



Town of Hanson

Finance Committee

Phone
Fax

(781) 293-5070
(781) 294-0884

Minutes of: July 21, 2015

M: SM, (2nd) JP V: 5-0

Meeting Opened: 7:03 PM
Adjourned: 7:23 PM

	Mike Wojdag <i>Chair</i>	Steve McKinnon <i>Vice Chair</i>	Joe Pelligra	Michael Dugan	Kim Nourse
Present	✓	✓	✓	✓	✓
Expires	6/30/2016	6/30/2016	06/30/2018	6/30/2017	6/30/2018
Time					

No additional attendees were present.

2016 Opening Reserve Fund Balance: \$85,000

Consideration of Reserve Fund Transfers ~

There were no additional reserve fund transfers to be considered.

Consideration of Line Item Transfers ~

Mr. Wojdag was contacted by TA to rescind the Library line item transfer of \$4,750 as follows:

TO: Library – Electricity
#01-610-5200-5210
Amount: \$2,000

FROM: Library – Clerical Support
#01-610-5114-5114
Amount: \$2,000

TO: Library - Gas
#01-610-5200-5212
Amount: \$750

FROM: Library – Clerical Support
#01-610-5114-5114
Amount: \$750

TO: Library - Materials
#01-610-5200-5510
Amount: \$2,000

FROM: Library – Clerical Support
#01-610-5114-5114
Amount: \$2,000

It was suggested by Mr. Wojdag that an additional recommendation line be added to line item transfers for TA signature to verify requested monies prior to submittal to Finance Committee.

Motion to Approve Rescinding \$4,750 by SM, 2nd by JP, Vote 5-0

Discuss Fire Department Memo on Staffing ~

Mr. Wojdag presented a letter received from the Chief of Fire Department, Jerome A. Thompson, Jr., addressed to the Finance Committee regarding staffing.

It was stated that the Hanson Fire Department needs adequate staffing to deal with normal daily risks faced by the community. Call volume has increased by 40% and have responded to 317 more calls for service in 2015 opposed to the call volume of last year.

Since 2000, the Fire Department has had 16 full-time firefighters, 14 are certified paramedics and 2 are certified EMT-Intermediates. Each group has a supervising Lieutenant and 3 firefighters; however, because of available funding have only maintained 2 firefighters on duty for initial calls when accrued time was used or a member was injured.

The goal has always been to have 4 firefighters on duty at all times for initial calls. Funding was obtained at the 2008 October STM which made it possible to maintain a minimum of 3 firefighters on duty for initial calls which is the current staffing today.

It was stated by Chief Thompson that he believes the next step would be to staff a minimum of 4 firefighters for initial calls when vacation time is used. Currently, there is no Lieutenant on duty which is crucial especially with the number of newer and younger members.

Chief Thompson can increase staff on his own and as of July 27th 4 firefighters will be on duty for initial calls when vacation time is used, and every attempt will be made to have a Lieutenant on duty at all times as well.

Mr. Wojdag mentioned that no action is required by the Finance Committee at this time. Chief Thompson will present an article at the October STM for a transfer of \$55,000 to the fire department salary line.

Once the request is on the warrant, Chief Thompson will present it to the Finance Committee.

Assignment of Department Liaisons ~

It was recommended that assignment of department liaisons be deferred until September.

Approve Minutes ~

6/23/15 Minutes Approved as Amended by SM, 2nd by JP – Vote: 5-0

7/6/15 Minutes Approved as Written by SM, 2nd by MD – Vote: 4-0-1 – JP Abstained

Next Meeting Date: 8/11/15

Adjourned: 7:23p – Motion to Adjourn by SM, 2nd by JP – Vote: 5-0

The department does not have sufficient overtime funds allocated in the FY 16 budget to accomplish maintaining a minimum of four firefighters for initial calls when vacation time is used. This is the breakdown: \$239,392 has been allocated for total overtime. \$157,380 is needed to cover vacation time, and \$20,000 is needed to cover training. This leaves \$62,012 remaining for overtime. This amount allows 27 hours of overtime a week for all other overtime. An additional \$55,000 would bring the amount to \$117,012 which would allow us an average of 51 hours a week for all other overtime. The following is an explanation of how overtime expenses can be incurred:

Scheduled Shift Overtime is compensation at 1 and ½ times the member's hourly rate for personnel, beyond their regularly scheduled shift, provides coverage for a shift that is vacant due to vacation or sick time. We have four (4) members on each shift and will maintain four members for vacation time. We will maintain a minimum shift strength of three (3) members when sick time is used, members are out on long term injury, or in the academy.

Scheduled Overtime is compensation at 1 and ½ times the member's hourly rate for who, beyond their regularly scheduled, shift are scheduled to perform duties. i.e.: Training, Storm coverage, Court time, Inspections, Department meetings, EMS meetings, Fire Prevention meetings, emergency preparedness meetings (MEMA), delivering or picking up vehicles from being repaired and other associated duties that may be necessary.

Emergency Call Back Overtime is compensation at 1 and ½ times the member's hourly rate that are recalled for emergencies while off duty. When we operate with shift strength of four (4) Firefighters on-duty, we only recall off-duty members when we drop below two (2) members, or if the call requires more personnel. When we operate with shift strength of three members, we recall members to cover the station when the on-duty shift responds to a call. In the event of major incidents, we could possibly recall all available personnel. It is difficult to predict with certainty what resources are needed from call to call and depends on the severity of them.

Out of Grade Pay is paid to members that work at a higher grade temporarily. An example would be a Lieutenant receiving Chief's pay while performing the duties of the Chief while acting in his capacity.

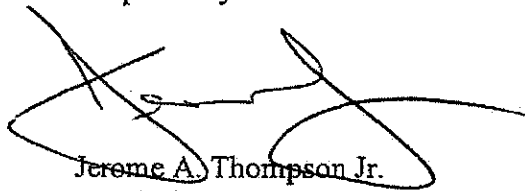
After working with Town Accountant Todd Hassett regarding how this funding could be accomplished, he felt that this is an operational cost and that free cash or the ambulance account should not be used. He advised me that there was funding still available from taxation to make this expense sustainable.

For the reasons stated above, as well as the lower amount of vacation time amongst the newer members, this is an opportune time to take the step to maintain four firefighters on duty for initial calls when vacation time is used, provide a supervisor on each shift, and be able to closely monitor our overtime costs which cannot be predicted with certainty.

On July 27th we will begin staffing to four for initial calls when vacation time is used as well as make every attempt to have a Lieutenant on duty at all times. An article will be presented at the October Special Town Meeting to transfer \$55,000 from taxation to the fire department salary line. I would ask that you support this article so that we may be able to continue to provide adequate Fire and EMS services to the residents of Hanson.

If you would like to discuss at a meeting please let me know. If any individual member has any questions or concerns, do not hesitate to contact me.
Office (781) 294-8008 Cell (781) 217- 8492

Respectfully



Jerome A. Thompson Jr.
Chief of Department



**TOWN OF HANSON
FIRE DEPARTMENT**

Fire Headquarters
505 Liberty Street
Hanson, Massachusetts 02341-1628

Jerome A. Thompson, Jr.
Chief of Department

2015 AUG 27 P 3 12
RECEIVED
TOWN CLERK
HANSON, MA
(781) 293-9571
Fax: (781) 293-7526

July 15, 2015

Hanson Finance Committee
542 Liberty St.
Hanson, MA 02341

Dear Committee Members,

Hanson Fire Department shift staffing needs to be adequate to deal with the normal daily risks faced by our community.

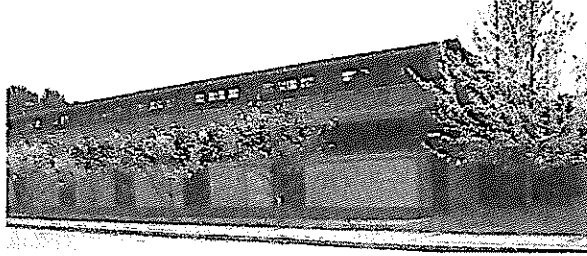
Since the year 2000, the Fire Department has had 16 full-time firefighters, 14 are certified paramedics, 2 are certified EMT-Intermediates. The employees are divided into 4 equal work groups, working on average 42 hours per week. Each group has a supervisor (Lieutenant) and 3 firefighters, however there was only enough funds to maintain 2 firefighters on duty for initial calls when accrued time was used or a member was out injured. The goal has always been to work towards maintaining a minimum of 4 firefighters on duty at all times for initial calls.

At the October Special Town Meeting in 2008, we obtained \$40,000. This, along with the cooperation of our employees, made it possible to maintain a minimum of 3 firefighters on duty for initial calls when accrued time was used or a member was out injured. At the current time, we maintain 3 firefighters on duty at all times.

The department has undergone some significant personnel changes over the last year. Currently there are 7 firefighters with less than 13 months on the job. We have also experienced a 40% increase in call volume. We have responded to 317 more calls for service this year than over the same time period last year. I believe it is time to take the next step and staff to a minimum of 4 firefighters for initial calls when vacation time is used. Currently, we do not maintain a Lieutenant on duty at all times. By taking this next step we will be able to make every effort to have a Lieutenant on duty at all times, which in my opinion, is crucial especially with the number of newer members.

Hanson Public Library

132 Maquan St.
Hanson, MA 02341



2015 AUG 27 P 3:13

RECEIVED
TODD HASETT
HANSON, MA

Library Director
Nancy Cappellini
Email: ncappell@sailsinc.org

<http://hansonlibrary.org>

Tel : 781-293-2151

Fax: 781-293-6801

July 7, 2015

To: Mike Wojdag, Chairman, and Members of the Finance Committee

From: Nancy Cappellini, Library Director

Regarding: Library Line Item Transfer

This letter is a request to rescind the attached line item transfer of \$4750.00 recently approved by your committee. I apologize for any inconvenience this may have caused. I seem to have jumped the gun on the actual figures that indicated a need for transfer. I appreciate your assistance in rectifying this error.

Best Regards,

Nancy Cappellini
Nancy Cappellini

Cc: Todd Hassett
Meredith Marini

NO EXCISE
S-C APPROVE
(P)

RECEIVED
TOWN CLERK
HANSON, MA

TOWN OF HANSON

LINE ITEM TRANSFER REQUEST IN ACCORDANCE WITH M.G.L. C44 Sec 33B

2015 AUG 27 Library DATE: June 26, 2015 \$750.00
DEPARTMENT: Library
DEFICIT BUDGET LINE 01-610-5200-5210, 01-610-5200-5212
AMOUNT OF DEFICIT \$4,750.00 2000.00 Gas
AMOUNT OF REQUEST 4,750.00

AVAILABLE BUDGET LINE 01-610-5114-5114

TYPE OF EXPENSE: Clerical Support
SALARY & WAGES EXPENSE

PURPOSE OF TRANSFER: EXPENSE LINE NEEDED. \$4,750.00
AS UTILITIES HIGHER THAN EXPECTED, MATERIALS
CLERICAL SUPPORT LINE HAS REQUIRED FOR
A SURPLUS - AS EMPLOYEE NOT STATE AID
Nancy Capicchio hired until Sept.
Signature

TOWN ADMINISTRATOR RECOMMENDATION

☒ APPROVED ☐ DENIED

COMMENTS: _____

Signature

FINANCE COMMITTEE ACTION

DATE OF ACTION 7/6/15
AMOUNT OF TRANSFER 4,750
FROM BUDGET LINE 01-610-5200-5210
01-610-5200-5212
TO BUDGET LINE 01-610-500 5510 01-610-5114-5114
EXPLANATION see clac

CHAIRMAN, FINANCE COMMITTEE

Original to
Copy to
Town Accountant
Requesting Dept.
Finance Comm.
Town Administrator