



**Fire Officer 1
NFPA 1021, 2014 Edition**

Candidate: _____

Date: _____

Fire Department: _____

1021-JPR-08 Evaluation Format Project
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STANDARD: NFPA 1021, 4.4.3 and 4.4.3(B), 4.4.3 and 4.4.3(B)
TOPIC: Administration Budget
TASK: The candidate will prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.
PERFORMANCE OUTCOME: The candidate will prepare a budget request, so that the request is in the proper format and is supported with data.
CONDITIONS: See attached assignment instructions

No.	TASK STEPS	Task Value	Project Score
1.	Memo to Fire Chief on formal budget request	Pass/Fail	
2.	Budget Request Form is completed	2	
3.	Revenue sources identified	1	
4.	Budget process followed	1	
5.	Budget has supported data	2	
6.	Use of correct grammar, spelling usage and formatting	1	
7.	Use of correct sentence structure and paragraphing	1	
8.	Recommendations are clear	2	
9.	Necessary supporting data is provided	2	
	Total	12	

Total Points Possible = 12 Points Needed to Pass = 12 Points Scored = _____ <input type="checkbox"/> Pass <input type="checkbox"/> Fail

Evaluator/Candidate Comments: _____

Evaluator (sign)

Candidate (sign)



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JPR #FOI - #8

Information for Assignment:

Please review the following information that you will need to complete a Budget Request to either repair or replace a piece of an aging apparatus for the City of Highlands.

Issues with the aging Fire Truck:

Currently the City has the following Fire Apparatus:

- Fire Truck - 1998 Metalfab with a 500 gallon tank, gas engine and standard transmission
- Fire Truck - 2010 E-1, 1050 gallon tank, diesel engine and has automatic transmission.
- Support Vehicle - 2004 F350 Ford cube van

You receive the following memo and maintenance record from the Highlands Fire Chief's office this morning. Look over the records and write your report to the Fire Chief, in memorandum format, recommending the immediate and the long-term solution for the fifteen year old pumper.

**HIGHLANDS FIRE/RESCUE DEPARTMENT
Interoffice Memorandum**

To: Captain G. Long, Apparatus Supervisor

From: Ms. Lucinda Crann, Administrative Officer

Date: June 1

Subject: Status of Metalfab Pumper

Chief Watkins has directed me to forward to you the enclosed Equipment Maintenance record, which was brought to his attention yesterday.

He would like you to bring a report of this situation to the next staff meeting, during which our upcoming apparatus costs will be discussed for inclusion in the department's next budget request.

Both Deputy Chief Banks and Fire Chief Watkins are very concerned that the best long-term decision be made concerning Pumper One, and they request that your report includes recommendations to that effect.

The meeting will be held in the conference room at 0930 on Friday. You will use the Discussion Forum – *Introduction of Report at Meeting* to provide an introduction to your report at this meeting. Your cooperation in this matter is greatly appreciated.



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**Highlands Fire/Rescue Department
Equipment Maintenance Record
Apparatus-Pumper 1, 1998, 840 Metalfab
(500 gallon tank, gas engine and standard transmission)**

DATE	SERVICE/REPAIR PERFORMED	REPLACEMENT COST
January 3	Major Electrical Problem – Main Power Wire and Wiring Harness / Wiring Harness Patched for Now	\$5,000.00
February 15	Pump Failed ULC Testing – Will not Draft	\$30,000.00
February 29	Water Tank – Severe Leak	\$15,000.00
March 15	Rear Tires Worn and Choppy – Showing signs of dry rot	\$3,200.00
March 22	Engine – Using extreme amounts of Oil / Engine requires Rebuild	\$25,000.00
NOTE	Truck is designed with a Two Door Cab – Not safe riding capability for anyone other than Driver and Passenger	
TOTAL REPLACEMENT COST		\$78,200.00



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Funding Agencies / Revenue Sources for the Highlands Fire/Rescue Department:

- 1. The Provincial Government** provides for Fire Departments across the Province with a 50/50 deal to assist with the purchase of a Fire Truck. In order to replace the existing Fire Truck, to the same capacity, it will cost **approximately \$300,000.00**.
- 2. Capital Works/Equipment Funding** provided by the City of Highlands consists of a minimum budget of \$80,000.00.
- 3. Repair and Maintenance Budget** - Up to this point in time, in the calendar year, repair and upkeep for the Fire Department, has been allocated at **\$100,000.00** by the City. It is important to note that this is for all equipment and apparatus within the Fire Department. If all of the previous year fiscal money is not utilized by the Fire Department, the money goes back into the City coffers. The only money available through this resource is the money that is allocated for that year.

Additional Information:

This Fire Truck was evaluated by a Certified Apparatus Technician, who ruled that the current repair required for this apparatus far exceeds the value of the vehicle. This truck was deemed incapacitated and not safe for use during Fire and Emergency operations. It has been removed from service and Mutual Aid with the neighbouring community is in effect.



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Budget Process:

Option One: If you choose to Replace the Fire Truck:

Total Replacement Cost is estimated at \$300,000.00

1. Government Funding – The City of Highlands qualifies for the Provincial Government 50/50 funding for replacement of a Fire Truck because it has a population of 58,000 persons.
2. Municipal Capital Works - \$60,000.00 is already allotted to the Fire Department for Apparatus replacement
3. Municipality - The City of Highlands has the option to provide financing based on a 10-year repayment plan.

Option Two: If you choose to Repair the Fire Truck:

1. Annual Fire Department Budget – To allocate \$25,000.00 to repairs
2. Municipality – Request additional funding from the City of Highlands or they can borrow the money.



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Budget Assignment

Please prepare a Memorandum to the Fire Chief and the attached Budget Request form to outline your recommendations regarding whether to repair or replace the current Fire Apparatus. Be sure to provide narrative for justification of your reasoning.

Highlands Fire/Rescue
580 Fitzwilliam Street
Highlands BC
A2B 1C3

