

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

| Expenditures | 2012-13 Actual | 2013-14 Actual | 2014-15 Revised Budget | 2015-16 Adopted Budget |
|--------------------------|-------------------|-------------------|------------------------------|------------------------------|
| Personnel Services | \$ 473,287 | \$ 473,224 | \$ 544,232 | \$ 648,212 |
| Materials & Services | 135,796 | 168,157 | 184,929 | 188,621 |
| Total Expenditure | \$ 609,083 | \$ 641,381 | \$ 729,161 | \$ 836,833 |

Personnel Summary

| Position | 2012-13 Actual | 2013-14 Actual | 2014-15 Budget | 2015-16 Budget |
|--|-------------------|-------------------|-------------------|-------------------|
| Supply Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Supply Operations Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Supply Purchasing Specialist | 1.00 | 1.00 | 1.00 | 1.00 |
| Supply Assistant | 0.50 | 1.50 | 1.50 | 1.50 |
| Supply Customer Service Clerk | 1.00 | 1.00 | 1.00 | 1.00 |
| Equipment Repair Technician | 0.00 | 0.00 | 0.00 | 1.00 |
| Supply Driver | 1.00 | 0.00 | 0.00 | 0.00 |
| Total Full-Time Equivalents (FTE) | 5.50 | 5.50 | 5.50 | 6.50 |

2015-16 Significant Changes

The Personnel Services budget includes the addition of an Equipment Repair Technician to provide support for equipment used in emergency response.

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 \$3,580, and fire panel testing for \$800, among other items. Account 5575, for \$114,560, 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 2014-15 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/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 participate in the locally organized Regional Logistics Group, hosting two meetings in 14/15. This group has expanded to include Gresham Fire and Kent Fire Department RFA in Washington and Meridian Fire Department in Idaho who participate via conference calls for our quarterly meetings. Supply represents the District as a member of the Partners for a Sustainable Washington County Community (PSWCC) Operations Team. This group's mission is to promote sustainability awareness and efforts within member organizations and across Washington County. Procurement and sourcing efforts continue to include outreach to local companies and USA made products.

- 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.
Status or Outcome: The goal was to reduce inventory on hand, transfer inventory management, product handling and packaging to the vendor. This approach has been successful and has been integrated into routine business operations and will be removed as a specific service measure.

- 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.
Status or Outcome: Supply partners with Integrated Operations in reviewing data to determine life cycle and replacement options for PPE.

Status of 2014-15 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: | Procurement efforts continue to focus on the best value while considering quality, delivery times, and staff impact. Supply continues to source and process special order requests, supporting established product standards and decreasing the amount of purchasing card expenses. |

Status of 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 |
| Status or Outcome: | The Integrated Business Solution (IBS) is continuing to be evaluated. Supply and Fleet are exploring the materials management services and the resources needed to maintain and improve this service to customers. Categorizing inventory priority will be explored as Munis updates are made available. |

Additional 2014-15 Accomplishments

- Supported Station FFE needs for 51, 52 and 68.
- Outfitted 12 new Career Line recruits for the 15-01 academy.
- Supported E92 transition.
- Partnered with Integrated Operations to support several AMP projects, i.e. Stair Chairs, Thermal Imagers, Wildland Clothing, Uniform/Wildland Boots, DriFit T-shirts.
- Supported District Infectious Disease initiatives.

Supply, continued

2015-16 Service Measures

| Service Measure | 2011-12 Actual | 2012-13 Actual | 2013-14 Actual | 2014-15 Projected | 2015-16 Estimate |
|--|-------------------|-------------------|-------------------|----------------------|---------------------|
| <u>Procurement Service Labor Hours</u> | | | | | |
| Actions associated before product is received; product research, purchasing, vendor management, product recalls, etc. | 1,580 | 1,449 | 1,793 | 1,575 | 1,650 |
| Inventory and special request purchase orders | 1,113 | 1,602 | 2,148 | 2,216 | 2,300 |
| <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 | 2,226 | 2,112 | 2,200 |
| Stocked inventory items | 990 | 894 | 838 | 678 | 650 |
| Non-stock/JIT and special order items | 1,034 | 1,252 | 1,365 | 1,525 | 1,540 |
| Inventory requisitions filled | 5,432 | 5,174 | 5,096 | 6,104 | 6,200 |
| Ending inventory value | \$ 143,489 | \$ 154,078 | 157,162 | 167,000 | 165,000 |
| Inventory purchases | \$ 499,989 | \$ 531,607 | 500,813 | 584,929 | 585,000 |
| Inventory billings | \$ 509,380 | \$ 521,018 | 497,728 | 575,091 | 580,000 |
| Inventory turns | 3.44 | 3.5 | 3.20 | 3.55 | 3.45 |
| <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 | 320 | 440 | 450 |
| Miles driven | 12,365 | 10,384 | 12,183 | 12,213 | 12,220 |
| <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 | 510 | 284 | 350 |
| Facilitation of turnouts (clean/repair/inspection) | 187 | 180 | 121 | 170 | 140 |
| Work orders processed | 741 | 573 | 586 | 501 | 520 |

- 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/1 and 2

Service Type(s): Essential

Measured By: Use of contracts, common vendors and products, and advances in management of services provided.

2015-16 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/1 and 2
 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/1 and 2
 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.

2015-16 Change Strategies

- Explore options for a more automated order pulling approach that includes a "real time" posting (inventory management) process.

Goal(s)/Call(s) for Action: VI/1 and 2
 Budget Impact: Resource neutral
 Duration: Year 1 of 1
 Budget Description: Unknown
 Partner(s): IT, Finance

- Enhance materials management support – establish the position of Medical Equipment Repair Technician to support materials management responsibilities currently being performed in EMS. The position will support an overall increase of Logistics materials management services, as well such as the handling and repair of small equipment. Technician responsibilities will transition from EMS to Logistics, allowing EMS to focus on higher level initiatives to support the District's strategic goals. The position will be responsible for documenting maintenance, repair, and diagnostic information to ensure compliance and operational functionality necessary to support Integrated Operations.

Goal(s)/Call(s) for Action: VII/3
 Budget Impact: Increase required
 Duration: Year 1 of 1
 Budget Description: Personnel services.
 Partner(s): Human Resources, EMS

Supply, continued

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Revised Budget | 2015-16 Proposed Budget | 2015-16 Approved Budget | 2015-16 Adopted Budget |
|------------------------------------|-------------------|-------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|
| 10220 General Fund | | | | | | |
| 5002 Salaries & Wages Nonunion | \$ 254,433 | \$ 258,372 | \$ 296,694 | \$ 369,308 | \$ 369,308 | \$ 369,308 |
| 5004 Vacation Taken Nonunion | 32,153 | 24,850 | 22,825 | 28,103 | 28,103 | 28,103 |
| 5006 Sick Taken Nonunion | 11,120 | 13,130 | 4,567 | 5,622 | 5,622 | 5,622 |
| 5008 Personal Leave Taken Nonunion | 1,512 | 1,379 | 1,958 | 2,412 | 2,412 | 2,412 |
| 5010 Comp Taken Nonunion | 429 | 229 | | | | |
| 5015 Vacation Sold | 5,838 | 9,438 | 7,838 | 7,974 | 7,974 | 7,974 |
| 5021 Deferred Comp Match Nonunion | 8,300 | 11,048 | 16,304 | 20,075 | 20,075 | 20,075 |
| 5121 Overtime Nonunion | 4,615 | 1,763 | 2,500 | 4,500 | 4,500 | 4,500 |
| 5123 Comp Time Sold Nonunion | | 22 | | | | |
| 5201 PERS Taxes | 52,958 | 54,425 | 70,401 | 67,960 | 67,960 | 67,960 |
| 5203 FICA/MEDI | 22,928 | 22,803 | 26,984 | 31,364 | 31,364 | 31,364 |
| 5206 Worker's Comp | 4,910 | 4,169 | 6,349 | 7,741 | 7,741 | 7,741 |
| 5207 TriMet/Wilsonville Tax | 2,122 | 2,143 | 2,591 | 3,116 | 3,116 | 3,116 |
| 5208 OR Worker's Benefit Fund Tax | 137 | 145 | 209 | 235 | 235 | 235 |
| 5211 Medical Ins Nonunion | 56,077 | 54,745 | 65,566 | 78,217 | 78,217 | 78,217 |
| 5221 Post Retire Ins Nonunion | 3,600 | 4,425 | 4,950 | 5,850 | 5,850 | 5,850 |
| 5230 Dental Ins Nonunion | 6,845 | 6,705 | 7,973 | 8,361 | 8,361 | 8,361 |
| 5240 Life/Disability Insurance | 2,814 | 2,821 | 5,413 | 6,574 | 6,574 | 6,574 |
| 5270 Uniform Allowance | 897 | 612 | 1,110 | 800 | 800 | 800 |
| 5290 Employee Tuition Reimburse | 1,599 | | | | | |
| Total Personnel Services | 473,287 | 473,224 | 544,232 | 648,212 | 648,212 | 648,212 |
| 5300 Office Supplies | 737 | 455 | 800 | 800 | 800 | 800 |
| 5301 Special Department Supplies | 2,352 | 1,495 | 2,465 | 2,400 | 2,400 | 2,400 |
| 5305 Fire Extinguisher | 142 | | 100 | 100 | 100 | 100 |
| 5321 Fire Fighting Supplies | 3,663 | 10,061 | 15,034 | 15,725 | 15,725 | 15,725 |
| 5325 Protective Clothing | | (40) | | 70 | 70 | 70 |
| 5330 Noncapital Furniture & Equip | 265 | 77 | | 6,100 | 6,100 | 6,100 |
| 5350 Apparatus Fuel/Lubricants | 5,223 | 5,499 | 6,500 | 6,000 | 6,000 | 6,000 |
| 5361 M&R Bldg/Bldg Equip & Improv | 12,620 | 4,218 | 15,036 | 10,810 | 10,810 | 10,810 |
| 5365 M&R Firefight Equip | 580 | 21 | 500 | 500 | 500 | 500 |
| 5367 M&R Office Equip | 1,399 | 1,429 | 1,600 | 2,600 | 2,600 | 2,600 |
| 5415 Printing | | 19 | 40 | 40 | 40 | 40 |
| 5416 Custodial & Bldg Services | 1,923 | 1,959 | 3,038 | 3,158 | 3,158 | 3,158 |
| 5417 Temporary Services | 12,477 | 26,804 | | | | |
| 5432 Natural Gas | 4,423 | 4,609 | 4,500 | 4,000 | 4,000 | 4,000 |
| 5433 Electricity | 5,156 | 5,345 | 6,200 | 6,000 | 6,000 | 6,000 |
| 5434 Water/Sewer | 4,361 | 4,703 | 5,150 | 5,600 | 5,600 | 5,600 |
| 5436 Garbage | 2,204 | 2,233 | 3,192 | 4,184 | 4,184 | 4,184 |
| 5461 External Training | 424 | | 675 | 675 | 675 | 675 |
| 5462 Travel and Per Diem | 41 | | 60 | 60 | 60 | 60 |
| 5484 Postage UPS & Shipping | 1,222 | 1,873 | 2,329 | 2,329 | 2,329 | 2,329 |
| 5500 Dues & Subscriptions | 165 | 165 | 410 | 410 | 410 | 410 |
| 5570 Misc Business Exp | 38 | 325 | 300 | 300 | 300 | 300 |

Supply, continued

| | | 2,072 | 5,566 | 2,000 | 2,200 | 2,200 | 2,200 |
|------|---------------------------------------|-------------------|-------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|
| | | 2012-13 Actual | 2013-14 Actual | 2014-15 Revised Budget | 2015-16 Proposed Budget | 2015-16 Approved Budget | 2015-16 Adopted Budget |
| 5573 | Inventory Over/Short/Obsolete | | | | | | |
| 5575 | Laundry/Repair Expense | 74,309 | 91,339 | 115,000 | 114,560 | 114,560 | 114,560 |
| | Total Materials & Services | 135,796 | 168,157 | 184,929 | 188,621 | 188,621 | 188,621 |
| | Total General Fund | \$ 609,083 | \$ 641,381 | \$ 729,161 | \$ 836,833 | \$ 836,833 | \$ 836,833 |

