



Harris County
Emergency Services District 1

2006-2007 Budget Proposals

October 1, 2006 through September 31, 2007

Revenues & Expenditures Report

Jody Meads, Director of EMS
Houston, Harris County, Texas

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District Officials

Harris County Emergency Services District 1 Board of Commissioners 2006-2007

**CATHY SUNDAY
President**

**TBA
Vice President**

**TAMMY JOHNSON
Secretary**

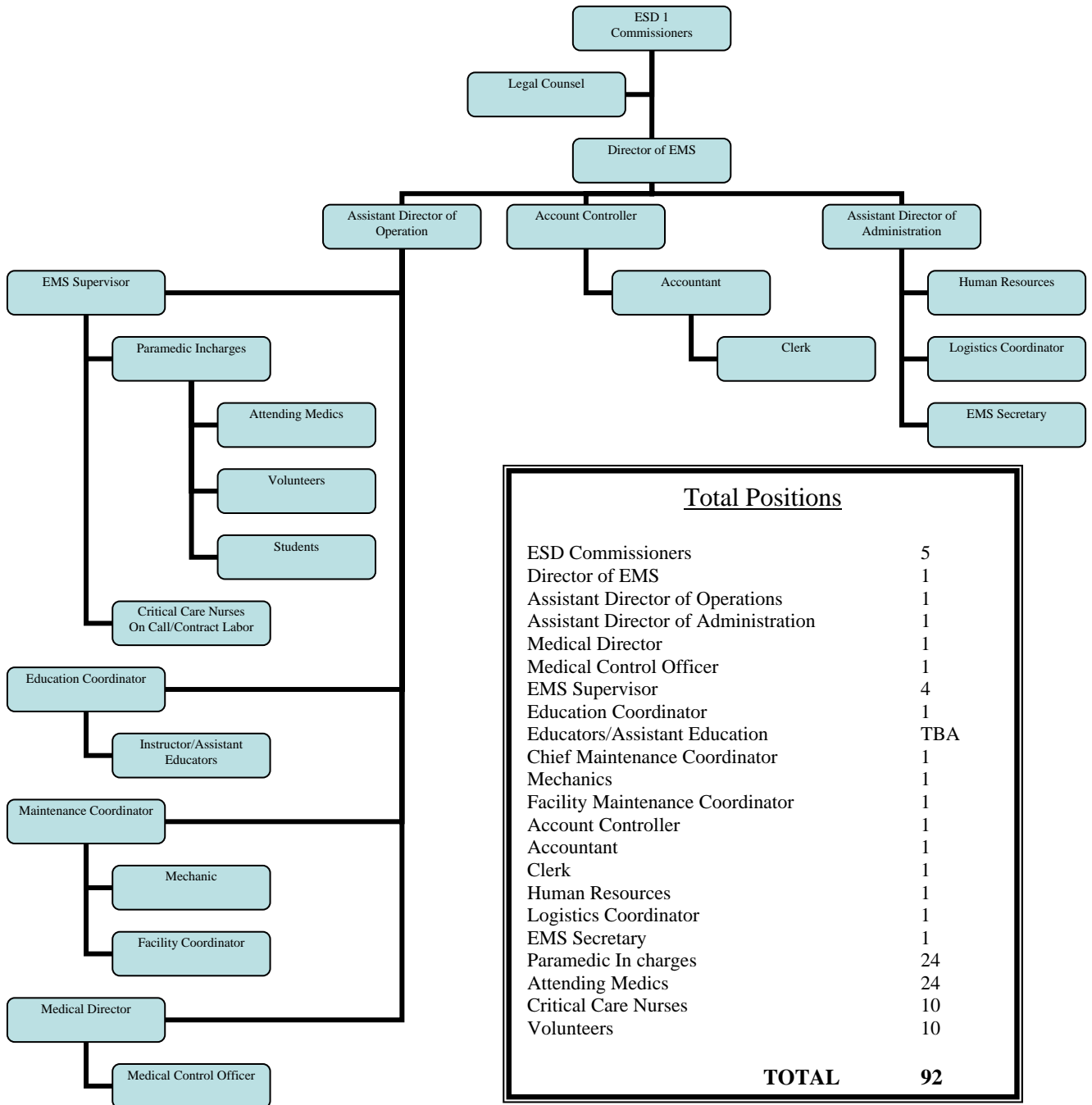
**TAMMY JOHNSON
Treasurer**

**MONICA WHITE
Member at Large**

**JODY MEADS
Director of EMS**

Plan of Organization

Harris County Emergency Services District 1 2006-2007



General Fund Category

Harris County Emergency Services District 1 2006-2007 Budget

Operating Expenditures GL Code 100	\$491,834.04
Professional Fees & Services GL Code 200	\$938,256.00
Maintenance Department GL Code 300	\$130,200.00
Employee Education/Training GL Code 400	\$43,200.00
Employee Health/Benefits GL Code 500	\$255,000.00
Salaries and Wages GL Code 600	\$3,212,544.16
Medical Supplies GL Code 700	\$280,000.00
Employee PTO/Holiday GL Code 800	\$180,480.00
Employee Relations GL Code 900	\$96,720.00
Dues/Professional Subscriptions GL Code 1000	\$2,724.00
Personnel Uniforms GL Code 1100	\$37,200.00
Financial Obligations GL Code 1200	\$11,052.00
Capital Expenses GL Code 1300	\$519,024.00
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TOTAL OPERATING EXPENSES	\$6,199,034.20

Comparison of General Fund Budget

Harris County Emergency Services District 1 2006-2007 Budget

	<u>2005-2006</u>	<u>2006-2007</u>
Operating Expenditures GL Code 100	\$472,082.00	\$491,834.04
Professional Fees & Services* GL Code 200	\$473,796.00	\$938,256.00
Maintenance Department GL Code 300	\$112,200.00	\$130,200.00
Employee Education/Training GL Code 400	\$45,000.00	\$43,200.00
Employee Health/Benefits GL Code 500	\$212,520.00	\$255,000.00
Salaries and Wages** GL Code 600	\$2,430,948.00	\$3,217,544.16
Medical Supplies GL Code 700	\$217,200.00	\$280,000.00
Employee PTO/Holiday*** GL Code 800	\$79,836.00	\$180,480.00
Employee Relations GL Code 900	\$59,220.00	\$96,720.00
Dues/Professional Subscriptions GL Code 1000	\$2,724.00	\$2,724.00
Personnel Uniforms GL Code 1100	\$18,000.00	\$37,200.00
Financial Obligations GL Code 1200	\$671,925.00	\$11,052.00
Capital Expenses GL Code 1300	\$457,731.96	\$519,024.00
TOTAL OPERATING EXPENSES	\$5,253,183.00	\$6,199,034.20

* Increase due to the use of third party billing/software company

** 2005-2006 Budget was for 5 ambulance staffed 24/7, 2006-2007 Budget for 7 ambulances staffed 24/7
 *** Increase of personnel to staff additional ambulances

Salary Survey July 2006

Harris County Emergency Services District 1 2006-2007 Budget

	Director	Asst Director	Supervisor	Paramedic	Intermediate	Basic
South Lake EMS (281) 459-2807	\$80,000/yr + Housing		17.85/hr	17.00/hr		
CCEMS (281) 440-9650	\$100,000+/yr		21.63/hr	\$16.56/hr	10.00/hr	8.00/hr
Atascocita EMS (281) 852-2181	\$65,000/yr			15.50/hr	12.00/hr	10.00/hr
Crosby EMS-ESD5 (281) 328-6810	\$55,000/yr			16.00/hr	13.00/hr	11.50/hr
Cy-Fair EMS (281) 550-6663	\$98,400.00/yr		15.39/hr	14.86/hr	13.27/hr	11.68/hr
Channelview EMS (281) 330-2567	56,000/yr			16.00/hr	14.00/hr	12.00/hr
Clear Lake EMS (281) 488-3078			23.13/hr	17.44/hr	16.44/hr	15.43/hr
Community EMS (281) 488-3078				15.75/hr		
West I-10 EMS (281) 675-3628	52,000/yr			13.50/hr	11.50/hr	11.50/hr
Baytown EMS (281) 422-0044	70,000/yr		25.00/hr	17.74/hr		
Highlands EMS				14.00/hr	12.00/hr	9.50/hr
Liberty County EMS (936) 536-3080	80,000/yr		17.00/hr	16.00/hr	12.00/hr	10.00/hr
Montgomery County (936) 523-1132						

Proposed Wages and Salaries

Harris County Emergency Services District 1 2006-2007 Budget

EMS Administration-Full Time

No.	Position	Annual Salary	Total Salary
1	Director	\$85,000.00	\$85,000.00
1	Asst Director	\$61,000.00	\$61,000.00
4	EMS Supt	\$54,000.00	\$216,000.00
1	Admin Asst Director	\$61,000.00	\$61,000.00
1	Account Controller	\$60,000.00	\$60,000.00
1	Accountant	\$54,000.00	\$54,000.00
1	Secretary	\$34,000.00	\$34,000.00
1	Medical Control	\$56,000.00	\$56,000.00
1	Education Coord	\$54,000.00	\$54,000.00
1	Maintenance Sup	\$42,000.00	\$42,000.00
1	Mechanic	\$32,000.00	\$32,000.00
1	Facility Specialist	\$36,000.00	\$36,000.00
1	Logistics Coord	\$37,500.00	\$37,500.00
1	HR Assistant	\$36,500.00	\$36,500.00
1	Marketing	\$37,500.00	\$37,500.00
		Total	\$902,500.00

EMS Field Staff-Full Time (7 Ambulances)

No.	Position	Rate	OT Rate	Yearly Salary	Total Salary
24	Paramedic IC	\$18.00	\$27.00	\$48,672.00	\$1,168,128.00
24	Attendants	\$12.00	\$18.00	\$32,448.00	\$778,752.00
				Total	\$1,946,880.00

Grand Total	\$2,849,380.00
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Income Projection

Harris County Emergency Services District 1 2006-2007 Budget

Current Year Tax Revenue		\$1,608,000.00
Fee for Services	(Trend \$3,700,000.00*)	\$3,360,000.00
Donations		\$9,000.00
P & I Delinquent Taxes		\$21,600.00
Interest Income		\$6,504.00
Misc. Income Records		\$4,800.00
Employee Relations/Event Medical		\$12,000.00
Education and Training		\$6,000.00
Critical Care Transport Division		\$180,000.00
Cash Forward and Encumbered		\$999,996.00
Total Projected Income		\$6,207,900.00

*Trend Marker estimates 3.7 Million though budgeted for safety factor \$3,360,000.00

Harris County Emergency Services District 1
2005-2006 Accomplishments
Under the Direction of Jody Meads

Financial

- Increase of Yearly Revenue by over \$1,100,000.00
- Implementation of the GASB Compliant Accounting Software
- Restructuring the Accounting Department to meet or exceed the Financial Accounting Standards Board criteria
- Internal Audits of Operational Expenses and decreased utility costs
- Internal Audits of previous years financial position for preparation of external audits to be supplied with anticipation of completion December 2006
- Purchase of Stretchers without seeking financial assistance
- Purchase of four ambulances without seeking financial assistance
- Repair and replacement of driveway and parking lot without seeking financial assistance
- Replacement of Computer Server and IT Systems without seeking financial assistance
- Implemented direct deposit with dual control and quality assurance
- Implemented a Medical Care Account to offset cost of Employee Health Care Insurance
- Implemented an improved Employee Retirement Program
- Improved overall processes for Payroll Record Retention
- Decrease in payroll overtime by 12.5 % by the second quarter of the fiscal year 2006
- Reviewed and restructured purchase processes to insure effective financial savings
- Outsourced billing department to third party vendor which decreased potential liability and increased efficiency
- Decreased the cost of Employee Health Care by \$118,000.00/year
- Decreased the cost of General Liability and Property Insurance by increasing deductibles and changing real property values
- Decreased cost of Maintenance by purchasing in bulk
- Implemented processes to collect fee by using credit cards
- Renegotiation of Service Contracts

Operational

- Added an additional ambulance in service 24 hours a day, 7 days a week
- Improved time record system with new time recording devices
- Re-installed Drive-Cam on ambulances
- Addressing near miss incidents to avoid injury and property damage
- Increased the number of available reserve ambulances to insure continuous uninterrupted service
- Placed new ergonomic stretchers on the ambulance to decrease potential employee injuries
- Placed new ergonomic stair chairs on the ambulances to decrease potential employee injuries
- Re-implemented preventative maintenance schedules for stretchers, monitors, and diagnostics
- Re-implemented the Field Training Program
- Computers with Internet access at all substations
- Implemented online patient care reporting system with integrated electronic patient care billing

- **Compliance with all TSDHS reporting**
- **Compliance with GETAC and SETTRAC meetings**
- **Purchased new Hand Held Radios for all the ambulances**
- **Purchase of Patient Care Ventilators**
- **Prepared and Maintain a Hurricane or Mass Casualty Surplus**
- **Created new Assistant Director Position**
- **Re-implemented the Human Resource Department**
- **Re-implemented Medical Control Department**
- **Improved Employee Relations/Morale by providing quarterly appreciation events**
- **Public Relations being actively pursued**
- **Began repair and renovation of Administration Building**
- **Purchase and Installation of new phone system**
- **Installation of QA/QI DVDR system on new ambulances**
- **Implementation of a Peer Review Committee**
- **Completed and moved into Substation 93**
- **Installation of Storage Facility to prevent property loss**
- **New improved interactive Web Site**

General Fund -Line Item Expenditures and Income

Harris County ESD-1 2006 and 2007 Budget

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Cable TV St 95	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	540.00
Entex St 91	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	540.00
Entex St 93	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	540.00
Entex St 94	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	540.00
Waste Management Isom	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	1,620.00
Waste Management M93	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	780.00
Waste Management M94	68.00	68.00	68.00	68.00	68.00	68.00	68.00	68.00	68.00	68.00	68.00	68.00	816.00
Waste Management M91	91.00	91.00	91.00	91.00	91.00	91.00	91.00	91.00	91.00	91.00	91.00	91.00	1,092.00
Water/Sewer St 91	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Water/Sewer St 93	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Water/Sewer St 94	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
Diesel Fuel-Ambulances	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00	156,000.00
Gas Fuel-Ambulance Generators	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
Gas Fuel-Support Vehicles	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Postage Administration	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Parcel Services	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
Pagers-Fleet	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
Training Center Rental	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Disposable/Consumables	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Harris County Fees-Meetings	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	32.00	384.00
G/L Property Insurance	939.08	939.08	939.08	939.08	939.08	939.08	939.08	939.08	939.08	939.08	939.08	939.08	11,268.96
G/L Auto Insurance	4,726.42	4,726.42	4,726.42	4,726.42	4,726.42	4,726.42	4,726.42	4,726.42	4,726.42	4,726.42	4,726.42	4,726.42	56,717.04
G/L Workers Compensation	8,497.67	8,497.67	8,497.67	8,497.67	8,497.67	8,497.67	8,497.67	8,497.67	8,497.67	8,497.67	8,497.67	8,497.67	101,972.04
Operating Contingency Expense	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Office Supplies-Administration	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	6,600.00
Office Supplies-Education Department	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00
Operating totals	40,986.17	40,986.17	40,986.17	40,986.17	40,986.17	40,986.17	40,986.17	40,986.17	40,986.17	40,986.17	40,986.17	40,986.17	491,834.04
Professional Fees-Code 200													
IH Computer Support	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	4,250.00	51,000.00
Legal/Lawyer Fees	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	48,000.00
Saige Software Support	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00
Auditor Fees	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	15,000.00
Commissioner Reimbursement	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	15,000.00
Dispatch Fees	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00	18,500.00	222,000.00
Nextel Tracking Fees	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
Professional Printing/Newspaper Ads	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Liscence Renewal-Ambulance	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Intermedix	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	38,000.00	456,000.00
Zoll Monitor Maint Support	783.00	783.00	783.00	783.00	783.00	783.00	783.00	783.00	783.00	783.00	783.00	783.00	9,396.00
Stretcher Maint Support	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Harris County Appraisal District	1,090.00	1,090.00	1,090.00	1,090.00	1,090.00	1,090.00	1,090.00	1,090.00	1,090.00	1,090.00	1,090.00	1,090.00	13,080.00
Postage Machine Rental to Own	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	550.00	6,600.00
HGAC Ambulance Fee	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
Checks: A/P and P/R	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Fed-Ex/UPS/Courier Svcs	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Radio/Comm Support	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Medical Direction	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	48,000.00
PhysioControl Maintenance	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	165.00	1,980.00
Copier/Office Machine Contracts	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	13,200.00
Alarm Security Fees	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
Bio Hazard Waste Disposal	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Extermination	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Professional Totals	78,438.00	78,438.00	78,438.00	78,438.00	78,438.00	78,438.00	78,438.00	78,438.00	78,438.00	78,438.00	78,438.00	78,438.00	941,256.00

Maintenance Department-Code 300

