

Supply

Fund 10 • Directorate 02 • Division 70 • Department 220

PROGRAM DESCRIPTION

Provide centralized purchasing of daily operating supplies and equipment and negotiate pricing, District-wide intra-departmental mail and delivery services, central inventory and fire equipment management, and management of surplus property.

BUDGET SUMMARY

Expenditures	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
Personnel Services	\$449,289	\$403,963	\$415,859	\$506,271
Materials and Services	214,191	84,180	213,998	188,357
Total Expenditures	\$663,480	\$488,143	\$629,857	\$694,628

PERSONNEL SUMMARY

Position	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Budget
Supply Manager	1.00	1.00	1.00	1.00
Supply Operations Supervisor	1.00	1.00	1.00	1.00
Supply Specialist	1.00	1.00	1.00	2.00
Supply Assistant	1.00	1.00	0.50	0.50
Supply Driver	1.00	1.00	1.00	1.00
Total Full-Time Equivalentents (FTE)	5.00	5.00	4.50	5.50

2012-13 SIGNIFICANT CHANGES

Personnel Services reflects the increase of 1.00 FTE on a limited duration basis to assist station and District personnel with order entry, surplus property return, and inventory management.

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 installation of a backflow device (\$7,000), window replacement for leaking windows (\$3,000), and access control monitoring (\$2,640). Account 5417 reflects reduced use of a temporary employee for peak projects such as recruit academy preparation. Account 5575 accounts for NFPA standard cleaning of District turnouts of their carcinogens and other particulates, as well as repairs.

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STATUS OF 2011-12 SERVICE MEASURES

- **Continue participation with testing MUNIS upgrades** and provide feedback to improve functionality of the inventory module.

Goal(s): VII
Service Type(s): Essential
Measured By: Automation of manual processes and improved efficiencies for overall staff time and business operations. Ability to discontinue use of temporary methods currently required to process daily operational tasks.

Status or Outcome: Supply continues to partner with other departments to test upgrades as implemented. Automated reports have been created to simplify inventory management and order processing. Supply will continue to engage in upgrades and seek improvements as part of its routine business. This Service Measure has served its purpose and will not move forward to fiscal year 2012-13.

- **Strengthen and build partnerships** within regional fire agencies and the business community to streamline delivery of services.

Goal(s): VI, VII
Service Type(s): Essential
Measured By: Use of contracts, common vendors and products, and advances in management of services provided.

Status or Outcome: Supply continues to network with other agencies through the Regional Logistics meetings. Opportunities to partner on contracts and purchases, as well as research and development efforts and outcomes are frequently discussed. Supply has also increased its use of vendor services to help address customer needs.

- **Continue to update policies and procedures** to align with MUNIS and implementation of Vendor Direct Order and Delivery methods.

Goal(s): VI, VII
Service Type(s): Essential
Measured By: Resource utilization data captured in the work order module.

Status or Outcome: Staff continues to work with customers and partners to provide documentation and training videos supporting the move to vendor direct ordering. This will be an ongoing effort as upgrades are implemented and business changes are made.

STATUS OF 2011-12 CHANGE STRATEGIES

- **Research and test alternative methods for internal distribution of mail and supplies.**

Goal(s)/Call(s) for Action: VI/B, VII/B
Budget Impact: Increase required
Duration: Year 1 of 1
Budget Description: Anticipate increased commercial shipping expenses.
Partner(s): District-wide
Status or Outcome: The impact of implementing the vendor direct ordering and delivery has enabled Supply to increase the use of the smaller cargo van for the majority of deliveries, resulting in fuel savings. The use of vendor direct delivery has been the primary focus. The use of commercial deliveries from Supply to other District facilities was placed on hold due to the increase of vendor direct deliveries. The use of vendor representatives to handle product exchanges and customer issues on site at the stations increased, limiting the unnecessary involvement of staff.

- **Streamline organization of work order activity codes** to capture resource utilization and opportunities for improvements to services.

Goal(s)/Call(s) for Action: VI/E, VII/D
Budget Impact: Increase required
Duration: Ongoing
Budget Description: Anticipate continued requirement of staff time as staff adjusts to the maintenance and increased use of this module.
Partner(s): Logistics, Finance
Status or Outcome: Supply continues to work with Logistics partners to identify opportunities to streamline and align common areas of data collection. Changes have been made to Supply's activity codes to improve data collection and align reporting outcomes with other Logistics departments.

- **Work with Logistics departments to identify opportunities for combining support of common tasks and projects.**

Goal(s)/Call(s) for Action: VI/B and D
Budget Impact: Resource neutral
Duration: Year 1 of 1
Budget Description: Identify common functions between departments and opportunities where completion of daily tasks can be absorbed through the use of existing resources.
Partner(s): Fleet, Facilities, Logistics Administration
Status or Outcome: Supply continues to look for opportunities to eliminate duplicate efforts and utilize existing resources. Work order and SharePoint management have transferred from the temporary Supply Administrative Assistant (AA) to the Logistics AAs. The Logistics AAs participate in Supply meetings to increase their knowledge of Supply's business and to understand upcoming projects requiring their involvement. Additional tasks such as inventory requisition posting and Metro West order processing were assumed by Logistics AAs due to the completion of Supply's temporary AA position.

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ADDITIONAL 2011-12 ACCOMPLISHMENTS

- Provided uniforms, protective equipment, and supplies for academy members – SAFER, Fall Volunteer, 12-01 Career, Spring Community Academy.
- Deputy Fire Marshal and Public Affairs Officer Uniform upgrades.
- Implemented vendor direct order and delivery procedures for station, office, and janitorial supplies.
- MUNIS 9.2 upgrade scenario testing.
- Facilitated the receipt of over \$40,000 worth of EMS supplies through the Metro West resupply program.

2012-13 SERVICE MEASURES

Service Measure	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Projected
Procurement Service Labor Hours	*Not Available	1,970	1,616	1,550
Inventory and Special Request Purchase Orders	3,350	1,093	1,288	1,200
Warehousing Service Labor Hours	*Not Available	3,415	3,000	2,980
Stocked Inventory Items	1,054	898 ⁴	818	657
Non-Stock/Just In Time and Special Order Items	651	700 ⁴	731	750
Inventory Requisitions Filled	3,319	5,606 ¹	5,294	4,800²
Ending Inventory Value	145,173	152,880	146,583	135,000²
Inventory Purchases	458,958	557,763	479,929	465,000²
Inventory Billings	471,093	550,055	505,119	490,000²
Inventory Turns	3.0	3.69	3.25	3.25
Distribution Service Labor Hours	*Not Available	1,490	1,239	1,239
Miles Driven	13,240	12,356	12,300	12,300
Materials Management Service Labor Hours	*Not Available	1,483 ³	1,004	1,150
Facilitation of Turnouts (clean/repair/inspection)	1,264	210	187	150
Work Orders Processed	NA	594	800	820

*Tracking of labor hours began with the implementation of MUNIS Work order module in October 2010. Data was not tracked prior to this time frame.

1. A reduction was anticipated due to implementing Vendor Direct Order and Delivery. Actual reflects addition of non-stock/special order items now processed through inventory requisition versus general requisition.
2. Reflects impact of projected inventory removed from warehouse shelves to vendor direct ordering and delivery.
3. Reflects limited duration increase of part time employee to full time hours.
4. Items moved to non-stock status and provided through vendor direct ordering.

Procurement Services: Actions associated before product is received; product research, purchasing, vendor management, product recalls, etc.

Warehouse Services: 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.

Distribution Services: Actions associated with distributing supplies/equipment; loading/unloading delivery van, two day per week route, special runs, preparation of commercial shipments, vehicle inspections, etc.

Materials Management: Actions associated with handling supplies/equipment after distribution; product returns, maintenance/repair requests, surplus, work order management, etc.

2012-13 SERVICE MEASURES, CONTINUED

- **Strengthen and build partnerships** within regional fire agencies and the business community to streamline delivery of services.

Goal(s): VI, VII
Service Type(s): Essential
Measured By: Use of contracts, common vendors and products, and advances in management of services provided.

- **Continue to update policies and procedures** to align with MUNIS and implementation of Vendor Direct Order and Delivery methods.

Goal(s): VI, VII
Service Type(s): Essential
Measured By: Communication to customers regarding the addition of new policies or changes made to existing policies.

- **Provide management, maintenance, and tracking of PPE and turnouts** to meet requirements set by the manufacturer, NFPA, OSHA, and District standards.

Goal(s): IV, VII
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): 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.

2012-13 CHANGE STRATEGIES

- **Streamline organization of work order activity codes** to capture resource utilization and opportunities for improvements to services.

Goal(s)/Call(s) for Action: VI/E, VII/D
Budget Impact: Increase required
Duration: Ongoing
Budget Description: Anticipate continued requirement of staff time as staff adjusts to the maintenance and increased use of this module.
Partner(s): Logistics, Finance

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2012-13 CHANGE STRATEGIES, CONTINUED

- Explore the possibility of combining inventory management responsibilities within the Logistics Division.

Goal(s)/Call(s) for Action: VI/C, VII/A and E
Budget Impact: Resource neutral
Duration: Year 1 of 3
Budget Description: The first year will focus on identifying opportunities to combine inventory procurement and management within Logistics. Depending on the outcome, subsequent years will focus on development, testing, and implementation.
Partner(s): Supply, Fleet, Facilities, Information Technology, Communications, Finance

- **Evaluate benefits and opportunities to simplify and streamline ordering process** for customers while improving service and maintaining benefits realized through vendor direct ordering and delivery. A customer service position in Supply will provide a point of contact for the end user in support of the ordering system. This position will also allow for increased efficiency and consistency in procurement procedures, order management, and validation of coding within MUNIS. A major challenge of the current system is the complexity of ordering from multiple vendors and subsequent MUNIS entry; having a person available to assist the end-user and manage the order with an internal understanding will simplify the process while meeting procurement and materials management efficiencies within the Supply Department.

Goal(s)/Call(s) for Action: VI/4, VII/1, 2, 4
Budget Impact: Increase required
Duration: Year 1 of 1
Budget Description: Proof of concept, limited duration customer service/order assistance position filled.
Partner(s): Logistics, Finance, Integrated Operations



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	Actual Prior FY 2010	Actual Prior FY 2011	Budget Prior FY 2012	Budget Proposed FY 2013	Budget Approved FY 2013	Budget Adopted FY 2013
10220 General Fund						
5002 Salaries & Wages Nonunion	232,663	238,711	236,931	288,401	288,401	288,401
5004 Vacation Taken Nonunion	14,840	19,056	23,278	22,185	22,185	22,185
5006 Sick Taken Nonunion	5,464	6,037		4,437	4,437	4,437
5008 Personal Leave Taken Nonunion	1,386	1,519		1,902	1,902	1,902
5010 Comp Taken Nonunion	1,069	886				
5015 Vacation Sold	4,915	569	4,974	7,618	7,618	7,618
5021 Deferred Comp Match Nonunion	3,782	4,215	9,053	12,677	12,677	12,677
5054 Other/FTO Premium				104	104	104
5121 Overtime Nonunion	10,597	8,387	7,000	7,000	7,000	7,000
5201 PERS Taxes	51,369	51,955	54,328	68,727	68,727	68,727
5203 FICA/MEDI	20,057	20,512	21,515	26,341	26,341	26,341
5206 Worker's Comp	3,544	4,640	7,031	6,198	6,198	6,198
5207 TriMet/Wilsonville Tax	1,775	1,864	1,946	2,416	2,416	2,416
5208 OR Worker's Benefit Fund Tax	131	127	159	194	194	194
5211 Medical Ins Nonunion	33,417	32,508	35,618	41,723	41,723	41,723
5221 Post Retire Ins Nonunion	4,425	4,500	4,050	4,500	4,500	4,500
5230 Dental Ins Nonunion	4,328	4,120	4,514	5,284	5,284	5,284
5240 Life/Disability Insurance	3,210	2,955	3,347	4,859	4,859	4,859
5270 Uniform Allowance	51,357	319	900	625	625	625
5290 Employee Tuition Reimburse	958	1,083	1,215	1,080	1,080	1,080
Total Personnel Services	449,289	403,963	415,859	506,271	506,271	506,271
5300 Office Supplies	789	439	1,000	800	800	800
5301 Special Department Supplies	2,174	1,259	4,200	2,200	2,200	3,760
5305 Fire Extinguisher	52		60	200	200	200
5320 EMS Supplies	84					
5321 Fire Fighting Supplies	32,178		18,330	9,530	9,530	9,530
5325 Protective Clothing	21,531	104				
5330 Noncapital Furniture & Equip	1,514	2,135	730	130	130	130
5350 Apparatus Fuel/Lubricants	4,457	4,926	8,500	8,500	8,500	8,500
5361 M&R Bldg/Bldg Equip & Improv	3,804	751	11,694	14,620	14,620	14,620
5365 M&R Firefight Equip	21,673	377	400	500	500	500
5367 M&R Office Equip	1,103	1,240	1,344	1,344	1,344	1,344
5415 Printing	112		75	75	75	75
5416 Custodial & Bldg Services			2,696	2,606	2,606	2,606
5417 Temporary Services	26,519	36,448	24,000	6,600	6,600	6,600
5432 Natural Gas	5,022	5,408	4,000	4,000	4,000	4,000
5433 Electricity	6,339	5,482	6,500	6,790	6,790	6,790
5434 Water/Sewer	3,496	3,766	4,000	4,500	4,500	4,500
5436 Garbage	1,424	1,331	2,800	3,075	3,075	3,075
5461 External Training	39	380	1,195	1,495	1,495	1,495
5462 Travel and Per Diem	132		90	50	50	50
5484 Postage UPS & Shipping	2,731	1,673	4,779	2,379	2,379	2,379
5500 Dues & Subscriptions	1,560	1,315	555	555	555	555
5570 Misc Business Exp	138	63	300	300	300	300
5573 Inventory Over/Short/Obsolete	(3,809)	(787)	5,000	5,000	5,000	5,000

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	Actual Prior FY 2010	Actual Prior FY 2011	Budget Prior FY 2012	Budget Proposed FY 2013	Budget Approved FY 2013	Budget Adopted FY 2013
10220 General Fund						
5575 Laundry/Repair Expense	81,131	17,870	111,750	111,548	111,548	111,548
Total Materials & Services	214,191	84,180	213,998	186,797	186,797	188,357
Total General Fund	663,480	488,142	629,857	693,068	693,068	694,628
