

TUALATIN VALLEY FIRE & RESCUE
EXTERNAL TRAINING

Fund 10 • Division 20 • Department 40 • Program 420

Program Description

This cost center was established to account for the revenues and expenditures associated with the external training program. This program provides training to District businesses in areas such as hazardous materials or emergency response teams. Another primary focus was the management of the citizen CPR training and recertification program, whereby we offer training to our citizens in CPR. We view this not only as a service to our businesses and citizens, but a valuable addition to life safety of our citizens. Citizens trained in CPR may be able to intervene in the minutes and seconds before we arrive on scene. Due to the loss of a significant contract to a major employer utilizing these training services, and issues in instructor pay, the District is in the process of winding down the volume of activities planned for this program in fiscal years 2005 and 2006.

Budget Summary

Expenditures	2002-03 Actual	2003-04 Actual	2004-05 Budget	2005-06 Adopted Budget
Personnel Services	\$105,518	\$190,155	\$111,198	\$50,145
Materials and Services	230,199	100,067	76,990	36,950
Total	\$335,717	\$290,222	\$188,188	\$87,095

Personnel Summary

Position	2002-03 Actual	2003-04 Actual	2004-05 Budget	2005-06 Budget
Program Coordinator/Registrar	1.00	1.00	0.00	0.00
Total FTE	1.00	1.00	1.00	0.00

2005-06 Significant Changes

Budgeted revenues for 2005-06 total \$81,360, anticipated primarily from CPR and Hazardous Materials classes and rental revenue.

External training's budget reflects instructor overtime costs and training materials associated with the above mentioned classes.

Status of 2004-05 Performance Measures

- ▶ Prepare, market, and deliver courses specifically designed to meet the core competencies of our combat personnel in Fire Suppression, EMS, and Special Operations. Courses may include, but would not be limited to Strategy and Tactics, EMT-Basic Refresher, Hazardous Materials Technician and Specialist, Hazardous Materials On-Scene Incident Commander, USAR Structural Collapse, and CPR Instructor. *(Goal III – Maximize utilization of existing resources, and Goal IV – See efficiencies through cooperative initiatives, and Goal V – Pursue maximum institutional financial stability and predictability.)*

Status:

Course Offered	Number of Students
HazMat Weeks 1 & 2	11
HazMat Weeks 3 & 4	9
CPR, AED, First Aid – 10 classes total (July 1, – Aug. 31, 2004)	108
CERT Saturday	
Sept. 11, 2004 (12 Beaverton, 5 Tigard)	17
Oct. 9, 2004 (18 Beaverton, 7 Tigard)	25
Feb. 12 2005 (23 Beaverton, 5 Tigard)	28
Mar. 12, 2005 (14 Beaverton, 11 Tigard)	25

Two more CERT Saturday classes and one more HazMat Weeks 3 & 4 are being offered and are enrollment dependent at the time of writing these performance measures. One HazMat Weeks 1 & 2 was cancelled due to low enrollment. While preparing the 2004-2005 budget and Key Performance Objectives we were planning to offer and conduct a series of USAR Structural Collapse courses for the State of Oregon. We learned that an outside firm could be hired to deliver the courses much more economically than doing them ourselves and that is what was done. No other courses were needed this fiscal year

- ▶ Ensure that the External Training Program is fully supported by registration and user fees. *(Goal III – Maximize utilization of existing resources, and Goal IV – See efficiencies through cooperative initiatives, and Goal V – Pursue maximum institutional financial stability and predictability.)*

Status: We are showing a profit of \$3,802 through April 5, 2005. This includes the profit from CPR and First Aid courses offered by TVF&R from July 1, 2004 to September 1, 2004, one each of HazMat Weeks 1 & 2 and Weeks 3 & 4 classes

offered by TVF&R, and four non self-supporting CERT refresher training classes offered to the cities of Beaverton and Tigard.

- ▶ Continue to attain adopted benchmarks associated with accounts receivable goals. *(Goal V- Pursue maximum institutional financial stability and predictability.)*
Status: External Training is currently at a 100% collection rate. Earlier in this FY, there was difficulty with a corporation paying approximately \$10,000 in back invoices. These invoices were 120 days past due. Through persistence of staff, the company finally paid all of these delinquent bills avoiding collections and the collection of less revenue for TVF&R.
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- ▶ Release and award a “Request for Proposal” (RFP) to a CPR, AED, First Aid vendor. This vendor will offer a certain number of courses to Fire District citizens from Fire District facilities. *(Goal III – Maximize utilization of existing resources, and Goal IV – See efficiencies through cooperative initiatives, and Goal V – Pursue maximum institutional financial stability and predictability.)*
Status: The RFP was successfully written, advertised, and the selection process implemented. TVF&R received six bids for the CPR, AED, and First Aid training program. The bid was awarded to Lifeline Health and Safety, LLC. Lifeline is a private, local, Beaverton based company whose mission is to provide quality CPR, AED, and First Aid training to the public and businesses and industry. Lifeline began offering classes for TVF&R on September 1, 2004. To date the following course and student numbers have been delivered by Lifeline throughout the Fire District.

Course Offered	Number of Students
CPR, AED, First Aid (20 classes)	187

- ▶ Continue to align and advance the process of record keeping and continually evaluate the effectiveness of the financial record keeping process utilized for this cost center. *(Goal V – Pursue maximum institutional financial stability and predictability.)*
Status: The business plan was reviewed as needed. No changes in the business plan and/or the financial record keeping system needed to be made. The exchange of information between External Training and Finance is working very well.

2005-06 Performance Measures

- ▶ As the need arises, prepare, market, and deliver courses specifically designed to meet the core competencies of our combat personnel in Fire Suppression, EMS, and Special Operations. At the time of this writing two HazMat Weeks 1 & 2 and two HazMat Weeks 3 & 4 are the only things planned. *(Goals I – Ensure the health and safety of all members, Objective - B. 4. a, and Goal IV – See efficiencies through cooperative initiatives, Objective - C.)*
- ▶ Between July 1, 2005 and June 30, 2006, plan and deliver six CERT Saturday “refresher” training courses as a value added service to our partner cities who have CERT Programs. *(Goals IX – Build strategic, mission-oriented community understanding, which leads to involvement, Objective - A. I.)*
- ▶ For fiscal year 2005-06, ensure that the External Training program is fully supported by registration and user fees. The exception to this is the CERT Saturday Program which is being offered as a “value added service” for our partner cities. *(Goal V – pursue maximum institutional financial stability and predictability, Objectives F and G.)*
- ▶ Maintain at least a 95% collection rate on invoices and collect the money within the 90 day aging period. *(Goal V – pursue maximum institutional financial stability and predictability, Objectives F and G.)*
- ▶ By August 15, 2005, evaluate the effectiveness of the CPR, AED, First Aid contract for services with Lifeline Health and Safety, LLC and based on the evaluation decide whether or not to continue the contract. This will be done by reviewing the course evaluations, evaluation of Lifeline performance to the original RFP, and communication between TVF&R and Lifeline. *(Goal IV – See efficiencies through cooperative initiatives, Objective - C.)*

External Training

	Actual Prior FY 2003	Actual Prior FY 2004	Budget Prior FY 2005	Budget Proposed FY 2006	Budget Approved FY 2006	Budget Adopted FY 2006
10420 General Fund						
5002 Salaries & Wages Nonunion	36,882	40,196				
5004 Vacation Taken Nonunion	1,658	1,962				
5006 Sick Taken Nonunion	409	479				
5008 Personal Leave Taken Nonunion	127	29				
5010 Comp Taken Nonunion		25				
5015 Vacation Sold	152	1,614				
5020 Deferred Comp Match Union		17				
5021 Deferred Comp Match Nonunion	398	416				
5105 Sick Relief		991				
5112 Administrative Relief	9,158					
5120 Overtime Union	12,825	89,006	105,808	30,720	30,720	30,720
5121 Overtime Nonunion	1,851	2,427	2,460	6,980	6,980	6,980
5201 PERS Taxes	17,997	27,750	1,945	8,516	8,516	8,516
5203 FICA/MEDI	8,905	10,028	723	2,884	2,884	2,884
5206 Worker's Comp	1,191	991	203	811	811	811
5207 TriMet/Wilsonville Tax	406	559	59	234	234	234
5208 OR Worker's Benefit Fund Tax		25				
5211 Medical Ins Nonunion	8,210	10,852				
5221 Post Retire Ins Nonunion	302	333				
5230 Dental Ins Nonunion	1,824	1,859				
5240 Life/Disability Insurance	500	596				
5270 Uniform Allowance	20					
5290 Employee Tuition Reimburse	2,703					
Total Personnel Services	105,518	190,155	111,198	50,145	50,145	50,145
5300 Office Supplies	1,994	905	250	250	250	250
5301 Special Department Supplies	1,368	1,753	1,000	1,000	1,000	1,000
5302 Training Supplies	37,803	15,737	46,982	15,600	15,600	15,600
5305 Fire Extinguisher	166					
5309 CPR Training Supp	26,176	14,072	1,722			
5320 EMS Supplies	144	102				
5321 Fire Fighting Supplies	6,394	979				
5323 Food Service	36,565	22,610	16,964	9,500	9,500	9,500
5330 Noncapital Furniture & Equip		7,540				
5340 Software Expense/Upgrades	309					
5361 M&R Bldg/Bldg Equip & Improv	935	511				
5364 M&R Fire Communic Equip	1,520					
5366 M&R EMS Equip	470					
5367 M&R Office Equip	772	111				
5414 Other Professional Services	110,774	34,021	1,472	5,000	5,000	5,000
5415 Printing	23	41				
5416 Custodial & Bldg Services	136		1,500	1,500	1,500	1,500
5417 Temporary Services	160	360				
5430 Telephone	5					
5450 Rental of Equip	2,535		7,100	2,000	2,000	2,000

External Training

	Actual Prior FY 2003	Actual Prior FY 2004	Budget Prior FY 2005	Budget Proposed FY 2006	Budget Approved FY 2006	Budget Adopted FY 2006
5461 External Training	1,505	25		2,100	2,100	2,100
5462 Travel and Per Diem	256	654				
5500 Dues & Subscrip		23				
5570 Misc Business Exp	189	623				
Total Materials and Services	230,199	100,067	76,990	36,950	36,950	36,950
Total General Fund	335,717	290,222	188,188	87,095	87,095	87,095
22420 Capital Improvement Fund						
5620 Firefighting Equip				3,800	3,800	3,800
5660 Computer Equip		2,050				
Total Capital Outlay		2,050		3,800	3,800	3,800
Total Capital Improvement Fund		2,050		3,800	3,800	3,800
Total External Training	335,717	292,272	188,188	90,895	90,895	90,895