

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
April 21, 2010
TOWN HALL CHAMBERS**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, April 21, 2010 in the Town Hall Chamber. The Chair opened the meeting at 7:20 p.m.

Present:

**Chair Sharri MacDonald
Vice Chair Robin Dayton
Councilor Mike Tousignant
Councilor Shawn O'Neill
Town Manager Jack Turcotte
Assistant Town Manager V. Louise Reid
Finance Director Jill Eastman
Fire Chief John Glass**

Absent: Councilor Laura Bolduc

Budget Explanation

The Town Manager began by explaining some funds in the budget that he had not explained to the Council in the correct manner and presented the findings during his discussion. He explained that the RSU Assessment to the Town was changed after July 1st by the second vote of the public. The RSU considers this an Assessment where the Town has categorized it as Subsidy, a question of semantics. The amount of \$400,000 less the \$25,000 given to the Ballpark at the Tuesday night meeting and that would mean the \$600,000 reflected in FY2011 budget. The RSU \$400,000 from last year and the \$200,000 savings this year bring into this budget cycle with a surplus of over \$600,000 from last year.

Fire Department

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, Deputy 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.

There are twelve career fire/Emergency Management System personnel, 30 call force personnel responding to an average of 2,500 EMS/fire calls per year. 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 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 hours or twenty-four hour rotations shifts on our ambulance with a career Paramedic. The Chief highlighted answers to some concerns regarding funding of training; stipends, equipment and other issues addressed in the budget book.

The Fire Chief began by indicating that as a result of their Emergency Management System and billing staff attentiveness, the rescue fund has increased and continues to increase. He did indicate, however, that all the data that had been collected, advice and recommendation noted, and the budget had been established for the aggressive pursuit of the two and a half million dollar facility remodeling grant from FEMA by way of the Fire Act Grant had been denied.

Discussion included information of part time employee wages which funds the part time EMS staff. He explained that overtime pay is often on need to fill positions for those who have been out ill and there have been instances of long time disability in the Fire Department. During the summer hours there is a time for a second rescue ambulance service. Clothing allowances were increased to cover better and longer lasting clothing. Again in discussion about overtime the Chief related that overtime is covering sick leave, family leave, training time which are covered in the Union contracts.

Discussion continued on the annual stipend which is payment to the 30 call force members for their service through the year based upon a graduated stipend dependent upon rank and participation. There is also a physical fitness incentive in the amount of \$3,000 to compensate career personnel for passing an annual physical fitness test based on \$250 per member per Union contract. The question was asked if, when the new police building is built and there is a physical fitness room, would it be possible for this to function for the Fire Department as well? It appears that could possibly work as well. This also included possible solution to paying the contractual payment to firefighters who have health club memberships.

The Council asked about conferences and training and Chief Glass indicated that this pays for recertification of career EMS personnel, career and 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, etc. The question of service contracts indicated that it covers Medtronic Cardiac Monitor Maintenance, Advantage Gas Cylinder Lease and the SCBA Cylinder and Pak Maintenance.

Lifeguards

The Town employs a lifeguard staff which ranges in number from 20 to 30 people each season who work up to the 40 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. There are twelve 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. Questions were fielded by the Fire Chief on training, time frame they are on duty and where. The request to increase their salary was an area of concern for the Chief who explained that in order to attract good and qualified lifeguards the increase was an incentive. He explained that OOB lifeguards are the lowest paid guards on the busiest beach in the State. This increase would allow for first year guards to be raised to \$9.25 per hour. Returning guards would receive \$.25 cents an hour raise also. We compete each season for lifeguards with parks and other beach resorts and an increase in the wages shall make this process easier. Councilor O'Neill suggested that perhaps this could be reduced in half recognizing that we need the service of lifeguards.

Public Safety Complex

There were questions raised on the service contracts which included the storage trailers and a number of questions if the \$5,040 could be reduced next year with the storage area that will be available because of the building of the Police Station and the Fire Department having the space in the old Police part of the building? Other contract obligations included Time Warner, Pitney-Bowes, Pest Control Services, Power Products-Generator Maintenance. Budget consideration was reducing the \$5,000 for the trailers to perhaps ½ or 2/3 of the year once it is determined that there will be room in the vacated police station.

Other Emergency Issues

The discussion was around the need for a town-wide shelter for citizens when there are emergency situations. The Town Manager and the Fire Chief are meeting with the Emergency Management Director for the State to investigate what is involved in setting up a local shelter. This is still on the radar.

Planning

The primary mission of the Planning Department is to provide thorough technical assistance and superior customer service to the Planning Board, Design Review Committee, residents, developers and business owners for all Site Plan, Design and Subdivision

Reviews as well as Business Licenses. Planning staff includes the Planner, the Assistant Planner who both continue to work closely with Code Enforcement and Assessors staff to provide information to the public on a wide variety of land use issues. During the coming year the planning staff will also monitor and implement CDBG façade grant funds, assist with our Comprehensive Plan Update, Ballpark planning activities and Charter Commission and Ordinance Review Committee efforts. This has been a very busy year.

He continued by outlining the goals of Planning including advice and support the Planning Board and Design Review Committee to create orderly and efficient Site Plan, Design and Subdivision Reviews that will constantly improve our business and residential communities. Continue to work closely with the Town Manager and the Public Works Director on PACTS study of transportation and secure for qualified projects. He spoke about administration of the 1,400 business licenses given each year and continued work with Eastern Trail Management District to support their goals and aims. Work closely with the Town Council, the State Planning Office and Southern Maine Regional Planning Commission to begin the process of updating the OOB Comprehensive Plan. Continue the successful coordination and planning with Public Works Director and Interlocal Storm Water Groups (ISWG) regarding our five year DEP Municipal Separated Storm Sewer System (MS4) permit. He gave credit to the Public Works Director for her intense understanding of the MS4 program. He also mentioned the assistance to community projects such as the Little River project, ballpark usage, beach access and ordinance updates. He also mentioned the enormous amount of time that he has spent on the Saco Bay Boundary issue. He also mentioned the attention recently provided to CDBG grants which will enhance many downtown businesses. He gave enormous credit to his staff and also to the various Boards and those who serve on them. Gary Lamb reiterated several times that his department staff has learned to do other department staff jobs so there is an interaction between positions within the department – cross training has already been done.

Questions related to the high costs of advertising but the requirement that we need to advertise meetings that are being held. He updated the Council on the Eastern Trail Management District and promotion of the OOB portion of the Eastern Trail as well as improvements in neighboring towns. He indicated that he and his staff has worked closely with the Town Council, State Planning Office and Southern Maine Regional Planning Commission and other consultants to begin the process of updating the Comprehensive Plan. He has worked with the Public Works Director and Interlocal Storm Water Group regarding the five year DEP Municipal Separated Storm Sewer System (MS4) permit. This includes mandatory local education and outreach activities as well as inventory and inspections of hundreds of drainage structures. Has had direct activities and working with the Conservation Commission. In discussing the Comprehensive Plan, the Planner highly recommended that Winn Winch, Chair of the Planning Board, is extremely qualified and he would recommend that he be put on the Comprehensive Plan Committee.

The change to the Planner's budget was the reduction of \$15,000 as it regarded

future growth (50 Acre Woods Long Term Planning.)

Code Enforcement

The primary mission of the Code Enforcement Department is to protect the public health, safety, and general welfare of all of the Citizens and Visitors of the Town of Old Orchard Beach through the administration of various local, State and Federal Laws and Ordinances. He indicated that he has two Assistants, a part time Architect; a part time Electrical Inspector and himself. He indicated his goals were to expand services to include on line services such as building, plumbing and electrical permitting, inspection appointments, information sharing and complaint acceptance through the use of the Town's web site. The elimination of blighted conditions in the Town is being dealt with and he hopes to have more effective communications with property owners. To provide more frequent and higher quality training and education for the Staff of the Code Enforcement Office to enable the Staff to better serve the community. He also hopes to solve the challenges of the Town through State and Regional involvement with organizations such as the Maine Building Officials Association. No changes were made in his budget.

Due to the lateness of the hours it was decided that the Town Managers budget would be considered at the next meeting. The meeting ended at 9:35 p.m.

Respectfully Submitted,

V. Louise Reid
Town Council Secretary

I, V. Louise Reid, Secretary to the Town Council of Old Orchard Beach, do hereby certify that the foregoing document consisting of five (5) pages is a true copy of the original Minutes of the Town Council Workshop held on April 21, 2010.
V. Louise Reid