

TUALATIN VALLEY FIRE & RESCUE
SUPPLY

Fund 10 • Division 50 • Department 46 • Program 220

Program Description

Provide centralized purchasing; negotiate pricing, contracts and bids; provide District-wide intra-departmental mail and delivery services, central inventory and fire equipment management and management of surplus property.

Budget Summary

Expenditures	2002-03 Actual	2003-04 Actual	2004-05 Revised Budget	2005-06 Adopted Budget
Personnel Services	\$231,813	\$272,962	\$268,069	\$290,206
Materials and Services	44,403	49,143	111,395	100,010
Total Expenditures	\$276,216	\$322,105	\$379,464	\$390,216

Personnel Summary

Position	2002-03 Actual	2003-04 Actual	2004-05 Budget	2005-06 Budget
Supply Supervisor	0.00	0.00	1.00	1.00
Sr. Supply Specialist	2.00	2.00	1.00	1.00
Supply Specialist	2.00	2.00	2.00	2.00
Total FTE	4.00	4.00	4.00	4.00

2005-06 Significant Changes

Since budget year 2004, the Supply program reports to the Communications and Technology Division. However because of the purchasing function, it has remained closely related to the Finance Division.

In fiscal year 2004-05, one Sr. Supply Specialist position was upgraded to Supply Manager. Personnel services reflects annual wage and benefit increases.

Within materials and services, funding in account 5330 provides funding for routine station appliance replacement. Account 5365, Maintenance and Repair of Firefighting Equipment provides funding for repair and maintenance of hose and breathing air compressors as well as \$4,500 for the hydro testing of 300 SCBA bottles. Account 5417, Temporary Services funds part-time assistance for the Supply department.

Capital items are outlined in the Capital Improvements fund located on page 348.

Status of 2004-05 Performance Measures

- ▶ Develop and implement an effective method to dispose of District surplus. (*Goal III – Maximize utilization of existing resources.*)

Status: Supply developed a revision of the SOG (in conjunction with Finance) and developed detailed internal Supply protocols to implement the policy.

- ▶ In conjunction with Operations complete loaner turnout/cleaning program. (*Goal I – Ensure the health and safety of all members.*)

Status: The annual professional cleaning was completed in February 2005. Repair and cleaning documentation is being tracked and updated by the vendor.

- ▶ Implement the position of Supply Supervisor. (*Goal III – Maximize utilization of existing resources, and Goal VIII – Promote craftsmanship throughout the organization.*)

Status: This position was filled in July, 04.

- ▶ Explore options to maintain inventory to ensure accuracy. (*Goal III – Maximize utilization of existing resources.*)

This was not completed due to a Supply reorganization. Carried over to FY 2006.

Additional 2004-05 Accomplishments

- ▶ Provided personal protective gear and uniform outfitting of Fall 2004 volunteer academy.
- ▶ Provided personal protective gear and uniform outfitting of Spring 2005 career academy.
- ▶ Provided firefighting tools and equipment for three new apparatus in Spring 2005.
- ▶ Began implementation of internal Supply reorganization for improved efficiency.

Service Measures

Supply	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Estimated	2005-06 Projected
Orders Filled	2,882	2,939	2,747	2,560	2,600
Number Items/Type Ordered	13,121	12,768	14,481	13,460	14,000
Purchases Orders Generated	1,188	1,077	1,043	1,044	1,100
Miles driven by Supply Van	16,806	19,992	18,353	18,500	18,500
Inventory Turns*	3.81	2.86	2.89	2.90	2.95
Turnouts cleaned or repaired - external	303	210	175	606	630

*Turnout cleaned/repared increased due to Operations implementation of annual in-house and professional cleaning.

2005-06 Performance Measures

- ▶ Complete implementation of Supply reorganization. (*Goal VIII – Promote craftsmanship throughout the organization, Objectives - A, B, C.*)
- ▶ Explore options to maintain inventory to ensure accuracy. (*Goal III – Maximize utilization of existing resources.*)
- ▶ Conduct a gap analysis for Supply ordering and inventory software. (*Goal III – Maximize utilization of existing resources.*)

Supply

	Actual Prior FY 2003	Actual Prior FY 2004	Budget Prior FY 2005	Budget Proposed FY 2006	Budget Approved FY 2006	Budget Adopted FY 2006
10220 General Fund						
5002 Salaries & Wages Nonunion	140,675	146,389	149,387	166,685	166,685	166,685
5004 Vacation Taken Nonunion	7,055	8,102	15,121	16,485	16,485	16,485
5006 Sick Taken Nonunion	1,757	13,007				
5008 Personal Leave Taken Nonunion	774	489				
5015 Vacation Sold		847	3,231	3,523	3,523	3,523
5016 Vacation Sold at Retirement	161					
5021 Deferred Comp Match Nonunion	1,157	1,399	1,548	1,875	1,875	1,875
5120 Overtime Union		1,888				
5121 Overtime Nonunion	6,398	4,888	4,000	2,000	2,000	2,000
5201 PERS Taxes	21,008	33,532	31,253	41,242	41,242	41,242
5203 FICA/MEDI	11,744	12,183	13,524	14,578	14,578	14,578
5206 Worker's Comp	2,530	3,905	4,676	4,097	4,097	4,097
5207 TriMet/Wilsonville Tax	943	1,023	1,096	1,182	1,182	1,182
5208 OR Worker's Benefit Fund Tax		33		180	180	180
5211 Medical Ins Nonunion	28,973	36,146	34,964	29,708	29,708	29,708
5221 Post Retire Ins Nonunion	893	975	1,200	1,200	1,200	1,200
5230 Dental Ins Nonunion	5,436	5,547	5,523	4,403	4,403	4,403
5240 Life/Disability Insurance	2,087	2,190	2,046	2,648	2,648	2,648
5270 Uniform Allowance	222	419	500	400	400	400
Total Personnel Services	231,813	272,962	268,069	290,206	290,206	290,206
5300 Office Supplies	2,300	998	2,300	1,000	1,000	1,000
5301 Special Department Supplies	2,263	2,130	2,300	2,000	2,000	2,000
5305 Fire Extinguisher	16	878				
5320 EMS Supplies	2					
5321 Fire Fighting Supplies	5	13				
5330 Noncapital Furniture & Equip	7,934	4,098	7,200	8,850	8,850	8,850
5350 Apparatus Fuel/Lubricants	3,631	4,046	5,400	5,670	5,670	5,670
5361 M&R Bldg/Bldg Equip & Improv	4,608	6,262	5,000	3,000	3,000	3,000
5365 M&R Firefight Equip	3,627	2,541	5,750	8,700	8,700	8,700
5367 M&R Office Equip	300	330	300	300	300	300
5415 Printing	921	1,473	1,000	500	500	500
5416 Custodial & Bldg Services	110	1,040				
5417 Temporary Services			17,500	10,920	10,920	10,920
5430 Telephone	622	1,104	600			
5432 Natural Gas	3,946	4,581	4,000	4,200	4,200	4,200
5433 Electricity	4,271	4,679	4,670	4,900	4,900	4,900
5434 Water/Sewer	1,158	2,394	2,825	3,020	3,020	3,020
5435 Sewer	1,585					
5436 Garbage	1,322	1,276	1,500	1,500	1,500	1,500
5450 Rental of Equip	304					
5461 External Training	787	1,121	1,000	1,000	1,000	1,000
5462 Travel and Per Diem	342	71	400	300	300	300
5471 Citizen Awards		26				
5484 Postage, UPS & Shipping				1,200	1,200	1,200

Supply

	Actual Prior FY 2003	Actual Prior FY 2004	Budget Prior FY 2005	Budget Proposed FY 2006	Budget Approved FY 2006	Budget Adopted FY 2006
5500 Dues & Subscrip	825	830	850	850	850	850
5570 Misc Business Exp	395	378	4,900	800	800	800
5571 Planning Retreat Expense	189			500	500	500
5572 Advertis/Public Notice	63		100			
5573 Inventory Over/Short/Obsolete	2,800	8,874	2,800	2,800	2,800	2,800
5575 Laundry Expense	77		41,000	38,000	38,000	38,000
Total Materials and Services	44,403	49,143	111,395	100,010	100,010	100,010
Total General Fund	276,216	322,105	379,464	390,216	390,216	390,216
22220 Capital Improvement Fund						
5620 Firefighting Equip	35,995	5,652	103,000	40,165	40,165	40,165
5630 Office Equip & Furn	1,396	1,245		2,600	2,600	2,600
5635 Building Equipment	4,680	9,055	2,000			
5645 Shop Equipment	500					
Total Capital Outlay	42,571	15,952	105,000	42,765	42,765	42,765
Total Capital Improvement Fund	42,571	15,952	105,000	42,765	42,765	42,765
Total Supply	318,787	338,057	484,464	432,981	432,981	432,981