



# City of Elkins

## Finance Committee Meeting

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April 13, 2026

1:00 PM

Phil Gainer Community Center  
142 Robert E. Lee Ave. Ext.

**Charter Authority of the Finance Committee:** Recommend an annual budget to Council. Supervise budget management and make reports to Council. Review and propose to Council municipal debt instruments and grants. Make fiscal forecasts and report same to Council.

### AGENDA

1. **Call to Order and Roll Call**
2. **Public Comment**
3. **Minutes**
  - a. Proposed minutes for the meeting of March 6, 2026
4. **Reports**
5. **New Business**
  - a. FY 2027 property and casualty insurance bid
  - b. Matters relating to TIF District #1, TIF bond issue, etc.
  - c. FY 2027 Sanitation budget
  - d. FY 2027 Fire budget
6. **Announcements**
7. **Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	April 13, 2026
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of March 6, 2026
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Minutes proposed for the referenced meeting
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. Finance Committee - 2026_03_09 - minutes_proposed_v3

# FINANCE COMMITTEE MEETING MINUTES

*Phil Gainer Community Center  
142 Robert E. Lee Ave. Ext.  
March 9, 2026  
1:00 p.m.*

Present were members: C. Chenoweth (chair), M. Hinchman, & C. Lowther.

Also present were: Jerry Marco (mayor), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), Tom Tesar (Parks & Recreation Director), Wes Lambert (water chief operator), Dewaine Corley (IT Manager), Sutton Stokes (city clerk), and Mikayla Goins (executive secretary).

## MINUTES

Lowther **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF FEBRUARY 17, 2026.** The motion carried.

## NEW BUSINESS

**By unanimous consent of the Committee the agenda was reordered as follows:**

### **b. Request to increase FY 2027 EPRC Funding**

Judy presented information regarding EPRC funding and the need for more funding. Tesar provided a report on EPRC funding use in the past and requested an increase of \$65,000 above the FY 2026 EPRC budget. The proposal was made to provide \$25,000 immediately via an FY 2026 contribution from the Financial Stabilization Account, with the remaining \$40,000 to be made up in FY 2027 from a combination of anticipated higher Hotel/Motel Tax revenues and an increased contribution from the General Fund. Because EPRC's share of FY 2027 Hotel/Motel Tax revenues are projected to be \$32,250 higher than in FY 2026, achieving the \$40,000 increase would require increasing the General Fund contribution by only \$7,750 (for a total FY 2027 General Fund contribution of \$183,296).

Lowther **MOVED TO RECOMMEND COUNCIL APPROVAL FOR \$25,000 TO BE MOVED FROM THE FINANCIAL STABILIZATION ACCOUNT TO THE ELKINS PARKS AND RECREATION ACCOUNT FOR FY 2026.** The motion carried.

### **c. Consideration of FY 2027 funding requests by outside organizations**

Judy advised the Committee that, based on current conservative projections, the Committee discussed FY 2027 outside organization funding requests.

Lowther **MOVED TO RECOMMEND COUNCIL APPROVAL OF FY 2027 OUTSIDE ORGANIZATION CONTRIBUTIONS TOTALING \$108,200, AS SHOWN ON THE ATTACHED “FY 2027 PROPOSED FUNDING FOR PARTNER AND COMMUNITY ORGANIZATIONS” DOCUMENT.** The motion carried.

**a. Presentation of FY 2027 budget**

Judy provided a presentation of the FY 2027 budget and advised that indirect cost payments be waived in FY 2027 for the Fire Fund and EPRC.

Hinchman **MOVED TO RECOMMEND THAT COUNCIL WAIVE INDIRECT COSTS FOR THE FIRE FUND AND EPRC IN FY 2027.** The motion carried.

Judy explained that FY 2027 Hotel/Motel Tax revenues are estimated at \$325,000. W. Va. Code §7-18-14 requires that 50 percent (\$162,500) be allocated for the CVB (Elkins Depot Welcome Center); Council traditionally allocates the remaining 50 percent to EPRC. As a result, the needed FY27 General Fund contribution to EPRC, as mentioned above, is \$183,296.

Stokes provided explanation for the Clerk Department’s FY 2027 budget.

Bennett provided explanation for the Police Department FY 2027 budget.

Lowther **MOVED TO RECOMMEND COUNCIL APPROVAL OF THE FY 2027 BUDGET AS PRESENTED, WITH THE ADDITION OF A \$183,296 CONTRIBUTION TO EPRC AND THE OTHER OUTSIDE CONTRIBUTION AMOUNTS LISTED ON THE ATTACHED DOCUMENT.** The motion carried.

Discussion of the Fire Fund budget will continue at a later meeting.

The meeting adjourned at 3:11 p.m.

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Signature



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	April 13, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	FY 2027 property and casualty insurance bid
<b>Recommended By:</b>	City Treasurer
<b>Summary:</b>	The Finance Committee will review the results of the FY2027 Property and Casualty Insurance bid. One proposal was received from WVcorp through Assured Partners in the total amount of \$238,208, with all bid requirements met. The proposal reflects an approximate 1.8% increase over the FY2026 premium and includes coverage across property, liability, auto, and related risk areas. The Committee may consider whether to recommend acceptance of the proposal and award of coverage for the upcoming policy term.
<b>Fiscal Impact:</b>	The FY2027 property and casualty insurance proposal totals \$238,208, representing an increase of approximately \$4,093 (1.8%) over the FY2026 premium of \$234,115.
<b>Recommendation:</b>	Consider for recommendation to Council
<b>Attachments:</b>	1. FY2027 Insurance Bid

# City of Elkins

**Bid Due Date:** March 20, 2026 at 2:00 pm

**Bid Name:** FY2027 Property and Casualty Insurance

**Bid Instructions:** Present two separate proposals, with four copies of each proposal.

Proposal number one is the Technical Proposal which must be sealed and labeled.

Proposal number two is the Cost Proposal, include the Cost Proposal Form. The Cost Proposal must be sealed and labeled.

All Proposals should be in ink, showing all facts (Technical Proposal) the total amount of the proposal (Cost Proposal).

All proposals are to include sample forms of all exclusions to be attached to proposal policies.

Instruction to Bidders form must be the cover sheet for both the Technical Proposal and Cost Proposal and signed as indicated.

**Bid Results:**

	<b>Bidder Name</b>	<b>Bid Amount</b>	<b>Bid Instructions Met</b>
<b>Bid #1</b>	<b>Assured Partners (WVcorp)</b>	<b>\$238,208</b>	<b>Yes</b>
<b>Bid #2</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Bid #3</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

# **COST PROPOSAL**

## **City of Elkins Property Casualty Cost Proposal**

**March 18, 2026**

## Premium Comparison

**Insured:** City of Elkins  
**Policy Term:** 07/01/26 - 07/01/27  
**Carrier:** WVcorp

Coverage	Annual Premium
<b>Commercial Package</b>	
<b>Property</b>	\$61,714
<b>Business Income</b>	Included
<b>Inland Marine</b>	\$10,411
<b>Commercial Crime</b>	\$1,450
<b>Equipment Breakdown</b>	\$8,586
<b>General Liability</b>	\$46,438
<b>Law Enforcement Liability</b>	Included
<b>Public Officials E &amp; O Liability</b>	\$16,585
<b>Employment Practices Liability</b>	Included
<b>Business Auto</b>	\$70,353
<b>Excess Liability</b>	\$19,671
<b>Cyber Liability</b>	\$3,000
<b>TOTAL</b>	<b>\$238,208</b>

## Premium Payment Summary

Total Annual Package Premium

\$238,208

### PAYMENT OPTIONS

Paid in Full

Quarterly Payments are Available

Minimum Earned Premium:      Yes       No

### Note:

Premium shown includes Annual Premium and .55% West Virginia Surcharge.

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**INSURED:**    City of Elkins  
                  401 Davis Avenue  
                  Elkins, WV 26241

**INSURED SIGNATURE:** \_\_\_\_\_

**DATED:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

# Marketing Summary

Company	Quoted / Declined	Notes
WVcorp (Rated 'A' by A.M. Best)	Quoted	See Proposal for Details.

**A.M. Best Rating**

A+ and A++ (Superior)  
A and A- (Excellent)



Contribution Summary Form

Coverage	Deductible	Contribution
<b>Property</b> : Special Form; Replacement Cost (or stated otherwise); No Coinsurance; Blanket	See Schedule	\$61,714
<b>Inland Marine</b> : Replacement Cost if Scheduled, otherwise Actual Cash Value	See Schedule	\$10,411
<b>Equipment Breakdown</b>	\$1,000	\$8,586
<b>General Liability</b> : \$1,000,000 Combined Single Limit; Occurrence Form; No Annual Aggregate; Non-Audited	None	\$46,438
<b>Law Enforcement Liability</b> : \$1,000,000 Limit	\$2,500	Included
<b>Public Officials Liability</b> : \$1,000,000 Limit Each Wrongful Act	\$2,500	\$16,585
<b>Automobile</b> : \$1,000,000 Liability for Owned Autos; Coverage Level per Schedule; Automatic Coverage for Additions; Non-Audited	See Schedule	\$70,353
<b>Crime</b> : Blanket \$500,000 Faithful Performance; In/Out Robbery; Counterfeit; Forgery; Computer Fraud; Telephone Toll Fraud \$25,000 sublimit	\$250	\$1,450
<b>Excess Liability</b> : Refer to the proposal page for limit information. Underlying limits must be exhausted before excess liability is available for losses.	None	\$19,671
<b>Environmental Liability</b> : \$500,000 Limit	\$25,000	Included
<b>Cyber Risk</b> : \$1,000,000 Limit	None	\$3,000
<b>Grand Total Annual Contribution</b>		<b>\$238,208</b>
	Total Contribution Due	\$238,208

Any additions or deletions made after the proposal and initial billing effective up to and including July 1st will result in an endorsement and contribution adjustment.

*In order to be eligible for WVcorp membership, the following coverages must be selected: Property (where applicable), General Liability, Business Auto (where applicable), and Crime. To be eligible for Workers' Compensation coverage, Property & Casualty must be in effect with WVcorp.*

<b>Coverage</b>	<b>FY2026 Proposal</b>	<b>FY2027 Proposal</b>
Property	\$59,662	\$61,714
Business Income	Included	Included
Inland Marine	\$7,098	\$10,411
Commerical Crime	\$1,450	\$1,450
Equipment Breakdown	\$8,485	\$8,586
General Liability	\$50,545	\$46,438
Law Enforcement Liability	Included	Included
Public Officials Liability	\$16,585	\$16,585
Employment Practices Liability	Included	Included
Business Auto	\$67,148	\$70,353
Excess Liability	\$20,142	\$19,671
Cyber Liability	\$3,000	\$3,000
	<b>\$234,115</b>	<b>\$238,208</b>

**Approximately 1.8% increase for FY2027**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	April 13, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Matters relating to TIF District #1, TIF bond issue, etc.
<b>Recommended By:</b>	TIF Advisory Committee
<b>Summary:</b>	<p>The TIF Advisory Committee presents its Project Recommendation Report regarding TIF District #1, for the Finance Committee's information. The report summarizes the Committee's review of three projects (Downtown Streetscape , Riverfront Redevelopment, and the Glendale Park Bike Skills Area) and its findings that each meets the requirements of Ordinance 327 and is appropriate for advancement. It outlines available funding sources, including current TIF revenues, federal earmark funding for engineering, and state grant funding, and recommends a 2026 focus on engineering and design work, with a potential TIF bond issuance to be considered in late 2026 or early 2027 following completion of the first phases of that work.</p>
<b>Fiscal Impact:</b>	No General Fund outlays
<b>Recommendation:</b>	Review presented information
<b>Attachments:</b>	1. TIF Committee - Project Rec Report - 2026_04_09

**TO:** Common Council

**FROM:** TIF Advisory Committee

**DATE:** April 10, 2026

**RE:** TIF District #1 – Project Recommendation Report

### **Overview**

The TIF Advisory Committee reviewed three projects within TIF District #1 (Downtown Streetscape Improvements, Riverfront Development and Beautification, and the Glendale Park Bike Skills Area) and found that (1) each is encompassed in the project descriptions in the City’s approved TIF Application, (2) each meets the requirements of Ordinance 327, and (3) initial funding is available for each. Therefore, all three projects are appropriate for advancement.

The Committee recommends proceeding with engineering and design work during 2026 using available funding sources, including TIF revenues and external grants, with a future TIF bond issuance to be considered following completion of initial phases of that work. Immediate actions recommended include initiating the §5G procurement process, designating a team to manage that process, supporting required grant match funding, and executing a no-cost project management MOU for the Streetscape and Riverfront projects.

### **Purpose**

The TIF Advisory Committee met to review potential projects for advancement within and funding via revenues from TIF District #1, and to determine whether such projects meet the requirements of Ordinance 327 and should be recommended to Council for further action.

### **Projects Considered**

The Committee reviewed the following projects:

- Downtown Streetscape Improvements
- Riverfront Development and Beautification
- Glendale Park Bike Skills Area

All three projects are encompassed within the TIF Projects described in the City’s approved application for TIF District #1.

### **Required Findings (Ordinance 327)**

Pursuant to Ordinance 327, which established the TIF Advisory Committee, the Committee makes the following findings.

First, the Committee finds that all applicable laws, rules, and process requirements have been or will be satisfied in connection with the proposed projects, including compliance with open meetings requirements and applicable procurement laws.

Second, the Committee finds that each proposed project meets at least one of the objectives set forth in Ordinance 327. Specifically, the Streetscape and Riverfront projects provide economic

development benefits and beautification impacts within the TIF District and the City, and the Glendale Park Bike Skills Area provides a community development benefit.

### **Project Readiness**

The Committee finds that the projects are sufficiently developed to proceed to the next phase(s) of work, including engineering, design development, and refinement of scope and cost estimates.

### **Funding Considerations**

The Committee finds that resources appear to be available to support advancement of all three projects. These include current deposits in the TIF Fund (about \$210,000), federal earmark funding designated for Streetscape and Riverfront engineering (about \$500,000), WVDOH Transportation Alternative/Recreational Trails funding awarded for the Bike Skills Area (about \$400,000, with required \$97,000 local match), and proceeds of a potential future TIF bond issuance (about \$1.5 million).

### **Project Prioritization**

At this stage, the Committee does not find it necessary to prioritize or eliminate any of the three projects under consideration in this report. Given the availability of multiple funding sources and the current level of project development, the Committee instead finds it appropriate for all three projects to advance concurrently through the engineering and design phase.

The Committee further finds that prioritization of specific project components, particularly within the Streetscape and Riverfront initiatives, should occur following completion of community input, engineering, and cost analysis, in consultation with the selected engineering firm and other project advisors. Bond issuance is recommended to follow initial engineering work so that appropriate project components may be identified to financing partners for initial phase(s) of work.

### **Recommendation**

Based on the foregoing, the TIF Advisory Committee recommends that Council:

- Acknowledge and concur with the Committee's recommendation to advance the Downtown Streetscape, Riverfront Redevelopment, and Glendale Park Bike Skills Area projects, and to utilize TIF Fund revenues to support project activities during 2026.
- Authorize, as soon as practicable, execution of an MOU with Woodlands Development & Lending to provide project management services, at no cost to the City, for the Downtown Streetscape and Riverfront Redevelopment projects.
- Initiate, as soon as practicable, a procurement process for engineering and design services pursuant to West Virginia Code §5G, with such services intended to be funded using awarded FY 2026 Congressionally Directed Spending funds.
- Designate, as soon as practicable, a 5G Procurement and Coordination Team to manage the procurement process on Council's behalf.

- Authorize, as soon as practicable, the pledge of available TIF revenues on hand to fund up to a \$97,000 local match associated with the West Virginia Division of Highways Transportation Alternatives/Recreational Trails Program award for the Glendale Park Bike Skills Area project.
- Defer consideration of a TIF bond issuance until late 2026 or early 2027, with timing, scope, and sizing to be informed by the results of the engineering and design process.

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## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	April 13, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	FY 2027 Sanitation budget
<b>Recommended By:</b>	City Treasurer, Operations Manager
<b>Summary:</b>	Attached is the proposed FY2027 Sanitation Fund budget. The budget is balanced at \$1,832,900 in total revenues and expenditures, with major revenue sources including residential and commercial refuse collection fees. Expenditures are primarily driven by contracted services, personnel costs, and capital outlay for equipment and facilities. The Committee may review key cost drivers and consider whether to recommend the proposed budget for inclusion in the City's overall FY2027 budget.
<b>Fiscal Impact:</b>	\$1,832,900 in total revenues and expenditures
<b>Recommendation:</b>	Consider for recommendation to Council
<b>Attachments:</b>	1. FY2027 Sanitation Budget

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
404-000-302-0000	Penalties & Interest	16,000.00CR
404-000-350-0000	Refuse Collection Residential	721,000.00CR
404-000-350-0002	Refuse Collection Comm	851,900.00CR
404-000-350-0003	Hauling Fees Roll-Off	185,000.00CR
404-000-350-0004	Rental Fees Roll-Off	35,000.00CR
404-000-380-0000	Interest Earned	15,000.00CR
404-000-381-0000	Reimbursements	8,000.00CR
404-000-382-0000	Refunds & Rebates	1,000.00CR
404-000-383-0000	Sale of Fixed Assets	0.00
404-000-399-0000	Miscellaneous Revenues	0.00
	PAGE TOTAL:	1,832,900.00CR
	TOTAL:	1,832,900.00CR
	TOTAL REVENUES:	1,832,900.00CR

ACCOUNT NO#	ACCOUNT NAME	ANNUAL BUDGET
DEPT NO: 800	SANITATION	
404-800-103-0000	Salary & Wages	403,500.00
404-800-104-0000	FICA Expense	33,000.00
404-800-105-0000	Group Health Insurance	126,000.00
404-800-106-0000	Retirement	38,500.00
404-800-108-0000	Overtime/Extra Help	18,000.00
404-800-211-0000	Telephone	1,300.00
404-800-213-0000	Utilities	10,000.00
404-800-214-0000	Travel	200.00
404-800-215-0000	Maint Bldgs & Grounds	2,000.00
404-800-216-0000	Maint of Equipment	2,500.00
404-800-217-0000	Maint of Autos & Trucks	10,000.00
404-800-217-0001	Maint of Roll-Off	5,000.00
404-800-219-0000	Bldgs, Equipment & Rents	0.00
404-800-220-0000	Advertising	500.00
404-800-221-0000	Training & Education	500.00
404-800-222-0000	Dues & Subscriptions	100.00
404-800-230-0000	Contracted Services	690,000.00
404-800-341-0000	Supplies & Materials	7,500.00
404-800-343-0000	Automotive Supplies	80,000.00
404-800-343-0001	Automotive Supplies-Roll-Off	7,500.00
404-800-345-0000	Uniforms	9,000.00
404-800-348-0000	Chrgs By Other Funds	45,000.00
404-800-457-0000	Capital Outlay - Buildings	98,000.00
404-800-459-0000	Capital Outlay - Equipment	88,000.00
404-800-670-0000	Other Interest & Penalties	1,000.00
	PAGE TOTAL:	1,677,100.00
	DEPT TOTAL:	1,677,100.00

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 801	UTILITY BILLING	
404-801-103-0000	Salaries & Wages	17,000.00
404-801-104-0000	FICA Tax	1,300.00
404-801-105-0000	Group Health Insurance	7,300.00
404-801-106-0000	Retirement	1,500.00
404-801-108-0000	Overtime/Extra Help	100.00
404-801-341-0000	Supplies & Materials	4,000.00
	PAGE TOTAL:	31,200.00
	DEPT TOTAL:	31,200.00

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 802	ADMIN & GENERAL	
404-802-103-0000	Salaries & Wages	41,000.00
404-802-104-0000	FICA Expense	2,100.00
404-802-105-0000	Group Health Insurance	5,000.00
404-802-106-0000	Retirement	2,500.00
404-802-108-0000	Overtime/Extra Help	200.00
404-802-218-0000	Postage	7,000.00
404-802-223-0000	Professional Services	4,000.00
404-802-226-0000	Insurance & Bonds	23,000.00
404-802-226-0001	Insurance & Bonds GL	15,500.00
404-802-230-0000	Contracted Services	700.00
404-802-232-0000	Bank Charges	100.00
404-802-341-0000	Supplies & Materials	500.00
404-802-353-0000	Computer Software	23,000.00
	PAGE TOTAL:	124,600.00
	DEPT TOTAL:	124,600.00
	TOTAL EXPENDITURES:	1,832,900.00
	NET REVENUES/EXPENDITURES:	0.00



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	April 13, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	FY 2027 Fire budget
<b>Recommended By:</b>	City Treasurer, Fire Chief
<b>Summary:</b>	The Finance Committee will review the proposed FY2027 Fire Department budget and accompanying presentation. The proposed budget is balanced at \$1,154,040 in revenues and expenditures, primarily but not entirely supported by fire service fees. The total is largely affected by personnel costs, which comprise the majority of the budget, along with contractual services, equipment maintenance, and capital outlay. The presentation also highlights ongoing structural funding challenges, including reliance on the fire fee, limited flexibility in staffing costs, and anticipated future needs related to equipment replacement, insurance, and volunteer support.
<b>Fiscal Impact:</b>	The proposed budget is balanced at \$1,154,040 in revenues and expenditures
<b>Recommendation:</b>	Consider for recommendation to Council
<b>Attachments:</b>	1. FY2027 Fire Budget & Presentation



# Elkins Fire Department

## Office of the Fire Chief



### FY 2026-27 Budget Presentation

This synopsis will address the various categories and line items of the budget, for clarity and justification. This request has nothing to do with the amount of fire service fee revenue. This reflects what it takes for us to operate and provide services for the entire year.

#### Personal Services

- 80.9 % of the total request.
- Only significant increase is an adjustment to the Fire Chief's salary. I am no longer satisfied with being paid at or below the level of people that I am responsible for. In moving forward, it will be necessary for recruitment of a replacement.
- While the overtime number looks big, remember it is not negotiable. 98% of it is factored into base pay and holiday pay, it just happens to be compensated at the overtime rate. It is all scheduled.
- Should the funding stream change in a positive direction, I would like to increase the line item for Volunteer Pay. In an effort for recruitment and retention, I would like to explore making a change as to how we pay the volunteers. Currently and historically, volunteers are paid for calls in the city and outside of the county. This policy dates all the way back to the 1960's. Considering the change to the fire fee in 2015, is it more appropriate for them to be paid for calls in the district (in city and in the first due outside the city) and mutual aid calls both in and out of the county would be uncompensated. I am currently working on comparative numbers as to what this may look like, as it would also affect paid staff callouts.

#### Contractual Services

- 9.8% of the total request
- Items include utilities, maintenance of equipment, trucks, and buildings, insurance, postage, subscriptions, training. Some of these line items, such as utilities, I never even see the bill.
- We should be saving money here as we have eliminated the phone bill with the new system, only expenditure in this line item is internet.
- I intend to address the increase in fleet insurance, we changed companies 2 years ago to save money, but it only happened once. One issue I want to correct is ensuring that our full replacement cost is accurate based on the current market. I believe at this point, we could be underinsured, but in order to increase those replacement values, the premium will almost certainly increase.
- The training budget should be increased, should funding be addressed.



# Elkins Fire Department

## Office of the Fire Chief



### Commodities

- 2.1% of the total request
- Gas and Diesel for the trucks, uniforms, and supplies.
- Uniforms only cover the daily work wear for the paid staff, I would like to add a line item for personal protective equipment, to replace 2-3 sets of turnout gear per year. This would cost approximately \$10,000 - \$12,000 annually.

### Capital Outlay

- 7.2% of the budget, 2 line items.
- Capital Outlay Buildings- basically used as an overage if we run out of building maintenance under Contractual
- Capital Outlay Equipment- Truck payment on the new engine. If this line item could be increased, it would allow for a more aggressive approach to fleet replacement. As it stands, we can purchase one apparatus at a time.

### Volunteer Contribution

- While the volunteers make a contribution financially through state funds, grants and fund raising, those dollars cannot be spent on personnel and salaries. However, what has been successful in the past has been their ability to purchase equipment that the budget lacks the funding to. Since 2017 through the end of 2025, the volunteers have contributed almost \$400,000 to the department. The list is too long to mention here, it includes equipment, vehicles, and training.
- The volunteers do not receive the same level of funding from the state as other volunteer fire departments do. Their funding is reduced by roughly 40% because we also have paid staff. To further clarify that, a smaller community which may not even be incorporated and may or may not have a fire fee in the county, that fire department receives 40% more than we do, even though we have more population and infrastructure to protect and a much larger call volume.

### Funding

- While the fire fee has been able to accomplish a lot, I would hope that it was clear from the start that it would not sustain us forever. No matter what anyone says, we have been able to take the additional funding from the first due and dedicate it 100% to improving the level of service provided. I, as a city resident, do care that my fire department is equipped and capable. I think most people do. Those who complain about the fee are the same who would tell us we took long to respond to their emergency.
- I have a couple of fears moving forward. It would take an approximate 20 -25% increase for us to break even and gain the revenue to fully fund this request. What happens in 5 or 10 years when that isn't enough? Where do we stop? As we lose volunteers, we will have to supplement with more paid staff. For every one shift position, 3 must be hired. Only 10 paid staff positions does not make a fire department. No other fire department in West Virginia is solely funded by that single funding stream of a fire service fee. Many or all cities have such fees in place, but it rarely generates the revenue necessary. I believe that in order to move both the city and fire department forward, we must do the same.



# Elkins Fire Department

## Office of the Fire Chief



### Historic Comparison

Just to clarify our historical data, here are the numbers for the last few years. It is clear that we are doing our best to maintain consistency and fiscal responsibility. These numbers reflect solely our ability to operate. Capital improvements are few and are funded within budget line items, for the most part.

Budget Year	FY2022-23	FY2023-24	FY2024-25	FY 2025-26
REQUESTED	\$916,090	\$970,622	\$1,092,384	\$1,050,500
EXPENDITURES	\$1,043,797	\$1,072,355	\$1,086,435	?????????

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
036-000-352-0000	Fire Protection Fees	900,000.00CR
036-000-352-0001	Fire Protection Fee Penalty	5,000.00CR
036-000-369-0000	Contributions From Other Fund	247,040.00CR
036-000-380-0000	Interest Earned	1,500.00CR
036-000-381-0000	Reimbursements	0.00
036-000-382-0000	Refunds & Rebates	500.00CR
036-000-383-0000	Sale of Fixed Asset	0.00
036-000-399-0000	Miscellaneous Revenue	0.00
	PAGE TOTAL:	1,154,040.00CR
	TOTAL:	1,154,040.00CR
	TOTAL REVENUES:	1,154,040.00CR

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 706	FIRE DEPARTMENT	
036-706-103-0000	Salary & Wages	401,800.00
036-706-103-0001	EVFD Salary & Wages	10,000.00
036-706-104-0000	FICA Expense	49,000.00
036-706-105-0000	Group Health Insurance	162,000.00
036-706-106-0000	Retirement	41,000.00
036-706-107-0000	Pensions Paid	0.00
036-706-108-0000	Overtime/Extra Help	270,000.00
036-706-211-0000	Telephone	1,500.00
036-706-212-0000	Printing	0.00
036-706-213-0000	Utilities	26,000.00
036-706-214-0000	Travel	0.00
036-706-215-0000	Maint of Bldgs & Grounds	4,000.00
036-706-216-0000	Maint of Equipment	7,500.00
036-706-217-0000	Maint of Autos & Trucks	12,000.00
036-706-218-0000	Postage	10,000.00
036-706-220-0000	Advertising	0.00
036-706-221-0000	Training & Education	3,000.00
036-706-222-0000	Dues & Subscriptions	3,000.00
036-706-223-0000	Professional Services	0.00
036-706-226-0000	Insurance & Bonds	10,000.00
036-706-226-0001	Insurance & Bonds Fleet	28,000.00
036-706-226-0002	Insurance & Bonds GL	7,500.00
036-706-229-0000	Court Costs & Damages	0.00
036-706-230-0000	Contracted Services	0.00
036-706-232-0000	Bank Charges	0.00
036-706-341-0000	Supplies & Materials	7,500.00
036-706-343-0000	Automobile Supplies	12,000.00
036-706-345-0000	Uniforms	5,000.00
036-706-348-0000	Chrgs By Other Funds	0.00
036-706-353-0000	Computer Software	0.00
036-706-457-0000	Capital Outlay Buildings	5,000.00
036-706-459-0000	Capital Outlay Equipment	78,240.00
	PAGE TOTAL:	1,154,040.00
	TOTAL:	1,154,040.00
	TOTAL EXPENDITURES:	1,154,040.00
	NET REVENUES/EXPENDITURES:	0.00