

Budget Recommendations Committee
Wednesday, November 1, 2017
Final Minutes

Police and Fire Subcommittee, Expenditure Review
6:30pm -Call to order by Chair, Niko Papakonstantis

Members Present/Introductions:

Russell Dean, Town Manager Doreen Chester, Finance Director

Eric Wilking, Asst. Fire Chief of Operations
Brian Comeau, Fire Chief, Exeter Emergency Mgmt. Dir.
Justin Pizon, Asst. Fire Chief, Training and Fire Prevention

Bill Shupe, Police Chief Stephan Poulin, Police Captain Mike Munck, Police Captain

Pat Ballantyne, Budget Subcommittee, Public Works Len Benjamin, Subcommittee, Public Works
Robert Ficara, Subcommittee, H&HS, Exeter Rec., Library Judy Rowan, Fire and Police Dept. Subcommittee

Nancy Belanger, Subcommittee, General Gov't. Nicholas Gray, General Gov't. Subcommittee

Fran Hall, Subcommittee Public Works, Vice Chair

Niko Papakonstantis, Chair, Budget Recommendations Committee Bob Kelly, Chair, Water and Sewer Subcommittee

Christine Soutter, H&HS, Library, Parks and Rec.

Peter Lennon, Chair, Police & Fire Subcommittee, Water and Sewer Subcommittee

Board of Selectmen: Don Clement, Dan Chartrand, Kathy Corson, Julie Gilman

First order of business: Outstanding Draft Minutes to review, correct, amend:

MOTION: October 20, 2017 Draft Minutes (Approval) NO corrections/addendums
Moved by Ms. Belanger, Seconded by Ms. Hall
Motion PASSED unanimously, (noted: Mr. Benjamin absent from meeting).

MOTION: October 25, 2017 Draft Minutes (Approval) One CORRECTION
Chair Papakonstantis, page 4.
Re: Mechanic's Garage, "Ms. Ballantyne said there have been a lot of big increases ?? for this item."
CORRECTION, "Ms. Ballantyne said there have been NO big increases."
Amended.
Moved to approve "as amended," Mr. Kelly. Seconded. Ms. Hall
Motion PASSED unanimously.

6:35pm

Chair: Police Department/Fire Department Subcommittee Review

Introduction: "Looking forward" to discussion re: Fire Department. Subcommittee Chair Peter Lennon will

speak on potential Study suggested by Town Manager, which will tie into 'a lot' of budget items.

Peter Lennon:

Commendations to both departments: Budget recommendations below previous year spending: Police: -2.9%, Fire: -0.3%.

"The over-arching factor, in our actions, is that the town needs to get a better handle on the operational staffing (of) facilities and big ticket vehicle needs in both the police and fire department(s), and especially in the fire department."

Public Safety Study proposed by Town Manager, \$45,000 as part of a Capital Outlay Line, will go a long way toward providing answers for FY '19 decisions. Deferments have been made on "certain key decisions" in anticipation/confidence of Study's completion of "actionable information."

LINE ITEM DISCUSSIONS, 4210-0401 Police Administration (PD):

-1200, Police Administration: 2 part-time admin. positions, worked combined 40 hrs. /wk., reduced to 1 part-time position of 25 hrs. /wk. reflecting 48.8% reduction from FY'17.

-4320, Vehicle Maintenance: YTD expenditures at \$17,041, remaining 18% planned.

-5000, Supplies: Lagging expenditure planned through end of year.

-5338, Munitions: Ammunition stocks to be replenished this quarter.

-5453, Computer Equipment: IT analysis revealed various PD computer deficiencies, thus fully funding 4 new computers/monitors (\$1,220) per Chief request, plus additional funds (\$550) per Subcommittee recommendation on additional Dispatch Ctr. desktop.

-5650, General Expenses: Currently below spending at \$4,011/\$5,775

-5671, Uniforms: YTD spending \$6,673/\$15,385. Expenditure gap will be closed by year end with outfitting of two recently hired officers.

-5810, Conf/Room/Meals: 100% expended

-5875, Equipment Purchase: Subcommittee "...felt it was meritorious to add \$17,000 to the budget..." for a new Radar Speed Detection Trailer to supplement 15 year old trailer lacking data download and modern radar capabilities. Old trailer has been 'maintained' and still has limited, but valuable use. Lag in expenditures in this line was also a factor in Chief Shupe agreeing to new Taser replacement contract, offering a reduction of \$1,800 (\$100/per Taser) over 4 year contract to replace officers Tasers (lease/buy program),

18 replaced Tasers in total, 3 payments remaining in FY 19, 20 & 21. Old tasers were 10 years old, recommended replacement at 5 years. Per Chief Shupe, it was also a morale issue to replace outdated equipment, with thanks, agreed to by subcommittee.

7:00pm Chair: Further questions/discussion? None.

MOTION: (Before moving back to LI 5453) Motion to move the increase as proposed by subcommittee to LI 5875. Moved by Ms. Hall, Seconded by Mr. Gray.
Motion PASSED unanimously.

MOTION: LI 5453 recommendation to move total increase of \$11,270.
Moved by Ms. Hall, Seconded by Mr. Gray.

MOTION: Motion to move new total with recommendations and changes of \$765,417 for new Administration Total.
Q: Mr. Gray, 'inclusive of benefits?' A: Ms. Chester, 'yes.' Moved by Ms. Hall, Seconded by Ms. Belanger.
Motion PASSED unanimously.

LINE ITEM DISCUSSIONS, 4210-0402 Police Staff:

-5000, Supplies: Year-end expenditures expected to improve status, currently at \$2,391/\$5,200

-5200, Community Relations: Community Policing Initiative "showing great results." Department should address if PT or FT funding is available in the future, "strongly" supported by Subcommittee.

-5820, Education and Training: Year-end training expected to improve status, currently at \$10,659/\$13,000.

7:05pm Chair: Further questions/discussion? None.

MOTION Motion to move Staff total \$610,089.
Moved by Ms. Belanger, Seconded by Mr. Gray. Motion PASSED unanimously.

LINE ITEM DISCUSSIONS, 4210-0403 Police Patrol:

-1425, Firearms Training Incentive: Contract item/Collective Bargaining Agreement, "got our attention." Most/all remaining of \$1,500 budget to be used by end of year.

-1430, Salary/Wages FTO Incentive: 'Field Training Officer;' training currently underway, set to fulfill expenditure.

-5022, Grant Matching: Increase pays Town share, through State Grant, to match purchase of LIDAR (Light Detection and Ranging) 'gun,' for longer range and more precise speed and vehicle identification. To be used by Patrol Haley Davidson.

-5310, Mobile Communications: Expenditure decrease is result of F'17 being the last year of a Hand- Held Radio replacement program, added by FY'16 Subcommittee, to "finish it out."

7:05pm Chair: Further questions/discussion?

Comment: Mr. Dean: Current fuel (unleaded and diesel) contract (1 year contract) with Dennis K. Burke through Jan. '18. New contract will be assessed (probably) around the 1st of the year.

MOTION Motion to move Patrol total \$1,843,738.
Moved by Mr. Gray, Seconded by Ms. Belanger. Motion PASSED unanimously.

LINE ITEM DISCUSSIONS, 4210-0404 Animal Control:

Chair: Questions/discussion?

MOTION Motion to move Animal Control total \$1,250. Moved by Ms. Hall, Seconded by Mr. Gray.
Motion PASSED unanimously.

LINE ITEM DISCUSSIONS, 4210-0405 Communications:

-1110, Sal/Wages FT: 1.8% decrease from FY'17, reflects 30 year dispatcher retirement, and new hire at lower wage rate.

-1200, Sal/Wages PT: 52.6% increase from FY '17, reflects new decision by Chief Shupe requiring all 'On-Call' dispatchers to work at least 2 "designated" monthly shifts. Increase in training for new PT hire, as 'shift' in dispatchers to fill vacancy from retiring 30 year dispatcher will be replaced with current PT dispatcher who will also train new PT hire.

Comment: Mr. Lennon, It is the Subcommittee's recommendation that the PD be either included in the Public Safety Study with the FD or as part of a separate high priority effort. The PD's Public Safety Study should be assessed in the same way as FD. Would require Town Manager's input in this decision, as not to "overburden" FD study in cost and implementation.

Mr. Dean responded a question that Ms. Hall asked. "There are definitely elements of both (PD and FD) in it (Public Safety Study)..." The 'umbrella' is that the last management study in the FD "is from a decade ago." New PD Chief Shupe is making changes internally "and that's been great" and community based decisions will help inform future decisions, re: 2nd station, sub-station, Master-Plan, etc. In terms of dispatch, operationally, demand mapping and risk mapping, not available in current dispatch system, will help us understand just exactly where the Town is at, going forward.

Chair: Questions/discussion? None.

-4311, Equipment Maintenance: Slight reduction in budget request (-\$1,811) due to vendor change for Dispatcher/Patrol video/voice communications recording system.

7:24 pm Chair: Questions/discussion? None.

MOTION: Re: LI 4311, Motion to move amended amount to \$23,526 Moved by Ms. Hall, Seconded by Mr. Gray.
Motion PASSED unanimously.

7:25pm Chair: Questions/discussion?

MOTION Motion to move Communications total of \$471,713.
Moved by Ms. Hall, Seconded by Mr. Gray.
Motion PASSED unanimously.

LINE ITEM DISCUSSIONS, 4194-0117 Vehicles:

-7240, GG-CO-Vehicles: Replacement for frontline Explorer Interceptor, \$31,770, and Animal Control Pick-up Truck (unspecified cost). (Correct line item Preliminary Budget amount should be \$60,370, per Mr. Lennon and Chief Shupe, to reflect addition of lights for vehicle, of \$600, from \$59,770)

Chair, Voting (on vehicles) deferred until CIP meeting.

Chair: Questions/discussion?

Comment(s): Mr. Lennon, Chair Papakonstantis, Mr. Dean, Ms. Hall, Ms. Rowan, Mr. Ficara, Mr. Gray, Ms. Soutter, discuss 'later' discussion(s) regarding 'Umbrella/Master Plan,' re: Police, Fire, EMS functionality in terms of collective Public Safety Study, Vehicles, CIP and Facilities. No definitive 'subject,' no definitive 'outcome,' amidst closing discussions re: Police Department.

7:40pm Chair: Questions/discussion on Police? None.

MOTION Motion to move Total Police number as amended of \$3,692,206. (Represents \$152,319, 4% decrease from previous year's budget) Moved by Mr. Ficara, Seconded by Mr. Gray.
Motion PASSED unanimously.

END OF POLICE PORTION OF MEETING.

LINE ITEM DISCUSSIONS, 4221-0501 Fire Administration (FD):

-5263, Physicals: Expenditures were lagging because of Convenient MD being "so busy" during the summer months that they agreed FD special physicals would occur in this quarter.

Comment, Ms. Hall, "This is level funding, so there's nothing to debate, really."

Chief Comeau, Convenient MD was able to provide all services requested at reasonable cost, and scheduling was due to 'back to school' physicals, etc.

7:47pm Chair: Questions/discussion on Administration?

MOTION Motion to move Administration total of \$558,793.
Moved by Ms. Hall, Seconded by Mr. Gray. Motion PASSED unanimously.

LINE ITEM DISCUSSIONS, 4221-0503 Fire Suppression

-1110, Fire Suppression: FD proposed 3 manning options: 'Hybrid' Shifts, '2 floaters,' or 'new hires.' Each deemed expensive proposals, manning 5-7 personnel per shift; shifts varying in length. Personnel expansion or additional/replacement OT deferred pending outcome of Town Manager's Public Safety Study. (Note: requiring 6-7 personnel/shift remains open question, again, pending outcome of detailed data and analysis re: volume, types of calls and alternative dispatch methods (re: crew and apparatus.) Bottom line: Deferred proposal pending outcome of study.

Chief Comeau, "Workload of FD continues to increase," "staffing isn't." FD response is affected by community demographics, 72% ambulance calls, age 55 and over. Staffing has not increased since 2007. 3 Long term injuries in past year, and one FF is deployed to Qatar until March, 2018. Shifts are running short, "OT is running rampant."

Chair, "Tend to agree...with Subcommittee," and have study before deciding on personnel issue.

Mr. Dean, (Pending study approved) Draft report will be "ramped up" as "high priority" (toward 2nd Tuesday in March, 2018) and aim for completion as part of that budget. Information from study should be presented to subcommittee, town and board of selectmen in short order, and not allowed to "snowball" (further). "Very high priority, very high priority."

Ms. Belanger, Understanding stresses, questions regarding OT concerns, and PT fire fighters, not questioning necessity, just rules of contractual obligations "confusing."

Chief Comeau, Sick leave, injury and deployed, leave the 5 fire fighters we have today. Down to 3 "call fire fighters" (FD 'on call' paid per call). Allowed 25, though most have not returned calls, aren't at needed level of certification, or retired with limitations of service.

Chair, asks what 1 FT additional position would be?

Chief Comeau, 1 FF/Paramedic or FF A-EMT, proposed for 8 months, \$61,346, plus holiday, retirement, etc.

Chair, asks for comment from Selectmen as to why additional position was not passed last year.

Comment, Mr. Chartrand, "It's complex. It was a 3-2 vote (against last year's FD proposal)." Felt "very strongly" they did not (at the time) have the information to make a good decision." "There wasn't a proposal to do a study..." and was personally "leery of taking on permanent costs," resulting in a "tremendous burden for the taxpayers of the town (and) very leery of any significant public safety increases." Argued for deferring to explore more conversation for floater idea. Need was during day (M- F, 6-6, peak hours) and not overnight and contract did not allow targeting of those hours. "Honestly... not that concerned about the OT, I'm concerned about the strain on the personnel, but as a cost item... less concerned." Town Manager's idea of study is "brilliant" and can stop the back and forth to get a better grip in the data. Permanent personnel commits taxpayers to a very permanent situation, partly due to salary but more importantly the benefits and specifically the retirement.

Comment, Mr. Clement, as part of the minority (3-2) vote, had a good understanding of the strain on the

personnel (“that was my fear...”) and voted for 1 additional personnel, as the committee voted, and was concerned that lack of personnel would create more sick time and increase OT.

Q: Ms. Soutter, (To clarify) if you were to hire 1 ‘floater’ (no contractual commitment for first year) and have the study at the same time, by the time the study was completed before year end, hiring recommendations would then follow? “I just can’t see not doing something...to provide some relief...”

A: Chief Comeau, That discussion, to allow ‘non-traditional’ schedule within contract, to fully staff FD, (we) had not been able to have with Board, Town Manager or Local re: proposed shifts, M-F, 6am-6pm, peak hours. “This is growing pains for the community and for the FD,” and changes in community over 20 years. Morale is strong, but “burnout” expected (without changes). Large deficit to make up, to bring our budget into the black, requiring making changes weekly, through end of year.

Comment, Mr. Dean, Item (plan for personnel) needs to be negotiated with backing of the Board, FD and Town, with ‘Study’ data. Not simply a “done deal,” but with full data analysis for best decision “...is what I’m advocating for.” Within next 3-5 years, Town should seek accreditation through the Center for Public Safety Excellence, which requires ‘demand mapping’ and ‘risk mapping’ of community, which town presently does not have; not enough study as of today.

-1150, Vacation Replacement, & -13xx, OT Personal Leave Replacement:

Chief Wilking, through discussions with Mr. Dean, “In an effort to better capture real data, and a real use of the budget” a “breakout” was decided differing ‘personal leave’ from ‘vacation leave.’ Drops and Increases in these LI totals (-13xx, \$26,272, and -1150, \$9,745), these LI’s, together, equals the recommendation of \$36,017, FY’17 funding for those 2 lines. Decision made as vacation time can be controlled 30 days in advance as opposed to personal time, given on a moment’s notice (no control over that). “Comfortable” with this split. More money than initial request for those lines was cut as part of Staffing Proposal 1, thus \$10,085 was added back into that line by Mr. Lennon and the Subcommittee. Additional considerations made due to FF deployment in Qatar until March ’18.

MOTION Motion to move -13xx for the recommended amount of \$36,357.
 Moved by Ms. Rowan, Seconded by Mr. Gray. Motion PASSED 8-2 majority.
 Opposed: MS Hall, Mr. Kelly.

-1300, Sal/Wages OT: Dropped from \$116,000 to \$113,000, in best effort to manage that budget.

-1410, Sick Replacement: Incrementally is up to 42K from 39K, using 3 years historical data, and “hoping for the best” regarding unexpected injury.

-5750, Contract Services: Approved, though going from \$6,000 (FY’17) - \$7,440, for increased contractor use to maintain complete alarm system (above and below ground).

-5820, Education/Training: Funds were added for enhanced training for Dispatchers to increase knowledge/awareness of Fire Department/EMS critical information/dispatch requirements to enable them and Fire Shift commanders to more effectively alert and dispatch firefighters and apparatus responding to incoming Fire/EMS calls; PD/FD Chiefs should jointly explore fire awareness curricula for application to Ex-

eter and FD leadership should become actively engaged in training and in evaluating new dispatcher candidates for their current and potential fire awareness.

MOTION Motion to move recommended amount of \$11,500 for LI-5820.
Moved by Ms. Hall, Seconded by Mr. Kelly.
Motion PASSED unanimously.

-5900, Protective Equipment: Approved increase of \$1,515 above FY'17 to repair/maintain/buy FF turnout gear.

-5912, Breathing Apparatus: Approved increase over FY'17, to repair 2 Self-Contained Breathing Apparatus' due to catastrophic failure of the 2 devices. Not concerned about lagging expenditures.

-5914, Hose Replacement: Approves increase of \$2,899 above FY'17 to replace 10 lengths of 4" hose that failed summer pressure testing.

-6260, Capital Outlay: Approved purchase of 2 new Thermal Imaging Camera's @ \$7,500 ea. (inclusive of spare batteries) to better evaluate "hot spots" and improved shade detection. Approved \$6,000 for new Exercise Treadmill as per plan adopted by FY '17. Treadmill located in joint location within facilities allowing access to both FD and PD.

MOTION Motion to approve new Fire Suppression total of \$3,011,162.
Moved by Ms. Hall, Seconded by Mr. Dean.
Motion PASSED unanimously.

LINE ITEM DISCUSSIONS, 4221-0504 Emergency Management (None)

MOTION Motion to approve Emergency Management total of \$26,937.
Moved by Ms. Hall, Seconded by Mr. Dean.
Motion PASSED unanimously.

LINE ITEM DISCUSSIONS, 4221-0505 Health

-5201, Consulting: Broader conversation needed with the Town to recognize the level of cleanup at the Sportsman's club, re: environmental cleanup warrant.

Chief Comeau, Process has moved along with DES to complete contamination cleanup, specifically area 2 and area 3, family owned abutters, with contamination. Tested, and positive results yielded area not as contaminated as previous thought. AECOM provides additional monitoring and testing, as well as Health Department. The \$1,000 will cover these costs.

MOTION Motion to approve new Health total of \$130,681. Moved by Ms. Kelly, Seconded by Ms. Belanger. Motion PASSED unanimously.

MOTION Motion to move Total Fire Department number as amended of \$3,727,573.
Moved by Ms. Soutter, Seconded by Mr. Gray. Motion PASSED unanimously

LINE ITEM DISCUSSIONS, 5000-0950-9xxx Warrant Articles

-Engine 4 Replacement: (CIP P. 33) Denied Funds. "Big ticket item." "Not inconceivable" Manager's Study will give better idea of FD calls/severity of calls/equipment needed in 'future' to reflect analysis Study will show. On subcommittee level, prudent to delay \$500,000 expenditure until at least 1 year, until Study information available (hopefully expedited). FD did look into refurbishment options, clear that 'new' engine will be right move, when made.

-Substation Design & Construction: (CIP P. 10) Denied Funds. Problematic from several levels, 7% increase in cost, possibly \$1M more, town has disagreed with necessity of this station in the past and "would be prudent" to see the full Town Manager's Public Safety Report prior to moving on item. "Decision can wait another year."

-Command Car 3 Replacement: (CIP P. 41) Approved \$42,090 to replace Ford Expedition 'Command Car #3,' able to reduce cost from \$57,707. Felt comfortable/confident enough with amount for 'reasonable recommendation' of replacement.

-Portable Radio Replacement: Approved to replace 22 "aging" analog radios (2002) with modern digital radios, more suited to FD call usage. Each unit's cost; \$3,358.94, includes programming, charger, external microphone as well as 3 year service agreement. Seemingly large line item cost, nearly \$74,000, but reasonable recommendation.

Chair: Questions/discussion

Q: Mr. Gray, With respect to Command Car 3 replacement, purchased 'new.' Possibly more expensive to take on liability with unpredictable maintenance of previously owned vehicle. What would cost be to purchase Certified Used and convert it?

A: Asst. Chief Pizon, Municipality has luxury of State discounted pricing. Certified used vehicle couldn't compare to State bid pricing. "No comparison." Expedition preferred over F250. Intent is to buy a vehicle that is more "rugged;" heavier suspension, heavier breaks, bring to 10 year mark, as opposed to 6 years, as Emergency Response Vehicle.

9:50 pm, Chair: Further Questions/discussion. None.

MOTION to adjourn meeting, 9:51pm

Moved by Mr. Gray, Seconded by Ms. Belanger. Motion PASSED unanimously.

Meeting Adjourned.

Respectfully Submitted,
David S. O'Donnell