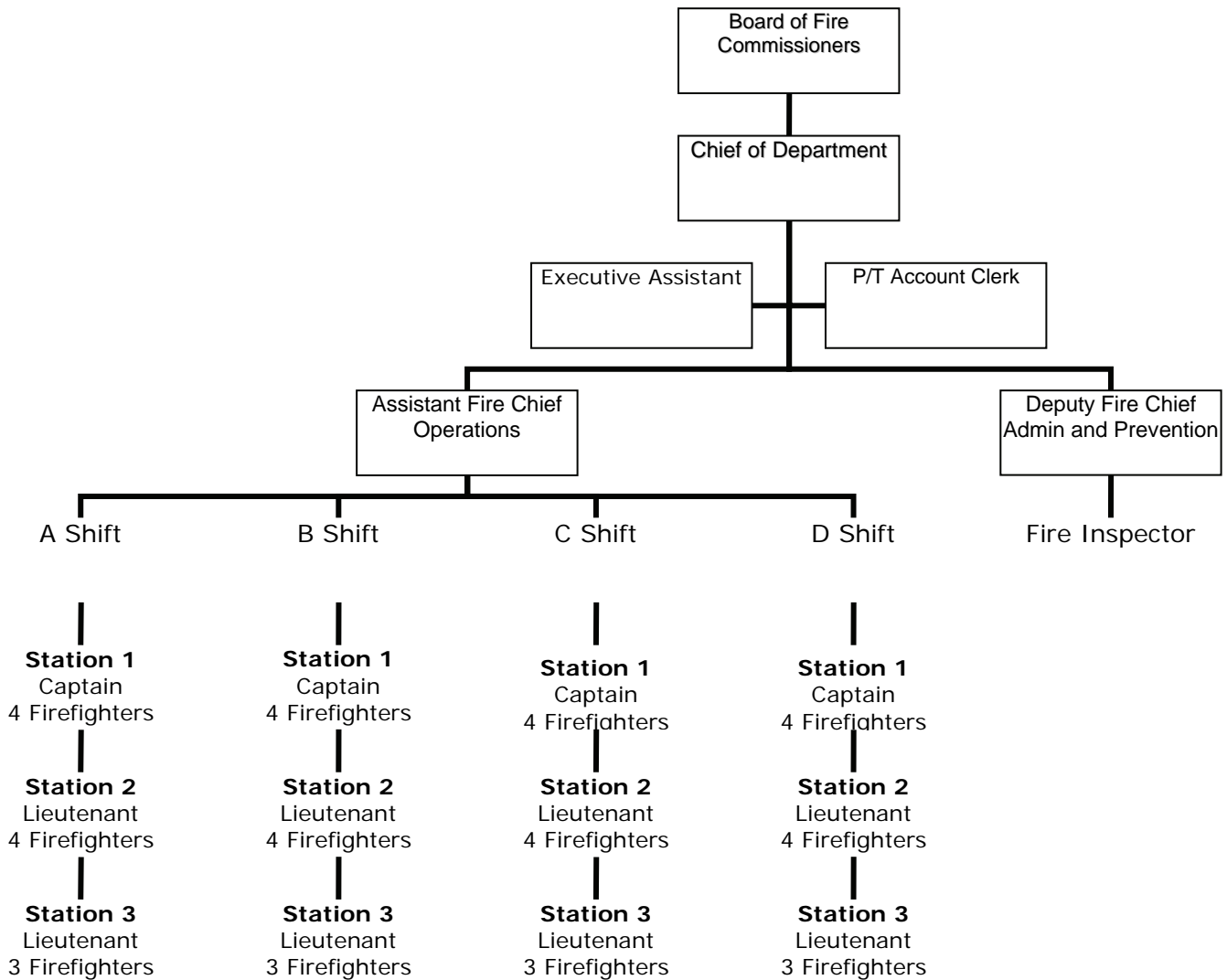


Fire Department





FIRE DEPARTMENT

MISSION:

The Portsmouth Fire Department is committed to providing quality fire protection, emergency medical, fire prevention, hazardous material, and special rescue services to the Seacoast community of Portsmouth, NH through well-equipped and trained personnel, proactive strategic planning, continuous performance improvement, and sound financial management.

BUDGET COMMENTS – DEPARTMENT REQUEST:

The total Fire Department’s FY13 proposed budget is \$7,155,250. This budget represents a net increase of \$181,355 or 2.6% increase over the FY12 budget, which allows for an adequate number of personnel available to respond to emergencies both during the day and at night from the City’s three fire stations.

BUDGET SUMMARY OF EXPENDITURES:

	FY11 BUDGET	FY11 ACTUAL	FY12 BUDGET	FY13 DEPARTMENT REQUEST	FY13 CITY MANAGER RECOMMENDED
FIRE DEPARTMENT					
SALARIES	3,177,258	3,127,684	3,128,440	3,153,792	3,153,792
PART-TIME SALARIES	56,996	49,992	57,477	57,477	57,477
COMMISSIONER STIPEND	3,600	3,600	3,600	3,600	3,600
OVERTIME	475,076	559,870	357,868	575,000	575,000
HOLIDAY	121,938	121,130	123,367	130,412	130,412
LONGEVITY	25,760	25,761	26,388	23,845	23,845
CERTIFICATION STIPENDS	261,268	263,912	283,808	281,449	281,449
RETIREMENT	776,155	758,880	923,424	961,646	961,646
HEALTH INSURANCE	969,620	969,620	1,018,101	1,018,101	1,018,101
DENTAL INSURANCE	70,480	72,596	74,356	69,246	69,246
INSURANCE REIMBURSEMENT	43,999	44,358	56,701	46,979	46,979
LEAVE AT TERMINATION	70,084	70,084	70,084	70,084	70,084
WORKERS' COMPENSATION	243,303	243,303	259,173	231,342	231,342
LIFE AND DISABILITY	34,896	24,769	34,476	20,652	20,652
OTHER BENEFITS	97,240	92,180	97,550	103,738	103,738
<i>Contractual Obligations</i>	<i>6,427,673</i>	<i>6,427,740</i>	<i>6,514,813</i>	<i>6,747,363</i>	<i>6,747,363</i>
TRAINING/EDUCATION/CONFERENCES	14,000	31,470	14,000	17,000	17,000
UTILITIES	80,803	108,722	80,803	124,881	124,881
CONTRACTED SERVICES	16,000	18,132	16,000	20,500	20,500
ADVERTISING	500	781	500	500	500
PRINTING	500	224	500	400	400
PROFESSIONAL ORGANIZATION DUES	11,648	10,889	11,648	11,648	11,648
OTHER OPERATING	262,631	207,856	335,631	232,958	232,958
<i>Other Operating</i>	<i>386,082</i>	<i>378,074</i>	<i>459,082</i>	<i>407,887</i>	<i>407,887</i>
TOTAL	6,813,755	6,805,814	6,973,895	7,155,250	7,155,250

GOALS & OBJECTIVES

Strategy 1.

- We will maintain a safe working environment for fire department personnel.

Goals:

- Maintain effective training programs and state-of-the-art equipment.
- Implement and maintain policy, procedures, and best practices consistent with NFPA 1500 and related consensus standards.

Objectives:

- Enforce occupational health and safety policies.
- Maintain operational budget to support health and safety equipment and programs.

Strategy 2.

- Aggressively provide effective life and building safety services to all customers.

Goals:

- 100% Certificates of Occupancy inspection as required by State Codes.
- Implement and maintain public education and prevention programs in the schools.
- Enforcement of Place of Assembly permits.
- Maintain plans review program.

Objectives:

- Maintain frequency of public education programs and inspections of assembly and high-risk occupancies.
- Increase participation in neighborhood groups and community functions to improve community risk reduction.

Strategy 3.

- We will strive to provide an effective response to all fire, emergency medical, and special hazard incidents, whether natural or man-made.

Goals:

- Recommend compliance with national standards, best practices and benchmarks on personnel and resource distribution, response times, and completed alarm times.
- Maintain facility, apparatus and equipment upgrades and replacement programs.
- Maintain effective training programs and state-of-the-art equipment.

Objectives:

- Continue station replacement in accordance with the recommendation of the Substation Building Committee and within approved capital budget
- Recommend operational budget to support basic and advanced professional development programs.

PROGRAMS AND SERVICES:

Emergency Medical Services-

- Ambulance response and transport - (2) staffed units, (1) reserve unit.
- Advanced (EMT-Intermediate and Paramedic) level response and care.
- Deploy appropriate resources according to incident classifications and response levels.

Fire Protection -

- Fire response and mitigation services – (2) staffed engines, (1) staffed aerial device, (2) staffed ambulances.
- Personnel certifications include NH FST FF Level II and Company Officer I and II.
- Incident classifications and response levels.

Hazardous Materials and Disaster Response-

- Initial hazardous materials response, identification, and containment services – Certified HM operations, decon, and technician level personnel. Support to and from Regional HAZ-MAT team.
- Special rescue (building collapse, confined space, heights rescue) and mass casualty response – NH FST Certified Technical and Confined Space Rescue personnel.
- Natural and man-made disaster planning and response.

Marine and Waterfront Fire and Medical Response-

- Fire, medical, and environmental response and mitigation services – (1) Fire Boat, available year round, staffed through on-duty personnel.

Community Services-

- Investigation and safety services – through on-duty and staff personnel.
- Includes, but not limited to, wires down, odor investigations, burn permits, flooded basements, lift assists, and evaluate minor medical issues.

Fire Prevention and Inspection-

- Life safety, Fire education, occupancy inspection, fire code enforcement, fire investigation services – (1) Deputy Fire Chief, (1) Fire Inspector. Division responsible for the City’s municipal fire alarm system and supervising the part-time Fire Alarm Superintendent.

Emergency Management-

- Local and regional emergency planning for natural and CBERN (chemical, biological, explosive, radiological, nuclear) disasters, along with Pandemic Planning – (1) Fire Chief: Emergency Management Coordinator, support from (2) officers.

PERFORMANCE MEASURES:

**Department Performance Measures
Comparison of 2011 to 2010**

	2011	2010	2 Yr. Average
Response Times			
<i>Response Measure 90% of the Time</i>			
First Ambulance Unit D1 and 4	8	8	8
First Ambulance Unit D2	8	10	9
First Ambulance Unit D3 (5 and 6)	10	10	10
First Fire Unit D1 and 4	7	7	7
First Fire Unit D2	7	7	7
First Fire Unit D3 (5 and 6)	8	9	8.5

Critical Ambulance Response: 911 response, treated at ALS level, lights and sirens

Critical Fire: structure fire, smoke in building, smoke coming from building

POSITION SUMMARY SCHEDULE

	FY 11	FY 12	FY 13
Fire Chief	1	1	1
Assistant Fire Chief	1	1	1
Deputy Fire Chief	1	0	1
Fire Inspector	1	1	1
Executive Assistant	1	1	1
Shift Captain	4	4	4
Shift Lieutenant	8	8	8
Firefighter / Paramedic	15	15	16
Firefighter / EMT-Intermediate	19	21	21
Firefighter / EMT	10	8	7
Total Full Time Positions	61	60	61
Part-time Positions			
P/T Account Clerk	1	1	1
P/T Fire Alarm Supervisor	1	1	1
P/T Mechanic	1	1	1
Total Part-time Positions	3	3	3

FY13				Current Annual	Department
GRADE	Job Description	Name		Salary	Request FY13
FIRE DEPARTMENT					
1	27/F	FIRE CHIEF	LECLAIRE, C.	117,559	120,427
2	23/F	ASSISTANT FIRE CHIEF	ACHILLES, S.	96,840	99,204
3	22/B	DEPUTY FIRE CHIEF	TBD	0	79,586
4	13/F	EXECUTIVE ASSISTANT	FREEMAN, T.	59,612	61,066
TOTAL ADMINISTRATION				274,011	360,283
1	D/E	FIRE OFFICER - CAPTAIN	GERMAIN, T.	61,085	63,480
2	F	FIRE OFFICER - CAPTAIN	HOGAN, M.	66,069	66,069
3	D/E	FIRE OFFICER - CAPTAIN	MURPHY, R.	61,085	63,452
4	F	FIRE OFFICER - CAPTAIN	SMITH, K.	66,069	66,069
5	F	FIRE INSPECTOR - CAPTAIN	ROEDIGER, C.	66,069	66,069
6	A/B	FIRE OFFICER - LIEUTENANT	GORDON, P.	52,564	54,378
7	C	FIRE OFFICER - LIEUTENANT	GIONET, J.	57,784	57,784
8	C	FIRE OFFICER - LIEUTENANT	HEINZ, J.	57,784	57,784
9	C	FIRE OFFICER - LIEUTENANT	LAMONTAGNE, T.	57,784	57,784
10	C	FIRE OFFICER - LIEUTENANT	LULEK, B.	57,784	57,784
11	C	FIRE OFFICER - LIEUTENANT	MCQUILLEN, B.	57,784	57,784
12	A/B	FIRE OFFICER - LIEUTENANT	NELSON, B.	52,564	54,356
13	C	FIRE OFFICER - LIEUTENANT	WAITE, B.	57,784	57,784
TOTAL OFFICERS				772,209	780,577
1	A/B	FIREFIGHTER	ALVINO, T	36,562	38,124
2	MAX	FIREFIGHTER	BASSETT, R.	47,786	47,786
3	MAX	FIREFIGHTER	BOKUM, J.	47,786	47,786
4	MAX	FIREFIGHTER	CASEY, D.	47,786	47,786
5	MAX	FIREFIGHTER	CHASE, S.	47,786	47,786
6	MAX	FIREFIGHTER	CHENOWETH, C.	47,786	47,786
7	MAX	FIREFIGHTER	CHOQUINARD, S.	47,786	47,786
8	MAX	FIREFIGHTER	CONDON, R.	47,786	47,786
9	B/C	FIREFIGHTER	DAME	38,573	40,457
10	C/D	FIREFIGHTER	EGAN, S.	40,694	42,708
11	A	FIREFIGHTER	VACANT	36,562	36,562
12	MAX	FIREFIGHTER	GAGNON, R.	47,786	47,786
13	MAX	FIREFIGHTER	GALLAGHER, S.	47,786	47,786
14	MAX	FIREFIGHTER	GOODWIN, J.	47,786	47,786
15	A	FIREFIGHTER	VACANT	36,562	36,562
16	E/F	FIREFIGHTER	GRAY, J.	45,293	47,201
17	MAX	FIREFIGHTER	HERRHOLZ, M.	47,786	47,786
18	MAX	FIREFIGHTER	HOWE, P.	47,786	47,786
19	MAX	FIREFIGHTER	KENNEWAY, S.	47,786	47,786
20	MAX	FIREFIGHTER	MCDONAGH	47,786	47,786
21	MAX	FIREFIGHTER	MCKENDRY, P.	47,786	47,786
22	MAX	FIREFIGHTER	MILLER, G.	47,786	47,786
23	A	FIREFIGHTER	VACANT	36,562	36,562
24	MAX	FIREFIGHTER	O'BRIEN, J.	47,786	47,786
25	MAX	FIREFIGHTER	OSGOOD, R.	47,786	47,786
26	A	FIREFIGHTER	VACANT	36,562	36,562
27	MAX	FIREFIGHTER	PUTNEY, C.	47,786	47,786
28	E/F	FIREFIGHTER	REGONINI, D.	45,293	47,201
29	MAX	FIREFIGHTER	RICHARDS, R.	47,786	47,786
30	A	FIREFIGHTER	VACANT	36,562	36,562
31	MAX	FIREFIGHTER	RIVET, M.	47,719	47,786
32	MAX	FIREFIGHTER	RYLL, B.	46,415	47,786
33	MAX	FIREFIGHTER	SCHOLTZ, A.	47,786	47,786
34	MAX	FIREFIGHTER	SMITH, S.	47,786	47,786
35	E/F	FIREFIGHTER	SUTTON, P.	45,293	47,201
36	MAX	FIREFIGHTER	SYLVESTER, J.	47,786	47,786
37	MAX	FIREFIGHTER	TAPPIN, E.	47,786	47,786
38	MAX	FIREFIGHTER	TRIVIGNO, P.	47,786	47,786
39	MAX	FIREFIGHTER	WADE, B.	47,786	47,786
40	MAX	FIREFIGHTER	WARD, K.	47,786	47,786
41	D/E	FIREFIGHTER	WEST, E.	42,932	43,250
42	D/E	FIREFIGHTER	WHEELER, S.	42,932	44,340
43	E/F	FIREFIGHTER	YOUNG, S.D.	45,293	46,060
44	MAX	FIREFIGHTER	YOUNG, S.L.	47,786	47,786
TOTAL FIREFIGHTERS				1,997,817	2,012,933

	FY13			Current Annual	Department
	GRADE	Job Description	Name	Salary	Request FY13

FIRE DEPARTMENT

1		P.T. MECHANIC	IN-HOUSE	18,000	18,000
2		P.T. FIRE ALARM	IN-HOUSE	20,900	20,900
3		PT ADMINISTRATIVE ASST.	WRIGHT, G.	18,557	18,577
TOTAL PART-TIME				<u>57,457</u>	<u>57,477</u>
TOTAL PART-TIME				<u>57,457</u>	<u>57,477</u>
TOTAL ADMINISTRATION				<u>274,011</u>	<u>360,283</u>
TOTAL FIREFIGHTERS & OFFICERS				<u>2,770,026</u>	<u>2,793,509</u>
TOTAL PERSONNEL				<u>3,101,494</u>	<u>3,211,269</u>

		FY11	FY11	FY12	FY13	FY13
		BUDGET	ACTUAL	BUDGET	DEPARTMENT REQUEST	CITY MANAGER RECOMMENDED
FIRE DEPARTMENT						
FIRE FIGHTERS						
01-741-570-00-125-414						
011041	SALARIES UNIFORM PERSONNE	2,829,276	2,789,259	2,854,429	2,793,509	2,793,509
012033	PT SALARIES-VEHICLE MAINT	18,000	16,671	18,000	18,000	18,000
012054	PT SALARIES-ALARM MAINT	20,900	18,391	20,900	20,900	20,900
014031	O/T EMERGENCY RECALL	67,000	93,825	67,000	100,000	100,000
014032	O/T EARNED TIME LV COVERA	351,076	405,839	233,868	403,000	403,000
014033	O/T DISABILITY LEAVE COVE	22,000	21,409	22,000	22,000	22,000
014034	O/T WORKERS COMP COVERAGE	15,000	3,472	15,000	10,000	10,000
014042	O/T-EDUCATION	20,000	35,326	20,000	40,000	40,000
015001	LONGEVITY	22,844	22,844	24,759	21,898	21,898
017001	HOLIDAY PREMIUM PAY	121,938	121,130	123,367	130,412	130,412
018031	CERTIFICATION STIPEND	261,268	263,912	283,808	281,449	281,449
021001	INSURANCE-HEALTH	890,319	890,319	934,835	934,835	934,835
021101	INSURANCE-DENTAL	65,329	67,035	68,922	63,669	63,669
021501	INSURANCE-LIFE	7,130	4,409	7,193	3,520	3,520
021601	INSURANCE-DISABILITY	24,049	17,557	24,263	14,666	14,666
022001	SOCIAL SECURITY	1,364	886	1,296	1,296	1,296
022501	MEDICARE	50,698	46,714	50,895	55,421	55,421
023001	RETIREMENT	708,113	699,939	-	-	-
023003	RET-FIREFIGHTER	-	-	839,268	887,105	887,105
036001	PROF SERVICE-CLEANING	15,000	18,132	15,000	20,000	20,000
039071	FIRE PREVENTION	2,000	546	2,000	2,000	2,000
054002	TRAINING-SHIP BOARD	-	-	-	-	-
054050	TRAINING-EDUCATION	5,000	4,145	5,000	8,000	8,000
068001	CLOTHING ALLOWANCE	34,200	34,274	34,200	34,200	34,200
068003	PROTECTIVE CLOTHING	10,000	10,986	10,000	25,585	25,585
074001	EQUIPMENT	4,000	6,938	4,000	4,000	4,000
TOTAL		5,566,504	5,593,959	5,680,003	5,895,465	5,895,465
AMBULANCE						
01-741-580-00-125-414						
039003	PROF/SERVICES-LICENSING	2,000	2,510	2,000	3,000	3,000
043015	REPAIRS-FIRE EQUIPMENT	7,800	7,787	7,800	7,800	7,800
054050	TRAINING-EDUCATION	8,000	25,987	8,000	8,000	8,000
061002	MISCELLANEOUS SUPPLIES	19,557	12,379	19,557	19,557	19,557
063601	DIESEL FUEL	-	-	-	-	-
074001	EQUIPMENT	2,000	1,566	2,000	2,000	2,000
Ambulance		39,357	50,229	39,357	40,357	40,357
FIRE ADMINISTRATION						
01-741-610-00-125-414						
011001	REGULAR SALARIES	347,982	338,424	274,011	360,283	360,283
011061	INSURANCE REIMBURSEMENT	43,999	44,358	56,701	46,979	46,979
012001	PART TIME SALARIES	18,096	14,930	18,577	18,577	18,577
012041	COMMISSIONER STIPEND	3,600	3,600	3,600	3,600	3,600
015001	LONGEVITY	2,916	2,916	1,629	1,947	1,947
016001	LEAVE AT TERMINATION	70,084	70,084	70,084	70,084	70,084
021001	INSURANCE-HEALTH	79,301	79,301	83,266	83,266	83,266
021101	INSURANCE-DENTAL	5,151	5,562	5,434	5,577	5,577
021501	INSURANCE-LIFE	850	560	691	477	477
021601	INSURANCE-DISABILITY	2,867	2,243	2,329	1,989	1,989
022001	SOCIAL SECURITY	4,873	4,488	5,105	5,196	5,196
022501	MEDICARE	4,755	4,468	5,154	6,275	6,275
023001	RETIREMENT	68,042	58,941	6,611	5,423	5,423
023003	RET-FIREFIGHTER	-	-	77,545	69,118	69,118
026002	INSURANCE-WORKERS COMP	243,303	243,303	259,173	231,342	231,342
034103	TELEPHONE	1,200	1,422	1,200	1,366	1,366
034104	CELLULAR PHONES	8,780	8,721	8,780	8,000	8,000
035001	PROF SERVICE-MEDICAL EXAM	2,000	689	2,000	3,000	3,000

		FY11	FY11	FY12	FY13	FY13
		BUDGET	ACTUAL	BUDGET	DEPARTMENT REQUEST	CITY MANAGER RECOMMENDED
039070	PROFESSIONAL SERVICES	1,000	-	1,000	500	500
041002	ELECTRICITY	21,881	39,642	21,881	40,881	40,881
041101	NATURAL GAS	28,922	28,278	28,922	30,000	30,000
041205	WATER /SEWER FEES	3,744	6,005	3,744	8,500	8,500
041301	RUBBISH REMOVAL	-	2,113	2,300	2,300	2,300
043001	REPAIRS-STRUCTURAL	10,000	10,679	7,700	10,000	10,000
043012	REPAIRS-COMMUNICATION	2,500	5,297	2,500	5,000	5,000
043018	REPAIRS-EQUIPMENT	5,000	3,072	5,000	5,000	5,000
043019	REPAIRS-SCBA	5,000	7,086	5,000	6,000	6,000
043021	REPAIRS-FIRE ALARM SYS	5,000	7,985	5,000	6,000	6,000
043024	REPAIRS-VEHICLE	60,000	81,234	60,000	80,000	80,000
053001	ADVERTISING	500	781	500	500	500
055050	PRINTING	500	224	500	400	400
056001	DUES PROFESSIONAL ORGANIZ	3,000	2,241	3,000	3,000	3,000
056005	DUES REGIONAL HAZMAT TEAM	8,648	8,648	8,648	8,648	8,648
057101	TRAVEL AND CONFERENCE	1,000	1,338	1,000	1,000	1,000
061002	MISCELLANEOUS SUPPLIES	20,000	14,520	20,000	18,000	18,000
061003	MEETING SUPPLIES	300	318	300	300	300
062001	OFFICE SUPPLIES	4,500	4,068	4,500	4,000	4,000
062004	PHOTO SUPPLIES	250	59	250	100	100
062501	POSTAGE	2,000	1,249	2,000	1,500	1,500
063601	DIESEL FUEL	30,000	40,801	30,000	54,000	54,000
064001	JANITORIAL SUPPLIES	4,000	3,300	4,000	4,200	4,200
067001	BOOKS & PERIODICALS	500	242	500	250	250
068001	CLOTHING ALLOWANCE	1,350	1,350	900	1,350	1,350
075001	FURNITURE AND FIXTURES	-	1,559	-	-	-
081140	FIRE SUPPLEMENTAL APPROPR	77,000	-	150,000	-	-
099006	COPIER LEASE	3,500	5,526	3,500	5,500	5,500
Fire Administration		1,207,894	1,161,627	1,254,535	1,219,428	1,219,428
FIRE	Total	6,813,755	6,805,814	6,973,895	7,155,250	7,155,250



EMERGENCY MANAGEMENT

MISSION:

The City of Portsmouth's Emergency Management Office (EMO) establishes policy, plans and procedures to insure the safety of the citizens of Portsmouth in the event of a large-scale emergency. This includes adequate inventories of emergency management supplies, and training City staff in their roles in the City's Emergency Management Team. The mission of the EMO has expanded recently as we prepare for potential pandemics and other large scale public health emergencies, working cooperatively with the Health, Police and School departments.

BUDGET COMMENTS:

The budget for Emergency Management is \$10,000.00 and increases or decreases annually depending on the schedule of training exercises and drills. These expenses would increase dramatically in the event of an actual emergency. Currently, the EMO and the Health Department are taking advantage of grants and State funding sources to continue the planning process.

BUDGET SUMMARY OF EXPENDITURES:

The EMO utilizes budget funds to augment State funding for our emergency plans and our primary and secondary Emergency Operations Center.

GOALS AND OBJECTIVES:

Goal:

Maintain and write emergency response plans to meet federal requirements for grant funding and emergency preparedness.

Objectives:

- Continually update school emergency plans
- Continually update the City's Emergency Plan including the All-Hazards Operational Plan with Terrorism annex and the Hazard Mitigation Plan which deals with natural hazards.
- Develop long-range recovery plans to address natural, technological and terrorism hazards
- Update the Mass Vaccination/Distribution Plan for potential pandemics.

Goal: Insure readiness of the City's Emergency Management team to respond to, coordinate and mitigate emergencies of a magnitude that would require activation of the Emergency Operations Center.

Objectives:

- Participate in monthly Emergency Services/Management meetings
- Hold annual training for all members of the Emergency Operations Staff
- Participate in drills and graded exercises for Seabrook Station Emergency Planning Zone

PROGRAMS AND SERVICES:

Organization and Preparedness-

- Serve as coordinating agency for City-wide emergency preparedness for natural and man-made disasters
- Coordinating agency for the Portsmouth Area Emergency Planning Team (PAEPT), a cooperative effort between Portsmouth, Newington, North Hampton, New Castle, Greenland and Rye.
- Organize, administer and attend training sessions designed to fulfill the mission
- Publish and disseminate materials and emergency response plans to appropriate agencies and first responders

PERFORMANCE MEASURES:

Successful participation in scheduled emergency exercises including drills and graded exercises for Seabrook Station.

Conduct pandemic tabletop and operational drills designed to refine plan.

Emergency Management Director
Emergency Management Coordinator

John P. Bohenko, City Manager
Christopher LeClaire, Fire Chief

Portsmouth Emergency Management Team

City Manager's Office

Cindy Hayden

Fire

Steven Achilles

Police

David Ferland

Schools

Edward McDonough

DPW

Steve Parkinson

Human Resources

Dianna Fogarty

Executive Asst./EOC Coordinator

Tracy Freeman

Dispatch

Gil Emery

Health

Kim McNamara

Additional Resource Agencies

NH Homeland Security & Emergency Management

Portsmouth Regional Hospital

American Red Cross

Community Development Services

Community Resource Network

Families First

Foundation for Seacoast Health

Pease –NH Air National Guard

United Way of Greater Seacoast

Ham Radio Operator

Police & Fire Departments from Greenland, New Castle, Newington, North Hampton and Rye

		FY11	FY11	FY12	FY13	FY13
		BUDGET	ACTUAL	BUDGET	DEPARTMENT REQUEST	CITY MANAGER RECOMMENDED
EMERGENCY MANAGEMENT						
01-744-590-00-100-416						
034101	PAGERS	6,000	3,673	6,000	6,000	6,000
034103	TELEPHONE	1,000	634	1,000	1,000	1,000
061002	MISCELLANEOUS SUPPLIES	3,000	1,655	3,000	3,000	3,000
062001	OFFICE SUPPLIES	-	-	-	-	-
EM	Total	10,000	5,962	10,000	10,000	10,000