

Budget Committee  
Meeting Minutes  
Wednesday, January 17, 2018

Members Present: Ron Schneider, Jr; Bill Wade; Bruce Bjork; Bob Subilia; Marisa Caputo; Brian Toomey, Russ Markgren and Richard DeBold.

Members Excused: James Gaylord

Staff Present: Town Manger Jon Carter, Finance Director Jodie Sanborn, Accountant Casey Welch, Former WEMS Director Brian Watkins, WEMS Director Jim LaPolla, Librarian Devin Burritt, Library Board Chairman Amy Anderson and Library Board Member Maureen Connors.

Selectmen Representative: Kathy Chase

The meeting was called to order at 5:30 PM.

**Meeting Minutes for January 3, 2018. Motion by Richard, seconded by Russ to approve as written. Passed unanimously.**

**Budgets and CIP to Review**

**a) Library**

Devin spoke about Marisa reviewing his budget. He explained that the budget request is up from the current year due to expenses expected from the new addition. Russ asked about the large increase in the Water and Equipment lines. Devin explained that that water increase was the result of adding a sprinkler system to the new addition. The Equipment line was increased to cover the cost to buy a new snow blower to be used by Library Maintenance employee to maintain walkways during and after a storm. Ron asked about the reduction by the Town Manger to the Building line. Devin explained that he was in agreement with the Town Manager's cuts. The cuts were for security cameras on the existing building and to reroute HVAC vents through the roof. The projects were put in the operations budget because they didn't meet the CIP threshold. Russ inquired about the decrease in Postage. Devin explained that the department had decided to discontinue the mailing of the Library Newsletter due to the rising costs to produce and mail the document. **Motion by Russ, seconded by Bruce, to approve the operating budget of \$109,480 as presented. Passed unanimously.**

**b) WEMS**

Jon introduced the Committee to the new WEMS Director Jim LaPolla. Brian distributed a handout for the Committee showing historical data for budgeted to actual budgets and the proposed FY 2019 budget. Jon reminded the Committee how WEMS was created. The Town of Wells appoints the Board of Directors and owns the assets. WEMS's leases building space from York Hospital for a minimal fee. There department is staffed by stipend shift workers and

one employee. WEMS receives support from the Town using a formula of total budgeted operations less budgeted revenues of transportation and subscription fees. The Town also helps with CIP funding for ambulance and EKG/defib replacements. Brian W. mentioned that several years ago the Board of Selectmen approved a plan to replace ambulances on a three year cycle as opposed to the previous five year cycle. Richard asked if the equipment in an ambulance could be transferred from one to another. Brian W. and Jim L. both stated that it could. Russ asked if WEMS was going to be able to stay in their current location after the Public Safety Facility was constructed. Brian W. mentioned how the current location costs \$1 a year plus utilities. Jim L. talked about recently speaking with York Hospital about the current agreement and that WEMS will be staying at the current location. Russ asked about equipment used by WEMS that was not compatible with Fire Department equipment. Brian W. addressed the question about the Fire Department having different defibs than WEMS. Brian W. also mentioned that he and the Fire Chief had spoken about converting the Fire Department to the same units. Brian T. asked about the addition of Insurance as an operating line. Jim L. explained that the line was needed for the new director. Brian W. explained that he didn't have insurance while in the position because, he had insurance from his full time position in Sanford. Bob asked how expenses were paid when the actuals for FY 2017 show a loss of \$(71,154). Brian W. explained that revenue comes in monthly to the department. WEMS uses the revenue received to pay expenses that are due at the time. The receipt of billing revenue is often delayed. The department tries to keep at least 3 months of operating expenses on hand per conversations with the Auditor to cover revenue shortages. Brian W. also explained that billing runs on a January to December year while the department budget runs on a fiscal year. Marisa asked about the subscription revenue. Brian W. told that it had been stagnant for the past few years. Ron asked why payroll was being budgeted under the FY 17 actual. Brian W. mentioned that staffing levels vary depending on revenue collections. Jim L. talked about them running with a least four people on a shift. Bruce questioned if the department was still having collection issues with Canadian customers. Jim L. stated that the biggest issue is the exchange rate. The department receives a check for the billed amount; however the exchange rate reduces the amount of the payment received. At this time the exchange rate isn't too high so the lost revenue is reduced. Russ asked if there were certain communities or states that didn't pay. Brian W. replied that the department has a hard time collecting from residents of Sanford or Massachusetts. *Motion by Marisa, seconded by Russ, to approve the operating budget of \$215,000 as presented. Passed unanimously.*

**c) Ambulance**

Brian W. explained the request was to add \$60,000 to the reserve fund for the future purchase of an ambulance. Brian W. explained that one was purchased 2 years ago with CIP reserve funding and WEMS funding for about \$225,000.

**d) EKG/Defib**

Brian W. spoke about this being a request to add \$15,000 to the reserve fund for a future purchase. The Committee had no questions.

**e) Fire**

The Chief distributed binders to all Committee members which contained additional information about his CIP items. Brian T. talked about meeting with the Chief to review the budget. The proposed budget is slightly higher than the current year original budget. Bill asked if there were any plans to reduce Overtime. Chief explained that the department runs on a three platoon system where the staff works 56 hour work weeks. Chief further discussed how fire fighters fall under the Federal Law known as Garcia which allows the Town to pay straight time to fire fighters for all hours in excess of 40 hours over a 28 day period. Bill suggested that the overtime paid at straight time be broken out from the Overtime line. Jodie explained that the overtime paid for Garcia is included in the Regular salary line. Jon reminded the Committee that the department is run using 9 full-time fire fighters for a 24/7 operation. Chief noted that adding a 4<sup>th</sup> shift of 3 employees would affect benefit costs. Jon mentioned that the department uses call company staff when available to cover shortages when on staff fire fighters are helping to fill voids on calls created by reduced staffing at WEMS. Bob asked the Chief to speak about the revised FY 18 budget and his FY 19 requested budget. Chief explained that he had requested a number of carryforwards to cover purchases that were delayed or not purchased in FY 17. Chief also explained the increased cost for medical physicals. The call staff is pre-screened and checked to make sure they are ok to wear respirators. Annually the fire fighters are screened for illness. This annual testing helps the Town find out if someone has come down with something or has the potential to get something. *Motion by Brian, seconded by Marisa to approve the operating budget of \$279,600 as presented. Passed unanimously.*

**f) Fire Truck Replacement**

Ron asked for the current balance of the fund. Jodie replied that the current balance as of 12/15/17 was \$356,724.58. Russ asked about the average lifespan of a tower truck? Chief said the average is ten to twenty years and the current truck is a 2000. Chief explained that the request for future funding was to put money aside so when the time came to replace the tower the funds would be available. Russ asked what was so high in town that we needed the tower. Chief explained that the need for a tower is for the reach factor and not necessarily for the height. Chief discussed how the tower was used recently at the Harbor to reattach floats and docks and to retrieve the Furbish Road culvert after recent storm activity. Chief spoke about the department being able to use an elevated master stream (water canon) on big attack fires because the water canon is located on the tower bucket. This method reduces the need for assistance from five fire fighters. Chief explained that the current tower truck is a quint which means it also acts like a pumper truck. The Town of Wells gets extra credit on our ISO rating for having this type of tower truck. Bill asked what on the tower is prone to wear. Chief explained that the hydraulics in the ladder were prone to wear. Russ asked what would happen to the old truck, were there multiple manufacturers and if the Town goes out to bid for the new purchase. Chief explained that the old truck could be traded, auctioned or sold outright if it was still in good condition and meeting required standards. Chief continued to explain that there are 8 major manufacturers to choose from. At this time Sanford, Ogunquit, and Kennebunk don't have pumps on their tower trucks like we currently do. Chief also explained that the purchase would have to go out to bid in the future when replacement was necessary. Richard asked about the

current repair costs. Chief explained that the department brings vehicles to Scarborough for repair instead of using a private vendor such as East Coast. By doing this the department saves about 60% a year in repair costs.

**g) Replace Utility 9**

Jodie explained that this project had been pulled by the Town Manger during his review. Ron allowed the Chief to give a brief explanation of the request. Chief told the Committee he was in agreement with Jon's recommendation to hold off and fund this and other pulled projects in the future. The request was to start saving money for the future replacement of this vehicle which is used at the beach and harbor. The vehicle is also used by employees to go to trainings, pick up hose after a fire, pick up dead marine life and boat and kayak transportation.

**h) Replace/Swap Car 1**

Chief shared that the current vehicle can't tow a trailer or carry a lot of equipment. He explained that the Police Chief had asked him what his future vehicle needs were. Chief explained that from that conversation the idea of the Police Department taking the current vehicle to use for CID and then supplementing the cost of the purchase of a new vehicle for the Fire Chief. The Fire Chief would then have to pay to outfit the new vehicle. Jon shared that the new vehicle would help the Fire Chief with EMA operations and be equipped to operate as a mobile command post. The current vehicle has a small command system installed in the compact vehicle. Chief explained that a larger vehicle with a better command system would greatly help the department with accountability tracking of all personnel at a scene. Ron asked if the command center would be a future cost. Chief explained that it would be another cost. Richard asked about the Police Department getting a used vehicle in trade. Chief explained that the Police Department would be getting a vehicle equipped with radios, lights, etc. when taking possession of the used vehicle.

**i) Computer Workstations**

Pulled project. No further discussion.

**j) Fire Management Software**

Chief explained that he was proposing to replace the current Firehouse software which is a DOS base program that is trying to work in a Windows environment. The Firehouse program was introduced to the Chief in the 1990's and at the time he rejected it for the poor reporting and for not being user friendly. Chief shared with the Committee how he has to take multiple reports from Firehouse and enter the data into another program so that he can generate the reports he needs. This is done for every incident to meet the Fire and EMS required reporting at the State and National level. Chief explained that he has used the proposed software since the mid-1990. The proposed software can accommodate the department's wish to support mobile data while meeting the current need of user friendly software. Chief told how he has reached out the Ogunquit Chief to see if that community had interest in purchasing the program too. The Ogunquit Chief was interested but was not as far as us at the time in developing budgets so he couldn't commit one way or the other. Chief also mentioned the enhanced inspection process available with the proposed program. Staff would be able to use smart phones/tablets while on site and then be able to export the data into the entire system. The proposed software is a module

system in which you purchase the modules that you need. Chief shared that the Tech Committee and Winxnet had heard the proposal. Winxnet recommended proceeding with the proposal due to the technical issues they experience when troubleshooting Firehouse. Chief emphasized that a benefit of the new software was that he was an experienced user and was not going blind into the purchase. Chief mentioned that if Ogunquit joined the price would be about \$56,000 and would be split between the two departments. Bruce asked if there were other communities that could get on board. Chief explained that he had reached out to Ogunquit since both departments utilize Wells for dispatch services. Jon suggested that the Committee review sharing the cost with other communities when the Committee voted on all CIP requests.

**k) Battery Powered Combi Tool “Jaws of Life”**

Chief shared that the product he wanted to purchase was cut from the FY 2018 budget when he was asked to prioritize the rescue equipment he wanted. He shared how the product had received great reviews after testing. With limited man power the first responders could get started quicker than using the gas/hydraulic tool. The battery tool could be used off the road or in a building since it was cordless.

**l) Gas Meter Replacements**

Chief told the Committee that last year this request was not funded. The current request would purchase replacement meters and add-ons. The department is now finding it hard to get replacement parts or reasonably priced parts for the current meters. The average life of a gas meter is 4-5 years. The meters LCD screens and other electronic parts are leading causes for replacement. Chief explained that the meters are used in almost all calls and that two meters are used when the department meters. The meters detect carbon monoxide, lower explosive limit of gas, oxygen and hydrogen sulfide. The extras that need replacement yearly are gas bottles and oxygen sensors. Jodie shared with the Committee that the request had been reduced to \$5,000 at Town Manager Review which would replace 3 meters and the add-ons would need to come from the operation budget.

**m) Heart Monitor Replacement**

Chief explained that this request would convert the current monitors which are only 3-4 years old over to the same monitors used by WEMS. Current pricing is \$39,555 per meter. Chief shared that he would be able to get \$13,000 for the old monitor by purchasing the new monitor through the vendor used by WEMS. The old monitor is worth \$3,000 in trade to other vendors or \$11,000 to another municipality. Chief shared that the current monitor works and that converting is going to come at a cost. Ron questioned how often the monitor was used. Chief explained that use varies. With the department having a monitor they can start aid when they reach the scene while they wait for mutual aid to come. Brian asked what monitor was used by mutual aid. Chief explained that it depended on who responded for mutual aid and the unit they use. Brian asked about the possibility of WEMS taking over the purchasing of the monitors for the Town. Jon shared that WEMS currently does the ordering for the Police Department and the Town pays for the purchase. Richard asked about the process of changing a patient over from one monitor to another. Chief explained that the monitors have 10 leads that are attached to a patient and that each lead must be swapped over. If the monitors were the same then the wires

could be unplugged and not removed from the patient. Brian asked if in a life or death situation if WEMS could take the attached Fire Department unit with them. Chief said it was possible since most of the paramedics at WEMS can use different monitors since they work in different places.

**n) Hydraulic Lifting Cylinder**

Chief explained that the request was to purchase four hydraulic lifting struts and power units that can be used in vehicle or industrial accidents to provide responders with rapid stabilization and lifting capabilities. Currently the department has components that stabilize and use airbags for lifting. Ron asked if the proposed unit was reusable. Chief explained that the proposed units were reusable. The units would require annual inspection and maintenance. Richard asked if the goal was to get a unit on all of the trucks. Chief explained that surrounding Towns have struts that could be used with the proposed lifting system. The goal of the department is to try and purchase equipment that has interoperability with Ogunquit and Kennebunk. Bill asked how big the proposed extrication kit was. Chief explained that it was about the size of a large suitcase. When asked about the priority for this purchase the Chief explained that it was a high priority. Jodie reminded the Committee that the request had been reduced to \$15,000 for the proposed budget. Chief said that he would purchase what he could with the reduced funding at the start of the fiscal year if approved.

**o) Replace/Add Warning Lights**

Chief explained that request was to add warning lights or replace failing and obsolete warning lights on equipment. The current industry standard for lights is LED. Lights being replaced are rotating style lights. The industry standard has gone from rotating lights, to strobe lights to LED lights. The request is to use \$5,000 for lights on the Chief swap vehicle and \$5,000 for upgrading lights on the Tower. Committee questioned if these were maintenance items. Some discussion was also about what the total cost of the Chief's swap vehicle really was. Committee recommended moving \$5,000 to operations and \$5,000 to the Chief's swap vehicle request.

***Motion by Brian, seconded by Richard to add \$5,000 to the Fire Department operations budget for the replacement warning lights for the Tower. Passed unanimously.***

**p) SCBA Bottle Replacements**

Request is for the mandatory 15 year replacement of SCBA bottles. These are the bottles that hold the compressed air that fire fighters breathe. The department is currently behind on saving funds to replace the bottles when they reach the 15 year mark. Request is to add \$20,000 to reserve fund for future purchase.

**q) EMA**

***Motion by Brian, seconded by Bob to approve the operating budget of \$16,400 as presented. Passed unanimously.***

Meeting adjourned at 7:40PM. ***Motion by Brian, seconded by Bill. Passed unanimously.***

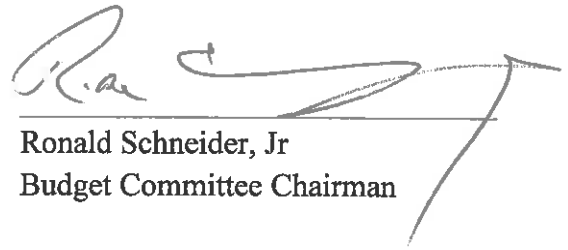
Respectfully submitted by,



Jodie L. Sanborn

Jodie L. Sanborn  
Finance Director &  
Budget Committee Recording Secretary

Approved by,



Ronald Schneider, Jr

Ronald Schneider, Jr  
Budget Committee Chairman

WELLS EMERGENCY MEDICAL SERVICES  
PROPOSED FYE 6/30/2018

	BUDGETED FYE 06/30/12	BUDGETED FYE 06/30/16	ACTUAL FYE 06/30/16	BUDGETED FYE 06/30/17	ACTUAL FYE 06/30/17	BUDGETED FYE 06/30/18	PROPOSED FYE 06/30/19
<b>SUPPORT FROM TOWN</b>	<b>224,000</b>	<b>220,000</b>	<b>220,000</b>	<b>220,000</b>	<b>220,000</b>	<b>215,000</b>	<b>215,000</b>
TRANSPORT PRODUCTION SUBSCRIPTIONS	500,000 40,000	520,000 37,500	688,757 36,025	550,000 37,500	618,132 34,612	610,000 35,000	620,000 35,000
<b>TOTAL INCOME</b>	<b>\$764,000</b>	<b>777,500</b>	<b>944,782</b>	<b>805,000</b>	<b>872,744</b>	<b>860,000</b>	<b>870,000</b>
HOURLY PERSONNEL	530,450	545,000	655,388	568,879	694,747	615,679	620,000
BANK CHARGES	0	20	841	20	1123	20	20
BILLING & COLLECTION FEES	34,000	32,000	39,315	38,000	36,967	39,000	39,000
BUILDING SUPPLIES	2,000	2,100	206	2,100	621	2,100	2,100
BUILDING REPAIRS	2,000	2,500	5,205	2,000	2,786	2,000	2,000
COMMUNICATIONS	2,100	2,100	2,100	2,100	2,100	2,100	2,500
COMPUTER REPAIRS	3,500	3,500	2,791	3,500	2,065	3,500	3,500
DEPRECIATION	1,000	0	0	0	0	0	0
DUES & LICENSES	3,500	3,500	6,476	3,500	5,786	5,000	5,000
EQUIPMENT RENTAL	2,600	2,600	0	2,000	0	1,000	1,000
EQUIPMENT REPAIR	750	1,000	522	1,000	1,404	1,000	1,000
SELF INSURANCE - EKG/DEFIB	6,000	6,000	5,547	6,000	4,484	6,000	6,000
INSURANCE - BOARD LIABILITY	1,200	1,200	1,200	1,500	1,500	1,200	1,500
INSURANCE - MALPRACTICE	2,400	2,400	2,400	2,400	2,400	2,400	2,500
INSURANCE - PROP. & CASUALTY	8,500	9,000	9,449	9,300	15,672	9,300	10,000
INSURANCE - TREAS. BOND	200	200	200	200	200	200	200
INSURANCE - UNEMPLOYMENT	1,000	1,000	292	1,000	238	1,000	500
INSURANCE - WORKERS COMP.	25,000	32,500	30,327	32,500	43,875	45,000	50,000
INSURANCE - MEDICAL	7,400	0	0	0	0	0	18,000
INTERCEPT	0	0	0	0	0	0	0
LEASE	1	1	1	1	1	1	1
MISCELLANEOUS	0	0	890	0	599	0	0
OFFICE SUPPLIES	3,000	3,000	1,410	3,000	1,894	3,000	3,000
OPERATING SUPPLIES	17,500	18,500	22,800	18,500	29,587	22,500	20,000
OUTSIDE SERVICES	2,000	2,000	650	2,000	950	1,000	1,000
PAYROLL FEES	3,200	1,500	1,241	1,500	1,250	1,500	1,300
PRINTING & POSTAGE	2,500	3,000	1,975	3,000	2,069	2,500	2,500
PROFESSIONAL FEES	4,000	4,000	4,354	4,000	3,845	4,000	4,000
TAXES - PAYROLL	42,200	41,000	52,120	41,000	53,485	41,000	41,000
TELEPHONE	2,300	1,500	1,875	1,500	1,941	1,500	1,500
TRAINING	5,000	6,000	5,333	6,000	5,850	6,000	6,000
TRAVEL & TOLLS	1,800	500	59	500	0	500	500
UNIFORMS & PROTECTIVE GEAR	6,000	7,000	5,524	7,000	675	10,000	10,000
UTILITIES	13,000	13,000	13,071	13,500	12,549	13,500	12,500
VEHICLE - FUEL	15,042	16,500	13,851	16,500	9,411	16,500	16,500
VEHICLE - REPAIRS	12,000	11,000	3,956	11,000	3824	11,000	11,000
<b>TOTAL EXPENSES</b>	<b>763,143</b>	<b>775,621</b>	<b>891,377</b>	<b>805,000</b>	<b>943,898</b>	<b>860,000</b>	<b>891,221</b>
<b>NET INCOME</b>	<b>\$857</b>	<b>1,879</b>	<b>53,405</b>	<b>0</b>	<b>-71,154</b>		<b>-21,221</b>