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Fairhaven Board of Selectmen

FAIRHAVEN,
MASS.

March 4, 2019 Meeting Minutes

Present: Chairman Daniel Freitas, Clerk Robert Espindola, Town Administrator Mark Rees, and Administrative Assistant Vicki Paquette. Absent: Vice Chairman Charles Murphy.

Chairman Freitas called the meeting to order in the Town Hall Banquet Room at 6:34 p.m. The meeting was recorded by Cable Access.

Mr. Freitas announced that the Executive Session was cancelled.

TOWN ADMINISTRATORS REPORT

- Mr. Rees informed the Board that he been busy focusing on the budgets this week
- Mr. Rees announced that he had one item to add to the agenda that came to his attention last minute and is time sensitive. He explained that last fall there was a referendum petition submitted for the annual town election that reads "shall the Town of Fairhaven prohibit recreational marijuana retail shops in Fairhaven and only allow medical marijuana dispensary." Since no one has come forward since it was submitted then it is the recommendation of the Town Administrator to not vote to place this on the ballot for the April 1, 2019 election. Both Selectmen feel that the voters in Fairhaven have already spoken on this issue. Mr. Espindola made a motion to make a decision not to put this on the ballot for the annual town election on April 1, 2019. Mr. Freitas seconded. Vote was unanimous. (2-0)

COMMITTEE LIASON REPORTS

Mr. Espindola said Economic Development will meet next week.

Mr. Freitas said at the meeting of the Bristol County Commissioners they requested \$200,000 to work on the roof of the Taunton County Court House and the Bristol Aggie project has moved up and they should be saving some money on this project.

WELLNESS COMMITTEE

Mr. Espindola made a motion to appoint Shallyn Carreiro to the Wellness Committee as an associate member. Mr. Freitas seconded. Vote was unanimous. (2-0)

SUMMER CONCERT SERIES

Mr. Espindola made a motion to approve the use of Town Hall for the Fairhaven Improvement Association's Concert under the Stars on July 11, July 18, July 25, August 1 and August 8, 2019 without any fees. Mr. Freitas seconded. Vote was unanimous. (2-0)

TOWN MEETING ARTICLES

Mr. Rees passed out a list of possible town meeting articles for the Board's review. The Board reviewed each item. (Attachment A)

REVIEW OF BUDGETS

Chairman Freitas announced that the Board would not be taking any votes tonight on the budgets due to the absence of Selectman Murphy. The Board will be holding a workshop to go over the budgets.

Fairhaven Fire Chief Tim Francis and Deputy Chief Todd Correia met with the Selectmen to request additional money for the FY20 budget to add another fire fighter. The Chief explained that ambulance runs are up 17% from 2017 and the station is getting to a critical point of being left empty at times because of the lack of manpower. Chief Francis told the board that ambulance fees have been increased to help defer the cost of increasing the positions. (Attachment B)

Acting Town Clerk, Carolyn Hurley, met with the Board to discuss why she has asked for a part-time position in the Town Clerk's office. She is looking to hire an as needed part time person. Ms. Hurley explained that certain times of the year her department is very busy and there is a large volume of work especially during the census and dog licensing season. She feels she isn't asking for a large amount and this position will only be used when her department needs the extra help not on a weekly basis. Mr. Rees explained to the Board that in the history of the Clerk's office, this position has always been paid by the elections account. (Attachment C)

Public Works Superintendent Vinnie Furtado met with the board to ask for an increase in his salary and the administrative assistant's salary. The Board of Public Works has already voted in favor of this. He is also looking to add an experienced part time person to help in the new Sanitation Department. (Attachment D)

Mr. Furtado discussed other budget issues with the Board relating to water and sewer and he feels that there are no major changes at this time. The contracted services went down because the digester will be out of service, and converting to automatic meter readers will save the town money in the long run. By going to a more frequent billing system the Town will have a better cash flow. There will need to be some building maintenance at River Road and Mill Road due to the building's age. The Pump stations at Manhattan Avenue and the Treatment Plant need some work because of the condition of some of the pipes.

Mr. Furtado explained that some of the trucks in the highway department have reached their age limit and will need to be replaced.

School Superintendent Dr. Robert Baldwin and School Committee members, Pam Kuechler and Brian Monroe came before the Board to explain that the additional funding they are seeking is to

help offset the increasing costs of such things as out of district tuition and special needs services. Dr. Baldwin explained that Special Education services are sky rocketing across the State. Dr. Baldwin said out of district tuition has increased from 1.4 million to 2.4 million dollars and it is hard to predict these added costs. Dr. Baldwin feels that in the next 20 years 30% of the jobs we have now won't exist and we need to start preparing our students for the future. Dr. Baldwin said the State uses the Chapter 70 program to distribute the funds to schools but there are many flaws in the formulas used. Fairhaven does not qualify for a lot grants because we are a sub-urban community. The gap is about \$400,000. Several of the budget items the school department has requested are adding the Information Technology Department, replacing dangerous lighting in the performing arts center, adding air conditioning to the Gymnasium and correcting a faulty HVAC system.

SELECTMEN AND TOWN ADMINISTRATOR'S ANNUAL REPORT

Mr. Rees presented the draft of the 2018 annual report for the Board to review.

SUSTAINABILITY COMMITTEE

Mr. Espindola made a motion to accept the resignation of Diana Painter from the Sustainability Committee and thanked her for her time serving on the committee. Mr. Freitas seconded. Vote was unanimous (2-0)

Mr. Espindola made a motion to adjourn at 8:15 p.m. Mr. Freitas seconded. Vote was unanimous. (2-0)

Respectfully Submitted,

Vicki L. Paquette

Vicki Paquette
Administrative Assistant
(approved 3/25/2019)

Documents appended:

- A: List of potential articles for Town Meeting**
- B: Fire Department FY20 Budget request letter**
- C: Town Clerk's FY20 Budget request letter and documentation**
- D: BPW's FY20 Budget request letter**

Attachment A

Alpha	Article Title	Sponsor	Status
A	Measurer of Wood and Bark		Article Drafted
B	Town Report		Article Drafted
C	Report of Committees		Article Drafted
D	Sewer Capital Fee (FY19)	Board of Public Works	Article drafted
E	Amended FY19 General Fund Operating Budget	Board of Selectmen	In development
F	Amended FY19 Water Enterprise Fund Operating Budget	Board of Public Works	In development
G	Amended FY19 Sewer Enterprise Fund Operating Budget	Board of Public Works	In development
H	Amended FY19 General Fund Capital Budget	Board of Selectmen	In development
I	Amended FY19 Water Enterprise Fund Capital Budget	Board of Public Works	In development
J	Amended FY19 Sewer Enterprise Fund Capital Budget	Board of Public Works	In development
K	Bills of Prior Year	Board of Selectmen	In development
L	Setting Salaries of Town Officers-FY20	Board of Selectmen	In development
M	Funding Labor Contracts-FY20	Board of Selectmen	In development
N	FY20 General Fund Operating Budget	Board of Selectmen	In development
O	FY20 Water Enterprise Fund Operating Budget	Board of Public Works	In development
P	FY20 Sewer Enterprise Fund Operating Budget	Board of Public Works	In development
Q	General Fund Capital Plan (FY20)	Board of Selectmen	In development
R	Roadwork - \$350 K- 19 Petitions for Paving Received	Board of Public Works	In development
S	State aid to Highways-FY20	Board of Public Works	Article May not be necessary
T	Funding Capital Stabilization Fund- Transfer from Free Cash	Board of Selectmen	Article Drafted
U	Ambulance Stabilization (\$50,000)	Fire Chief	Article Drafted
V	Water Enterprise Capital Plan (FY20)	Board of Public Works	In development
W	Sewer Enterprise Capital Plan (FY20)	Board of Public Works	In development
X	FY20 Community Preservation Program Appropriations	Comm. Pres. Committee	In development
Y	Community Preservation 2nd Place Holder	Comm. Pres. Committee	Place Holder
Z	Revolving Funds		
	Hazardous Material	Fire Chief	In development
	Sustainability	Sel/Town Adm.	In development
	Hoppy's Landing	Sel/Town Adm.	In development
	Town Hall Auditorium	Sel/Town Adm.	In development
	Park Utilities	Board of Public Works	In development
	Wellness	Sel/Town Adm.	In development
	Mattress Recycling (NEW)	Board of Health	In development
	Hoarding Remediation (NEW)	Board of Health	In development
AA	Social Day Care Center (\$160,000)	Council on Aging	Article Drafted
BB	Propagation of Shellfish (\$20,000)	Shellfish Warden	Article Drafted
CC	Senior Work-off Program (\$10,000)	Council on Aging	Article Drafted
DD	Transfer from Surplus Revenue to Fund Special Education Reserve Fund	School Committee	Article Drafted
EE	Amend Town By-law: No Disturb Zone	Conservation Commission	Place Holder
FF	Amend Town By-law: Illicit Detection and Elimination	Board of Public Works	Place Holder
GG	Amend Town By-law: Erosion and Sediment Control on Construction Sites	Board of Public Works	Place Holder
HH	New Town By-Law: Televising Town Committee/Board Meetings	Board of Selectmen	In development
II	New Town By-law: Removal of Elected Officials from Health Ins. Program	Board of Selectmen	In development
JJ	Zoning Change-Rogers School	Board of Selectmen	Place Holder
KK	Removal from Civil Service- Police	Board of Selectmen	Place Holder
LL	Removal from Civil Service-Fire	Board of Selectmen	Place Holder
MM	Petition the Legislature: Amend Town Administrator Act	Board of Selectmen	Place Holder
NN	Amend Personnel By-law 61-2	Board of Public Works	Article Drafted
OO	PILOT agreement for Solar Energy Project at 279 Mill Road	Board of Selectmen	Place Holder
PP	PILOT agreement for Solar Energy Project at 20 Yankee Lane	Board of Selectmen	Place Holder
QQ	Street Light Request-(Corner of Peter Lane & McKensie Lane-two lights)	Petition	Article Drafted
RR	Street Light Request-(46 Torrington Road-One light)	Petition	Article Drafted
SS	Petition the Legislature: Restaurant All Alcohol License at Hampton Inn, 1 Hampton Way.	Petition	Article Drafted
TT	Transfer from Surplus Revenue	Board of Selectmen	Article Drafted
UU	Accept MGL Chapter 32B, Section 20: Establish OPEB Trust Fund (new legislation)	Board of Selectmen	Article Drafted



TOWN OF FAIRHAVEN

MASSACHUSETTS

FIRE DEPARTMENT / EMERGENCY MEDICAL SERVICE

146 Washington Street, Fairhaven, MA 02719

Phone: 508 994-1428 • Fax: 508 994-1515

Emergency # 911



February 14, 2019

Mark Rees
Town Administrator
40 Center Street
Fairhaven, MA 02719

RE: FY 2020 (FY20) Budget

Mr. Rees,

We are writing this letter to officially appeal your decision not to fund the two additional firefighter paramedics that the department requested for FY20. As you know, we requested these positions last year and they were bypassed for unknown reasons. We also applied for a FEMA "SAFER" grant in an attempt to fund additional personnel, which we notified that it was denied back in December of 2018. We have made several attempts to find a source of funding for these two positions and this department is now in need more than ever of these additional staff members.

We do not take this request for additional personnel lightly. We are in complete understanding that revenues and expenses must be in balance and that each year, multiple departments are competing for additional funding. However, we feel that we are currently in a position that we will need to increase our personnel to handle the current call volume our department responds to annually. We would also like to note that this request for additional Firefighter/Paramedics falls under the 2019 Board of Selectmen's Goal 6; Health and Welfare of Town Residents and Goal 9; Improving Municipal Services to the residents and businesses.

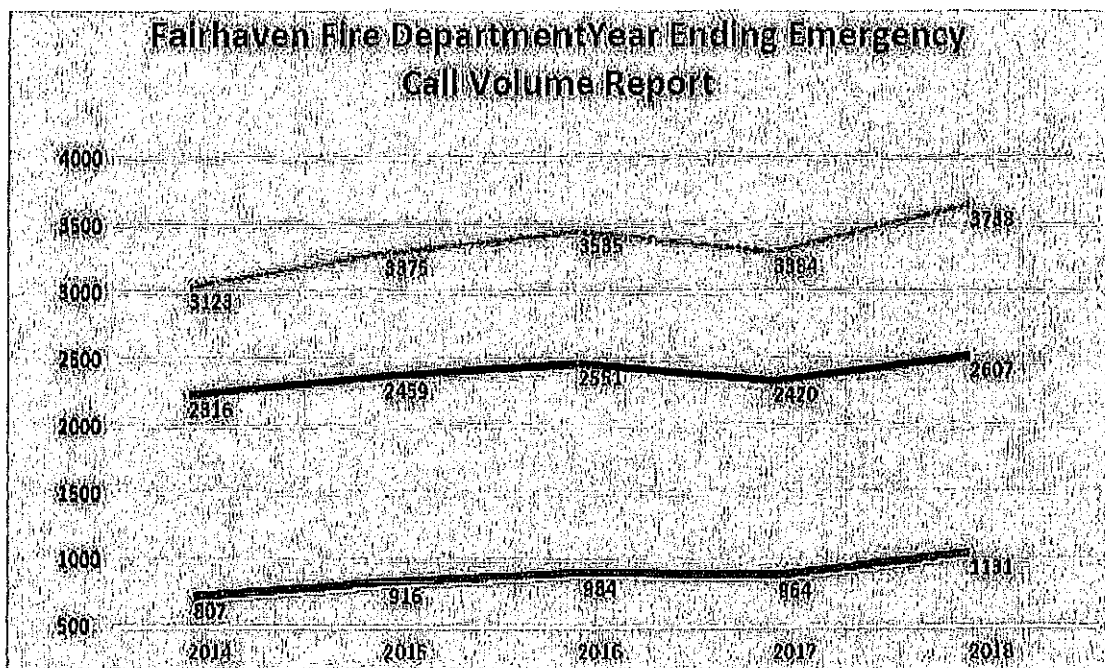
This department provides a multitude of services to the residents and many visitors of this great town each year. Excluding the numerous smaller tasks that we perform each day for the citizens and businesses of this town, we will address the two primary services that this fire department provides: fire prevention/fire suppression and emergency medical services (EMS).

As there are many reasons to support this request, we are going to outline the six (6) main reasons to support funding for two (2) additional Firefighter/Paramedics. These reasons are:

- Current Call Volume
- Life Safety/Employee Safety
- Training Requirements
- Fire Prevention Requirements
- Increase in Revenue
- Insurance Classification Sustainment or Improvement

Call Volume:

In 2018, this department handled almost 3750 calls for emergency responses. This is a 10.5% increase in call volume compared to 2017, with an average of a 4% increase per year over the past five years.



	2014	2015	2016	2017	2018
FIRE	807	916	984	964	1131
EMS	2316	2459	2551	2420	2607
TOTAL	3123	3375	3535	3384	3738

At this rate, it is projected that the fire department will answer over 4000 calls annually for emergency responses within the next two calendar years. It should be noted that these numbers do not include daily inspections conducted by the members of this department. Inspections are a primary responsibility of all fire departments. Each year, this department performs approximately 1000 fire prevention/safety inspections bringing our total calls for service in 2018 to over 4750.

In order to understand the reason for this request it is important to recognize how the call volume impacts our current staffing levels. Please note that our responses are either a requirement of a Commonwealth of Massachusetts Regulation (CMR), a requirement of operations as outlined in the Occupational Safety and Health Administration (OSHA), a graded activity on the Insurance Services Office's (ISO) Public Protection Classification, and/or a recommendation of best practices by the National Fire Protection Association (NFPA), National Institute of Standards and Technology (NIST), International Association of Fire Chief's (IAFC), and the International Association of Firefighters (IAFF).

Massachusetts regulation (105 CMR 170.00) addresses ambulance staffing (Department of Public Health, 2019). More specifically, 170.305 dictates that ambulances must be staffed with at least two EMTs. Emergency Medical Technicians (EMTs) when transporting a patient. Our medical control

agreement, which is required by 105 CMR 170.00, requires that certain patients have two paramedics attending to them during transport. Patients that require two paramedics are referred to as priority 1 or high acute patients. These transports usually are staffed with three or four personnel depending on the emergency. As priority 1 are the fewest of the four (4) types of priorities, most of our EMS calls are handled by 2 personnel.

Ambulance calls, on average, take approximately 75 minutes to complete. This time, which is consistent throughout the Commonwealth, includes the paramedics' treatment and stabilization, transfer of the patient to the ambulance, transport of the patient to the hospital, providing a patient report to another medical professional, and placing the ambulance back in service. Our ambulances provide transport to four different hospitals as required by Massachusetts protocol. In some cases, the patient may request transport to an alternative hospital. In addition to St. Luke's Hospital in New Bedford, the other hospitals include Charlton Memorial Hospital in Fall River, Tobey Hospital in Wareham, and Rhode Island Hospital in Providence, Rhode Island. Transports to these hospitals may add to the average call time.

This department handled over 2,607 medical calls in 2018. These numbers do not reflect the number of calls that could not be handled by the Fairhaven Fire Department. Some calls were referred to one of our mutual aid partners who responded, treated, and then transported the patient to an appropriate facility. Each mutual aid call delays patient treatment and transport and could cause additional injury to the patient.

Fire related calls are the second largest call for service for the Fairhaven Fire Department. Fire calls have been studied for decades by the NFPA, NIST, IAFC, and the IAFF. Furthermore, firefighting still is considered a very dangerous profession, which requires that certain benchmarks be met on the fireground to ensure our personnel are properly protected.

A NFPA recommendation (NFPA 1710) released in 2000 recommends that staffing shall be "sufficient to perform the necessary fire-fighting operations given the expected fire-fighting conditions." (NFPA, Standard for Organization and Deployment of Fire Suppression Operations, 2016). This recommendation also details the recommended amount of personnel that should respond to an incident at a single family home. This number is a minimum of twelve (12) personnel that should be available as part of the first alarm response (NFPA, Standard for Organization and Deployment of Fire Suppression Operations, 2016). In 2010, NIST released a report on "Fireground Field Experiments". This report studies the relations between initial attack personnel and the corresponding efficiency of that crew to minimize damage and to save lives. The NIST report concludes that the personnel recommended by NFPA 1710 is accurate. (NIST, 2010)

The NFPA standard 1710 also addresses responses to shopping centers, apartment complexes, and high rises. (NFPA, Standard for Organization and Deployment of Fire Suppression Operations, 2016) As we are not going into detail on each of these other response areas, it should be noted that each of these responses need additional personnel then what would be recommended for a residential structure.

The Fairhaven Fire Department is currently staffed with 23 career personnel plus the administration. The department is supplemented by a part-time force of 20. Each shift is staffed with 5 personnel, which is composed of 1 officer and 4 firefighters. All of the 23 career personnel mentioned before are

either an EMT or a paramedic besides three individuals. This allows many of the personnel to serve a dual role.

Two additional personnel were hired over the past two fiscal years. These individuals were originally hired to be day firefighters. However, they have been recently switched to the 24-hour shift rotation. This allowed us to study the effects of how a 6 firefighter shift impacted our call responses and how it conserved overtime. The transfer of these 2 individuals has shown improvements on our response capability and it has reduced overtime expenses on these two shifts. Even though these two shifts are maximized at six personnel, most shifts drop to five for the day shift and four for the night shift due to time off requests, training requirements, and vacations. The addition of two firefighter/paramedics will enable us to staff all the shifts at 5 minimum and 6 maximum 24 hours a day.

The call department is used to supplement our response to meet NFPA recommendations and ISO recommendations on vehicle staffing to handle our fire related calls. In 1995, the call department had 32 members. In 2019 we continue to struggle to maintain 20 personnel. Of this 20 personnel, about 8 are active and participate regularly. Recruitment of new call firefighters has been difficult. Call firefighters are required to go to school to become a firefighter. This includes medicals, physical agility tests and undergoing (3) months of training, and recruiting these individuals has proven challenging. Most of the call firefighters that we do recruit will be trained and seek full time employment elsewhere to fulfill their personal goals. The difficulty of recruitment and retention for call and/or volunteer firefighters is not just a challenge for the Fairhaven Fire Department but departments across the nation. Call for service is declining and businesses are less likely to allow an employee to leave work to respond to a call (Favignano, 2016).

Responding to a fire-related call is handled in one of three ways. Depending on the type of fire call, the response is treated as a still, box alarm, or a first alarm assignment. In order to meet the necessary recommended personnel on scene, a still is treated with 2 full time staff and supplemented by 2 call personnel. Two engines, 3 career personnel, and 4 part time personnel handle a box alarm to a commercial or residential structure. First alarm assignment responses are known or reported fires, high residential loads box alarms (schools and nursing homes), and historical or high hazard occupancies (Town Hall, Fairhaven Shipyard, Titleist Footjoy). 1st alarm responses are handled as a full response and consist of two engines, one aerial ladder, and call personnel who supplement the on duty staff to attempt to make the 12-24 minimum personnel needed for these types of calls.

As we have addressed how the department handles each of these calls, it should be noted that due to the call volume listed above, it is rare that all the career personnel are back in the station. Most of our fire calls are being understaffed because 2 of the on-duty staff or possibly 4 of the on-duty staff are out on ambulance calls or another fire-related call, reducing our available manpower to one or two personnel in the station.

As we were writing this report, we experienced an apartment fire at the McCormack Manor. The fire resulted in substantial damage to the apartment, but the five-person shift was able to contain the fire and perform a lifesaving rescue. It should be noted that this success may not have been so successful if our personnel was staffed at 4 for the night shift or if the current personnel were out handling ambulance calls.

Forty-eight hours prior to this call, the on-duty Lieutenant reported at 01:00 that the shift staffing was down to just himself as the other on-duty personnel were on ambulance calls. Despite attempting to get off duty firefighters in to the cover the station, they were unsuccessful and the personnel in the station dropped to 1 for over 45 minutes. If the fire at McCormack Manor occurred during this period, then the likelihood of a successful rescue would not have happened. This one individual would be the only guaranteed responder to a house fire or another ambulance call if one was received. This unsafe staffing level is not uncommon; in fact, it is becoming the norm. Our shift staffing is dropping to dangerous levels during the evening hours more often than not, which is why we are requesting the additional two Firefighters/Paramedics.

Life Safety/Employee Safety:

Our next argument deals with safety not only the safety of the public but also the safety of our first responders. We respect the fact that the Town of Fairhaven cannot staff the fire department like a city, and we understand the economics of tax rates, Chapter 90 funds, and available revenue. It pains me to be a burden and ask for additional personnel when I recognize the other factors at play. We have been fortunate and grateful to be funded (2) additional positions over the past two years. ***However, I would not be requesting additional personnel, if I did not think it was in the best interest of the safety of the public and our personnel.***

All the studies that were listed above, point to the safety of firefighters and the need to adequately staff emergency calls. Each day, the department's staffing levels are dropping to unsafe levels. The creation of the two-6 firefighter shifts have shown an improvement in our available resources to handle multiple calls, but it still puts us well below the national benchmarks needed to adequately combat fires. One of the most important requirements is an OSHA requirement (OSHA, 1998), which addresses a two-in/two-out rule. For every two firefighters that we send into an IDLH (Immediate Dangerous to Life or Health) emergency (a building fire), we need to have two additional personnel on scene standing by in case of a problem with the initial two. We strive for this goal each time the trucks go out, but we are finding that more and more calls are being responded to under staffed. During the overnight hours, our staffing can currently drop to 4 personnel. Once the first ambulance goes out the staffing drops to two (2) firefighters. When additional calls happen during this period, we are responding with one career firefighter and one career firefighter remains behind to dispatch the call. Unlike some of our counterparts in the state, we do not have a central dispatch; therefore, we need to staff the station with one of our career personnel for the initial dispatch of the call.

Having a single firefighter pull up to a building fire or having a single firefighter show up to an ambulance call is not in interest of public safety. We have outlined that we need to have at least four firefighters on scene for the initial attack of a fire and we need to have two paramedics on scene to handle a medical call.

Training Requirements:

Training is the backbone of any department or organization. Training ensures that our personnel are proficient in their skills and allows us to continue their education that could be used in different situations. From the EMS division, each paramedic must undergo a 30-hour core competency class every 2 years and must have a total of 30 hours of continuing education. For the fire division, both NFPA and ISO recommend the following:

- Company Training (20 hours/per FF/month) (NFPA, NFPA 1001, 2019)
- Officer Professional Development (16 hours/year/Officer) (NFPA, NFPA 1021, 2014)
- Driver Operator Training (4 – 3 hour sessions/year/FF) (NFPA, NFPA 1002, 2017)
- Training on Hazardous Materials (3 hours/year/FF) (NFPA, NFPA 472, 2018)

Excluding the officer training above, firefighters should be training 4.9 hours per week. This is in addition to the EMS training that is also required. In order to provide the proper training, we attempt to conduct the training on duty, but due to the call volume and the limited staff on duty, hitting these benchmarks has been impossible. In July 2011, the ISO reported on the Town of Fairhaven, the fire department received a 3.59 score (39.88%) of a possible 9.0 (100%) for its annual training benchmarks. (ISO, 2011) This translates that our firefighters are only able to train an average of 1.95 hours per week.

The additional personnel will assist in hitting these benchmark standards by allowing us to conserve overtime and utilize that overtime to backfill shifts so the shift personnel can attend the necessary mandatory training.

Fire Prevention Requirements:

Fire Prevention is the key to the reduction of fires. The Town of Fairhaven consistently has the same amount of fires each year. The reason why fires are not all over the news is that the fires are being suppressed or recognized a lot quicker than they were twenty years ago. This is a direct result of our fire prevention efforts. As stated earlier, this department conducts approximately 1000 inspections per year in our residential, commercial, industrial and public buildings. This effort is conducted by the shift officers, fire alarm superintendent, and the Deputy Fire Chief. Each day the shift officer is conducting fire safety inspections, which are a requirement of Massachusetts General Law, ISO or a recommendation by NFPA.

Each week, our team picks up violations that include blocked/locked exits, improper storage of flammable liquids, alarm systems that either not functioning or are in need of repair, and other fire hazards that threaten the public. This activity is one of the primary goals of the fire service across the country and is a direct result in minimizing property damage from fire and injuries to citizens. At the time of this report, this department is currently backlogged two weeks on inspections due to the increase in call volume.

Increase In Revenue:

As you cannot put a price tag on the impact of our fire and EMS services to the public, this department will generate an expected \$1.2 million dollars in FY19. This figure represents just under 50% of our annual cost. It should be noted that all additional personnel since 2002 have been funded out of the EMS revenue and not off the tax levy.

Each year, this department has to rely on mutual aid assistance for EMS calls that we cannot handle or do not have the personnel to staff an ambulance. Most of these requests in FY19 have occurred during the evening hours as our staffing drops to four personnel. The town relies on mutual aid nearly 100 times per year. The inability of staffing these calls translates to over \$60,000.00 in lost revenue.

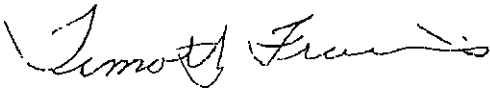
Insurance Classification Sustainment or Improvement

We have worked hard over the past 18 years to bring this department into the 21st century. We have sustained and held onto an ISO rating of Class 3 for the past two cycles. This rating has a direct result on our commercial and residential annual insurance costs. As of 2011, we are one of 49 Massachusetts Departments who achieved a Class 3 rating and one of 1998 departments across the country. As we will strive to maintain a Class 3 rating there always room for improvement. If we can improve our training numbers, it can have a direct result on our overall score, possibly allowing us to advance into the Class 2 category.

To summarize, we do understand and respect the financial constraints of the Town of Fairhaven. However, we must inform you that we are reaching our peak on the amount of calls we can handle with the current personnel on staff especially if we continue we expect to sustain a 4-5% increase in call volume annually. We will have a difficult time providing the same level of service in the near future if we stay at this number of personnel. Of all the comparable communities that you agreed to use with the Fairhaven Firefighters Association, all but one is staffed at six personnel per shift or higher. Both Norton and Somerset Fire Departments are currently staffing their shifts with eight personnel. Safety, however, is the primary reason why we need to seriously consider funding these positions. More often than not, the shift personnel are dropping to unsafe levels, which jeopardizes our next response. This puts both the population and the remaining firefighters at risk of injury or death. We also need to perform more training for our firefighters. Our overtime budget is being expended on trying to maintain safe shift staffing levels, which are currently five during the day and four at night. We would like to utilize this overtime to assist in getting the recommended training to our firefighters.

I sincerely hope that we can discuss this in more detail in person. I also hope, in the interest of the public's safety, that we can find a way to secure funding for these positions so we can adequately protect the many residents and visitors to the Town of Fairhaven.

In the Interest of Public Safety,



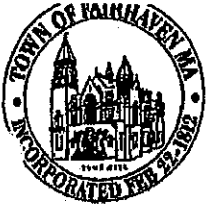
Timothy Francis

Chief of Department

Cc: File

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Carolyn Hurley
Acting Town Clerk
churley@fairhaven-ma.gov

Attachment C

Town of Fairhaven, MA Clerk's Office

Town Hall · 40 Center Street · Fairhaven, MA 02719
Telephone (508) 979-4023 X105/106 · FAX (508)-979-4079

REVISED

February 26, 2019

Mark Rees & Select Board
Town Administrator
40 Center Street
Fairhaven, MA 02719

Ref: Revised Budget Cover Letter-Town Clerk – Part Time Help

FY20 TOWN CLERK BUDGET & GOALS

We are requesting funding in the Town Clerks budget for part time clerical help (no more than 960 hours per year). This position falls under Non-Union Level 7, Step 7. (\$19.52 per hour)

- This part time position is **needed** throughout the year during Elections, Census Process, Town Meetings, Dog Licensing and coverage in the office for seminars, conferences and vacation and any other time when assistance is needed. This position was located in the E&R Budget but I feel it would be a better fit in the Town Clerk's Budget. This clerical position would enhance the ability in the office to run more efficient during the busiest times throughout the year. This meets the Selectmen's goal #7, "Civic Engagement" by reducing wait time and facilitating excellent and timely customer service for our residents.

I have attached two lists that show how many employees work in the Town Clerk's Office in other towns.

Respectfully,

Carolyn Hurley

Acting Town Clerk

TOWN	POPULATION	TOWN CLERK	ASST TOWN CLERK	OFFICE ASSISTANTS	REGISTRARS	NOTES
Glasgow	19000+	1	1	1		
Batham	5000+	1	1	1		
Dunstable	3500+	1	0	*		*has a budget line for "Temp. Town Clerk Help" - drawback always someone different - must always be trained
Norwell	11250	1	2	1 part time (15 hrs pr week)		
Pencer	11000+	1		2- Part time (31.5 hrs & 15 hrs pr week)		
Juxbury	15572	1	1			*a 3rd person is definitely needed for all our of the responsibilities
Norwell	11250	1	1		1 Part Time (15 hours)	
A' Beyston	8500	1	1- 20 hours			*Don't know how you do it with your population, we are buried in work
Auburn	16199	1	1	1		
Ranham	14000	1	1	1- Part time (33.5- 33.5 hrs pr week)		
E Bridgewater	14 000	1	1	1		
Melway	14300	1	1			*Also we use 3 registrars for your registration working late nights and afternoons and when the office is closed they use junior work off people.
Holliston	14556	1	1	1 Part Time (18 hrs per week)		
Limesbury	16300	1	1	1 Full Time & 1 Part Time(15-20 hours)		
Westborough	20000	1	2			
Hellingham	15500	1	1		1 Part Time (15 hours)	
North Adams	12000	1	1			New Town Clerk and she is putting in for an additional office assistant
Spartan	18000	1	2	1 Part Time (20 Hours pr week)		*I can also bring in additional help if needed
Swansea	16000+	1	1	1		** seasonal workers (6 weeks)
Mushape	13800	1		2 Full Time & 1 Part time		
Oxford	12334	1	1	1		
Rockland	18003	1		2 full Time		
Northborough	15009	1	1			*We use volunteers - I continue to get more staff but no luck yet. Will keep trying

Town	Population	Employees	FY15 Salary	FY19 Salary	Yrs of service	Office Hours
Abington	15,931	2 - FT & Seniors (3)	\$63,763	\$72,472	6	35
Cohasset	8,000	2 - FT	\$75,366	\$81,578	7	35
Duxbury	16,276	2 - FT, Students & Seniors	\$65,000	\$76,000	4	37.5
E. Bridgewater	14,000	3 - FT, Seniors	\$66,965	\$68,500	1	35
Hallfax	7,550	1 - PT, 1 - PT	\$37,853	\$55,097	9	32
Hanover	14,811	2 - FT, Intern & Seniors	\$55,655	\$71,729	5	35.5
Hanson	9,600	2 - FT	\$62,106	\$69,221	8	30
Hingham	23,015	2 - FT, Seniors	\$87,586	\$94,458	21	35
Marshfield	25,000	2 - FT, 1 - PT, Seniors (3)	\$55,778	\$76,800	1	37.5
Norwell	11,140	2 - FT, 1 - PT, Seniors	\$72,721	\$85,000	10	40
Rockland	17,890	3 - FT	\$68,241	\$78,500	4	35
Scituate	18,755	2 - FT, 1 - PT	\$63,000	\$76,000	6	35
Whitman	14,641	3 - FT, Seniors	\$61,404	\$67,450	6	31
Total	196,609		\$835,438	\$972,805	88	453.5
Average	15,124		\$60,264.46	\$74,884.15	6.77	34.88



Attachment D

Mark Rees <mrees@fairhaven-ma.gov>

BPW Admin Salary Account Increase request updated

1 message

Vincent Furtado <vfurtado@fairhaven-ma.gov>
 To: Mark Rees <mrees@fairhaven-ma.gov>

Tue, Feb 26, 2019 at 11:04 AM

Hi Mark

Welcome Back. I hope that you had a nice vacation.

Now that you are back, I would like you to please consider the below 3 requested changes to the BPW Admin budget for FY20.

These are

- (1) my salary increase to \$113,000 - which was voted on at the BPW's 2/11/19 meeting.
- (2) the BPW Admin's requested (voted by the BPW) potential increase to a rate of Grade 16, Step 1 (\$31.24) or \$65,479 - this (justification) request will be forwarded under separate cover after the Board signs this request tonight.
- (3) the request to have a not to exceed amount of \$33.24 for 16 hours per week, or \$27,868.42, for Kathy Tripp to return and assist us with the newly formed Solid Waste Department. This rate takes into account the 40 years of Town-wide institutional knowledge that will be utilized and welcomed while saving us the benefits associated with the hiring of a 20 hour per week employee.

When one adds the above amounts \$113,869.69 (52.4 weeks) + \$65,479 + \$27,868.42 + \$800 (sick incentive for me and Becky) + \$800 (longevity total for me and Becky), this totals \$208,817.11.

As such, we would need to change the BPW FY 20 recommended appropriation (account 037) from \$174,952 to \$208,817.11 - the increase of \$33,865.11 to be taken as follows \$11,500 from Water retained earnings, \$11,500 from Sewer retained earnings and the remaining balance of \$10,865.11 to be taken from the General Fund.

Although this is a big increase to this budget versus year's past, the increase is mostly because of Kathy's part-time work, which is predicated on the creation of the newly formed Solid Waste Department.

As you are aware, as opposed to most Town departments, the BPW departments are not one and two person departments. Rather, they are departments which have, roughly, 15-20 persons each and the clerical staff are each responsible for multi-million dollar budgets, payroll, accounts payable, billing (for water/sewer) dealing with contracts and contractors - a myriad of responsibilities, if you will.

As such, with the responsibilities of the current staff, the implementation of the newly formed Solid Waste Department, a 1.3 Million Dollar Department, will be both less taxing on

current staff as well as a smoother transition with an additional person and with the person selected, the Town will be gaining in multiple areas.

In my opinion, budget-wise, if we add her salary in the BPW Admin account, we can utilize water and sewer retained earnings to assist with this increase versus adding this salary to the new Solid Waste Department which would only be funded from the General Fund.

Please advise

Thanks

Vinnie

Vinnie Furtado
Public Works Superintendent
Fairhaven, MA

Article _____

Amendment to the Town's Personnel By-Laws

To see if the Town will vote to amend the Town's Personnel By-Law 61-2

Changing from

All departments and positions shall be subject to the provisions of this chapter, except elected officers, employees of the School Department, and any other employee who is excluded by law. Notwithstanding anything contained herein to the contrary, the Town Administrator shall not be subject to the provisions of this chapter. Any department head may be exempted from the provisions of this chapter upon recommendation by the Town Administrator and vote of the Board of Selectmen. Any such exemption shall take effect upon the adoption of an employment contract between the Town and the department head. If there is a conflict between this chapter or any plans, policies, rules or regulations promulgated pursuant to this chapter and an approved collective bargaining agreement, the provisions of the collective bargaining agreement shall prevail.

Changing to

All departments and positions shall be subject to the provisions of this chapter, except elected officers, employees of the School Department ~~and the Board of Public Works~~, and any other employee who is excluded by law. Notwithstanding anything contained herein to the contrary, the Town Administrator shall not be subject to the provisions of this chapter. Any department head may be exempted from the provisions of this chapter upon recommendation by the Town Administrator and vote of the Board of Selectmen. Any such exemption shall take effect upon the adoption of an employment contract between the Town and the department head. If there is a conflict between this chapter or any plans, policies, rules or regulations promulgated pursuant to this chapter and an approved collective bargaining agreement, the provisions of the collective bargaining agreement shall prevail.

Name

Address

Precinct
