



**Agenda Action Form Overview**

The Board is requested to approve Budget Ordinance Amendment No. 21BC000003 appropriating \$25,000 of Lebanon Fire Tax Fund fund balance to the Lebanon Volunteer Fire Department (VFD) to offset unanticipated COVID-19 personnel costs associated with contracted County employees at Lebanon Volunteer Fire Department.

**Background/Justification**

Lebanon Volunteer Fire Department covers a portion of unincorporated Durham County north of the City limits. Lebanon contracts with the County for firefighters (County employees) who are governed by County benefits and pay policies.

The fund balance request will cover costs for unanticipated overtime and part-time costs for personnel at Lebanon Volunteer Fire Department. The unanticipated personnel cost were incurred due to the COVID-19 pandemic.

**Policy Impact**

This requested budget amendment is in keeping with common practice and represents no new policy changes or action required of the Board of County Commissioners. The expenditures are in compliance with the recommendations of the 2013 Fire Study regarding staffing, response times and efficient use of fiscal resources.

**Procurement Background**

Per the County's contract with the Lebanon Fire Department, they are required to follow the County's procurement policy.

**Fiscal Impact**

This requested budget amendment requests distribution of unallocated fire district funds to cover shortfalls in the existing Lebanon Fire Department budget.

**Recommendation**

The County Manager recommends that the Board approve Budget Ordinance Amendment No. 21BC000003 approving the fund balance appropriation and transfer from Lebanon Service Tax District in the amount of \$25,000 for unanticipated personnel costs.