

TUALATIN VALLEY FIRE & RESCUE
CIVIL SERVICE

Fund 10 • Division 10 • Department 10 • Program 110

Program Description

This activity accounts for the Fire District employee civil service program. The budget supports the employment application process, testing, job description review, and hearings processes, all of which are handled by a Civil Service examiner and a five person Civil Service Committee, as appointed by the Board of Directors.

Budget Summary

Expenditures	2002-03 Actual	2003-04 Actual	2004-05 Revised Budget	2005-06 Adopted Budget
Personnel Services	\$52,342	\$23,066	\$49,447	\$48,845
Materials and Services	53,525	19,283	139,510	45,230
Total Expenditures	\$105,867	\$42,349	\$188,957	\$94,075

2005-06 Significant Changes

The 2006 budget proposes funding for various promotional lists including Captain, Lieutenant and Apparatus Operator exams, as well as Deputy Fire Marshal and Training Officer exams and interviews. A new firefighter entry level list was established in April of 2005 and funding for 2006 is included for subsequent Fire Chief's interviews for upcoming academies.

Highlights within materials and services include funding for \$15,900 in Other Professional Services representing our contract with our Chief Examiner (\$8,400) as well as (\$6,000) for security background checks on new hires. \$8,440 is budgeted in Special Department Supplies for training and testing supplies and the construction of a new ergometric maze for testing firefighters. Finally, \$10,000 in Public Notices accounts for advertising costs for Civil Service meetings and job announcements.

Status of 2004-05 Performance Measures

- ▶ Coordinate Chief's interview and selection process for one entry level firefighter and firefighter/paramedic (fall 2004) academy, as required. (*Goal III – Maximize utilization of existing resources.*)

Status: In progress. Academy was delayed to spring 2005. New academy began March 31, 2005.

- ▶ Coordinate test processes for developing lists for Apparatus Operator and Battalion Chief. (*Goal III – Maximize utilization of existing resources.*)

Status: Apparatus Operator and Battalion Chief promotional test processes to occur near March 2005.

- ▶ Establish a Firefighter entrance hiring list by spring 2005. (*Goal III – Maximize utilization of existing resources.*)

Status: In progress. Written test occurred February 2005, video-based human relations test occurred March 2005, and the list is expected to be established in April 2005.

- ▶ Select up to 40 Volunteer Firefighters by the August 2004 Volunteer Academy. (*Goal IX – Build strategic, mission-oriented community understanding, which leads to involvement.*)

Status: Thirty-six (36) volunteers selected and oriented beginning in August, 2004.

- ▶ Implement ergonomics testing component into entry-level firefighter hiring process. (*Goal III – Maximize utilization of existing resources, and Goal VIII – Promote craftsmanship throughout the organization.*)

Status: In progress. Video-based human relations test was scheduled March, 2005.

- ▶ Train Candidate Physical Ability Test (CPAT) proctors and integrate CPAT into hiring process in cooperation with other metropolitan area fire departments. (*Goals I – Ensure the health and safety of all members, and Goal IV – Seek efficiencies through cooperative initiatives.*)

Status: Training, including representatives of other agencies, completed. CPAT utilized as part of Chief's Interviews for March 2005 Recruit Academy.

- ▶ Implement a new written test for the firefighter hiring process. (*Goal III – Maximize utilization of existing resources, and Goal VIII – Promote craftsmanship throughout the organization.*)

Status: Test and study guide developed but require additional work prior to utilization. New written test will be used for the next firefighter recruiting process.

Additional 2004-05 Accomplishments

- ▶ (Anticipate having) Negotiated a new, multi-year labor contract with local 1660 representing all career firefighters.
- ▶ Recruited and hired a Fire Marshal.
- ▶ Recruited, tested for and established a new Firefighter Entry list.
- ▶ Tested for and established promotional lists for Division Chief, Battalion Chief, and Apparatus Operator.
- ▶ Coordinated the Chief's Interview and selection process for one Recruit Firefighter Academy.

2005-06 Performance Measures

- ▶ Review and, as appropriate, reengineer Civil Service hiring processes including timelines and responsible person assignments by January 1, 2006. (*Goal III – Maximize utilization of existing resources.*)
- ▶ Review and, as appropriate, reengineer Civil Service and volunteer promotional processes including timelines and responsible person assignments by October 1, 2006. (*Goal III – Maximize utilization of existing resources, and Goal VIII – Promote craftsmanship throughout the organization.*)
- ▶ Coordinate test processes for developing lists for Captain, Lieutenant and Training Officer, as directed by Operations. (*Goal III – Maximize utilization of existing resources, and Goal VIII – Promote craftsmanship throughout the organization.*)
- ▶ Initiate all current-year phases of new labor contract based on dates within contract. (*Goal III – Maximize utilization of existing resources.*)
- ▶ Review and, if appropriate, renegotiate Civil Service Chief Examiner's contract. (*Goal III – Maximize utilization of existing resources.*)

Civil Service Commission

	Actual Prior FY 2003	Actual Prior FY 2004	Budget Prior FY 2005	Budget Proposed FY 2006	Budget Approved FY 2006	Budget Adopted FY 2006
10110 General Fund						
5021 Deferred Comp Match Nonunion	4					
5102 Duty Chief Relief				3,945	3,945	3,945
5112 Administrative Relief	7,581					
5120 Overtime Union	33,442	17,935	36,568	33,069	33,069	33,069
5121 Overtime Nonunion	1,834	62	1,990			
5201 PERS Taxes	6,258	3,706	7,939	7,551	7,551	7,551
5203 FICA/MEDI	3,218	1,343	2,950	2,832	2,832	2,832
5206 Worker's Comp				1,209	1,209	1,209
5207 TriMet/Wilsonville Tax		16		239	239	239
5208 OR Worker's Benefit Fund Tax		4				
5211 Medical Ins Nonunion	3					
5230 Dental Ins Nonunion	1					
5240 Life/Disability Insurance	1					
Total Personnel Services	52,342	23,066	49,447	48,845	48,845	48,845
5300 Office Supplies	7,266		7,500	2,000	2,000	2,000
5301 Special Department Supplies	24,648	131	54,000	750	750	750
5302 Training Supplies	344	166	450	8,440	8,440	8,440
5413 Consultant Fees	2,154					
5414 Other Professional Services	8,912	9,890	60,350	15,900	15,900	15,900
5415 Printing	992	260	1,500	1,000	1,000	1,000
5450 Rental of Equip	1,808	300	3,000	800	800	800
5462 Travel and Per Diem	33	138	1,000	2,000	2,000	2,000
5471 Citizen Awards			300			
5472 Employee Recog & Awards	26	226				
5570 Misc Business Exp	3,170	3,485	1,410	4,340	4,340	4,340
5572 Advertis/Public Notice	4,172	4,687	10,000	10,000	10,000	10,000
Total Materials and Services	53,525	19,283	139,510	45,230	45,230	45,230
Total General Fund	105,867	42,349	188,957	94,075	94,075	94,075
22110 Capital Improvement Fund						
5640 Physical Fitness Equip		21,195				
Total Capital Outlay		21,195				
Total Capital Improvement Fund		21,195				
Total Civil Service Commission	105,867	63,544	188,957	94,075	94,075	94,075