

# MEDIA SERVICES

## Program Description

The media services department provides televised programming/training to all District fire stations and other closed circuit sites in the areas of general fire suppression, emergency medical services, safety training, and community services. In addition, the department provides immediate internal communications to all District fire stations and closed circuit sites. The system provides thousands of hours of classes and information to career and volunteer firefighters, as well as administrative and support staff.

Programming highlights include:

- Emergency Medicine
- Hazardous Materials
- Safety Issues
- Wildland Firefighting
- Tools and Equipment Use
- Public Relations

The District uses both live call-in shows as well as taped playback for the above mentioned programs. The District also uses the studio for live post-incident critiques after all major alarms. In addition to operating the closed circuit channel, the studio provides audio visual support, computer graphics, maintains the District’s videotape library and audio-visual equipment available for check out, and provides programming to Tualatin Valley Cable Access.

## Budget Summary

Expenditures	2003-04 Actual	2004-05 Actual	2005-06 Revised Budget	2006-07 Adopted Budget
Personnel Services	\$150,354	\$163,738	\$172,541	\$177,511
Materials and Services	32,982	33,757	42,300	49,500
<b>Total</b>	<b>\$183,336</b>	<b>\$197,495</b>	<b>\$214,841</b>	<b>\$227,011</b>

**Personnel Summary**

Position	2003-04 Actual	2004-05 Actual	2005-06 Budget	2006-07 Budget
Media Manager	0.50	0.50	0.50	0.50
Media Producer	1.00	1.00	1.00	1.00
<b>Total FTE</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

Note: The Video Production Manager is split between Media Services and the Public Education cost center.

**2006-07 Significant Changes**

Personnel Services budget was increased to cover actual and projected step and merit raises. Within Materials and Services, the cost of cable access for video is budgeted in account 5437.

**Service Measures**

	2000	2001	2002	2003	2004	2005
<b>Live/Taped Studio Playback Hours</b>						
General Fire Suppression Training	150	150	450 *	435	300	225
Emergency Medical Services Training	300	290	330	320	245	222
Internal Communication	350	380	280	320	350	334
Safety Programming	110	120	140	130	100	90
<b>Total Hours</b>	<b>910</b>	<b>940</b>	<b>1,200</b>	<b>1,205</b>	<b>995</b>	<b>871**</b>

\*Increase was due to additional staff and increased requests for fire suppression training.

\*\* Our programs are now also available on the Media Services Web page, 24/7, as well as DTV.

**Status of 2005-06 Performance Measures**

- ▶ Create user-friendly web site for Media Services housing all current media. Encode and post additional training pieces, including: Fire IPS, Engine Company OPS, Truck Company OPS, Water Tender OPS, Wildland Skills, Rope Skills, BLS Skills, and Hose Loads. Coordinate with the Training Division with progress and new productions on an ongoing basis. (*Goal I - Ensure the health and safety of all members, and Goal III – Maximize utilization of existing resources.*)

**Status: Completed (see Media Services web page).**

- ▶ Encode and post TVF&R Public Education and Information productions within an Internet page for use by the public. Follow up with District survey of Internet usage showing page hits towards latter part of the year – ongoing. (*Goal IX – Build strategic, mission-oriented community understanding, which leads to involvement.*)

**Status: Completed. Educational videos were posted as requested. Hit counter added to selected sections.**

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- ▶ Continue seeking funding resources such as grants to supplement studio productions that provide safety and training awareness for our personnel – ongoing. (*Goal V – Pursue maximum institutional financial stability and predictability.*)

**Status: Did not seek funding or grants this past year.**

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- ▶ Continue Executive Academy design and support with Training - spring 2005. (*Goal IX - Build strategic, mission-oriented community understanding, which leads to involvement, Objective – C.*)

**Status: Completed in December 2005.**

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- ▶ Continue marketing and branding of TVF&R by using information from surveys, focus groups, and community feedback to create District programs for our communities to be delivered on cable, District TV, at AFIRES, community events and station tours – ongoing. (*Goal IX – Build strategic, mission-oriented community understanding, which leads to involvement.*)

**Status: On-going**

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### **Additional 2005-06 Accomplishments**

- ▶ Web design, authoring and maintenance for Media Services
- ▶ Web design, authoring and maintenance for the District Net
- ▶ Fill the Boot - program
- ▶ MDA summer camp - program
- ▶ Three Hittin' the Streets shows. Topics included EMS documentation, 12 leads, PIO's role, alarm panels, ODOT's cable safety system, water rescue, ground ladders, blast injuries, and pool awareness.
- ▶ Hem-Com bandage training
- ▶ Chief's Corner - roll-ins
- ▶ ISO – Water Tender OPS- program
- ▶ Additional Wildland Fire training - web page

## MEDIA SERVICES, CONTINUED

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- ▶ Landlord training- media support
- ▶ Local 1660: retirement, memorials, and media support
- ▶ Children's focus groups - media support
- ▶ Hurricane show and updates - programs
- ▶ Max vs. Hillsboro's fire engine - program
- ▶ Media Kit – Office of the State Fire Marshal
- ▶ PSAs with KOIN: Kitchen Fire Safety, BBQ Safety, and Fireworks
- ▶ Motivating behavioral change training with John Campbell - documentation
- ▶ Company Officer In-service - documentation
- ▶ ALS In-Service - documentation
- ▶ Volunteer Recruit Academy - presentation
- ▶ Multimedia support for all divisions – PowerPoint, audio, photographs, video downloads, etc.
- ▶ 836 dubs for the West Linn stations, Board of Directors, staff, and the community.

## 2006-07 Performance Measures

- ▶ Produce an introductory to TVF&R for the Citizens Academy. Measured by: completion of the project. Due: Spring 2006. (*Goal VIII - Increase community understanding of TVF&R's mission and the community's role in a safety partnership. Objective A.1.*)
- ▶ Produce a “high-impact” vehicle extrication informational video for the public. Measured by completion of the project. Due: Summer 2006. (*Goal VIII - Increase community understanding of TVF&R's mission and the community's role in a safety partnership. Objective A.1.*)
- ▶ Produce a Safety Matters cable show. Topics include: District funding, EMS and fire response and escape planning. Measured by completion of the project. Due: Fall 2006. (*Goal VIII - Increase community understanding of TVF&R's mission and the community's role in a safety partnership. Objective A.1.*)

## MEDIA SERVICES, CONTINUED

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- ▶ Produce an Apparatus Operator training video. Measured by completion of the project. Due: Fall 2006. (*Goal I - Ensure the health and safety of all members. Objective B, 1-4.*)
- ▶ Produce a “response aids” training video. Measured by completion of the project. Due: Spring 2006. (*Goal I - Ensure the health and safety of all members. Objective B 1-4.*)
- ▶ Produce the annual Bloodborne Pathogens training tape. Measured by completion of the project. Due: Fall 2006. (*Goal I - Ensure the health and safety of all members. Objective A, B, and C.*)
- ▶ Produce new Wellness program with the coordinator to promote wellness throughout the District. Measured by completion of the project. Due: Summer 2006. (*Goal I - Ensure the health and safety of all members. Objective A and B.*)
- ▶ Produce programs that support and inform staff. Measured by completion of 12 Chief’s Corners, ten OPS updates, and eight “We make it Happen/Prevention” programs. Due: 2006-2007. (*Goal III - Maximize utilization of existing resources. Objective A. VII - Promote craftsmanship throughout the organization. Objectives A, B, and C.*)
- ▶ Produce programs in all areas of prevention for staff and the public. Measured by completion of internal and external programming. Due: 2006-2007. (*Goal II - Reduce the number and severity of emergency incidents. Objective B- 1-4.*)

TUALATIN VALLEY FIRE & RESCUE

**Media Services**

	Actual Prior FY 2004	Actual Prior FY 2005	Budget Prior FY 2006	Budget Proposed FY 2007	Budget Approved FY 2007	Budget Adopted FY 2007
<b>10451 General Fund</b>						
5002 Salaries & Wages Nonunion	85,600	84,013	91,557	97,161	97,161	97,161
5004 Vacation Taken Nonunion	6,288	8,279	9,055	9,609	9,609	9,609
5006 Sick Taken Nonunion	1,670	4,552				
5008 Personal Leave Taken Nonunion	995	752				
5015 Vacation Sold		683	1,935	2,053	2,053	2,053
5021 Deferred Comp Match Nonunion	941	1,334	633	1,602	1,602	1,602
5121 Overtime Nonunion	12					
5201 PERS Taxes	20,033	21,426	24,610	26,246	26,246	26,246
5203 FICA/MEDI	7,200	7,513	8,334	8,888	8,888	8,888
5206 Worker's Comp	2,017	2,726	2,342	2,498	2,498	2,498
5207 TriMet/Wilsonville Tax	599	614	675	755	755	755
5208 OR Worker's Benefit Fund Tax	14	44	55	55	55	55
5211 Medical Ins Nonunion	17,055	21,138	22,096	22,484	22,484	22,484
5221 Post Retire Ins Nonunion	538	618	816	1,200	1,200	1,200
5230 Dental Ins Nonunion	2,960	3,194	3,335	3,596	3,596	3,596
5240 Life/Disability Insurance	1,072	1,036	938	964	964	964
5270 Uniform Allowance		56	400	400	400	400
5295 Vehicle/Technology Allowance	3,360	5,760	5,760			
<b>Total Personnel Services</b>	<b>150,354</b>	<b>163,738</b>	<b>172,541</b>	<b>177,511</b>	<b>177,511</b>	<b>177,511</b>
5300 Office Supplies	274	121	300	300	300	300
5301 Special Department Supplies	1,679	608	3,000	3,000	3,000	3,000
5330 Noncapital Furniture & Equip	2,308	713	1,000	1,300	1,300	1,300
5340 Software Expense/Upgrades	1,307	1,053				
5350 Apparatus Fuel/Lubricants	203	174	700	500	500	500
5367 M&R Office Equip	128	700	2,000	2,000	2,000	2,000
5368 M&R Computer Equip & Software	90	174	500	500	500	500
5414 Other Professional Services	1,313	3,758	4,500	11,700	11,700	11,700
5415 Printing	12	12				
5430 Telephone	661	975				
5437 Cable Access	23,345	24,290	27,000	27,000	27,000	27,000
5450 Rental of Equip			100			
5461 External Training		234	1,000	1,000	1,000	1,000
5462 Travel and Per Diem	1,098	367	1,200	1,200	1,200	1,200
5500 Dues & Subscrip	508	508	600	600	600	600
5570 Misc Business Exp	56	70	400	400	400	400
<b>Total Materials and Services</b>	<b>32,982</b>	<b>33,757</b>	<b>42,300</b>	<b>49,500</b>	<b>49,500</b>	<b>49,500</b>
<b>Total General Fund</b>	<b>183,336</b>	<b>197,495</b>	<b>214,841</b>	<b>227,011</b>	<b>227,011</b>	<b>227,011</b>
<b>22451 Capital Improvement Fund</b>						
5630 Office Equip & Furn	2,671	2,334				

## Media Services

	Actual Prior FY 2004	Actual Prior FY 2005	Budget Prior FY 2006	Budget Proposed FY 2007	Budget Approved FY 2007	Budget Adopted FY 2007
<b>Total Capital Outlay</b>	2,671	2,334				
<b>Total Capital Improvement Fund</b>	2,671	2,334				
<b>Total Media Services</b>	186,007	199,829	214,841	227,011	227,011	227,011

## **Program Description**

The District's Public Education program was implemented in 2002, to provide consistency and continuity throughout the District on all educational pieces delivered to the public. In addition to the products provided for staff to use for education, staff is also trained on how to deliver the educational messages and what products to use to reinforce the teachable moment.

### **The District's Public Education Program is:**

- A priority for the District and its employees
- Coordinated District-wide
- Targeted on issues according to District-wide incident data and foundational fire service messages
- All-hazard
- Incorporated into community specific messages for events and programs
- Designed to be proactive in addressing issues and trends
- Fostering excellence

### **The Public Education Program provides staff with a variety of educational tools, including the following:**

- Case studies
- Brochures and handouts
- Educational videotapes
- Fire Safety House
- Give-aways
- Incident driven data
- Internal marketing and communication plan
- Pub Ed resource web age (Intranet)
- Public education/safety campaign calendar
- Public service announcements
- Redi-kits
- Station tour guides

The topics for educational instruction are accompanied by support materials, including brochures, handouts, videotapes, and other various support tools. These topics include:

- Burn prevention
- Emergency preparedness
- General home fire safety and prevention
- Heating equipment safety
- Home fire extinguisher use
- Kitchen fire prevention
- Home smoke alarms and fire escape planning
- Pediatric fall and injury prevention
- Residential fire sprinklers
- Senior fall and injury prevention
- Youth fire safety

**2006-07 Significant Changes**

Personnel services includes overtime for staffing weekend and evening public education events by union line personnel and other full-time staff.

Community Education Materials, account 5481, reflects funding for public education give-aways and public education materials of \$41,000. The increase of \$5,000 in this account is for school events.

**Budget Summary**

Expenditures	2003-04 Actual	2004-05 Actual	2005-06 Revised Budget	2006-07 Adopted Budget
Personnel Services	\$78,825	\$78,985	\$90,054	\$95,502
Materials and Services	29,102	29,978	39,450	44,450
<b>Total</b>	<b>\$107,927</b>	<b>\$108,963</b>	<b>\$129,504</b>	<b>\$139,952</b>

**Personnel Summary**

Position	2002-03 Actual	2003-04 Actual	2004-05 Budget	2005-06 Budget
Media Manager	0.00	0.50	0.50	0.50
<b>Total FTE</b>	<b>0.00</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>

**Department Service Measures**

	2002	2003	2004	2005
<b>Fire Safety House Event Statistics</b>				
Total Number of Events	38	21	38	48
Total Attendance	3,344	2,225	2,513	3,042
<b>Public Education Event Statistics</b>				
Burn Prevention				
CPR / First Aid				
Career Info/Ride Along				
Emergency Preparedness				
Fire Extinguisher Use				
General TVF&R Information				
General Home Fire Safety				
Heating Equipment Safety				
Home Fire Escape Planning				
Home Smoke Alarms				
Kitchen Fire Prevention				
Pediatric Fall / Injury Prevention				
Residential Sprinklers				
Seasonal Safety				
Senior Safety / Fall Prevention				
Youth Fire Safety				
Total Number of Events	477	717	580	635
Total Attendance	22,997	23,228	23,418	24,378

**Status of 2005-06 Performance Measures**

- ▶ Develop two new Redi-Kit topics: Juvenile Firesetters and TVF&R 101 by using the Public Education committee members to complete tasks - winter 2005. *(Goal II - Reduce the number and severity of emergency incidents, Objective – B.)*  
**Status: Completed.**
  
- ▶ Train personnel on Public Education items and tools by using District TV, Coffee Chats, and e-mails - spring 2005 and ongoing. *(Goal VIII - Promote craftsmanship throughout the organization, Objective – A.)*  
**Status: Completed and ongoing.**
  
- ▶ Continue core Redi-Kit updates by using research and data annually. *(Goal IX - Build strategic, mission-oriented community understanding, which leads to involvement, Objective – A.)*  
**Status: Completed and ongoing.**

- ▶ Design class, develop curriculum, and implement “Level II” training for the new Fire Safety House by using Pub Ed Committee members to complete tasks and training – summer 2005. *(Goal IX - Build strategic, mission-oriented community understanding, which leads to involvement, Objective – A.)*

**Status: Completed - 42 staff members certified.**

- ▶ Design class, develop curriculum, and implement training on towing and set-up for the new Fire Safety House by using Pub Ed Committee members to complete tasks and training – summer 2005. *(Goal I – Ensure the health and safety of all members, Objective - B.)*

**Status: Completed - 14 staff members certified.**

- ▶ Continue seeking funding resources, such as grants, to promote safety awareness in the community by applying for grants - ongoing. *(Goal V – Pursue maximum institutional financial stability and predictability.)*

**Status: Completed and ongoing.**

- ▶ Continue seeking opinions through research on District funding by working with Campbell Delong Resources, Inc. - ongoing. *(Goal V – Pursue maximum institutional financial stability and predictability and Goal IX – Build strategic, mission-oriented community understanding, which leads to involvement.)*

**Status: Completed and ongoing.**

- ▶ Continue Executive Academy design and support with Training - spring 2005. *(Goal IX – Build strategic, mission-oriented community understanding, which leads to involvement, Objective - C.)*

**Status: Completed and ongoing.**

- ▶ Continue research, marketing, and branding of TVF&R by using surveys, focus groups, and community feedback as well as developing partnerships, mass media campaigns, AFIRES activities, community events, and station activities to deliver the messages – ongoing. *(Goal IX – Build strategic, mission-oriented community understanding, which leads to involvement.)*

**Status: Ongoing.**

### **Additional 2005-06 Accomplishments**

- ▶ Developed six Safety House lesson plans. Topics included: Escape Planning, Calling 9-1-1, Kitchen Fire Safety, Home Hazard Hunt, Emergency Preparedness, and Fire Equipment and Gear.
- ▶ Developed a “How to Conduct a Safety House Tour.”
- ▶ Developed a new “Hot or Not” handout.
- ▶ Developed a children’s “fortune teller” fire safety game.
- ▶ Created a revised pictorial sheet, poster, display panel, and direct mail pieces for the landlord/apartment training program.
- ▶ Conducted focus groups with children to better understand their attitudes towards fire behavior and fire safety.
- ▶ Conducted a Train-the-Trainer workshop with John Campbell – “Understanding Community Behavior and Motivating Change.”
- ▶ Presentations – Presenter at the Apartment/Landlord Fire Safety and Education training program, the Washington State Fire Marshal’s conference, and the Kitsap County managers and educators meeting on “Marketing Your Fire Department.”
- ▶ Grant Management – Awarded \$199,000 FEMA grant. Managed the Apartment Smoke Alarm Awareness/Educational Children’s portion.
- ▶ Continued focus group and research with the community on TVF&R Awareness, bond and levy measures.
- ▶ Targeted Safety Events - Focused on kitchen fires and Wildland fires.
- ▶ Created several educational Public Service Announcements on KOIN, including Kitchen Fire Safety, Fireworks, and BBQ safety.
- ▶ Redi-Kit Updates – All topics were reviewed and updated.
- ▶ All brochures were reviewed and updated.

### **2006-07 Performance Measures**

- ▶ Market the Safety House to third grade classrooms in the community. Develop letter and reservation form. Measured by: schools that participate. Due: rollout spring of 2005. *(Goal II - Reduce the number and severity of emergency incidents. Objective*

2005. *(Goal II - Reduce the number and severity of emergency incidents. Objective B, 1-d, and Goal VIII - Increase community understanding of TVF&R's mission and the community's role in a safety partnership. Objective A - 1.)*

- ▶ Train District staff on the four additional lesson plans for the Safety House. Measured by: implementation. Due: one (1) each quarter (spring, summer, fall, winter of 2005. *(Goal II - Reduce the number and severity of emergency incidents. Objective B, 1-d & Goal VIII - Increase community understanding of TVF&R's mission and the community's role in a safety partnership. Objective A-1.)*
- ▶ Implement the four lesson plans into the Safety House. Measured by: staff using the new lesson plans in the house. Due: one each quarter. *(Goal II - Reduce the number and severity of emergency incidents. Objective B, 1-d and Goal VIII - Increase community understanding of TVF&R's mission and the community's role in a safety partnership. Objective A-1.)*
- ▶ Develop a feedback and/or survey tool to use in the Safety House for the schools and children to use who attend the safety sessions. Measured by: schools and children who use the forms. Due: rollout spring of 2005. *(Goal II - Reduce the number and severity of emergency incidents. Objective B, 1-d and Goal VIII - Increase community understanding of TVF&R's mission and the community's role in a safety partnership. Objective A-1.)*
- ▶ Create and develop educational messages for the Safety House. Measured by: development of product. Due: summer 2006. *(Goal II - Reduce the number and severity of emergency incidents. Objective B, 1-d and Goal VIII - Increase community understanding of TVF&R's mission and the community's role in a safety partnership. Objective A-1.)*
- ▶ Develop a uniform standard for the Safety House. Measured by: designing and purchasing shirts. Due: rollout spring of 2005. *(Goal II - Reduce the number and severity of emergency incidents. Objective B, 1-d & Goal VIII - Increase community understanding of TVF&R's mission and the community's role in a safety partnership. Objective A-1.)*
- ▶ Continue to support the Citizen Academy with Public Education information. Measured by: academy participation. Due: on-going. *(Goal II - Reduce the number and severity of emergency incidents. Objective B, 1-d & Goal VIII - Increase community understanding of TVF&R's mission and the community's role in a safety partnership. Objective A-1.)*

PUBLIC EDUCATION, CONTINUED

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- ▶ Continue working with corporate sponsorships on educational campaigns using television, radio, and print. Measured by: campaign implementation. Due: on-going. *(Goal II - Reduce the number and severity of emergency incidents. Objective B, 1-d & Goal VIII - Increase community understanding of TVF&R's mission and the community's role in a safety partnership. Objective A-1.)*

**Public Education**

	Actual Prior FY 2004	Actual Prior FY 2005	Budget Prior FY 2006	Budget Proposed FY 2007	Budget Approved FY 2007	Budget Adopted FY 2007
<b>10460 General Fund</b>						
5002 Salaries & Wages Nonunion	32,886	32,902	33,942	35,203	35,203	35,203
5004 Vacation Taken Nonunion	2,929	4,445	3,357	3,482	3,482	3,482
5006 Sick Taken Nonunion	530	1,986				
5008 Personal Leave Taken Nonunion		410				
5015 Vacation Sold		683	717	744	744	744
5021 Deferred Comp Match Nonunion	310		746	580	580	580
5120 Overtime Union	17,248	15,463	25,750	26,000	26,000	26,000
5121 Overtime Nonunion	225	1,443	2,500	5,000	5,000	5,000
5201 PERS Taxes	11,046	11,896	15,138	16,041	16,041	16,041
5203 FICA/MEDI	4,029	4,381	5,127	5,432	5,432	5,432
5206 Worker's Comp	1,125	4,604	1,763	1,527	1,527	1,527
5207 TriMet/Wilsonville Tax	334	360	423	462	462	462
5208 OR Worker's Benefit Fund Tax	7	23	39	24	24	24
5211 Medical Ins Nonunion	4,048					
5221 Post Retire Ins Nonunion	113					
5230 Dental Ins Nonunion	728					
5240 Life/Disability Insurance	387	363	252	257	257	257
5270 Uniform Allowance		26	300	750	750	750
5295 Vehicle/Technology Allowance	2,880					
<b>Total Personnel Services</b>	<b>78,825</b>	<b>78,985</b>	<b>90,054</b>	<b>95,502</b>	<b>95,502</b>	<b>95,502</b>
5300 Office Supplies	1,380	247	150	200	200	200
5301 Special Department Supplies	367	68	150	100	100	100
5340 Software Expense/Upgrades	1,000					
5400 Insurance Premium		19				
5461 External Training	610	75	1,000	1,000	1,000	1,000
5462 Travel and Per Diem	894	187	1,000	1,000	1,000	1,000
5471 Citizen Awards			200	200	200	200
5481 Community Education Materials	23,754	29,066	36,000	41,000	41,000	41,000
5500 Dues & Subscrip			200	200	200	200
5570 Misc Business Exp	1,097	316	750	750	750	750
<b>Total Materials and Services</b>	<b>29,102</b>	<b>29,978</b>	<b>39,450</b>	<b>44,450</b>	<b>44,450</b>	<b>44,450</b>
<b>Total General Fund</b>	<b>107,927</b>	<b>108,963</b>	<b>129,504</b>	<b>139,952</b>	<b>139,952</b>	<b>139,952</b>
<b>22460 Capital Improvement Fund</b>						
5615 Vehicles & Apparatus		10,000				
5620 Firefighting Equip				7,000	7,000	7,000
<b>Total Capital Outlay</b>		<b>10,000</b>		<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>Total Capital Improvement Fund</b>		<b>10,000</b>		<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>25460 Grants Fund</b>						

TUALATIN VALLEY FIRE & RESCUE

**Public Education**

	Actual Prior FY 2004	Actual Prior FY 2005	Budget Prior FY 2006	Budget Proposed FY 2007	Budget Approved FY 2007	Budget Adopted FY 2007
5120 Overtime Union				8,400	8,400	8,400
<b>Total Personnel Services</b>				<b>8,400</b>	<b>8,400</b>	<b>8,400</b>
5414 Other Professional Services			30,000	25,000	25,000	25,000
5415 Printing			20,500	13,476	13,476	13,476
5481 Community Education Materials				25,029	25,029	25,029
5484 Postage, UPS & Shipping			3,000	19,690	19,690	19,690
5570 Misc Business Exp				7,340	7,340	7,340
5572 Advertis/Public Notice			30,000			
<b>Total Materials and Services</b>			<b>83,500</b>	<b>90,535</b>	<b>90,535</b>	<b>90,535</b>
5615 Vehicles & Apparatus			58,668			
<b>Total Capital Outlay</b>			<b>58,668</b>			
<b>Total Grants Fund</b>			<b>142,168</b>	<b>98,935</b>	<b>98,935</b>	<b>98,935</b>
<b>Total Public Education</b>	<b>107,927</b>	<b>118,963</b>	<b>271,672</b>	<b>245,887</b>	<b>245,887</b>	<b>245,887</b>