

**TOWN COUNCIL MEETING MINUTES**  
**Budget/Management Committee**  
**May 11, 2016, Wednesday**

Present: Michael Molisse, Chairman  
Jane Hackett, Councilor  
Rebecca Haugh, Councilor  
Brian McDonald, Councilor

Absent: Patrick O'Connor, Vice Chairman

Also Present: Ted Langill, Chief of Staff  
Richard Swanson, Town Auditor  
Nick Bulens, Administrative Services Coordinator  
Keith Stark, Chief, WFD

Recording Secretary: Mary Barker

Chairman Molisse called the meeting to order at 6:00 PM.

**Review and Discuss Police Department Budget with Department Heads and Administration, Chief of Police and Applicable Senior Staff**

**Deliberate the following measures:**

**16 066 M – Fire Department**

Chief Keith Stark was invited to the table to review his proposed budget in Power Point format. Auditor Richard Swanson provided a list of questions before the meeting and the responses were provided and incorporated into the discussion:

**Organizational Chart**

**Management & Administration**

- Includes all step increases, COLA, etc.
- \$312,477 increase – absorption of 5 SAFER grants salaries and step increases
- \$10,000 telephone expense- covers all Verizon cell phones and wireless for Ipads, and hotspots on the truck for tablets
- \$8,000 dues/memberships covers
  - Metro-Fire Annual Assessment
  - FCAM
  - FPAM
  - MIAAI
  - NFPA Membership
  - Shared Resources Account Norfolk County
  - Plymouth County Commission Bid Membership
  - Fire Department Training Membership
  - Norfolk County Fire Chief's Membership

- International Code Council Membership
- FY17 Grant Funding
  - None for equipment/firefighter compensation
  - Applied for 3-day training course for all 92 FF's- with 10% town match

#### Fire Suppression & Rescue

- 3 stations
  - 3 engine and 1 ladder in service
  - 17 minimum FF's on duty per shift
  - adding 6 firefighters / new recruits to academy in June- will bring roster for FY17 to 92
- Station 2, 636 Broad Street maintain administration, training and dispatch
- Overtime- tough to maintain rosters due to several factors
  - Vacations
  - Union business
  - Illness
  - FMLA (12-week unfunded liability).
  - Training –fire and EMS
  - Callbacks
  - Storms
  - Special events
- \$50,000 budgeted for Fire Equipment covers
  - trucks
  - medical and fire equipment
  - gear- boots, bunker, gloves, helmets and shields
- \$21,000 sick leave incentive – contractual stipends
- \$117,993 vacant positions- replacement personnel/promotions/in- process
- \$70,000 out-of-grade pay
  - estimated based on past history-contractual
  - curbs overtime use
- \$50,000 retirement payouts
  - covers three possible – this works well for the department, rather than waiting until benefits paid out over time to be able to hire replacements.
- Fuel controls
  - Gas key usage monitor
  - daily fill ups for emergency vehicles

#### Prevention

- \$5000 overtime
  - covers one employee- conducting fire investigations

#### Training

- \$5000 overtime- Deputy Chief
  - overtime for the Training Coordinator when acting safety office on the Fire Ground
- \$20,000 training covers 92 firefighters for the following trainings:
  - EMS
  - Pump
  - EVOC

- SCBA
- Ladder
- RIT
- ICS
- Accountability

All training is conducted in-house

#### Vehicle and Building Maintenance

- vehicle maintenance performed by DPW
- \$203,700 – level funded –covers
  - generators
  - garage doors
  - Plymo vent system
  - station HVAC
  - Plumbing/Heating
  - Roofs

#### Municipal Alarm System

- Costs include equipment and contracts for
  - Hardware
  - Software
  - Licenses
  - Kingfisher
- \$35,000 budgeted for overtime for
  - radio issues
  - multiple alarm fires
  - computer issues
- \$47,000 for radio repairs, Fire, AL/MA and Repairs
  - IMC/Tri Tech software support
  - Annual radio maintenance support
  - One Call Now
  - Acorn annual contract for 911
  - King Fisher
    - Batteries
    - Repair and maintenance
    - Street box installation
  - Maintenance
    - Radios
    - Dispatch equipment

Chairman Molisse asked the overall status of the department's equipment. Chief Stark responded that the fleet is aging, although they are well maintained by the DPW. The Capital Improvement Plan is being reviewed with the Planning Department.

Chairman Molisse also asked how long before new recruits are on the job. Chief Stark reviewed the process from hiring to the 10-week academy training- he anticipates they should be ready to work in September.

Chairman Molisse commended the department for its actions in the recent fire at Queen Anne's and he asked if it is true there were no working smoke alarms. The Chief responded that it is still under investigation. It appears the fire started outside.

Councilor McDonald asked if the Weymouthport complex has no sprinkler system. Chief Stark responded that it is a cement construction that was built to the code at the time and has standpipes in the stairwells. He will review and will text his findings to the committee chair. Councilor McDonald asked how long it takes to get a new piece of equipment to the department after an order is placed. Chief Stark responded that it can be 6-9 months.

**16 082-Reappointment to the Board of Library Trustees-Vicki Kaufman**

A Motion was made by Councilor Haugh to forward measure 16 082 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Hackett. UNANIMOUSLY VOTED.

**16 083-Reappointment to the Board of Health-Maureen DelPrete**

A Motion was made by Councilor McDonald to forward measure 16 083 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Hackett. UNANIMOUSLY VOTED.

**16 084-Reappointment to the Commission on Disabilities-Gerry Begonis**

A Motion was made by Councilor Hackett to forward measure 16 084 to the full Town Council with a recommendation for favorable action and was seconded by Councilor Haugh. UNANIMOUSLY VOTED.

ADJOURNMENT

At 6:27 PM there being no further business, a motion was made by Councilor Hackett to adjourn the meeting and was seconded by Councilor McDonald. UNANIMOUSLY VOTED.

Respectfully submitted by Mary Barker as Recording Secretary

Approved by Chair Michael Molisse of the Budget/Management Committee  
Voted unanimously on 15 August 2016