

Planning

Fund 10 • Directorate 02 • Division 50 • Department 500

PROGRAM DESCRIPTION

The District's strategic planning function, land use process and GIS program, and accreditation processes are managed by the Planning department. The department provides oversight, coordinates strategies and analyses, and disseminates information and resources pertaining to GIS, response aids, accreditation, strategic planning demographics, grants, regulatory mandates, record retention, Insurance Services Office (ISO), and Standards of Coverage for Emergency Response.

BUDGET SUMMARY

Expenditures	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Budget
Personnel Services	\$548,330	\$583,588	\$728,328	\$729,119
Materials and Services	96,454	71,657	173,143	304,054
Total Expenditures	\$644,784	\$655,245	\$901,471	\$1,033,173

PERSONNEL SUMMARY

Position	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Budget
Planning Division Chief	1.00	1.00	1.00	1.00
Data Analyst	1.00	1.00	1.00	1.00
Program Planner ¹	1.00	1.00	1.00	1.00
GIS Specialist ²	1.00	1.00	1.00	1.00
Response Aid Program Specialist ³	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTE)	5.00	5.00	5.00	5.00

¹ Project Coordinator reclassified to Program Planner, effective January 16, 2012.

² GIS Technician reclassified to GIS Specialist, effective January 16, 2012.

³ Administrative Assistant III reclassified to Response Aid Program Specialist, effective January 16, 2012.

2013-14 SIGNIFICANT CHANGES

The increase in Personnel Services is due to expected wage and benefit increases offset by non-recurring budgets in accounts 5015, 5016, and 5017 for employees' accruals paid for 2012-13 retirements. Union overtime, account 5120, includes \$26,524 in support of the E-GIS⁴ project, in addition to \$11,194 of overtime relating to line personnel involvement in the strategic planning, managers' retreat, and response aid programs.

Within Materials and Services, Other Professional Services, account 5414, includes \$192,504 for consulting and management services on the District's E-GIS⁴ project; \$48,000 for professional services regarding healthcare reform issues affecting the District; \$15,000 for research projects as needed; \$7,500 for demographic research; and \$15,000 for data services for GIS data, aerial photos, and mapping services. Printing was increased to cover printing new laminated flip map books for response apparatus.

⁴ Enterprise Geographic Information System (E-GIS) is a platform for delivering organization-wide geospatial capabilities while improving access to geographic information and extending geospatial capabilities to nontraditional users of GIS.

Planning, continued

STATUS OF 2012-13 SERVICE MEASURES

- **Educate and gain feedback** from other divisions on key planning efforts (e.g., demographic study, pre-plans, Maverick Map, availability and use of data, public attitude surveys, grants).

Goal(s)/Call(s) for Action: VI/2
Service Type(s): Essential
Measured By: Attendance/engagement at District staff meetings, station visits, contributions to Current News.
Status or Outcome: Planning staff regularly participated in Integrated Operations monthly meetings to share and receive information. Similar efforts occurred at District Staff and the Managers' Workshop. Captains were actively involved in efforts to provide District feedback on Washington County's proposed capital construction projects. Feedback loops were utilized to gain regular input on pre-plans and Maverick Map.

- **Participate with Integrated Operations in formal and informal quality improvement processes** to ensure continued gains in data collection and analysis.

Goal(s)/Call(s) for Action: I/2, 5; VI/6
Service Type(s): Essential
Measured By: Participation in QI efforts; improved accuracy and consistency of data.
Status or Outcome: The Planning Division participated in the regular Operations QI meetings, as well as additional monthly meetings focused on improving the accuracy of fire report Incident Type coding. Planning staff provided quarterly reports indicating the percentage of missing unit arrival times by station and shift; in addition, a year-end missing arrival time report was provided that further broke down the data by individual units.

- **Work with the Fire Chief's Office, Finance, and the Public Affairs Officers to plan for future funding elections.**

Goal(s)/Call(s) for Action: VIII/6
Service Type(s): Essential
Measured By: Development of election timeline; identification of key tasks with specified roles and responsibilities.
Status or Outcome: Planning worked with the Fire Chief's Office and the Public Affairs Officers to establish a timeline for key tasks. May 2014 has been established as the date to place the Local Option Levy on the ballot for that election. Different funding scenarios have been established and are being tested through a public attitude survey.

STATUS OF 2012-13 SERVICE MEASURES, CONTINUED

- **Facilitate development and implementation of the District's local, state, and federal grant projects** to include applications, related budgets, and requisite reporting.

Goal(s)/Call(s) for Action: VII
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: Facilitated development, application, reporting, and/or reimbursement processes for the 2010 SAFER Grant (federal) to fund nine firefighters, 2011 SAFER (federal) for a needs analysis of the Volunteer Program, 2012 State Homeland Security Grant for a tactical medical exercise, 2013 Hazardous Materials Emergency Preparedness Grant (federal/state) for specialized training, and 2013 Special Districts Association of Oregon Safety/Security Grant (local) for the purchase of safety/training equipment. Worked closely with Finance to research and improve grant management toward tracking and reporting compliance with federal grant accounting requirements.

STATUS OF 2012-13 CHANGE STRATEGIES

- **Improve consistency of and access to key data** (incident, training, occupancy) through development of on-demand reports and easy access.

Goal(s)/Call(s) for Action: I/1, 2, 5; VI/6
Budget Impact: Resource neutral
Duration: Year 2 of 2
Budget Description: None
Partner(s): Integrated Operations, Information Technology, EMS
Status or Outcome: The Planning Division provided continual update and maintenance of existing SQL on-demand reports, as well as creating new reports when necessary; these reports are tailored to the user-defined data analysis needs of the individual divisions. The Planning Data Analyst is working with Integrated Operations staff and the Incident RMS vendor to incorporate Response Performance reports into OnSceneRMS, so personnel can review their performance at any given time.

Planning, continued

STATUS OF 2012-13 CHANGE STRATEGIES, CONTINUED

- **Better integrate the Response Aid Program** with other District initiatives (e.g., community risk reduction initiatives, Apartment Manager Program, code enforcement).

Goal(s)/Call(s) for Action: II/2; IV
Budget Impact: Resource neutral
Duration: Year 2 of 2
Budget Description: None
Partner(s): Integrated Operations
Status or Outcome: Improved business practices included encouraging crew utilization of pre-plans when assessing possible community risk reduction sites; encourages property owners to use better address and signage markers; a dedicated focus on how participants in the Apartment Manager Program can make their facilities more accessible to responders; and targeted training at Company Officer in-services. Major efforts were also made to ensure cohesiveness between the new OnScene Occupancy Database and Response Aid priorities such as incorporating automated scheduling of pre-plans and the establishment of a single depository for alternate water data.

- **Restructure the District's approach to accreditation** to better integrate with other assessment processes and to develop mechanisms for documentation and annual reporting.

Goal(s)/Call(s) for Action: VI; VIII
Budget Impact: Resource neutral
Duration: Year 2 of 2
Budget Description: None
Partner(s): All divisions
Status or Outcome: Ongoing. Action toward this strategy was deferred while evaluating the outcome of several staff changes and program shortfalls experienced by the Commission on Fire Accreditation International.

- **Assist in expanding the use, access and development of information** with a geospatial (location) reference (GIS).

Goal(s)/Call(s) for Action: I; V; VI
Budget Impact: Increase required
Duration: Year 1 of 4
Budget Description: Reflected in FCO budget
Partner(s): FCO, Integrated Operations, Logistics
Status or Outcome: The District-wide E-GIS planning effort is focused on expanding the amount of data available in a geospatial format, as well as the number of personnel with direct access to it. The new Occupancy Database will have master address points as a geospatial IDs. At the request of the District, the vendor for WCCCA's computer-aided dispatch is now assigning Master Addresses in a similar geospatial manner, which means that for the first time, there is an ability to link incident and occupancy data.

ADDITIONAL 2012-13 ACCOMPLISHMENTS

- Assumed a lead facilitation role in the District’s response to regional healthcare reform efforts.
- Conducted a review of the District’s Occupational Health Services programs; worked with program staff to develop an updated work plan.
- Worked closely with the Fire Chief’s Office to design strategic planning sessions that actively engaged policy makers and District personnel (e.g., Board Workshop, Managers Workshop, Local Option Levy planning, Report Card process).

2013-14 SERVICE MEASURES

		FY 09-10	FY 10-11	FY 11-12	FY 12-13 estimated	FY 13-14 projected
Facilitate reaccreditation by Commission on Fire Accreditation International (CFAI)		N/A	✓	N/A	N/A	N/A
Accreditation compliance report completed		✓	✓	✓	✓	✓
Facilitate update to Strategic Plan / Report Card		✓	✓	✓	✓	✓
Support update to Standards of Coverage		✓	✓	✓	✓	✓
Manage grant compliance		✓	✓	✓	✓	✓
Completion of building pre-plans:	New	221	210	133	75	65
	Updates	224	510	496	450	400*
	Total pre-plans available	1,910	2,020	2,153	2,228	2,260
Maverick Map :	New data layers added	3	9	2	3	2
	Updated data layers	12	17	15	19	24
	Total data layers available	23	32	34	35	37

*Actual activity levels will depend on implementation of the new On Scene prevention module.

- **Educate and gain feedback** from other divisions on key planning efforts (e.g., demographic study, pre-plans, Maverick Map, availability and use of data, public attitude surveys, grants).

Goal(s)/Call(s) for Action: VI/3
Service Type(s): Essential
Measured By: Attendance/engagement at District staff meetings, station visits, contributions to Current News,

- **Participate with Integrated Operations in formal and informal quality improvement processes** to ensure continued gains in data collection and analysis.

Goal(s)/Call(s) for Action: I/2 and 5
Service Type(s): Essential
Measured By: Participation in QI efforts; improved accuracy and consistency of data.

- **Work with the Fire Chief’s Office, Finance, and the Public Affairs Officers to plan for future funding elections.**

Goal(s)/Call(s) for Action: VIII/6
Service Type(s): Essential
Measured By: Development of election timeline; identification of key tasks with specified roles and responsibilities.

Planning, continued

2013-14 SERVICE MEASURES, CONTINUED

- **Facilitate development and implementation of the District's local, state, and federal grant projects** to include applications, related budgets, and requisite reporting.

Goal(s)/Call(s) for Action: VII; VIII/7
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.

- **Assist other divisions in program assessment and development** with a focus in the coming year on the evolution of EMS services in response to healthcare reform, and the development of an updated operational plan for the Occupational Health and Wellness programs.

Goal(s)/Call(s) for Action: I/3; IV/5
Service Type(s): Essential
Measured By: Collaborative work teams; identification and implementation of targeted strategies and work activities that carry out leadership priorities.



2013-14 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 Goals
Budget Impact: Increase required
Duration: Year 2 of 4
Budget Description: Increase in funding required in Planning for consulting and integration services.
Partner(s): All departments

- **Complete an update to the District's demographic study** - incorporate analysis of leading indicators (e.g., changes in age distributions, areas of anticipated growth) and socio-cultural trends (e.g., language and ethnic diversity).

Goal(s)/Call(s) for Action: I/3 and 4; V; VIII/4
Budget Impact: Increase required
Duration: Year 2 of 2
Budget Description: Reflected in the Planning budget
Partner(s): FCO, Integrated Operations, Human Resources, Finance

Planning, continued

	Actual Prior FY 2011	Actual Prior FY 2012	Budget Prior FY 2013	Budget Proposed FY 2014	Budget Approved FY 2014	Budget Adopted FY 2014
10500 General Fund						
5002 Salaries & Wages Nonunion	333,226	342,290	354,842	373,537	373,537	373,537
5004 Vacation Taken Nonunion	25,080	26,865	27,296	28,736	28,736	28,736
5006 Sick Taken Nonunion	4,408	2,023	5,459	5,749	5,749	5,749
5008 Personal Leave Taken Nonunion	1,974	2,789	2,340	2,465	2,465	2,465
5010 Comp Taken Nonunion	58	13				
5015 Vacation Sold	3,370	5,189	18,123	13,815	13,815	13,815
5016 Vacation Sold at Retirement			1,750			
5017 PEHP Vac Sold at Retirement			77,000			
5021 Deferred Comp Match Nonunion	7,726	12,193	15,597	16,421	16,421	17,528
5120 Overtime Union			12,706	37,717	37,717	37,717
5121 Overtime Nonunion		939	2,000	4,836	4,836	4,836
5201 PERS Taxes	71,214	79,588	88,128	105,208	105,208	105,208
5203 FICA/MEDI	27,116	27,719	33,685	37,507	37,507	37,507
5206 Worker's Comp	5,994	9,343	7,679	8,824	8,824	8,824
5207 TriMet/Wilsonville Tax	2,537	2,657	3,092	3,502	3,502	3,502
5208 OR Worker's Benefit Fund Tax	125	129	182	262	262	262
5211 Medical Ins Nonunion	44,855	50,554	55,885	65,237	65,237	65,237
5221 Post Retire Ins Nonunion	4,500	4,500	4,500	4,500	4,500	4,500
5230 Dental Ins Nonunion	5,974	6,289	6,733	7,038	7,038	7,038
5240 Life/Disability Insurance	3,967	3,547	5,571	5,698	5,698	5,698
5280 Physical Exams/Shots	15					
5295 Vehicle/Cell Allowance	6,190	6,960	5,760	6,960	6,960	6,960
Total Personnel Services	548,330	583,588	728,328	728,012	728,012	729,119
5300 Office Supplies	397	1,213	1,000	1,100	1,100	1,100
5301 Special Department Supplies	115	373	700	150	150	150
5350 Apparatus Fuel/Lubricants	200	126	100	150	150	150
5367 M&R Office Equip	1,402	2,095	2,130	1,847	1,847	1,847
5400 Insurance Premium	250	250	250	250	250	250
5414 Other Professional Services	22,543	58,138	144,600	278,004	278,004	278,004
5415 Printing	12,204	710	12,360	8,150	8,150	8,150
5417 Temporary Services	40,960					
5461 External Training	4,159	3,845	4,362	3,762	3,762	3,762
5462 Travel and Per Diem	13,490	4,198	5,914	6,512	6,512	6,512
5484 Postage UPS & Shipping	36	7	50	25	25	25
5500 Dues & Subscriptions	115	115	727	1,954	1,954	1,954
5570 Misc Business Exp	584	86	700	400	400	400
5571 Planning Retreat Expense		500	250	1,750	1,750	1,750
Total Materials & Services	96,454	71,657	173,143	304,054	304,054	304,054
Total General Fund	644,784	655,245	901,471	1,032,066	1,032,066	1,033,173