

Board of County Commissioners

Leon County, Florida

Policy No. 01-03

Title: Volunteer Fire Department Annual Budget Allocation
Date Adopted: September 22, 2009
Effective Date: October 1, 2009
Reference: N/A
Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Given the Board's adoption of a Fire Services Fee as a part of the FY 2009/10 Annual Budget for purposes of funding fire services in the unincorporated County and, in light of the fact that the fee may have an impact on the fundraising ability of the County's Volunteer Fire Departments (VFDs), the Board establishes an annual VFD budget allocation and apparatus maintenance allocation to be funded through the fee.

1. Board Intent
 - a. The VFD annual budget allocation is intended to supplement, not replace, the operational budgets of the VFDs. Each qualifying VFD is eligible for an annual budget allocation and an apparatus maintenance allocation from the County.
 - b. The disposition of the Board will be to not approve additional funding requests on the part of the VFD's made outside the normal budget process.
 - c. If the County Administrator or his designee determines that a VFD is not following the procedures herein, funding shall not be remitted to the VFD.
2. Procedures
 - a. Each VFD will submit an annual budget request to the County no later than March 31. This budget-request shall be for the fiscal year, commencing October 1.
 - b. The annual budget request shall be in the format approved by the County Administrator or his designee; and shall include a list of total VFD anticipated expenditures and revenues by category for the subsequent fiscal year (October 1 to September 30).
 - c. The disbursement of the VFD's budget allocation shall occur annually upon the receipt of a payment request from the VFD to the County. The requests shall be made prior to October 1. Funds will not be disbursed without a formal request being processed.

- d. Each VFD shall be required to submit an annual report to the County by October 31 for the preceding fiscal year's activity. The report shall be in the format approved by the County Administrator or his designee: and shall include an itemized list of total VFD actual expenditures and revenues by category for the prior fiscal year (October 1 to September 30)
- e. The annual report will be reviewed to determine unspent balances. If, over a period of time, a determination is made the VFD is accumulating large balances, subsequent year funding may be reduced to draw down these funds.

3. Criteria

- a. Each VFD shall be in good standing, with a valid County Recognition Agreement and required Mutual Aid Agreement(s) to be eligible for County funding. The following existing six County VFD's shall be eligible for the annual County budget allocation provided that they remain in good standing with active mutual aid agreements with the Tallahassee Fire Department: Chaires-Capitola VFD, Bradfordville VFD, Lake Jackson VFD, Lake Talquin VFD, Miccosukee VFD, and Woodville VFD.
- b. All funds shall be expended in accordance with the laws of the State of Florida.
- c. The VFD annual budget allocations shall be based on a formula, which has been developed and updated annually by the VFD Chiefs and approved by the County Administrator, or his designee, which considers relevant fire services criteria. This formula shall be applied to the established \$85,000 in direct allocation for VFD annual funding.
- d. The apparatus-maintenance allocation shall be provided for each apparatus that the VFD operates in the normal course of fire suppression, to a maximum of five total apparatus per VFD. Eligible apparatus must meet criteria established by the County Administrator or his designee that shall consider National Fire Protection Association Standards. The apparatus-maintenance allocation amount shall be established at a base of \$3,162, and shall be adjusted annually according to the Consumer Price Index for All Urban Consumer as of April 1, but shall not decrease below the established base. Apparatus- maintenance funds shall only be used for apparatus-maintenance with certification provided to the County annually.