

# Fire and Rescue Department

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LOB #227:

## **PURCHASING AND LOGISTICS**

### **Purpose**

The Fire and Rescue Department performs specific purchasing and logistics functions to ensure personnel have the supplies and equipment necessary to respond to emergency incidents while employing tools and equipment that provide the highest level of performance and protection for responders.

To ensure technical specifications and interoperability requirements of fire and EMS equipment are met the Purchasing Section collaborates closely with FRD subject matter experts, and the Department of Procurement and Material Management (DPMM) to ensure contracts are in place to purchase the correct supplies and equipment at the best possible price.

To maintain the ability to provide emergency response, timely procurement, distribution, maintenance, and management of expendable and accountable property are critical. The Purchasing and Logistics Sections work in tandem to ensure adequate inventories, distribution plans, and contracts to procure supplies are in place.

The Logistics Sections mission is to ensure personal protective clothing, self-contained breathing apparatus, and hazardous atmospheric monitors receive the proper and timely mandated inspections and maintenance in order the meet performance and standard requirements.

### **Description**

The Purchasing and Accounts Payable Section provides purchasing and contract management support for the acquisition of goods and services for FRD. Staff utilizes the FOCUS system in accordance with established County policies and procedures to process an average of 13,343 purchases per year. This section is also responsible for all accounts payable functions including processing an average of 5,161 payments per year. The Purchasing Section works closely with DPMM to develop specifications and Requests for Proposals (RFPs) for specialized firefighting and rescue equipment.

The Resource Management/Logistics Section provides support for personnel through the purchase and maintenance of uniforms, personal protective equipment (PPE), fire station supplies, and facility maintenance. This section ensures each firefighter/EMT is issued appropriate breathing apparatus and PPE, and guarantees it is maintained in accordance with standards set by the Occupational Safety and Health Administration (OSHA), National Institute of Occupational Safety and Health (NIOSH), and the American National Standards Institute (ANSI). In addition, the Resource Management Section coordinates the repair, renovation, and the implementation and monitoring of facility maintenance contracts for all FRD facilities. Staff responds to emergency incidents to provide necessary supplies and consumable commodities for sustained field operations and for the prompt restocking of station supplies. The Logistics Distribution Center (LDC) which encompasses the Personal Protective Equipment Center, Self-Contained Breathing Apparatus (SCBA) Shop, Meter Shop and the Logistics Warehouse as well as the FRD's General Store is managed by this section.

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## Benefits

The Purchasing and Logistics functions within the Fire and Rescue Department enhances the service delivery outcomes for the following reasons:

**Criticality** - Timely procurement, distribution, maintenance, and management of both expendable and accountable property allow the department to maintain its ability to provide emergency response by keeping the primary service providers properly equipped and timely re-supply.

**Technical Specifications/Interoperability Requirements** - Much of fire and EMS equipment have highly technical specifications and complicated interoperability and implementation requirements. The section bridges the gap between responders and County purchasing to develop detailed functional requirements and equipment specifications for equipment purchase.

**Standards and Performance Requirements** - Personal protective clothing, SCBA, and hazardous atmospheric monitors require standards-mandated inspections and maintenance. Without this maintenance, the equipment would not be serviceable, placing first responders at risk and potentially subjecting the County to fines and litigation.

## Mandates

### **Monthly Calibration of Atmospheric Gas Meters**

Federal OSHA 1910-120,146,269. 1926.65, Meter Manufactures recommendations, NFPA 1500

### **Annual Testing of SCBA Air packs and Regulators**

Federal OSHA 1910.134; DOT 49 CFR 171-179; 14 CFR part 103; CGA -C-6-1968, C-8-1962, C-6.2 -2003; NFPA 1981, 1500, 1989, 1404

### **Breathing Air Compressor Testing, Maintenance and Repairs**

Federal 29 CFR 1910.134; DOT 49 CFR 171-179; NFPA 1500, 1981, 1404, 1989

### **Inspection, Care, and Maintenance of Personal Protective Equipment**

National Fire Protection Association NFPA 1951, NFPA 1953

## Trends and Challenges

The Fire and Rescue Purchasing and Accounts Payable Branch manages all acquisitions by the department and relies heavily on the County's automated accounting systems and procurement cards (P-card) to perform its functions. The implementation of FOCUS drastically shifted workload challenging the section to develop strategies to adapt and transition to new methods of doing day-today tasks. FRD increased its distribution of P-cards to facilitate faster purchasing turn-around at the end-user level. With this shift in how the department conducts business it is apparent that efforts, once heavily loaded in creating purchase orders, have shifted. With increased P-card usage, the back-end accounting and reconciliation workload for P-cards has increased.

Due to increased awareness of the possible cancer-causing contaminants remaining in firefighting gear after responding to fires and other incidents where hazardous or biological substances are encountered, the department has experienced an increase in the number of "out-of-cycle" cleanings required to keep members in safe gear. Logistics struggles to keep pace with increased demand within the confines of limited physical-space capacity.

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## Resources

Category	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
<b>LOB #227: Purchasing and Logistics</b>			
<b>FUNDING</b>			
<b>Expenditures:</b>			
Compensation	\$1,348,803	\$1,402,727	\$1,258,479
Operating Expenses	3,433,650	2,920,888	1,740,767
Capital Equipment	19,453	20,892	0
<b>Total Expenditures</b>	<b>\$4,801,906</b>	<b>\$4,344,507</b>	<b>\$2,999,246</b>
General Fund Revenue	\$2,280	\$4,635	\$0
<b>Net Cost/(Savings) to General Fund</b>	<b>\$4,799,626</b>	<b>\$4,339,872</b>	<b>\$2,999,246</b>
<b>POSITIONS</b>			
<i>Authorized Positions/Full-Time Equivalents (FTEs)</i>			
<b>Positions:</b>			
Regular	21 / 21	21 / 21	21 / 21
<b>Total Positions</b>	<b>21 / 21</b>	<b>21 / 21</b>	<b>21 / 21</b>

## Metrics

Metric Indicator	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate
Purchase Requests Processed	7,842	9,438	9,320	9,578	9,750
Procurement Card Reconciliations	680	850	794	800	825
Hazardous Atmospheric Monitor Monthly Calibrations	NA	NA	8,976	8,976	9,000
Personal Protective Equipment Cleanings	3,474	3,851	3,610	3,900	4,055
Asset Repair Requests	3,412	3,346	3,328	3,400	3,500

The Fire and Rescue Purchasing and Accounts Payable Branch manage all acquisitions by the department. Converting a purchase request from internal FRD customers, to a legal order of goods or services takes a varying amount of staff time and is dependent on the complexity of the order. Therefore a baseline of total counts is the best data available and a staffing cost per order can be derived, although a variable percentage. Numbers are expected to increase slightly as a result of moderate budget growth.

The Fire and Rescue Department has increased its distribution of P-cards to facilitate faster purchasing turn-around at the end-user level. With this increase, coupled with an increase use of special-use cards, the back-end accounting and reconciliation workload for P-card has increased. Numbers are expected to increase slightly as a result of moderate p-card growth.

All hazardous atmospheric monitors must be calibrated monthly to ensure emergency responders are not falsely operating in a hazardous environment if their meters read safe. To accomplish this task, and maintain maximum operational readiness, the Meter Shop business unit personnel conduct on-site fire station calibrations and only transport equipment needing repair back to the shop for service. Numbers will continue to increase as department staffing increases.

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National Fire Protection Standards determine the specific inspections and cleaning intervals currently set at a minimum of annually. Due to increased awareness of the possible cancer-causing contaminants remaining in firefighting gear, the department has experienced an increase in the number of “out-of-cycle” cleanings required to keep members in safe gear. Tracking the total number of garment cleanings is critical to planning due to the department nearing the limit of physical-space operational capacity. Numbers will continue to increase as department staffing increases.

An asset repair consists of transporting damaged/broken equipment to the LDC, coordinating its repair or estimate from an off-site vendor, determining whether to repair/replace based on equipment age and repair estimate, authorizing repair or initiating the purchase request, receiving repaired or new equipment, inventory and distribution back to fire station. The staff and administrative time to track these resources as they move through this system is overwhelming and the need for technological support is required to increase efficiencies and enable better repair/replace decisions.