

Barkhamsted Fire District Budget Policy

Adopted December 8, 2004

Each Fire Department shall prepare and submit to the Barkhamsted Fire District (BFD) a draft budget request showing by line item the funding required for the following fiscal year starting July 1st and ending June 30th of the following year at the February meeting of the Board of Directors of the BFD.

The Fire Departments shall make every effort to keep their budgets as low as possible consistent with furnishing adequate fire and rescue protection.

The BFD shall be responsible for negotiating with representatives of the Fire Departments and, if needed, with suppliers so as to compile a complete and final budget for approval by the BFD directors and the representatives of the Fire Departments no later than the regular meeting of the Board of Directors of the BFD in April.

The Fire Departments shall submit budgets based on the following line items:

1. New Equipment – This item shall be used for new equipment directly required for firefighting and rescue purposes. This item will also include costs to modify or update present equipment (former Equipment Update line item). The specific items of equipment shall be listed and described completely so as to obtain more competitive quotes from vendors. All efforts shall be made to purchase similar styles and types of equipment. Expendable equipment to be included under this line item.
2. Equipment Maintenance – This item shall be for the parts, supplies, and services used to maintain all the firefighting and rescue equipment, excluding communications equipment. Expendable equipment to be included under this line item.
3. Electricity – This item shall be for the cost of electrical power in the Fire Stations for the fiscal year.
4. Heat – This item shall be for the cost of fuel oil and/or propane required to heat the Fire Station for the fiscal year.
5. Telephone – This item shall be for the cost of telephone service (hardwired and cellular) for the fiscal year.
6. Communications Maintenance – This item shall be for needed repairs of all communications equipment and yearly checks of such equipment.
7. New Communications Equipment – This item shall be for purchasing New Communications Equipment and shall be itemized and described completely so as to obtain more competitive quotes from vendors.
8. Training – This item shall be for the cost of instruction and meals while attending approved courses.
9. Gasoline and Diesel – This item shall show the estimated cost of fuel for use in apparatus and portable equipment used by (*stationed in*) the Fire Department.

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10. Miscellaneous Expense – This item shall not exceed \$500 in total and maybe used by the Fire Department in any manner related to operation of the Fire Department.
11. Building Maintenance – If so requested by a Fire Department the BFD shall pay for any maintenance, alteration, or improvement to the Fire Station and the property on which it is located. The Fire Department shall submit itemized bills for these maintenance expenditures. The BFD shall establish a maximum limit for this line item \$1,200 annually.
12. Contingency Fund the BFD budget will have a line item set aside for use which could be given to a Fire Department or Departments by a vote of the members of the Board of Directors of the BFD. This would be used only if a major problem came up during the year. \$5,000 is suggested. This money would remain with the BFD if not used by the Fire Departments. It is not intended that this Contingency Fund would accumulate over the years, but would be used to defray following years taxes. The BFD Board of Directors will annually review the dollar amount for this contingency fund