

Finance Committee Meeting

January 30, 2013 7:30 PM  
Veterans Memorial Building, Room 229  
900 Main Street  
Millis, MA 02054

In Attendance:

Peter Jurmain, Vice Chairman  
Rick Manburg  
Doug Riley  
Chris Smith  
Jim Smith  
Susan Vecchi  
Charles Aspinwall, Town Administrator  
Charles Vecchi, Board of Selectmen  
Chief Edison, Police  
Chief Barrett, Fire & Rescue

Peter Jurmain called the meeting to order at 7:31 PM.

FY14 Budget Review – Dispatch:

Chief Edison:

Dispatchers serve both the Police and Fire Departments. They provide the link between the community and public safety professionals. The town's dispatchers continue to provide excellent service and value to the community, responding to approximately 10,000 calls annually as well as thousands of walk in requests at the dispatch center. The department recently hired two new dispatchers. A small reduction of the overall budget is the result of the new dispatchers starting at a lower step rate and a reduction in computer equipment expense.

The FY14 budget:

Salaries:	\$220,702.00
Expenses:	<u>\$ 8,300.00</u>
Total:	<u>\$229,002.00</u>

The department has received a grant for "New Emergency Medical Dispatch" training to assist in taking 911 calls. All of the town's dispatchers as well as six officers and all sergeants will participate in the program. If a dispatcher is on an emergency 911 call all other 911 calls are forwarded to Medway.

### FY13 Budget Shortfall – Police:

Chief Edison:

The department has experienced several injuries this fiscal year. Currently there are two officers out due to in the line of duty injuries. Best case scenario, one officer may be able to return in March while the other officer is waiting for a decision on a proper course of treatment which could require surgery and a significant recovery period. In addition, another officer is waiting for a course of treatment decision which could last anywhere from four weeks to six months. Due to the current staffing, overtime of approximately \$20,000.00 is spent per month. It is possible the department's overtime budget will exceed \$31,000.00 within the next five months.

### FY14 Budget Review – Police:

Chief Edison:

The FY14 budget:

Salaries:	\$1,415,817.00
Expenses:	<u>\$ 144,115.00</u>
Total:	<u>\$1,559,932.00</u>

The increase in salaries is due to step raises, a contract is in negotiation. The increase in expenses is due to state mandated training. The salary line item does not include additional staff.

The department is requesting the replacement of two vehicles; one marked vehicle and the chief's vehicle. The marked vehicle is a 2007 Ford Crown Vic with projected 90,000 miles and the chief's vehicle is a 2008 Ford Taurus with projected 100,000 miles. The total cost is approximately \$60,000.00. Police vehicles have a shorter life than typical vehicles. The Chief plans to move the fleet towards all SUVs. The newer vehicles have both an hours meter and an odometer.

The second request is for the addition of one full time officer. The position has been vacant for many years and leaves the department short staffed on a regular basis. The position will provide support for the existing staff and will improve the department's ability to respond to the needs of the community. The addition to staff would cost \$59,749.00 plus retirement and healthcare costs. The cost of a family healthcare plan to the town is approximately \$14,000.00. The addition to staff could possible reduce overtime expense by \$10,000.00.

### FY14 Budget Review – Fire & Rescue:

Chief Barrett:

The FY14 budget:

Salaries:	\$828,536.14
Expenses:	<u>\$107,515.00</u>
Total:	<u>\$936,051.14</u>

The mission of the Fire Department is to protect the lives and property of Millis residents 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 as well as provide proper equipment and training to perform their duties. The department responded to 1,300 calls for service of which 544 were fire calls and 756 were medical calls. The department performed 245 inspections and installed 112 child safety seats. The department taught fire prevention to all children from preschool to fifth grade and provided CPR and First Aid training to the public. With the addition of staff, the department has been able to respond to all calls, 24 hours a day 365 days a year. The department is hoping to increase the on-call staff to cover when full time firefighters are out on a call.

The salary line item includes five additional clerical hours totaling \$5,410.60. The expense line includes the following increases & decrease:

EMS Certification:	\$4,000.00
Training	\$2,000.00
Telephone	\$1,500.00
Fire Alarm Maintenance:	\$2,200.00
Vehicle Supply & Repair:	\$1,425.00
Oxygen:	(\$1,500.00)

The department would like to replace Engine #3 and Ladder #1 with a new "Quint". The total cost of the replacement is \$829,103.00. The useful life is twenty five years. A "Quint" is a multi-purpose truck; it's both a ladder and a pump truck. Many houses in town are set back from the road and would require a 100 foot ladder. Relying on other town's ladder trucks impacts response time. Ladder #1 will need to be certified next month. Ladder #1 may not pass inspection and the chief's concern is putting money into a truck that will have a continuous need for repair or failing inspection.

The options for funding the purchase of the "Quint" are as follows:

One Year:	\$288.36 per average household
Ten Year:	\$ 36.04 per average household
Fifteen Year:	\$ 26.43 per average household

The Board of Selectmen will vote on the funding; in the past, this type of purchase was funded in one year.

The department's second capital item request is for the replacement of 10 sets of turnout gear. The cost is \$13,800.00. The department's turnout gear is approximately 5 years old and 7 sets are in need of replacement. The six members of the on-call staff's gear is in good condition. The request would replace the full time members of the department's gear which is very worn and becoming less safe due to the frequency of use. The chief would like to implement an annual replacement program to keep all gear safe.

The department's third capital item request is for the replacement of 10 pagers and 4 portables. The total cost of the replacement is \$14,311.80. The department's portables and pagers are over eight years old and have been repaired several times. E-dispatch could be used on member's cell phones via

text message instead of pagers however there could be issues with using personal cell phones for town services.

Old Business/New Business:

Chris Smith:

The Board of Selectmen voted to adopt Financial Management Committee Policy, discussed at last week's meeting, on Monday, January 28, 2013.

Lisa Hardin will update the committee on the status of the FY13 Elections Budget at her FY14 budget presentation scheduled for February 27, 2013

Upcoming Meeting:

February 6, 2013

February 13, 2013

February 27, 2013 (no meeting February 20<sup>th</sup> – school vacation)

Town Meeting: May 13, 2013

Minutes Approval:

Susan Vecchi made a motion to approve the January 23, 2013 meeting minutes as written; Jim Smith seconded. Vote: 6/0 motion carries unanimously.

Adjourn:

Chris Smith made a motion to adjourn the meeting at 9:10 PM; Doug Riley seconded. Vote 6/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore