

Planning

Fund 10 • Directorate 02 • Division 50 • Department 500

PROGRAM DESCRIPTION

The District's strategic planning function and accreditation process are managed by the Planning department. The department will provide oversight, coordinate strategies and analysis, and disseminate 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	2009-10 Actual	2010-11 Revised Budget	2011-12 Budget	2012-13 Budget
Personnel Services		\$548,330	\$593,921	\$626,745
Materials and Services		96,454	94,716	87,143
Total Expenditures		\$644,784	\$688,637	\$713,888

PERSONNEL SUMMARY

Position	2009-10 Actual	2010-11 Budget	2011-12 Budget	2012-13 Budget
Division Chief	0.00	1.00	1.00	1.00
Data Analyst	0.00	1.00	1.00	1.00
Project Coordinator	0.00	1.00	1.00	1.00
GIS Technician	0.00	1.00	1.00	1.00
Administrative Assistant III	0.00	1.00	1.00	1.00
Total Full-Time Equivalent (FTE)	0.00	5.00	5.00	5.00

2012-13 SIGNIFICANT CHANGES

This department was created in 2010-11 to consolidate and strategically manage and provide data and planning throughout the organization. Personnel were transferred from other departments. The increase in Personnel Services is due to expected wage and benefit increases.

Within Materials and Services, Other Professional Services, account 5414 includes \$23,000 for enhanced aerial images and related software tools; \$15,000 for professional consulting on service delivery model research; \$10,000 for demographic research; and \$11,600 for Metro map files and data for FMZ maps. Printing was increased to cover printing new laminated flip map books for response apparatus.

Planning, continued

STATUS OF 2011-12 SERVICE MEASURES

- **Conduct regular assessments of public attitude and awareness** regarding District programs and funding.

Goal(s): II, VIII
Service Type(s): Essential
Measured By: Completion of biannual community attitude survey and possible other on-line survey applications.
Status or Outcome: Four community focus groups were completed in spring 2011, and a telephone survey of 500 residents was conducted in the fall. Topics of inquiry included awareness and assessment of District services, clarity of messaging, sources of information, household emergency preparedness, and fire safety awareness. Results were shared with District leadership and widely throughout the organization.

- **Coordinate with Division Managers to track and codify cost control and reduction strategies.**

Goal(s): VII
Service Type(s): Essential
Measured By: Report compiled as part of the annual Report Card process.
Status or Outcome: Relevant information was collected as part of the annual strategic plan update and report card process. This information is available in the Goal VII report card completed in January 2012.

- **Actively participate in Integrated Operations Quality Improvement (QI) processes** to help ensure continued improvement in data collection and analysis.

Goal(s): I, VI
Service Type(s): Essential
Measured By: Meeting participation and creation of data analysis reports in support of QI Committee.
Status or Outcome: In addition to regular attendance at Ops-QI meetings, Planning staff actively participated in ongoing Ops-QI Process Action Teams (PATs) tasked with developing methods and policies to increase the accuracy of incident data input. In support of these efforts, analysis was performed to measure the accuracy of incident data and provided recommendations for specific methods to improve data quality.

- **Strengthen participation in targeted professional training** to advance the “stand-up” of the Planning Division.

Goal(s): VI
Service Type(s): Essential
Measured By: Participation in training activities.
Status or Outcome: GIS and data analysis skills were advanced by a variety of formal education opportunities, as well as peer-led education. The CFAI Excellence Conference and Peer Assessor training enhanced knowledge of accreditation compliance, and the 2011 Metro Fire Planners Conference (hosted by TVF&R) saw discussion of best practices and current issues in the fire service. The Division also sponsored and participated in District training on research methods and evaluation.

ADDITIONAL 2011-12 ACCOMPLISHMENTS

- Metro Fire Planners Conference - Coordinated all logistics, promotions, and business tasks associated with hosting the 2011 event. Chief Officers and Planning staff from more than forty-five US and Canadian departments attended and shared best practices, problems and solutions, and new research.

STATUS OF 2011-12 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/ D and F, VI/E
Budget Impact: Resource neutral
Duration: Year 1 of 2
Budget Description: None
Partner(s): Integrated Operations, Information Technology, EMS
Status or Outcome: On-demand incident reports became a key resource for development of station-based risk reduction strategies. Responding to public requests for ISO (fire insurance) ratings became easier and more consistent with help from a new GIS-enabled tool. Critical property tax trends were mapped utilizing assessment and taxation data. Pre-plans, the First-In Guide, and Maverick Map are now updated nightly via wireless internet connections to apparatus mobile data terminals.

- **Better integrate 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/B, IV
Budget Impact: Resource neutral
Duration: Year 1 of 2
Budget Description: None
Partner(s): Integrated Operations
Status or Outcome: Better integration of response aid review and updating into the workflow of prevention and operations personnel should be achieved with the pending deployment of the new OnScenePrevention module. A detailed PowerPoint explaining pre-plan interaction with apartment management was developed and added to the Apartment Manager workshop curriculum. Progress was made on developing a regional GIS-enabled hydrant map. Preliminary discussion occurred about how to improve the alternate water source tracking. Historical details from the rural run cards and other recently verified rural information was added to the Maverick Map. The CAD flag form has been updated and revisited to streamline workflow. Station visits have occurred on a monthly basis.

Planning, continued

STATUS OF 2011-12 CHANGE STRATEGIES

- **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 1 of 2
Budget Description: None
Partner(s): All Divisions
Status or Outcome: A four-year master calendar was established and affirmed by leadership that culminates in reaccreditation in 2015. Key to the schedule are regular interactions between accreditation tasks and related work associated with the District's annual strategic plan update.

2012-13 SERVICE MEASURES

	FY 08-09	FY 09-10	FY 10-11	FY 11-12 estimated	FY 12-13 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	182	221	210	150
	Updates		224	510	275
	Total pre-plans available		1,910	2,020	2,128
Maverick Map :	New data layers added		3	9	2
	Updated data layers		12	17	15
	Total data layers available		23	32	34

- **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): VI/2
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): I/2, 5; VI/6
Service Type(s): Essential
Measured By: Participation in QI efforts; improved accuracy and consistency of data.

2012-13 SERVICE MEASURES, CONTINUED

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

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

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

Goal(s): 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.

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

- **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

- **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

- **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

Planning, continued

2012-13 CHANGE STRATEGIES, CONTINUED

- **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, II/1, VIII/4
Budget Impact: Increase required
Duration: Year 1 of 2
Budget Description: Reflected in the Planning budget
Partner(s): FCO, Integrated Operations, Human Resources, Finance

Planning, continued

	Actual Prior FY 2010	Actual Prior FY 2011	Budget Prior FY 2012	Budget Proposed FY 2013	Budget Approved FY 2013	Budget Adopted FY 2013
10500 General Fund						
5002 Salaries & Wages Nonunion		333,226	341,163	354,842	354,842	354,842
5004 Vacation Taken Nonunion		25,080	33,741	27,296	27,296	27,296
5006 Sick Taken Nonunion		4,408		5,459	5,459	5,459
5008 Personal Leave Taken Nonunion		1,974		2,340	2,340	2,340
5010 Comp Taken Nonunion		58				
5015 Vacation Sold		3,370	9,012	13,123	13,123	13,123
5021 Deferred Comp Match Nonunion		7,726	13,122	15,597	15,597	15,597
5121 Overtime Nonunion			1,500	1,000	1,000	1,000
5201 PERS Taxes		71,214	78,318	85,153	85,153	85,153
5203 FICA/MEDI		27,116	31,021	32,636	32,636	32,636
5206 Worker's Comp		5,994	10,137	7,679	7,679	7,679
5207 TriMet/Wilsonville Tax		2,537	2,805	2,994	2,994	2,994
5208 OR Worker's Benefit Fund Tax		125	177	177	177	177
5211 Medical Ins Nonunion		44,855	50,545	55,885	55,885	55,885
5221 Post Retire Ins Nonunion		4,500	4,500	4,500	4,500	4,500
5230 Dental Ins Nonunion		5,974	6,546	6,733	6,733	6,733
5240 Life/Disability Insurance		3,967	4,374	5,571	5,571	5,571
5280 Physical Exams/Shots		15				
5295 Vehicle Allowance		6,190	6,960	5,760	5,760	5,760
Total Personnel Services		548,330	593,921	626,745	626,745	626,745
5300 Office Supplies		397	2,220	1,000	1,000	1,000
5301 Special Department Supplies		115	4,700	200	200	200
5330 Noncapital Furniture & Equip						
5350 Apparatus Fuel/Lubricants		200	400	100	100	100
5367 M&R Office Equip		1,402	2,400	2,130	2,130	2,130
5400 Insurance Premium		250	250	250	250	250
5414 Other Professional Services		22,543	62,100	59,600	59,600	59,600
5415 Printing		12,204	3,000	12,360	12,360	12,360
5417 Temporary Services		40,960				
5461 External Training		4,159	4,585	4,362	4,362	4,362
5462 Travel and Per Diem		13,490	8,566	5,914	5,914	5,914
5484 Postage UPS & Shipping		36	100	50	50	50
5500 Dues & Subscriptions		115	595	727	727	727
5570 Misc Business Exp		584	5,300	200	200	200
5571 Planning Retreat Expense			500	250	250	250
Total Materials & Services		96,454	94,716	87,143	87,143	87,143
Total General Fund		644,785	688,637	713,888	713,888	713,888

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