

Supply

Fund 10 • Directorate 02 • Division 70 • Department 220

PROGRAM DESCRIPTION

Provide centralized purchasing of daily operating supplies and equipment and negotiate pricing, District-wide intra-departmental mail and delivery services, central inventory and fire equipment management, and management of surplus property.

BUDGET SUMMARY

Expenditures	2008-09 Actual	2009-10 Actual	2010-11 Budget	2011-12 Budget
Personnel Services	\$352,740	\$449,289	\$492,222	\$415,859
Materials and Services	109,194	214,191	194,133	213,998
Total Expenditures	\$461,934	\$663,480	\$686,355	\$629,857

PERSONNEL SUMMARY

Position	2008-09 Actual	2009-10 Actual	2010-11 Budget	2011-12 Budget
Supply Manager	1.00	1.00	1.00	1.00
Supply Operations Supervisor	1.00	1.00	1.00	1.00
Supply Specialist	1.00	1.00	1.00	1.00
Supply Assistant	0.50	1.00	1.00	0.50
Supply Driver	1.00	1.00	1.00	1.00
Total Full-Time Equivalent (FTE)	4.50	5.00	5.00	4.50

2011-12 SIGNIFICANT CHANGES

Personnel Services reflects the decrease of 0.50 FTE temporarily added to the Supply Assistant position to assist with the ERP project, which is now completed. In addition, wages and benefits such as insurance are budgeted at actual single party or two party, rather than maximum family coverage for all employees.

Within Materials and Services, the purchase of hose sections for the District is accounted for in account 5321, Firefighting Supplies, rather than as previously done in the Capital Improvement fund. Maintenance and Repair account 5361 and Custodial account 5416 reflect costs transferred from the Facilities budget. Account 5417 reflects continued use of a temporary employee as the new inventory module of the ERP is being refined. Account 5575 accounts for NFPA standard cleaning of District turnouts of their carcinogens and other particulates, as well as repairs.

Supply, continued

STATUS OF 2010-11 SERVICE MEASURES

- **Continue participation on the project team to implement new software for Supply and Finance** - The new software will improve inventory and ordering functions.

Goal(s): VII
Service Type(s): Mandatory
Measured By: Automation of manual processes and improved efficiencies for overall staff time and business operations.
Status or Outcome: Staff played a key role in the preparation and implementation of the inventory and requisition portions of MUNIS. A majority of the testing and verification of scenarios, as well as post-implementation upgrades have been done within Supply. MUNIS has brought many new options; however, several “work arounds” were put in place to allow the processing of daily Supply transactions. Planned upgrades have potential fixes for current issues.

- **Review order filling policies and procedures to align with new software capabilities.**

Goal(s): VII
Service Type(s): Mandatory
Measured By: Increased efficiency of inventory management, deliveries to customers and overall business operations.
Status or Outcome: In the current version of MUNIS, Supply is unable to process/forward customer inventory requests directly to the vendor as originally anticipated. This option would provide a single ordering option for customers as well as quick delivery directly to their location.

This capability would allow Supply to simplify multiple steps involved in supporting inventory products. Supply will request a developmental quote from Tyler Technologies to explore options for obtaining this ordering method. Meanwhile, Supply is working with customers to test and implement ordering methods utilizing vendor online shopping to achieve the same goal. “Vendor Direct Ordering and Delivery” offers customized shopping lists as well as deliveries directly to the customer’s location. Positive feedback has been received from customers involved in the initial testing. Current plans include online ordering for office supplies, station supplies, and other items that are typically available through retail providers. Supply will continue to work with customers to pursue vendor ordering options while considering changes and advancements offered through MUNIS upgrades.

- **Maintain adequate levels of compliant reserve personal protective equipment (PPE) and turnouts** for interim use during planned, unplanned, and required maintenance processes.

Goal(s): VII
Service Type(s): Mandatory
Measured By: Ability to fill requests the same day or within 48 hours.
Status or Outcome: Supply continues to maintain adequate inventory of all PPE items including turnouts, boots, helmets, gloves, and hoods. Reliance on this stock is expected to decrease, considering the deployment of second sets to all line personnel. Supply will continue to maintain stock, adjusting quantities and type, based on condition and age of equipment, specifications, and customer needs, as well as quantities considered part of disaster preparedness. Supply has established relationships with neighboring departments who serve as a backup system for any urgent need.

STATUS OF 2010-11 SERVICE MEASURES, CONTINUED

- **Provide management, maintenance, and tracking of PPE and turnouts** to meet requirements set by the manufacturer, NFPA, OSHA, and District standards.

Goal(s): IV, VII
Service Type(s): Mandatory
Measured By: Access to current year repair and tracking history through a vendor's database. Ability to access this database and make updates to PPE status or condition. Use information to improve decision making regarding life and retirement of garments.
Status or Outcome: The contracted vendor continues to provide real time repair and tracking information available via their website. This information is extremely valuable and is reviewed regularly as decisions are made in relation to repairing gear or retiring items from service.

STATUS OF 2010-11 CHANGE STRATEGIES

- **Implement MUNIS work order system.**

Goal(s): VII
Budget Impact: Increase anticipated
Duration: Year 1 of 1
Budget Description: Anticipate initial increase on staff time during first year as business procedures are modified with the implementation of this new tool.
Partner(s): District-wide
Status or Outcome: Staff continues to work through the implementation of the MUNIS work order module, utilizing this new tool to track labor hours associated with daily responsibilities, customer requests, and special projects. Specific categories allow assignment of resource hours to four service areas provided within Supply: Procurement, Warehousing, Distribution, and Materials Management. Supply's temporary employee is currently responsible for the daily processing of work orders, as well as adjustments to activity codes. Time and experience in the system has revealed the need for regular management of incoming requests. Supply is working with other Logistics departments to explore options where efforts can be combined in maintaining this responsibility.

- **Air Management Program** – Partner with Integrated Operations to conduct a comprehensive review of all facets of the air management program, and to provide future direction on how to best accomplish this function.

Goal(s): IV, VII
Budget Impact: Resource neutral for planning. Increase required to implement recommendations.
Duration: Year 3 of 3
Budget Description: Work with partners to develop and support servicing model for maintenance of SCBA and oxygen bottles.
Partner(s): Integrated Operations, Training, Logistics
Status or Outcome: Supply continues to work with District partners to meet the needs of this program, as well as identify any outstanding issues.

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STATUS OF 2010-11 CHANGE STRATEGIES, CONTINUED

- **Vendor direct deliveries to stations.** Station orders will be routed to the vendor for individual packaging and delivery.

Goal(s): VII
Budget Impact: Decrease anticipated
Duration: Year 2 of 2
Budget Description: Using MUNIS, implement direct deliveries to customer locations to maintain service while decreasing resources required for inventory management (e.g., cost of product on the shelf, staff time for handling, and delivering products).
Partner(s): District-wide
Status or Outcome: In the current version of MUNIS, Supply is unable to process/forward customer inventory requests directly to the vendor as originally anticipated. This option provides a single ordering option for customers, as well as quick delivery directly to their location.

This capability would allow Supply to simplify multiple steps involved in supporting inventory products for its customers. Supply will request a developmental quote from Tyler Technologies to explore options for obtaining this ordering method. Meanwhile, Supply is working with customers to test and implement ordering methods utilizing vendor online shopping to achieve the same goal. "Vendor Direct Ordering and Delivery" offers customized shopping lists as well as deliveries directly to the customer's location. Positive feedback has been received from customers involved in the initial testing. Current plans include online ordering for office supplies, station supplies, and other items that are typically available through retail providers. Supply will continue to work with customers to pursue vendor ordering options while considering changes and advancements offered through MUNIS upgrades.

- **Cooperative efforts with Clackamas County Fire District #1.**

Goal(s): VII
Budget Impact: Increase anticipated for initial planning
Duration: Ongoing
Budget Description: Identify and implement opportunities for cost savings through standardized products, joint procurement, warehousing options, and resource sharing.
Partner(s): Finance, Integrated Operations, Clackamas County Fire District #1
Status or Outcome: Supply continues to meet with members of Clackamas Fire Logistics to discuss product and vendor options, as well as opportunities for sharing equipment. Both agencies are testing different ordering options through a common vendor and plan to share findings. When able, efforts are made to provide like items. Discussions within the Regional Logistics Group led to a joint research and development of leather structure boots with Integrated Operations, Clackamas County Fire District #1, and Portland Fire and Rescue.

ADDITIONAL 2010-11 ACCOMPLISHMENTS

- Deployed new turnouts and processed existing turnouts for the annual cleaning and repair schedule (total of 1,264 garments).
- Implementation of MUNIS work order module and reorganization of service measures for improved data collection.
- Provided 15 member academy with necessary equipment and PPE.
- Implemented online ordering through two external vendors.
- Participated with Integrated Operations and Business Manager in the creation of Integrated Operations Business Model.

2011-12 SERVICE MEASURES

Service Measure	2007-08 Actual	2008-09 Actual	2009-10 Actual	2010-11 Estimated	2011-12 Projected
*Procurement Services	NA	NA	NA	1,800 hrs	1,800 hrs
Inventory and Special Request Purchase Orders			3350	630 ¹	610
*Warehousing Services	NA	NA	NA	4,000 hrs	3,800 hrs
Number of Inventory Products Available	1,018	1,054	1,705 ²	1,720	1,725
Inventory Requisitions Filled	2,593	2,743	3,319	2,480 ³	2,390
Ending Inventory Value	133,414	157,308	145,173	153,504	150,000
Inventory Purchases	376,330	458,619	458,958	476,312	470,000
Inventory Billings	363,876	434,726	471,093	535,638	530,000
Inventory Turns	2.86	3.0	3.0	3.0	3.0
*Distribution Services	NA	NA	NA	1,400 hrs	1,350 hrs
Miles Driven	17,761	15,693	13,240	11,772 ⁴	11,652
*Materials Management Services	NA	NA	NA	1,300 hrs	1,550 hrs
Facilitation of Turnouts (clean/repair/inspection)	214	199	1,264 ⁵	200	200
1 Supply Email Requests/Inquiries		1,100	2,526	1,792 ⁶	1,650
Work Orders Processed	NA	NA	NA	530	670

1. Reflects Supply purchase orders only vs. District-wide due to procedure changes with MUNIS.
2. Increase reflects addition of non-stock/special order items to simplify customer requisition process.
3. Anticipate reduction due to implementation of Vendor Direct Order and Delivery.
4. Reflects mail route change from three to two day per week.
5. Increase due to deployment of second sets of turnouts and annual cleaning/repair of first set.
6. Anticipate reduction as more requests are initiated through work orders.

*Implemented with the MUNIS work order module in October 2010.

Procurement Services: Actions associated before product is received; product research, purchasing, vendor management, product recalls, etc.

Warehouse Services: Actions associated after products are received and before they are distributed; receiving/product verification, stocking, cycle count/inventory, order pulling, pick ticket processing, warehouse organization/upkeep.

Distribution Services: Actions associated with distributing supplies/equipment; loading/unloading delivery van, two day per week route, special runs, preparation of commercial shipments, vehicle inspections, etc.

Materials Management: Actions associated with handling supplies/equipment after distribution; product returns, maintenance/repair requests, surplus, work order management, etc.

Supply, continued

2011-12 SERVICE MEASURES, CONTINUED

- **Continue participation with testing MUNIS upgrades** and provide feedback to improve functionality of the inventory module.

Goal(s): II
Service Type(s): Essential
Measured By: Automation of manual processes and improved efficiencies for overall staff time and business operations. Ability to discontinue use of temporary methods currently required to process daily operational tasks.

- **Strengthen and build partnerships** within regional fire agencies and the business community to streamline delivery of services.

Goal(s): VI, VII
Service Type(s): Essential
Measured By: Use of contracts, common vendors and products, and advances in management of services provided.

- **Continue to update policies and procedures to align with MUNIS and implementation of Vendor Direct Order and Delivery methods.**

Goal(s): VI, VII
Service Type(s): Essential
Measured By: Resource utilization data captured in the work order module.

2011-12 CHANGE STRATEGIES

- **Research and test alternative methods for internal distribution of mail and supplies.**

Goal(s)/Call(s) for Action: VI/B, VII/B
Budget Impact: Increase required
Duration: Year 1 of 1
Budget Description: Anticipate increased commercial shipping expenses.
Partner(s): District-wide

- **Streamline organization of work order activity codes** to capture resource utilization and opportunities for improvements to services.

Goal(s)/Call(s) for Action: VI/E, VII/D
Budget Impact: Increase required
Duration: Ongoing
Budget Description: Anticipate continued requirement of staff time as staff adjusts to the maintenance and increased use of this module.
Partner(s): Logistics, Finance

- **Work with Logistics departments to identify opportunities for combining support of common tasks and projects.**

Goal(s)/Call(s) for Action: VI/B and D
Budget Impact: Resource neutral
Duration: Year 1 of 1
Budget Description: Identify common functions between departments and opportunities where completion of daily tasks can be absorbed through the use of existing resources.
Partner(s): Fleet, Facilities, Logistics Administration

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	Actual Prior FY 2009	Actual Prior FY 2010	Budget Prior FY 2011	Budget Proposed FY 2012	Budget Approved FY 2012	Budget Adopted FY 2012
10220 General Fund						
5002 Salaries & Wages Nonunion	204,977	232,663	260,639	239,236	239,236	236,931
5004 Vacation Taken Nonunion	13,878	14,840	25,777	23,506	23,506	23,278
5006 Sick Taken Nonunion	3,636	5,464				
5008 Personal Leave Taken Nonunion	933	1,386				
5010 Comp Taken Nonunion	214	1,069				
5015 Vacation Sold	10,567	4,915	5,508	5,023	5,023	4,974
5017 PEHP Vac Sold at Retirement	684					
5021 Deferred Comp Match Nonunion	2,950	3,782	7,876	4,249	4,249	9,053
5121 Overtime Nonunion	6,976	10,597	8,000	7,000	7,000	7,000
5201 PERS Taxes	41,625	51,369	61,437	55,691	55,691	54,328
5203 FICA/MEDI	17,759	20,057	23,547	21,345	21,345	21,515
5206 Worker's Comp	4,075	3,544	4,325	5,022	5,022	7,031
5207 TriMet/Wilsonville Tax	1,549	1,775	2,099	1,930	1,930	1,946
5208 OR Worker's Benefit Fund Tax	121	131	177	159	159	159
5211 Medical Ins Nonunion	32,343	33,417	70,666	35,618	35,618	35,618
5221 Post Retire Ins Nonunion	3,450	4,425	4,500	4,050	4,050	4,050
5230 Dental Ins Nonunion	3,954	4,328	9,347	4,514	4,514	4,514
5240 Life/Disability Insurance	2,453	3,210	5,000	3,347	3,347	3,347
5270 Uniform Allowance	337	51,357	804	900	900	900
5290 Employee Tuition Reimburse	261	958	2,520	1,215	1,215	1,215
Total Personnel Services	352,741	449,289	492,222	412,805	412,805	415,859
5300 Office Supplies	1,515	789	1,400	1,000	1,000	1,000
5301 Special Department Supplies	1,663	2,174	1,800	4,200	4,200	4,200
5305 Fire Extinguisher		52	60	60	60	60
5320 EMS Supplies	52	84				
5321 Fire Fighting Supplies		32,178		18,330	18,330	18,330
5325 Protective Clothing		21,531				
5330 Noncapital Furniture & Equip	910	1,514	2,490	730	730	730
5350 Apparatus Fuel/Lubricants	5,030	4,457	7,300	8,500	8,500	8,500
5361 M&R Bldg/Bldg Equip & Improv	1,991	3,804	500	11,694	11,694	11,694
5365 M&R Firefight Equip	3,972	21,673	500	400	400	400
5367 M&R Office Equip	422	1,103	1,344	1,344	1,344	1,344
5415 Printing	370	112	200	75	75	75
5416 Custodial & Bldg Services				2,696	2,696	2,696
5417 Temporary Services		26,519	47,924	24,000	24,000	24,000
5432 Natural Gas	6,743	5,022	5,000	4,000	4,000	4,000
5433 Electricity	5,373	6,339	6,500	6,500	6,500	6,500
5434 Water/Sewer	3,012	3,496	4,000	4,000	4,000	4,000
5436 Garbage	1,427	1,424	1,500	2,800	2,800	2,800
5461 External Training	1,347	39	1,000	1,195	1,195	1,195
5462 Travel and Per Diem	1,141	132	1,490	90	90	90
5484 Postage UPS & Shipping	1,619	2,731	3,500	4,779	4,779	4,779
5500 Dues & Subscriptions	1,435	1,560	1,485	555	555	555
5570 Misc Business Exp	220	138	140	300	300	300
5573 Inventory Over/Short/Obsolete	241	(3,809)	5,000	5,000	5,000	5,000

Supply

	Actual Prior FY 2009	Actual Prior FY 2010	Budget Prior FY 2011	Budget Proposed FY 2012	Budget Approved FY 2012	Budget Adopted FY 2012
10220 General Fund						
5575 Laundry/Repair Expense	70,711	81,131	101,000	111,750	111,750	111,750
Total Materials & Services	109,194	214,191	194,133	213,998	213,998	213,998
Total General Fund	461,934	663,480	686,355	626,803	626,803	629,857
