

Northfield

AREA FIRE & RESCUE SERVICES

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To: JPA Parties
Ben Martig, Jerry Anderson, Janelle Teppen

From: Gerry Franek, Fire Chief
Elisabeth Haase, NAFRS Board Chair

Date: July 23, 2020

Subject: NAFRS 2021 Budget Request

The Board of the Northfield Area Fire and Rescue Service has approved an operations budget of \$801,000, \$799,000 of which is the responsibility of the Parties, and capital expenditures of \$380,000 for the 2021 Budget year. We request that each of the JPA Parties approve the operations budget of \$799,000 and capital expenditures of \$380,000 for 2021 per paragraph 6b of the Joint Powers Agreement. The Board has also approved a 10-year Capital Equipment Plan which is attached. The capital expenditures for 2020 are:

1. \$380,000 Tanker Replacement


The operation budget of \$801,000 includes revenue of \$2,000, which results in a total net contribution of \$799,000 for JPA Parties. The operations budget includes \$300,911 in rent for bond payments on the facility upgrade.

Party	2021	Operations	Capital	Total
Northfield	72.55%	\$579,674.50	\$275,690.00	\$855,364.50
Rural Fire Protection District	21.69%	\$173,303.10	\$82,422.00	\$255,725.10
Dundas	5.76%	\$46,022.40	\$21,888.00	\$67,910.40
TOTAL	100%	\$799,000.00	\$380,000.00	\$1,179,000.00

* The final figures will be available later in August when the State Demographer releases the 2019 population estimates.

Respectfully,


Gerry Franek, Fire Chief


Elisabeth Haase, NAFRS Board Chair

Attachments:

1. Operations budget for 2021
2. Capital Equipment Plan 2021 – 2030

Northfield Area Fire and Rescues Services Joint Powers Board Meeting Date: 7/16/20

To: Joint Powers Board
From: Glen Castore, Treasurer
Title: 2021 Budget

Action Requested:

Act on the motion: The NAFRS Board approves an Operations Budget for 2021 of \$801,000 and a Capital Budget of \$380,000 for the purchase of a new tanker.

Summary Report:

The Finance Committee recommends that the Board approve the proposed 2021 budget.

The Operations Budget of \$801,000 has been increased by \$6,000 over the \$795,000 discussed in the June meeting. The increase is in account 5310, Facility Maintenance and Repairs. The increase covers required annual inspections and maintenance for the elevator and chair lift together with annual preventive maintenance for the HVAC system and some cleaning expenses related to COVID.

\$500,089 of the \$801,00 is for Operations and \$300,911 is rent covering the annual bond payment for the facility renovation project. The 2020 budget of \$836,748 included \$535,300 for Operations. The 2021 budget projects a 6.6% decrease in operations expenses over 2020.

The Capital Budget authorizes \$380,000 for the purchase of a new tanker which will replace 8126 which has been in service since 2004. The vendor, Custom Fire, has provided a preliminary estimate of \$360,000.

Alternative Options:

None.

Financial Impacts:

Tentative Timelines:

1. NAFRS Board acts on the budget at the July 16 meeting
2. Budget documents are transmitted to the JPA Parties by August 7
3. JPA Parties act on the budget by September 30.

NAFRS
OPERATING BUDGET - UNAPPROVED
FOR THE YEAR ENDING DECEMBER 31, 2021

	ACTUAL 2019	BUDGET 2019	BUDGET 2020	BUDGET 2021
REVENUES:				
4000 - Member contributions-Operations		\$807,000	\$834,748	\$799,000
4025 - Training Service Income		\$2,000	\$2,000	\$2,000
4900 - Other Income		\$0	\$0	\$0
Total Revenues	\$812,339	\$809,000	\$836,748	\$801,000
EXPENSES:				
5000 - Communications/I.T.				
? - small equipment purchases			\$1,500	\$1,500
? - web site support			\$1,000	\$1,000
? - Other			\$2,500	\$2,500
Total 5000 Communications/ I.T.	\$5,126	\$5,000	\$5,000	\$5,000
5100 - Education & Training-				
5105 - Education reimbursement revenue		(\$3,000)	(\$3,000)	(\$3,000)
5110 - Conference & Seminar/School Fees		\$8,000	\$8,000	\$8,000
5150 - Lodging		\$2,000	\$3,000	\$3,000
5155 - Per Diems, mileage, other travel		\$3,000	\$4,000	\$4,000
5100 - Other education & training costs		\$2,000	\$3,000	\$3,000
Total 5100 Education & Training	\$17,835	\$12,000	\$15,000	\$15,000
5200 - Equipment				
5210 - Repairs & maintenance-general		\$2,000	\$3,800	\$2,000
5220 - General supplies		\$1,000	\$1,000	\$1,000
5230 - Small equipment purchases		\$25,000	\$30,000	\$27,000
5231 - Small equipment repairs		\$0	\$0	\$0
5235 - Small equipment supplies		\$0	\$0	\$0
? - Equipment rent		\$0	\$0	\$0
? - Other, misc.		\$0	\$0	\$0
5240 - Depreciation Expense		\$0	\$0	\$0
Total 5200 - Equipment	\$29,895	\$28,000	\$34,800	\$30,000

5300 - Facility

5310 - Building maintenance & repairs	\$4,000	\$4,000	\$10,000
5315 - Facility Lease	\$300,000	\$301,448	\$300,911
5320 - Insurance	\$27,500	\$27,500	\$12,000
5330 - Outside services-cleaning	\$3,000	\$8,700	\$4,000
5340 - Outside services - grounds/snow	\$5,000	\$4,000	\$4,000
5350 - Outside services-refuse	\$2,000	\$2,500	\$2,500
5360 - Supplies	\$1,000	\$1,700	\$1,700
5370 - Utilities-electricity	\$18,000	\$13,000	\$10,000
5380 - Utilities-natural gas	\$8,000	\$6,000	\$6,000
5390 - Utilities-water/sewer/storm	\$2,000	\$2,000	\$2,000
? - Monitoring - sprinkler system	\$1,000	\$600	\$600
Total 5300 Facility	\$362,046	\$371,500	\$371,448

5400 - Fleet

5410 - Fuel/oil/lubricants	\$6,000	\$8,000	\$8,000
5420 - Insurance	\$14,000	\$14,000	\$8,000
5430 - Repairs and maintenance	\$18,000	\$16,000	\$12,000
5440 - Supplies	\$1,500	\$1,500	\$1,500
Total 5400 Fleet	\$23,361	\$39,500	\$39,500

5500 - General & administrative-

5510 - Board expenses	\$2,000	\$1,000	\$1,000
5525 - Memberships & Dues	\$1,000	\$1,000	\$1,000
5530 - Office Supplies	\$4,000	\$3,000	\$3,000
5540 - Other	\$1,500	\$1,000	\$1,000
5550 - Postage	\$500	\$500	\$500
5555 - Bank charges	\$0	\$0	\$0
5556 - Interest expense	\$0	\$0	\$0
5560 - Professional Services-Accounting & Audit	\$12,000	\$12,000	\$12,000
5570 - Professional Services-HR/Payroll	\$28,000	\$28,000	\$28,000
5580 - Professional Services-Legal	\$10,000	\$10,000	\$10,000
5581 - Professional Services-Other	\$2,000	\$2,000	\$2,000
5585 - Software	\$500	\$500	\$500
5595 - Mileage	\$0	\$500	\$500

? - Subscriptions		\$500	\$500	\$500
Total 5500 General & administrative	\$66,579	\$62,000	\$60,000	\$60,000
5600 - Human Resources				
5605 - Other, misc. including recruit gear/testing		\$2,000	\$17,000	\$8,000
5610 - FICA		\$15,000	\$15,000	\$15,000
5615 - Payroll tax expenses - general				
5620 - Fire Relief Pension		\$0	\$0	\$0
5630 - Gross payroll/stipends/allowances		\$202,000	\$210,000	\$215,000
5631 - Elko Speedway Personnel Reimb.				
5630 - Gross payroll/stipends/allowances - other				
Total 5630 Gross payroll/stipends/allowances				
5645 - Group Disability/Medical Insurance		\$13,000	\$12,000	\$12,000
5650 - Workers compensation insurance		\$44,000	\$42,000	\$42,000
5660 - Other benefits				
5670 Uniform expense				
5673 - vaccinations/annual tests		\$7,000	\$7,000	\$7,000
5600 - Human resources - other				
? - PERA retirement contribution		\$4,000	\$4,000	\$4,000
Total 5600 Human Resources	\$269,265	\$287,000	\$307,000	\$303,000
5700 - General Insurance (liab/excess)-	\$2,968	\$4,000	\$4,000	\$4,000
Contingency Reserve		\$0	\$0	\$0
TOTAL EXPENSES-OPERATING	\$777,075	\$809,000	\$836,748	\$800,211
EXCESS (DEF) OF REVENUES OVER EXPENSES-OPS	\$35,264	\$0	\$0	\$789
TOTAL				

Northfield Area Fire and Rescues Services Joint Powers Board Meeting Date: July 16, 2020

To: Joint Powers Board

From: Paul Leibenstein, Equipment Committee Chair
Sean M. Simonson, Program Coordinator

Title: Approval of the 2021 – 2030 Capital Equipment Plan (CEP)

Action Requested:

The Northfield Area Fire and Rescue Services approves the 2021 – 2030 Capital Equipment Plan. (CEP)

Summary Report:

The tanker scheduled for replacement in 2021 is owned by the Rural Fire Protection District, (RFPD) therefore the resale proceeds go to the RFPD. Additionally, the remaining tanker, scheduled for replacement in 2024 is also owned by the RFPD.

The pumper 8125, scheduled for replacement in 2023, is owned by NAFRS, therefore the resale proceeds will come to NAFRS.

Alternative Options:

None

Financial Impacts:

No changes to the capital spending plan

Tentative Timelines:

July 2020 – Board approval

**Northfield Area Fire & Rescue Services
2021 - 2030 Capital Equipment Plan
Vehicles and Equipment**

Equipment Information																
Type	Year	Make	Model	No.	VIN*	Odometer**	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Aerial Ladder	2013	E-One	HP 78	8118	7992	5,199										
Pumper	2019	Spartan	Metro Star	8115	6839	4,416										
Elevating Platform	2004	Sutphen	SPH-100	8128		74,267								\$ 1,070,000		
Heavy Rescue	2001	Pierce	Lance	8120	0928	35,713										
Ambulance	2002	Ford	F-450	8110	1718	38,188										
Grass Rig	2011	Chevy	3500	8113	9257	8,837										\$ 90,000
Pumper	2017	Spartan	Metro Star	8125	1713	9,203			\$ 620,000							
Tanker	2005	International	7400	8126	0341	11,729	\$ 380,000									
Tanker	2008	Peterbuilt	M340	8116	2843	7,422				\$ 380,000						
ATV	2013	Polaris	Ranger 900 XT	8123	4XAU	166			\$ 22,000							
ATV	2004	Polars	Ranger 400		7437	121										
Other																
Compressor	2015	Scott				139										
Air Packs and Bottles	2015	Scott														
ATV Trailer	2013	Aluma			1873				\$ 3,000							
Boat																
Duck Trailer	1993				1073											
Boat Trailer	1993															
ATV Trailer	2004	Eagle														
***ESTIMATED REVENUE									\$ 300,000					\$ 75,000		\$ 20,000
TOTAL							\$ 380,000	\$ -	\$ 345,000	\$ 380,000	\$ -	\$ -	\$ -	\$ 995,000	\$ -	\$ 70,000

* Last four digits of VIN

** As of 6/1/2020

*** Estimated Trade-in

Northfield Area Fire and Rescues Service Joint Powers Board Meeting Date: 07/16/2020

To: Joint Powers Board

From: Ben Martig, Northfield City Administrator, NAFRS Ex-Officio

Title: Construction Fund Discussion

Action Requested:

The Northfield Area Fire and Rescue Services discusses the Construction Fund.

Summary Report:

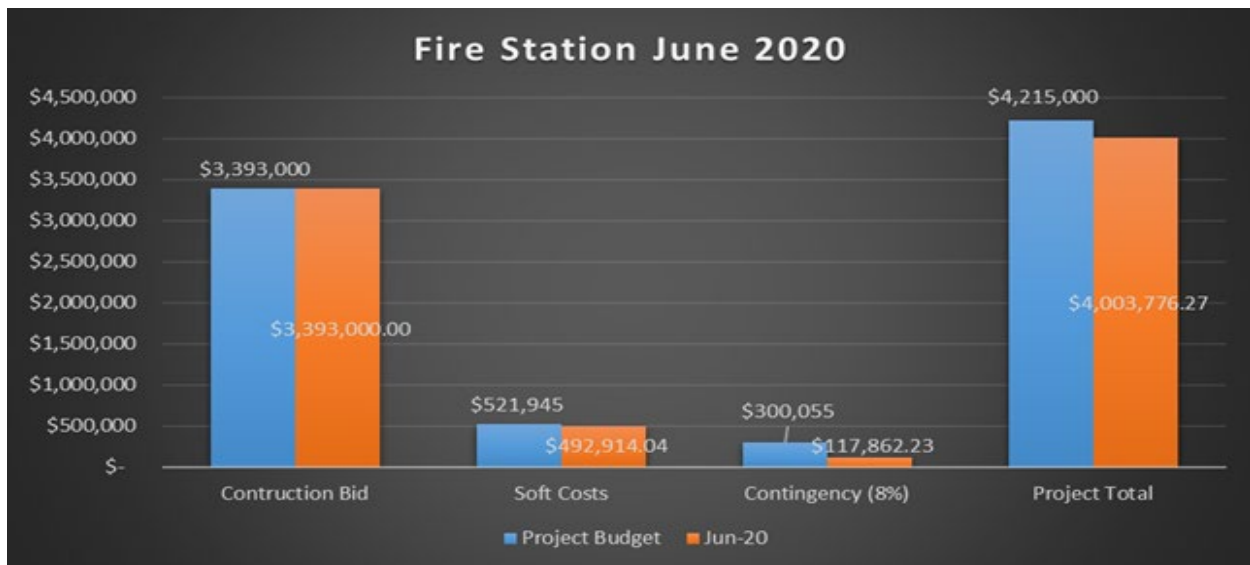
As illustrated below, the Total Project Cost at the time of Contract Award was \$4,215,000. As of June 30, 2020, expenses are at \$4,003,776.27. With the anticipation of minimal expenses when final payment is made, Staff anticipates approximately \$200,000 in excess funds with the Building Project.

Administrator Martig and City of Northfield Finance Director Brenda Angelstad are exploring options to use the extra cash from the Construction Fund to potentially fund future Capital Equipment needs for NAFRS.

Alternative Options:

N/A

Financial Impacts:



Tentative Timelines:

N/A