

SITKA FIRE DEPARTMENT QUARTERLY ASSEMBLY REPORT

Thru: John Leach, Administrator

From:  Craig Warren, Fire Chief

To: CBS Assembly Members

Date: January 17, 2023

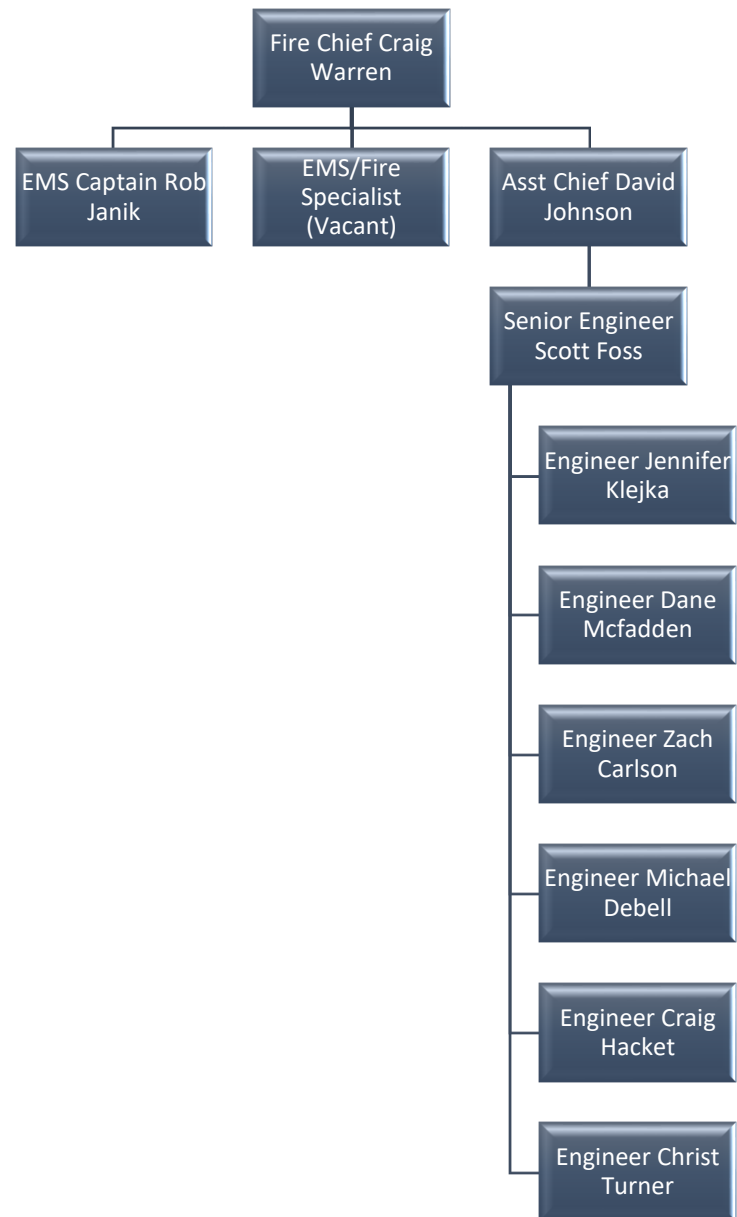
There are number of projects happening in the fire department, most of which are not out of the ordinary. Most of these are routine in nature and yearly occurrences, but worthy of discussion.

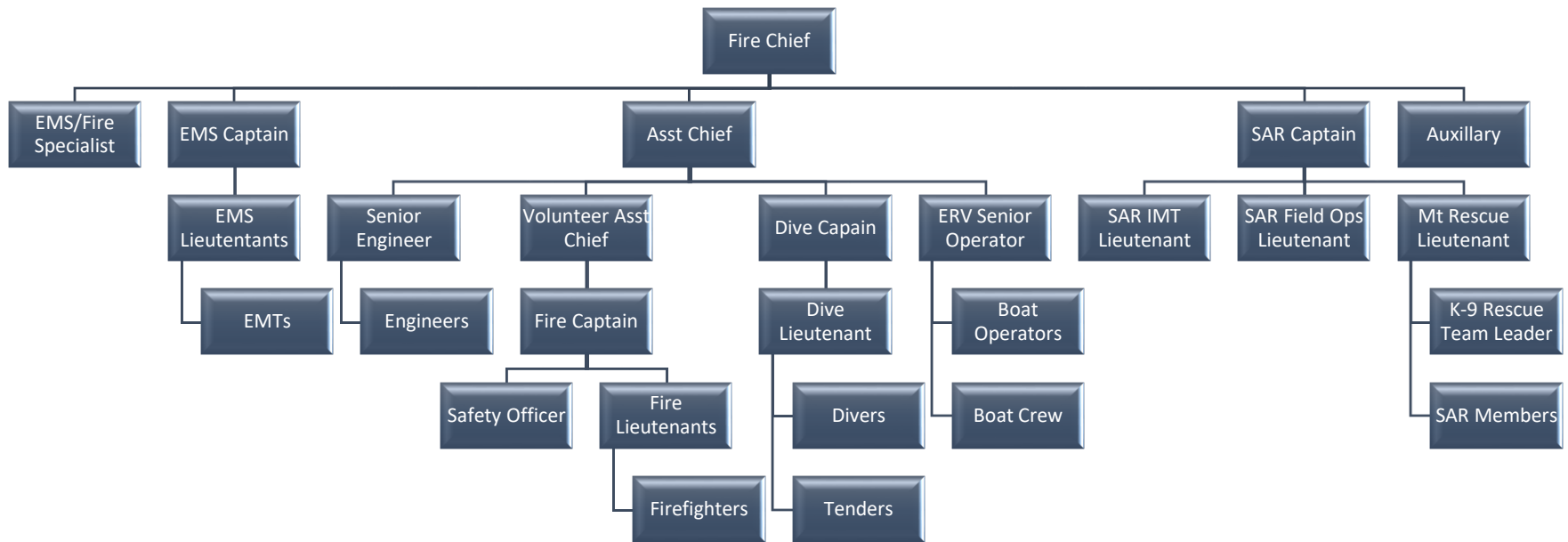
- Annual EMT 1 Class starts January 21, currently there are 12 students registered. This class is very important to keeping the ambulances staffed for both routine and emergent calls.
- The Assistant Chief is taking the last class in March to finish his Fire Marshal certification. This will help to take some burden off the Building Official.
- There will be an Arson Investigator Conference in Sitka in April. This class will bring fire personnel from around the state here to continue their certification and credentials. We are hoping to get several of our members in both the basic and advance tracks.
- There are 2 new employees in training to become Fire Engineers. This is the position that staffs the FD 24 hours a day and responds to calls for service with the ambulance or fire engine.
- In a concerted effort with the PD and IT, there is a new communications site being built at the Mud Bay Repeater site. This site will help emergency communications throughout the current road system, and will also provide coverage to the new Katlian Bay Road. This is provided through a non-matching grant from Homeland Security.

Attached for your reference is an organizational chart of paid positions, and a second showing the organization of the entire department with the volunteers included.

Also attached is the current budget through January 18, 2023. You will see that the entire fire department budget (Fire, EMS, SAR) is currently 47% expended.

Thank you for your time and attention to this matter.







Budget Performance Report

Fiscal Year to Date 01/18/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
EXPENSE										
Department 022 - Fire Protection										
5110										
5110.001	Regular Salaries/Wages	720,414.72	.00	720,414.72	.00	.00	271,774.60	448,640.12	38	511,539.49
5110.002	Holidays	.00	.00	.00	.00	.00	25,510.16	(25,510.16)	+++	29,986.08
5110.003	Sick Leave	.00	.00	.00	.00	.00	14,093.86	(14,093.86)	+++	25,009.18
5110.004	Overtime	95,066.00	.00	95,066.00	.00	.00	57,875.16	37,190.84	61	101,435.86
5110.010	Temp Wages	99,960.00	.00	99,960.00	1,600.00	.00	25,680.00	74,280.00	26	42,684.00
5110 - Totals		\$915,440.72	\$0.00	\$915,440.72	\$1,600.00	\$0.00	\$394,933.78	\$520,506.94	43%	\$710,654.61
5120										
5120.001	Annual Leave	26,015.00	.00	26,015.00	.00	.00	38,881.34	(12,866.34)	149	52,192.14
5120.002	SBS	57,711.19	.00	57,711.19	122.02	.00	27,463.31	30,247.88	48	47,483.79
5120.003	Medicare	13,651.11	.00	13,651.11	28.90	.00	6,496.22	7,154.89	48	11,232.05
5120.004	PERS	179,406.02	.00	179,406.02	.00	.00	84,877.37	94,528.65	47	151,169.01
5120.005	Health Insurance	218,437.44	.00	218,437.44	.00	.00	103,628.08	114,809.36	47	163,017.66
5120.006	Life Insurance	102.96	.00	102.96	.00	.00	52.53	50.43	51	102.13
5120.007	Workmen's Compensation	41,835.56	.00	41,835.56	85.80	.00	19,756.22	22,079.34	47	33,063.84
5120.011	PERS on Behalf	52,996.00	.00	52,996.00	.00	.00	.00	52,996.00	0	56,776.00
5120 - Totals		\$590,155.28	\$0.00	\$590,155.28	\$236.72	\$0.00	\$281,155.07	\$309,000.21	48%	\$515,036.62
5201										
5201.000	Training and Travel	44,500.00	.00	44,500.00	.00	.00	30,255.68	14,244.32	68	27,423.91
5201 - Totals		\$44,500.00	\$0.00	\$44,500.00	\$0.00	\$0.00	\$30,255.68	\$14,244.32	68%	\$27,423.91
5202										
5202.000	Uniforms	3,500.00	.00	3,500.00	.00	.00	830.81	2,669.19	24	3,252.39
5202 - Totals		\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$830.81	\$2,669.19	24%	\$3,252.39
5203										
5203.001	Utilities	40,000.00	.00	40,000.00	4,026.17	.00	25,837.18	14,162.82	65	38,088.66
5203.005	Heating Fuel	15,000.00	.00	15,000.00	.00	.00	12,128.53	2,871.47	81	28,199.04
5203 - Totals		\$55,000.00	\$0.00	\$55,000.00	\$4,026.17	\$0.00	\$37,965.71	\$17,034.29	69%	\$66,287.70
5204										
5204.001	Cell Phone Stipend	600.00	.00	600.00	.00	.00	300.00	300.00	50	300.00
5204 - Totals		\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$300.00	\$300.00	50%	\$300.00
5205										
5205.000	Insurance	72,970.00	.00	72,970.00	.00	.00	78,218.64	(5,248.64)	107	75,319.26
5205 - Totals		\$72,970.00	\$0.00	\$72,970.00	\$0.00	\$0.00	\$78,218.64	(\$5,248.64)	107%	\$75,319.26
5206										
5206.000	Supplies	26,000.00	3,289.00	29,289.00	.00	405.00	23,561.25	5,322.75	82	22,770.36
5206 - Totals		\$26,000.00	\$3,289.00	\$29,289.00	\$0.00	\$405.00	\$23,561.25	\$5,322.75	82%	\$22,770.36
5207										
5207.000	Repairs & Maintenance	10,500.00	.00	10,500.00	.00	.00	427.03	10,072.97	4	4,037.95
5207 - Totals		\$10,500.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$427.03	\$10,072.97	4%	\$4,037.95



Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
EXPENSE										
Department 022 - Fire Protection										
5208										
5208.000	Bldg Repair & Maint	38,447.00	.00	38,447.00	.00	.00	19,223.16	19,223.84	50	24,240.96
	5208 - Totals	\$38,447.00	\$0.00	\$38,447.00	\$0.00	\$0.00	\$19,223.16	\$19,223.84	50%	\$24,240.96
5211										
5211.000	Data Processing Fees	135,500.00	.00	135,500.00	.00	.00	67,750.02	67,749.98	50	96,442.92
	5211 - Totals	\$135,500.00	\$0.00	\$135,500.00	\$0.00	\$0.00	\$67,750.02	\$67,749.98	50%	\$96,442.92
5212										
5212.000	Contracted/Purchased Serv	46,750.00	.00	46,750.00	2,083.33	10,416.69	21,360.98	14,972.33	68	26,135.33
	5212 - Totals	\$46,750.00	\$0.00	\$46,750.00	\$2,083.33	\$10,416.69	\$21,360.98	\$14,972.33	68%	\$26,135.33
5221										
5221.000	Transportation/Vehicles	195,297.00	.00	195,297.00	.00	.00	92,355.25	102,941.75	47	200,162.64
	5221 - Totals	\$195,297.00	\$0.00	\$195,297.00	\$0.00	\$0.00	\$92,355.25	\$102,941.75	47%	\$200,162.64
5222										
5222.000	Postage	1,500.00	.00	1,500.00	.00	.00	438.09	1,061.91	29	299.44
	5222 - Totals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$438.09	\$1,061.91	29%	\$299.44
5223										
5223.000	Tools & Small Equipment	54,400.00	9,966.57	64,366.57	.00	4,490.94	13,029.33	46,846.30	27	72,109.52
	5223 - Totals	\$54,400.00	\$9,966.57	\$64,366.57	\$0.00	\$4,490.94	\$13,029.33	\$46,846.30	27%	\$72,109.52
5224										
5224.000	Dues & Publications	4,000.00	.00	4,000.00	.00	.00	166.84	3,833.16	4	799.49
	5224 - Totals	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$166.84	\$3,833.16	4%	\$799.49
5226										
5226.000	Advertising	750.00	.00	750.00	.00	.00	.00	750.00	0	618.85
	5226 - Totals	\$750.00	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%	\$618.85
5290										
5290.000	Other Expenses	.00	.00	.00	390.00	.00	3,009.77	(3,009.77)	+++	10,074.59
	5290 - Totals	\$0.00	\$0.00	\$0.00	\$390.00	\$0.00	\$3,009.77	(\$3,009.77)	+++	\$10,074.59
	Department 022 - Fire Protection Totals	\$2,195,310.00	\$13,255.57	\$2,208,565.57	\$8,336.22	\$15,312.63	\$1,064,981.41	\$1,128,271.53	49%	\$1,855,966.54
Department 023 - Ambulance										
5110										
5110.001	Regular Salaries/Wages	107,764.02	.00	107,764.02	.00	.00	35,897.97	71,866.05	33	54,745.95
5110.002	Holidays	.00	.00	.00	.00	.00	2,926.04	(2,926.04)	+++	3,321.60
5110.003	Sick Leave	.00	.00	.00	.00	.00	344.24	(344.24)	+++	19,244.52
5110.004	Overtime	20,000.00	.00	20,000.00	.00	.00	6,583.63	13,416.37	33	11,729.40
5110.010	Temp Wages	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
	5110 - Totals	\$132,764.02	\$0.00	\$132,764.02	\$0.00	\$0.00	\$45,751.88	\$87,012.14	34%	\$89,041.47
5120										
5120.001	Annual Leave	5,699.00	.00	5,699.00	.00	.00	4,647.24	1,051.76	82	11,625.60
5120.002	SBS	8,487.67	.00	8,487.67	.00	.00	3,098.67	5,389.00	37	6,170.83



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EXPENSE										
Department 023 - Ambulance										
5120										
5120.003	Medicare	2,007.72	.00	2,007.72	.00	.00	732.96	1,274.76	37	1,459.68
5120.004	PERS	28,108.10	.00	28,108.10	.00	.00	11,087.83	17,020.27	39	21,816.74
5120.005	Health Insurance	35,980.56	.00	35,980.56	.00	.00	18,230.27	17,750.29	51	32,988.52
5120.006	Life Insurance	14.16	.00	14.16	.00	.00	7.08	7.08	50	14.16
5120.007	Workmen's Compensation	6,327.86	.00	6,327.86	.00	.00	2,310.09	4,017.77	37	4,358.48
5120.011	PERS on Behalf	8,440.00	.00	8,440.00	.00	.00	.00	8,440.00	0	7,992.00
5120 - Totals		\$95,065.07	\$0.00	\$95,065.07	\$0.00	\$0.00	\$40,114.14	\$54,950.93	42%	\$86,426.01
5201										
5201.000	Training and Travel	31,000.00	.00	31,000.00	.00	.00	5,273.03	25,726.97	17	16,213.91
5201 - Totals		\$31,000.00	\$0.00	\$31,000.00	\$0.00	\$0.00	\$5,273.03	\$25,726.97	17%	\$16,213.91
5202										
5202.000	Uniforms	3,500.00	.00	3,500.00	.00	.00	708.16	2,791.84	20	997.92
5202 - Totals		\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$708.16	\$2,791.84	20%	\$997.92
5204										
5204.000	Telephone	1,600.00	.00	1,600.00	139.42	.00	834.58	765.42	52	1,702.26
5204.001	Cell Phone Stipend	300.00	.00	300.00	.00	.00	150.00	150.00	50	.00
5204 - Totals		\$1,900.00	\$0.00	\$1,900.00	\$139.42	\$0.00	\$984.58	\$915.42	52%	\$1,702.26
5206										
5206.000	Supplies	39,500.00	18,716.31	58,216.31	.00	5,421.11	20,882.90	31,912.30	45	22,234.02
5206 - Totals		\$39,500.00	\$18,716.31	\$58,216.31	\$0.00	\$5,421.11	\$20,882.90	\$31,912.30	45%	\$22,234.02
5207										
5207.000	Repairs & Maintenance	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	1,710.50
5207 - Totals		\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%	\$1,710.50
5212										
5212.000	Contracted/Purchased Serv	28,000.00	.00	28,000.00	.00	6,120.00	6,654.00	15,226.00	46	22,420.00
5212 - Totals		\$28,000.00	\$0.00	\$28,000.00	\$0.00	\$6,120.00	\$6,654.00	\$15,226.00	46%	\$22,420.00
5221										
5221.000	Transportation/Vehicles	108,816.00	.00	108,816.00	.00	.00	57,872.64	50,943.36	53	81,743.29
5221 - Totals		\$108,816.00	\$0.00	\$108,816.00	\$0.00	\$0.00	\$57,872.64	\$50,943.36	53%	\$81,743.29
5222										
5222.000	Postage	500.00	.00	500.00	.00	.00	141.45	358.55	28	25.70
5222 - Totals		\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$141.45	\$358.55	28%	\$25.70
5223										
5223.000	Tools & Small Equipment	14,300.00	.00	14,300.00	.00	.00	2,385.26	11,914.74	17	4,757.15
5223 - Totals		\$14,300.00	\$0.00	\$14,300.00	\$0.00	\$0.00	\$2,385.26	\$11,914.74	17%	\$4,757.15
5224										
5224.000	Dues & Publications	150.00	.00	150.00	.00	.00	.00	150.00	0	.00
5224 - Totals		\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0%	\$0.00



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
EXPENSE										
Department 023 - Ambulance										
5290										
5290.000	Other Expenses	.00	.00	.00	.00	.00	.00	.00	+++	35.00
	5290 - Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$35.00
	Department 023 - Ambulance Totals	\$457,995.09	\$18,716.31	\$476,711.40	\$139.42	\$11,541.11	\$180,768.04	\$284,402.25	40%	\$327,307.23
Department 024 - Search and Rescue										
5110										
5110.010	Temp Wages	5,000.00	.00	5,000.00	500.00	.00	3,000.00	2,000.00	60	6,150.00
	5110 - Totals	\$5,000.00	\$0.00	\$5,000.00	\$500.00	\$0.00	\$3,000.00	\$2,000.00	60%	\$6,150.00
5120										
5120.002	SBS	306.50	.00	306.50	30.66	.00	183.96	122.54	60	377.12
5120.003	Medicare	72.50	.00	72.50	7.26	.00	43.51	28.99	60	89.18
5120.007	Workmen's Compensation	228.50	.00	228.50	20.20	.00	129.18	99.32	57	265.68
	5120 - Totals	\$607.50	\$0.00	\$607.50	\$58.12	\$0.00	\$356.65	\$250.85	59%	\$731.98
5201										
5201.000	Training and Travel	16,000.00	.00	16,000.00	.00	.00	1,520.80	14,479.20	10	6,780.67
	5201 - Totals	\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$0.00	\$1,520.80	\$14,479.20	10%	\$6,780.67
5204										
5204.000	Telephone	1,600.00	.00	1,600.00	23.24	.00	811.23	788.77	51	1,474.10
	5204 - Totals	\$1,600.00	\$0.00	\$1,600.00	\$23.24	\$0.00	\$811.23	\$788.77	51%	\$1,474.10
5206										
5206.000	Supplies	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	231.90
	5206 - Totals	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%	\$231.90
5207										
5207.000	Repairs & Maintenance	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
	5207 - Totals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$0.00
5212										
5212.000	Contracted/Purchased Serv	2,100.00	.00	2,100.00	.00	1,530.00	3,030.00	(2,460.00)	217	5,260.00
	5212 - Totals	\$2,100.00	\$0.00	\$2,100.00	\$0.00	\$1,530.00	\$3,030.00	(\$2,460.00)	217%	\$5,260.00
5221										
5221.000	Transportation/Vehicles	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	384.00
	5221 - Totals	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$384.00
5223										
5223.000	Tools & Small Equipment	4,000.00	1,418.00	5,418.00	.00	.00	2,046.03	3,371.97	38	147.43
	5223 - Totals	\$4,000.00	\$1,418.00	\$5,418.00	\$0.00	\$0.00	\$2,046.03	\$3,371.97	38%	\$147.43
5224										
5224.000	Dues & Publications	1,200.00	.00	1,200.00	.00	.00	835.00	365.00	70	100.00
	5224 - Totals	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$835.00	\$365.00	70%	\$100.00
	Department 024 - Search and Rescue Totals	\$38,007.50	\$1,418.00	\$39,425.50	\$581.36	\$1,530.00	\$11,599.71	\$26,295.79	33%	\$21,260.08
	EXPENSE TOTALS	\$2,691,312.59	\$33,389.88	\$2,724,702.47	\$9,057.00	\$28,383.74	\$1,257,349.16	\$1,438,969.57	47%	\$2,204,533.85



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Grand Totals									
REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	2,691,312.59	33,389.88	2,724,702.47	9,057.00	28,383.74	1,257,349.16	1,438,969.57	47%	2,204,533.85
Grand Totals	(\$2,691,312.59)	(\$33,389.88)	(\$2,724,702.47)	(\$9,057.00)	(\$28,383.74)	(\$1,257,349.16)	(\$1,438,969.57)		(\$2,204,533.85)