

Fire Chief's Office

Fund 10 • Division 15 • Department 15 • Program 150

Program Description

This budget category includes the operations of the Fire Chief/Administrator's office. The office of the Fire Chief/Administrator provides direction, supervision, coordination, and general support to the Fire District's operations.

Budget Summary

Expenditures	2004-05 Actual	2005-06 Actual	2006-07 Budget	2007-08 Adopted Budget
Personnel Services	\$506,216	\$493,429	\$750,653	\$719,805
Materials and Services	212,227	163,078	244,425	255,757
Total Expenditures	\$718,443	\$656,507	\$995,078	\$975,562

Personnel Summary

Position	2004-05 Actual	2005-06 Actual	2006-07 Budget	2007-08 Budget
Fire Chief	1.00	1.00	1.00	1.00
Executive Officer	1.00	1.00	1.00	0.00
Division Chief	0.00	0.00	0.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Administrative Supervisor	0.00	0.00	1.00	1.00
Administrative Asst. II	0.00	0.00	1.00	1.00
Administrative Asst. I	0.00	0.00	0.50	0.50
Total FTE	3.00	3.00	5.50	5.50

2007-08 Significant Changes

The Personnel Services budget for this cost center reflects the transfer of the Executive Officer to the Fire Prevention budget and the transfer in of one Division Chief from Emergency Operations, as well as annual merit and step increases.

Within Materials and Services, General Legal account 5410, provides funding for our general counsel. Consultant fees in account 5413, provide for the District's fire service lobbying contract, which was renegotiated at a higher price reflecting desired workload and legislative monitoring and assistance.

Status of 2006-07 Performance Measures

In preparation for the 2006-07 annual budget process, update the core content of the District's strategic plan. *Completed.* The strategic plan has been entirely rewritten and adopted by the Board of Directors.

In the interest of succession planning, continue to provide opportunities for mid-level managers to gain experience in other areas of the District's operations. *Ongoing.* Succession planning has continued as more Chief Officers have been reassigned to new areas of responsibility. As well, the Field Incident Technician (FIT) program was introduced and promises to be very successful in growing Company Officers (Captains and Lieutenants) to the next level in the promotional process.

Ensure compliance with West Linn annexation agreement by completing the design review process by June 30, 2007, for the replacement of the Bolton fire station. *Completed.* The Memorandum of Understanding was approved by the Board of Directors in December 2006.

Reduce Chief Officer deployment to two, versus three, battalions by transitioning east battalion response coverage to the south battalion and to Lake Oswego fire department by December 2006. *Completed.* The Intergovernmental Agreement to increase efficiencies by minimizing unnecessary and costly duplication of services with the City of Lake Oswego was adopted by the Board of Directors in September 2006. The implementation of the agreement allowed the District to eliminate one of its battalions and reassign personnel to positions designed to improve functionality and provide succession opportunities, i.e. the Executive Officer position.

Improve community leader understanding and support of complex District operations through continued community academies. *Ongoing.* In addition to providing opportunities for the Board of Directors to network with various city managers and elected officials, the District has held six Community Academies. These 24-hour didactic and hands-on sessions are designed to allow business and civic leaders the opportunity to appreciate the various aspects of a firefighting career.

Prepare for Board consideration and approval by December 2006, the District's 2007 legislative agenda emphasizing initiatives encouraged by the Western Fire Chiefs Association (WFCA). *Completed.* The legislative agenda was delivered to and approved by the Board of Directors in December 2006.

Assuming necessary Board direction, prepare and undertake appropriate information campaign regarding a November 2006 general obligation bond measure. *Completed.* Voters approved the general obligation bond measure in November 2006.

Undertake labor negotiations with IAFF Local 1660, with the goal of implementing a new collective bargaining agreement prior to the expiration of the current agreement. *In process.* Labor negotiations began in January 2007.

Direct the update of the District's seven-year financial plan to include local option levy and general obligation funding strategies. *Complete.* The results of the plan were presented to the Budget Committee in April 2007.

Complete a staff/Board of Directors review of the salary administration system and policies. *In process.* Completion is anticipated by June 2007.

Review the volunteer reimbursement policy in conjunction with volunteer leadership to ensure compliance with IRS and Oregon Department of Revenue Requirements. *Completed.*

Participate in development of Top Officials Exercise (TOPOFF) 2007. *In process.* Personnel are working with officials to ensure District participation in the October 2007 TOPOFF exercise.

Additional 2006-07 Accomplishments

- TVF&R was the recipient of the 2006 International Association of Fire Chiefs Award of Excellence for its Multi-Family Housing Fire Reduction Program.
- Chair of the State Interoperability Executive Council, whose primary mission, with an emphasis on public safety, is to develop policy recommendations and guidelines, research technology and standards, and coordinate intergovernmental resources to facilitate wireless communications interoperability on a statewide basis, with an emphasis on public safety.
- Resurrected Metro Fire Chiefs organization to pursue possibility of regional common CAD system and other methods to standardization equipment and procedures throughout the Metropolitan area.
- Supported and promoted efforts to successfully pass Oregon's Fire Safer Cigarette bill.
- Provided direction to successfully obtain District reaccreditation through the Center for Public Safety Excellence.

2007-08 Service Level Objectives

- **Participate in governmental affairs and relationship building on local, state, and regional levels.**
Goal: VII
Service Type: Essential
Measured By: Successful legislation and cooperation with officials.
- **Ensure the completion of the District's annual compliance report for the Center for Public Safety Excellence.**
Goal: VI
Service Type: Essential
Measured By: Successful completion and acceptance of report by July 2007.
- **Ensure negotiation of mutually beneficial bargaining unit contract and direct implementation.**
Goal: III, IV, V, VI, VII
Service Type: Core
Measured By: Adoption and implementation of new contract by July 1, 2007.

2007-08 Key Objectives for Change Strategies

- **Implement new strategic planning approach**

Primary Goal: VI

Anticipated Budget Impact: Resource Neutral

Key Tasks

- Educate division/department members regarding the new strategic planning approach to the District's business operations and its relevance to the budget planning process.

- **Develop an internal assessment team to monitor and work on reaccreditation process commitments**

Primary Goal: VI

Anticipated Budget Impact: Increase Required

Key Tasks

- Select Internal Assessment Team based on divisional/departmental expertise.
- Provide training opportunities to team members.
- Utilize team members to improve and simplify reaccreditation process.

- **Expand leadership succession plan**

Primary Goal: VI

Anticipated Budget Impact: Resource Neutral

Key Tasks

- Continue to provide opportunities for Company Officers to experience working in a variety of offices and positions throughout the District, i.e. Training, Human Resources, Executive Officer, and Chief of Staff.
- Promote and support advanced continuing education for employees.

- **Fine-tune the long-term financial business plan**

Primary Goal: VIII

Anticipated Budget Impact: Resource Neutral

Key Tasks

- Utilize demographic study results to predict population growth.
- Consult regularly with Chief Financial Officer regarding the long-term plan.
- Research options for 2008 local option levy renewal.
- Monitor financial and operational performance against financial and business plans on ongoing basis.

Fire Chief's Office

	Actual Prior FY 2005	Actual Prior FY 2006	Budget Prior FY 2007	Budget Proposed FY 2008	Budget Approved FY 2008	Budget Adopted FY 2008
10150 General Fund						
5002 Salaries & Wages Nonunion	284,830	287,063	411,970	414,083	414,083	414,083
5004 Vacation Taken Nonunion	21,327	28,193	40,744	40,953	40,953	40,953
5006 Sick Taken Nonunion	925	904				
5008 Personal Leave Taken Nonunion	6,879	6,548				
5010 Comp Taken Nonunion	1,597	1,017				
5015 Vacation Sold			26,118	26,252	26,252	26,252
5017 PEHP Vac Sold at Retirement	24,893	4,221				
5021 Deferred Comp Match Nonunion	13,774	14,396	17,842	17,006	17,006	17,006
5051 EMT Premium				2,100	2,100	2,100
5121 Overtime Nonunion	1,581	414	8,358	8,873	8,873	8,873
5201 PERS Taxes	75,771	74,145	115,930	93,611	93,611	93,611
5203 FICA/MEDI	18,807	19,873	39,259	39,051	39,051	39,051
5206 Worker's Comp	8,579	6,880	11,034	10,975	10,975	10,975
5207 TriMet/Wilsonville Tax	1,877	2,065	3,336	3,318	3,318	3,318
5208 OR Worker's Benefit Fund Tax	95	84	215	229	229	229
5211 Medical Ins Nonunion	29,442	30,333	50,473	44,420	44,420	44,420
5221 Post Retire Ins Nonunion	927	1,272	3,000	4,163	4,163	4,163
5230 Dental Ins Nonunion	4,251	4,579	7,576	6,743	6,743	6,743
5240 Life/Disability Insurance	2,212	2,349	5,638	5,728	5,728	5,728
5270 Uniform Allowance	239	933	1,000	1,100	1,100	1,100
5295 Vehicle/Technology Allowance	8,210	8,160	8,160	1,200	1,200	1,200
Total Personnel Services	506,216	493,429	750,653	719,805	719,805	719,805
5300 Office Supplies	355	338	800	800	800	800
5301 Special Department Supplies	1,754	1,186	1,400	1,400	1,400	1,400
5302 Training Supplies	28					
5306 Photography Supplies & Process			150	150	150	150
5320 EMS Supplies		7				
5330 Noncapital Furniture & Equip	2,397	2,271	1,530	1,600	1,600	1,600
5350 Apparatus Fuel/Lubricants	2,468	2,778	2,700	3,800	3,800	3,800
5400 Insurance Premium	843	896	1,200	1,200	1,200	1,200
5410 General Legal	155,326	106,398	155,000	160,500	160,500	160,500
5413 Consultant Fees	16,000	16,500	24,800	34,562	34,562	34,562
5414 Other Professional Services	3,328	4,000	4,500	4,500	4,500	4,500
5415 Printing	685	272	800	800	800	800
5430 Telephone	4,856					
5450 Rental of Equip			600			
5461 External Training	1,070	1,719	5,745	4,745	4,745	4,745
5462 Travel and Per Diem	6,390	5,949	10,950	7,950	7,950	7,950
5471 Citizen Awards	979	1,284	1,200	1,200	1,200	1,200
5472 Employee Recog & Awards	7,383	8,221	14,000	14,000	14,000	14,000
5484 Postage, UPS & Shipping		92		200	200	200
5500 Dues & Subscrip	4,321	7,521	8,850	8,850	8,850	8,850
5570 Misc Business Exp	4,044	2,212	6,200	5,500	5,500	5,500
5571 Planning Retreat Expense		1,434	4,000	4,000	4,000	4,000
Total Materials and Services	212,227	163,078	244,425	255,757	255,757	255,757

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	Actual Prior FY 2005	Actual Prior FY 2006	Budget Prior FY 2007	Budget Proposed FY 2008	Budget Approved FY 2008	Budget Adopted FY 2008
Total General Fund	718,443	656,507	995,078	975,562	975,562	975,562
25150 Grants Fund						
5413 Consultant Fees	206,220					
5414 Other Professional Services	225,000	112,500				
Total Materials and Services	431,220	112,500				
Total Grants Fund	431,220	112,500				
Total Fire Chief's Office	1,149,663	769,007	995,078	975,562	975,562	975,562