

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 plans. 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 for the next several years, 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 accordingly, the plan is reviewed and updated annually. Planning factors include the extended order-to-receipt time of approximately eight months for fire engines and ladder trucks as the apparatus are constructed to District specifications; as well as apparatus deployment needs of Emergency 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. 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	2007-08 Actual	2008-09 Actual	2009-10 Budget	2010-11 Budget
Capital Outlay				
Contingency			\$500,000	\$500,000
Ending Fund Balance	\$612,210	\$1,144,518	1,158,181	1,148,629
Total Expenditures	\$612,210	\$1,144,518	\$1,658,181	\$1,648,629

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 and Apparatus Fund.

Apparatus	2010-11	2011-12	2012-13	2013-14	2013-14
Engines		\$1,650,000		\$1,100,000	\$1,100,000
Trucks			\$1,000,000		
Sqrts					
Rehabilitation Units	\$1,026,212				
Medic Units	174,000				200,000
Special Purpose	230,000		780,000		100,000
Tenders		900,000			
Total	\$1,430,212	\$2,550,000	\$1,880,000	\$1,100,000	\$1,300,000

Apparatus Fund, continued

OPERATING BUDGET

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

Apparatus	2006-07	2007-08	2008-09	2009-10
Engines	\$22,769	\$22,980	\$26,854	\$30,582
Trucks	23,585	38,910	42,490	49,800
Aerial Pumpers	37,340	34,196	41,668	44,500
Rescue Brush Rigs	17,429	13,232	8,326	10,190
Specialty ⁽¹⁾	6,100	6,487	5,479	5,980
Tenders	3,647	2,881	3,901	4,569

⁽¹⁾ Specialty includes Heavy Rescue, Tech Rescue, Hazmat, and Dive Rescue units.

These costs are budgeted within the Fleet Maintenance and fire stations, as well as with Finance, for the insurance premiums. The costs of maintenance depend upon the costs of actual repairs, actual mileage, fuel prices, and maintenance efforts. All of these costs have been significantly escalating. The engines are scheduled as replacement apparatus, and it is expected that all of the replaced apparatus will be designated as surplus equipment. Proceeds from the sale of apparatus are returned to this fund for utilization in future years.

Apparatus Fund

<i>Historical Data</i>			<i>Budget for Next Year 2010-11</i>			
Actual First Preceding Year 2007-08	Actual First Preceding Year 2008-09	Adopted Budget This Year 2009-10		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Board
			Resources			
\$433,051	\$612,210	\$1,140,179	Beginning Fund Balance	\$1,644,518	\$1,644,518	\$1,644,518
30,298	17,308	18,002	Earnings from Temporary Investments	4,111	4,111	4,111
148,861	15,000		Surplus Property Income			
	500,000	500,000	Transfer from Other Funds			
<u>\$612,210</u>	<u>\$1,144,518</u>	<u>\$1,658,181</u>	Total Resources	<u>\$1,648,629</u>	<u>\$1,648,629</u>	<u>\$1,648,629</u>
			Requirements			
			Capital Outlay			
		\$500,000	Contingency	\$500,000	\$500,000	\$500,000
<u>\$612,210</u>	<u>\$1,144,518</u>	<u>1,158,181</u>	Reserved for Future Expenditures	<u>1,148,629</u>	<u>1,148,629</u>	<u>1,148,629</u>
<u>\$612,210</u>	<u>\$1,144,518</u>	<u>\$1,658,181</u>	Total Requirements	<u>\$1,648,629</u>	<u>\$1,648,629</u>	<u>\$1,648,629</u>

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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 personal 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	2007-08 Actual	2008-09 Actual	2009-10 Budget	2010-11 Budget
Capital Outlay	\$806,500	\$2,686,145	\$3,547,639	\$4,774,041
Contingency			3,415,528	2,811,763
Reserved for Future	6,003,849	6,108,620	2,215,036	1,865,391
Total Expenditures	\$6,810,349	\$8,794,765	\$9,178,203	\$9,451,195

2010-11 SIGNIFICANT CHANGES

Because this fund is utilized to account for the “operating” equipment needed to operate the fire departments, 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 such as the self-contained breathing apparatus (SCBA), thermal imager’s, and approved new items. Furnishing for the new command center, which will function as the District’s Command and Business Operations Center, and as well, the Central Operating Division headquarters, are included. Other significant items in the 2010-11 capital budget include a four-cell multi-use burn prop, firefighting, emergency medical, and communications equipment to outfit new apparatus and response vehicles, and ERP estimated software purchase costs.

The District had planned to use the hosted service model for the ERP software being implemented in phases through fiscal year 2010-11, and then bring the software in house to a self-hosted model at the time it was expected to coincide with a move to a constructed Command and Business Center at the Station 56 site. Because the economy allowed the purchase of a constructed building in the center of the District in late fiscal year 2009, the District is ready to bring the software in house sooner than originally anticipated and has budgeted placeholder amounts for the software and hardware needed to effect this change in 2010-11. Negotiations are occurring presently.

Capital Improvements Fund

<i>Historical Data</i>			<i>Budget for Next Year 2010-11</i>			
Actual Second Preceding Year 2007-08	Actual First Preceding Year 2008-09	Revised Budget This Year 2009-10	Resources	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Board
\$3,938,607	\$6,003,849	\$6,400,338	Beginning Fund Balance	\$6,326,338	\$6,326,338	\$6,326,338
7,745	30,266		Surplus Property Income			
228,981	115,112	105,656	Interest Income	15,503	15,503	15,503
52,516	63,038		Grants and Donations			
2,582,500	2,582,500	2,672,209	Transferred from Other Funds	3,109,354	3,109,354	3,109,354
\$6,810,349	\$8,794,765	\$9,178,203	Total Resources	\$9,451,195	\$9,451,195	\$9,451,195
			Requirements			
			Capital Outlay			
\$113,651	\$368,879		Vehicles and Apparatus	\$108,500	\$108,500	\$108,500
4,155		\$125,000	Training Center Props	277,000	277,000	277,000
44,115	136,595	1,205,252	Firefighting Equipment	2,054,094	2,054,094	2,054,094
3,683	5,751	68,520	Emergency Medical Equipment	59,881	59,881	59,881
17,948	19,082	303,635	Office Equipment	1,294,012	1,294,012	1,318,602
32,057	35,936	80,144	Building Equipment/Improv	14,975	14,975	26,975
14,717	35,877	52,927	Physical Fitness Equipment	24,500	24,500	24,500
4,588	25,355		Shop Equipment	5,000	5,000	5,000
250,095	1,403,738	553,321	Communications Equipment	24,299	24,299	24,299
153,693	182,847	478,408	Data Processing Software	709,787	709,787	694,120
167,798	472,085	680,432	Data Processing Equipment	175,070	175,070	181,070
806,500	2,686,145	3,547,639	Total Capital Outlay	4,747,118	4,747,118	4,774,041
		3,415,528	Contingency	2,838,686	2,838,686	2,811,763
806,500	2,686,145	6,963,167	Total Expenditures	7,585,804	7,585,804	7,585,804
6,003,849	6,108,620	2,215,036	Reserved for Future Expenditures	1,865,391	1,865,391	1,865,391
\$6,810,349	\$8,794,765	\$9,178,203	Total Requirements	\$9,451,195	\$9,451,195	\$9,451,195

Capital Improvements Fund

5603 RTC Training Props

22402 Training/Supply - Cap Imp Fd

Core Fire Training Prop	Finish the second of the three phases of the Core Fire Prop; \$125,000 in FY09-10, \$149,000 in FY 10-11, and \$142,000 in 11-12.	149,000
Carry forward of Phase I of CFBT Burn Prop	Purchase and installation of a four-cell multi-use burn prop to support the Controlled Fire Burn Training (CFBT) Program. This prop would be housed at the Training Center. Project not expected to be completed as budgeted in 2009-10 and is requested to be carried forward to FY 2010-11.	125,000
Smoke Machine and Piping	To replace North Training Tower equipment.	3,000
	Total	277,000

5610 Building & Bldg Improv

22053 Station 53 - Cap Imp Fd

New Station: EMS Room & Shop	Shelving, countertops, storage cabinets.	6,000
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22058 Station 58 - Cap Imp Fd

New Station: EMS Room & Shop	Shelving, countertops, storage cabinets.	6,000
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22402 Training/Supply - Cap Imp Fd

Fischer Tower permanent ladders	Attach permanent ladders to the Fischer Tower.	10,975
Lighting ballasts and TB tubes at South Training Center Maintenance Shop	Conservation of energy and increased sustainability.	4,000
	Total	26,975

5615 Vehicles & Apparatus

22571 Fleet Maint - Cap Imp Fd

Staff vehicle addition - Fleet Maintenance field service truck	External service item. Field service truck for outside agency support of apparatus repairs. This vehicle will be staffed by the limited duration technician.	40,000
Pool vehicle capital replacement	Replace three pool vehicles with one used multipassenger 4x4 vehicle (SUV).	28,500
Staff Vehicle addition - SCBA field service truck for Respiratory Protection Program	Request to add a field service truck to the fleet for SCBA repairs performed in the field. This added service will enhance the SCBA program by implementing rapid response to the stations and crews with air pack failures and service needs.	22,000
Equipment for additional Fleet Maintenance field service truck.	Setup equipment including brackets, fabrication of tool and parts compartments, onboard compressed air system and decals for proposed new service truck	10,000
Equipment for additional SCBA field service truck for Respiratory protection Program	Setup equipment including canopy, slide out bed, fabrication, brackets, and decals.	8,000
	Total	108,500

Capital Improvements Fund, continued

5620 Firefighting Equip

22170 Logistics Admin - Cap Imp Fd

SCBA Packs (265 @ \$4,978)	Replacement of the District's SCBA packs originally purchased in 1997.	1,319,170
Spare SCBA Bottles (198 @ \$879)	Spare bottles that meet the specifications of the requested new SCBA packs.	174,042
Crew Communications Equipment (137 @ \$1137.50)	SCBA mask voice amplifiers for louder, clearer communications.	155,838
Bail Out Bags (350 @ \$265)	Rope deployment system that allows a firefighter to escape a multi-story structure.	92,750
Remote Breathing Air System	Mobile air cart used to supply low pressure breathing air to members of the Technical Rescue Team while working in confined spaces.	48,815
RIT Packs (18 @ \$1,905)	Rapid Intervention Team packs that meet the specifications of the requested new SCBA packs.	34,290
Posi-Check Flow System Test Device	Evaluates the operational fitness of SCBA through dynamic tests and functional checks against NIOSH and NFPA performance criteria.	11,369

22200 Int Ops Admn - Cap Imp Fd

Thermal Imagers (10 @ \$7,500)	The District had 19 Eagle Imager II models in inventory. In July 2009, this model of TI no longer became servicable by the vendor/manufacturer. New Thermal Imagers were purchased in FY08-09; however, all but two of those have now gone into service to replace non-repairable Eagle Imager IIs. Of the original 19, there are nine Eagle Imager IIs in-service - seven of these models failed and went out of service in FY10-11 (3 had failed in the previous FY). Requesting funds for ten Thermal Imagers to replace failing Eagle Imager IIs. If all Eagle Imagers were to fail in FY10-11, ten additional units would provide replacements and leave three to be used as loaners when a unit is sent in for repair.	75,000
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22220 Supply - Cap Imp Fd

Turnout sets for line personnel	Replace 100 back-up sets that fail NFPA requirements as requested and outlined in Operations budget request.	107,500
100' sections of 5" hose (25 @ \$790)	Hose replacement	19,750
50' sections of 5" hose (10 @ \$515)	Hose replacement	5,150
25' sections of 5" hose (8 @ \$340)	Hose replacement	2,720
100 foot sections of 1.5" forestry hose (15 @ \$175)	Hose replacement	2,625
50' sections of 1.5" hose (20 @ \$120)	Hose replacement	2,400
50' sections of 2.5" hose (10 @ \$155)	Hose replacement	1,550
100' sections of 1" lightweight booster hose (3 @ \$375)	Hose replacement	1,125

Total 2,054,094

Capital Improvements Fund, continued

5625 EMS Equip

22170 Logistics Admin - Cap Imp Fd

Oxygen Fill Stations (2 @ \$9,800)	System to fill high pressure oxygen bottles in current inventory.	19,600
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22402 Training/Supply - Cap Imp Fd

Rescue Mannequins (2 @ \$1,800)	In FY 09-10, 2 mannequins were purchased for the South Training Center; these two are for the North Training Facility.	3,600
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22421 EMS/Health/Well - Cap Imp Fd

Power Cot Stretcher/Stryker Power Pro (2 @ \$11,649)	Power Cots to assist lifting/moving of patients. This equipment provides mechanical lifting of patients' weight while loading/unloading and when raising/lowering the cot on scene. These two stretchers will match the stretcher purchased last year and standardize them on the three frontline medic units. Use of these units will lower the number of crew injuries (local ambulance companies report a 40% reduction in their injuries due to this stretcher).	23,299
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Bariatric Stretcher, Stryker Model 6083	Bariatric ambulance stretcher to use with ramp/winch system in Medic units. This stretcher will allow safe movement and transport of morbidly obese patients and lessen lifting injuries that occur while lifting patients into the Medic unit. This stretcher is industry standard and can be used when local ambulance bariatric units are not available. The number of District bariatric patients has increased >140% since 2000 and patient size is also dramatically heavier. Specialized equipment is needed and completes the bariatric loading package already purchased by the District.	7,946
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Stryker Tracked Stair Chair, Model Stair Pro 6252 (2 @ \$2,718)	To safely move patients, including morbidly obese patients, down stairs and hallways. Use would lower injury risk to patients and crewmembers. Many documented crew injuries have occurred during movement down stairs, landings, negotiating narrow hallways, etc., which can be prevented with use of a stair chair. Injuries prevented will pay for these items in a very short time, likely in the first year.	5,436
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Total	59,881
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5630 Office Equip & Furn

22034 Station 34 - Cap Imp Fd

New Station: Office	Desks, workstations, cabinetry.	8,500
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22053 Station 53 - Cap Imp Fd

New Station: Training Room	Tables, chairs.	2,340
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22058 Station 58 - Cap Imp Fd

New Station: Office	Desks, workstations, cabinetry.	8,500
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New Station: Community Room	Tables, chairs.	5,250
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22160 Central Int Ops - Cap Imp Fd

Office furniture and equipment for Dartmouth building - Central Division	Furnishings for the entire Command and Business Operations Center under US Communities Contract and bid process	1,278,173
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Capital Improvements Fund, continued

5630 Office Equip & Furn

22402 Training/Supply - Cap Imp Fd

Ops Tech Office Improvements	The remodel will make this work space more functional for the Ops Tech, and will provide the new SCBA Tech a designated record keeping area and office work space. Includes installation.	6,505
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22451 Media Services - Cap Imp Fd

Apple edit systems (2 @ \$4,667)	The Apple edit systems are needed to replace existing systems more than seven years old. These systems have experienced greater technical issues over the past few years and are no longer supported on their current platform.	9,334
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Total	1,318,602
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5640 Physical Fitness Equip

22160 Central Int Ops - Cap Imp Fd

Exercise equipment	Based on layout and specifications	9,500
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22421 EMS/Health/Well - Cap Imp Fd

<p>Fitness Equipment (allows for the purchase of standard equipment that is not in all locations, e.g.: Functional Trainers, Versa Climbers, Bosu Balls, TRX, etc.) Actual purchase is based upon location and variation of equipment that can be purchased.</p>	<p>Currently, the Peer Fitness Trainer equipment committee is working towards developing a "standard" cache of fitness equipment. They will also work to develop a long-term replacement strategy with the assistance of the maintenance vendor. Cardiovascular disease is the number one killer of firefighters; equipment that emphasizes cardiovascular fitness is critical in any firehouse fitness room. Current replacement equipment includes the Versa Climber; which is a device that simulates the critical skill of climbing ladders. This type of workout not only stresses the cardiac muscle, but the musculature in the shoulders, lats, forearms, thighs, hamstrings, and calves. A second piece of equipment is called the Glide Functional Trainer (GFT). It is one of the most efficient machines on the market for targeting multiple muscle groups in a single apparatus. This GFT singlehandedly replaces several single-use fitness equipment such as the bench press, pec deck, lat pull down, bicep curl, and shoulder raise machines. Not only does the machine target multiple muscle groups, it simulates many firefighter specific tasks such as breaching a door, swinging an ax, lifting equipment overhead, and pulling equipment. Bosu trainers emphasize balance. Balance is a critical element of several firefighting and EMS tasks. Considerable balance must be maintained when climbing in and out of an apparatus, walking on unstable surfaces such as roofs, climbing ladders, and carrying equipment to and from the fire/EMS scene. Bumper plates and barbells are used to develop dynamic strength. Many firefighting tasks such as pulling a charged hose, manipulating equipment such as saws and axes, or pulling a ladder from an apparatus require enormous amounts of dynamic strength. Bumper plates and barbells strengthen the muscles in the upper and lower body, core, and grip.</p>	15,000
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Total	24,500
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Capital Improvements Fund, continued

5645 Shop Equipment

22571 Fleet Maint - Cap Imp Fd

Replacement of Shop A/C machine	The Shop A/C machine is used to test apparatus A/C systems every time a unit is in for service. Due to age and length of service, this machine is becoming more difficult to keep in service due to frequent break downs.	5,000
		Total
		5,000

5650 Communications Equip

22175 Communications - Cap Imp Fd

Communication equipment for two Rehab units: OMG (2 @ \$3,500), antennas and hardware (2 @\$650), FireCom system (2 @ \$2,360), additional FireCom headset (2 @\$550)	Necessary communications equipment to deploy Rehab units.	14,120
Communications equipment for the Medic unit: OMG (\$3,5000) antennas and hardware (\$1,180)	Necessary communications equipment to deploy Medic unit.	4,680

22626 Dive Rescue - Cap Imp Fd

Rapid Deployment Rescue Craft	Replacement of inflatable craft due to age and wear.	3,900
Submersible communications E=equipment	Provides in water communications when in potential IDLH environments.	1,599
		Total
		24,299

5655 Data Processing Software

22155 North Int Ops - Cap Imp Fd

Preplan outsourcing and development with Mapping Solutions, Inc., (750 hrs. @ \$95 and 750 hrs. @ \$75)	Preplan outsourcing with MSI. Only 100 preplans were budgeted in FY10, which was not nearly enough. The average of five hours field and drafting work was short as well. Production of preplans was stopped at the end of December 2009 due to funding. There are 116 occupancies on the "new" preplan list to complete and staff has started revising the preplans that were first developed five and six years ago. Those preplan that need minor editing are done with no cost by the GIS Technician and the Response Aids coordinator. But many of these older preplans require field work and major changes. MSI charges \$95.00 per hour for field survey work and \$75.00 per hour for drafting services. These times are estimated and averaged per preplan and actual times will vary depending on the complexity of the occupancy. 150 preplans x 6 hours field survey @ \$95; 150 preplans x 6 hours drafting @ \$75.	153,000
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22215 Info Tech - Cap Imp Fd

MUNIS Modification Contingency	The majority of Phase 2 and 3 of the MUNIS implementation will be completed in FY11. Experience with Phase 1 has taught us that we should expect to discover a few areas where we need to request a modification. Since Phase 2 is HR and Payroll, and they are both more complicated than the Core Financials, we should expect to experience the need for a modification. PM Jones is not certain if Finance will want to budget for this possibility or use contingency funds if there is a need.	20,000
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Capital Improvements Fund, continued

5655 Data Processing Software

MUNIS - Tyler Technologies for consulting and training days (\$16,000)	Travel and per diem days reimbursement for the MUNIS Implementation project as per the Tyler Technologies Contract for Phase 2 & 3. This is estimating the number of consulting and training days in FY11. Adds to cost of software purchase/capitalizable	16,000
MUNIS Payroll 401a Modification	This modification is part of the original Tyler contract. This is a very TVF&R specific payroll issue that MUNIS would not handle without this modification. This impacts both Union and Non-Union employees. As with all of this type of customization, the District will owe 50% upon signing the Client Specifications and 50% after delivery and a 30-day test period. It is not known whether this modification will occur in FY10 or FY11. This item is a placeholder for a carryover.	12,000
TeleStaff license and Web access license for additional 50 users (TeleStaff license: \$7,500; Web Access License: \$2,500).	the current license is at 385 of its 400 users. Even with retirements and some general cleanup of deleting users who no longer need access, the inclusion of pre-career members and the possible addition of SAFER FTEs meet the limit. This would also include potential additions of WCFD#2 members.	10,000
VMWare backup and replication software	the current backup solution is not VMWare "aware" and thus, has the disadvantages of having slower total backup time and it does not allow for easy and fast replication to offsite disk storage (limited to write to tape storage). This solution has been tested in the District's live environment and has proven to be a great fit for the offsite data recovery plan.	9,000
ShoreTel conference bridge ports	Add 12 additional conference bridge ports to the ShoreTel Conferencing Bridge server. Only available in packs of 12. The system came with 12 ports. These are voice and web access ports (used for either a bridged conference call with audio only or a WebEx type session allowing for audio combined with a web-based presentation). Useful for the Training Division's plans to bring training to Line personnel as well as future Munis training. This is a one time fee, not a yearly license requirement. Maximum ports available on the system are 48.	9,000
HP PolyServe Base Utility	PolyServe is a software solution that will allow for two file servers to point at the same storage target while allowing load balancing. Provides the ability to maintain live failover for access to the District's largest file shares such as User (P:), Department (S:), and Opentoall (O:). Eliminates a single point of failure.	7,200
CBOC - ShoreTel site licenses	Site licensing for VoIP.	5,000
MUNIS Tyler Forms Configuration and Library	Tyler Forms configuration and installation for Phases 2 & 3.	3,700
MUNIS Inventory Module Modification RFQ#4815	This is the second half of this modification cost. The first half was paid in FY10. This modification is a required change to the Inventory Module. It will allow printing of the Primary and Secondary vendor part numbers on POs. Without this modification, the only work around would be a laborious manual entry process.	2,250
MUNIS Software Licenses	Software purchases for the MUNIS modules that are covered under the ASP agreement with a 20% discount with consulting, training, and conversion credits, and other credits as part of the negotiated migration agreement. (A high of \$562,132 Tyler Proposal or \$434,755 District proposal) This is an overall total that includes, 4Js site license, 4Js software maintenance, Annual Support for MUNIS software, Disaster Recovery services, OSDBA support,	308,720

Capital Improvements Fund, continued

5655 Data Processing Software

Travel and per diem reimbursement for Munis software implementers and trainers/capitalize to cost of software	Already included in the Logs Admin budget @ \$16,000, but I'm estimating this could be more in the this migration. Please increase by \$4,000	4,000
MUNIS Software Licenses	20 consulting days @ \$1,275 and 50 training days @ \$1,175 to bring MUNIS software on line	84,250
Data transfer services to transfer from ASP to Self-Hosted	MUNIS	9,000
Professional Services	Conversion services for the remaining conversions.	18,000
4Js site license	MUNIS	23,000
		Total 694,120

5660 Computer Equip

22215 Info Tech - Cap Imp Fd

Hardware costs	Estimated costs for electronic archiving project.	50,000
CBOC - Network switches for the second floor (4 @ \$6,000)	48-port Juniper network switches installed in the second floor Communications closet. This item requires maintenance request in 10215/5368.	24,000
CBOC - Network switches for the first floor (3 @ \$6,000)	48-port Juniper network switches installed in the first floor Communications closet. This item requires maintenance request in 10215/5368.	18,000
CBOC - Network switches for the third floor (3 @ \$6,000)	48-port Juniper network switches installed in the third floor Communications closet. This item requires maintenance request in 10215/5368.	18,000
Server hardware refresh (2 @ \$6,500)	As the oldest servers in production reach seven to eight years old by the end of FY11, the cost to support this hardware increases. This item will remove this generation of servers from production by the end of FY11. Of the five left in production, three will be virtualized (webjet01, itool, and apollo) and two will be refreshed with new hardware (tvfrdc4 & telestaff02).	13,000
CBOC - Core network switches for data center (2 @ \$5,000)	24-port Juniper network switches installed in the data center. This item requires maintenance request in 10215/5368.	10,000
CBOC - Estimated hardware needs	Computers and monitors still to be determined for conference rooms, front desk display, Board Room, etc.	10,000
Inventory device for Supply	Proof of concept. A mobile device to support the data entry required for MUNIS to manage inventory in Supply. Needs to be powered and available to use throughout the warehouse. Needs a flat surface on the cart to set a box or product so the user would not need to bend over or reach up as they are working with products. Also, this setup could be used to process walk-in service requests. This request is considered proof of concept. Without MUNIS in place at the time of budget preparation, it is difficult to be specific about what technology is needed to meet this need. IT recommends that the funds be available and once MUNIS is deployed, further research would be completed to determine the best solution.	7,500
Laptop and mounting bracket for Fleet (1 @ \$3,300 for Toughbook; 1 @ \$500 for mounting bracket)	Enables Fleet to put an additional technician in the field. Performs electronic diagnostics of apparatus, administrative functions, Internet search for parts and service manuals. Air card requested in 10175.	3,800

Capital Improvements Fund, continued

5660 Computer Equip

Server for heart monitor data collection	It is a District priority to use real time data on scene, closer to the point of service. This is an ongoing project with IT and EMS. Remote collection of data from the Philips Heart Monitors will require a dedicated server. Data collection for the ROC study has halted, but EMS needs to collect data for a variety of quality inspections, training, and performance reviews. No upgrade of Phillips heart monitors expected in FY11; however, this budget item provides a server to test uploading of this data as work with the vendor continues to provide a District-wide solution, likely purchased in FY12. This budget item is for the physical server. A separate line item in 10215/5340 for the Windows server license is required if this item is approved.	3,500
Laptops with warranty for testing Fire Studio 4.1 (2 @ \$1,450)	Laptops purchased in FY10 have been tested for compatibility with this software and are found not to perform well when building training scenarios. Laptops for the Battalion Chiefs to support CFBT and assist with promotional testing. The software requires a video card with a discrete graphics chipset. Typically commercial laptops have integrated video chipsets. For testing period, two will suffice, although three are (one for each BHQ).	2,900
Laptop for Facilities technician with docking station for office use (laptop @ \$1,000; docking station @ \$370)	Proof of concept. This request would provide one laptop (office style) and docking station to test in the field. The laptop would replace the selected technician's desktop, which would be returned to IT support pool. This would allow the Facilities Manager to measure the savings realized by allowing the technicians to perform work normally only available from being in front of the computer in an office or at the station. Would allow technician to access work orders, emails, research, query inventory, and other applications while in the field. The use will be monitored and efficiencies tracked before suggesting that Toughbooks be recommended for purchase for the entire Facilities staff in the following budget year. Air card requested in 10175.	1,370
Laptop for the limited duration mechanic requested for the new External Fleet Service program	Add 1 laptop for the limited duration mechanic requested for the new External Fleet Service program 1 @ \$1000	1,000
HP-UX server hardware (1 @ \$18,000)	Hardware to replace (2) HP-UX servers that will not supported by HP after June 2013. Informix DB will be upgraded and Ifas data will be available to Finance on an as needed basis. Allows IT to maintain Ifas data with hardware and DB support for 3 years from the time the hardware is purchased.	18,000

Total 181,070

Total Capital Improvements Fund 4,774,041

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	2007-08 Actual	2008-09 Actual	2009-10 Budget	2010-11 Budget
Personnel Services	\$31,862	\$32,921	\$46,179	\$47,912
Materials and Services	3,954	4,232	9,069	9,107
Total Expenditures	\$35,816	\$37,153	\$55,248	\$57,019

PERSONNEL SUMMARY

Position	2007-08 Actual	2008-09 Actual	2009-10 Budget	2010-11 Budget
Emergency Management Director	1.00	1.0	1.00	1.0
Total Full-Time Equivalents (FTE)	1.00	1.0	1.00	1.0

2010-11 SIGNIFICANT CHANGES

Personnel Services reflects annual wage and benefit increases for the Director.

STATUS OF 2009-10 SERVICE MEASURES – (AS APPROVED BY THE OCEM BOARD)

- **Lead efforts in Washington County to design and conduct a wind storm exercise in the spring of 2010.**
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 2010 exercise and implementation of the post-exercise corrective action plan by June 30, 2010.
Status or Outcome: Organized a countywide wind storm exercise consisting of a common scenario and a number of separate agency tabletop exercises. Prepared agency and countywide after action reports and developed appropriate improvement plans.

Emergency Management Fund, continued

STATUS OF 2009-10 SERVICE MEASURES, CONTINUED

- **Continue implementation of the incident and emergency management guidelines and recommendations** developed by the Washington County Incident Management Enhancement Taskforce 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, 2010, with a focus on implementation of Type 3 Incident Management Teams, operation and administration of the MAC Group and TAG, and conduct of field and EOC staff training.

Status or Outcome: Finalized format and language for MAC Group Compact and received approval from the OCEM Board. Began high level briefings of OCEM and other agency staffs to solicit participation in the MAC Group. Finalized format and content of the IMT Program Charter. Reconvened the TAG and began developing a work plan for longer term implementation of the IMET Report recommendations. Conducted second beta offering of the Washington County Emergency Response System course.

- **Continue rewrite of the Washington County Emergency Operations Plan**, with the focus for fiscal year 2009-2010 being on the resource management, hazardous materials, fire, and EMS annexes and the flood and Scoggins Dam failure appendices.

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, 2010: Resource Management Annex; HazMat Annex; Fire Resource Management Annex; EMS Resource Management Annex; Flood Appendix; and Dam Failure Appendix.

Status or Outcome: Due to shifting priorities and opportunities, completed or updated the following County EOP annexes and appendices – Shelter and Care Annex; Catastrophic Mass Reception Annex; Emergency Volunteer Management Annex; Disaster Mental Health Annex; HazMat Annex; Communications Annex; Dam Failure Appendix

- **Manage contract study of countywide Citizen Corps Program management** and facilitate implementation of study recommendations.

Goal(s): III
Service Type(s): Essential
Measured By: Completion and acceptance of a countywide study looking at how Citizen Corps programs are managed and operated countywide and development of a plan to implement study recommendations, which will enhance program management and citizen involvement.

Status or Outcome: Convened project team and developed scope of work and RFP to obtain contract support. Hired contractor and supported project work. Took delivery of project report and recommendations. Developed proposal for implementation of the project recommendations for presentation to the OCEM Board and other agency managers.

Emergency Management Fund, continued

STATUS OF 2009-10 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): 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: The scope and complexity of the spring 2010 exercise was less than initially envisioned, so benefit to the OCEM agencies was reduced. The reduction in scope was driven by a need to exercise many new EOC staff at a lower level of complexity as well as to accommodate several non-OCEM agencies desiring to conduct tabletop exercises.

- **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), developing and implementing Type 3 Incident Management Teams (IMT), and delivering the Washington County Emergency Response System Course countywide.

Goal(s): III
Budget Impact: OCEM partner agency staff commitment to training delivery, attendance of emergency response system courses, and participation in the Type 3 IMT program will require additional training funds. Some costs for deployment of the Type 3 teams may be recoverable.
Duration: Year 2 of 5
Budget Description: As 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: Progress in implementing the IMET Report recommendations slowed over the year due to challenges in crafting a MAC Group governance document, turnover of key personnel, and time commitments to H1N1 flu response operations. Federal release of new Type 3 IMT training standards also undermined support for local Type 3 teams.

Emergency Management Fund, continued

STATUS OF 2009-10 CHANGE STRATEGIES, CONTINUED

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

Goal(s):	III
Budget Impact:	None, although could potentially reduce District costs through more effective management and delivery of programs supported by the District
Duration:	Year 1 of 3
Budget Description:	Contract study funded with homeland security grant funds managed by Washington County
Partner(s):	OCEM partner agencies, other local governments currently operating Citizen Corps programs
Status or Outcome:	The contract study of how OCEM and other local agencies are managing and coordinating the primary Citizen Corps programs produced recommendations that will be evaluated and acted on in the next fiscal year. Minimally, the project succeeded in getting all program managers together to coordinate their work and greatly expanded the knowledge of agency executives relative to program operations, challenges, and opportunities.

ADDITIONAL 2009-10 ACCOMPLISHMENTS

- Responded to the H1N1 flu outbreak in concert with county, regional, and state public health agencies. Activated and staffed the County EOC for two months to organize and support mass immunization clinics. Clinics provided H1N1 vaccine to over 7,000 citizens across the county.
- Coordinated Washington County participation in the Urban Areas Security Initiative (UASI) grant program. Supported completion of a regional program and capability review, development and submission of the FY10 grant application, and implementation of funded projects.
- Coordinated the countywide application process for FY10 Homeland Security Grant Program funds. Met with the grant team, gathered agency input on projects and priorities, developed the countywide application, and compiled and submitted environmental and historic preservation documentation for all county projects.
- Worked with the USDA's Farm Service Agency to secure an agricultural emergency declaration from the Washington County Board of Commissioners for a hard freeze that occurred in early December 2009. Obtained the declaration and forwarded it to the state for consideration by the Governor.

Emergency Management Fund, continued

2010-11 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 2011.**
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 2011 exercise and implementation of the post-exercise corrective action plan by June 30, 2011.

- **Continue implementation of the incident and emergency management guidelines and recommendations** developed by the Washington County Incident Management Enhancement Taskforce 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, 2011, with a focus on enhancing the use of unified command and integrated operations on-scene, operation and administration of the MAC Group and TAG, and conduct of field and EOC staff training.

- **Develop and manage a contract to update Incident Command System (ICS) section-specific courses** used for training of OCEM and other agency EOC staffs.

Goal(s): III, VI
Service Type(s): Mandatory
Measured By: Acceptance of course materials for the ICS Operations and Planning sections and subsequent course delivery to OCEM and other agency EOC staffs by June 30, 2011.

- **Continue rewrite of the Washington County Emergency Operations Plan**, with the focus for fiscal year 2009-2010 being on the debris management, urban search and rescue, and animals in disaster 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, 2011: Debris Management Annex; Urban Search and Rescue Annex; and Animals in Disaster Annex.

- **Evaluate options and recommendations stemming from the contract study of countywide Citizen Corps Program management** and adopt and implement the preferred option.

Goal(s): III
Service Type(s): Essential
Measured By: Development and adoption of a plan to implement the study recommendations, which will enhance Citizen Corps program management and citizen involvement.

Emergency Management Fund, continued

2010-11 SERVICE MEASURES, CONTINUED

- **Manage contract to develop an intelligence and information-sharing protocol** and coordinate its adoption and use.

Goal(s): III
Service Type(s): Essential
Measured By: Completion and acceptance of a countywide intelligence and information-sharing protocol and use of the protocol by OCEM and other local agencies.

2010-11 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): 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: Recurring
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): 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 3 of 5
Budget Description: As 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

Emergency Management Fund, continued

2010-11 CHANGE STRATEGIES, CONTINUED

- **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): III
Budget Impact: OCEM partner agency commitment to funding a contracted update of ICS section-specific courses and EOC staff commitment to participation in the courses.
Duration: Year 1 of 2
Budget Description: Once the course rewrites are completed, expect modest increases in overtime costs for both training delivery and training attendance.
Partner(s): OCEM partner agencies

- **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): III
Budget Impact: None
Duration: Year 2 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

- **Enhance District, served agency, and other partner preparedness for catastrophic and unforeseen events** through more effective and efficient sharing of law enforcement, public health, homeland security, and other program intelligence/information.

Goal(s): III
Budget Impact: None
Duration: Year 1 of 1
Budget Description: Contract project funded with homeland security grant funds managed by Washington County.
Partner(s): OCEM partner agencies, other local governments

Emergency Management Fund

<i>Historical Data</i>			<i>Budget for Next Year 2010-11</i>			
Actual Second Preceding Year 2007-08	Actual First Preceding Year 2008-09	Adopted Budget This Year 2009-10	Resources	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Board
\$35,816	\$37,153	\$55,248	Operating Transfers In	\$57,019	\$57,019	\$57,019
\$35,816	\$37,153	\$55,248	Total Resources	\$57,019	\$57,019	\$57,019
\$31,862	\$32,921	\$46,179	Requirements			
3,954	4,232	9,069	Personnel Services	\$47,912	\$47,912	\$47,912
			Materials and Services	9,107	9,107	9,107
\$35,816	\$37,153	\$55,248	Total Requirements	\$57,019	\$57,019	\$57,019

Grants Fund

Fund 25 • Special Revenue Fund Type

FUND DESCRIPTION

This fund has been created to account for the significant volume of grant funds awarded to the District. Due to the sizeable volume of these grants, the fund was created to separately account for and manage the flow of funds and associated audit requirements.

BUDGET SUMMARY

Expenditures	2007-08 Actual	2008-09 Actual	2009-10 Budget	2010-11 Budget
Personnel Services				\$1,219,221
Materials and Services			\$100,000	30,000
Capital Outlay	\$88,732	\$3,534	1,600,000	20,750
Ending Fund Balance	10,733	90,544		
Contingency				100,000
Total Expenditures	\$99,465	\$94,078	\$1,700,000	\$1,369,971

GRANT DESCRIPTIONS

In 2010-2011, SAFER grant funding for nine firefighters and two Battalion Chiefs is budgeted. The District applied for the grant in fiscal year 2010, and is waiting for notification.

An additional grant for information technology was applied for in the amount of \$30,750, and \$20,000 for a Hazardous Materials grant project is also budgeted.

Grants Fund

<i>Historical Data</i>			<i>Budget for Next Year 2010-11</i>			
Actual Second Preceding Year 2006-07	Actual First Preceding Year 2007-08	Adopted Budget This Year 2008-09	Resources	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Board
	\$90,564		Beginning Fund Balance	\$90,555	\$90,555	\$90,555
\$99,465	\$3,524	\$1,380,000	Grant Revenue	1,185,802	1,185,802	1,185,802
		320,000	Surplus Property Income			
			Operating Transfers In	93,614	93,614	93,614
\$99,465	\$94,088	\$1,700,000	Total Resources	\$1,369,971	\$1,369,971	\$1,369,971
			Requirements			
		\$100,000	Personnel Services	\$1,219,221	\$1,219,221	\$1,219,221
\$88,732	\$3,534	1,600,000	Materials and Services	30,000	30,000	30,000
			Capital Outlay	20,750	20,750	20,750
88,732	3,534	1,700,000	Operating Contingency	100,000	100,000	100,000
10,733	90,554		Total Expenditures	1,369,971	1,369,971	1,369,971
			Reserved for Future Expenditures			
\$99,465	\$94,088	\$1,700,000	Total Requirements	\$1,369,971	\$1,369,971	\$1,369,971

Retiree Medical Insurance Stipend Fund

Fund 46 • 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. The District changed from the prior plan, which made a \$100 or less contribution 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, and was replaced with a defined contribution plan, which pre-funds employees' post employment benefits during their employment. The current plan allows investment returns to help pay for future costs.

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, 2002, 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.

BUDGET SUMMARY

Expenditures	2007-08 Actual	2008-09 Actual	2009-10 Budget	2010-11 Budget
Personnel Services	\$111,776	\$93,054	\$110,103	\$110,103
Ending Fund Balance	214,327	211,273	177,173	185,163
Total Expenditures	\$326,103	\$304,327	\$287,276	\$295,266

Retiree Medical Insurance Stipend Fund

Historical Data

Actual Second Preceding Year 2007-08	Actual First Preceding Year 2008-09	Adopted Budget This Year 2009-10
\$231,045	\$214,327	\$201,275
9,249	4,200	2,716
85,809	85,800	83,285
\$326,103	\$304,327	\$287,276

\$111,776	\$93,054	\$110,103
214,327	211,273	177,173
\$326,103	\$304,327	\$287,276

Resources

Beginning Fund Balance
Earnings from Investments
Transfer from Other Funds

Total Resources

Requirements

Post Employment Health Program
Unappropriated Ending Fund Balance

Total Requirements

Budget for Next Year 2010-11

Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Board
\$211,273	\$211,273	\$211,273
708	708	708
83,285	83,285	83,285
\$295,266	\$295,266	\$295,266

\$110,103	\$110,103	\$110,103
185,163	185,163	185,163
\$295,266	\$295,266	\$295,266