City of Paynesville

A Lifetime Opportunity

AGENDA
FIRE BUDGET MEETING
AT PAYNESVILLE FIRE HALL
WEDNESDAY, SEPTEMBER 2, 2015
6:00 P.M.

1. Welcome
2. Approve minutes of Fire Contract Meeting 5/6/15. (Page 1)
3. 2015 expenses and revenues thru June 30, 2015 (unaudited). (Page 2)
4. Fire Reserve Fund-Equipment and Building Recap (Page 4)
5. Donations (Page 8)
6. Jan – July (15) fire and rescue run recap sheets (informational)(Page 9)
7. Fire Department Replacement List (Page 13)
8. 2016 Proposed Budget (Administration is completing the proposed budget and it will be distributed at the meeting for your review/comments.)
9. Other
10. Adjourn. Coffee and cookies will be served after the meeting.

******PLEASE BRING THIS PACKET WITH YOU******

******AGENDA IS AVAILABLE TO VIEW OR DOWNLOAD ON WWW.PAYNESVILLEMN.COM******

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MINUTES
FIRE CONTRACT MEEETING
FIRE HALL
MAY 6, 2015

Fire Chief Bob Liestman called the Fire Contract Meeting to order at 7:00 p.m. The following were present at the meeting: Renee Eckerly, City Administrator; Belinda Ludwig, Finance Specialist; Roger Torborg, Township/Cities represented were: Eden Lake Township, Irving Township, Munson Township, City of Paynesville, Paynesville Township, City of Regal, and Zion Township. Absent: Roscoe, Roseville Township, and Union Grove Township

Chief Liestman introduced himself, Eckerly, Ludwig, and Torborg, reminded everyone to sign in, and took roll call.

Chief Liestman asked if there were any additions or corrections to the minutes of the September 2, 2014 budget meeting.

> **Motion was made by City of Regal to approve the minutes as presented. Seconded by Eden Lake Township and unanimously carried.**

The 2014 revenue and expense report through December 31, 2014 (audited) was reviewed.

The 2015 budget was reviewed. There was a question as to what the $10,000 and $25,000 goes to. Answer was $10,000 goes to building and $25,000 goes toward the purchase of trucks.

The 2015 Fire Contract was reviewed. 2014 credits will be done in 2015. It was asked what percentage Paynesville pays of the contract. They pay 40%. Asked how many runs there were this year. They are calculated in hours, not runs and there were 57 hours of fire runs, 45 of medical, 12 of rescue, 19 false alarms, 6 vehicle fires, 1 hour investigate, and 25 hours mutual aid.

The Fire Reserve Fund Recap was reviewed. As of December 31, 2014 the undesignated donations were $7,829.54, the small equipment reserve was $123,351.18, the large equipment reserve was $280,165.14 and the building reserve was $215,483.28 totaling $626,829.14. All are audited figures. It was asked what donations can be used for and what they have been used for. Bob said they are used for small equipment and recently they have purchased hoses and rescue equipment.

There being no further discussion,

> **Motion was made by Paynesville Township to adjourn. Seconded by ZionTownship and unanimously carried.**

The meeting was adjourned at 7:20 p.m.

Belinda Ludwig

Expenditures/Revenues from 1/1/15 - 6/30/15 (audited)

Line Item #	Line Item Name	2015 Actual YTD	
Fund 225 Fire Reserve Fund			
Revenues			
225-4-4120-0990	Sale of Fixed Assets		
225-4-4120-1170	Grant Monies		
225-4-4120-2031	Fire Dept. Reimbursement	$	522.00
225-4-4120-2060	Undesignated Donation	$	-
225-4-4120-3100	Interest Income of Investments	$	7,786.00
225-4-4120-3110	Change in Fair Market Value		
225-4-4120-9620	Transfer In For Building	$	-
225-4-4120-9630	Tranfer In For Large Equipment	$	-
225-4-4120-9640	Transfer In For Small Equipment	$	-
Total		*$*	*8,308.00*
Expenditures			
225-5-4120-2500	Maint. & Repair of Bldg		
225-5-4120-5200	New Equipment	$	10,688.00
225-5-4120-7010	Permanent Transfers Out		
Total		*$*	*10,688.00*

Expenditures/Revenues from 1/1/15 - 6/30/15 (audited)

Line Item #	Line Item Name	2015 Budget	2015 Actual YTD
Fund 100 General Fund			
Revenues			
100-4-3522-2000	Fire Runs	$ 1,000.00	$ -
100-4-3522-2031	Fire Dept. Training Reimb.	$ 5,000.00	$ -
100-4-3522-2040	Designated Donations to Fire	$ -	$ -
100-4-3522-2050	Misc. Income to Fire Dept.	$ -	$ -
100-4-3522-2070	Fire Contracts	$ 81,000.00	$ 53,851.00
100-4-3522-2090	Firemen's Relief, State Aid	$ 28,000.00	$ 2,000.00
100-4-3522-2091	FD Relief Share of Contrib.	$ 500.00	$ -
100-4-3522-2120	Rescue Runs	$ 700.00	$ 400.00
100-4-3522-2170	Grant Monies	$ -	$ -
Total		*$ 116,200.00*	*$ 56,251.00*
Expenditures			
100-5-4120-1000	Salaries	$ 38,435.00	$ 17,247.00
100-5-4120-1060	Fica Withholdings	$ 2,383.00	$ 1,069.00
100-5-4120-1070	Pera Withholdings	$ 269.00	$ 31.00
100-5-4120-1080	Medicare Withholdings	$ 557.00	$ 250.00
100-5-4120-1090	Health Insurance	$ 822.00	$ 79.00
100-5-4120-1300	Professional Services (legal)	$ 500.00	$ 770.00
100-5-4120-1310	Professional Services (audit)	$ 1,000.00	$ 513.00
100-5-4120-1311	Professional Services (general)	$ -	$ -
100-5-4120-1330	Relief Association	$ 31,500.00	$ 7,000.00
100-5-4120-1350	Physicals	$ 2,340.00	$ 492.00
100-5-4120-1352	Medical Supplies	$ 500.00	$ 134.00
100-5-4120-2000	Postage	$ 200.00	$ 25.00
100-5-4120-2010	Radio Service	$ 225.00	$ 512.00
100-5-4120-2020	Telephone	$ 1,030.00	$ 395.00
100-5-4120-2100	Printing & Publishing	$ 200.00	$ 147.00
100-5-4120-2200	Utilities	$ 5,500.00	$ 2,308.00
100-5-4120-2300	Travel & Schools	$ 2,000.00	$ 1,826.00
100-5-4120-2301	Training	$ 5,000.00	$ 5,438.00
100-5-4120-2400	Maintenance & Repair of Equip	$ 4,000.00	$ 2,856.00
100-5-4120-2500	Maintenance & Repair of Bldg	$ 1,200.00	$ (2.00)
100-5-4120-2800	Fire Contract Meeting	$ 100.00	$ 15.00
100-5-4120-3000	General/Office Supplies	$ 1,200.00	$ 117.00
100-5-4120-3300	Motor Fuels & Lubricants	$ 3,000.00	$ 793.00
100-5-4120-3811	Uniforms	$ 425.00	$ -
100-5-4120-4100	Insurance & Bonds	$ 6,222.00	$ 201.00
100-5-4120-4110	Workers' Comp Ins	$ 6,895.00	$ -
100-5-4120-4300	Subscriptions & Memberships	$ 660.00	$ 304.00
100-5-4120-4590	Licenses & Permits	$ -	$ -
100-5-4120-5200	New Equipment	$ 2,000.00	$ 917.00
100-5-4120-5300	Equipment Rental/Lease	$ 775.00	$ 213.00
100-5-4120-5400	TF to Capital Improvement	$ 5,000.00	$ -
100-5-4120-6100	Reserve for bldg/equip	$ 35,000.00	$ -
100-5-4120-8020	Miscellaneous	$ -	$ -
Total		*$ 158,938.00*	*$ 43,650.00*

RECAP OF FIRE RESERVE FUND

	Undesignated Donations	7,829.54
	Small Equipment Reserve	114,220.69
	Large Equipment Reserve	283,669.01
	Building Reserve	218,208.52
6/30/15	Total Fire Reserve Fund Balance	623,927.76

Cash Balance 6/30/15	524,449.63
BP cuff invoice crossed months (posted 6/14,paid 7/15)	-521.87
Smith Barney CD 1.75%	
Federal Home Loan	
CD Balance 6/30/15	100,000.00
	623,927.76

2015 Anticipated interest on CD's:

Anticipated interest at 1.75%-12 months	
Matures (2/27/2020) (Smith Barney)	1,700.00

FIRE RESERVE FUND
SMALL EQUIPMENT

2012	Transfer From Fund 126 (close 126)	117,013.81
	Change in Fair Market Value (Jan-Dec 12)	253.12
	Balance 12/31/12	117,266.93
2013	File Cabinet	-990.99
	Interest (Jan–July 2013)	1,318.49
	Balance 7/31/13	117,594.43
2013	File Cabinet	-880.02
	Transfer from General Fund	5,000.00
	Interest (Aug-Dec 2013)	1,082.79
	Change in Fair Market Value (Jan-Dec 13)	-2,550.02
	Quick Fill Hoses, Rescue Equip	-4,559.57
	Balance 12/31/13	115,687.61
2014	Transfer from General Fund	5,000.00
	Interest (Jan-Jul 2014)	1,094.58
	Balance 7/31/14	121,782.19
2014	Blood Pressure Cuff	2,111.39
	Reimb BP Cuff (Relief Fund)	-2,111.39
	Interest (Aug-Dec 2014)	1,032.10
	Change in Fair Market Value (Jan-Dec 14)	536.89
	Balance 12/31/14	123,351.18
2015	Blood Pressure Cuff	-521.87
	Laser Pointer	-10,165.90
	Interest (Jan-Jun 2015)	1,557.28
	Balance 6/30/15	114,220.69

FIRE RESERVE FUND
LARGE EQUIPMENT

2009	Sold Tanker Truck	633.00
	Interest Cash Balance (Jan. – July, 2009)	1,996.65
	Balance 7/31/09	98,537.51
2009	Transfers from General Fund	30,000.00
	Interest (Aug. – Dec. 2009)	2,098.58
	Change in Fair Market Value (Jan. – Dec. 2009)	1,634.96
	Balance 12/31/09	132,271.05
2010	Interest (Jan. – June 2010)	1,465.71
	Balance 6/30/10	133,736.76
2010	Transfer from General Fund	30,000.00
	Interest (Jul-Dec 2010)	1,508.42
	Change in Fair Market Value (Jan-Dec 2010)	-199.04
	Balance 12/31/10	165,046.14
2011	Transfer from General Fund	25,000.00
	Interest (Jan-June 2011)	2,640.69
		192,686.83
2011	Interest (Jul-Dec 2011)	3,121.47
	Change in Fair Market Value (Jan-Dec 2011)	-1,314.90
	Balance 12/31/11	194,493.40
2012	Transfer from General Fund	25,000.00
	Interest (Jan-Jul 2012)	2,835.91
	Balance 7/31/12	222,329.31
2012	Interest (Aug-Dec 2012)	1,643.54
	Change in Fair Market Value (Jan-Dec 2012)	483.23
	Balance 12/31/12	224,456.08
2013	Interest (Jan-July 2013)	2,517.11
	Balance 7/31/13	226,973.19
2013	Transfer from General Fund	25,000.00
	Interest (Aug-Dec 2013)	2,067.15
	Change in Fair Market Value (Jan-Dec 13)	-4,868.23
	Balance 12/31/13	249,172.11
2014	Transfer from General Fund	25,000.00
	Interest (Jan-July 2014)	2,462.82
	Balance 7/31/14	276,634.93
2014	Interest (Aug-Dec 2014)	2,322.21
	Change in Fair Market Value (Jan-Dec 14)	1,208.00
		280,165.14
2015	Interest (Jan-Jun 2015)	3,503.87
	Balance 6/30/15	283,669.01

FIRE RESERVE FUND
BUILDING

2010	Transfer from General Fund	15000.00
	Interest (July – Dec. 2010)	1,700.99
	Change in Fair Market Value (Jan-Dec 2010)	-224.46
	Fire Hall Lights	-1,392.67
	Balance 12/31/10	167,653.71
2011	Transfer from General Fund	10000.00
	Interest (Jan-June 2011)	2,640.69
		180,294.40
2011	Interest (July-Dec 2011)	2,881.35
	Change in Fair Market Value (Jan-Dec 2011)	-1,213.75
	Balance 12/31/11	181,962.00
2012	Transfer from General Fund	10,000.00
	Interest (Jan-Jul 2012)	2,514.87
	Balance 7/31/12	194,476.87
2012	Interest (Aug-Dec 2012)	1,457.48
	Change in Fair Market Value (Jan-Dec 2012)	414.20
	Balance 12/31/12	196,348.55
2013	Interest (Jan-July 2013)	2,157.52
	Balance 7/31/13	198,506.07
2013	Transfer from General Fund	10,000.00
	Interest (Aug-Dec 2013)	1,771.84
	Change in Fair Market Value (Jan-Dec 13)	-4,172.77
	Balance 12/31/13	206,105.14
2014	Transfer from General Fund	10,000.00
	Interest (Jan-July 2014)	1,915.52
	Balance 7/31/14	218,020.66
2014	Flooring	-5,283.11
	Interest (Aug-Dec 2014)	1,806.17
	Change in Fair Market Value (Jan-Dec 14)	939.56
	Balance 12/31/14	215,483.28
2015	Interest (Jan-Jun 2015)	2,725.24
	Balance 6/30/15	218,208.52

UNDESIGNATED DONATIONS

2012 Donations	
Pville Area Charity Fund	15.00
Grages	200.00
Jacobson	25.00
	4,749.75
2013 Donations	
Fischbach	200.00
Miller	150.00
Haase	100.00
Quick Fill hose	-949.27
Quick Fill hose	-1149.11
Rescue Equip	-2,461.19
Fire Equip 50% share relief fund	2,279.79
West Central Sanitation	100.00
MidMinnesota Insurance	100.00
Transfer equipment to expense code per audit	4,559.57
	7,679.54
2014 Donations	
Miller	150.00
	7,829.54

2015
RUNS

DATE	TWP/CITY PAYNESVILLE CITY	PARTY NAME & ADDRESS	TYPE
1/8/15		109 JAMES ST W	ALARM
1/15/15		MEDICAL ASSIST	MEDICAL
1/20/15		CENTRACARE HEALTH 200 FIRST ST	ALARM
1/24/15		TEALS MARKET 970 DIEKMANN DR	ALARM
2/7/15		420 MINNIE ST LOT 16	FIRE
3/11/15		SPANIER WELDING 520 MINNIE ST	FIRE
3/17/15		MEDICAL ASSIST	MEDICAL
3/30/15		MEDICAL ASSIST	MEDICAL
4/4/15		MEDICAL ASSIST	MEDICAL
5/26/15		CENTRACARE HEALTH 200 FIRST ST W	ALARM
5/27/15		RICHARD LANG HWY 55 & CO RD 181	FIRE
6/3/15		CENTRACARE 200 FIRST ST W	ALARM
6/9/15		MEDICAL ASSIST	MEDICAL
6/9/15		CITY OF PAYNESVILLE POWER LINES DOWN-STORM	FIRE (4)
6/10/15		CENTRACARE 311 WASHBURNE AVE	ALARM
6/10/15		PAYNESVILLE SCHOOL	ALARM
7/16/15		CENTRACARE 700 STEARNS AVE	ALARM
7/25/15		CENTRACARE 200 FIRST ST W	ALARM

TOTALS: FIRE-7, MED ASSIST-5, RESCUE-, FALSE ALARM-8, VEHICLE FIRES-, INVESTIGATE ONLY-1

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DATE	TWP/CITY PAYNESVILLE TOWNSHIP	PARTY NAME & ADDRESS	TYPE
1/26/15		MEDICAL ASSIST	MEDICAL

2/24/15	UNKNOWN OLD LAKE RD	VEHICLE FIRE
2/28/15	RON/JUDY STRANSKY 273RD	VEHICLE FIRE
3/22/15	MEDICAL ASSIST	MEDICAL
4/3/15	MEDICAL ASSIST	MEDICAL
4/10/15	KEITH DOMBROWSKI	FIRE (2)
4/11/15	MEDICAL ASSIST	MEDICAL
4/14/15	HWY 23 & CR 130	FIRE
4/14/15	16732 283RD AVE	FIRE (4)
4/17/15	MEDICAL ASSIST	MEDICAL
4/23/15	TOM EVSLAGE 27669 160TH ST	FIRE
4/28/15	HWY 3 & 253RD AVE	FIRE
6/4/15	MEDICAL ASSIST	MEDICAL
6/9/15	MEDICAL ASSSIT	MEDICAL
6/14/15	HWY 55 & OLD LAKE RD	FIRE
6/23/15	29291 CO RD 181	FIRE (2)
6/23/15	MEDICAL ASSIST	MEDICAL
7/1/15	MEDICAL ASSIST	MEDICAL
7/2/15	MEDICAL ASSIST	MEDICAL
7/5/15	MEDICAL ASSIST	MEDICAL

TOTALS: FIRE-12, MED ASSIST-11, RESCUE-, FALSE ALARM-, VEHICLE FIRES-2, INVESTIGATE ONLY-

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DATE	TWP/CITY ROSEVILLE TOWNSHIP	PARTY NAME & ADDRESS	TYPE
1/20/15		MEDICAL ASSIST	MEDICAL (2)
4/5/15		HWY 55 & HWY 4	FIRE
4/23/15		TERRY SCHAFER	ALARM
4/29/15		BEN & JONA THORPE 18402 225TH AVE NE	VEHICLE FIRE (2)
7/30/15		23451 145TH ST	FIRE (2)

TOTALS: FIRE-3, MED ASSIST-2, RESCUE-, FALSE ALARM-1, VEHICLE FIRES-2, INVESTIGATE ONLY-

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DATE	TWP/CITY	PARTY NAME & ADDRESS	TYPE
	EDEN LAKE TOWNSHIP		
2/23/15		MEDICAL ASSIST	MEDICAL
4/2/15		LYNN HIELEN 16858 PATRICIA ST	FIRE (2)
7/12/15		MEDICAL ASSIST	MEDICAL (2)

TOTALS: FIRE-2, MED ASSIST-3, RESCUE-, FALSE ALARM-, VEHICLE FIRES- INVESTIGATE ONLY-

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DATE	TWP/CITY	PARTY NAME & ADDRESS	TYPE
	IRVING TOWNSHIP		

TOTALS: FIRE-, MED ASSIST-, RESCUE-, FALSE ALARM-, VEHICLE FIRES- INVESTIGATE ONLY-

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DATE	TWP/CITY	PARTY NAME & ADDRESS	TYPE
	ZION TOWNSHIP		
1/1/15		MEDICAL ASSIST	MEDICAL
3/25/15		MEDICAL ASSIST	MEDICAL
5/20/15		CO RD 16 & CO RD 33	FIRE

TOTALS: FIRE-1, MED ASSIST-2, RESCUE-, FALSE ALARM-, VEHICLE FIRES- INVESTIGATE ONLY-

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DATE	TWP/CITY	PARTY NAME & ADDRESS	TYPE
	UNION GROVE TOWNSHIP		
2/7/15		MEDICAL ASSIST	MEDICAL
2/15/15		HEIDI CASKEY/TOM SKOTNICKI 52930 CO RD 20	FIRE
3/31/15		MEDICAL ASSIST	MEDICAL
4/18/15		MEDICAL ASSIST	MEDICAL (2)
4/26/15		JOSH FLANDERS 158TH AVE/TRI CO RD	FIRE
7/11/15		MEDICAL ASSIST	MEDICAL

TOTALS: FIRE-2, MED ASSIST-5, RESCUE-, FALSE ALARM-, VEHICLE FIRES- INVESTIGATE ONLY-

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DATE	TWP/CITY	PARTY NAME & ADDRESS	TYPE
	MUNSON TOWNSHIP		
5/30/15		MEDICAL ASSIST	MEDICAL
5/30/15		MEDICAL ASSIST	MEDICAL (3)
6/21/15		MILEMARKER 181, HWY 23	FIRE
6/23/15		MEDICAL ASSIST	MEDICAL (4)

TOTALS: FIRE-1, MED ASSIST-8 RESCUE-, FALSE ALARM-, VEHICLE FIRES- INVESTIGATE ONLY-

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DATE	TWP/CITY	PARTY NAME & ADDRESS	TYPE
	REGAL		

TOTALS: FIRE-, MED ASSIST-, RESCUE-, FALSE ALARM-, VEHICLE FIRES- INVESTIGATE ONLY-

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DATE	TWP/CITY	PARTY NAME & ADDRESS	TYPE
	ROSCOE		

TOTALS: FIRE-, MED ASSIST-, RESCUE-, FALSE ALARM-, VEHICLE FIRES- INVESTIGATE ONLY-

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DATE	TWP/CITY	PARTY NAME & ADDRESS	TYPE
	MUTUAL AID		

TOTALS: MUTUAL AID FIRE-

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2014 YTD
GRAND TOTALS:

FIRE- 57
MED ASSIST- 45
RESCUE- 12
FALSE ALARM- 19
VEHICLE FIRES-6
INVESTIGATE ONLY-1
MUTUAL AID FIRE- 25
MUTUAL AID RESCUE

2015 YTD
GRAND TOTALS:

FIRE- 28
MED ASSIST- 36
RESCUE-
FALSE ALARM- 10
VEHICLE FIRES- 4
INVESTIGATE ONLY-
MUTUAL AID FIRE-
MUTUAL AID RESCUE

FIRE DEPARTMENT REPLACEMENT LIST

ITEM	YEAR PURCHASED	LIFE	QUANITY	ORIGINAL COST/ONE	ORIGINAL COST	REPLACE COST/ONE	REPLACE COST	ANNUAL COST
PAGERS	2001	10	25	518	12,940	518	12,940	1,294
HURST PUMP	2004	15	1	6,500	6,500	6,500	6,500	433
HURST CUTTER-SPREADER	1982	15	1	3,500	3,500	3,500	3,500	233
JAWS	2004	15	1	5,200	5,200	5,200	5,200	347
IRIS	2006	10	1	8,005	8,005	8,005	8,005	801
SCBA PACKS WITH 2 BOTTLES EACH	2007	10	15	4,551	68,272	4,551	68,265	6,827
EXTRA FACEMASK/RECEIVER FOR SCBAS	2007	10	10	560	5,600	560	5,600	560
LIFE SUPPORT COMPRESSOR	1990	20	1	9,550	9,550	9,550	9,550	478
POLARIS 04 RANGER	2004	20	1	5,224	5,224	5,224	5,224	261
SKID MOUNT SPRAYER	2004	20	1	1,840	1,840	1,840	1,840	92
RADIO-PORTABLES	2007	10	14	2,200	30,800	2,200	30,800	3,080
RADIO-MOBILE	2007	10	6	2,200	13,200	2,200	13,200	1,320
RESCUE SLED	2001	20	1	1,500	1,500	1,500	1,500	75
POLARIS SNOWMOBILE	2001	20	1	4,399	4,399	4,399	4,399	220
TRITON TRAILER	2001	20	1	825	825	825	825	41
TURN OUT GEAR	varies	10	26	967	25,142	967	25,142	2,514
HELMETS	varies	10	26	110	2,860	110	2,860	286
FLOATER PUMP	2014	10	1	1,700	1,700	1,700	1,700	170
MUSTANG DRY SUITS	2004	10	3	3,000	9,000	3,000	9,000	900
MUSTANG DRY SUITS	2013	10	3	3,000	9,000	3,000	9,000	900
CHOP SAW	2007	10	1	747	747	747	747	75
CHAIN SAW	2010	10	1	600	600	600	600	60
WILD LAND GEAR	2010	10	26	300	7,800	300	7,800	780
WATER WALL'S	2015	20	2	800	1,600	800	1,600	80
GAIN RESCUE TUBE	2013	20	1	2,000	2,000	2,000	2,000	100
IRIS	2015	10	1	10,500	10,500	10,500	10,500	1,050
								22,976
Updated 4/22/15 0% increase								