



PORTLAND FIRE & RESCUE



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April 15, 2011

To: Mayor Sam Adams
Commissioner Nick Fish
Commissioner Amanda Fritz
Commissioner Dan Saltzman

From: Commissioner Randy Leonard 

Re: Portland Fire & Rescue (PF&R) 2011 Spring BuMP Submittal

PF&R's 2011 Spring BuMP submittal includes the Business Area Projection Report, Budget Amendment Requests, Service Improvement Plan updates, and Decision package updates. Following is a brief synopsis of the contents.

The business area year-end projection report included in PF&R's 2011 Spring BuMP submittal includes a reduction in the FPD&R reimbursement for return-to-work (RTW) positions because of a number of RTW position vacancies. In addition, the OPSRP reimbursement is also projected to be lower than anticipated, and between the two the reimbursement shortfall is projected to total \$440,000. The decreased reimbursement is offset by savings of RTW position salaries and the OPSRP expenditures.

On the expenditure side, PF&R projects personal services expenditures at year-end will exceed budget by approximately \$500,000 due to the unbudgeted increase in health insurance expenses. PF&R is requesting funds cover the projected overage. This projection assumes seven retirements in the last quarter of the fiscal year and includes \$400,000 for the retirement payouts. Expenditures within the external and internal material and services and capital outlay categories are projected to be in line with the revised budget at year-end.

PF&R's Spring BuMP budget amendment request Council:

- Approve the allocation of \$500,000 from the COLA set-aside to cover the unbudgeted health insurance cost increases.
- Approve the budget reduction in FPD&R's interagency for both the reimbursements and associated expenditures related to the return-to-work (RTW) positions and OPSRP costs.
- Approve interagency adjustments with FPD&R and BTS
- Approve the internal transfers from external material & services to capital outlay to cover the costs associated with the training modular
- Approve transferring the unspent apparatus replacement budget to a reserve account for further apparatus replacement. As a result of the Public Safety GO Bond, PF&R will not spend this fiscal year's apparatus replacement budget, and is requesting the appropriation be transferred to a reserve account and set aside for future apparatus replacement after the GO bond funds are exhausted.

PF&R will continue to closely monitor its expenditures throughout the remainder of the fiscal year to ensure the budget is not over-spend at year-end PF&R continues to make progress on their Service Improvement Plans and the reductions from the decision packages have been implemented. As always, PF&R continues to strive to accomplish its mission and implement its strategic plan. Your support of this spring BuMP will ensure this occurs.

Business Area Projection Report

	Spring BuMP Revised Budget	FY 2010-11 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Portland Fire and Rescue				
EXPENDITURES				
Personal Services	\$81,064,246	\$53,166,844	\$81,064,000	100%
External Materials and Services	\$5,882,011	\$3,164,655	\$5,882,000	100%
Internal Materials and Services	\$5,529,629	\$3,593,904	\$5,529,000	100%
Capital Outlay	\$2,863,011	\$1,266,500	\$2,863,000	100%
TOTAL EXPENDITURES	\$95,338,897	\$61,191,902	\$95,338,000	100%
REVENUES				
Licenses & Permits	\$1,290,000	\$802,837	\$1,320,000	102%
Charges for Services	\$1,200,000	\$1,222,485	\$1,170,000	98%
Intergovernmental Revenues	\$470,000	\$0	\$470,000	100%
Interagency Revenue	\$1,859,869	\$381,035	\$1,869,869	101%
Miscellaneous	\$301,000	\$11,558	\$301,000	100%
General Fund Discretionary	\$90,035,371	\$0	\$90,024,474	100%
General Fund Overhead	\$182,657	\$0	\$182,657	100%
TOTAL REVENUES	\$95,338,897	\$2,417,916	\$95,338,000	100%

Bureau Projection Narrative

GENERAL FUND

Revenues

The FPDR reimbursement for return-to-work (RTW) positions will be lower than budgeted due to RTW position vacancies. The OPSRP reimbursement is also projected to be lower than anticipated. The reimbursement shortfalls are projected to total \$250,000. They will be offset by savings in RTW position salaries and the OPSRP expenditures. In this spring BMP, PF&R is requesting budget reductions in both the reimbursements and related expenditures. Other program revenues are projected to be on targets.

Some of the actual revenue receipts in the Year-to-Date Actual column were recorded into incorrect accounts due to miscoding. PF&R will process journal entries to correct the coding errors.

Expenditures

It is projected that the Personal Services expenditures will exceed budget by approximately \$500,000 due to an unfunded cost increase in health insurance expenses. PF&R is requesting funds from the General Fund Compensation Set-Aside to cover the projected overage. This projection assumes seven retirements in the last quarter of this fiscal year and includes \$400,000 for retirement payouts.

As a result of the passage of the Public Safety G.O. Bond, PF&R will not use this fiscal year's apparatus replacement budget of \$543,239. Instead, the appropriation will be transferred to a reserve account and be set aside for future apparatus replacement after the end of the G.O. Bonds.

Expenditures in External M&S, Internal M&S, and Capital Outlay are projected to be within the budgeted amounts.

BUDGET AMENDMENT REQUEST

Portland Fire and Rescue

PERIOD Spring BuMP

FISCAL YEAR FY 2010-11

FR_009 - COLA Set-Aside Request

This request is for \$500,000 from the COLA set-aside to offset unfunded benefit expenses in the FY2010-11 budget.

Dollar Amount: \$500,000
Type: Compensation Set Aside Request
Resources: General Fund Discretionary

FR_010 - Technical Adj - FPD&R IA

This request reduces the FPD&R interagency agreement by \$250,000 due to the return to work positions being vacant and the OPSPR costs being less than anticipated.

Dollar Amount: (\$250,000)
Type: Technical Adjustment
Resources: Internal Transfer

FR_011 - Technical Adj - BTS IA

This request reduces the Bureau of Technology Services by \$160,000 in engineering, radio and other billable charges and moves these resources to partially cover the training modular cost.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Internal Transfer

FR_012 - Transfer external M&S to Capital Outlay

This request transfers \$197,670 from external material and services to capital outlay to cover the costs associated with the training modular.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Internal Transfer

FR_013 - Transfer FY2010-11 apparatus budget to reserve

This request transfers \$543,239 budgeted for apparatus replacement in FY2010-11 to a reserve account for future apparatus replacement.

Dollar Amount: (\$543,239)
Type: Technical Adjustment
Resources: New Revenues

C2
Capital Program Status Report

Fire

CIP Program	FY 2009-10		FY 2009-10		FY 2009-10		FY 2010-11		FY 2010-11		FY 2010-11	
	Adopted Budget	Revised Budget	Year-End Actuals	Variance \$	Variance %	Adopted Budget	Revised Budget	Year to Date Actuals	Variance \$	Variance %	Adopted Budget	Revised Budget
Acquisitions	\$1,726,280	\$2,198,007	\$3,010,597	\$812,590	37%	\$543,239	\$1,998,126	\$971,949	\$1,454,887	268%	\$543,239	\$1,998,126
Total	\$1,726,280	\$2,198,007	\$3,010,597	\$812,590	37%	\$543,239	\$1,998,126	\$971,949	\$1,454,887	268%	\$543,239	\$1,998,126

* Prior Year variances compare Year-End Actuals to Revised Budget
 ** Current Year variances compare Revised Budget to Adopted Budget

Prior Year Variance Description

The Capital Program Status Report understates the FY 2009-10 revised budget for because encumbrance carryover and other budget adjustments in the 2009 fall and 2010 winter BMPs were omitted due to coding errors. The correct revised budget should be \$5,069,407, and the dollar and percent variances between the revised budget and actuals should be \$2,058,810 and 41%, respectively. After the budget adjustment, the actual expenditures were below budget and the remaining balance was encumbered and carried forward to FY 2010-11.

Current Year Variance Description

The FY 2010-11 variance is encumbered and will be either expended by the end of this fiscal year or carried forward to the next fiscal year.

PORTLAND FIRE & RESCUE
FY2010-11 SERVICE IMPROVEMENT PLAN UPDATE
SPRING BMP

Improve PF&R's outreach and communication with underrepresented groups to compete in the Firefighter entrance exam.

PF&R's Recruiter, in conjunction with the City of Portland's Human Relations Recruiter, will coordinate outreach opportunities with and deliver presentations to the following organizations with the goal of informing and raising awareness of career opportunities with PF&R among underrepresented groups. These presentations will provide key information about the testing and recruitment process to apply and compete for these opportunities.

- Pauling Academy -- Marshall High School
- Urban League of Portland
- Benson High School
- NAYA (Native American Youth Association)
- SEI (Self Enhancement Inc.)
- El Hispanic News
- Asian Reporter
- Skanner News Groups
- IRCO (Immigrant & Refugee Community Organization)
- Africa House
- Asian Family Center
- No Wasted Steps (Jefferson High School)
- The Diversity Institute
- Cinco De Mayo Festival at Waterfront Park
- NW Youth Career Expo
- Women in Trades
- "I Have a Dream" Foundation -- Portland Multnomah Youth Corps
- Hispanic Chamber of Commerce
- ETAP (Evening Trades Apprenticeship Preparation)
- Coalition of Black Men

UPDATE: PF&R's recruiter with the assistance of the Human Relations recruiter developed relationships with all of the above groups. Over 500 hours of teaching time was invested with these groups to prepare them to participate in the Fire Fighter entrance exam.

Improve PF&R's promotional testing and evaluation process for entry-level supervisors.

PF&R will develop and implement a testing process with an outside vendor to accurately and effectively assess a candidate's skills and abilities to supervise and manage people. Utilizing a written based video exam and a skills-based assessment center, the testing process will be implemented and a civil service list for Lieutenant established by July 2010.

UPDATE: PF&R developed a job description for the Lieutenant position and created a written test that was used during the most recent Lieutenant recruitment. The testing process identified qualified supervisors and scored them in a ranked civil service exam. PF&R had a successful recruitment for the Lieutenant position and had an established promotional list before the deadline.

Meet community safety needs and reduce losses due to preventable fires, injuries, and related events through a grant-funded smoke detector program.

PF&R will participate in a Smoke Detector program through a grant funded by the Washington State Fire Marshal's Office and administered through Vancouver Fire Department. PF&R will assign a Program Coordinator to oversee and work with four fire stations to develop strategies and techniques to meet community safety needs and reduce losses due to preventable fires, injuries, and response related events.

Through the program, PF&R will:

- Develop strategies to address preventable fires, injuries, and response related events.
- Mentor personnel in community relation skills and strategies.
- Distribute smoke alarms to citizens in need.
- Develop productivity measures to understand outputs and outcomes.
- Reduce the opportunity for injury to fire personnel.
- Document results of effort at beginning, midterm, and conclusion.
- Develop necessary forms/tools for station personnel to accomplish their mission.
- Support the grant program and coordinate with other grant communities.
- Install 2,000 smoke alarms in the community with participating stations.

UPDATE: PF&R's Prevention Division used a two phased approach to distribute 4,500 smoke alarms to over 1,200 households. The first phase involved four fire stations. These stations installed smoke alarms during the normal course of their daily routine. If they were called to a home in which the emergency threshold was very low, falls, illness, smoke scare; the responding crew would take the time to check the home for smoke alarms. New units would be installed if the smoke alarms on site were found to be over ten years old and they installed additional units if the home was not properly protected.

Phase two involved all of the City's fire stations. The campaign consisted of media outreach and neighborhood canvassing by emergency operations crews. The message was threefold: smoke alarm saves lives, smoke alarms over ten years old should be replaced, and smoke alarms should be installed inside each sleeping room, just outside the sleeping room, and one on each inhabited level of the home.

PORTLAND FIRE & RESCUE
SPRING BMP DECISION PACKAGE UPDATE

Reduced Apparatus Replacement Budget (\$1,089,113) – This reduction delayed the replacement of two fire engines, and increased the replacement backlog to six engines and one truck.

COLA Reductions from FY2009-10 – (\$373,334) – This reduction was restored to PF&R's budget in the FY2010-11 Fall BMP. PF&R didn't require any of the \$1.12M received in the FY2009-10 Spring BMP from the compensation set-aside, and they became part of the general fund ending balance.

Eliminate One Rescue – (\$562,771) – The rescue located at Station 19, 7301 E Burnside St, went out of service July 1, 2010,