

**Advisory Committee Public Safety Budget Subcommittee
Meeting Minutes**

Date: January 8, 2020

Place: Central Fire Station

In attendance: Subcommittee Members Eryn Kelley (Chair), Davalene Cooper, and Julie Strehle. Others in attendance: Steve Murphy (Fire Chief), Louis LaChance (Deputy Fire Chief), and William Powers (Deputy Fire Chief).

Chair Kelley called the meeting to order at 7 p.m.

Salaries request is for \$5,592,549, Expenses for \$459,767, for a total of \$6,052,316. The Salary Wages are based on FY20 numbers because contracts are up at the end of FY20. Overtime-Community CPR is a new line item this year, previously included in general Overtime. It accounts for ongoing CPR training which is conducted by Fire personnel to Town employees.

Under Expenses, various smaller office expenses were combined under Office Supplies. In-State Travel is increased to pay travel expenses for new hires to commute Monday through Friday to the fire academy.

The department generates revenue from ambulance fees, which go into the general fund.

Hingham Fire Department operates out of three fire stations, with a minimum of 11 personnel on duty at all times, and 13 personnel assigned for work groups (which allows 2 people to be out sick or on vacation). Like the Police Department, HFD is working to determine ways to decrease overtime, including research on practices in other towns. HFD has determined that moving from a model of a 13 personnel work group to 14 (allowing 3 people to be out at the same time), would decrease overtime expenses.

There are three Additional Requests:

1. Additional Firefighter/paramedic for a total of \$74,055 (\$63,754 for Salary, \$3,436 for Shift Differential Pay, \$2,840 for Training, and \$4,026 for Uniform Allowance). This additional position would offset some of the overtime expenses by allowing one work group the flexibility of three members out at one time before overtime is required.
2. Emergency Management for \$10,000, to account for any expenses to address emergencies. This fund would also allow HFD to purchase equipment and supplies which will be used for training and actual emergencies, and host training classes. The Town Administrator recommends \$5,000.
3. Promotional Test for \$14,000, to pay the expenses to administer promotional examinations for both lieutenants and captains. HFD has had recent success using these exams, and wants to continue this process going forward.

Chief Murphy noted the uptick in ambulance calls to Linden Ponds because of a policy change in 2018, which requires a 911 call to HFD for any injury.

Chief Murphy addressed the potential benefits that a full-time GIS Coordinator position could bring to emergency management planning. While currently the locations of all fire hydrants are on a GIS layer map, other data which could be tracked includes call tracking within areas of town during a storm event, and locations of residents who require oxygen or a wheelchair.

Chief Murphy also addressed the need to evaluate the condition of Town-owned buildings, including Central Fire Station, with the aid of a consolidated facilities manager and/or committee. The Central Fire Station building will soon require repairs to the roof of the original building (not part of the renovation ten years ago, and was not properly tied into the new addition, therefore causing leaking). Central Fire Station will also need repairs to its heating system.

The subcommittee adjourned at 7:55 p.m.

Respectfully submitted,
Julie Strehle

Approved 7/1/2020