

Apparatus Fund

Fund 21 • Special Revenue Fund Type

FUND DESCRIPTION

The Apparatus Fund is a special revenue fund designated for the purchase of emergency response apparatus. Requirements for this fund are generally in accordance with the District's long-term capital replacement plan. The General Fund's local option tax levy provides property tax resources to be transferred to this fund to provide apparatus funding. This fund is expected to have limited activity until after 2014-15, as the District utilizes the proceeds of its general obligation bonds in the Capital Projects fund to purchase emergency response apparatus.

The apparatus replacement section of the Capital Plan is affected by several factors and the plan is reviewed and updated annually. Planning factors include the extended order-to-receipt time of approximately nine months for fire engines and ladder trucks as the apparatus are constructed to District specifications; as well as apparatus deployment needs of Integrated Operations as they adjust units deployed to meet increased population and response needs. An ongoing Apparatus Planning Committee is utilized to keep up-to-date and prepared for the future. Apparatus are relocated throughout the District to make best use of their particular technical support capabilities, such as a narrow turning radius, water supply capabilities, rural/urban interface abilities, and all terrain capabilities and based upon continued analysis of best deployment models. The apparatus response requirements for industrial areas, residential areas, and wildland areas differ.

Funding for the ongoing requirements has been provided by working capital brought forward from the prior fiscal year, transfers from the General Fund, interest earnings on invested funds, and any proceeds from the sale of emergency response vehicles purchased from this fund.

BUDGET SUMMARY

Expenditures	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
Contingency			\$ 500,000	\$ 500,000
Ending Fund Balance	\$1,776,988	\$1,790,728	2,487,120	2,573,264
Total Expenditures	\$1,776,988	\$1,790,728	\$2,987,120	\$3,073,264

LONG-TERM PLANNING

Apparatus replacement requires long-term financial planning. Below is a schedule of anticipated apparatus replacement that is largely expected to be funded with general obligation bonds in the Capital Projects Fund through 2013-14, and then through the Apparatus Fund.

Apparatus	2012-13	2013-14	2014-15	2015-16	2016-17
Engines	\$1,150,000	\$1,200,000	\$1,240,000	\$1,328,000	\$1,368,000
Trucks		1,001,334			971,625
Brush Units	125,000	390,000			
Rehabilitation Units					
Medic Units					
Special Purpose		240,000			
Tenders	700,000		410,000		
Total	\$1,975,000	\$2,831,334	\$1,650,000	\$1,328,000	\$2,339,625

Apparatus Fund, continued

OPERATING BUDGET

The annual maintenance and operating costs, including fuel to operate the fire apparatus are:

Apparatus	2007-08	2008-09	2009-10	2010-11	2011-12
Engines	\$22,980	\$26,854	\$30,582	\$18,505	\$23,693
Trucks	38,910	42,490	49,800	31,722	33,475
Aerial Pumpers	34,196	41,668	44,500	31,412	38,404
Light/Heavy Brush Rigs	13,232	8,326	10,190	5,650	5,376
Specialty ⁽¹⁾	6,487	5,479	5,980	5,841	6,782
Tenders	2,881	3,901	4,569	5,028	6,989

⁽¹⁾ Specialty includes Heavy Rescue, Technical Rescue, Hazmat, Dive Rescue, Medics, Cars, and Rehab units.

These costs are budgeted within the Fleet Maintenance and fire stations, as well as with Finance, for the insurance premiums.

Fleet maintenance costs typically rise at an annual rate of 5% to 10%. This increase is directly caused by rising costs in maintenance parts, fuel, lubricants, and outsourced vendor labor rates. Although fleet maintenance costs will occasionally flat line and/or decrease from time to time, this condition is normally short-lived due to several reasons.

When new apparatus are purchased, they come with a manufacturer's warranty that allows certain maintenance work to be performed at no cost to the District. Depending upon how many apparatus and how close together the purchases are, this can create a lower cost effect.

Also, Fleet has moved from a cost per mile to a cost per hour method to allow for the accurate ability to track apparatus maintenance costs. This change has temporarily lowered the fleet costing trend, since the District's vehicles do not travel great distance, and at times, are deployed in a way that mileage is hardly a factor; the costs per hour model is a more accurate way to track true costs and vehicle utilization. As apparatus are placed in a lower deployment method, Fleet and Integrated Operations will evaluate the need versus the true costs to consider the value in keeping or redeploying the apparatus to allow full functionality and cost utilization of each vehicle. As apparatus age and are replaced, it is expected that all of the replaced apparatus will be designated as surplus equipment. Proceeds from the sale of surplus apparatus are returned to this fund or the capital projects fund (depending upon funding source) for utilization in future years.



Apparatus Fund, continued

<i>Historical Data</i>			<i>Budget for Next Year 2012-13</i>			
Actual First Preceding Year 2009-10	Actual First Preceding Year 2010-11	Adopted Budget This Year 2011-12	Resources	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Board
\$ 1,144,518	\$ 1,776,988	\$ 1,790,991	Beginning Fund Balance	\$ 2,560,462	\$ 2,560,462	\$ 2,560,462
9,970	9,129	9,392	Earnings from Temporary Investments	12,802	12,802	12,802
122,500	4,611		Surplus Property Income			
500,000		1,186,737	Transfer from Other Funds	500,000	500,000	500,000
\$ 1,776,988	\$ 1,790,728	\$ 2,987,120	Total Resources	\$ 3,073,264	\$ 3,073,264	\$ 3,073,264
			Requirements			
		\$ 500,000	Capital Outlay			
\$ 1,776,988	\$ 1,790,728	2,487,120	Contingency	\$ 500,000	\$ 500,000	\$ 500,000
			Reserved for Future Expenditures	2,573,264	2,573,264	2,573,264
\$ 1,776,988	\$ 1,790,728	\$ 2,987,120	Total Requirements	\$ 3,073,264	\$ 3,073,264	\$ 3,073,264

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Capital Improvements Fund

Fund 22 • Special Revenue Fund Type

FUND DESCRIPTION

The Capital Improvements Fund accounts for capital expenditures used to support day-to-day operations that the District classifies as “small capital” items or “operating capital” items. This fund accounts for the purchase of equipment and furniture that cannot be funded through general obligation bonds under Oregon law, and equipment that generally must be regularly replaced, such as firefighting equipment or computers. The renewal of the local option tax levy, approved by voters in November 2008, continues to provide resources for this fund, in addition to normal General Fund transfers to provide resources for specialized emergency response technologies, such as self-contained breathing apparatus and response aids.

BUDGET SUMMARY

Expenditures	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
Capital Outlay	\$2,772,536	\$3,189,636	\$2,628,742	\$3,004,701
Contingency			2,683,160	2,648,870
Reserved for Future	6,063,701	1,865,391	3,337,601	2,863,487
Total Expenditures	\$8,836,237	\$5,055,027	\$8,649,503	\$8,517,058

2012-13 SIGNIFICANT CHANGES

Because this fund is utilized to account for the “operating” equipment needed to operate the fire department, the items are detailed by type and managing cost center. The fund’s expenditures this year are in accordance with the District’s normal replacement schedule for existing equipment and to purchase furnishings and equipment for new fire stations. Communications equipment (MDTs, radios, lighting packages, etc.) for new apparatus purchases are budgeted as well as the capital replacement of cardiac monitors. In addition, an estimated placeholder is included to purchase GIS Enterprise Servers.

Capital Improvements Fund, continued

5610 Building & Bldg Improv

22033 Station 33 Sherwood

Energy upgrades	Replace older HVAC units (>15 years old) with more efficient HVAC units.	14,375
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22064 Station 64 Somerset

Energy upgrades	Replace older HVAC units (>15 years old) with more efficient HVAC units.	8,750
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	Total	23,125
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5615 Vehicles & Apparatus

22200 Integrated Operations Admin

Fire Investigation Unit backup camera	To increase safety due to poor rear visibility and lack of backgers during incidents. One person primarily drives the unit and is on-scene after other personnel have left.	1,600
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22571 Fleet Maintenance

Staff vehicle capital replacement, Facilities Maintenance service trucks	This vehicle purchase request is a carryover from the 2011 replacement plan. The Fleet Manager decided to hold off on replacing the first two Facilities Maintenance vehicles for one year to work with the Facilities Manager to vet out the future deployment plan of the Facilities Maintenance vehicles to ensure the proper units will fit the intended need. This purchase will be for the chassis only, the original service bodies will be reused with some refinishing, such as paint touch up and compartment configuration for tool and inventory storage.	52,000
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Pool vehicle capital replacement, SUV	This vehicle purchase request is a carryover from the 2011 replacement plan. The Fleet Manager decided to hold off on requesting the purchase of this vehicle in fiscal year 2011 because the replacement vehicle had not reached its complete life cycle. The replacement vehicle will be at an estimated 118,000 miles by fiscal year 12 and is now at a time and mileage that makes better sense for replacement.	21,000
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Staff vehicle capital replacement, DC response vehicle 1-599	This vehicle replacement request is in line with the scheduled replacement plan for this vehicle. This vehicle was originally scheduled to be replaced in 2010. The vehicle's life cycle was extended for three additional years. This vehicle will have an estimated 118,000 miles at time of replacement.	36,000
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Equipment for staff vehicle replacement, Facilities Maintenance service trucks	Set up equipment including brackets, fabrication of tool and parts compartments, decals, and touchup paint of reused service body.	14,400
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Apparatus set-up for replacement pumper	Fleet fabrication, bracket installation, and compartment configuration for firefighting equipment and logos.	10,000
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Staff vehicle capital replacement.	Request to replace two FCO vehicles to standardize the type of vehicles and to better fit the functionality of the Fire Chief's office staff.	72,000
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Capital Improvements Fund, continued

Apparatus set-up for Heavy Rescue Unit	Customization and fabrication of compartments to store fire fighting equipment.	10,000
	Total	217,000
 5620 Firefighting Equip		
22170 Logistics Administration		
RPP: Crew communications equipment	This is a rollover from previous budget: SCBA mask integrated voice communications devices per request in Respiratory Protection Program.	165,010
RPP: SCBA cylinders	Final purchase of SCBA cylinders from the approved Agenda Bill.	131,790
R.I.T. packs	Part of the RPP approved by the Board Agenda Bill in FY11	34,290
 22571 Fleet Maintenance		
Apparatus set-up, carryover for Light Brush Unit	Fleet fabrication, bracket installation, and compartment configuration for firefighting equipment and logos. This is a carry over from fiscal year 2012.	4,000
Apparatus set-up carryover for Tenders	Fleet fabrication, bracket installation, and compartment configuration for firefighting equipment and logos. This is a carry over from fiscal year 2012.	10,000
Equipment for staff vehicle replacement, DC response vehicle.	Set up equipment including brackets, fabrication of boxes to store PPE and SCBA. Installation of decals and miscellaneous consumables as needed.	5,000
Apparatus set-up for Heavy Rescue Unit	Fleet fabrication, bracket installation and compartment configuration for firefighting equipment (tool boxes) and logos .	5,000
Apparatus set-up for Replacement Pumper	Customization and fabrication of cab map box and load circuitry, logos, tire chains.	10,000
Equipment for staff vehicle replacement, Facilities Maintenance service trucks	Set up equipment.	1,600
	Total	366,690
 5625 EMS Equip		
22421 EMS/Health/Wellness		
Cardiac Monitor Purchase	Required to maintain service to District customers for Emergency Medical care as a core mission. Reducing the severity of emergency calls in Goal 1 by rapidly acquiring and transmitting 12-leads to hospitals to improve patient outcome. As part of the CQI process in Goal #6 to improve cardiac care, specifically in cardiac arrest and STEMI patients.	1,400,000
Noncapital Furniture and Equipment	One, static 12-lead machine for pre-physicals.	3,800
	Total	1,403,800
 5630 Office Equip & Furn		
22056 Station 56 Elligsen Road		
New Construction Station Furniture	As outlined in FFE list.	8,000

Capital Improvements Fund, continued

New Construction Office Furniture	As outlined in FFE list.	9,000
22065 Station 65 West Slope		
New construction station furniture	As outlined in FFE list.	8,000
New construction office furniture	As outlined in FFE list.	9,000
22451 Media Services		
Camera tripod	For use with second field camera. This tripod would replace a 15-year-old Bogen tripod that was not built to hold the weight of the current camera very well. With two complete field set-ups, staff are better able to shoot multi-camera productions at different locations.	1,919
22600 South Operating Center		
South Operating Center furniture	District standard furniture for the new South Operating Center workstations. Values based on estimate provided through Logistics.	224,863
South Operating Center patio furniture	District standard patio furniture. Values based on estimate provided through Logistics.	4,100
	Total	264,882
5635 Building Equipment		
22034 Station 34 Tualatin		
Storage shed	Station 34 has four outside storage sheds. Two are used exclusively for Hazmat storage, and the remaining two are for landscape maintenance equipment and miscellaneous storage. Two of the sheds are suffering from dry rot and have water leaks. It is proposed that the two old sheds be disposed of and one shed be purchased as a replacement. The proposed shed will be identical to the remaining two sheds.	3,732
22170 Logistics Administration		
Washer/Dryer/Other major appliance replacements	Money for new/replacement if required for turn out washers (2 @ \$10,000). Routine maintenance /replacement at stations (3 washers @ \$1,500 and 3 dryers@ \$1,200). Also \$7,000 set aside for replacement of major appliances in the stations (refrigerators, dishwashers, microwaves, etc.).	6,000
22200 Integrated Operations Admin		
Major Appliance Replacement	Major appliance replacement funds for the Integrated Operations directorate.	30,000
	Total	39,732

Capital Improvements Fund, continued

5640 Physical Fitness Equip

22421 EMS/Health/Wellness

Fitness equipment: Station 56	This equipment was approved in fiscal year 2011-12 and is being carried over to fiscal year 2012-13. The following equipment will allow the District to reach its goal of a comparable inventory in all 23 fitness rooms: Treadmill (\$5,000), Functional Trainer (\$3,049), Versa Climber (\$3,395), Pull-up bar (\$160), and Squat Rack (\$1,290). Since this District location will also house the South Division office, an additional treadmill was budgeted to address the additional staff utilizing the room. District Goal #4.	12,894
Fitness Equipment	The long-term goal is to maintain a comparable inventory of equipment in all 23 fitness rooms. Although several pieces of equipment are over their intended lifespan, most are operational due to periodic preventative maintenance. These funds are for fitness equipment replacement when failure occurs, such as parts being obsolete or repairs exceeding the cost of the equipment. Comparable replacement equipment will be purchased in line with the Fitness Equipment Standard. Examples of current equipment purchases to maintain comparable inventory include; Treadmill (\$5,000), Functional Trainer (\$3,049), Versa Climber (\$3,395) and pull-up bar (\$160). District Goal #4.	15,000
Fitness equipment: Station 65	This equipment was approved in fiscal year 2011-12 and is being carried over to fiscal year 2012-13. The following equipment will allow the District to reach its goal of a comparable inventory in all 23 fitness rooms: Functional Trainer (\$3,049), Versa Climber (\$3,395), TRX (\$189), pull-up bar (\$160), and misc. small equipment such as stability balls, bands, foam rollers (\$301). District Goal #4,	7,094
	Total	34,988

5645 Shop Equipment

22571 Fleet Maintenance

Apparatus wheel lifts (Hetra)	Two additional Hetra Lifts will give the shop greater flexibility in arranging repairs for trucks and engines. Currently, Fleet has ten lifts that can lift one truck and an engine or two engines. The addition of two lifts will allow staff to lift two trucks or three engines.	22,000
	Total	22,000

5650 Communications Equip

22056 Station 56 Elligsen Road

Specialized equipment	Communications equipment for fire station	20,845
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Capital Improvements Fund, continued

22175 Communications

Leased line replacement	Request to replace the leased-pair copper lines that interface with the DTMF box that triggers a relay in the Omron tap out hardware. Due to the age of the technology and the lack of parts, technical support, and expense of the lines, it is recommended to move towards an IP-based interface in the fire stations. Communications pays \$25,000/year for the leased lines. When they fail, it is very challenging to find a telecomm technician who knows how to troubleshoot and fix the problem because of the age of the technology. The most recent failure occurred at Station 52 within the last few months. It took all day for Verizon to fix it. Request is for 20 units, a digital backup system, and radio interface cables. Two units purchased for proof of concept in fiscal year 2012 (Stations 50 and temporary Station 56). See 10175/5364 for maintenance item. WCCCA programming fees are captured in separate line item in 10175/5364.	45,000
Lighting package for new light brush unit	Carried forward from FY12 due to scheduling changes for apparatus (pairs with comms package in 22175/5650. Light package is not available from most brush rig unit manufacturers. Comms package includes: Lightbar /Opticom \$2,335; side lighting \$426; rear lighting \$213; siren and lighting controller \$255; siren and speaker \$750; corner lighting \$260; interior lighting \$100; labor 30 hrs @ \$64 \$1,920	4,339
Heavy Rescue communications package	Communications Package for New Heavy Rescue. This will be an addition to the fleet, not a replacement. To include: MDT (\$3,600), MDC mounting hardware (\$700), FireCom system (\$3,090), mobile radio (\$3,700), antennas and hardware (\$650), StartGuard (\$295).	12,035
Code 3 lighting package-Division Chief apparatus	Confirmed with Fleet and the apparatus plan. This is a stealth lighting package, siren, and Opticom for one new Division Chief rig.	3,200
Code 3 lighting package - FCO apparatus	Confirmed with Fleet and the apparatus plan. This is a stealth lighting package, siren, and Opticom for two FCO rigs.	6,400
Code 3 lighting package - pool vehicle	Code 3 lighting package for pool vehicle (SUV) No Opticom. Exact package TBD by Technology Matrix.	2,400

22582 Facilities Maintenance

Spare tapout system	Spare tapout system for corrective maintenance of the Omoron Tapout Systems throughout the District.	13,000
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22600 South Operating Center

Specialized communications equipment	Communications equipment for alternate Fire Operations Center (FOC).	42,185
Specialized communications equipment	Communications equipment for Battalion Headquarters (BHQ).	2,660

Total	152,064
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Capital Improvements Fund, continued

5655 Data Processing Software

22215 Information Technology

www.tvfr.com overhaul	Simplify navigation for users, provide easier access for mobile users and allow for greater interaction. Create website model that provides greater flexibility for technological changes on the developer side. Create tools that will assist with employee workloads and decentralize content editing using a content management system.	20,000
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22500 Planning

Mapping Solutions contract	Contracted mapping services (field survey and drafting services) to support Response Aids Program. Reflects a 35% decrease based on anticipated in reduction in scope of work.	100,000
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	Total	120,000
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5660 Computer Equip

22056 Station 56 Elligsen Road

Specialized IT equipment	IT equipment for fire station.	3,000
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22215 Information Technology

GIS Enterprise Servers placeholder	District leadership is positioning its GIS capability to evolve from a desktop environment to a server environment in an effort to maximize the spatial element of all District related data models. This budget amount represents the potential first phase of the required GIS servers (up to three maximum) that may be required once ESRI "right sizes" the TVF&R project. At this time, the outputs selected for right sizing include SOC reporting, Taxation-Collection-Compression reporting, regional response reporting, demographics, community risk reporting, and Human Resources reporting. The data models and table attributes for the above are still being identified.	120,000
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Netapp DR site storage array	This is a replication target for critical data to be kept "hot" at an offsite location (currently at NOC and moving to SOC upon completion). Item includes a controller and disk shelf with 24 drives. The current off-site storage array is small, capable of replicating approximately 50% of production, which occurs nightly. The proposed solution would allow for replication of all critical data, resolves some issues with replicating physical servers such as MUNIS, and allow time for "real time" (hourly) replication of the most critical servers such as Exchange, OnSceneRMS, TeleStaff, and MUNIS. Maintenance for this solution is in 10215/5368.	40,000
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Capital Improvements Fund, continued

Modules to upgrade data links to data storage network	With the addition of the NetApp SAN (Storage Area Network) and the continued migration of physical servers to virtual guests running on eight physical servers, data flow to the storage arrays is increasing. This request upgrades the existing pathways from 1GB to 10GB links at the most vulnerable part of the District's storage infrastructure. This is a multi-phased project and a change strategy exists. The modules are installed in existing switch equipment. This is not considered a new fixed asset. No additional maintenance costs are associated with this purchase.	19,500
NetApp storage hardware expansion	In phase two of the NetApp implementation, two more disk shelves are requested to increase the total size and speed of the disk array as well as memory modules for the controllers to ensure good performance characteristics. Disk prices are expected to rise by 10-15% for all vendors in the first quarter of 2012 due to the floods in SE Asia, so additional padding has been added to this item. Maintenance for this solution is in 10215/5368.	85,020
Laptops (3 replacements and 2 new)	There are several laptops that are out of cycle with the hardware replacement that took place in 2010 (B. Mason, B. Reed, Herb). This item also includes new requests for new Communications Technician and one PAO. Desktop computers replaced by laptops would be returned to the IT support pool. Two of the three laptops that are replaced by this purchase would be added to the IT loaner pool.	5,000
Dual factor security solution	IT is recommending a dual factor solution that would require the use of security tokens that generate passwords on demand for individuals with access to sensitive information (IT, Finance, Supply, and Human Resources). This is a scalable security appliance administered by IT. Additional users are added in 10-user packs. This cost is based on 30-users.	7,000
BC laptop for Digital Combustion/Fire Studio 5.0	Fire Studio 5.0 requires a discrete graphics chipset (video with dedicated memory). Integrated graphics chipsets are not supported. The new notebook computer would be used by the Battalion Chiefs to create and distribute new scenarios, train incident commanders, and keep promotional examination scenarios secure in a location.	1,500
Fleet laptops	Ruggedized laptops used on carts (see 10215/5330) similar to what is used by the Fleet Technicians at CCFD#1 shop. Planned to replace the PCs in the bench area, which will create more space on the shop floor. This model has been tested and proven to work very well at CCFD#1.	10,100

Capital Improvements Fund, continued

HP server refresh	Annual server refresh to the oldest production servers. Estimate is for two servers to be replaced. The targeted servers are ESX03 (oldest and most underpowered virtual servers host) and TELESTAFF04 (TeleStaff line manager for dialing services).	16,000
Additional Aruba wireless controller	Hardware will be installed in the disaster recovery location and will provide redundancy for failover should the existing fail. TVF&R does not have Wi-Fi fault tolerance today. Maintenance for this request is in 10215/5368.	16,200
Contingency for CFO replacement laptop	Requested as a contingency if additional memory installed in fiscal year 2012 does not prove to improve performance and use of memory (currently uses 50% of what is installed). Budget item includes docking station setup.	1,300
 <i>22600 South Operating Center</i>		
Specialized IT equipment	IT equipment for South Operating Center(SOC) and Battalion Headquarters (BHQ).	19,400
Specialized IT equipment	IT equipment for alternate Fire Operations Center (FOC).	16,400
	Total	360,420
	Total Capital Improvements Fund	3,004,701

Capital Improvements Fund, continued

<i>Historical Data</i>			<i>Budget for Next Year 2012-13</i>			
Actual Second Preceding Year 2009-10	Actual First Preceding Year 2010-11	Revised Budget This Year 2011-12	Resources	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Board
\$ 6,108,620	\$ 6,063,701	\$ 5,507,962	Beginning Fund Balance	\$ 6,484,635	\$ 6,484,635	\$ 6,484,635
42,848	16,878		Surplus Property Income			
12,560	33,641	32,187	Interest Income	32,423	32,423	32,423
2,672,209	3,109,354	3,109,354	Transferred from Other Funds	2,000,000	2,000,000	2,000,000
\$ 8,836,237	\$ 9,223,574	\$ 8,649,503	Total Resources	\$ 8,517,058	\$ 8,517,058	\$ 8,517,058
			Requirements			
			Capital Outlay			
\$ 1,201	\$ 91,057	\$ 183,721	Vehicles and Apparatus	\$ 217,000	\$ 217,000	\$ 217,000
3,032	56,656	235,050	Training Center Props			
	15,860	29,500	Building Improvements	23,125	23,125	23,125
847,364	1,547,610	523,417	Firefighting Equipment	332,400	332,400	366,690
22,275	67,417	27,145	Emergency Medical Equipment	1,403,800	1,403,800	1,403,800
265,309	985,174	72,450	Office Equipment	264,882	264,882	264,882
35,892	13,282	47,500	Building Equipment/Improv	39,732	39,732	39,732
48,819	23,441	42,082	Physical Fitness Equipment	34,988	34,988	34,988
	5,124	27,475	Shop Equipment	22,000	22,000	22,000
310,394	27,822	283,602	Communications Equipment	152,064	152,064	152,064
894,501	244,747	378,000	Data Processing Software	120,000	120,000	120,000
343,749	111,446	778,800	Data Processing Equipment	360,420	360,420	360,420
2,772,536	3,189,636	2,628,742	Total Capital Outlay	2,970,411	2,970,411	3,004,701
		2,683,160	Contingency	2,683,160	2,683,160	2,648,870
2,772,536	3,189,636	5,311,902	Total Expenditures	5,653,571	5,653,571	5,653,571
6,063,701	6,033,938	3,337,601	Reserved for Future Expenditures	2,863,487	2,863,487	2,863,487
\$ 8,836,237	\$ 9,223,574	\$ 8,649,503	Total Requirements	\$ 8,517,058	\$ 8,517,058	\$ 8,517,058

Emergency Management Fund

Fund 24 • Special Revenue Fund Type

FUND DESCRIPTION

This fund accounts for costs associated with administration of the Office of Consolidated Emergency Management for Washington County or OCEM. OCEM is a regional emergency preparedness partnership between the District, Washington County, and the cities of Beaverton, Hillsboro, and Tigard. The District's commitment to the partnership includes a full time Emergency Program Coordinator funded entirely by the District, with a contribution of 20% of the costs of the Program Director funded jointly by the participating agencies.

BUDGET SUMMARY

Expenditures	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
Personnel Services	\$34,184	\$34,719	\$44,743	\$186,458
Materials and Services	2,077	6,812	9,061	44,570
Capital Outlay				21,000
Total Expenditures	\$36,261	\$41,531	\$53,804	\$252,028

PERSONNEL SUMMARY

Position	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
Emergency Management Director	1.0	1.00	1.0	1.0
Total Full-Time Equivalents (FTE)	1.0	1.00	1.0	1.0

2012-13 SIGNIFICANT CHANGES

All costs in the 2012-13 budget are shown at full cost and reflect annual wage and benefits for the Director. Eighty percent of these costs will be offset by revenues from regional partners.

STATUS OF 2011-12 SERVICE MEASURES (AS APPROVED BY THE OCEM BOARD)

- **Lead efforts in Washington County to design and conduct a full scale exercise in the spring of 2012.** Effectively partner with local, regional, state, and other exercise participants (planners and players) to maximize outcomes from the exercise. Guide and facilitate player agency exercise preparations with a focus on efforts of the OCEM partner agencies.

Goal(s): III, VI
Service Type(s): Mandatory
Measured By: OCEM partner agency participation in the spring 2012 exercise and implementation of the post-exercise corrective action plan by June 30, 2012.
Status or Outcome: A full scale damage assessment exercise involving the OCEM partner agencies and other local agencies was conducted in April 2012. The exercise focused on the post-earthquake windshield surveys of critical facilities. An after-action report was developed and corrective actions were initiated.

Emergency Management Fund, continued

STATUS OF 2011-12 SERVICE MEASURES, CONTINUED

- **Continue implementation of the incident and emergency management guidelines and recommendations** developed by the Washington County Incident Management Enhancement Taskforce (IMET) and adopted by the OCEM Board.

Goal(s): III, VI
Service Type(s): Mandatory
Measured By: Implementation of the taskforce guidelines and recommendations by June 30, 2012, with a focus on enhancing the use of unified command and integrated operations on-scene, operation and administration of the Multiagency Coordination (MAC) Group and Technical Advisory Committee (TAG), and conduct of field and Emergency Operations Center (EOC) staff training.
Status or Outcome: Several EOC Operations and Planning Function courses, which incorporate IMET Report recommendations, were conducted. An OCEM Board workshop focused on the Washington County multi-agency coordination system (MACS) and MAC Group components of the IMET Report was also conducted. In addition, the OCEM agencies designed and facilitated a countywide tabletop exercise focused on the Washington County MACS. That exercise was attended by over 100 EOC and DOC staff from agencies across the county.

- **Deliver Incident Command System (ICS) Operations and Planning section-specific courses** to OCEM and other agency EOC staffs.

Goal(s): III, VI
Service Type(s): Mandatory
Measured By: Delivery of ICS Operations and Planning section-specific courses to OCEM and other agency EOC staffs by June 30, 2012.
Status or Outcome: The OCEM agency partners hosted and delivered three EOC Planning Function and two EOC Operations Function courses for EOC and DOC staff from across Washington County.

- **Continue rewrite of the Washington County Emergency Operations Plan**, with the focus for fiscal year 2011-12 being on the Animals in Disaster, Urban Search and Rescue, and Wildland Urban Interface Fire Hazard annexes.

Goal(s): III
Service Type(s): Mandatory
Measured By: Completion or update of the following annexes and appendices to the Washington County Emergency Operations Plan by June 30, 2012: Animals in Disaster, Urban Search and Rescue, and Wildland Urban Interface Fire Hazard annexes.
Status or Outcome: Work on these EOP annexes was deferred in favor of other new/pressing county planning efforts. The Basic Plan component of the EOP was updated and approved by the Board of Commissioners and significant effort was devoted to drafting or updating the following EOP annexes – Emergency Volunteer Management, Flood, Severe Weather, and Communications.

Emergency Management Fund, continued

STATUS OF 2011-12 SERVICE MEASURES, CONTINUED

- **Develop a Washington County Disaster Recovery Framework Plan.**

Goal(s): III
Service Type(s): Mandatory
Measured By: Preparation of a Washington County Disaster Recovery Framework Plan by June 30, 2012.
Status or Outcome: Work was begun on the county recovery plan. Following promulgation of the National Disaster Recovery Framework (NDRF), key elements of that plan were identified for inclusion in the county plan. Lessons learned from the Cascadia Peril '08 earthquake recovery exercise were also reviewed for relevant content. An outline for the county's plan was developed based on the national plan and local exercise review.

- **Implement the preferred option for organizing a Citizen Corps Council in Washington County** based on the adopted recommendations from the contract study of countywide Citizen Corps Program management.

Goal(s): III
Service Type(s): Essential
Measured By: Implementation of the OCEM-Integrated Model Phase I recommendation from the Citizen Corps Program study.
Status or Outcome: One meeting of the countywide group who supported the program study was convened to review the study recommendations and identify the next steps. Future implementation of the study recommendations is a low priority and has been further hampered by the loss of dedicated federal Citizen Corps Program grant funds.

STATUS OF 2011-12 CHANGE STRATEGIES (AS APPROVED BY THE OCEM BOARD)

- **Enhance District, served agency, and other partner preparedness for catastrophic and unforeseen events** through support for, facilitation of, and participation in complex, full scale disaster exercises that test all levels of the incident management and emergency management systems in concert with one another.

Goal(s)/Call(s) for Action: III
Budget Impact: None, although OCEM partner agencies could incur some additional costs for exercise equipment, materials and supplies, staff overtime, and exercise evaluation costs.
Duration: Ongoing
Budget Description: Recurring commitment of OCEM partner agency staff, equipment and other resources needed to both design and conduct challenging and realistic disaster exercises.
Partner(s): OCEM partner agencies, other local governments, non-governmental organizations, and businesses.
Status or Outcome: A countywide exercise involving the OCEM partner and other local agencies was conducted. The exercise focused on the post-earthquake windshield survey of critical facilities. In preparation for the exercise, countywide windshield survey procedures were developed and critical facilities were defined, identified, mapped, and assigned to agencies for survey. All OCEM agencies exercised at the functional (EOC) or full scale (EOC and field) levels.

Emergency Management Fund, continued

STATUS OF 2011-12 CHANGE STRATEGIES, CONTINUED

- **Enhance District, served agency, and other partner preparedness for catastrophic and unforeseen events** by both leading and supporting efforts to implement and institutionalize use of the National Incident Management System (NIMS), enhancing use of unified command and integrated operations on-scene, and delivering the Washington County Emergency Response System Course countywide.

Goal(s)/Call(s) for Action: III
Budget Impact: OCEM partner agency staff commitment to training delivery, attendance of emergency response system courses, and participation in drills and exercises focused on unified command and integrated operations will require additional training funds.
Duration: Year 4 of 5
Budget Description: When the program is formalized and OCEM partner agency commitments are solidified, expect modest increases in overtime costs for both training delivery and training attendance.
Partner(s): OCEM partner agencies, other local governments
Status or Outcome: The OCEM partner agencies continued to lead and support efforts to ensure compliance with NIMS training requirements and expectations on the agency and countywide levels. Modest success was realized in implementing the Incident Management Enhancement Taskforce (IMET) Report recommendations. Several EOC Planning and Operations Function courses with modules on the multi-agency coordination system (MACS) and EOC/DOCs were delivered, an OCEM Executive Committee workshop focused on the MACS was held, and a countywide tabletop exercise featuring the Washington County MACS was conducted.

- **Enhance District, served agency, and other partner preparedness for catastrophic and unforeseen events** by both leading and supporting efforts to enhance Incident Command System (ICS) competency among OCEM and other agency EOC staffs.

Goal(s)/Call(s) for Action: III
Budget Impact: OCEM partner agency commitment to training delivery and EOC staff commitment to participation in the courses will require additional training funds.
Duration: Year 2 of 2
Budget Description: Expect modest increases in overtime costs for both training delivery and training attendance.
Partner(s): OCEM partner agencies
Status or Outcome: The OCEM partner agencies continued to lead and support efforts to ensure compliance with NIMS ICS training requirements and expectations on the agency and countywide levels. OCEM agency staff were encouraged or required to take ICS 100-400 courses as appropriate, an ICS 300 course was delivered locally, and several EOC Operations and Planning Function courses were provided by OCEM for EOC and DOC staff countywide.

Emergency Management Fund, continued

STATUS OF 2011-12 CHANGE STRATEGIES, CONTINUED

- **Enhance District, served agency, and other partner preparedness for catastrophic and unforeseen events** through more effective and efficient management of citizen volunteer programs in disaster preparedness, prevention, and response activities.

Goal(s)/Call(s) for Action:	III
Budget Impact:	Resource neutral
Duration:	Year 3 of 3
Budget Description:	Implementing the recommendations of the contract study of Citizen Corps programs within Washington County could potentially reduce program management costs currently incurred by OCEM and other agencies.
Partner(s):	OCEM partner agencies, other local governments currently operating Citizen Corps programs
Status or Outcome:	The individual OCEM agencies continued to maintain strong citizen volunteer programs (CERT, MRC, VIPS, Neighborhood Watch, amateur radio, etc.), but no progress was made to tie them together more effectively or efficiently on a countywide, OCEM-centered basis.

ADDITIONAL 2011-12 ACCOMPLISHMENTS

- The OCEM Strategic Plan was completed following a full day work session with the OCEM Executive Committee. Implementation of the plan was initiated in a workshop with the OCEM Executive Committee and OCEM agency emergency managers and public information officers.
- The OCEM Director played a significant role in efforts to establish the new Regional Disaster Preparedness Organization (RDPO). Recommended by a study completed in 2009, the RDPO consolidates the UASI grant management organization and the Regional Emergency Management Group into a more cohesive, regional, all-hazards preparedness structure. The Director served on the Transition Team during the initial implementation process then joined the TVFR Fire Chief and others on the organization's new Steering Committee.
- The OCEM Director coordinated preparation of the countywide application for fiscal year 2011 Homeland Security Grant Program funds from the State Homeland Security and Citizen Corps program grants. The application was successful in securing over \$300,000 in grant funds for the OCEM partners and other agencies in Washington County. The Director also coordinated preparation of a second round application for State Homeland Security and Interoperable Emergency Communications grant funds seeking over \$500,000 to bolster law enforcement and communications capabilities.
- The OCEM Director was asked to serve on a new Emergency Management Cabinet formed by Washington County to more effectively guide its emergency management activities. Comprised of representatives from the county administrator's office and the emergency management program and managers from the county's three primary response departments, the cabinet will provide greater "corporate" ownership of and strategic direction for the county's planning, emergency response, business continuity, mitigation, and emergency public information activities.
- The OCEM Director supported the Oregon Department of Energy's efforts to create fuel allocation procedures for the distribution of fuel during fuel emergencies. The Director also supported the city of Portland's Local Energy Assurance Plan (LEAP) tabletop exercise where a fuel emergency scenario was examined in concert with the Oregon Department of Energy, the Oregon PUC, city staff, petroleum facility operators, regional utility providers, and others.

Emergency Management Fund, continued

2012-13 SERVICE MEASURES (AS APPROVED BY THE OCEM BOARD)

- **Lead efforts in Washington County to design and conduct a full scale exercise in the spring of 2013.**
Effectively partner with local, regional, state, and other exercise participants (planners and players) to maximize outcomes from the exercise. Guide and facilitate player agency exercise preparations with a focus on efforts of the OCEM partner agencies.

Goal(s): III
Service Type(s): Mandatory
Measured By: OCEM partner agency participation in the spring 2013 exercise and implementation of the post-exercise corrective action plan by June 30, 2013.

- **Continue implementation of the incident and emergency management guidelines and recommendations** developed by the Washington County Incident Management Enhancement Taskforce (IMET) and adopted by the OCEM Board.

Goal(s): III
Service Type(s): Mandatory
Measured By: Implementation of the taskforce guidelines and recommendations by June 30, 2013, with a focus on enhancing the use of unified command and integrated operations on-scene, operation and administration of the Multi-agency Coordination (MAC) Group and Technical Advisory Committee (TAG), and conduct of field and Emergency Operations Center (EOC) staff training.

- **Continue delivery of NIMS consistent, ICS-based, EOC Operations and Planning Function courses** to OCEM and other agency EOC and DOC staffs.

Goal(s): III
Service Type(s): Mandatory
Measured By: Delivery of EOC Operations and Planning Function courses to OCEM and other agency EOC and DOC staffs by June 30, 2013.

- **Continue efforts to develop a Washington County Disaster Recovery Framework Plan.**

Goal(s): III
Service Type(s): Mandatory
Measured By: Preparation of a Washington County Disaster Recovery Framework Plan by June 30, 2013.

- **Support efforts of OCEM agency PIOs to implement OCEM strategies for public and staff messaging** around emergency preparedness and the role of OCEM.

Goal(s): III
Service Type(s): Mandatory
Measured By: Preparation of message content for delivery by OCEM agency PIOs by June 30, 2013.

Emergency Management Fund, continued

2012-13 SERVICE MEASURES, CONTINUED

- **Define a countywide emergency resource ordering process** and develop implementing procedures and forms.

Goal(s): III
Service Type(s): Essential
Measured By: An emergency resource ordering process is defined and procedures and forms to implement the process are in place at the OCEM agency EOCs and DOCs by June 30, 2013.

2012-13 CHANGE STRATEGIES (AS APPROVED BY THE OCEM BOARD)

- **Enhance District, served agency, and other partner preparedness for catastrophic and unforeseen events** through support for, facilitation of, and participation in complex, full scale disaster exercises that test all levels of the incident management and emergency management systems in concert with one another.

Goal(s)/Call(s) for Action: Goal III
Budget Impact: None, although OCEM partner agencies could incur some additional costs for exercise equipment, materials and supplies, staff overtime, and exercise evaluation costs.
Duration: Year 1 of 1
Budget Description: Recurring commitment of OCEM partner agency staff, equipment, and other resources needed to both design and conduct challenging and realistic disaster exercises.
Partner(s): OCEM partner agencies, other local governments, non-governmental organizations, and businesses.

- **Enhance District, served agency, and other partner preparedness for catastrophic and unforeseen events** by both leading and supporting efforts to implement and institutionalize use of the National Incident Management System (NIMS), enhancing use of unified command and integrated operations on-scene, and delivering the Washington County Emergency Response System Course countywide.

Goal(s)/Call(s) for Action: Goal III
Budget Impact: OCEM partner agency staff commitment to training delivery, attendance of emergency response system courses, and participation in drills and exercises focused on unified command and integrated operations will require additional training funds.
Duration: Year 5 of 5
Budget Description: When the program is formalized and OCEM partner agency commitments are solidified, expect modest increases in overtime costs for both training delivery and training attendance.
Partner(s): OCEM partner agencies, other local governments

- **Enhance District, served agency, and other partner preparedness for catastrophic and unforeseen events** by both leading and supporting efforts to enhance Incident Command System (ICS) competency among OCEM and other agency EOC and DOC staffs.

Goal(s)/Call(s) for Action: Goal III
Budget Impact: OCEM partner agency commitment to training delivery and EOC and DOC staff commitment to participation in the courses will require additional training funds.
Duration: Year 1 of 1
Budget Description: Expect modest increases in overtime costs for both training delivery and training attendance.
Partner(s): OCEM partner agencies

Emergency Management Fund, continued

2012-13 CHANGE STRATEGIES, CONTINUED

- **Enhance community and OCEM agency employee awareness of emergency preparedness and the role of OCEM** by supporting the emergency preparedness messaging efforts of the OCEM agency PIOs.

Goal(s)/Call(s) for Action: Goal III
Budget Impact: OCEM partner agency commitment to message development and formatting and production of public and employee education materials.
Duration: Year 1 of 3
Budget Description: Recurring commitment of OCEM partner agency staff to prepare, produce, and deliver effective public and employee education materials.
Partner(s): OCEM partner agency PIOs

Emergency Management Fund, continued

<i>Historical Data</i>			<i>Budget for Next Year 2012-13</i>			
Actual Second Preceding Year 2009-10	Actual First Preceding Year 2010-11	Adopted Budget This Year 2011-12	Resources	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Board
\$ 36,261	\$ 41,531	\$ 53,804	Charges for Services	\$ 204,982	\$ 204,982	\$ 204,982
			Operating Transfers In	47,046	47,046	47,046
\$ 36,261	\$ 41,531	\$ 53,804	Total Resources	\$ 252,028	\$ 252,028	\$ 252,028
			Requirements			
\$ 34,184	\$ 34,719	\$ 44,743	Personnel Services	\$ 186,458	\$ 186,458	\$ 186,458
2,077	6,812	9,061	Materials and Services	44,570	44,570	44,570
			Capital Outlay	21,000	21,000	21,000
\$ 36,261	\$ 41,531	\$ 53,804	Total Requirements	\$ 252,028	\$ 252,028	\$ 252,028

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Grants Fund

Fund 25 • Special Revenue Fund Type

FUND DESCRIPTION

This fund has been created to account for grant funds awarded to the District in order to separately account for and manage the flow of funds and associated audit requirements.

BUDGET SUMMARY

Expenditures	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
Personnel Services		\$ 89,172	\$1,114,467	\$1,756,395
Materials and Services	\$ 17,000	5,752		116,350
Capital Outlay	92,097		32,000	10,000
Ending Fund Balance	90,554	90,565		
Contingency			247,402	
Total Expenditures	\$199,651	\$185,489	\$1,393,869	\$1,882,745

GRANT DESCRIPTIONS

Personnel Services for 2012-13 includes the first full year of Staffing for Adequate Fire and Emergency Response (SAFER) grant funding for nine firefighters, which was awarded effective May 12, 2011. These firefighters enable three additional emergency response engines to be deployed with four full-time personnel. The grant provides for two full years of personnel cost funding with a District matching requirement to commit to the third year of funding.

The District is one of 36 regional partnering applicants in a proposal for a US Department of Health and Human Services Health Care Innovation Challenge Grant, which would provide alternate Emergency Medical Services system infrastructure resulting in alternate care paths for patients.

Potential smaller grant opportunities include a Hazardous Materials Team grant and a communications grant.

Grants Fund, continued

<i>Historical Data</i>			<i>Budget for Next Year 2012-13</i>			
Actual Second Preceding Year 2009-10	Actual First Preceding Year 2010-11	Adopted Budget This Year 2011-12	Resources	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Board
\$ 90,554	\$ 90,554	\$ 90,555	Beginning Fund Balance	\$ 90,565	\$ 90,565	\$ 90,565
109,097	94,935	1,103,314	Grant Revenue	1,692,180	1,692,180	1,692,180
		200,000	Operating Transfers In	100,000	100,000	100,000
\$ 199,651	\$ 185,489	\$ 1,393,869	Total Resources	\$ 1,882,745	\$ 1,882,745	\$ 1,882,745
			Requirements			
	\$ 89,172	\$ 1,114,467	Personnel Services	\$ 1,756,395	\$ 1,756,395	\$ 1,756,395
\$ 17,000	5,752		Materials and Services	116,350	116,350	116,350
92,097		32,000	Capital Outlay	10,000	10,000	10,000
		247,402	Operating Contingency			
109,097	94,924	1,393,869	Total Expenditures	1,882,745	1,882,745	1,882,745
90,554	90,565		Reserved for Future Expenditures			
\$ 199,651	\$ 185,489	\$ 1,393,869	Total Requirements	\$ 1,882,745	\$ 1,882,745	\$ 1,882,745

Retiree Medical Insurance Stipend Fund

Fund 26 • Expendable Trust Fund Type

FUND DESCRIPTION

The Retiree Medical Insurance Stipend Fund was created to account for the District’s previous defined benefit post-employment health plan. This closed plan provided for a \$100 or less stipend per month for firefighters and employees who were disabled from active duty or retired with 20 or more years of service, until they reached Medicare eligible age. That plan was phased out for all current employees as of June 30, 2000.

The resources in this fund are used to pay for monthly stipends of \$100 or less per retired employee who retired under the prior plan on or before June 30, 2000, until they reach Medicare eligible age. The fund also pays for certain contractual insurance commitments under early retirement contracts previously authorized by the Board of Directors. Due to the age of current recipients, it is expected that no further contributions will be necessary and that future stipend payments are fully reserved for within the ending fund balance.

BUDGET SUMMARY

Expenditures	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
Personnel Services	\$80,514	\$71,941	\$74,661	\$48,256
Ending Fund Balance	215,414	179,482	99,407	75,989
Total Expenditures	\$295,928	\$251,423	\$174,068	\$124,245

Retiree Medical Insurance Stipend Fund, continued

<i>Historical Data</i>			<i>Budget for Next Year 2012-13</i>			
Actual Second Preceding Year 2009-10	Actual First Preceding Year 2010-11	Adopted Budget This Year 2011-12	Resources	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Board
\$ 211,273	\$ 215,414	\$ 173,360	Beginning Fund Balance	\$ 123,745	\$ 123,745	\$ 123,745
1,370	1,009	708	Earnings from Investments	500	500	500
83,285	35,000		Transfer from Other Funds			
\$ 295,928	\$ 251,423	\$ 174,068	Total Resources	\$ 124,245	\$ 124,245	\$ 124,245
			Requirements			
\$ 80,514	\$ 71,941	\$ 74,661	Post Employment Health Program	\$ 48,256	\$ 48,256	\$ 48,256
215,414	179,482	99,407	Unappropriated Ending Fund Balance	75,989	75,989	75,989
\$ 295,928	\$ 251,423	\$ 174,068	Total Requirements	\$ 124,245	\$ 124,245	\$ 124,245