

May 16, 2024

TO: Emergency Services Advisory Committee

FROM: Ron Munds, General Manager

SUBJECT: Agenda Item 3 – 05/16/2024 FAC Meeting

Preliminary Budget Review for Fiscal Year 2024-2025 for Fund

301.

President

Marshall E. Ochylski

Vice President

Christine M. Womack

Directors

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DESCRIPTION

This report summarizes the preliminary budget for Fiscal Year 2024-2025 for Fund 301. The final budget will be presented at the June 6th Board meeting.

STAFF RECOMMENDATION

Staff recommends the following:

- 1. Review and comment (as needed) on the budget for Fund 301.
- 2. Provide a recommendation(s) to the Board of Directors regarding the budget document.

DISCUSSION

The following section of the report provides a summary of the requested changes for the Fiscal Year 2024-2025 budget for Fund 301. More detailed line-item descriptions of each request are provided as an attachment to the report.

Fiscal Year 2024-25 Fund 301 Budget Request Summary:

Fund 301 – Fire

Major Requests:

- Increase in Services and Supplies related to expenditures for Personal Protection Equipment (GL #6440)
- Insurance increases (GL #7325)
- Legal services (GL #7326)
- Increase in the Vehicle Replacement Reserve (GL #9504)
- Various small incremental increases and decreases in other areas (shaded in the line item detail).

The cost for Schedule A charges by Cal Fire have not been updated for the preliminary budget. Staff and Cal Fire are still working on updating the cost for service based on the recent labor negotiations and approval of decrease in the employee work week from 72 hours to 66 hours. This means that the contract amount will increase; this number will be finalized before the final budget is presented to the Board in June.

Capital Outlay for the budget decreases slightly since there is not a major vehicle replacement during the fiscal year, just the cost of outfitting of the command vehicle

purchased FY 2022-23. The infrastructure CIP line item lowered slightly. This a place holder for future capital improvements to the fire station.

There is a significant change to the Vehicle Replacement Reserve contribution. This is the result of staff, working with Cal Fire personnel, updating the Vehicle Sinking Fund calculations to better reflect the actual costs to purchase vehicles and accounting for slightly higher inflation rates in the future.

Impact to Budget: The increase in the Services and Supplies costs is about \$24,000 due mainly to the purchase of Personal Protection Equipment, insurance and legal services. Increase in the Vehicle Replacement Reserve of \$26,682.00.

Fund 301 – Summary

Fund 301 receives revenues through multiple sources with the primary sources being Zone B and the Special Fire Tax property taxes. The Special Fire Tax revenue is estimated at \$673,342.00. Additionally, the Fund has historically received a percentage contribution from the Zone A property tax assessment. For FY 2024-25 the Board decided on 41.7% contribution of Zone A revenue or \$132,239.04 for Fund 301. The County has provided the District with the estimated property tax revenue for Zone B which is \$2,799,961 about a 6.5% increase over last year's budget.

On expenditures, the Cal Fire Schedule A contract amount (labor charges) has not been finalized but is anticipated to increase. As previously discussed, increases in insurance costs and the need to purchase additional equipment is driving the increases in Services and Supplies.

The Infrastructure CIP budget remains the same as last fiscal year. This a place holder for future capital improvements to the fire station. As previously stated, the vehicle purchase budget is \$40,000 to cover the cost of outfitting the command vehicle.

As previously indicated, contributions to Vehicle Replacement Reserve will increase significantly from \$103,318 in 2023-24 to \$130,000. The Board approved setting a new vehicle cost baseline to better reflect the actual costs to purchase vehicles and accounting for slightly higher inflation rates in the future. The Board also agreed to revisit the Fund 301 reserve policies to improve the language to reflect the intended contribution and withdrawals from the reserve for vehicle purchases and other expenditures.

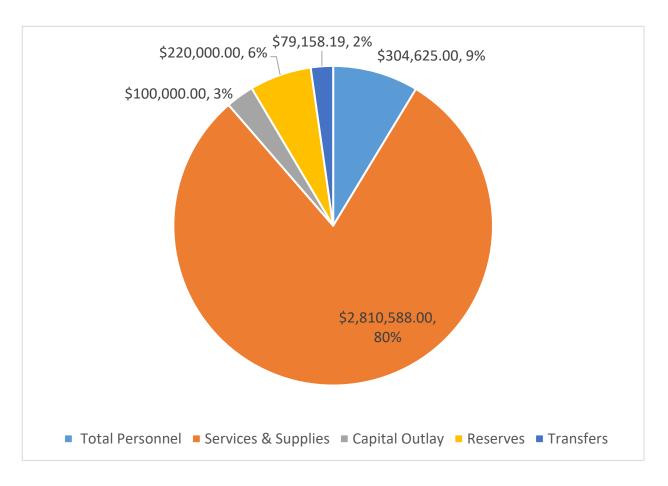
The following table summarizes the revenue and expenditures for the Fund 301 budget. More detailed information is available in the attached Preliminary Budget worksheets.

301 - Fire											
Fund 301 Budget Category	2023-2024 Budget	2024-2025 Budget	Increase/ (Decrease)								
Revenue	\$3,584,505.00	\$3,741,184.04	\$156,679.04								
Expenditures											
Total Personnel	\$299,165.00	\$304,625.00	\$5,460.00								
Services & Supplies	\$2,786,550.00	\$2,810,588.00	\$24,038.00								
Capital Outlay	\$102,567.00	\$100,000.00	-\$2,567.00								
Reserves	\$193,318.00	\$220,000.00	\$26,682.00								
Transfers	\$75,089.28	\$79,158.19	\$4,068.91								
Total Expenditure	\$3,456,689.28	\$3,514,371.19	\$57,681.91								
Total Revenue	\$3,584,505.00	\$3,741,184.04	\$156,679.04								
Net Revenue/Expenses		\$226,812.85									

Attachments

Fund 301 Line Items Details and Reserve information Fund 301 Vehicle Replacement Sinking Fund

301 - Fire												
Fund 301 Budget Category	2023-2024 Budget	2024-2025 Budget	Increase/ (Decrease) \$156,679.04									
Revenue	\$3,584,505.00	\$3,741,184.04										
Expenditures												
Total Personnel	\$299,165.00	\$304,625.00	\$5,460.00									
Services & Supplies	\$2,786,550.00	\$2,810,588.00	\$24,038.00									
Capital Outlay	\$102,567.00	\$100,000.00	-\$2,567.00									
Reserves	\$193,318.00	\$220,000.00	\$26,682.00									
Transfers	\$75,089.28	\$79,158.19	\$4,068.91									
Total Expenditure	\$3,456,689.28	\$3,514,371.19	\$57,681.91									
Total Revenue	\$3,584,505.00	\$3,741,184.04	\$156,679.04									
Net Revenue/Expenses		\$226,812.85										



	301 - FIRE	Fiscal YTD 3/31/2024	FY 2023-2024	FY 2024-2025 Budget					
REVENUES									
Property Taxes									
4034	Zone A Property Tax Revenue	0.00	125,105.00	132,239.04					
4037	Property Tax Zone B Received	550,212.08	790,343.00	939,888.00					
4038	Property Tax Zone B Pass thru	565,178.45	1,821,073.00	1,821,073.00					
4039	CalFIRE Sched A Prior Year Refunds	254,239.67	0.00	0.00					
	Total Property Taxes	1,369,630.20	2,736,521.00	2,893,200.04					
Grant Revenue									
4949	Govt-State Grants	0.00	0.00	0.00					
4956	Govt-Other St Aids & Reimbursements	0.00	0.00	0.00					
	Total Grant Revenue	0.00	0.00	0.00					
Special Taxes & Assessments									
4015	CSA 9-I Assessments (Contract)	0.00	27,508.00	27,508.00					
4050	Special Fire Tax	0.00	673,342.00	673,342.00					
	Total Special Taxes & Assessments	0.00	700,850.00	700,850.00					
Other Revenues									
4000	Ambulance Agreement	42,731.14	67,134.00	67,134.00					
4930	Other Revenue	200.00	0.00	0.00					
	Total Other Revenues	42,931.14	67,134.00	67,134.00					
Use of Money &									
4505	HO Prop Tax Relief	0.00	0.00	0.00					
4510	Investment Income on funds	75,325.55	80,000.00	80,000.00					
4511	Unrealized Change in Value	25,784.35	0.00	0.00					
	Total Use of Money & Property	101,109.90	80,000.00	80,000.00					
	Total Revenues	1,513,671.24	3,584,505.00	3,741,184.04					
EXPENDITURES									
Personnel									
Salaries/Wages									
8295	Resv FF-Overtime/Shift Coverage	13,407.38	38,000.00	38,000.00					
8340	Resv FF-Shift Coverage	54,087.83	150,000.00	150,000.00					
8345	Resv FF-Special Projects	0.00	2,000.00	2,000.00					
	Total Salaries/Wages	67,495.21	190,000.00	190,000.00					

301 FIRE Page 2 of 6

Notes

30	01 - FIRE	Fiscal YTD 3/31/2024	FY 2023-2024	FY 2024-2025 Budget	Notes
Payroll Taxes & Benefits					
5020	Social Security - Employer	3,980.81	10,000.00	10,000.00	
5030	Life Insurance - ER	1,532.47	2,500.00	2,500.00	
5035	AD & D Insurance	336.62	850.00	850.00	
5050	Medicare - ER	978.70	2,500.00	2,500.00	
5070	Retirement ER - Regular	41,627.78	62,000.00	60,000.00	UAL 58,998, \$1000 for Legacy CalPERS employee
5102	CA Training Tax - ER	45.90	175.00	175.00	' '
5120	Workers Comp Insurance - ER	7,442.49	8,540.00	19,500.00	
5124	Retirement - ER - Tier 2	745.57	8,500.00	5,000.00	UAL 1336 - 14.72% for employee
	Total Payroll Taxes & Benefits	56,690.34	95,065.00	100,525.00	•
Employment Services					
5000	Medical Exams & Procedures	1,070.00	4,000.00	4,000.00	Current employees
5100	Unemployment Insurance	1,457.81	6,000.00	6,000.00	
5103	Federal Unemployment	0.00	0.00	0.00	
6200	Hiring, Advertising & Other Costs	0.00	100.00	100.00	
6230	Medical Exam	3,986.50	4,000.00	4,000.00	New Employees
	Total Employment Services	6,514.31	14,100.00	14,100.00	-
	Total Personnel	130,699.86	299,165.00	304,625.00	_
Services & Supplies					
Clothing & Uniform					
7246	Uniform & Gear	51.00	3,000.00	3,000.00	
7248	Uniform Safety Boots	0.00	2,000.00	2,000.00	_
	Total Clothing & Uniform	51.00	5,000.00	5,000.00	_
Contract Services					
6100	Labor & Support-IT Services	0.00	0.00	0.00	
6110	IT Purchased Services	1,258.00	1,500.00	1,500.00	
7100	Copier Contract-Maint & Usage	1,148.76	2,500.00	2,500.00	
7202	Building Alarms & Security	630.00	1,100.00	1,100.00	
7204	Cleaning Supplies, Laundry & Towel Service	470.58	3,500.00	3,500.00	
7222	Hazardous Materials CW JPA Cost	2,000.00	2,500.00	2,500.00	

301 FIRE Page 3 of 6

30	01 - FIRE	Fiscal YTD 3/31/2024	FY 2023-2024	FY 2024-2025 Budget	Notes
7500	Schedule A Charges	565,178.45	2,521,923.00	2,521,923.00	
	Total Contract Services	570,685.79	2,533,023.00	2,533,023.00	-
Equipment & Tools					
6055	Radios	0.00	2,000.00	2,000.00	
6440	Fire Personal Protection Equipment	585.00	5,000.00	40,000.00	Grant available 50% match required.
6460	Self-Contained Breathing Apparatus	49.32	3,000.00	3,000.00	
6610	Rescue-Extrication Equipment	0.00	2,000.00	2,000.00	
6611	Water Rescue Equipment	0.00	3,000.00	3,000.00	
6630	Rope & Climbing Equipment	0.00	10,000.00	10,000.00	
7234	Oxygen Supplies & Cylinder Rent	1,350.97	1,300.00	1,300.00	
7238	Paramedic & EMT Small Tools & Supplies	11,860.77	27,000.00	27,000.00	
7242	Minor Tools, Accessories & Field Machines	2,772.77	6,800.00	6,800.00	
7252	Misc Hardware	35.38	1,200.00	1,200.00	
	Total Equipment & Tools	16,654.21	61,300.00	96,300.00	-
Financial Services					
7309	Late Fees	0.00	10.00	10.00	
7310	Bank Service Charges	0.00	36.00	0.00	
9154	Losses and Damages	0.00	50.00	50.00	
	Total Financial Services	0.00	96.00	60.00	-
Ins., Licenses & Regulatory Fees					
6120	Computer Hardware/Software/Licenses	0.00	2,000.00	2,000.00	
6345	Property Taxes & Assessments Costs	7,752.29	7,200.00	7,400.00	
7325	Insurance	64,488.83	64,500.00	74,550.00	Estimate up 15.57%
	Total Ins., Licenses & Regulatory Fees	72,241.12	73,700.00	83,950.00	·
Legal & Professional					
7320	Professional & Consulting Services	3,598.86	8,000.00	8,000.00	
7326	Legal Services	6,122.32	10,000.00	15,000.00	

301 FIRE Page 4 of 6

30	01 - FIRE	Fiscal YTD 3/31/2024	FY 2023-2024	FY 2024-2025 Budget	Notes
7340	Legal Notifications & Mandated Advertising	0.00	1,500.00	1,500.00	Includes Weed Abatement notifications
	Total Legal & Professional	9,721.18	19,500.00	24,500.00	-
Office/Operations					
7140	General Supplies & Minor Equipment	3,939.67	5,000.00	6,000.00	Costs are up
7160	Postage, Shipping & Mail Supplies	12.95	2,000.00	2,000.00	
7216	Fire Prevention Education Materials	0.00	1,800.00	1,800.00	For Fire Safety Fair
7226	Membership & Dues	0.00	300.00	300.00	
7230	Misc Small Parts & Supplies	64.75	1,000.00	1,000.00	
7240	Propane	250.00	300.00	300.00	
	Total Office/Operations	4,267.37	10,400.00	11,400.00	-
Other Expense					
7201	White Goods & Accessories - bedding, towels	0.00	500.00	500.00	
7209	District Operating Center Expense	0.00	200.00	200.00	
7218	Cooking Products - Food, Drinks & Staples	249.55	500.00	500.00	
7224	Kitchen Cookware & Utensils	427.50	800.00	800.00	
7330	Misc Operating Expenses	1,251.27	1,000.00	1,000.00	
	Total Other Expense	1,928.32	3,000.00	3,000.00	-
Rent & Utilities					
6000	Cell Phones	610.58	910.00	910.00	
6025	Telephone	1,588.50	2,400.00	2,400.00	
8610	Electric	2,459.32	2,460.00	2,460.00	
8620	Gas Service	1,254.72	2,500.00	2,000.00	
8630	Trash Services	2,161.68	2,800.00	2,800.00	
8640	Water and Water Services	3,462.05	6,000.00	6,000.00	
8659	Utility Cable Charges	1,231.91	2,200.00	2,000.00	Updated services
8670	Street Lighting	94.64	135.00	135.00	_
	Total Rent & Utilities	12,863.40	19,405.00	18,705.00	
Repairs & Maintenance		0.00	500.00	F00.00	
6400	R & M - Air Compressors	0.00	500.00	500.00	
6405 6640	R & M - Extinguishers R & M - Equip & Other Non-	525.92 3,334.74	526.00 3,000.00	800.00 3,750.00	
6750	Structural Fixed Assets R & M - Minor Tools & Equipment	0.00	1,600.00	1,600.00	

301 FIRE Page 5 of 6

3	801 - FIRE	Fiscal YTD 3/31/2024	FY 2023-2024	FY 2024-2025 Budget	Notes
6775	R & M -Operation/Field Equipment	23,426.92	24,500.00	10,000.00	
6800	R & M - Grounds & Collection Systems	0.00	1,600.00	1,600.00	
6900	R & M - Buildings & Structures	6,780.09	28,000.00	15,000.00	
	Total Repairs &	34,067.67	59,726.00	33,250.00	•
Travel & Training 6300	DMV Driv Lic Class B	0.00	0.00	0.00	
7141	CERT Training Supplies	0.00	100.00	100.00	
7323	Books, Publications & Subscriptions	394.64	400.00	400.00	
7324	Education, Training, Seminar	0.00	400.00	400.00	
8405	Reserve FF Training Costs	0.00	500.00	500.00	
	Total Travel & Training	394.64	1,400.00	1,400.00	-
	Total Services & Supplies	722,874.70	2,786,550.00	2,810,588.00	
Capital Outlay					
9006	Infrastructure CIP	33,273.95	62,567.00	60,000.00	Estimated
9085	Vehicle Purchase	0.00	40,000.00	40,000.00	Outfit Command Vehicle
	Total Capital Outlay	33,273.95	102,567.00	100,000.00	-
Reserves					
9504	*Vehicle Replacement Reserve	0.00	103,318.00	130,000.00	Updated Vehicle Sinking Fund
9572	*General Contingency (Operations) Reserve	0.00	90,000.00	90,000.00	
	Total Reserves	0.00	193,318.00	220,000.00	-
TRANSFERS					
9511	Interfund Transfer Out	56,316.96	75,089.28	79,158.19	
	Total Transfers	56,316.96	75,089.28	79,158.19	-
	Total Expenditures	943,165.47	3,456,689.28	3,514,371.19	-

301 FIRE Page 6 of 6

FIRE RESERVE

LOS OSOS COMMUNITY SERVICES DISTRICT

Balance Sheet As of 3/31/2024

		Current Period Balance
LIABILITIES & EQUITY		
Other Liabilities		
Other Liabilities		
Replacement Reserve - Vehicle, Equip & Fire Engines	3110	1,306,022.02
General Contingency Reserve	3111	493,225.51
Public Facilities Fees Reserve	3115	40,334.00
Capital Outlay Reserve	3160	540,562.42
Total Other Liabilities		2,380,143.95
Total Other Liabilities		2,380,143.95
Equity		
Equity		
Fire Mitigation Fund	3161	135,448.89
Total Equity		135,448.89
Total Equity		135,448.89
Total LIABILITIES & EQUITY		2,515,592.84

Date: 4/25/24 01:43:35 PM Page: 1



Los Osos Community Services District

																																Future
UNIT # Vehicle/Assumptions	FY18-19 Replaced	FY19-20	FY20-21	FY21-22	FY22-23 Replaced	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29 Replace	FY29-30	FY30-31	FY31-32	FY32-33	FY33-34 Replace	FY34-35	FY35-36	FY36-37	FY37-38	FY38-39 Replace	FY39-40	FY40-41	FY41-42	FY42-43 Replace	FY43-44	FY44-45	FY45-46	FY46-47	FY47-48 Replace	FY48-49	Replacement
3411 Command 2023 Term=8Yrs; 3.5% A	80.000	82.400	84.872	87.418	90.041	92.742	95.988	99.347	102.825	106.423	110.148	114.004	117.994	122.123	126.398	130.822	135.400	140.139	145.044	150.121	155.375	160.813	166.442	172.267	178.296	184.537	190.996	197.680	204.599	211.760	219.172	2054/2055
U15 Utility 2003 Term=10Yrs; 3.5% A	65,017	66,968	68,977	71,046	73,177	75,373	sferred from 78,011	3411 80,741	83,567	86,492	89,519	92,652	95,895	99,251	Tran 102,725	sferred from 106,320	3411 110,042	113,893	117,879	Tran 122,005	sferred from 126,275	13411 130,695	135,269	Trans 140,004	sferred from 144,904	149,975	155,225	160,657	Trans 166,280	sferred from 172,100	178,124	2054/2055
MS 15 Rescue Squad 2017 Term=15yr; 3.5% A	185.658	191.228	196.965	202.874	208.960	300.000	310.500	321.368	332.615	344.257	356.306	368.777	381.684	395.043	Replace 408.869	423.180	437.991	453.321	469.187	485.608	502.605	520.196	538.403	557.247	576.750	596.937	617.829	639.453	661.834	Replace 684.999	708.973	2062/2063
E 215 Engine 2013 (Equip too) Term=15yr; 4.5% A	669.662	693.100	717.359	742.466	5 768.453	980.000	1.024.100	1.070.185	1.118.343	1.168.668	1.221.258	1.276.215	1.333.645	1.393.659	1.456.373	1.521.910	1.590.396	1.661.964	Replace 1.736.752	1.814.906	1.896.577	1.981.923	2.071.109	2.164.309	2.261.703	2.363.480	2.469.836	2.580.979	2.697.123	2.818.494	2.945.326	2051/2052
E 15 Engine 2021 (Equip too) Term=15Yr; 4.5% A	672,913	696,465	720,841	Was Replace 746,071	772,183	1,000,000	1,045,000	1,092,025	1,141,166	1,192,519	1,246,182	1,302,260	1,360,862	1,422,101	1,486,095	1,552,969	1,622,853	1,695,881	1,772,196		1,935,282	2,022,370	2,113,377	2,208,479	2,307,860	2,411,714	2,520,241	2,633,652	2,752,166	2,876,014	3,005,434	2051/2052
Replacement Cost	80,000			761,300	90,041						110,148		117,994		408,869	130,822			1,772,196		155,375				178,296					896,759		
Net Cost	80.000			761.300	90.041						110.148		117.994		408.869	130.822			1.772.196		155.375				178.296					896.759		
Cumulative Replacement Costs	80.000			841.300	931.341						1.041.489		1.159.483		1.568.352	1.699.174			3.471.370		3.626.745				3.805.041					4.701.800		
Contribution Each Fiscal Year B	121,644	85,000	89,250	93,713	98,398	103,318	130,000	136,500	143,325	150,491	158,016	165,917	174,212	182,923	192,069	201,673	211,756	222,344	233,461	245,134	257,391	270,261	283,774	297,962	312,861	328,504	344,929	362,175	380,284	399,298	419,263	
Sinking Fund Balance	705 352	710 352	799 602	132 015	140 372	243 690	373 690	510 190	653 515	804 006	851 874	1 017 790	1 074 009	848 063	909 311	1 110 983	1 322 740	1 545 084	6.349	251 483	353 499	623 760	907 534	1 205 496	1 340 060	1 668 564	2 013 492	2 375 667	2 755 951	2 258 491	2 677 754	

- Notes

 A 3.5% and 4.5% inflation rates based on current information starting in FY 24/25, subject to change.

 B Sinking fund contributions increased by 5% each year, as of 17/18

 C Cost of replacement £215 engine is offset by estimated selling price of \$20,000 in FY32/24

 D Removed selling price from the equation based on previous trends, Example First ruck sold for 5k instead of 25k Due to a Utility Truck getting minor useage, and the Command Vehicle being used much more frequently, the District is signify purchase a new command vehicle every 5 years, and take the Command vehicle and have it replace the Utility Vehicle. Similar to how the new First Engine is downgraded to M£ 215, Expense to the District septions of the Command vehicle and have it replacement or the Vehicle. Similar to how the new First Engine is downgraded to M£ 215, Expense to the District Septiment of the Command vehicle and have it is replacement or the Vehicle. Similar to how the new First Engine is downgraded to M£ 215, Expense to the District Septiment Provided Command Vehicle Septiment Provided Change replacement cost for First Department truck to 11 Man \$390,000. Based on cost of First Truck purchased by by County First in FY 23/24

 K Change replacement cost of Rescue Squad Truck to \$300,000 based on Chief Provence recommendation Lincrease Contribution for Fy 24/25 by 25,825 k on sensure the District has enough funds for replacement cost in future FY's, and then leave 5% contribution increase each FY following.

- Fiscal Year Schedule
 24/25 Replace U15 with 3411 after the 3411 replacement is outfitted. No cost as Command Vehicle is outfitted with everything U15 needs
 28/29 Replace 3411 Command Vehicle either transfer to U15 or sell previous command vehicle
 in the self-based self-b
- 28/29 32/33 33/34 36/27 38/39 42/43 46/47 Replace 3411 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace A411 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace 251 swith E15. RelierSell E215. Purchase E15 Replace 3411 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace 3411 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace 3411 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace 3411 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513 - Command Vehicle - either transfer to U15 or sell previous command vehicle Replace M513