

**TOWN OF OLD ORCHARD BEACH
TOWN HALL CHAMBERS
TOWN COUNCIL WORKSHOP
Thursday, April 9, 2020**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Thursday, April 9, 2020. The Chair called the meeting to order at 6:30 p.m.

The following were in attendance:

Chair Joseph Thornton
Vice Chair Shawn O'Neill
Councilor Kenneth Blow
Councilor Jay Kelley
Councilor Michael Tousignant
Town Manager Larry Mead
Assistant Town Manager V. Louise Reid
Fire Chief Fred LaMontagne
Deputy Fire Chief Robert Slaving
Lifeguard Captain Keith Willette

Absent:

It should be noted that

DUE TO COVID-19, THE PUBLIC WILL NOT BE ABLE TO ATTEND THIS MEETING IN PERSON. THEY COULD WATCH THE MEETING ON SPECTRUM 1301, OR GO ON-LINE TO WWW.OOBMAINE.COM AND CLICK ON "MEETING VIDEOS" AND WATCH THE MEETING LIVE, AND IT WILL BE ARCHIVED TO WATCH AT A FUTURE DATE.

The Workshop this evening is discussion of the budget requests for the Fire/Rescue Department.

The Old Orchard Beach Fire Department provides the residents and visitors to the Town of Old Orchard Beach Emergency Medical Services, Fire Suppression and Emergency Management. Our primary focus is response efforts, prevention and recovery. At year end our call volume overall remained consistent with us having 2431 responses as compared to 2347 in calendar year 2018. A nominal increase of 84 runs. Of the 2431 responses, 70% (1710) responses were categorized as Rescue, Emergency Medical response.

Administration:

The Old Orchard Beach Fire Department administrative responsibilities are accomplished through the efforts of the Fire Chief, the Deputy Fire Chief and Office Manager. The staff is responsible for the administration of rules and regulations as established by the State of Maine, policy as set by the Town Council, rules and policy as set by the Town Manager and operational procedures as determined by the Fire Chief.

Preparedness:

The Old Orchard Beach Fire Department is by definition a combination department. It is comprised of Career, Per-diem and paid on call members. Fire Suppression and Emergency Medical Response is provided at the Paramedic Level. To accomplish this task, we operate a four-

shift system which provides for 6 persons on duty 24 hours a day, seven days per week. Four personnel are career employees and are augmented by two per-diem employees who utilize One Fire Engine, One Ladder Truck and Two ambulances to meet the service demands of the town.

Response:

The department responds to a variety of incident types ranging from the complex to the simple. Our purpose is to protect life and save property through preparedness, response and recovery. While our predominant response is for emergency medical services we prepare and respond to fires within structures, hazardous materials releases (Propane, Natural Gas and Carbon Monoxide), water rescues, motor vehicle crashes and fires, salvage operations (water removal and the ventilation of smoke), fire alarms, and fires that occur in the woods and fields.

Goals:

1. **Preparedness and Prevention**
 - a. Fire Inspections
 - b. Fire Education
 - c. Community Outreach
 - d. Training and equipping personnel to meet the most probable incident.

2. **Response and Restoration**
 - a. Protecting the community by allocating the appropriate resource for the emergency;
 - b. Ensuring adequate resources are available to meet the needs of the department and the community;
 - c. Responding to and recovering from incidents that have a high community impact with a low probability of occurrence.

20138-50101 Department Head Salary **\$94,780**

This account funds the salary for the Fire Chief.

20138-50102 – Division Head Salary **\$81,904**

This account funds the salary for the Deputy Fire Chief.

20138-50105 – Fire Inspector Wage **\$25,000**

This account funds the salary of the part-time Fire Inspector.

20138-50106 – Full Time Employee Wage **\$982,464**

This account funds salaries for the following staff:

Four Captains
Four Lieutenants
Eight Firefighters with EMS Licenses
One Administrative Clerk

Wages are always an important issue and the increases here related to the Contract and Noted discussions for negotiations in the June 2020 discussions.

20138-50107 – Part Time Employee Wages **\$325,000**

This account funds wages for the per-diem staff.

20138-50111 – Overtime Wages **\$250,000**

This account funds overtime wages that covers vacancies that occur as a result of on duty injuries, sick leave, vacation, training and fire fighter re-calls for significant incidents, staffing events (simultaneous calls) and training.

20138-50120 – Call Force Wage **\$26,000**

This line is for payments to call force and fire/police members for their service through the year based upon a graduated stipend depending upon rank and skill set.

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

This account funds a contractual payment for career personnel for passing an annual physical fitness test.

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

This account funds a contractual reimbursement for career personnel for off duty attendance to a fitness facility.

20138-50230 – Clothing Allowance **\$15,000**

This account funds the uniform and clothing needs of the all employees within the department. Typical items Include uniform shirts t-shirts, shirts, pants, boots, belts, reflective winter coats.

20138-50251 – Conferences/Training for EMS & Firefighters **\$15,000**

This account funds the training initiatives in the department utilizing a combination of in-house and outside attendance at training and conferences. It also provides for the costs associated with the certification and recertification of personnel for Emergency Medical and Fire Suppression topics.

20138-50252 – Travel/Food/Lodging **\$2,000**

This account is for travel re-imbursement or other incidental costs associated with traveling to Fire or EMS trainings.

20138-50256 – Dues/Memberships/Licenses **\$3,500**

This account funds our affiliation with our regional EMS partner Atlantic Partners in Emergency Medicine. They are responsible for assisting us with the delivery of trainings, advocacy at the state level, the development of protocols. This account also funds the cost of the annual licensing and state ambulance inspection, membership to the Maine Fire Chiefs Association and the International Association of Fire Chief's.

20138-50310 – Service Contracts Expense **\$36,575**

This account funds the contractual agreements involved with the operation of the department and maintenance of and testing of equipment.

20138-50313 – Equipment Testig **\$8,125**

The account funds in this line are used annual testing of the tower aerial, ground ladders and hose.

20138-50335 Hydrant Rental **\$192,000**

This account funds a payment of fees, set by Maine Water for the maintenance, repair and service of our fire hydrant system.

20138-50400 Electricity Expense **\$17,000**

This account funds the electrical use at the fire station.

20138-50401 Water Expense **\$750**

This account funds the domestic water needs of the department.

20138-50402 Phone/Cellular/Paging **\$3,600**

This account funds the cells phones for the Fire Chief, Deputy Fire Chief, Fire Inspector and department fax lines. It also includes the support of our phone system and related hardware.

ATT-First Net – 2 phones \$960
Fire Chief phone reimbursement - \$600
Consolidated Communications fax copper line - \$1040
NTT Phone Repairs and Hardware \$1000

20138-50404 Networking/Internet Expense **\$7,000**

This account funds our data services for Spectrum Internet Service 300 X 200 in the field and on the fire apparatus.

Spectrum - Fire Dept Facility Internet \$1950
ATT First Net - 3 Hotspots for Rescue \$1,400
ATT First Net - 8 Ipad (includes Fire Inspector for field use) \$3,650

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

This account funds the propane heating expense for the department.

20138-50450– Building Repair/Maintenance **\$15,000**

This account funds the routine repairs to the building such as plumbing, electrical, painting, HVAC systems, truck bay doors, alarm & camera systems, windows & doors, roof, security door locking system vehicle exhaust system, and cleaning supplies.

20138-50452 – Operating Equipment Repair **\$10,500**

This account funds the repairs and replacement parts for mobile radios, portable radios, alert radio pagers, hand lights, ambulance stretchers, fire-fighting equipment such as saws, nozzles, ladders, gear

repairs, thermal imaging cameras, self-contained breathing apparatus repairs, power tools, ambulance equipment, cardiac monitors, suction devices and patient oxygen measuring devices.

20138-50453– Vehicle Repair/Tires/Oil **\$50,000**

This account funds all vehicle maintenance, annual pump servicing, oil changes, tires, inspections, batteries and repairs to fire apparatus, service trucks, ambulances, support cars, ATV, jet ski and trailers. This majority of work is completed at Scarborough Public Works.

20138-50500 – Admin/Office Supplies and Computers **\$3,200**

This account funds general office supplies for administration, fire prevention/investigation, computer and computer components replacements, copier and fax cartridges, file cabinets, record keeping supplies repairs and replacement parts for computers, tablets, copier/fax machine and printers.

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

This account funds the purchase of miscellaneous equipment necessary to perform the daily mission of the department. Quantities and needs change with the nature of the job. Some examples are: firefighting, gloves, helmets, goggles, boots, hoods, flashlights, radios, pagers, cameras, axes, nozzles, hose, accountability tags, Self-Contained Breathing Apparatus packs and masks, hand tools, power tools, generators, smoke ejectors, ladders, ropes, extrication tools, saws, pry bars, gas meters, hose wrenches, adapters, pike poles, batteries, fire extinguishers, water rescue equipment, salvage covers, salvage tools, rescue belts, water cans, fire line tape, and foam.

20138-50502 – Printing & Copying **\$1,000**

This account funds the printed training materials, maps, standard operating guides, letterhead, envelopes for rescue billing and rescue billing forms.

20138-50510– Vehicle Fuel **\$18,000**

This account funds the fuel for all department vehicles.

20138-50517 – Fire Prevention **\$1,000**

This account funds line the materials used in presenting fire prevention and education programs for school students and elderly residents.

20138-50536- EMS Supplies Equipment **\$40,000**

This account funds the consumables used in the delivery of emergency medicine. Medical supplies such as gloves, bandages, oxygen, medications (hospital provides most), cardiac monitor pads, patient stabilization kits, suction kits, suction pumps, IV kits, IO gun, 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 and portable oxygen cylinders.

Lifeguards – Line Item Justifications:

20137-50108 – Seasonal Employee Wage **\$142,500**

This account funds the wages for the per-diem lifeguards. It is a graduated scale based on Rank and skills set.

20137-50111 – Overtime Wage Expense **\$9,500**

This account funds the overtime wages for the per-diem lifeguards.

20137-50230 – Clothing Allowance **\$4,000**

This account funds the clothing and outerwear for the lifeguards.

It was explained that much of the clothing being used needed to be replaced not only for the need of the clothing put of the health issue in used stained of worn out clothing.

20137-50251 - Conferences/Training **\$3,450**

This account pays for the certification and re-certification required annually for the lifeguards.

20137-50402 – Phone/Cellular/Paging **\$340**

This account funds the cell phone for the lifeguards.

20137-50452 - Operating Equipment Repair **\$4,000**

This account funds the repair of the equipment used by the lifeguards. Items such as life guard tower repairs, trailer maintenance and minor equipment repair.

20137-50501 - Operating Supplies/Equipment **\$7,500**

This account funds the consumable items associated with the lifeguard operation. Supplies such as throw ropes, rescue buoys (torpedoes), bull horns and whistles.

CIP:

For the year FY21, the Fire Department is asking for:

6 Vehicle Repeaters **\$ 18,000**

Currently the Fire and Emergency Medical Services operate in several areas of Town where communication is not adequate for emergency medical services or fire ground operations. The program would install six (6) mobile vehicle repeaters that would ensure adequate communications with the Dispatch Center, units on scene, and those inside buildings. This is a significant safety issues that we are trying to address.

Replace 10 of SCBA (air packs) -82 units 11,000

The Department currently supports large one hour bottles. We are requesting ten 30 minute bottles for our initial operation on the fire ground. These lighter bottles allow for ease of movement in hazardous environments, place less stress on the responding fire fighter and minimize the risk of accidental property damage during times of required wearing inside of a structure when a fire is not present.

Protective Equipment (Turnout Gear) 5 sets 15,000

The Department currently supports career, per-diem and call force fire fighters. State Labor Laws require the provision of Personal Protective Equipment that meets national standards. This program continues the purchase/replacement program previously initiated and should allow for the purchase of five sets of gear.

Power Lift for Stretcher – Outfits 1 Ambulance 31,000

This device assists an emergency responder with the loading and unloading of a patient into the back of an ambulance. This item reduces the potential for a back injury while lifting the patient into the ambulance. While we do our best to assist responding crews with additional personnel, often times it is one or two persons loading the patient. Anecdotally, lift loads currently are over 300 pounds (125 pounds for the stretcher) on average. The device will be installed into an existing ambulance.

Fire Station Rehab and Repairs 65,000

Project	52002-50813	Facility Improvements
Available		\$ 48,735
1 Suspended Ceiling	\$	10,000
1 Exterior Windows	\$	4,630
1 Kitchen Door	\$	3,720
1 Interior Office	\$	4,140
1 Entry Door	\$	5,860
1 Toilet Kitchen Area	\$	900
1 Access Control	\$	2,800
1 Drywall	\$	1,500
1 Electrical PH2	\$	4,000
1 Flooring	\$	12,000
1 Thermostat Upgrade	\$	1,500
1 Radio Room AC	\$	4,000
1 Vent Bathroom	\$	3,300
1 Zoning	\$	1,000
1 Entry Way Insulation	\$	1,500
1 Masonary (Entryway)	\$	1,500
1 Plymovent	\$	9,150
2 Electrical Clean Up	\$	5,000
2 Rear gate	\$	6,808
2 4 Interior Doors	\$	5,000
2 Kitchen Floor	\$	11,000
2 Humidifier	\$	4,700
2 Sign	\$	6,000
Painting 23400	\$	-
Total	\$	<u>110,008</u>
Shortfall		\$(61,273)
Contingency 10%	\$	(6,127)
Total		\$(67,400)

Fire Station LED Lighting & Suspended Ceiling 38,000

It is the goal to improve heating, visibility by adequately lighting in the area of the Truck Bays. The Bay area had a suspended ceiling that allowed for better acoustics and lighting but was remove several years ago. The plan is to install a ceiling tile that will be clipped in place and have a surface that allows for light pressure washing. While the heat savings will be minimal, the major advantage will be better visibility and acoustic.

Fire Station Roof 115,000

The last few CIP cycles have funded station renovations. As we near completion we are noticing that we are experiencing leaks during certain weather events. This request is to replace the Fire Station Roof that is fifteen plus years old. There are currently two layers on the roof and the roofing recommends removing the existing two roofs and replacing with new rubber roof and flashing.

Fire Station Engineering/Design Study for Storage Space, rear lot and Bay Floor Drainage 10,000

The Fire Department is in need of storage space. Projected for this year's budget was an outside metal building. This building would only meet the needs of the lifeguards, require site work and recent pricing place the project at \$170,000. The Rear Parking Lot is in need of resurfacing and the Truck Bay Floors need attention as the drains are higher than the floors. As potential storage solutions could possibly disrupt the rear parking lot and the bay floors we are requesting Engineering/Architectural Services to assess the need for cold storage (outside), warm storage (mezzanine level above the Bays) and the drainage solution.

For a total of \$303,000.

The Fire Chief Fred Lamontagne made an excellent presentation to the Council indicating that he, Deputy Fire Chief Rod Slaving and the staff have worked together to see that operation of the Fire Department is of the epidimy of customer service. He indicated that he believe the budget is adequately funded. It was felt that the Lifeguard personnel were of high quality and that there is a shortage of Lifeguards and that many Towns are competing against each other. Discussion on the use of the Jet Ski and its mobility and agility for use. It was a really good opportunity now for the Jet Ski to be stored at Palace Playland and will make the operation more concise.

The CIP requests were listed and explained by line.

6 Vehicle Repeaters	\$ 18,000
Replace 10 of SCBA (air packs) -82 units	11,000
Protective Equipment (Turn Out Gear) 5 sets	15,000
Power Lift for Stretcher – Outfits 1 Ambulance	31,000
Fire Station Rehab and Repairs	65,000
Fire Station LED Lighting & Suspended Ceiling	38,000
Fire Station Roof	115,000
Fire Station Engineering/Design Study for Storage Space, rear lot and Bay Floor Drainage	10,000

The Workshop ended at 8:15 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 ten (10) pages is a copy of the original Minutes of the Town Council Workshop of April 9, 2020.