

**TOWN COUNCIL MEETING MINUTES**  
**Budget/Management Committee**  
**May 4, 2015-Monday**

Present: Michael Molisse, Chairman  
 Patrick O'Connor, Vice Chairman  
 Jane Hackett, Councilor  
 Rebecca Haugh, Councilor  
 Brian McDonald, Councilor

Also Present: William McKinney, Chief Financial Officer

Recording Secretary: Mary Barker

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

**15 076-Proposition 2 ½ Override (to be discussed)**

Chairman Molisse reported that due to the magnitude and importance of this measure, the full Town Council would like to deliberate the matter.

A motion was made by Councilor Hackett to forward measure 15 -076 to the full Town Council without a recommendation for action and was seconded by Councilor Haugh. Councilor Hackett reported that this is not unusual action on a measure with a public hearing pending. At the public hearing at the Annual Town Meeting on May 18, 2015, the Mayor intends to provide the public with detail regarding how the sums will be appropriated and for what specific uses. UNANIMOUSLY VOTED.

***Review and Discuss Fire Department Budget with Chief Financial Officer, Fire Chief and Applicable Senior Staff***

**Deliberation of the Following Measure:**

**15 051 M-Fire Department**

CFO McKinney, Chief Stark and senior staff were invited to the table to review the budget and incorporated the questions posed by Auditor Swanson's review:

**FY16 Budget**

**Service, Pride, Commitment**

Organization Chart

			WEYMOUTH FIRE DEPARTMENT				
							4/17/15
		1407	Keith Stark - Chief of Department				



28% calculated on 81 fire suppression positions = 23 members									
Total complement = 88 uniformed members									

**Management & Administration**

Chief Stark reported that the staffing is currently 85 in fire suppression. They are in the process of hiring 2 and hope to have them in the June 22<sup>nd</sup> training (9 weeks) to bring the fire suppression force to 87. That is level service. He is looking to hire one more additional within this budget.

**QUESTION B:**

Salaries for M&A increase by 1.5% to \$229,456. Is the increase for step increases?

**ANSWER: Yes**

**QUESTION C:**

The proposed Fy16 Expense Budget totals \$8,165,626 which is \$160,164 (2%) higher than the Fy15 budget. Expenses, excluding Salaries and Overtime are decreasing by \$5,000; therefore, Salaries are increasing by \$165,164. What are the components of this increase in compensation?

**ANSWER: CBA**

Chief Stark confirmed for Councilor Hackett that contracts have been settled through 2016 with 2% for FY16.

**QUESTION D:**

What does the \$10,000 in Telephone expense cover for communications? Does this money pay for land lines and cell phones at the Firehouses as well as Broad Street?

**ANSWER:**

**Covers costs for Verizon Wireless for iPads and Town cell phones.**

Auditor Swanson asked for further clarification on existing landlines. Councilor Haugh asked if the bills are centralized through the town like other commodities. Mr. Gallagher can provide more detailed information through the review of the IT budget.

**QUESTION E:**

Kindly provide detail that supports the budget of \$8,000 for Dues/Memberships?

**ANSWER:**

- 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 Chiefs Membership
  - International Code Council Membership

**QUESTION F:**

Do you anticipate any Federal/State Grant or Award funding in Fy16 to update/replace equipment or to compensate Firefighters?

**ANSWER:**

We have applied for an AFG to replace our SCBA's

Councilor Hackett asked who initiates the grant? Chief Stark responded that the grant writer was used.

**QUESTION G:**

Kindly discuss the Fy15 Grants/Awards and explain how these monies were used. Were any Firefighters compensated this fiscal year with funds outside of the General Fund?

**ANSWER:**

We purchased new face pieces and voice emitters for all members. We are currently training all members to the standard of FF I/II.

### **Fire Suppression & Rescue**

**QUESTION A:**

During FY16 how many stations will be staffed for Fire suppression and rescue? What is the Ladder/Engine configuration in the budget?

**ANSWER:**

Three stations will remain open with 3 engines and 1 ladder in service. Station #2 in E. Weymouth will maintain Administration, Training, and Fire Dispatch.

Councilor Hackett asked if they would go to 4/1 if that station opens. Engine has 4 members/ ladder has 2. Minimum per shift is 17 to add an additional would require 4 members. Councilor Haugh asked if they would be adding another engine. Chief Stark responded that mitigation from Southfield includes the funding for purchase of a new engine.

**QUESTION B:**

The FS&R FY16 budget for Salaries is \$6,668,058 or 2.5% higher than FY15. Kindly provide the Committee and Auditor with the make-up of this \$163,184 increase from FY15. How many FF will this support compared to FY15?

**ANSWER: – CBA**

– 87 Fire fighters in fire suppression – 3 Fire fighters in staff

Chairman Molisse asked for review of the members out due to injury/retired in this year. It was noted that maintaining level service is putting stress on the force.

**QUESTION C:**

Overtime is budgeted at \$500,000 in Fy16 which is the same as Fy15. Kindly explain to the Committee and Auditor the cost drivers of overtime and how management will monitor and control the use of expensive overtime hours?

**ANSWER:**

– Vacation/Sick/Injury – Union Business

- Fire call backs
- Storms
- Special events

Holdovers during winter storms drove overtime costs, as well as fires.

QUESTION D:

There is \$50,000 budgeted for “Fire Equipment”. What is the intended use of these funds?

ANSWER:

The funding will be used to maintain and replace needed fire fighting equipment. Hoses, nozzles, bunker gear, axes and saws are purchased from this fund.

QUESTION E:

There are five Firefighters with a budget of zero for salary. To what fund will they be charged to next year?

ANSWER: SAFER Grant

Grants have been extended over two years to maintain these 5 positions. Vice Chairman O’Connor asked how this is possible. The benefits were not charged back to the town and extensions filed. Each year the money is spent and reimbursed. They expect only to get one more year out of it. The money was banked and they draw as needed for these positions. CFO McKinney is monitoring it closely. These firefighters were protected from layoffs during the initial two years of the grant but aren’t any longer. Any stipulation to the grant is gone once the grant expires (names were attached to the grant). Councilor Haugh asked if these positions are included in the total. The five safer grant positions were removed from the budget. Vice Chairman O’Connor asked if the budget presented to the Mayor included the safer positions. This was creatively budgeted for the benefit of the department for the last five years- he commended the CFO.

QUESTION F:

Explain the purpose and use of the \$21,000 in line item “Sick Leave Incentive.

ANSWER:

Sick leave incentive is a contractual item. Members are given a stipend for not utilizing their sick leave during the fiscal year.

Incentive based on full attendance, use of one or two sick days.

QUESTION G:

When will the three vacant positions be filled? Are these additions to the force or replacement personnel?

ANSWER:

In FY 15 we had 3 retirements. Two positions are currently in the hiring process. The third position will be determined later in the budget cycle.

QUESTION H:

How was the \$70,000 derived for “Out-of-Grade” pay? Please explain to the Committee the events that result in paying personnel Out-of-Grade.

ANSWER:

The estimate “Out of Grade” amount is calculated on past year amounts. Out of grade is utilized to preserve paying overtime. If an officer is out sick, vacation, PD, etc. and sufficient manpower exists, they work the out- of- grade rather than hire overtime at time and a half; it was noted that this is also contractual.

**QUESTION I:**

Kindly explain the nature of the line item “Retirement Payouts” of \$40,000. How was this level of funding derived? Approximately how many retirements would this cover?

**ANSWER:**

An amount is built into the salary line to help pay out retiring employee’s enabling their position to be filled more quickly. For instance, if a firefighter was owed \$15,000.00 for unused vacation, sick, etc. they would have to wait weeks to fill a position.

**QUESTION J:**

Is all fuel obtained at DPW for all Fire Vehicles? Please explain to the Committee and Auditor the internal controls in place to monitor fuel usage.

**ANSWER:**

All apparatus have gas keys

**Prevention**

**QUESTION A:**

Why is Salary decreasing by \$10,446 for the one employee in Fire Prevention?

**ANSWER:**

The anticipated management realignment bringing all staff positions to the same pay classification F4A did not happen.

**QUESTION B:**

Why is \$5,000 in Overtime needed for Fire Prevention?

**ANSWER:**

The \$5,000.00 in overtime is included in the overall overtime line item. This is broken out for the Fire Prevention Coordinator. The actual overtime used is from the main overtime line item.

**Training**

**QUESTION A:**

Why is \$5,000 in Overtime required for the Deputy Fire Chief?

**ANSWER:**

The \$5,000.00 in overtime is included in the overall overtime line item. This is broken out for the Training Coordinator. The actual overtime used is from the main overtime line item.

**QUESTION B:**

Training

What type of training and for how many personnel will \$20,000 pay for?

**ANSWER:**

- 87 firefighters participating
- EMS training
- Pump training
- EVOC training
- SCBA training
- Ladder training
- RIT training
- ICS training
- Accountability training

Chairman Molisse asked if the funding is sufficient for all training? Chief Stark responded no.

### **Vehicle and Building Maintenance**

**QUESTION A:**

The FY16 Operating expenses for V&BM is level funded at \$203,700. Discuss the maintenance program with Committee members and the Town Auditor.

**ANSWER:**

- Vehicle maintenance is performed by the DPW.
- Generators
- Garage Doors
- Plymo Vent System
- Station HVAC
- Plumbing

Councilor Haugh asked if there is any extraordinary maintenance required at the N. Weymouth Station due to its age. Chief Stark responded that the report was provided for capital improvement and will be addressed if an override passes. Costs were not broken out by station but by type (utilities, etc.). The station is old and needs to be replaced.

### **Municipal Alarm System**

**QUESTION A:**

One Captain is in the Fy16 budget at \$99,199. How many personnel are needed to operate 24/7? Why is it that a Captain is budgeted under Alarm Salaries but not the staff?

**ANSWER:**

There are 4 groups with 2 fire suppression personnel per group totaling 8 fire alarm operators.

The Captain salary is under Municipal Alarm System which is part of the Chief's staff. These are rotated, not dedicated positions.

**QUESTION B:**

Overtime is budgeted for \$35,000 in Fy16, yet the Fy15 actual overtime through April 27th is only \$1,184. What would drive the cost up so high for next year?

**ANSWER:**

The line item is broken out and assigned to the Fire Alarm Division. The FAS is called back for radio issues, multiple alarm fires, or computer issues.

QUESTION C:

Please provide to the Committee and Auditor more detail on the \$47,000 budgeted for Radio Repairs, Fire/AL/MA and repairs.

ANSWER:

IMC/ Tri-Tech annual software support  
Annual radio maintenance support  
One Call Now  
Verizon Wi-Fi hotspots  
Acorn annual contract for 911  
King Fisher batteries  
King Fisher repair and maintenance  
King Fisher street box install  
Radio repair and maintenance  
Dispatch equipment repair and maintenance

Chairman Molisse thanked Chief Stark for the presentation. Vice Chairman O'Connor asked if the administration has made any movement to a fire-based ambulance service. The Chief responded that he is ready to meet on it and the Mayor has approved. The current ambulance service contract expires in October of this year. The system will not be a revenue generator, but it will decrease response times. Councilor Haugh asked if each station would have its own ambulances and house them in the stations. The Chief responded that his goal is to create a service that would at least do what Fallon does. Councilor Haugh asked if he is involved in the contract with Fallon. She asked if he will solicit for the new contract. Chairman Molisse asked about the number of runs to Southfield. An extra engine in service would improve service to the rest of South Weymouth. Once they start to build the run numbers will increase. Councilor Haugh noted there is a meeting on May 13<sup>th</sup> with Spectra Energy on the gas compression station- and asked if the fire department has been contacted by Spectra to discuss special training. The Chief responded that training was provided for the bridge (high-angle rescue training) Councilor McDonald asked how long town ambulance service would take to get started. Negotiations would be necessary and probably within a year. Personnel is trained. Optimal circumstances would be to transition within one year, transitioning to ALS in 3-5 years. Fire department does 7,000 calls per year. Dispatch is in the process of being updated.

ADJOURNMENT

At 6:36 PM, there being no further business, a motion was made by Vice Chairman O'Connor to adjourn the meeting and was seconded by Councilor Hackett.

UNANIMOUSLY VOTED.

Respectfully submitted by Mary Barker as Recording Secretary



Approved by Chairman Michael Molisse

Voted unanimously on 25 August 2015