1,250 GPM / 400 Tank	Reserve	205,480
1992	Pumper - 1,250 GPM / 500 Tank	Reserve	169,542
1992	GMC 4x4 Pickup Truck	2007	14,002
1993	GMC 4x4 Pickup Truck	2008	13,385
1994	GMC Suburban	2005	19,496
1994	GMC Suburban	2009	19,496
1994	75' Telesquirt - 1,250 GPM / 400 Tank	2009	324,094
1995	Ford Rescue 4-door / Model T-999	2010	79,538
1995	Ford Rescue 4-door / Model T-998	2010	79,538
1995	102' Aerial-Cat Platform Vehicle	2010	515,495
1996	Chevrolet Lumina / 4-door Sedan	2004	15,980
1996	E-One Snorkel	2011	515,495
1997	E-One Technical Rescue	2017	299,330
1998	Pontiac Bonneville Sedan	Reserve	19,605
2000	Dodge Interpid / 4-door Sedan	2005	16,456
2000	Dodge Interpid / 4-door Sedan	2005	16,456
2000	Dodge Caravan	2005	20,670
2001	Ford Crown Victoria / 4-door Sedan	2006	20,213
2001	McCoy Miller Ambulance - Type I	2011	71,767
2001	McCoy Miller Ambulance - Type I	2011	71,767
2001	McCoy Miller Ambulance - Type I	2011	71,767
2001	McCoy Miller Ambulance - Type I	2011	71,767
2002	Chevrolet Tahoe	2007	26,643
2003	Pumper - 2,000 GPM / 500 Tank	2011	257,985
2003	Pumper - 2,000 GPM / 500 Tank	2011	257,985
2003	75' Aerial - 2,000 GPM / 400 Tank	2018	424,034
2003	75' Aerial - 2,000 GPM / 400 Tank	2018	424,034
2004	Chevrolet Tahoe	2009	29,445
2004	Chevrolet Tahoe	2009	29,445
2004	Rescue Pumper	2012	257,985
2004	Rescue Pumper	2012	257,985
<b>Total Replacement Value</b>			<b>\$ 4,786,422</b>

**SPECIAL REVENUE FUNDS**

**206 - FIRE DEPARTMENT FUND**

Statement of Revenues / Expenditures and Changes in Fund Balance				
206 Fire Department Revenues	2003 Audited Actual	2004 Amended Budget	2005 Proposed Budget	% Change
City Taxes	\$ 5,725,582	\$ 5,828,358	\$ 6,125,030	5.1%
Licenses & Permits	11,500	-	13,500	-
Intergovernmental				
State Grants	-	-	-	-
Federal Grants	6,231	3,455	3,450	-0.1%
Other Intergovernmental	-	-	-	-
Service Charges	692,602	587,000	<del>955,500</del> 945,500	<del>62.88%</del> 61.1%
Fines & Forfeitures	11,747	6,000	8,000	33.3%
Investment Earnings	49,804	40,000	48,000	20.0%
Special Assessments	-	-	-	-
Other Revenue	114,812	4,000	2,000	-50.0%
Bond Proceeds	-	-	-	-
Transfer-In	-	50,000	<del>7,155,480</del>	-100.0%
<b>TOTAL REVENUES</b>	<b>\$ 6,612,278</b>	<b>\$ 6,518,813</b>	<b>\$ <del>7,145,480</del></b>	<b>9.6%</b>
<b>Fire Department Expenditures</b>				
General Government	\$ -	\$ -	\$ -	-
Public Service	-	-	-	-
Public Safety	5,145,175	5,610,718	<del>6,332,780</del> 6,297,060	12.9% 12.29%
Streets	-	-	-	-
Building & Ordinance Enforcement	-	-	-	-
Parks and Recreation	-	-	-	-
Capital Outlay	33,400	-	-	-
Debt Service				
Principal Retirement	-	-	-	-
Interest and Fiscal Charges	-	-	-	-
Other Debt Service	-	-	-	-
Transfer-Out	2,010,339	1,468,807	24,000	-98.4%
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,188,914</b>	<b>\$ 7,079,525</b>	<b>\$ <del>6,356,780</del></b>	<b>10.2%</b> 6,321,060
Excess Revenue Over / (Under)			834,420	-248.9% -10.7%
Expenditures	\$ (576,636)	\$ (560,712)	\$ 788,700	<del>248.7%</del>
Fund Balance - Beginning	1,845,998	1,269,362	708,650	-44.2%
<b>Fund Balance - Ending</b>	<b>\$ 1,269,362</b>	<b>\$ 708,650</b>	<b>\$ 1,497,350</b>	<b>111.3%</b> 1,543,070 117.7%

CITY OF ROCHESTER HILLS

**Fiscal Team**

DATE: September 3, 2004

TO: City Council

RE: September 2, Budget Issues

The following are questions/answers and changes regarding the Mayor's 2005 Proposed budget from the budget workshop held on Wednesday September 2, 2004.

1. Council questioned if the Fire Department License for burning charge is suppose to be offset by burning education costs. Is there money in the budget for the education?

Chief Walterhouse has indicated that the previous ordinance required literature to be provided on burning and composting, but this requirement was not included in the current ordinance. There is a one page informational sheet that describes the burning guidelines that is duplicated very inexpensively via a City copier.

2. Dispatch Service to Oakland Township will be changed from \$28,000 in the Mayors proposed budget to \$38,000. FY2005 will be the final year for a discounted rate. FY2006 revenue is projected to be approximately \$50,000-\$60,000.

3. Regarding the Community Alert System – As requested Chief Walterhouse found that the following about other communities systems:

	<b>Age</b>	<b>Start-up</b>	<b>Annual Operating Maintenance</b>	
Riverview	14 mos.	\$20,000	\$0	\$1200
Southfield	6 mos.	\$21,000	\$0	\$ 0
Sterling Hts	3 mos.	\$16,500*	\$0	\$ 0
Westland	5 years	\$18,000	\$0	\$ 100

\*Does not include antennae installation

A FCC license is required at a cost of \$495. License renewals are no charge. Repair service is \$95 per hour plus materials. System includes 4 day battery back-up.

4. As requested by Council, Chief Walterhouse researched the below wage information:

<b>National Maximum Averages for 2002</b>		
<b>State</b>	<b>Basic EMT</b>	<b>Paramedic</b>
Illinois	N/A	\$24,000
Indiana	\$22,000	\$40,000
Kentucky	\$22,000	\$29,000
Minnesota	\$30,000	\$47,000
Wisconsin	\$25,000	\$30,000
Average	\$24,750	\$34,000



NOTE: Idaho, Michigan, Missouri, Ohio, Pennsylvania – Information not available for these states.

An analysis of other states reveal a wide variation in compensation; however, the difference between the BEMT and Paramedic averages is consistent at approximately \$10,000.

Rochester Hills

Firefighter/Paramedic  
\$98,000 - \$117,000

Basic EMT  
\$45,000 - \$55,000

Paramedic  
\$55,000 - \$65,000

5. What is the total of all Legal expenditures budgeted in the 2005 Proposed budget?  
\$569,000
6. Remove one of the ten months Rochester officers from the Police Fund Liaison program (account 207.807001).  
After further discussion with President Dalton, it was determined that the proposed budget would remain as proposed by the Mayor, yet City administration would meet with the participants of the liaison program prior to next spring to discuss some potential changes with the City of Rochester Hills' representation in the school program.
7. Bring 203.940000 down closer to 50% of the 2004 budget, to mirror the personnel costs. This will be performed in the final budget.
8. In account 244.724000, \$1000 was added for tuition reimbursement at Councils request.
9. In account 510.724000, \$1000 was added for tuition reimbursement at Councils request
10. In account 510.802206 - Interfund charge for Dispatcher service by Fire Department, was questioned as the appropriateness of the charge. Communications division has indicated that there has been no scientific tracking of the exact time allocated by Dispatcher towards the DPS function but Communications division has indicated that the Dispatchers do the following: monitor SCADA system, answer phones and dispatch after hours DPS business, monitor radio traffic for DPS, after hours answer point for MISS DIG, monitor weather conditions for DPS, after hours contact for sewer backups, watermain breaks, storm water issues etc.
11. In accounts 510.977000 and 530.977000 the Radio Read System (WM-30) was placed in the budget for \$693,355 (split between Water and Sewer departments), as Council requested. Bonding will be the source of funding.

12. Water Storage (WS-22) was placed in the budget into account 530.972000 for \$8,000,000, as requested by Council. Bonding will be the source of funding.
13. In accounts 631.699420 and 631.974000, PK-05F Borden Park Soccer Field #4 renovations for \$75,000, PK-18 Outdoor ADA Site Compliance project for \$100,000 and FA-01C City Hall erosion control for \$40,000 have been removed from the budget.
14. In account 636.748000 eliminated two laptops for City Council, bringing the line item down to \$12,500 from \$17,500.
15. In 636.980000 remove IS-10D Microsoft Office for \$100,000.
16. In 808.589000 change revenue to \$516,870
17. In 808.590000 round the number
18. In 808.703000 change expense to 317,170
19. In 820.589000 change revenue to 790,880
20. In 820.740000 change revenue to 125,830

## **OUTSTANDING ISSUES**

Transfer from the Major Road Fund to the Local Road Fund  
Fire Funds staffing  
Fire Funds millage  
Fire Funds Community Alert System

## **NEW INFORMATION**

Request to withdraw the elimination of the FT Computer Publishing Specialist position. This request will add \$31,721 to the Mayor's Department budget (General Fund).

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**CITY OF ROCHESTER HILLS****Fiscal  
Team**

DATE: September 20, 2004

TO: City Council

RE: FTFF – Salary & Benefits

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Below is the methodology used in preparing the costs of Full-Time Firefighters for the City of Rochester Hills (as presented in the 2005 Proposed Budget):

FTFF's with 37-48 mo. of experience, a base salary of	\$57,988
Longevity Increase (Ave. = 1.5% Longevity)	\$ 870
Annual Leave Payoffs & Medical Buyouts	\$ 1,070
All FTFF's were budgeted for 300 hours of OT	\$12,985
<b><u>Average Salary FTFF</u></b>	<b><u>\$72,913</u></b>
Pension (12%)	\$ 8,750
Retiree Health (4%)	\$ 2,917
Medicare (1.45%)	\$ 1,058
Social Security (6.20%)	\$ 4,520
Healthcare & Dental (Ave.)	\$13,176
** Healthcare & Dental depends on the Plan selected (Single coverage can cost \$6,952/yr. and Family coverage can cost \$18,327/yr.)	
Life Insurance	\$ 293
Disability Insurance	\$ 1,590
Unemployment Insurance	\$ 216
Worker's Compensation Insurance	\$ 1,481
<b><u>Average Benefits FTFF</u></b>	<b><u>\$34,000</u></b>
<b><u>Average Salary &amp; Benefits – FTFF</u></b>	<b><u>\$106,913</u></b>

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City of Rochester Hills

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Pay Type Report

Page - 1

From Work Date 01/01/2003 Through 12/31/2003

Home Business Unit 339 Full Time Firefighters

*Names blocked out*

Emj	Over Time		Double Time	
	Hours	Dollars	Hours	Dollars
	307.00	6,150.08		
	201.50	4,579.03		
	297.75	8,857.95		
	219.00	6,504.61		
	275.25	7,465.72		
	275.50	6,351.27		
	271.50	6,228.31		
	665.00	18,251.63		
	314.50	7,038.72		
	292.50	6,417.69		
	244.75	5,096.30	.75	20.88
	265.50	5,916.68		
	293.25	8,277.07		
	315.25	8,560.60		
	330.50	8,714.76		
	352.75	7,946.14		
	229.25	6,044.98		
	216.00	4,316.59		
Total 339 Full Time Firefighters	18.00 EEs	5,366.75	.75	20.88
Grand Total	18	5,366.75	.75	
Records Read	3,295.00			

*From Julie Jensen 9/24/04*

From Work Date 01/01/2004 Through 09/30/2004

mid (Sept 10 pay)

Home Business Unit 339 Full Time Firefighters

Err	Current	Over Time		Double Time	
		Hours	Dollars	Hours	Dollars
		182.00	4,159.38		
		172.00	4,763.72		
		199.00	6,087.95		
		108.25	3,311.67		
		206.00	5,760.35		
		176.00	4,780.22		
		193.75	5,262.34		
		397.75	11,229.12		
		194.25	5,275.92		
		220.00	5,572.80		
		224.50	5,122.96		
		166.00	4,508.64		
		147.75	4,171.22		
		144.25	4,346.64		
		231.75	6,340.23		
		246.50	6,695.01		
		158.75	4,590.18		
		56.50	975.23		
	<b>19.00 EEs</b>	<b>3,425.00</b>	<b>92,953.58</b>		
	<b>Grand Total 19</b>	<b>3,425.00</b>			
	<b>Records Read 2,710.00</b>				

Names blocked out

From Julie Jenewine 9/24/04