

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL MEETING  
Wednesday, April 15, 2015  
TOWN HALL CHAMBERS  
6:30 p.m.**

**A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, April 15, 2015. Chair O'Neill opened the meeting at 6:34 p.m.**

**The following were in attendance:**

**Chair Shawn O'Neill  
Vice Chair Joseph Thornton  
Councilor Michael Tousignant  
Councilor Kenneth Blow  
Town Manager Larry Mead  
Assistant Town Manager, V. Louise Reid  
Finance Director Diana Asanza  
Fire Chief Ricky Plummer**

**Absent: Councilor Jay Kelley**

**The Chair indicated that the Workshop this evening will discuss the budget considerations for the Fire Department as well as their CIP requests.**

**FY16 Department  
Description, Goals  
& Justifications**

**Ricky Plummer  
Fire Chief**

**Fire/Rescue Department**

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**The Old Orchard Beach Fire Department provides public fire/rescue protection through fire prevention, emergency operations and support services.**

**Administration**

**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.**

**Fire Suppression/Hazardous Materials**

**This program consists of 12 career fire/EMS personnel, 30 call force personnel responding to an average of 2000 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.

### **Fire Prevention/Investigation**

At this time it is done by the Chief as needed. A Fire Prevention program needs to be in place.

### **Emergency Medical Services**

Emergency medical treatment is provided 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 9 EMT-Paramedics, 2 EMT-Intermediates, and 1 EMT-Basic all which are cross trained as firefighters. The per diem (part-time) staff currently consists of 8 EMT-Paramedics, 8 EMT-Intermediates and 5 EMT-Basics which work either 12 hour or 24 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 2/3rds 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 fire ground. Ambulance staff members also have to comply with federal regulations such as HIPPA privacy requirements, infection control and respiratory protection requirements.

### **Federal and State Compliances**

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 Assn. requirements for annual testing of ladders, apparatus pumps and self-contained breathing apparatus.
- State Bureau of Labor Standards mandates for annual fire training, facility safety measures and air compressor certifications.

# Goals

1. Define, design and secure funding for renovations of the existing public safety facility.
2. Look at Ladder truck replacement
3. Have a second Ambulance in service year around
4. Increase our training level

## Line Item Justifications

20138-50101 – Department Head Salary \$71,999

This account funds the salary of the Fire Chief.

20138-50106 Full Time Employee Wage \$773,361

This account funds salaries for the following staff:

Fire Captain	4
Firefighter/EMT	11
Administrative Assistant	1

Wages set by Union Contract.

20138-50107 – Part Time Employee Wages \$194,000

This account funds wages for:  
 Part-time EMS staff \$184,000  
 Part-time fire mechanic \$10,000

20138-50111 – Overtime Wages \$136,000

This account funds overtime wages for staff. The contract requires minimum manning on all shifts, therefore when people are out sick or on vacation, they may need to be replaced.

20138-50113 – Holiday Wages \$48,600

This account funds wages for 13 ½ holidays @ 10 hours of regular pay per person + 24 hours of regular pay each for the 3 personnel who work on Christmas Day per the contract.

**20138-50120 – Call Force Wages** **\$40,000**

This line is for payments to 30 call force members for their service through the year based upon a graduated stipend depending upon rank and participation.

**20138-50128 – Physical Fitness Incentive** **\$3,750**

This line is to compensate career personnel for passing an annual physical fitness test based on \$250 per member per Union contract. Includes additional 3 firefighters.

**20138-50220 – Health Club – Employer Share** **\$1,200**

This account funds a contractual payment to health club memberships for Union members.

**20138-50230 – Clothing Allowance** **\$10,000**

This is for daily uniforms for 16 career personnel. It includes sets of t-shirts, shirts, pants, boots, belts, winter coats. This also includes shirts for call firefighters and part-time fire EMS personnel.

**20138-50251 – Conferences/Training** **\$5,500**

This line is used to pay for recertification of career EMS personnel, career & call force personnel to attend outside training and instructor costs of visiting instructors. Advanced life support classes, pediatric advanced life support, Paramedic and intermediate recertification, firefighter 1 classes, advanced firefighting classes, water rescue classes.

**20138-50252 – Travel/Food/Lodging** **\$200**

This line is for tolls, or other incidental costs associated with traveling to fire or EMS trainings.

**20138-50256 – Dues/Memberships/Licenses** **\$4,420**

This line funds the annual Maine EMS ambulance licensing fees, Maine and International Fire Chief's annual dues, industry magazine subscriptions, York County Firefighters Assn dues.

EMS Licensing Fees \$225 (State of Maine and Southern ME Emergency)  
ME IFCA \$300  
York County FFA \$250  
Dept of Health – Lab Certification fee \$233  
Image Trend (software used for annual reporting) \$525  
IAFC – International Chiefs \$187  
Southern Maine EMS \$2700.00

**20138-50310 – Service Contracts Expense** **\$20,550**

This line is for contractual agreements:

Medtronic Cardiac Monitors Mntce	\$2400
Tri Tech IMC	\$2650
Tri Tech Rescue Billing	\$3200
SCBA Compr. Cylinder and Pak Main.	\$950
Medical Control Physician	\$5,000
Advanced Collection Agency	\$2,500
When to Work	\$325
ICS Ambulance Billing	\$325
HVAC Service Mgmt	\$800
Power Products – Generator Mntc	\$500
Admiral Extinguishers Maint.	\$250
Pest Control Services	\$825
Blow Bros	\$825

**20138-50313 – Equipment Testing** **\$2,250**

The funds in this line are used for:

annual mandated testing of the aerial apparatus	\$1000
annual fire extinguisher testing (vehicles)	\$250

**20138-50335 Hydrant Rental –** **\$143,000**

This includes a rate increase from Maine Water at 7%.

**20138-50400 – Electricity** **\$17,850** 19,500

Estimated cost of electricity

The Town Manager increased the amount to \$19,500 because of history and the Fire Chief agreed with this increase.

**20138-50401 – Water** **\$1,000**

Estimated cost of water

**20138-50402 Phone/Cellular/Paging** **\$1,986**

Fire Chief cell phone	\$684
Life Guard Capt	\$302
Department phone lines/fax lines/alarm GWI & BCN	\$1000

**20138-50404 Networking/Internet** **\$2,580**

Verizon Air Card	\$40 monthly
Time Warner Cable	\$175 monthly

20138-50405 – Heating Fuel \$20,000

Estimated cost of propane heating fuel

20138-50450 – Building Repairs and Maintenance ~~\$15,000~~ \$10,000

Routine repairs to the building such as bay door closers, plumbing repairs, painting, carpet cleaning, HVAC repairs, etc.

The Town Manager reduced this account to \$10,000 – a reduction of \$5,000

20138-50452 – Operating Equipment Repair ~~\$14,000~~ \$10,500

This line is used for repairs and replacement parts for 10 mobile radios, 25 portable radios, 55 monitor alert radio pagers, hand lights, ambulance stretchers, firefighting equipment such as saws, nozzles, ladders, gear repairs, thermal imaging cameras, self-contained breathing apparatus repairs, power tools, ambulance equipment such as cardiac monitor wires, suction devices, patient oxygen measuring devices, door locks, refrigerator, HVAC etc. In addition this will fund repairs to door locks, telephones, electrical circuits, emergency generators, etc.

20138-50453– Vehicle Repair/Tires/Oil ~~\$35,000~~ \$30,000

This line is used for all vehicle preventative maintenance, annual pump servicing, oil changes, tires, inspections, batteries and repairs to 3 fire apparatus, 3 service trucks, 2 ambulances, 1 ATV and 1 traffic vehicle. With the possibility of running the second rescue and lack of maintenance on all equipment we need to increase this line to properly maintain our equipment

20138-50500 – Admin/Office Supplies ~~\$2,000~~ 1,800

General office supplies for administration, fire prevention/investigation, and computer component replacements, copier and fax cartridges, file cabinets, record keeping supplies, etc. The process have gone up and we are using more supplies as more things get done around the station. We are already over budget this year

20138-50501 – Operating Supplies/Equipment ~~\$55,000~~ \$49,000

This budget line is used to purchase all other necessary items not designated to perform the daily mission of the department. Quantities and needs change with the nature of the job. Some examples are as noted.

Rescue (ambulance)

Medical supplies such as gloves, bandages, oxygen, medications (hospital provides most), cardiac monitor pads, patient stabilization kits, stretchers, suction kits, IV kits, emesis pails, bag/valve/mask, intubation tubes, thermometers, Band aids, oxygen cannulas, trauma bags, respirators, blood pressure cuffs, stethoscopes, diabetic monitoring equipment & supplies, patient restraints, portable oxygen cylinders, etc.

**Fire**

Firefighting turnout gear, gloves, helmets, goggles, boots, hoods, flash lights, radios, monitor pagers, cameras, axes, nozzles, hose, accountability tags, scab packs, scba masks, hand tools, power tools, generators, smoke ejectors, ladders, ropes, extrication tools, saws, pry bars, computers, gas meters, hose wrenches, adapters, pike poles, batteries, fire extinguishers, water rescue equipment, salvage covers, salvage tools, rescue belts, water cans, fire line tape, foam, etc.

We have a list of equipment that we are lacking to properly use Engine 73 (engine 1) This Engine has been robbed of equipment to put on the other apparatus as items are lost or broken and have not been replaced. We need to replace these items if we are going to us this Engine as it was intended.

**20138-50502 – Printing & Copying**

**\$600**

Printed training materials, maps, standard operating guides, letterhead, envelopes for rescue billing, printer supplies, rescue billing forms, etc.

**20138-50510– Vehicle Fuel**

**\$18,000**

Fuel for 3 fire apparatus, 3 service trucks, 2 ambulances, 1 ATV and 1 traffic vehicle.

**20138-50517 – Fire Prevention**

**\$1,500**

This line is used for materials used in presenting fire prevention and education programs for school students and elderly residents. We need to increase this line item so that we can keep up with proper fire prevention activates in our schools and our growing elderly population

The Fire Chief’s budget was done also by the following presentation:

He showed through slides that the current 2015 staff contains twelve firefighters including a Billing Clerk, all who report to the Fire Chief. He went on to explain his request for 2016 Staffing which included fifteen full-time firefighters, the billing clerk and the Fire Chief. He explained that Day Firefighters would be two four days on with four days off. 365/7 days x 12 hours – 7:00 a.m. to 7:00 p.m. Second ambulance coverage with a paramedic. The 3<sup>rd</sup> day firefighter would do three days of inspections with two days on the second ambulance. He went on to explain the proposed new firefighter costs.

**\$202,092 – Three firefighters with benefits**  
**Overtime Savings of \$84,000**  
**Increase in Ambulance Revenue - \$125,000**  
**Actual cost of new firefighter - \$34,000**

**2 Firefighter/Paramedics – one on 7 a.m. to 7 p.m.**  
**Increasing full time on duty staff by one seven days a week**  
**1 Firefighter/Paramedic – 3 days of inspections**  
**2 days covering the second Rescue**

## **Second Rescue:**

Hours of the Second Rescue – 7 a.m. to 7 p.m., seven days a week all year;  
Hours during the summer – 24/7/roughly 100 days during the summer.

## **Increased Part-Time Costs:**

Costs of covering second Rescue as second person on Rescue with one full time;  
Second Rescue 1 – Fulltime FF and 1 part time;  
Covering shifts when fulltime firefighter is covering an open shift reducing overtime.  
Paying an average of \$11.38 versus \$36.00.  
Increase of \$26,500 for 2<sup>nd</sup> Ambulance.  
Part Time Fire Mechanic - \$10,000.

## **Benefits to more Full Time Firefighters:**

Able to staff a second rescue;  
Increase daytime staffing when we are the busiest;  
Reduce overtime costs;  
Provide a better level of service to our residents;  
No delays in getting a rescue;  
Increase to our overall fire and rescue capability;  
Start Fire Prevention Inspection Program.  
Reduce our ISO Rating – Savings for all property owners – dropping one class will save about 1% for home owners and 3.5% for business;  
Better staffing means it's safer for residents and firefighters.  
Less reliant on mutual aid – able to contribute to the system.

The Chief gave an update on some of the fires in the Town over the last few months and how two firefighters were the original arrivers at the fire very much limiting our service.

## **Other Budget Increases in the Budget:**

Fleet Maintenance and Repair – needed to properly maintain the fleet. We have already seen a lack of maintenance and the cost that increases. Many line items brought up to what we actually spent. Many line items over this year.

The Chief indicated that over the past few years little attention has been given to maintenance upgrades and we are now paying the cost.

The Council, although unable to vote in a Workshop, did concur that the addition of the three firemen is something that definitely should be considered in this budget season.

Discussion on Lifeguards was not taken up at this time since that budget had not been listed in considerations this evening and will be set another evening for discussion.

## **CIP**

The Fire Chief asked for \$473,000 in CIP funding which included:

Jet Ski - \$13,000; 2016 Ford SUV – (\$40,000 and then marked down to \$27,385); Life Pak - \$38,000; SCBA Breathing Apparatus - \$204,000; Fire Station Repairs - \$150,000; Thermal Imaging - \$10,000 and upgrades to radio system in the amount of \$18,000.



The Finance Committee considered \$1,524,385 in CIP funds based on percentages from 93% to 67% on items requested. Recommendation for the cardiac monitor was 93%; Ladder Truck 83%; Fire Station Rehab 83%; 1/3 of SCBA at 83%; Surf at 77%; SUV at 73%; Camera at 67%; and Radio at 67%.

**April 8, 2015**

**To Whom It May Concern:**

The Finance Committee of the Town of Old Orchard Beach held a proper meeting on Tuesday, April 7, 2015 and addressed the topic of the need for a Ladder Truck for the Fire Department.

After good debate, the following language was put forth by motion and second for a vote of the full committee:

*We recommend support of the Fire Chief in purchasing a new or used ladder truck as presented not to exceed \$1.2M.*

A proper vote was taken by all members present at the meeting.

The final vote tally was 5-1 in favor of that motion.

Michael Gray, Chair  
Town of Old Orchard Beach Finance  
Committee

The Town Manager is recommending \$324,385 which includes Jet Sky - \$13,000; 2015 Ford SUV – 27,385; Cardiac Monitor – 38,000; Radio - \$18,000 SCBA - \$68,000; Fire Station Repairs, \$150,000, Thermal Imaging - \$10,000.

The Council felt that individual CIP listings by department heads should be presented probably in their priority listing and will be considered at other meetings.

The Town Council requested from the Manager the Rescue Billing Policy and also an update on the Rescue Bill Fund which will be provided to them before the next Council Meeting.

Other than the Lifeguard Budget being presented at another time, there were no revisits that were requested during this budget discussion.

**ADJOURNMENT:**

**The Chair thanked those in attendance.**

**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 ten (10) pages is a copy of the original Minutes of the Town Council Workshop of April 15, 2015.**

**V. Louise Reid**