

COPY

FORM 1

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET				FORM #1 DEPARTMENT SUMMARY	
DEPARTMENT: FIRE/RESCUE					
	FY14 ACTUAL	FY15 ACTUAL	FY16 BUDGET	FY17 REQUEST	TA RECMD
SALARIES	\$828,536.14	\$870,329.58	\$906,555.55	\$1,006,129.70	
EXPENSES	\$107,515.00	\$102,565.00	\$103,853.30	\$115,337.45	
TOTALS	\$936,051.14	\$972,894.58	\$1,010,408.80	\$1,121,467.10	

BUDGET COMMENTS:

FORM 2

<p><b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2017 BUDGET</b></p>	<p><b>FORM #2</b> <b>BUDGET NARRATIVE</b></p>
<p><b>DESCRIPTION OF FUNCTION OR ACTIVITY</b> Please describe the overall function or purpose of your department.</p>	
<p>The Mission of the Fire Department is to protect the lives and property of the residents of Millis, from fires, natural disasters, and hazardous materials incidents; to save lives by providing emergency medical services; to prevent fires through prevention and education programs; and to provide a work environment that values health, wellness and safety to its employees. And to provide to its employee's the proper equipment and training to perform their duties safely and effectively.</p>	
<p><b>STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2016</b> Please describe your goals and initiatives for FY2017 and how these translate to expenses.</p>	
<p>Funding the completion of the Paramedic Program for the 2 firefighters attending: \$20,000</p> <p>Funding the start of the next 2 firefighters to start the Paramedic Program in 1/2017: \$20,000</p> <p>Hire 1 Fulltime Firefighter/Paramedic in 1/2017 as proposed in the transition proposal: \$42,590</p> <p>Hire 1 Administrative Assistant II to start in 1/2017: \$13,357.50</p> <p>Purchase a New Ambulance and keep the current to have the ability to run 2 ambulances: \$260,000</p> <p>Purchase a Used bucket truck or have a shared resource with Medway: \$10,000</p>	
<p><b>FUNDING PLAN</b> Please provide information regarding user fees your department charges and other revenue, other than the General Fund, through which your department is funded.</p>	
<p>The fire department receives funds from the Ambulance revenue.</p> <p>In FY 2015 the fire department increased the permit fees and increased revenue from \$1020 in all of FY 2015 to \$6,300 year to date in FY 2016 that goes into the general fund.</p>	
<p><b>PERFORMANCE ACCOMPLISHMENTS</b> Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.</p>	
<p>The Fire Department responded to 1,557 calls for service, 756 Fire and 801 medical calls. The department performed 301 inspections and installed 87 child safety seats. Members of the department taught fire prevention to all children from preschool to 5<sup>th</sup> grade and provided CPR and First Aid training to the public. The Department met a state requirement to have the town recognized as a heart safe community by installing AED's in all town buildings and Fire and Police vehicles. The department will start the transition process to ALS by sending 2 Firefighters to Paramedic training in January. With the increased need to ensure that personnel are available for all calls the department hired 5 more Call firefighter/EMT's and got them certified state and nationally to the Firefighter I/II level. With the addition of staff the department has been able to respond to all calls for service, 24 hrs a day, 365 days a year.</p>	

11/09/2015  
15:24:00

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2017 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND  
FIRE/RESCUE SALARY

	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED BUDGET***	FY 2017 DEPARTMENT REQUEST
SALARIES				
0122051 510141 HOLIDAY PAY	28,175.40	29,463.96	29,665.44	<u>31,445.37</u>
0122051 510200 SALARY DEPARTMENT HEAD	102,564.38	104,631.47	110,976.00	<u>113,195.00</u>
0122051 510300 WAGES CLERICAL	.00	.00	5,870.80	<u>5,870.80</u>
0122051 510500 FIRE WAGES	193,573.91	204,575.28	203,068.32	<u>235,194.90</u>
0122051 510501 RESCUE WAGES	228,457.18	249,887.39	252,623.28	<u>288,921.36</u>
0122051 510550 WAGES OVERTIME	41,043.17	48,958.98	71,406.40	<u>75,190.78</u>
0122051 510551 ON-CALL WAGES	59,487.47	63,066.58	60,800.58	<u>73,733.62</u>
0122051 510552 WAGES TRAINING	.00	.00	.00	<u>—</u>
0122051 510557 NIGHT DIFFERENTIAL	9,206.40	9,809.10	11,982.09	<u>—</u>
0122051 510558 OFFICER IN CHARGE	.00	.00	.00	<u>—</u>
0122051 510559 SHIFT COVERAGE	117,039.80	118,993.85	100,113.40	<u>106,120.20</u>
0122051 510560 WAGES-NIGHT COVERAGE	.00	.00	.00	<u>—</u>
0122051 510561 TRAINING OVERTIME	22,281.59	13,160.45	19,651.24	<u>20,830.31</u>
0122051 510562 POLICE DEPT TRAINING	.00	.00	.00	<u>—</u>
0122051 510565 SUMMER WEEKEND STRANDBY	.00	.00	.00	<u>—</u>
0122051 510600 LONGEVITY	3,537.50	3,925.00	3,625.00	<u>4,650.00</u>
0122051 510700 STIPENDS	24,916.62	24,321.94	36,773.00	<u>50,478.00</u>
TOTAL FIRE/RESCUE SALARY	830,283.42	870,794.00	906,555.55	<u>1,006,129.70</u>

11/09/2015  
15:24:00

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2017 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED BUDGET***	FY 2017 DEPARTMENT REQUEST
<b>FIRE/RESCUE EXPENSES</b>				
<b>EXPENSES</b>				
0122052 520600 CERTIFICATION EMT	4,351.00	5,538.00	7,250.00	<u>7,250.00</u>
0122052 520700 TRAINING	.00	3,794.00	3,000.00	<u>5,000.00</u>
0122052 540100 PRINTING	418.83	233.30	550.00	<u>550.00</u>
0122052 540400 SUPPLIES & EXPENSES	29,717.38	32,356.65	30,990.00	<u>31,919.70</u>
0122052 540430 TELEPHONE	679.98	670.96	1,800.00	<u>1,800.00</u>
0122052 540450 POSTAGE	22.36	52.14	50.00	<u>50.00</u>
0122052 540470 OXYGEN	1,035.00	1,059.50	1,500.00	<u>1,500.00</u>
0122052 540480 CLOTHING/UNIFORM/CLEANING	11,831.60	8,021.73	10,000.00	<u>15,000.00</u>
0122052 540800 EQUIPMENT	11,946.13	9,491.70	8,500.00	<u>9,500.00</u>
0122052 540820 HAZ MAT TRUCK	.00	.00	1,000.00	<u>1,000.00</u>
0122052 540850 EQUIPMENT REPAIRS & SUPPLIES	8,854.76	3,979.23	8,700.00	<u>9,000.00</u>
0122052 540852 MAINTENANCE FIRE ALARM	790.55	1,676.16	3,000.00	<u>3,000.00</u>
0122052 540860 VEHICLE SUPPLY/REPAIR	12,650.45	13,557.36	11,425.00	<u>11,716.45</u>
0122052 540870 GASOLINE/OIL	15,883.54	15,572.30	12,000.00	<u>15,000.00</u>
0122052 540900 ADMINISTRATIVE EXPENSE	2,345.60	2,946.15	2,800.00	<u>3,000.00</u>
TOTAL FIRE/RESCUE EXPENSES	100,527.18	98,949.18	102,565.00	<u>115,337.45</u>

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: Fire/Rescue		BUDGET #
CODE	DESCRIPTION	BUDGET REQUEST
Certification EMT	This funds continuing education training for EMT's with an outside agency that provides training monthly. Also funds the license renewal fee's for EMT's annually.	\$7,250.00
Training	The increase is due to training requirements set forth by the department and the state. The need to hire outside resources to ensure that our department is staying trained to the most up to date regulations. Changes in the challenges fire department see in house construction, transitiional attack, flow path theories, strategy and tactics and the ever growing concern of homeland attacks. This also funds training props and materials.	\$5,000.00
Printing	This represents cost associated with the printing of permits done by an outside service.	\$550.00
Supplies/Expenses	All supplies and expenses associated with fire/ rescue. Medical supplies, office supplies We have seen increases in charges for fuel surcharges, and supply and demand	\$31,919.70
Telephone	Fee's associated with the cellular phones, wifi hotspots and equipment.	\$1,800.00
Postage	Fee's paid to the town for postage service.	\$50.00
Oxygen	This pays for the oxygen deliveries to supply oxygen to all fire/rescue and police equipm	\$1,500.00
Clothing	The increase is due to the recent CBA that allows each fulltime member \$1,000 for clot this depletes the account and leaves no funds to outfit call members.	\$15,000.00
Equipment	The cost have increased for the same reasons with supplies and expenses in additon much of our equipment that is beginning to age is up for replacement. SCBA mask, bottles and packs are in need of replacement.	\$9,500.00
Equip. Repairs	As stated above much of the equipment that is beginning to age needs repairs.	\$9,000.00
Haz Mat Truck	This is a shared resource that we have with Norfolk County for a Haz Mat truck that is based in Westwood. This is an annual expense.	\$1,000.00
Maint Fire Alarm	The cost to maintain our aging fire alarm system throughout town, this system is very old and becoming costly to keep up. Converting to a radio box system would reduce cost for repairs.	\$3,000.00
Vehicle Supply	Many of our vehicles are in great condition but there are some that are aging and require increase repairs.	\$11,767.45
Gasoline/Oil	Over the last 3 years we have averaged \$15,000 in fuel usage.	\$15,000.00
Admin Expenses	An increase in admin expenses is requested to ensure the ability to supply the office with equipment etc.	\$3,000.00
		115337.15

FORM 5

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET		FORM #5 EQUIPMENT DETAIL			
DEPARTMENT: FIRE DEPARTMENT		#OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
CODE	DESCRIPTION				
	<b>ENGINE 1- 1987 E-ONE SPARTAN</b> MILEAGE- 13,915 HOURS-3,000 CONDITION IS AVERAGE WITH SOME RUST AND REPAIRS REQ ON PUMP	1	\$5,000	5 years replace	
	<b>ENGINE 2- 2009 E-ONE CYCLONE</b> MILEAGE-10,484 CONDITION IS EXCELLENT	1		18 years replace	
	<b>LADDER 1-2012 SMEAL QUINT</b> MILEAGE- 9,457 EXCELLENT CONDITION/NEW	1		21 years replace	
	<b>ENGINE 5-1999 FORD F-550 SD</b> MILEAGE-13,427 TRUCK IS IN GOOD SHAPE AND HAS BEEN REWORKED TO BE MORE USEFUL TO THE DEPARTMENT	1		9 years replace	
	<b>BRUSH 2-2005 FORD F-350</b> MILEAGE-19,576 TRUCK IS IN GREAT SHAPE AND ALSO HAS BEEN REWORKED TO BE MORE USEFUL TO THE DEPARTMENT	1		14 years replace	
	<b>AMBULANCE 1-2008 CHEVY 4500</b> MILEAGE-106,415 TRUCK IS IN GOOD SHAPE, NEEDS REPAIRS OFTEN, WILL NEED TO CONSIDER REPLACEMENT EARLIER THAN EXPECTED WITHIN NEXT 3-5YRS	1	\$10,000	1 years replace	
	<b>CAR 1- 2012 CHEVY TAHOE</b> MILEAGE-21,091 TRUCK IS IN GOOD CONDITION	1		6 years repurpose to Car 2	
	<b>CAR 2- 2007 FORD EXPEDITION</b> MILEAGE- 103,000 TRUCK IS USED FOR INSPECTIONS AND TRANSPORTATION TO TRAININGS.	1	\$1,000	6 years Replace to Car 1.	
	<b>BUCKET TRUCK- 1994 INTERNATIONAL</b> MILEAGE-112,676 TOWN BUCKET TRUCK THAT PUTS UP ALL BANNERS, LIGHTS, FLAGS ETC	1	\$5,000	Replace ASAP.	

<p><b>STATION 1- GENERATOR</b> 10KW SUPERIOR GENERATOR HRS-288</p>	1		10 years replace	
<p><b>STATION 2- GENERATOR</b> 5KW SUPERIOR GENERATOR HRS-200</p>	1		Move to Radio Site	
<p><b>SCOTT AIR PACKS</b> PACKS WERE PURCHASED NEW IN 2007 CERTAIN PACKS ARE IN WORSE CONDITIONS THAN OTHERS</p>	24		12 Will need to be replaced next year	
<p><b>SCOTT AIR PACK-SPARE BOTTLES</b> APPROX HALF OF THE BOTTLES WERE REPLACED IN 2007, THE OLDER BOTTLES ARE REACHING THEIR LIFE EXPECTANCY</p>	24		12 Will need to be replaced next year	
<p><b>BAUER BREATHING AIR COMPRESSOR</b> UNIT IS 41 YEARS OLD AND PURCHASED USED 20 YEARS AGO, IT DOESN'T MEET CURRENT SAFETY REQUIREMENTS</p>	1		Replace with station project	
<p><b>FIREFIGHTERS TURNOUT GEAR</b> GEAR HAS BEEN REPLACED IN 2014/2015 WITH GRANT FUNDS AND WITH A 2 YEAR REPLACEMENT PROGRAM</p>	27		Replace as needed	
<p><b>HOLMATRO JAWS TOOLS</b> PURCHASED IN 2009, GREAT SHAPE PM CONTRACT CAN PROLONG LIFE</p>	1		10 years replace	
<p><b>HOLMATRO JAWS TOOLS</b> PURCHASED IN 2013, GREAT SHAPE PM CONTRACT CAN PROLONG LIFE</p>	1		15 years replace	
<p><b>RESCUE BOAT</b> GOOD CONDITION, NEW MOTOR PURCHASED</p>	1		20 years replace	
<p><b>PAGERS AND PORTABLES</b> ALL PAGERS AND PORTABLES HAVE BEEN REPLACED IN 2014/2015 WITH A 2 YEAR REPLACEMENT PROGRAM</p>	17 17		10 years replace	
<p><b>FIRE ALARM SYSTEM</b> SYSTEM IS OUTDATED AND COMMONLY NEEDS COSTLY REPAIRS, REPLACEMENT OF MUCH OF THE SYSTEM HAS BEEN INCLUDED IN POLICE/FIRE STATION PROJECT, IF CUT FROM PROJECT IT WILL NEED TO BE REPLACED SOON.</p>	1		Replace Now	











FORM 7

<b>TOWN OF MILLIS FISCAL YEAR 2017 BUDGET</b>	<b>FORM #7 CAPITAL BUDGET AND MISCELLANEOUS REQUESTS</b>
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DEPARTMENT: Fire/Rescue  
 DIVISION:  
 REQUEST PRIORITY 1

PROJECT TITLE: ALS Training Funding

LOCATION:  
 JUSTIFICATION FOR PROJECT (please attach copies of reports, master plans, or supporting documentation)  
 This funds the remainder of the cost for 2 firefighters to attend paramedic training and to also fund 2 additional firefighters to start paramedic training in January 2017.

PROJECTED START DATE:  
 ESTIMATED USEFUL LIFE:  
 COST: \$40,00  
     A. DESIGN  
     B. LAND ACQUISITION  
     C. CONSTRUCTION  
     D. INSPECTION  
     E. EQUIPMENT  
     TOTAL

ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?

No

IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?

Moving the department to the ALS level of service will allow for an increase in ambulance fee's and revenue.

EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS

WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?

FORM 7

<b>TOWN OF MILLIS FISCAL YEAR 2017 BUDGET</b>	<b>FORM #7 CAPITAL BUDGET AND MISCELLANEOUS REQUESTS</b>
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DEPARTMENT: Fire/Rescue  
 DIVISION:  
 REQUEST PRIORITY # 2

PROJECT TITLE: Hire 1 Firefighter/EMT Paramedic Starting January 2017

LOCATION:  
 JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation)  
 As proposed in the Transitioning the Fire Department to the ALS level of service plan, the first of three EMT paramedics to be hired in January 2017. This would fund the hiring for the last 6 months of the fiscal year.

PROJECTED START DATE:  
 ESTIMATED USEFUL LIFE:  
 COST: \$42,590.00  
     A. DESIGN  
     B. LAND ACQUISITION  
     C. CONSTRUCTION  
     D. INSPECTION  
     E. EQUIPMENT  
     TOTAL

ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?  
 No

IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?  
 Moving the department to the ALS level of service will allow for an increase in ambulance fee's and revenue.

EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS

WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?

FORM 7

<b>TOWN OF MILLIS FISCAL YEAR 2017 BUDGET</b>	<b>FORM #7 CAPITAL BUDGET AND MISCELLANEOUS REQUESTS</b>
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DEPARTMENT: Fire/Rescue  
 DIVISION:  
 REQUEST PRIORITY # 3

PROJECT TITLE: Hire an Administrative Assistant Starting January 2017

LOCATION:

JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation)

This request is to hire an Administrative Assistant to the Fire Chief. Currently the Fire Chief is the only Department head without an Administrative Assistant. I have requested funding to share the Police Chiefs but have been unable to utilize due to technology issues, location issues and clear procedures, fee's etc. Currently I perform all payroll, accounts payable/billable, department scheduling, inspection scheduling, turnovers, permit filing/issuing along with any other data processing. In this manner the department can only do the bare minimum due to time constraints. Firefighter availability to do some of the workload is interrupted due to calls, training and takes them away from the needs on the shift. When the Police station is complete and dispatch is moved out there will be no one in the station to assist the public, answer phone calls etc. On an average weekly bases there are 58 phone calls to the FD between the hours of 8am-4pm and 49 walk ins, regarding permits, inspections, request for information etc. By hiring an Assistant this could help meet some of the request for online permits, applications and lessen the load on the dispatchers. The request would be for the hiring to take place in January 2017 when the police station is close to completion.

PROJECTED START DATE:

ESTIMATED USEFUL LIFE:

COST: \$13,357.50

- A. DESIGN
- B. LAND ACQUISITION
- C. CONSTRUCTION
- D. INSPECTION
- E. EQUIPMENT
- TOTAL

SEIU Wage Schedule Grade 7 Step 5	
26wks/21.13x35hrs	19228.3
Current Budgeting Clerical	-5870.8
Total	13357.5

ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?

No

IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?

EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS

WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?

FORM 7

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2017 BUDGET</b>	<b>FORM #7</b> <b>CAPITAL BUDGET AND MISCELLANEOUS REQUESTS</b>
DEPARTMENT: Fire/Rescue DIVISION: REQUEST PRIORITY 4	
PROJECT TITLE: Purchase a Second Ambulance  LOCATION: JUSTIFICATION FOR PROJECT (please attach copies of reports, master plans, or supporting documentation)  See attached	
PROJECTED START DATE: ESTIMATED USEFUL LIFE: COST: \$230,000 A. DESIGN B. LAND ACQUISITION C. CONSTRUCTION D. INSPECTION E. EQUIPMENT \$30,000 TOTAL \$260,000	
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?	
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?  There would be an increase in revenue generated by the ability to send the second ambulance on calls that we are currently missing while the first ambulance is on a call.	
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS  The expected annual operation and maintenance cost would be \$5,500, for fuel, licensing, inspection and routine maintenance.	
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?	

## Capital Budget and Miscellaneous Requests 2017

### **Purchase a Second Ambulance:**

Over the last 3 years we have seen a large increase in second and third medicals while the ambulance is on a call. On average we have missed 75-100 calls and require a mutual aid ambulance to respond. Currently we announce a Full Recall and have an Engine respond and start care until the mutual aid ambulance arrives, but we cannot bill for the call and revenue is lost to the mutual aid ambulance. In addition to missed calls while A-1 is on a call there are missed calls when A-1 is out for service or repair, this year alone we missed 32 calls. A-1 already has over 100,000 miles and has had some costly repairs lately. In addition to this is the increased call volume and request from other towns for assistance. I have attached 2 charts that show average response times for our mutual aid communities and the increased calls over the last 5 years.

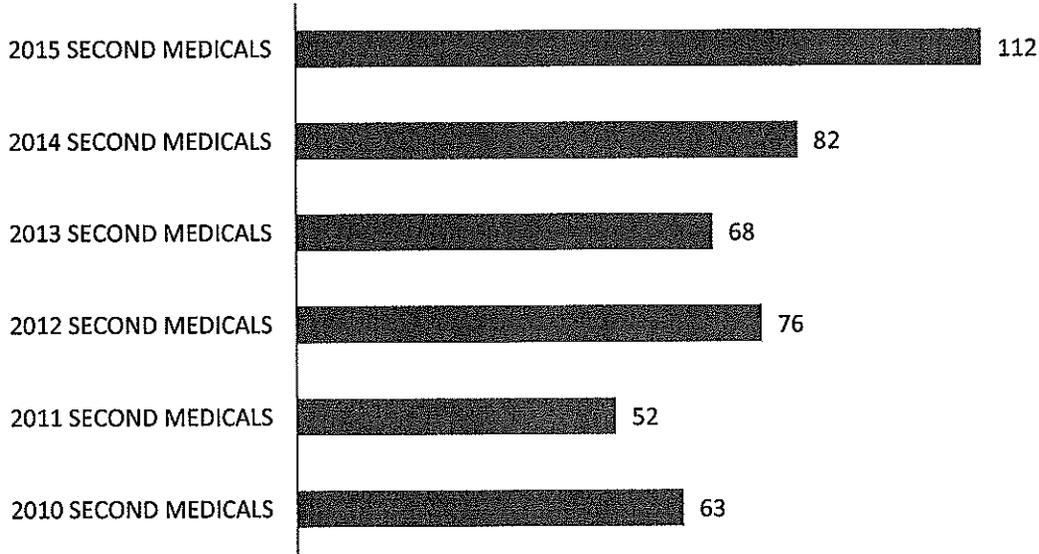
The current ambulance is scheduled to be replaced in 2018 (10y/o) I am asking that we replace it one year earlier. We can increase revenue with the ability to handle the missed calls and place our current ambulance into a support role that allows for less mileage to be placed on it thus reducing costly repairs and prolonging its useful life. I am recommending that we replace the current ambulance five years after purchasing a second ambulance, making the current ambulance 14 years old and replacement in 2022, thus starting a 5 year replacement program on ambulances. The new ambulance would be built as an ALS ready ambulance with ALS cabinets and state requirements.

Concerns for the future are the possibility of increased call volume due to proposed projects in town. In addition the state has set forth a requirement for any ambulances ordered after July 1, 2016 that they are outfitted with a hydraulic lifting system/retention system that increases the cost by \$40,000. Also there is a 240 day from time of order to delivery on a new ambulance, I have spoken with our dealer and they could sell us a demo with our specs and speed up delivery, but only by a couple months.

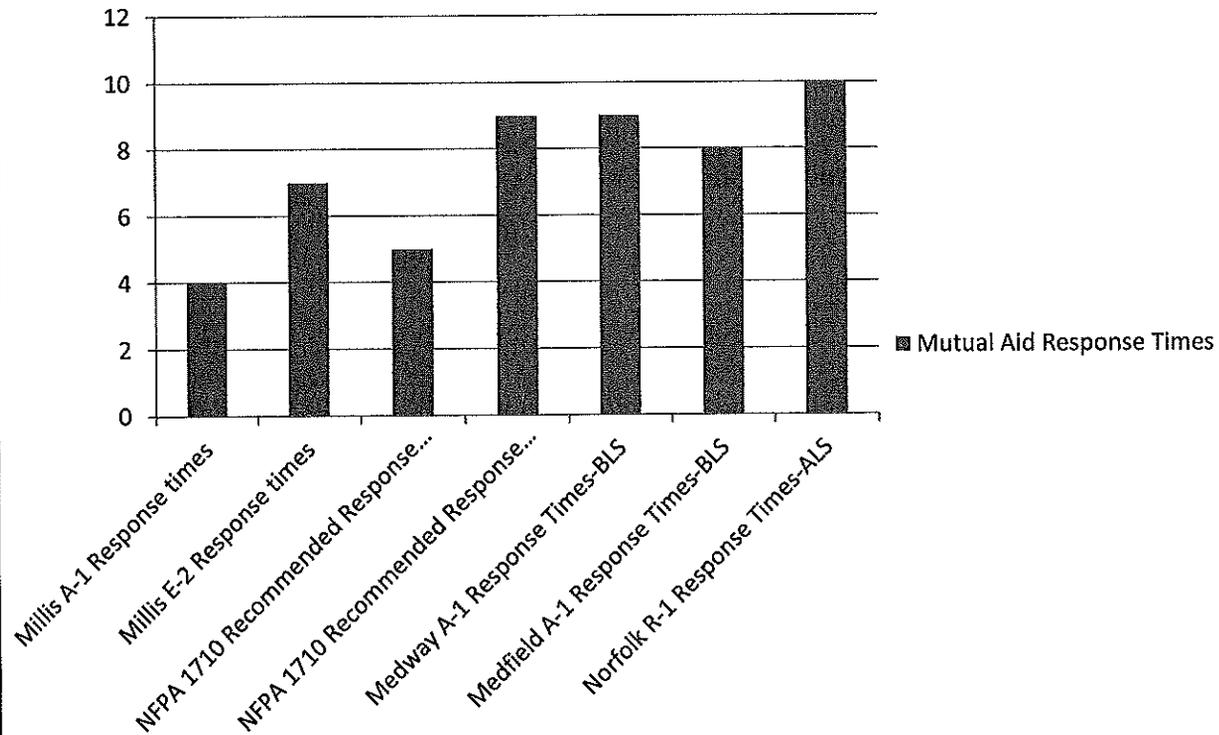
I have attached the letter from the state and a spec for a new Dodge 4500 ambulance that was done by the same dealer who built our Ladder. The price would be \$230,000 with \$30,000 of equipment to have it ready for service for a total of \$260,000. I would recommend purchasing this through the FCAM bid process as we did the Ladder truck. This request would be much higher on the priority list if the paramedic training and personnel were not so important.

# CALL TOTALS

■ CALL TOTALS



# Mutual Aid Response Times





The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
Office of Emergency Medical Services  
99 Chauncy Street, Boston, MA 02111

CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lieutenant Governor

MARYLOU SUDDERS  
Secretary

MONICA BHAREL, MD, MPH  
Commissioner

Tel: 617-753-7300  
[www.mass.gov/dph](http://www.mass.gov/dph)

**ADVISORY: 15-7-01**

**TO:** All Massachusetts Licensed Ambulance Services

**FROM:** Michael Kass, JD, MS, EMT  
Director, Office of Emergency Medical Services

**DATE:** July 13, 2015

**RE:** Updates to United States General Services Administration's Federal Specification for the Star of Life Ambulance, KKK-A-1822F and Massachusetts Implementation Timeline

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In accordance with 105 CMR 170.455 (Class I ambulances) and 105 CMR 170.460 (Class II ambulances), and Administrative Requirement 2-405, all Class I and Class II ambulance vehicles must, at a minimum, meet the United States General Services Administration's (US GSA) Federal Specification for the Star of Life Ambulances, KKK-A-1822-F, that are in effect at time of purchase. This Advisory is to alert you that the US GSA has promulgated an updated KKK-1822-F specification, effective July 1, 2015. See accompanying US GSA change notice.

The primary change in this update is that the US GSA has adopted in KKK-1822-F a new safety standard for securing stretchers, based on the research conducted by the National Institute of Standards and Technology (NIST) and the National Institute for Occupational Safety and Health (NIOSH). Specifically, this change requires ambulances constructed after July 1, 2014 to incorporate crash test rated stretcher retention systems that meet SAE J3027 standards. The US GSA has concluded that from a patient and EMS personnel safety perspective, this is a positive change that is long overdue. The US GSA acknowledges that incorporating this new standard in the ambulances constructed after July 1, 2014 may result in significant additional costs depending on the brand and type of stretcher and retention system used.

The Department of Public Health's Office of Emergency Medical Services (Department) understands that with significant cost involved, services may need lead-time to budget for this change. **Therefore, the Department will allow ambulance services until July 1, 2016 to come into compliance** with this stretcher retention system standard, as well as other changes in the updated KKK-1822-F change notice.

For further information, contact Philip Bonaiuto, Ambulance Regulatory Program Field Supervisor/Inspector, at [phil.bonaiuto@state.ma.us](mailto:phil.bonaiuto@state.ma.us).

# CUSTOM DESIGNED FOR MILLIS FIRE DEPARTMENT

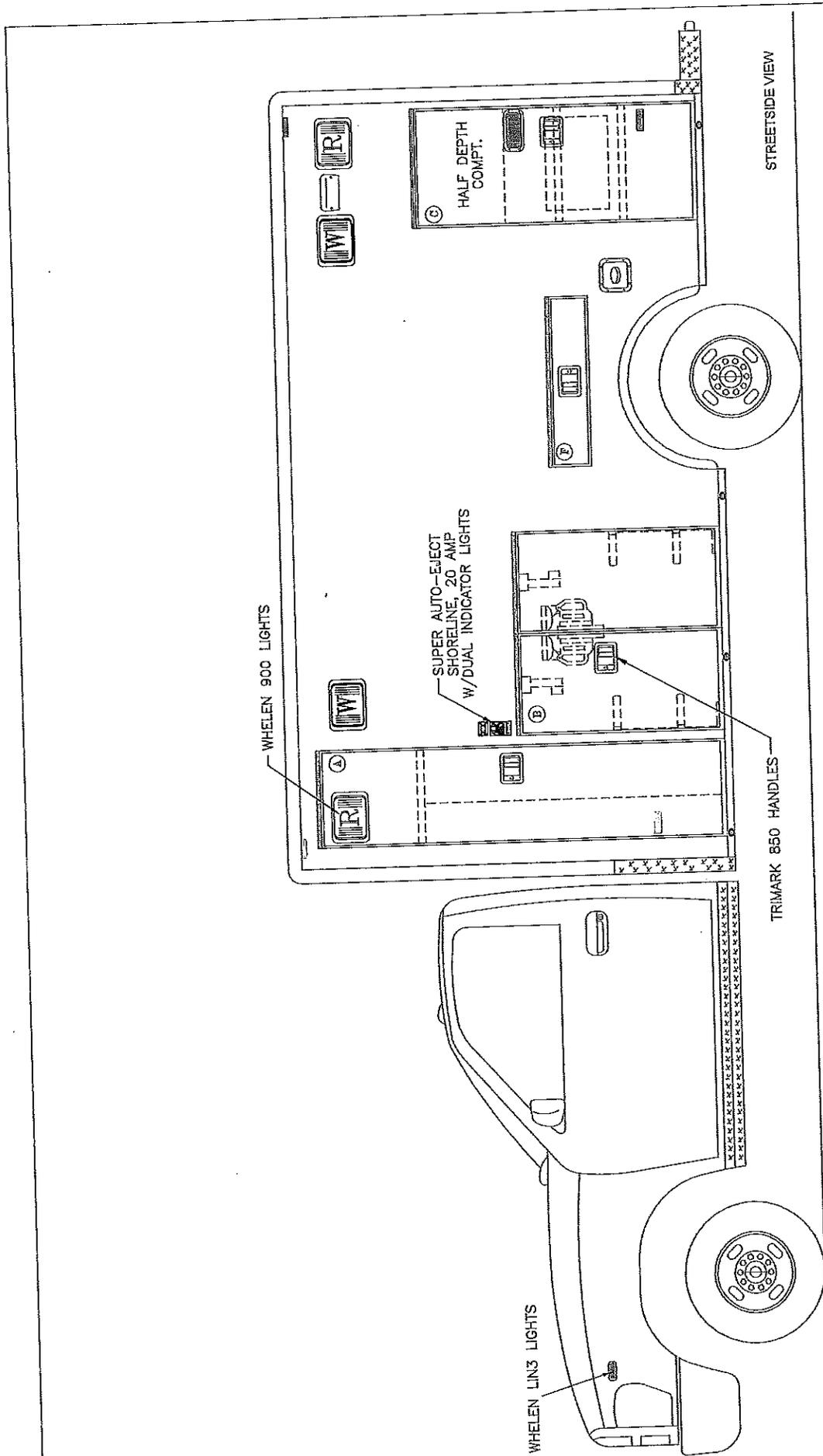
# BY P.L. CUSTOM EMERGENCY VEHICLES

A3101

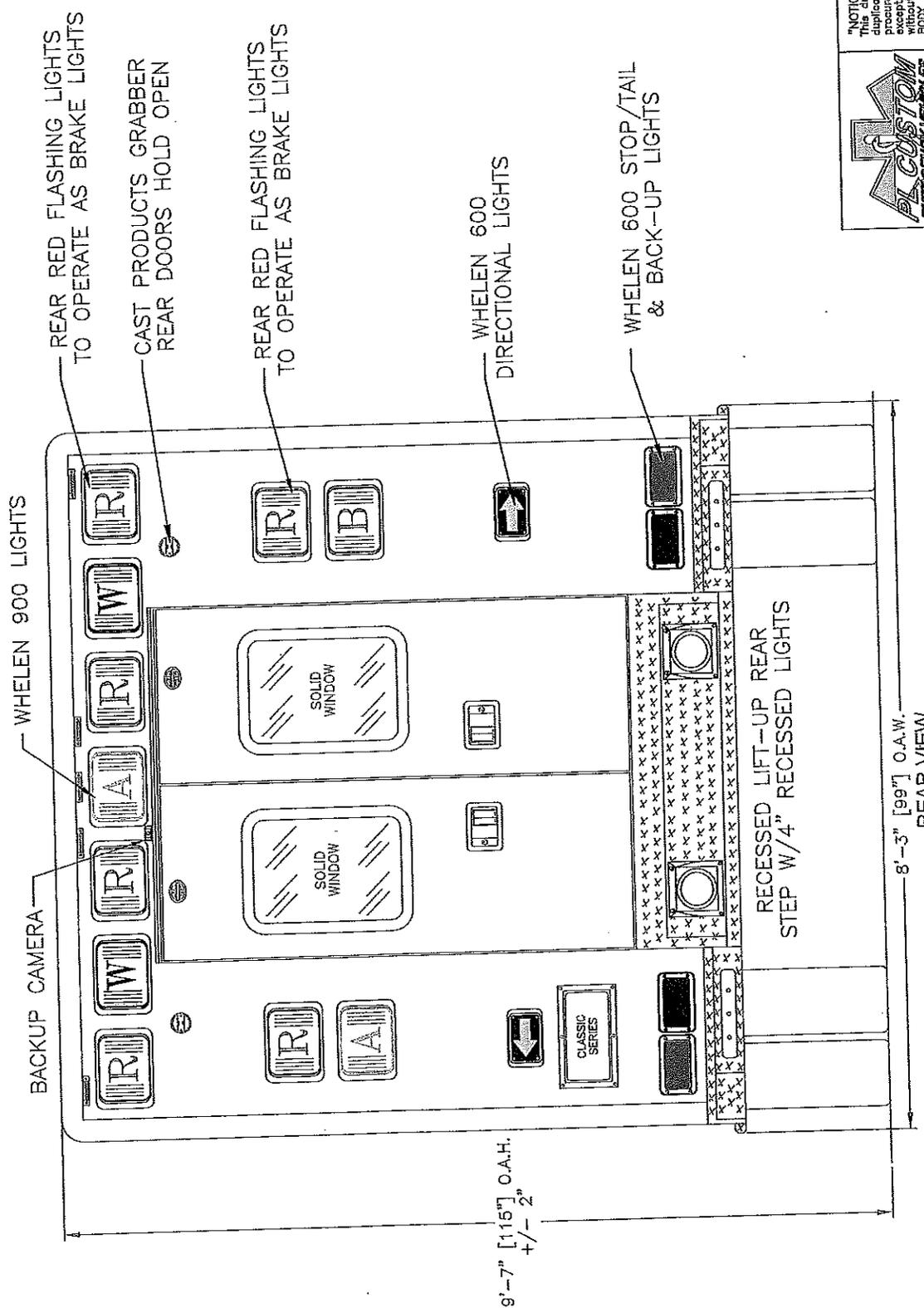
PAGE 1



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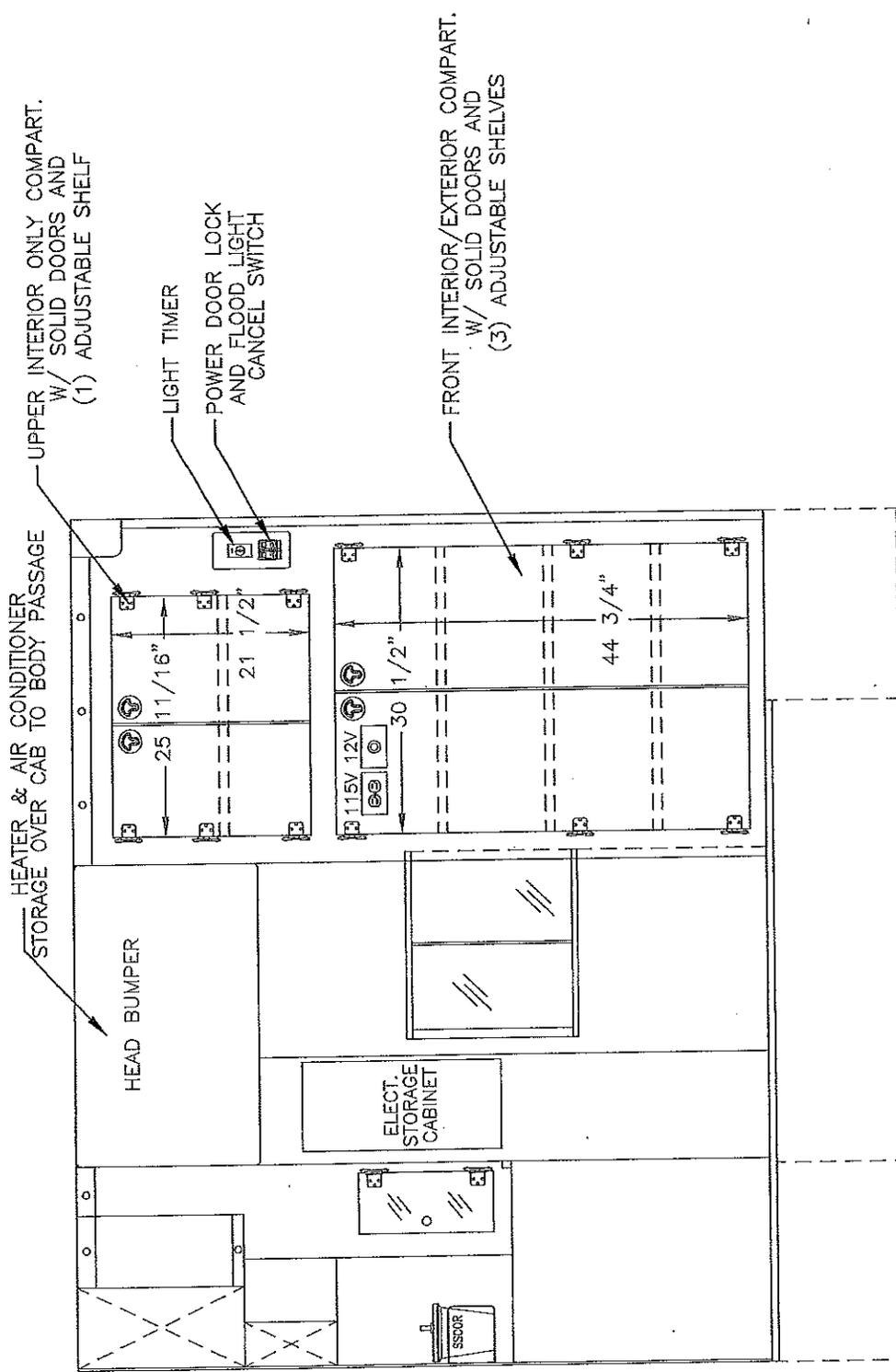


9'-7" [115"] O.A.H.  
+/- 2"

8'-3" [99"] O.A.W.  
REAR VIEW



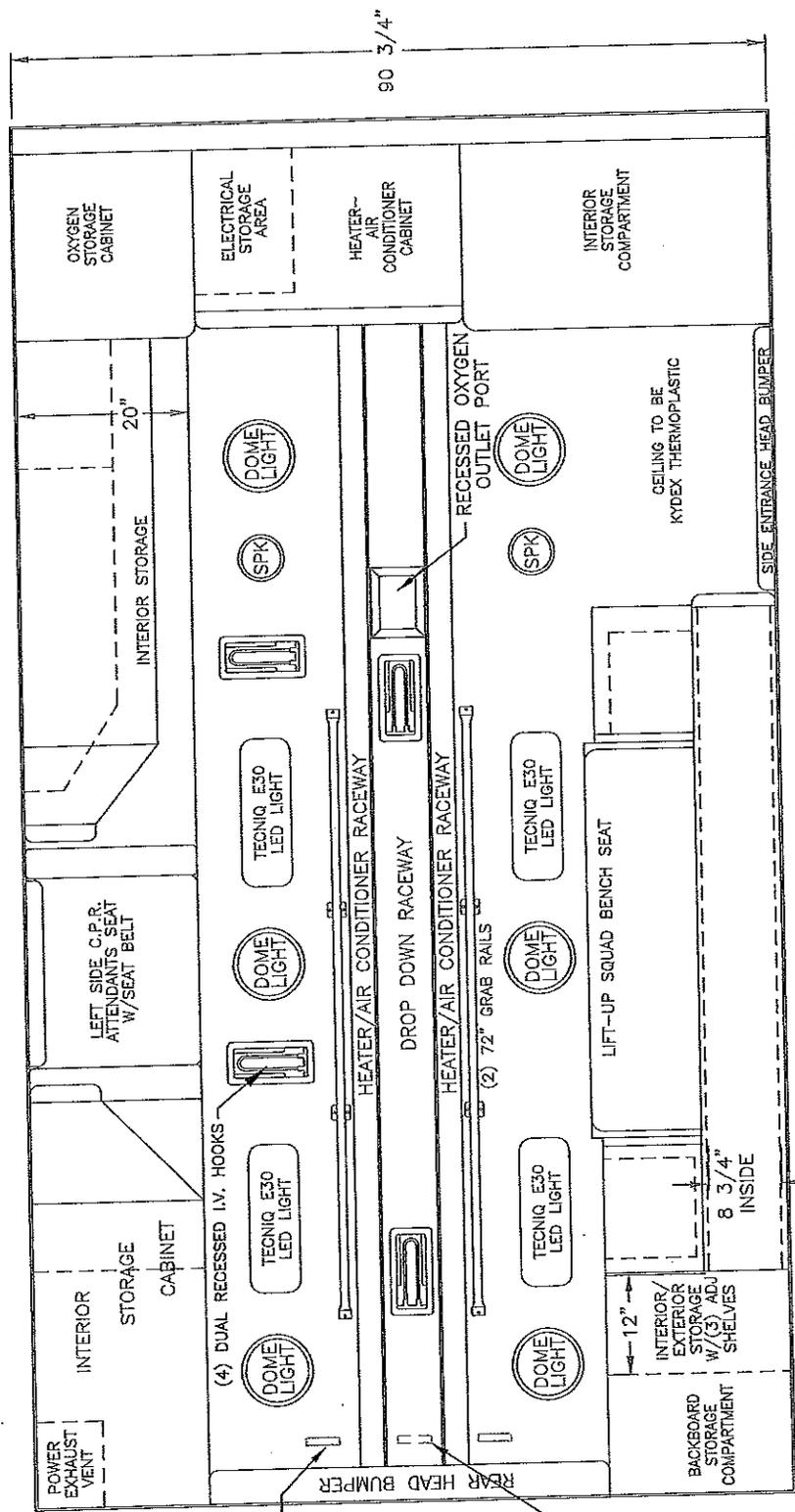
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FRONT VIEW



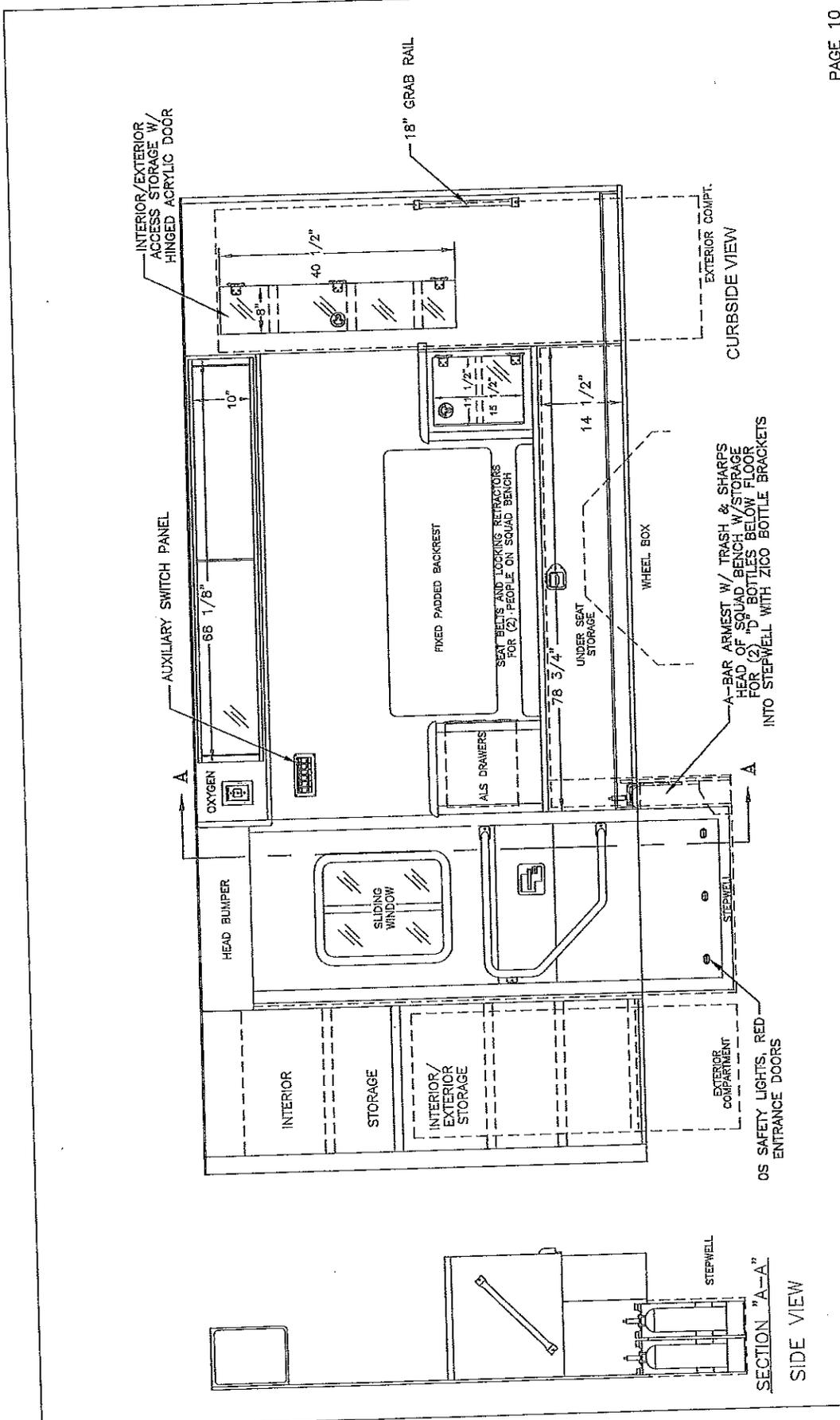
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CEILING VIEW



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NOTES:

- 1.) DRAWINGS ARE FOR REPRESENTATIONAL PURPOSES ONLY.
- 2.) ALL DIMENSIONS SHOWN ARE APPROXIMATE.
- 3.) EXTERIOR COMPARTMENT DIMENSIONS REFLECT WALL TO WALL MEASUREMENTS. PASS THROUGH OPENINGS WILL BE SMALLER.
- 4.) INTERIOR CABINET DIMENSIONS REFLECT THE CABINET OPENING. PASS THROUGH OPENINGS WILL BE SMALLER.
- 5.) DIMENSIONS FOR OVERALL HEIGHT AND OVERALL LENGTH ARE APPROXIMATE UNTIL THE CHASSIS IS BUILT AND RECEIVED AT OUR FACTORY.



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FORM 7

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2017 BUDGET</b>	<b>FORM #7</b> <b>CAPITAL BUDGET AND MISCELLANEOUS REQUESTS</b>
DEPARTMENT: Fire/Rescue DIVISION: REQUEST PRIORITY 6	
PROJECT TITLE: Purchase a New Bucket Truck  LOCATION: JUSTIFICATION FOR PROJECT (please attach copies of reports, master plans, or supporting documentation)  The current bucket truck needs over \$10,000 in repairs but will not pass state inspection due to serious mechanical problems. A smaller used bucket truck would be more useful to the town. This truck would be a truck that could be used by all departments in town. Currently the fire department uses a bucket truck for fire alarm repairs, hanging banners, fixing street lights, hanging the towns christmas lights and wreaths along with wreaths for the garden club. Request for use of the bucket truck has come from the DPW, School Department and town hall. A shared resource has been discussed with Medway.	
PROJECTED START DATE: ESTIMATED USEFUL LIFE: COST: \$10,000 A. DESIGN B. LAND ACQUISITION C. CONSTRUCTION D. INSPECTION E. EQUIPMENT TOTAL	
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?	
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?	
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS	
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?	

FORM 8

TOWN OF MILLIS  
FISCAL YEAR 2017 BUDGET

FORM #8  
ABOVE LEVEL SERVICE OPERATING BUDGET REQUEST

DEPARTMENT:  
DIVISION:  
REQUEST PRIORITY #:

PROJECT/SERVICE TITLE:

LOCATION:  
JUSTIFICATION FOR PROJECT (please attach copies of reports, master plans, or supporting documentation)

## Transitioning the Fire/Rescue Department from BLS to ALS service

The Millis Fire/Rescue Department provides Basic Life Support (BLS) service to the residents of Millis. We provide a level of service that is second to none and is well respected in the area. With the increased need for Advanced life support (ALS) interventions and the changes in the delivery of medical services throughout the State, I am requesting the Town starts the process of transitioning the current BLS service to the level of ALS. This transition would be done in an incremental phasing aspect. My request would be that the Town funds the training of 2 Firefighters to attend Paramedic school every other year for the next 5 years. Additionally I am requesting that the Town hires 1 firefighter per year for the next 3 years to help ease overtime cost while personnel are attending paramedic school. This would help us achieve the level of 3 personnel per shift at the end of the process, a milestone and recommendation that was done on a study over 5 years ago. With an increase in the level of service there will also be an increase in the revenue generated by the service.

### What is the difference between BLS vs. ALS?

**Basic Life Support (BLS):** To become an EMT in Massachusetts you will need to take 100hrs of classroom, 150hrs of Ambulance ride time and 10hrs of hospital observation. A BLS provider is educated in many skills including CPR, giving patients oxygen, administering glucose for diabetics, and helping others with treatments for asthma attacks or allergic reactions. With very few exceptions, such as in the case of auto-injectors (Epi-pens) for allergic reactions, EMTs are not allowed to provide treatments that requiring breaking the skin: that means no needles. In addition EMT's are trained in trauma assessment, spinal cord stabilization and fracture stabilization. EMT's are trained to assess a patient and determine the need for ALS or even a Medical Helicopter. EMT's are required to obtain 20hrs national, 10hrs local and 10hrs personal continued education training every 2 years to satisfy recertification requirements.

**Advanced Life Support (ALS):** Is also referred to as a Paramedic, and to become a paramedic you must successfully pass a Paramedic program. The program consists of 1,150 hours of classroom time along with 120hrs of ride time and 120hrs of hospital observation. **Paramedics** are advanced providers of emergency medical care and are highly educated in topics such as anatomy and physiology, cardiology, medications, and medical procedures. They build on their EMT education and learn more skills such as administering medications, starting intravenous lines, providing advanced airway management for patients, and learning to resuscitate and support patients with significant problems such as heart attacks and traumas. Paramedics are trained to recognize life threatening cardiac emergencies pre hospital and have the ability to activate hospital teams such as Cardiac Catheter teams, stroke teams and respiratory teams. Paramedics are certified at the National Level and must complete 72hrs of continued education every 2 years to satisfy recertification requirements.

**Our system currently:** Currently the department runs at the BLS level, when arriving on scene the personnel must determine the need for ALS. Upon that determination, dispatch personnel must contact a private organization (Events EMS) out of Medway and await their arrival before transporting to the closest facility. Events has been a great resource for the Town, but with the increase in request for ALS for area towns at times crews must locate ALS from another provider further delaying the transport to the hospital. As an EMS provider our first priority is quick response, quick assessment and timely transport to a local facility. Millis averages a 4 minute response to any household in town, Events after notification (which is after the 4 minute response, 2-3 minute assessment) is 5 minutes for a total of 10-12 minutes. This is a delay that would improve greatly with the addition of Paramedics.



The budget below shows starting the program in January and hiring in January to reduce initial cost by starting halfway through the budget.

	<b>Year 1 FY16</b>	<b>Year 2 FY17</b>	<b>Year 3 FY18</b>	<b>Year 4 FY19</b>	<b>Year 5 FY20</b>	<b>Year 6 FY21</b>
<b>ALS 1</b>	\$10,000	\$20,000	\$6,800	\$6,950	\$7,100	\$7,242
<b>ALS 2</b>	\$10,000	\$20,000	\$6,800	\$6,950	\$7,100	\$7,242
<b>NEW HIRE 1</b>		\$42,590	\$86,883	\$88,621	\$90,393	\$92,201
<b>ALS 3</b>			\$11,000	\$23,100	\$7,100	\$7,242
<b>ALS 4</b>			\$11,000	\$23,100	\$7,100	\$7,242
<b>NEW HIRE 2</b>			\$43,441	\$88,621	\$90,393	\$92,201
<b>ALS 5</b>					\$11,000	\$22,440
<b>NEW HIRE 3</b>				\$44,310	\$90,393	\$92,201
<b>TOTALS</b>	<b>\$20,000</b>	<b>\$82,590</b>	<b>\$165,924</b>	<b>\$281,652</b>	<b>\$310,579</b>	<b>\$328,011</b>

**Ambulance Revenue:**      Currently the ambulance rates for BLS are:      \$1,160  
    Current ambulance rates for ALS are:                      \$1,993  
    FY 12 Ambulance Revenue:                                      \$271,562.28  
    FY 13 Ambulance Revenue:                                      \$306,446.04  
    FY 12/13 ALS service Paid to Events EMS      \$76,250

This does not include fees paid to Norfolk or Westwood Fire or any of the other ALS services that provided service to our town.

