

Supply

Fund 10 • Directorate 02 • Division 70 • Department 220

Program Description

The Supply Department provides centralized purchasing of daily operating supplies and equipment and negotiates pricing, District-wide interdepartmental mail and delivery services, central inventory and fire equipment management, and management of surplus property.

Budget Summary

	2011-12 Actual	2012-13 Actual	2013-14 Revised Budget	2014-15 Budget
Expenditures				
Personnel Services	\$ 394,943	\$ 473,287	\$ 527,784	\$ 544,232
Materials and Services	114,945	135,796	186,189	184,929
Total Expenditures	\$ 509,888	\$ 609,083	\$ 713,973	\$ 729,161

Personnel Summary

Position	2011-12 Actual	2012-13 Actual	2013-14 Budget	2014-15 Budget
Supply Manager	1.00	1.00	1.00	1.00
Supply Operations Supervisor	1.00	1.00	1.00	1.00
Supply Specialist	1.00	1.00	1.00	1.00
Supply Assistant/Driver	0.50	0.50	1.50	1.50
Customer Service Clerk	0.00	1.00	1.00	1.00
Supply Driver	1.00	1.00	0.00	0.00
Total Full-Time Equivalents (FTE)	4.50	5.50	5.50	5.50

2014-15 Significant Changes

The Personnel Services budget includes expected increases in wage and benefit costs.

Within Materials and Services, the purchase of hose sections for the District is accounted for in account 5321, Firefighting Supplies. Maintenance and Repair, account 5361, reflects routine building maintenance for \$5,000, access control and intrusion monitoring for \$6,646, and fire panel testing for \$2,500, among other items. Account 5575, for \$115,000, accounts for NFPA standard cleaning of all District firefighters' turnouts of their carcinogens and other particulates, as well as turnout repairs.

Supply, continued

Status of 2013-14 Service Measures

- Strengthen and build partnerships within regional fire agencies and the business community where relevant to District priorities to streamline delivery of services.

Goal(s)/Call(s) for Action: VI; VII/A, E, 1 and 2
Service Type(s): Essential
Measured By: Use of contracts, common vendors and products, and advances in management of services provided.
Status or Outcome: Members of Supply and Finance continue to attend and occasionally host, quarterly Regional Logistics Group meetings. Discussions include current R&D projects, cooperative contracts, new products and equipment, and vendor management issues. Sharing of cooperative contracts have provided cost savings for the District relating to the filling and hydro testing of compressed medical oxygen cylinders, and also contract pricing on some turnout boots. General information is also shared with an extensive email group of over 27 members associated with local fire departments, to the Oregon coast, Eastern Oregon, and into Washington.

- Continue to update policies and procedures to align with Munis and implementation of Vendor Direct Order and Delivery methods.

Goal(s)/Call(s) for Action: VI; VII
Service Type(s): Essential
Measured By: Communication to customers regarding the addition of new policies or changes made to existing policies.
Status or Outcome: Supply members successfully completed the implementation of the Vendor Direct Order and Delivery (VDOD) with three vendors. The VDOD process is seamless to District customers, as inventory ordering remains streamlined within Munis requisitions. Supply continues to assist customers with placing inventory orders as needed, as well as assisting with sourcing and ordering special order items approved through the budget process. This expanded service builds on the initial goal of the Customer Service Clerk position and the Logistics Change Strategy of streamlining the ordering process.

- Provide management, maintenance, and tracking of PPE and turnouts to meet requirements set by the manufacturer, NFPA, OSHA, and District standards.

Goal(s)/Call(s) for Action: IV; VII
Service Type(s): Mandatory
Measured By: Access to current year repair and tracking history through a vendor's database. Ability to access this database and make updates to PPE status or condition. Use information to improve decision-making regarding life and retirement of garments.
Status or Outcome: Supply continues to play an essential role in the timely processing of personal protective equipment for repair and inspections. Supply teams with Integrated Operations to develop and implement an efficient inspection schedule and address PPE replacement issues as needed. Supply works with the repair and inspection vendor to manage the repairs and replacement of turnouts, while considering safety, policy, and fiscal impact.

Status of 2013-14 Service Measures, continued

- Provide routine business and mission critical supplies and equipment to customers.

Goal(s)/Call(s) for Action: VI; VII
Service Type(s): Essential
Measured By: Meet customer's supply and equipment needs in an efficient and cost effective manner utilizing vendor services and/or physical storing of inventory.
Status or Outcome: Supply continues to effectively manage an inventory of mission critical, important, and routine items valued at over \$154,000. Whether stocked in-house or ordered and delivered directly from a vendor, a majority of the District's supplies and equipment are delivered within three working days.

Status of 2013-14 Change Strategies

- Explore the possibility of combining inventory management responsibilities within the Logistics Division.

Goal(s)/Call(s) for Action: VI/5; VII/1 and 2
Budget Impact: Resource neutral
Duration: Year 2 of 3
Budget Description: Continue to identify opportunities to combine inventory procurement and management within Logistics. Depending on the outcome, focus on development, testing, and implementation.
Partner(s): Fleet, Facilities, Information Technology, Communications, Finance
Status or Outcome: Partnered with Finance to better understand inventory month end close. Added ordering of fireground communication earpieces rather than direct ordering by Communications; worked with Communications on the details of the process. Worked with Facilities to identify and document the numerous varieties of station light bulbs to streamline the order process, and reduce costs associated with ordering, storing, and replacing.

Additional 2013-14 Accomplishments

- Partnered with Finance, IT, and numerous vendors to test and implement the Munis e-procurement "punch-out" module, simplifying the order and requisition entry process of special order and virtual inventory items.
- Teamed with members of Integrated Operations and Fleet to identify shop tool standards, add items to Munis inventory for improved awareness of District approved items, estimated prices, and to simplify the ordering process.
- Partnered with Integrated Operations and Finance on the District-wide changeover to a new style firefighting helmet.
- Outfitted 12 new volunteer firefighter recruits for the fall 2013 academy.
- Outfitted 16 new career firefighter recruits for the spring 2014 academy.

Supply, continued

2014-15 Service Measures

Service Measure	2011-12 Actual	2012-13 Actual	2013-14 Estimated	2014-15 Projected
<u>Procurement Service Labor Hours</u>				
Actions associated before product is received; product research, purchasing, vendor management, product recalls, etc.	1,580	1,449	1,788	1,800
Inventory and special request purchase orders	1,113	1,602	2,196	3,196
<u>Warehousing Service Labor Hours</u>				
Actions associated after products are received and before they are distributed; receiving/product verification, stocking, cycle count/inventory, order pulling, pick ticket processing, warehouse organization/upkeep.	2,625	2,260	2,140	2,180
Stocked inventory items	990	894	774	774
Non-stock/JIT and special order items	1,034 ³	1,252	1,372	1,372
Inventory requisitions filled	5,432	5,174	5,172	4,172 ¹
Ending inventory value	\$ 143,489	\$ 154,078	\$ 150,000	\$ 133,500 ²
Inventory purchases	\$ 499,989	\$ 531,607	\$ 467,894	\$ 438,494
Inventory billings	\$ 509,380	\$ 521,018	\$ 490,771	\$ 468,171
Inventory turns	3.44	3.5	3.14	3.21
<u>Distribution Service Labor Hours</u>				
Actions associated with distributing supplies/equipment; loading/unloading delivery van, two day per week route, special runs, preparation of commercial shipments, vehicle inspections, etc.	1,085	1,225	1,250	1,260
Miles driven	12,365	10,384 ⁴	8,200 ⁴	8,200
<u>Materials Management Service Labor Hours</u>				
Actions associated with handling supplies/equipment after distribution; product returns, maintenance/repair requests, surplus, work order management, etc.	803	550	460	500
Facilitation of turnouts (clean/repair/inspection)	187	180	162	170
Work orders processed	741	573	600	610

¹ A reduction was anticipated due to implementing Vendor Direct Order and Delivery. Actual reflects addition of non-stock/special order items now processed through inventory requisition versus general requisition.

² Reflects impact of inventory removed from warehouse shelves to vendor direct ordering and delivery.

³ Items moved to non-stock status and provided through vendor direct ordering.

⁴ Unknown reason for significant decrease, speculating reason may be data reporting problems. Purposeful route changes resulted in a reduction of 1,450 miles in fiscal year 2013-14. New data collection process will be in place for fiscal year 2014-15.

- Strengthen and build partnerships within regional fire agencies and the business community where relevant to District priorities to streamline delivery of services.

Goal(s)/Call(s) for Action: VI/A, E, 1 and 2
 Service Type(s): Essential
 Measured By: Use of contracts, common vendors and products, and advances in management of services provided.

- Continue to update policies and procedures to align with Munis and implementation of vendor direct order and delivery methods.

Goal(s)/Call(s) for Action: VI
 Service Type(s): Essential
 Measured By: Communication to customers regarding the addition of new policies or changes made to existing policies.

2014-15 Service Measures, continued

- Provide management, maintenance, and tracking of PPE and turnouts to meet requirements set by the manufacturer, NFPA, OSHA, and District standards.

Goal(s)/Call(s) for Action: IV; VI
Service Type(s): Mandatory
Measured By: Access to current year repair and tracking history through a vendor's database. Ability to access this database and make updates to PPE status or condition. Use information to improve decision-making regarding life and retirement of garments.

- Provide routine business and mission critical supplies and equipment to customers.

Goal(s)/Call(s) for Action: VI; VII
Service Type(s): Essential
Measured By: Meet customer's supply and equipment needs in an efficient and cost effective manner, utilizing vendor services and/or physical storing of inventory.

2014-15 Change Strategies

- Explore the possibility of combining inventory management responsibilities within the Logistics Division.

Goal(s)/Call(s) for Action: VI/A, D, 1 and 2
Budget Impact: Resource neutral
Duration: Year 3 of 3
Budget Description: Continue to identify opportunities to combine inventory procurement and management within Logistics. Evaluate an Integrated Business Solution (IBS) to resource and/or stock inventory; with product inventory being maintained by the IBS vendor. Identify opportunities for improved materials management. Establish a system to categorize inventory items by priority.
Partner(s): Fleet, Facilities, Communications, Finance

Supply, continued

		Actual Prior FY 2012	Actual Prior FY 2013	Budget Prior FY 2014	Budget Proposed FY 2015	Budget Approved FY 2015	Budget Adopted FY 2015
10220 General Fund							
5002	Salaries & Wages Nonunion	\$ 228,779	\$ 254,433	\$ 287,737	\$ 296,694	\$ 296,694	\$ 296,694
5004	Vacation Taken Nonunion	20,622	32,153	22,136	22,825	22,825	22,825
5006	Sick Taken Nonunion	5,423	11,120	4,428	4,567	4,567	4,567
5008	Personal Leave Taken Nonunion	1,636	1,512	1,900	1,958	1,958	1,958
5010	Comp Taken Nonunion	39	429				
5015	Vacation Sold	1,053	5,838	7,601	7,838	7,838	7,838
5021	Deferred Comp Match Nonunion	6,791	8,300	14,231	16,304	16,304	16,304
5054	Other/FTO Premium						
5121	Overtime Nonunion	6,462	4,615	6,000	2,500	2,500	2,500
5201	PERS Taxes	46,459	52,958	73,495	70,401	70,401	70,401
5203	FICA/MEDI	19,662	22,928	26,202	26,984	26,984	26,984
5206	Worker's Comp	8,181	4,910	6,165	6,349	6,349	6,349
5207	TriMet/Wilsonville Tax	1,813	2,122	2,448	2,591	2,591	2,591
5208	OR Worker's Benefit Fund Tax	115	137	214	209	209	209
5211	Medical Ins Nonunion	35,586	56,077	57,805	65,566	65,566	65,566
5221	Post Retire Ins Nonunion	3,600	3,600	4,500	4,950	4,950	4,950
5230	Dental Ins Nonunion	4,337	6,845	7,038	7,973	7,973	7,973
5240	Life/Disability Insurance	2,238	2,814	4,734	5,413	5,413	5,413
5270	Uniform Allowance	632	897	1,150	1,110	1,110	1,110
5290	Employee Tuition Reimburse	1,516	1,599				
	Total Personnel Services	394,943	473,287	527,784	544,232	544,232	544,232
5300	Office Supplies	745	737	800	800	800	800
5301	Special Department Supplies	1,462	2,352	2,430	2,465	2,465	2,465
5305	Fire Extinguisher	168	142	300	100	100	100
5320	EMS Supplies	45					
5321	Fire Fighting Supplies	3,379	3,663	10,035	15,034	15,034	15,034
5325	Protective Clothing	29					
5330	Noncapital Furniture & Equip	526	265	120			
5350	Apparatus Fuel/Lubricants	5,483	5,223	6,500	6,500	6,500	6,500
5361	M&R Bldg/Bldg Equip & Improv	7,424	12,620	10,920	15,036	15,036	15,036
5365	M&R Firefight Equip	240	580	500	500	500	500
5367	M&R Office Equip	1,254	1,399	1,460	1,600	1,600	1,600
5415	Printing			25	40	40	40
5416	Custodial & Bldg Services	1,354	1,923	2,594	3,038	3,038	3,038
5417	Temporary Services	21,549	12,477	20,600			
5432	Natural Gas	5,045	4,423	4,700	4,500	4,500	4,500
5433	Electricity	5,718	5,156	6,200	6,200	6,200	6,200
5434	Water/Sewer	4,097	4,361	4,500	5,150	5,150	5,150
5436	Garbage	1,923	2,204	3,066	3,192	3,192	3,192
5461	External Training		424	1,125	675	675	675
5462	Travel and Per Diem	5	41	60	60	60	60

Supply, continued

	Actual Prior FY 2012	Actual Prior FY 2013	Budget Prior FY 2014	Budget Proposed FY 2015	Budget Approved FY 2015	Budget Adopted FY 2015
10220 General Fund						
5484 Postage UPS & Shipping	2,019	1,222	1,829	2,329	2,329	2,329
5500 Dues & Subscriptions	410	165	385	410	410	410
5570 Misc Business Exp	117	38	300	300	300	300
5573 Inventory Over/Short/Obsolete	1,051	2,072	3,000	2,000	2,000	2,000
5575 Laundry/Repair Expense	50,905	74,309	104,740	115,000	115,000	115,000
Total Materials & Services	114,945	135,796	186,189	184,929	184,929	184,929
Total General Fund	\$ 509,888	\$ 609,083	\$ 713,973	\$ 729,161	\$ 729,161	\$ 729,161

