

Planning

Fund 10 • Directorate 02 • Division 50 • Department 500

PROGRAM DESCRIPTION

The District's strategic planning function and accreditation process are managed by the Planning department. The department will provide oversight, coordinate strategies and analysis, and disseminate information and resources pertaining to GIS, response aids, accreditation, strategic planning demographics, grants, regulatory mandates, record retention, Insurance Services Office (ISO), and Standards of Coverage for Emergency Response.

BUDGET SUMMARY

Expenditures	2008-09 Actual	2009-10 Actual	2010-11 Revised Budget	2011-12 Budget
Personnel Services			\$608,501	\$593,921
Materials and Services			171,533	94,716
Total Expenditures			\$780,034	\$688,637

PERSONNEL SUMMARY

Position	2008-09 Actual	2009-10 Actual	2010-11 Budget	2011-12 Budget
Division Chief	0.00	0.00	1.00	1.00
Data Analyst	0.00	0.00	1.00	1.00
Project Coordinator	0.00	0.00	1.00	1.00
GIS Technician	0.00	0.00	1.00	1.00
Administrative Assistant III	0.00	0.00	1.00	1.00
Total Full-Time Equivalents (FTE)	0.00	0.00	5.00	5.00

2011-12 SIGNIFICANT CHANGES

This department was created in 2010-11 to consolidate and strategically manage and provide data and planning throughout the organization. Personnel were transferred from other departments. The reduction in Personnel Services is due to budgeting for medical and other benefits based upon the current actual employees rather than at maximum.

The reduction in Materials and Services is primarily due to the completion of the MUNIS implementation project and associated Temporary Services, 5417, for the Technical Writer who developed training manuals in 5417. Special Department Supplies, account 5301, was increased to obtain map frames for worksites in lieu of annually laminating District and first-due maps. Other Professional Services was increased to cover an organizational assessment and planning project (\$31,000), as well as maintain access to Metro's GIS files (\$15,000) and conduct annual demographic analysis (\$16,100). Account 5570 reflects expenses for hosting the Metro Fire Planners Conference.

Planning, continued

STATUS OF 2010-11 SERVICE MEASURES

- **Provide Response Aid support** through ongoing preplan development as management as well as GIS services to support electronic and static mapping and analysis displays.

Goal(s): I, II, III, VI, VII, VIII
Service Type(s): Essential, Discretionary
Measured By: Measuring the effort for GIS and preplan programs by tracking work orders, number of products produced, and activity based timekeeping (resource utilization tracking) metrics.
Status or Outcome: A number of reporting systems are in place that allow resource utilization tracking, as well as project completion metrics (reflected in the matrix above). Steps are being taken to implement the MUNIS work order system.

- **Support all District Divisions** by mining and analyzing data and providing ad-hoc reports intended to support decision making by managers for projects/processes such as ISO, CFAI, NIMS, etc.

Goal(s): VIII
Service Type(s): Varies depending on request
Measured By: Number of ad-hoc queries and reports generated and the time it took to create them.
Status or Outcome: Reporting systems are in place that allow resource utilization tracking, as well as project completion metrics. Steps are being taken to implement the MUNIS work order system. An emphasis has been placed on the development of on-demand queries to reduce the number of ad-hoc requests.

ADDITIONAL 2010-11 ACCOMPLISHMENTS

- Coordinated development and submittal of two grants: the 2010 Federal SAFER (request for nine additional firefighters), and the 2010-11 Oregon Seismic Rehabilitation Grant (upgrade of Fleet Services building).
- Developed on-demand reports that allow Integrated Operations to access station-specific incident data in support of risk-reduction strategy development.
- Updated and distributed new hard-copy first-due map books for all stations as a back-up navigation guide.

STATUS OF 2010-11 CHANGE STRATEGIES

- **Implement an Integrated Business Operations Systems:** Complete Phase II and III of the MUNIS implementation, which includes Human Resources, Applicant Tracking, Payroll, Employee Self-Service, Work Orders, Bid Management, Contract Management, Fixed Assets, Treasury Management, GASB34 Reporting, Vendor Self Service, and Employee Expense Reimbursement.

Goal(s): III, VI, VII, VIII
Budget Impact: Purchase and maintenance costs
Duration: Year 4 of 5
Budget Description: Software license purchase fees, software maintenance, software implementation fees, and hardware to support moving the MUNIS system to a self-hosted environment.
Partner(s): Finance, Human Resources, Logistics, Integrated Operations
Status or Outcome: Moved to Logistics 10170.

2011-12 SERVICE MEASURES

		FY 07-08	FY 08-09	FY 09-10	FY 10-11 estimated	FY 11-12 projected
Facilitated reaccreditation by Commission on Fire Accreditation International (CFAI)					✓	
Accreditation compliance report completed		✓	✓	✓		✓
Facilitate update to Strategic Plan/Report Card		✓	✓	✓	✓	✓
Facilitate update to Standards of Coverage		✓	✓		✓	✓
Update demographic study		✓		✓		✓
Manage grant compliance					✓	✓
Facilitate community attitude survey		✓			✓	
Completion of building pre-plans:	New		182	221	168	150
	Updates			224	348	275
	Total pre-plans available			1,910	2,078	2,128
Maverick Map :	New data layers added			3	9	3
	Updated data layers			12	14	21
	Total data layers available			23	33	36

- **Conduct regular assessments of public attitude and awareness** regarding District programs and funding.

Goal(s): II, VIII
Service Type(s): Essential
Measured By: Completion of biannual community attitude survey and possible other on-line survey applications.

- **Coordinate with Division Managers to track and codify cost control and reduction strategies.**

Goal(s): VII
Service Type(s): Essential
Measured By: Report compiled as part of the annual Report Card process.

- **Actively participate in Integrated Operations Quality Improvement (QI) processes** to help ensure continued improvement in data collection and analysis.

Goal(s): I, VI
Service Type(s): Essential
Measured By: Meeting participation and creation of data analysis reports in support of QI Committee.

- **Strengthen participation in targeted professional training** to advance the “stand-up” of the Planning Division.

Goal(s): VI
Service Type(s): Essential
Measured By: Participation in training activities.

Planning, continued

2011-12 CHANGE STRATEGIES

- **Improve consistency of and access to key data** (incident, training, occupancy) through development of on-demand reports and easy access.

Goal(s)/Call(s) for Action: I/ D and F, VI/E
Budget Impact: None
Duration: Year 1 of 2
Budget Description: Resource neutral
Partner(s): Integrated Operations, Information Technology, EMS

- **Better integrate Response Aid Program with other District initiatives** (e.g., community risk reduction initiatives, Apartment Manager Program, Code Enforcement).

Goal(s)/Call(s) for Action: II/B
Budget Impact: None
Duration: Year 1 of 2
Budget Description: Resource neutral
Partner(s): Integrated Operations

- **Restructure the District's approach to the accreditation process** to better integrate with other organizational processes and to develop mechanisms for documentation maintenance and annual reporting.

Goal(s)/Call(s) for Action: VI, VIII
Budget Impact: None
Duration: Year 1 of 2
Budget Description: Resource neutral
Partner(s): All Divisions

Planning

	Actual Prior FY 2009	Actual Prior FY 2010	Budget Prior FY 2011	Budget Proposed FY 2012	Budget Approved FY 2012	Budget Adopted FY 2012
10500 General Fund						
5002 Salaries & Wages Nonunion			339,153	344,051	344,051	341,163
5004 Vacation Taken Nonunion			33,543	34,027	34,027	33,741
5015 Vacation Sold			8,959	9,088	9,088	9,012
5021 Deferred Comp Match Nonunion			10,249	9,193	9,193	13,122
5121 Overtime Nonunion				1,500	1,500	1,500
5201 PERS Taxes			79,374	80,802	80,802	78,318
5203 FICA/MEDI			30,421	30,969	30,969	31,021
5206 Worker's Comp			5,587	7,287	7,287	10,137
5207 TriMet/Wilsonville Tax			2,711	2,801	2,801	2,805
5208 OR Worker's Benefit Fund Tax			177	177	177	177
5211 Medical Ins Nonunion			72,786	50,545	50,545	50,545
5221 Post Retire Ins Nonunion			4,500	4,500	4,500	4,500
5230 Dental Ins Nonunion			10,281	6,546	6,546	6,546
5240 Life/Disability Insurance			5,000	4,374	4,374	4,374
5295 Vehicle Allowance			5,760	6,960	6,960	6,960
Total Personnel Services			608,501	592,820	592,820	593,921
5300 Office Supplies			1,528	2,220	2,220	2,220
5301 Special Department Supplies			375	4,700	4,700	4,700
5350 Apparatus Fuel/Lubricants				400	400	400
5367 M&R Office Equip				2,400	2,400	2,400
5400 Insurance Premium				250	250	250
5414 Other Professional Services			47,375	62,100	62,100	62,100
5415 Printing			29,800	3,000	3,000	3,000
5417 Temporary Services			76,500			
5461 External Training			3,560	4,585	4,585	4,585
5462 Travel and Per Diem			11,450	8,566	8,566	8,566
5484 Postage UPS & Shipping				100	100	100
5500 Dues & Subscriptions			345	595	595	595
5570 Misc Business Exp			600	5,300	5,300	5,300
5571 Planning Retreat Expense				500	500	500
Total Materials & Services			171,533	94,716	94,716	94,716
Total General Fund			780,034	687,536	687,536	688,637

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