

**OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Wednesday, March 30, 2010
TOWN HALL CHAMBERS
7:00 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, March 30, 2011 at 7:00 p.m. Chair Quinn opened the meeting at 7:08 p.m. The following budget items will be discussed at this evening's Workshop. 20134 – Emergency Management; 20136– Public Safety Complex; 20137 – Lifeguards; 20138 – Fire/Rescue Department; 20101– Town Council; 20102– Town Manager/Administration; 20103– Legal Counsel; 20115– Town Hall Building Maintenance; any budgets that were unable to be discussed at the March 23, 2011 budget workshop.

The following were in attendance:

**Chair Bob Quinn
Vice Chair Michael Tousignant
Councilor Shawn O'Neill
Councilor Robin Dayton
Councilor Sharri MacDonald
Town Manager Jack Turcotte
Assistant Town Manager V. Louise Reid
Chief John Glass
Finance Director Jill Eastman
Neal Weinstein – Chair of the Finance Committee
Mike Gray – Vice Chair of the Finance Committee**

The Old Orchard Beach Fire Department provides public fire/rescue protection through fire prevention, emergency operations and support services. The Administrative Division consists of the Fire Chief and the Administrative/Rescue Billing Clerk. The staff is responsible for the management of all call force, rescue and career personnel and routine operations, the maintenance of safety programs, the maintenance of the public safety complex, ambulances and fire apparatus, ambulance billing, federal and state directives compliance, inspections, equipment, records management, payroll and training. The lifeguard division of public safety also falls under the supervision and direction of the Administrative staff during the summer season.

The Fire Suppression/Hazardous Materials program consists of twelve career fire/EMS personnel, thirty call force personnel responding to an average of 2,500 EMS/fire calls per year. The objectives are to protect lives and property from fire/rescue emergencies including but not limited to structure fires, hazardous materials releases, water rescues, explosions, medical emergencies, motor vehicle accidents, water removal, and electrical problems, open burning permits, etc. The personnel also are assigned non-emergency functions such as maintenance of the complex, grounds, vehicles, tools and equipment. They conduct fire prevention and safety inspections, fire education programs, and train on a regular schedule in order to maintain skills, duties, responsibilities and mandated compliances of the job.

The Fire prevention/investigation program is a comprehensive program for fire investigation and cause determination, assistance to the Town Code inspections office, pre-construction plans

review, fire protection systems inspection and fire prevention education in schools and the community. These functions are accomplished primarily by career personnel.

Emergency Management Services provide emergency medical treatment by cross-trained career personnel and per diem rescue personnel utilizing fire apparatus, one primary ambulance and a second ambulance during the busiest months of the year. The career staff consists of nine EMT-Paramedics, two EMT-Intermediates, and one EMT-Basic all which are cross-trained as firefighters. The per diem (part time) staff currently consists of seven EMT-Paramedics, six EMT-Intermediates and five EMT-Basics which work either twelve or twenty-four hour rotational shifts on our ambulance with a career Paramedic. The ambulance transports primarily pre-hospital emergency care patients and/or mentally distressed patients with only an occasional non-emergency transport. EMS related calls account for approximately two-thirds of the total call volume of the department. The per diem staff is not used for fire suppression duties as a general rule but do provide EMS services on the fireground. Ambulance staff members also have to comply with federal regulations such as HIPPA privacy requirements, infection control and respiratory protection requirements.

The fire/rescue department is mandated to be compliant with unfunded Federal and State directives such as those listed below:

- Annual fit-test and physical evaluations for employees who wear respirators in atmospheres which are an immediate danger to health and safety;
- Annual fit-test and physical evaluations for employees who wear respirators in atmospheres where infectious disease may be present;
- Federal OSHA/National Fire Protection Association requirements for annual testing of ladders, apparatus pumps and self-contained breathing apparatus; and
- State Bureau of Labor Standards mandates for annual fire training, facility safety measures and air compressor certifications.

The Town employs a lifeguard staff which ranges in number from twenty to thirty each season. These guards work up to forty hours per week; seven days a week; with a preferred minimum staff of eighteen guards on the beach each day. The beach is “guarded” from 10:00 a.m. to 5:00 p.m. each day. There is a Lifeguard Captain and several Assistant Captains who supervise the employees and assign posts based upon seniority and compatibility. Guards are required to wear approved “beach uniforms” which are alike and designate themselves as Town lifeguards. All guards are required to have a lifeguard certificate and must participate in training and physical conditioning as required. We have twelve lifeguards’ stands which are placed within eyesight of each other and sometimes closer in the heavily populated sections. A surf rescue truck is utilized to transport additional guards to towers where guards enter the water to conduct rescues.

Many issues were raised as it involved the Public Safety Complex including the cleaning, maintenance and upkeep of the facility and the future plans for enhancement and repair of the condition of the Complex.

Public Safety – 20136

Revisit:

Revisit – 50310- Service Contracts

Medtronic & Phillips Cardiac Monitors Maintenance - \$3,600

**Absolutely a required need
Advantage Gas Cylinder Lease - \$450
SCBA Cylinder and Pak Maintenance - \$100**

**Revisit – 50400 – Electricity – more historical data is needed
Consideration of less people**

**Revisit – 50405 - Heating Fuel – question of who will occupy this
space? Consideration of less people.**

**Revisit – 50501 – Operating Supplies – Equipment – questions
of cost of mailings and possibly using regular
stamps rather than the need for postage machine –
Pitney Bowes.**

Lifeguards – 20137

Revisit: Revisit – Nothing was asked to be revisited

Fire Rescue – 20138

Revisit: Many of the revisit issues were union contract related.

**Revisit – Salary Line – 50101-50102- 50106 – 50107
Question on use of part time rather than
full-time paramedics and the need for
three assigned. Fewer paramedics requested.
Finance Director to research \$8,000 difference.**

**It should be noted that the Fire Department Head Salary for the Fire Chief was paid out
three weeks of vacation time and September 10, 2009 and two more weeks on June 10, 2010
for a total of \$6,587.30. The balance is year end payroll accrual.**

**Revisit – Overtime – 50111- Explanation given of reasons behind
overtime and for the need to understand
the scheduling process for on-call.**

Revisit – Holiday Wages – 50113 - Reconsideration of policy

**Revisit – Health Club – 50220 – Reasoning for outside use
of Health Club now that we have Police
Department facility for work out.**

**In the discussion of all areas under the responsibility of the Fire Chief, it was noted that
questions were asked concerning what is really overtime and what is the actual need for
coverage (by law according to Chief Glass) for the safety of the community. Several years
ago the Town Council at that time instituted certain requirements for police/fire/ambulance
coverage including the number of paramedics. Many questions were raised by Neal
Weinstein regarding the number of part time paramedics and the Fire Chief invited the
Finance Committee members to meet with him and understand scheduling issues as it
relates to safety issues and the requirements set forth. Another issue raised was the question
of cuts in usage both from staff and costs as it related to the fact that the Police Department**

Revisit: It was determined that this budget would be addressed when staffing needs are addressed.

The Town Manager is also responsible for Town Hall Building Maintenance including cleaning, maintenance and upkeep of the Town Hall building and grounds. Responsibilities include trash removal, snow removal, minor repairs and maintenance and daily cleaning. Other responsibilities include oversight of all heating and electrical equipment, making sure that they are in proper condition and coordinating all preventative maintenance on same.

Town Hall Building Maintenance - 20115

Revisit: Revisit In Lieu of Health Insurance – 50124 and Health Insurance – Employer – 50210 Service Contracts –

- Action Security – No contract – does our Ceiling Monitors and door security system – but could no do the Panic Buttons - \$375 They also do our kennel, storage, Ballpark alarm which are under their account.**
- ADT Security – No contract - Does the Panic Button Alarm – \$575**
- Gaftek - \$375 – annual inspection underground tanks**
- HVAC – Have a contract - fire alarms and system upgrades – heating needs - \$4.500 plus \$750 per upgrades**
- Orkin Pest Control – \$600**
- Pine State Elevator – No contract but State required – \$545**
- Simplex Grinnel – Fire Alarms - \$800**
- State of Maine – Underground Tank - \$100 – License**
- State of Maine (Boiler) – License - \$60**
- State of Maine (Elevator) – License – 60**
- Full Time Wages – Could employee do Recreation Department?**

Discussion about the needs of the Town Building and the repairs needed is an item that will require future consideration by the Town Council including the extensive need for outside work on the Town Hall building. The job responsibilities of the facilities individual was discussed at length as well with the Town Manager explaining that to follow the suggestion made by Neal Weinstein who recommended making this a part time position and hiring part time people to do repairs was not practical. The present facilities individual is able to not only keep up on the cleaning and upkeep of the inside of the building but also available to do building repairs which would be costly by hiring a specific person to do a specific repair. The discussion that began about staffing needs ended on the recommendation that further updates on what the Town Manager actually had in mind with the suggested staffing needs be discussed in a separate workshop.

Below is a listing of the Revisits requested:

Public Safety – 20136

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 space? Consideration of less people.

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 of cost of mailings and possibly using regular
 stamps rather than the need for postage machine –
 Pitney Bowes.

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 full-time paramedics and the need for
 three assigned. Fewer paramedics requested.
 Finance Director to research \$8,000 difference.

Revisit – Overtime – 50111- Explanation given of reasons behind
 overtime and for the need to understand
 the scheduling process for on-call.

Revisit – Holiday Wages – 50113 - Reconsideration of policy

Revisit – Health Club – 50220 – Reasoning for outside use
 of Health Club now that we have Police
 Department facility for work out.

Town Hall Building Maintenance - 20115

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 account.
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Gaftek - \$375 – annual inspection underground tanks
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upgrades – heating needs - \$4.500 plus
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State of Maine (Boiler) – License - \$60
State of Maine (Elevator) – License – 60
Full Time Wages – Could employee do Recreation Department?

Legal Services – 20103 – 50301

Revisit: Revisit: Going out to bid for new Legal Counsel
Monitor closely legal requests by Staff and Council

Town Council -20101

Revisit: Revisit: 50121 – Would like both Town Manager and
Council Secretary stipend broken into two accounts.
THE FINANCE DIRECTOR HAS BROKEN THESE
OUT INTO TWO ACCOUNTS AS RECOMMENDED.
No need to revisit.
Discussion of staffing changes has been scheduled for
April 7, 2011 and how they affect all budgets.

Town Manager – 20102

Revisit: It was determined that this budget would be addressed
when staffing needs are addressed.

Below also is a summary of Town Budget Workshops budgetary changes from those
presented to and including this evening made in discussions:

Changes to Budget During Workshops
FY 2012

3/17/2011	20131/50106 Police Full Time Wages	\$(34,325.00)	SRO paid by RSU 75%
	20131/50124 Police In Lieu of Insurance	\$ (4,090.00)	Corrected error
	20129/50310 New PD-Service Contracts	\$ (6,200.00)	
3/23/2011	20151/50107 Recreation Part Time Wage	\$ 28,776.00	Reinstate Peg's Position
	20151/50201 Recreation FICA	\$ 2,290.00	Reinstate Peg's Position
	20151/50203 Recreation ICMA	\$ 1,440.00	Reinstate Peg's Position
	20151/50210 Recreation Health Insurance	\$ 16,350.00	Reinstate Peg's Position
	20151/50211 Recreation Dental Insurance	\$ 690.00	Reinstate Peg's Position
	20151/50212 Recreation IPP Insurance	\$ 305.00	Reinstate Peg's Position
3/30/2011	20136/50400 PS Complex Electricity	\$ (3,000.00)	

20138/50402 Telephone \$ (500.00)

20101/50201 Council – FICA \$ 367.00

Total Changes to Budget \$ 2,103.00

The meeting was closed at 9:45 p.m.

Respectfully Submitted,

V. Louise Reid
Town Council Secretary

I, V. Louise Reid, Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of eight (8) is a true copy of the original Minutes of the Town Council Workshop of March 30, 2011.

Louise Reid