

Program Description

The Planning Department has been reorganized and consolidated with the Fire Chief's Office beginning July 1, 2015, within the Command Directorate.

Budget Summary

Expenditures	2012-13 Actual	2013-14 Actual	2014-15 Revised Budget	2015-16 Adopted Budget ¹
Personnel Services	\$ 683,325	\$ 520,703	\$ 485,541	
Materials & Services	168,966	241,384	90,899	
Total Expenditure	\$ 852,292	\$ 762,087	\$ 576,440	

Personnel Summary

Position	2012-13 Actual	2013-14 Actual	2014-15 Budget	2015-16 Budget ¹
Planning Division Chief	1.00	1.00	0.00	
Program Planner	1.00	1.00	1.00	
Data Analyst	1.00	1.00	0.00	
Planning Analyst	1.00	1.00	2.00	
GIS Specialist	1.00	1.00	0.00	
Response Aid Program Specialist	1.00	1.00	0.00	
Planning Specialist	0.00	0.00	1.00	
Total Full-Time Equivalents (FTE)	5.00	5.00	4.00	

¹ All personnel and budget moved to the Fire Chief's Office budget.

Status of 2014-15 Service Measures

- Facilitate strategic level planning for the District; manage updates to the Strategic Plan, including annual revisions to the organizational Report Cards and the Calls for Action Matrix.

Goal(s)/Call(s) for Action:	All
Service Type(s):	Essential
Measured By:	Meeting the relative deadlines outlined in the Budget Calendar and ensuring divisional Service Measures and Change Strategies are reflective of the Strategic Plan.
Status or Outcome:	Completed an update of the Strategic Plan, including revisions to the organizational Report Card and the Calls for Action Matrix to support 2015-16 budget and operational planning. This Service Measure will move to the Fire Chief's Office in FY15-16.

- Assist with data management and analysis in all formats to support the departments, programs, and functions of the District (e.g., deployment management, incident analysis, business analytics, community education, prevention and risk reduction, etc.). Efforts will focus on improved decision-making by managers through more accessible and understandable data and information.

Goal(s)/Call(s) for Action:	I/1-5; II/4; IV/3; VI/1
Service Type(s):	Essential
Measured By:	Engagement with all departments, programs, and functions where analysis of data collected by the District is needed to understand problems, make decisions, create solutions, and review performance. Establishing basic through advanced understanding of all District data that is collected to reduce redundancy and ensure efficiency.
Status or Outcome:	Efforts this year were focused on educating personnel of the services available via the Planning Analysts. Staff engaged in the Occupancy Database implementation project as well as various projects in the Integrated Operations and Training Divisions. Deployment, Standards of Cover, and E-GIS analysis continue to be a primary focus of these staff members. This Service Measure will move to the Fire Chief's Office in FY15-16.

- Manage development, implementation, and compliance of local, state, and federal grant projects to include applications, related budgets, and requisite reporting.

Goal(s)/Call(s) for Action:	VI/B and 1
Service Type(s):	Essential
Measured By:	Completed grant action plans for executive leadership review/approval prior to application. Completed grant applications submitted by requisite deadlines. Reporting requirements met and reimbursements obtained for each grant project.
Status or Outcome:	Assisted with reporting and reimbursement for the 2014-15 Hazardous Materials Emergency Preparedness Grant, for specialized training for the hazardous materials response team. Assisted in grant action planning and successful application for the 2014 Seismic Rehabilitation Grants secured for Stations 62, 64 and 69, as well as the 2015-16 Hazardous Preparedness Grant. This Service Measure will move to the Fire Chief's Office in FY15-16.

Status of 2014-15 Service Measures, continued

- Assist other divisions/departments with program development and assessment with a focus in the coming year on managing Phase 2 of Enterprise Geographic Information System (E-GIS) program development, and continuing support to the Occupational Health and Wellness program for operational planning to strengthen program stability and succession planning for key retiring staff to ensure business continuity.

Goal(s)/Call(s) for Action:	1/3
Service Type(s):	Essential
Measured By:	Facilitation of collaborative work teams; development and implementation of targeted strategies and work activities that support program development and assessment.
Status or Outcome:	The Planning Specialist coordinated and supported all aspects of the project team, multi-year work plan, consulting contracts, and budget toward achievement of the project deliverables. Initial components of the unit level performance module was implemented and deployed to Integrated Operations. Work continued toward the Standards of Cover module. Work was initiated on the Community Risk Reduction, EMS, and Pre-plan Modules, and a sub-contractor was identified to assist in the conversion of the District's static building pre-plans. This Service Measure will not move forward in FY15-16.

- Manage the CFAI reaccreditation process with focus in the coming year on conducting a self-assessment to the CFAI competencies, preparing required written documentation, and hosting a peer review site visit.

Goal(s)/Call(s) for Action:	All
Service Type(s):	Essential
Measured By:	Meeting the CFAI deadlines for submittal of self-assessment documents and successful completion of a site visit in time to be reaccredited at the commission hearing in August 2015.
Status or Outcome:	Leadership put the reaccreditation initiative on hold prior to submittal in order to allow for review and updating to the District's core strategic and operational planning processes. This Service Measure will not move forward in FY15-16.

Planning, continued

Status of 2014-15 Change Strategies

- Enterprise Geographic Information System (E-GIS) - There is a need to integrate all aspects of the District's data utilizing one common characteristic — the spatial element. While this information has traditionally been used for deployment, it can have significant impacts in other areas of the District, including financial planning, risk assessment, and logistics. The Planning Division is currently the focal point for all GIS analysis. The move to an enterprise model will make it possible for other District personnel to access and utilize GIS tools. Four deliverables have been defined for this effort: governance (identifying procedures and different levels of access and permission), infrastructure plan (self-hosted or contracted with a private firm), data model (establishing a common operational platform), and GIS applications (early priorities include performance metric, incident analysis, and real-time situation status).

Goal(s)/Call(s) for Action:	All
Budget Impact:	Increase required
Duration:	Year 3 of 4
Budget Description:	Increase in funding required for consulting and integration services to conduct the Phase 2 scope of work (pre-plan integration, EMS metrics, and community risk metrics), and to expand Planning staff technical skill development/training to support the program.
Partner(s):	All departments
Status or Outcome:	Integration of the pre-plans into E-GIS was a primary focus for the year. Thousands of obsolete files were audited and cleaned out in preparation for the conversion which will occur in early spring with beta testing to begin prior to the summer months. Efforts for year four will be focused to align with strategic planning efforts and include completion of the Pre-Plan, Standards of Cover, Unit Performance, and Sit-Stat modules. This Change Strategy will move to the Fire Chief's Office in FY15-16.

Additional 2014-15 Accomplishments

- Transition of the planning function to the Fire Chief's Office.

Planning, continued

	2012-13 Actual	2013-14 Actual	2014-15 Revised Budget	2015-16 Proposed Budget	2015-16 Approved Budget	2015-16 Adopted Budget
10505 General Fund						
5002 Salaries & Wages Nonunion	\$ 329,185	\$ 338,582	\$ 259,178			
5004 Vacation Taken Nonunion	26,722	11,164	19,154			
5006 Sick Taken Nonunion	8,165	2,836	3,832			
5008 Personal Leave Taken Nonunion	3,176	1,619	1,644			
5010 Comp Taken Nonunion	23	432				
5015 Vacation Sold	17,155	3,649	9,551			
5016 Vacation Sold at Retirement	1,629					
5017 PEHP Vac Sold at Retirement	76,851					
5021 Deferred Comp Match Nonunion	12,784	8,507	13,682			
5120 Overtime Union	4,638	6,115	13,520			
5121 Overtime Nonunion	959	2,853	2,150			
5201 PERS Taxes	90,427	37,876	64,416			
5203 FICA/MEDI	27,951	27,061	24,689			
5206 Worker's Comp	6,083	5,967	5,809			
5207 TriMet/Wilsonville Tax	2,715	2,589	2,369			
5208 OR Worker's Benefit Fund Tax	123	140	192			
5211 Medical Ins Nonunion	55,039	54,538	51,972			
5221 Post Retire Ins Nonunion	3,825	2,850	3,600			
5230 Dental Ins Nonunion	6,103	6,371	5,404			
5240 Life/Disability Insurance	2,914	2,015	4,379			
5295 Vehicle/Cell Allowance	6,860	5,540				
Total Personnel Services	683,325	520,703	485,541			
5300 Office Supplies	306	110	600			
5301 Special Department Supplies	215	53	225			
5330 Noncapital Furniture & Equip			1,400			
5350 Apparatus Fuel/Lubricants	85	95	200			
5367 M&R Office Equip	1,921	1,821	4,079			
5400 Insurance Premium	250					
5414 Other Professional Services	149,550	221,289	48,000			
5415 Printing	5,876	563	750			
5461 External Training	4,054	6,903	12,130			
5462 Travel and Per Diem	5,454	7,423	18,970			
5484 Postage UPS & Shipping	7		75			
5500 Dues & Subscriptions	246	1,825	1,770			
5570 Misc Business Exp	1,003	369	1,600			
5571 Planning Retreat Expense		933	1,100			
Total Materials & Services	168,966	241,384	90,899			
Total General Fund	\$ 852,292	\$ 762,087	\$ 576,440			

