

**Fire and Emergency Services Company Officer**  
**Lesson 9 — Administrative Functions**

**Assignment Sheet 9-3**  
**Prepare a Budget Request for a**  
**Specific Fire Service Need**

Name \_\_\_\_\_ Date \_\_\_\_\_

**References**

*Fire and Emergency Services Company Officer*, 4<sup>th</sup> Edition, p. 212 – 215  
NFPA 1021, 4.4.3

**Introduction**

Historically, the budget officer has had direct control over the funds allotted at the company level by the budget. This has changed in recent years as an increasing number of jurisdictions have assigned responsibilities to the company officer. Reflecting this trend, NFPA 1021, *Standard for Fire Officer Professional Qualifications*, requires that company officers be able to prepare a budget request to obtain the items needed to operate their stations and companies. The ability to make a simple budget request along with its justification prepares a company officer for greater budget responsibilities that come with higher rank.

**Directions**

Prepare a budget request using the scenarios described in the activity section below. Fire Station Budget Request Worksheets are provided to assist in the preparation of the requests. Include a budget justification for the request following the table on the worksheet describing the need for the request. The justification is to be brief but must have enough information so that even a casual observer can understand the validity of the request.

## Activity 1: Station Budget

You have been assigned the responsibility of preparing the utilities (heating, cooling, and electricity), the maintenance, and consumable items budgets for Fire Station 5, 9074 Union Hills Drive. Engine 5 is staffed by a captain, a driver/operator and two firefighters on a 24-hour, three-shift schedule.

Budgeted costs for the station from last year include the following:

- Utilities
  - Heating and cooling - \$15,000.00
  - Electrical energy - \$12,000.00
- Consumable items
  - Soap - \$230.00
  - Toilet paper - \$950.00
  - Paper towels - \$1227.00
  - Cloth cleaning towels - \$200.00
  - General cleaning agents - \$487.00
  - Station air filters - \$465.00 (6 per year X \$77.50 each)
  - Bedding (pillows, sheets, pillowcases, etc.) - \$2,056.00 (12 personnel X \$171.30 per year)

Energy costs associated with heating, cooling and electricity are not expected to experience a rate increase in the next year. An additional engine bay was added to the station, adding 1,000 square feet to the station. The original size of the station was 4000 square feet (an increase of 25%). Consumable items are anticipated to increase by 3% over the next budget year due to rising retail costs.

Prepare a budget request utilizing the forms provided. Use one budget worksheet to prepare your proposal and its justification for consumable items and one for utilities. Budget worksheets are provided below or you may use worksheets provided by your own agency. When completing this exercise, round all budget request values up to the next whole dollar.

## **Activity 2: Equipment Budget**

The fire chief has determined that all fire apparatus fire supply hose be replaced during this budget year. The supply fire hose currently in service was purchased in 1990 and is beginning to show signs of age. At the time the current supply fire hose was purchased, its expected service life was ten years. Supply fire hose that is currently manufactured has a service life estimated to be fifteen years. You have determined that it will require 1500 feet of supply line to replace all of the supply hose on Engine 5. The estimated cost of the hose is \$6.25 per linear ft. The cost of a coupling is \$18.50 (two are required per section of hose.)

Prepare a budget request for the supply fire hose using the forms provided. The budget request should be categorized as Equipment and based upon hose section lengths of 100 ft. Budget worksheets are provided below or you may use worksheets provided by your own agency. While completing this exercise, round all budget request values up to the next whole dollar.

**ANYTOWN FIRE DEPARTMENT  
FIRE STATION BUDGET REQUEST WORKSHEET**

**STATION NUMBER:** \_\_\_\_\_ **COMPANY/UNIT:** \_\_\_\_\_

**STATION ADDRESS:** \_\_\_\_\_

**BUDGET CATEGORY:** \_\_\_\_\_

<b>Budget Item</b>	<b>Current Budget</b>	<b>Request</b>	<b>Total</b>
<b>TOTAL</b>			

**JUSTIFICATION:**

**ANYTOWN FIRE DEPARTMENT  
FIRE STATION BUDGET REQUEST WORKSHEET**

**STATION NUMBER:** \_\_\_\_\_ **COMPANY/UNIT:** \_\_\_\_\_

**STATION ADDRESS:** \_\_\_\_\_

**BUDGET CATEGORY:** \_\_\_\_\_

<b>Budget Item</b>	<b>Current Budget</b>	<b>Request</b>	<b>Total</b>
<b>TOTAL</b>			

**JUSTIFICATION:**

**ANYTOWN FIRE DEPARTMENT  
FIRE STATION BUDGET REQUEST WORKSHEET**

**STATION NUMBER:** \_\_\_\_\_ **COMPANY/UNIT:** \_\_\_\_\_

**STATION ADDRESS:** \_\_\_\_\_

**BUDGET CATEGORY:** \_\_\_\_\_

<b>Budget Item</b>	<b>Current Budget</b>	<b>Request</b>	<b>Total</b>
<b>TOTAL</b>			

**JUSTIFICATION:**