

**TOWN OF OLD ORCHARD BEACH  
TOWN COUNCIL WORKSHOP  
Wednesday, April 13, 2016,  
TOWN HALL CHAMBERS  
6:30 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, April 13, 2016. Chair O'Neill opened the meeting at 6:30 p.m.

The following were in attendance:

Vice Chair Joseph Thornton  
Councilor Kenneth Blow  
Councilor Jay Kelley  
Councilor Michael Tousignant  
Town Manager Larry Mead  
Assistant Town Manager V. Louise Reid  
Finance Director Diana Asanza  
Chief Ricky Plummer

Absent: Chair Shawn O'Neill

The Vice Chair announced that this evening we will be discussing both the Fire Department and the Lifeguard Budgets as well as CIP considerations for both.

The Council considered the budget for the Lifeguards:

## Lifeguards

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The Town employs a lifeguard staff, which ranges in number from 20 to 30 people each season. These guards work up to 40 hours per week, 7 days a week with a preferred minimum staff of 18 guards on the beach 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 12 lifeguard 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 guard to towers where guards enter the water to conduct rescues.

The Lifeguard Budget Proposal for FY 16 – 17 included the following:

- . Increase Seasonal Employee Wages – 20137-50108 – to \$140,500.

This 6% will bring each employee's pay rate up to \$.50 per hour, raising starting pay to \$11.00 an hour. This will help in the recruitment of the lifeguards by making the starting pay higher. This raise will also give current lifeguards with experience and knowledge of the beach, an incentive to return year-after-year. Returning guards' efforts need to be rewarded, so they don't choose to go to another place to make more money while doing less work.

- . Increase Overtime – 20137/50111 to \$5,000.

This was a new line that was created in 2014 and since it has been in place we have gone over by roughly \$2,000 each year. By raising it to \$5,000 we will then have a more solid number in place for the budgeting process. The overtime is normally a result of a few things including lack of staffing at the end of the summer, when students and teachers go back to school. Large storms that come up on the coast, causing very unstable conditions on the beach which require higher staffing. Also late calls where we are looking for a lost child or possible dealing with an emergency situation.

The question was asked about what overtime is used for and the Chief indicated that particularly in the late summer when lifeguards go back to school, overtime is needed for those remaining. Any lifeguard that works 40 hours per week is entitled to overtime and this also projects a \$.50 cents increase in salary.

- . Leave Clothing Allowance – 20137-50230 at \$4,000.

The clothing line remains the same as it is felt the clothing is basically in good shape for the 2016 season.

- . Leave Conference/Training – 20137-50251 at \$1,500.

Again this line is looking good and should help out with training to start up the season.

- . Leave Operating Equipment Repair – 20137-50452 at \$4,000.

This line currently looks good but we will be replacing two of the towers that need to be replaced and in doing so all of the towers will be of a newer style. Towers were very crucial last year with the increased number of people being seen on the beach. Due to the large number of umbrellas and beach patrons on the beach, it is almost impossible to see up and down the beach at high tide without the towers.

- . Increase Operating Supplies/Equipment – 20137-50501 to \$4,000.

We currently need to replace a couple of rescue boars that are old and starting to see wear and tear. There are a large number of portable radios that need to be updated and/or replaced. On top of all of this we still need to purchase the yearly items that are needed to get through the summer.

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It should be noted that the Department Head requested \$159,000 and the Town Manager requested \$150,000 in budget projection.

**LIFEGUARD CAPITAL OUTLOOK:**

It is being recommended that we purchase and outfit a new Surf Rescue, estimated cost at this time is \$22,500 to \$25,000.

**FIRE DEPARTMENT:**

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 16 career fire/EMS personnel, 22 call force personnel responding to an average of 2400 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**

Currently there is no program in place as there has not been the ability to find a good candidate. The Chief is looking in another direction with the full time staff.

## **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 14 FF/EMT-Paramedics, 1 EMT-Intermediate and 1 EMT-Basic all which are cross trained as firefighters. The per diem (part-time) staff currently consists of 1 EMT-Paramedics, 4 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. Increase staff training.
3. Have an officer always on duty.

## Line Item Justifications

20138-50101 – Department Head Salary \$73,450

This account funds the salary of the Fire Chief.

20138-50106 Full Time Employee Wage \$873,386

*This account funds salaries for the following staff:*

*New: Battalion Chief – 1*

*Captains – 3*

*New: Lieutenants – 4*

*Administrative Clerk – 1*

New – the 4 Lieutenants would allow us to always have an officer on duty that is qualified, which is critical. Last year there were 48 occurrences where an unqualified firefighter was assigned as officer-in-charge.

New – Battalion Chief – this also accounts for holiday wages in the amount of \$41,600 for 13 ½ holidays @ 10 hours of regular pay per person plus 24 hours of regular pay each for the three personnel who work on Christmas Day per the Union contract.

Wages are set by the Union Contract.

Wages are up \$113,000 which is \$65,000 for a 1 ½ full time firefighter and \$48,600 for the shift of holiday pay to full time wage line. It was noted that the contract is up June of 2016 there no increase included for full time firefighters. When the contract is settled any increase will come from contingency.

20138-50107 – Part Time Employee Wages \$293,000

This account funds wages for the part time FF.EMS staff. This reflects a \$1.00 an hour increase to be more in line with surrounding towns. We currently have a hard time covering shifts as part-time personnel complain about low wages.

20138-50111 – Overtime Wages \$150,000

This account funds overtime wages for staff. The contract requires minimum manning on all shifts, therefore when people are out sick or on vacation. The 4<sup>th</sup> Firefighter has helped reduce it but with constant call-outs by part-time personnel and Affordable Care Act 30 hour requirements, we have to watch the per-diem hours very closely to avoid offering health benefits to non-full-time fire fighters.

Discussion of the overtime and why actuals for the FY15 are over budget. The Chief indicated that overall overtime is lower than in previous years because of four new firefighters but with year-round ambulance per diems are inconsistent when showing up for work. With 12 months of work instead of only summer they tend to call out more than before. Mentality is different for these folks because they are not a committed full time firefighter. There are two per diems per shift.

It should also be noted that rescue billing is coming in lower than anticipated for FY16. It is possible it will be \$125,000 lower than budgeted. A couple of items were attributable to this: Billing is changed where we used to bill at the higher level as ALS2 , now the requirements for ALS2 billing had changed and it now shifted to ALS1 which is a lower amount, plus projected more calls than what we are receiving. The Chief felt that we needed to run another year to get more experience and history on the new year round set up. However, OOB now handles approximately 90% of all calls on their own – not relying on mutual aid. The estimate collection at June 30 2016 is \$435,000.

Discussion continued on the proposed change of ranks which needs to go to the Union for approval – Battalion Chief and four new Lieutenants. This is being requested for the following reasons:

Battalion Chief (2<sup>nd</sup> in command) – right now we do not have a deputy chief and the current chief works many hours each week. Plus there is no succession because currently fire fighters do not handle administrative work or budget responsibilities. No stipend amount noted. The question was asked if the Battalion Chief can be in the Union and the answer was yes. The comment was also asked if we were to get a deputy chief he or she would probably be paid what the current chief is paid as he is underpaid.

Need to have qualified Fire Fighters as OIC – currently that is not the case. Last year there were 48 times where there was no OIC.

The increase in wages for four lieutenants would be \$9,000 annually plus benefits (approximately \$15,000 total). For fY17 that would only be for six months because it will take that long to promote.

Not all overtime is to cover shifts for vacation or sick but for training, call back on fires, mutual aid, EMS, late call, detail, per diem, they have also shifted training for per diems to be done during regular work hours and not overtime.

#### REVISIT – THE ISSUE OF ADDING RANKS IS TO BE DISCUSSED.

20138-50113 – Holiday Wages \$0

This has been moved under Account 20138-50106 – full time wages.

20138-50120 – Call Force Wages \$30,000

This line is for payments to 22 call force members for their service through the year based upon a graduated stipend depending upon rank and participation.

20138-50128 – Physical Fitness Incentive \$4,000

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 \$1,600

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

**20138-50230 – Clothing Allowance** **\$8,500**

This is for daily uniforms for 17 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** **\$4,337**

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 \$150  
Image Trend (software used for annual reporting) \$525  
IAFC – International Chiefs \$187  
Southern Maine EMS \$2700.00

**20138-50310 – Service Contracts Expense** **\$61,350**

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
I Am Responding Software	\$800
New: Vehicle Repair Agreement with Scarborough	- \$40,000

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

The funds in this line are used for:

annual mandated testing of the aerial apparatus	\$1,000
annual SCBA compressor testing	\$1,000
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** **\$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** **\$2,300**

Fire Chief cell phone \$815  
Life Guard Capt \$305  
Department phone lines/fax lines/alarm GWI & BCN \$1,180

**20138-50404 Networking/Internet** **\$4,300**

Verizon Air Card - will not need with iPads  
Time Warner Cable \$175 monthly  
5 – Ipad Cell Packages for apparatus with unlimited data connectivity \$2,200

**20138-50405 – Heating Fuel** **\$15,000**

Estimated cost of propane heating fuel

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

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

**20138-50452 – Operating Equipment Repair** **\$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** **\$10,000**

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, 3 ambulances, 1 ATV. Adjusted for Scarborough agreement for public safety vehicle maintenance.

**20138-50500 – Admin/Office Supplies** **\$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 has gone up and we are using more supplies as more things get done around the station.

**20138-50501 – Operating Supplies/Equipment** **\$45,000**

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.

The Chief indicated that he is concerned with this account because of the changes where hospitals will not be charging for supplies that have always been provided.

**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** **\$1,000**

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 Town Manager and the Fire Chief indicated the following reflection to the budget projections:

In discussing this department the following was noted. Full time wages are up \$113,861; however \$48,600 of the increase is a transfer from the Holiday Wage expense line to the Full Time Wages expense line. The net increase is \$65,261 which reflects the addition of 1.5 firefighter positions as approved in the FY16 budget.

The Fire Inspection wage line is reduced by \$14,000. The responsibilities for fire inspections will be absorbed by the Fire Chief and by full time firefighters.

Call Force wages are reduced \$14,000 (-35%), reflecting the participation experience of FY16.

Service contracts expense is increased \$40,800 to fund contractual services with the Town of Scarborough for service and maintenance of the Fire Department vehicles. Correspondingly Vehicle Repair expenses are reduced by \$20,000. Scarborough is adding certified Fire Mechanics to provide services to Old Orchard Beach and Westbrook. Hydrant rental expense increases \$9,000 (7.7%) due to rate increases by Maine Water.

Heating fuel expense is reduced by \$5,000 ((-25%).

Operating supplies and equipment expense is reduced by \$10,000 (20%).

The Fire Chief also presented a consideration of the possible future appointment of a Deputy Fire Chief which the town has had in the past but the position was eliminated several years ago. His reasoning was understandable in that a Deputy Chief would assist in the management of the Fire Department services and activities including fire suppression, fire prevention, emergency medical services, hazardous waste material response, disaster preparedness, and related programs, services and operations. He or she would also assist in managing the development and implementation of goals, objectives and priorities of the department. It was acknowledged that the Fire Department operations have expanded. Establishing the chain-of-command is vital to the future of the department and in the operations of it as well. He also gave an update on the training programs at the Fire department and the amount of personal commitment by the staff to reorganizing and cleaning up the Fire Department building itself. The Chief also announced that the new fire engine should be here in September.

The following changes were made during the Budget Workshop including a list of revisits that need to be considered in the coming weeks.

**CIP**

The Fire Chief is requesting through CIP - \$226,000; the Town Manager has recommended \$117,000 and the Finance Committee has recommended \$226,000.

Here are the requests:

Item	Fire Chief	Town Mgr.	Finance Committee
Engine 2 – 2007 Pumper Rehab.	\$70,000	\$ 0	\$ 70,000
Turnout Gear – 10 sets	18,000	9,000	18,000
Fire Station Rehab & Repairs	80,000	80,000	50,000
Replace 1/3 of SCBA air packs	50,000	50,000	50,000
Radio System Upgrade	8,000	8,000	8,000
<b>Total</b>	<b>\$226,000</b>	<b>\$ 147,000</b>	<b>\$226,000</b>

Engine 72 would be back up based on recent approval of new engine to be delivered in September.

Radio – issues dealing with reception with an estimate of \$63,000 for both Police and Fire. The \$8,000 in FY17 budget would be to take care of cleaning up the mess that is still in the old dispatch area. Both repeaters for the Fire and Police are housed in the Fire Department.

Building Repairs – almost done with the kitchen renovation of moving it downstairs. Firefighters have done most of the work. They will continue in FY18 to do the upstairs to include quarters for female firefighters.

Ambulance – Diesel F series – labor is cheaper than E series even though F series more expensive. The current E series has had a lot of repairs.

**REVISITS**

The Council suggested a revisit to the following items:

*20138-50106 Full Time Employee Wage*

**\$873,386**

***THIS ISSUE WILL INCLUDE THE ADDING OF RANKS.  
THE CHIEF PREFERS R NEW LIEUTENANTS OVER THE BATTALION CHIEF.***

***20138-50501 – OPERATING SUPPLIES – the question of how much will be needed and the Chief was to try to provide this information to the Council. There was discussion of regionalizing the purchasing with Saco, Biddeford and Scarborough for a possible cost savings.***

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 twelve (12) pages is a copy of the original Minutes of the Town Council Workshop of April 13, 2016.

V. Louise Reid