

Work Session Meeting August 9, 2023

Agenda #	Subject	Action Item	Name
23/08/01	Call to Order	N	Mr. Johnson
Tommy Johnson called the work session to order at 17:28			
23/08/02	2023 Budget Review	N	Mr. Hageman
Jerry asked the board to compile some questions to discuss this year's budget. The questions from Larry Maloney are as follows:			
<ul style="list-style-type: none">Do we need adjust our income budget since we are already over budget for the year on the following areas:<ul style="list-style-type: none">3002 - Donations3312 - Fireworks and Blasting3410 - Sale of Vehicle3440-2 Incidents Reports/Sale Office			
Chief Keith Wolven mentioned that we should look at the overall number percentage versus individual lines since this is income. He does not recommend increasing those income lines. He brought up Decker & DeGood's comment about amending the budget and that we shouldn't increase any line at this time.			
<ul style="list-style-type: none">Do we need to adjust expenses since we are already over budget for the year on the following areas:<ul style="list-style-type: none">4112-6 - Director's Travel & Education<ul style="list-style-type: none">The wage and benefit survey went into this line as that is what was agreed upon by the Board.4121-2 - LEASE (this is a \$216,761.03 expense already for the year and we did not have anything budgeted for this?)<ul style="list-style-type: none">\$216,761.03 should have been the amount put on budget line 4121-2 but was incorrectly entered onto 4131. This is the lease agreement payment for Station 2. The expense currently is in line 4121-2 but will be moved to line 4131 to account for the overage/where the expense will balance out correctly, notating the same details.4122-4 Capital - Furniture (office furniture)<ul style="list-style-type: none">Larry Maloney wanted to know if this line should be increased as that line is \$4,000 over budget. Overall, for the 4120 Capital Expense line is at 43.6% of its budgeted amount. The Chief staff and the Board discussed what would go into this line, such as office computers, picnic tables, bookcases, etc.4151 - Attorney / Legal Fees<ul style="list-style-type: none">Chief Wolven said we had unexpected attorney fees but there it's hard to budget that line as you don't know how and or when the District will need to utilize the attorney. Overall, the budget line for 4150 was at 67.4% of the budget.4160-2 Accid/Sick/Disability/Providence (98.3% of budget used already)<ul style="list-style-type: none">Erin Bartels explained that this line is paid out yearly in the spring so the District shouldn't have any other expenses for this line until 2024.4162-V Vehicle Insurance, 4162-B, 4162-L			

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- The budget report did not accurately line item these expenses correctly, but all three sub lines are under budget and the overall budget is at 83.1% for the year. The District shouldn't incur any further expenses for vehicles unless there is a premium increase for the new engines added. There are a few vehicles that will be sold soon and when they do, they'll be removed off the policy making it where the insurance adjustments should wash in cost. Erin Bartels has the itemized numbers from the insurance agent
- 4231 - Building Maintenance
 - Chief Wolven mentioned that the building maintenance shouldn't be increasing too much, if any as we're coming to the end of the season for mowing/outside maintenance on the station. Deputy Chief Snider said Station 10 is in the middle of a project with Plumlee for some guttering to be installed but shouldn't put us over budget.
- Jerry Hageman asked about the fuel line (4213) being at 50% of our budget. Being that it is August, Deputy Chief Snider told Jerry that the District shouldn't be going over budget and that our voyager bill has significantly decreased since purchasing the fuel tanks at the shop.
- 4234 - Operational Consumables
 - Overall, 4230 59.6% is what the report showed but Erin Bartels made the comment that she audited the budget lines and that 4234 was close but still slightly under but approximately \$200. Deputy Chief Snider said that they experimented with a new type of foam, and this is where it is accounted for.
- 4247 - Uniforms - EVT
 - Chief Wolven noted that with the transition of a new EVT, some cost incurred for new uniforms. Overall, not a concern for the budget to be over on that line.
- 4240 - UNIFORMS - Other
 - This line has been edited/audited by Erin Bartels and the items originally placed within this category have been moved.
- 4320 - Out of District Training / 4360 - Staff Training
 - Overall, the 4300 Training Expenses line is 54% of its annual budget. The Board discussed the potential for increasing the line but because the overall amount of the budget is on track for the year, they have chosen to leave it alone as far as increasing the line.
- 4550 - PAYROLL TAXES-All
 - With all the different pay rates and number of employees, Chief Keith Wolven mentioned that it will fluctuate over time. He said that now is the time to factor those numbers for a potential increase and include that with next year's budget.
- 4650 - Miscellaneous (Stamps, invit)
 - Larry Maloney asked about the money we spend vs. what the Auxiliary spends/takes care of. Chief Wolven said the Auxiliary takes care of the Chili Cook Off, Christmas Dinner, and Door prizes at the banquet. The rest of the budget is what the District spends and there should be no further costs this year as the banquet has already happened.
- 4720 - Propane
 - Chief Wolven is concerned about this line as there are still a couple of months until the end of the year coming up for propane expenses. The District will plan and increase that line. The Board discussed the current price of propane with the new bid vs. the old.

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- 4740 - Trash
 - Per, Erin Bartels the trash bill should be within the budget if not a small amount over. The budget may be over by \$250 due to a swap of service providers.
- 4750 - Internet/Telephone
 - Chief Wolven said we're running close on the budget. Overall, the budget is at 53.9% but it is projected to run over by \$2400.
- 4751 - Cell Phones
 - Chief Wolven mentioned that there were a couple of items relocated from the cell phone line to the fire marshal line (4420 code resources/books). There were a couple of iPads purchased for the fire marshal's office, but they were not allocated to the 4420 line.
- Jerry Hageman asked about the \$15,000 out of \$41,000 spent out of the fire marshal's budget. Chief Wolven said that there was still more being purchased but the new PR booth was the most recent purchase. The Auxiliary has agreed to cover the cost of the booth and reimburse the District for what they've spent on the booth. The Board had no further questions about the work session.

23/08/03

Adjournment

N

Mr. Johnson

Tommy Johnson adjourned the work session at 18:07.

Prepared By:

Approved By:

Erin Bartels, Secretary of the Board

Tommy Johnson, President

Jerry Hageman, Treasurer

Larry Maloney, Director

Larry Bauer, Director

Michelle Griggs, Director

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