

TUALATIN VALLEY FIRE & RESCUE
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	2003-04 Actual	2004-05 Actual	2005-06 Revised Budget	2006-07 Adopted Budget
Personnel Services	\$476,092	\$506,216	\$548,531	\$750,653
Materials and Services	169,757	212,227	240,825	244,425
Total Expenditures	\$645,849	\$718,443	\$789,356	\$995,078

Personnel Summary

Position	2003-04 Actual	2004-05 Actual	2005-06 Budget	2006-07 Budget
Fire Chief	1.00	1.00	1.00	1.00
Executive Officer	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Lead Administrative Assistant	0.00	0.00	0.00	1.00
Administrative Assistant II	0.00	0.00	0.00	1.00
Administrative Assistant	0.00	0.00	0.00	0.50
Total FTE	3.00	3.00	3.00	5.50

2006-07 Significant Changes

The personnel services budget for this cost center was increased to reflect the transfer of the Lead Administrative Assistant, one full time Administrative Assistant II, one half-time Administrative Assistant, and their associated expenses from the Human Resources budget 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, provides for the District's fire service lobbying contract.

Status of 2005-06 Performance Measures

- ▶ Complete labor negotiations with IAFF Local 1660 and implement a new collective bargaining agreement. (*Goal V – Pursue maximum institutional financial stability and predictability.*)
Status: Completed. Two year contract through June 30, 2007 was approved.

- ▶ Complete Insurance Service Office (ISO) re-rates while maintaining a level two ISO rating. (*Goal X – Maintain CFAI accreditation and industry credentials.*)
Status: Currently under way; delayed completion due to change in ISO rating procedures.

- ▶ Following submittal of the re-accreditation document, work with the Commission on Fire Accreditation International (CFAI) to ensure the District remains an accredited fire agency. (*Goal X – Maintain CFAI accreditation and industry credentials.*)
Status: Completed. The District was reaccredited through August 31, 2010.

- ▶ Preparatory to the 2006-07 annual budget process, update the core content of the District's strategic plan. (*Goal VIII – Promote craftsmanship throughout the organization.*)
Status: Carried forward to 2006-07.

- ▶ As appropriate, incorporate 2005 legislative changes into the District's business plan. (*Goal V – Pursue maximum institutional financial stability and predictability.*)
Status: Completed. PERS changes incorporated into District's short and long term financial plans.

- ▶ Rebuild the District's Human Resource (HR) management team including the hiring of a professional HR manager. (*Goal VIII – Promote craftsmanship throughout the organization.*)
Status: Completed. New HR Director and staff were hired.

- ▶ 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. (*Goal VIII – Promote craftsmanship throughout the organization.*)
Status: Ongoing. Chief Officer development has continued with key Division Chief and Battalion Chief rotations into Human Resources and Executive Staff, as well as in Emergency Operations.

- ▶ Continue to take full advantage of grant opportunities that help meet established District goals and objectives. (*Goal V – Pursue maximum institutional financial stability and predictability.*)

Status: Ongoing. The District was awarded \$98,935 in additional Apartment Program grant funds and has requested a million dollars in SCBA replacement grants in 2006, for which we are awaiting decision.

2006-07 Performance Measures

- ▶ Preparatory to the 2006-07 annual budget process, update the core content of the District's strategic plan. (*Goal VIII – Promote craftsmanship throughout the organization.*)
- ▶ 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. (*Goal VIII – Promote craftsmanship throughout the organization.*)
- ▶ 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. (*Goal II – Reduce number and severity of emergency incidents*)
- ▶ 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. (*Goal III – Maximize utilization of existing resources*)
- ▶ Improve community leader understanding and support of complex District operations through continued community academies. (*Goal VIII – Increase community understanding of TVF&R's mission and the community's role in a safety partnership*)
- ▶ 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). (*Goal II – Reduce the number and severity of emergency incidents*)
- ▶ Assuming necessary Board direction, prepare and undertake appropriate information campaign regarding a November 2006 general obligation bond measure. (*Goal IV – Pursue maximum institutional financial stability and predictability*)
- ▶ 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 . (*Goal IV – Pursue maximum institutional financial stability and predictability*)

- ▶ Direct the update of the District's seven-year financial plan to include local option levy and general obligation funding strategies. (*Goal IV – Pursue maximum institutional financial stability and predictability.*)
- ▶ Complete a Staff / Board of Directors review of the salary administration system and policies. (*Goal IV – Pursue maximum institutional financial stability and predictability.*)
- ▶ Review the volunteer reimbursement policy in conjunction with volunteer leadership to ensure compliance with IRS and Oregon Department of Revenue Requirements. (*Goal IV – Pursue maximum institutional financial stability and predictability.*)
- ▶ Participate in development of Top Officials Exercise (TOPOFF) 2007. (*Goal VIII – Promote craftsmanship throughout the organization.*)

Fire Chief's Office

	Actual Prior FY 2004	Actual Prior FY 2005	Budget Prior FY 2006	Budget Proposed FY 2007	Budget Approved FY 2007	Budget Adopted FY 2007
10150 General Fund						
5002 Salaries & Wages Nonunion	281,016	284,830	297,842	411,970	411,970	411,970
5004 Vacation Taken Nonunion	34,719	21,327	29,457	40,744	40,744	40,744
5006 Sick Taken Nonunion	526	925				
5008 Personal Leave Taken Nonunion	6,451	6,879				
5010 Comp Taken Nonunion	466	1,597				
5015 Vacation Sold			25,177	26,118	26,118	26,118
5017 PEHP Vac Sold at Retirement		24,893				
5021 Deferred Comp Match Nonunion	13,726	13,774	14,955	17,842	17,842	17,842
5121 Overtime Nonunion	860	1,581	4,716	8,358	8,358	8,358
5201 PERS Taxes	62,863	75,771	85,911	115,930	115,930	115,930
5203 FICA/MEDI	21,915	18,807	29,093	39,259	39,259	39,259
5206 Worker's Comp	7,309	8,579	8,177	11,034	11,034	11,034
5207 TriMet/Wilsonville Tax	1,491	1,877	2,358	3,336	3,336	3,336
5208 OR Worker's Benefit Fund Tax	38	95	109	215	215	215
5211 Medical Ins Nonunion	28,980	29,442	31,421	50,473	50,473	50,473
5221 Post Retire Ins Nonunion	750	927	1,224	3,000	3,000	3,000
5230 Dental Ins Nonunion	4,903	4,251	4,425	7,576	7,576	7,576
5240 Life/Disability Insurance	2,343	2,212	4,506	5,638	5,638	5,638
5270 Uniform Allowance	180	239	1,000	1,000	1,000	1,000
5295 Vehicle/Technology Allowance	7,556	8,210	8,160	8,160	8,160	8,160
Total Personnel Services	476,092	506,216	548,531	750,653	750,653	750,653
5300 Office Supplies	522	355	800	800	800	800
5301 Special Department Supplies	1,313	1,754	1,400	1,400	1,400	1,400
5302 Training Supplies		28				
5306 Photography Supplies & Process			150	150	150	150
5321 Fire Fighting Supplies	12					
5325 Protective Clothing	212					
5330 Noncapital Furniture & Equip	2,332	2,397	1,530	1,530	1,530	1,530
5350 Apparatus Fuel/Lubricants	1,967	2,468	2,700	2,700	2,700	2,700
5367 M&R Office Equip	105					
5400 Insurance Premium	652	843	1,200	1,200	1,200	1,200
5410 General Legal	120,831	155,326	155,000	155,000	155,000	155,000
5413 Consultant Fees	10,500	16,000	24,800	24,800	24,800	24,800
5414 Other Professional Services		3,328	4,500	4,500	4,500	4,500
5415 Printing	55	685	800	800	800	800
5430 Telephone	5,205	4,856				
5450 Rental of Equip			600	600	600	600
5461 External Training	1,235	1,070	4,345	5,745	5,745	5,745
5462 Travel and Per Diem	7,180	6,390	8,750	10,950	10,950	10,950
5471 Citizen Awards	1,689	979	1,200	1,200	1,200	1,200

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Fire Chief's Office

	Actual Prior FY 2004	Actual Prior FY 2005	Budget Prior FY 2006	Budget Proposed FY 2007	Budget Approved FY 2007	Budget Adopted FY 2007
5472 Employee Recog & Awards	5,550	7,383	14,000	14,000	14,000	14,000
5500 Dues & Subscrip	3,264	4,321	8,850	8,850	8,850	8,850
5570 Misc Business Exp	3,845	4,044	6,200	6,200	6,200	6,200
5571 Planning Retreat Expense	2,870		4,000	4,000	4,000	4,000
5572 Advertis/Public Notice	418					
Total Materials and Services	169,757	212,227	240,825	244,425	244,425	244,425
Total General Fund	645,849	718,443	789,356	995,078	995,078	995,078
22150 Capital Improvement Fund						
5630 Office Equip & Furn	2,276					
Total Capital Outlay	2,276					
Total Capital Improvement Fund	2,276					
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	648,125	1,149,663	901,856	995,078	995,078	995,078