

FINANCE COMMITTEE MINUTES MONDAY, MARCH 13, 2017

LYNNFIELD FINANCE COMMITTEE MEETING NOTES

MARCH 13, 2017

BOS ROOM, TOWN HALL

Present: Jack Dahlstedt, Christopher Mattia, Robert Look,
Stephen Riley, Tom Kennedy, Gene Covino,
Jason Caggiano, AJ Qualtieri, Kevin Sullivan,
Robert Priestley, Thomas Kayola

Guest: Fire Chief Tetreault

Chris called the meeting to order at 7:05 p.m.

- * The FinCom welcomed Fire Chief Tetreault to present his FY '18 operating and capital budget requests.
- * Chief Tetreault outlined the appropriation and authorization funding process by which the Lynnfield Fire Department operates.
- * Chief Tetreault explained the requested 3.17 percent appropriation increase.
- * Chief Tetreault provided a handout providing information explaining COLA, CBA, and salary increases.
- * The FinCom questioned the procedure by which overtime is calculated.
- * Chief Tetreault explained the pay structure differential between career, call, and paramedic firefighters, stating the career firefighters are comparable, while call firefighters are slightly higher than surrounding communities.
- * Chief Tetreault provided a breakdown for the Enterprise Account explaining increased expenses.
- * Chief Tetreault explained the new billing service procedure and discussed the incentive program for collections.
- * Chief Tetreault discussed the educational components included in his budget.

- * Chief Tetreault stated the FY '18 expenses represent a level service budget, and he expects a significant increase in retained earnings in the Enterprise account.
- * Chief Tetreault commented that the new staffing plan is proceeding exactly as he expected, adding that seventy percent of the emergency calls are being handled by on-duty staff reducing response times and call backs.
- * Chief Tetreault informed the FinCom that the new billing company sent out customer satisfaction surveys to every patient. To date, Chief Tetreault commented those responses have been outstanding.
- * Chief Tetreault provided an overview of the revamped billing methodology called bundle billing, leading to the generation of more income, while adjusting the billing rates to one flat rate for basic life support or advanced life support versus a la carte billing.
- * Chief Tetreault explained the new revamped financial hardship policy.
- * Chief Tetreault reported some operational gains as a result of new software provided by the new billing service along with three new laptops for the ambulances, which track patient care reports and success with CPR and so forth.
- * Chief Tetreault commented the new billing service provides more transparency leading to more successful collections.
- * Chief Tetreault reported the Enterprise account is in the best financial shape since he's been with the Town.
- * The FinCom questioned if response times statistically have come down as a result of the new staffing plan.
- * Chief Tetreault responded while he does not have exact figures, he believes the call backs have lessened, and the morale in the station is better, as well as the shift coverage is more manageable. Also, that while the new plan will take some time to get used to for the firefighters, he believes it has been an overall positive improvement.
- * Chief Tetreault and the FinCom discussed the FY '18 Capital Budget. Chief Tetreault acknowledged there needs to be flexibility in his capital budget, but feels it's important to put place holders in.

- * Chief Tetreault informed the FinCom of his success in the purchase of a washer/extractor from his FY '17 operating budget.
- * The FinCom and Chief Tetreault went line-by-line through the Fire Department's Capital Requests with Chief Tetreault categorizing his needs and wants.
- * Chief Tetreault informed the FinCom he does not expect the SCBA equipment will be funded this year. However, the grant process necessitates requesting the funds before a grant can be obtained.
- * Chief Tetreault gave an overview of the existing fleet of fire trucks and ambulances and the rotation method he uses concerning fleet management.
- * The FinCom and Chief Tetreault reviewed the radio infrastructure. Chief Tetreault informed the FinCom there is a grant outstanding at present for a matching grant for radio upgrade replacement.
- * Chief Tetreault explained his plan for replacing personal protective clothing.
- * Chief Tetreault informed the FinCom that since the ambulance replacement is tied to the Enterprise Fund, he along with Town Administrator Boudreau and the BOS anticipate deferring this item until the October town meeting.
- * Chief Tetreault informed the FinCom that since the automatic external defibrillators are now State-mandated, he believes there is a possibility of obtaining state reimbursement.
- * Chief Tetreault discussed the need for hose replacement this year.
- * The FinCom questioned the mechanics of putting the IT request, as well as certain other requests, in the capital budget as opposed to the operating budget.
- * Chief Tetreault explained the process for writing and obtaining grants.

- * The FinCom asked Chief Tetreault for his opinion of the fire risks and the Fire Department's present ability and equipment to respond to such risks concerning the proposed Rail Trail and the intended bridge/walkway to cross over Reedy Meadow.
- * Chief Tetreault responded that from a fire standpoint, it may not increase the risk. However, he suggested a side-by-side ATV and/or squad with a one-ton, five hundred gallon capacity, as well as other equipment, will be needed to assist in firefighting, as well as injured pedestrians. He also mentioned a rail trail may make it easier to access a fire in the meadow.
- * The FinCom thanked Chief Tetreault for his time and effort working with both the FinCom and the FinCom subcommittees.
- * Jason updated the FinCom on his meeting with Police Chief Breen. Jason informed the FinCom that Chief Breen does not intend to present to the FinCom this year.
- * Jason noted that Chief Breen informed him that the joint administrative position being requested by police and fire will be put off until next year.
- * The FinCom will request the current protocol for authorizing overtime by the Police Department, including the overtime needed for court appearance details.
- * The FinCom questioned the need for the requested radar traffic trailer and video.
- * The FinCom discussed the distinction between purchasing one Chevy Tahoe and one Ford Explorer as opposed to two Ford Explorers as replacement cruisers.
- * The FinCom will request a fleet inventory multi-year plan from Police Chief Breen similar to the one Fire Chief Tetreault provided.
- * Rob suggested looking into obtaining a MUNIS module to document and follow fixed assets for future planning.
- * Rob commented that staffing/payroll software would be helpful to obtain.
- * The FinCom reviewed the Town Administrator's recommended budget line-by-line.

- * The FinCom questioned the leasing of two buses being in the capital budget if it will be a recurring item.
- * The FinCom discussed the Board of Health line item increase.
- * The FinCom discussed the request for the Recreation Department Director's position salary increase and suggested doing a salary survey to evaluate such jump.
- * Rob suggested the idea of self-funding a portion of the Recreation Department's budget.
- * The FinCom discussed the mechanics of the Recreation Department's revolver account.
- * Jason updated the FinCom on plans for a new war memorial study.
- * The DPW Director will be presenting his budget requests on Monday, March 20, 2017.
- * Steve made a motion to adjourn, seconded by Jason. The Committee voted unanimously in favor, and the meeting was adjourned at 9:30 p.m.

Respectfully submitted by
Debbi Mallett, FinCom secretary