

**WAREHAM FIRE DEPARTMENT
PRUDENTIAL COMMITTEE**

October 25, 2018

MINUTES

7:00 PM

Members: George Barrett (Chairman); Ron Enos; Rick England; Ken Baptiste (clerk); John Connolly

Non-Members: Wendy Lemieux; Andrew Reid; Chief Rowley

7:02 Meeting called to order (George);

- George asked if anyone recording? No

7:05 Correspondence

- Letter from AD Makepeace thanking district for participation in Annual Cranberry Harvest.
- Invoice from Lynch, Malloy, and Marini for services rendered with audit (\$7730.00-split with Water). Motion to pay by Ron; second Rick (5-0-0);
- Purchase order from Fire for 10 tires for Forestry #2 (\$3629.60). Motion to approve Ron; second Rick (5-0-0)
- Purchase order from Water to rehabilitate heating system in maintenance shop (\$7700). Motion to approve by Ron; second John (5-0-0).

7:12 Clerk/Treasurer Report

- Wendy stated auditors are due to meet;
- Wendy posted a part time job in the office internally;
- Classification Hearing 11/8/18 at 6:30 AM;
- Wendy discussed bond sale date;
- Wendy discussed bond sale rating;
- Free cash certified \$677294.00

7:20 Water Superintendent

- See Attachment A

7:33 Chief's Report


- See Attachment B
- Chief presented a preliminary budget for FY 2019 (See Attachment C)
- Chief presented proposed articles for District Meeting (See Attachment D)


8:20 *Motion to go into ^{VR}Execute Session* by Rick for exceptions #2 to discuss contract negotiations with non-union personnel and not to return to open session, second by Ron. Chair stated discussions in open meeting will be detrimental to the district.

Vote:

- Ron: Yes;
- Ken: Yes;
- Rick: Yes;
- George: Yes
- John: Yes.

VOTE:	12/6/18 AS APPROVED
APPROVE	4
DISAPPROVE	0
ABSTAIN	0

George Barrett (Chairman) 

Ken Baptiste (Clerk) 

Notes for Prudential Committee on 10/25/18

Discussion Items:

1. Provide update on the server system. Discuss UPS options.
 - a. Recommend that Prudential Committee purchase a backup computer for the clerk treasurer in the event of fatal error on computer.
2. Water Department Purchase Order Requests:
 - a. **Garage Heating System**: Note that all heaters in the mechanic garage are down. In discussions with George, he requested that the P.O. request be brought back to the Table.
 - b. **Electrical engineer to inspect Wayne J. Griffin work**. Per the discussion at last meeting, attached is the formal recommendation.
 - c. **GIS Services**: This is a P.O. to keep the lights on our asset management system (VueWorks). I have budgeted money for the initial transition this year. We also applied for a grant which would aid in making that transition in one step instead of multiple steps. Grant awardees will not be announced until January 2019. Will provide more feedback at that time.

3- Andrew discussed W.C.T.V. Invite.

4- water Dept will work Half Day Before Christmas.

5- Water Commissioners Request a Joint Meeting possibly Nov. ~~2018~~ 8, 2012

Chief's Report for October 25th

Friday September 28th

- FEMA meeting regarding March Storm Riley
- Spoke with a MEMA Rep about Station 1 retaining wall, not eligible due to not being listed on the Town's Emergency Mitigation Plan.

Monday October 1st

- 911 lines are all set
- Spoke with A/C Haskell about the new Microwave Radio system and if we had a backup. The Hardwired system we own from Thatcher Lane and will be used as a backup.
- On the lookout for a Letter from a Jerry Harkins or American Tower, not charging Public Safety for use.

Tuesday October 2nd

- Received contracts from Mass D.O.T. with corrections for the Route 6 and 28 project.
- Humvees were evaluated and decided which one would go to WPD
- Plymo-Vent rep reviewed Stations 1, 2 and 4 for diesel exhaust system quote.

Wednesday October 3rd

- Contracts were returned for the Route 6 and 28 project
- GAF engineering was approached and a request for proposal on a plan for the Station 1 retaining wall was made to include property lines and Station first floor elevation.
- Continued work on FEMA Storm Riley
- First class on Active Shooter response

Thursday October 4th

- Second Class on Active Shooter Response
- Started Articles for district Meeting.

Saturday October 6th

- Cranberry Festival, no issues were reported

Sunday October 7th

- Cranberry Festival, no issues to report

Monday October 8th

- Boat Accident off Stoney Point Dike, 5 persons Rescued, 3 by Harbor Master/OFD and 2 by shore, by Police Officer Jamie White.

Tuesday October 9th

- Reviewed posting for Clerical Assistant to be posted outside
- Continued work on Articles for District Meeting

Wednesday October 10th

- Posted Clerical Assistant Position, Dept. Facebook Page, District Website and Local Papers. **DEADLINE NOV. 1ST**
- Reviewed command vehicle quote

Thursday October 11th

- Updated FEMA damage report for Storm Riley Reimbursement
- Updated the Department Facebook page with Fire Prevention Tips during Fire Prevention Month
- EPO Investigator requested the fire report for the boat accident on Stoney point Dike as well as permission to interview responders.

Friday October 12th

- FEMA meeting for Riley Reimbursement

Saturday October 13th

- Residential Fire Alarm at Woods of Wareham. Fire Prevention issue came up where there are no monitored or up to date detection systems.

Monday October 15th

- Fire Prevention following up on Woods of Wareham and getting advisement from the state Fire Marshall code compliance division.
- Fire Watch Detail (1 Firefighter) for Rose Brook apartments granted. They will be shutting down the fire alarm system for work due to flood damage.
- Got paperwork for Retired Chief Sleightholm completed for Plymouth County

Tuesday October 16th

- MFA Senior Fire Officer Forum

Wednesday October 17th

- Call Firefighter had suffered chest pain and will be undergoing a triple by-pass

Thursday October 18th

- Received Generator replacement proposal for Station 2

Friday October 19th

- Continued work on FEMA reimbursement Grant

Monday October 22nd

- **FENCE WAS INSTALLED AT STATION 1**
- Reached out to Attorney Peloquin regarding status of our call firefighter applications

Tuesday October 23rd

- Pre-construction Meeting on the New Rescue Truck
- MEMA, EOC Training Class

Wednesday October 24th

- Prepared for Halloween on Main Street
- Verizon

Thursday October 25th

- Articles for District Meeting reviewed and finalized
- Webinar for FEMA on the use of the Massachusetts reimbursement workbook
- Proposed FY 2020 Budget finalized

10/25/18
Attachment "C"

	Amended Budget	Original Proposed 2019	FY2020 Proposed	%
FIRE DEPARTMENT:				
Salaries & Wages:				
Chief's Salary	\$ 125,000.00	\$ 136,250.00	\$120,000.00	
1st Assistant Chief's Salary	88,743.00	104,585.00	\$90,578.00	2%
2nd Assistant Chief's Salary	88,160.00	97,405.00	\$89,923.00	2%
Career Officers' Salaries	408,317.00	408,317.00	\$426,646.00	4.50%
Career Firefighters' Salaries	1,084,050.00	1,084,050.00	\$1,105,731.00	2%
Overtime(Career Personnel)	500,000.00	560,000.00	\$515,000.00	3%
Fires, Drills & Details(Call Force)	108,290.00	108,290.00	\$111,539.00	3%
Fire Alarm Salaries	7,000.00	7,000.00	\$7,000.00	
Contractual Benefits	197,125.00	264,441.00	\$227,125.00	15%
Clerical Salaries	108,787.00	120,787.00	\$110,963.00	2%
Dispatchers Salaries & Shift Coverage	172,000.00	172,000.00	\$175,440.00	2%
Specialized Training	10,000.00	10,000.00	\$10,000.00	
Total Salaries & Wages	\$ 2,897,472.00	\$ 3,073,125.00	\$2,989,945.00	3.20%
Operating Expenses:				
Call Firefighter Pensions	\$ 4,000.00	\$ 4,000.00	\$4,000.00	
Maintenance Operations	40,000.00	40,000.00	35,000.00	
Breathing Equipment & Supplies	10,000.00	10,000.00	\$10,000.00	
Equipment	10,000.00	10,000.00	\$10,000.00	
Membership/Subscriptions	5,250.00	5,250.00	\$4,500.00	
Protective Clothing	20,000.00	20,000.00	\$20,000.00	
Materials & Supplies	10,000.00	10,000.00	\$10,300.00	3%
Radios & Repairs	8,000.00	8,000.00	\$8,000.00	
Fire Alarm Expenses	6,500.00	6,500.00	\$3,500.00	
Training	15,500.00	15,500.00	\$10,000.00	
Clothing Allowance (Career)	22,800.00	22,800.00	\$26,100.00	15%
Miscellaneous	5,500.00	5,500.00	\$5,500.00	
Postage	1,000.00	1,000.00	\$1,000.00	
Fire Prevention Expenses	6,000.00	6,000.00	\$6,000.00	
Wellness	7,900.00	7,900.00	\$6,000.00	

Hose	8,000.00	8,000.00	\$8,000.00	
Clothing Allowance(Call Force)	8,345.00	8,345.00	\$6,000.00	
Technology (New Line Item)	\$0		\$24,990.00	New
Total Operating Expenses	\$ 188,795.00	\$ 188,795.00	\$198,890.00	6%
Consumables:				
Telephone/Online Service	\$ 24,000.00	\$ 24,000.00	\$24,500.00	2.10%
Utilities	28,000.00	28,000.00	\$28,850	3%
Heating	21,200.00	21,200.00	\$21,840.00	3%
Total Consumables	\$ 73,200.00	\$ 73,200.00	\$75,190.00	2.70%
Total Salaries & Wages	\$ 2,897,472.00	\$ 3,073,125.00	\$2,989,945	
Total Operating Expenses	\$188,795.00	\$188,795.00	\$198,890	
Total Fire Department Budget	\$ 3,159,467.00	\$ 3,335,120.00	\$3,264,025.00	3.30%

ARTICLE 22

FY19
 Amended Budget
 Voted 4/30/208

Original
 Proposed 2019

FY2020
 Proposed

%

MECHANICS DIVISION:

Salaries & Wages:

Mechanic	\$ 66,200.00	\$ 66,200.00	\$67,524.00	2%
Overtime	5,000.00	5,000.00	\$5,100.00	2%
Contractual Benefits	5,600.00	5,600.00	\$7,100.00	27% EMT Stipend
Temporary Labor	-	-		
Total Salaries & Wages	\$ 76,800.00	\$ 76,800.00	\$79,724.00	3.80%

Operating Expenses:

Subscriptions/Dues	\$ 200.00	\$ 200.00	\$200.00	
Training/Seminars	2,000.00	2,000.00	\$2,000.00	
Tools/Equipment	5,000.00	5,000.00	\$5,000.00	
Maintenance and Operations	3,000.00	3,000.00	\$3,090.00	3%
Equipment: Replace, repair, maintain	60,000.00	60,000.00	\$61,800.00	3%
Tires: Replace, repair, maintain	7,500.00	7,500.00	\$7,500.00	
Clothing allowance & Safety equip.	1,000.00	1,000.00	\$1,000.00	
Materials & Supplies	1,000.00	1,000.00	\$1,000.00	
Miscellaneous	500.00	500.00	\$500.00	
Postage	50.00	50.00	\$50.00	
Corrosion/Body Repairs	5,000.00	5,000.00	\$5,000.00	
Annual Apparatus/Equip. Inspections	6,000.00	6,000.00	\$6,000.00	
Total Operating Expenses	\$ 91,250.00	\$ 91,250.00	\$93,140.00	2.10%

Consumables:

Telephone	\$ 3,000.00	\$ 3,000.00	\$3,000.00	
Utilities	500.00	500.00	\$500.00	
Fuel/Additives/Licensing Fees	27,000.00	27,000.00	\$27,810	
Total Consumables	\$ 30,500.00	\$ 30,500.00	\$31,310.00	

Total Operating Expenses

	\$ 91,250.00	\$ 91,250.00	\$93,140.00	
Total Salaries & Wages	\$ 76,800.00	\$ 76,800.00	\$79,724.00	

Total Mechanics Division Budget	\$ 198,550.00	\$ 198,550.00	\$204,174.00	2.80%
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Proposed Articles for FY 2020 District Meeting, April 8th, 2019

Article 1 (Diesel Exhaust System): To see if the District will vote to raise and appropriate or transfer from available funds, the sum of \$164,000 for the purchase and installation of a diesel exhaust removal system for all the Fire Department Stations and the Maintenance facility.

Explanation: Diesel Exhaust is a known carcinogen. We are exposing our firefighters, their living quarters and their personal protective gear to diesel exhaust from our apparatus. This system will eliminate this health and safety issue.

Article 2 (Asbestos Removal): To see if the District will vote to raise and appropriate or transfer from available funds, the sum of \$14,000 for the purpose of removing all Asbestos Pipe Insulation, replacement of the insulation and related costs for Station 1, 273 Main Street.

Explanation: Asbestos is a known Carcinogen. Removing this insulation will make Station 1 a safer and healthier work environment for our firefighters and staff.

Article 3 (Fire Prevention Officer): To see if the District will vote to raise and appropriate or transfer from available funds the sum of \$105,692 for salary and associated costs with hiring a Fire Prevention Officer. (A transfer of \$66,802.97 from FY2018 Firefighter Article).

Explanation: Currently Fire Prevention has one Officer and is only able to accomplish a fraction of the required quarterly and yearly inspections while maintaining inspections for construction and home resales. Hiring another Fire Prevention Officer will allow the Fire Department to have an Inspector available 7 Days a week and provide an additional firefighter for emergency responses during daytime hours.

Note: Fire Prevention Permits and Fees turned back into the General Fund for FY 2018 were \$59,600.

Article 4 (Recruit Call Firefighter): To see if the District will vote to raise and appropriate or transfer from available funds the sum of \$50,000 for the purpose of training and retaining Call Firefighters.

Explanation: This article is to train Call Firefighters to the National Pro-Board Standard of Firefighter I/II and to included but is not limited to, labor, materials and related costs.

Article 5 (Fire Alarm Transfers): To see if the District will vote to raise and appropriate or transfer from available funds the sum of \$14,055 for the purpose of Fire Alarm Transfers and or Fire Alarm Troubles related to the Route 6 and 28 Project by Mass DOT.

Explanation: This is the estimated cost for the Fire Alarm work required during the Route 6 and 28 project by Mass DOT, projected to start within FY2020. At the conclusion of the project the District will be reimbursed 100% of its costs.

Article 6 (New Command Vehicle): To see if the District will vote to raise and appropriate or transfer from available funds the sum of \$51,830.47 to purchase and equip a command vehicle, including all costs incidental or related thereunto.

Explanation: This vehicle will replace a 2004 Chevrolet Tahoe that has (120,000) miles and was scheduled for replacement in FY 2019. If approved the current vehicle will be held in reserve for Recruit Call Firefighter transportation.

Article 7 (Technology): To see if the District will vote to raise and appropriate or transfer from available funds the sum of \$32,940 for the purpose of purchasing, supporting and related training for Technological activities, IMC Mobile and Website Development.

Explanation: The Fire Department's current Reporting, Dispatch and Fire Prevention data system has the capability of being mobile. This article will allow for the required software, hardware, support and training to be purchased. The second part of this article will allow for a professional website to be designed and supported for specifically the current and future needs of the department.

Note: A MEMA grant of \$4,650 has been secured toward the IMC Mobile to offset the costs, once it has been purchased.

Article 8 (Wildland PPE): To see if the District will vote to raise and appropriate or transfer from available funds the sum of \$25,000 to purchase wildland protective clothing and related accessories.

Explanation: Current wildland protective clothing was purchased through a Federal Grant in 2006 and has exceeded the 10 year NFPA life expectancy standard.

Article 9 (Station 2 Generator): To see if the District will vote to raise and appropriate or transfer from available funds the sum of (\$40,000) for the purchase, installation and related costs for a new generator for Station 2.

Explanation: The current Generator at Station 2, 2368 Cranberry Highway is of need of replacement and upgrade. This is due to its age and the need for additional load requirement in the event the Station is renovated.

Total Amount of Articles : \$430,715.00