

City of Biddeford
Budget Committee
March 29, 2018 5:30 PM City Hall
205 Main Street
Council Chambers

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Discussion**
 - 3.1. Summary Notes from March 26, 2018 Budget Committee Meeting
[3-26-2018 Budget Committee Notes.docx](#)
 - 3.2. Fire Department Presentation on Response Times
[FD presentation to council on response times 2018.pdf](#)
- 4. Adjourn**

**BUDGET COMMITTEE MEETING
MARCH 26, 2018**

Council President, John McCurry, Jr. called the meeting to order at 5:30 p.m.
(Mayor Casavant was not present)

Committee Members present: Michael Swanton, John McCurry, Jr., Stephen St. Cyr,
Robert Quattrone, Jr., Victoria Foley, Norman Belanger, Michael Ready
Marc Lessard arrived at 5:49 p.m.

Laura Seaver was excused.

The Committee, and all who were present, recited the Pledge of Allegiance.

City Government Budget – Part I

City Manager, James Bennett began by providing the Committee with answers and updated information to some of the questions brought forward by the Committee at their last meeting.

The Parks Maintenance budget (Account 21165) currently has a City Manager recommendation for \$14,000 for Part-Time Employee wages. The Committee is being asked to consider increasing the budgeted amount to \$17,500 to \$20,000, which would cover the cost of employee part-time help to maintain all the City's parks during the summer.

The proposed budget, as it has been presented, reflects \$553,602 net of new money to be raised by taxation; which equates to a \$22.12 mil rate. These figures do not take new valuation into account. At this rate, \$252,552 would need to be cut from the proposed budget to bring the budget in at a zero increase; which does not include the \$17,000 requested in the School Department budget, or what the County Taxes will end up coming in at.

Jim noted that the Part I City Government budget includes the elimination of one Public Works Laborer, starting in January 2019. This is being proposed due to the fact that the City is looking to purchase an automated waste packer, with the hope of having it in the fleet and operational by January 2019. A couple of Committee members expressed that they would like to keep the Laborer position funded for the full year, which would equate to a \$36,000 increase.

Committee member St. Cyr asked about positions that are being proposed to be eliminated and added in the FY Budget:

- (2) full-time positions to be eliminated in the Public Works budget
- Elimination of the Outreach position at the Police Department (which is a shared position with the City of Saco).
- Added a part-time position at the Police Department for polygraphing
- Also for consideration is the addition of (1) full-time position in the HR Department, which has been proposed in Part II of the proposed budget; and 8 full-time firefighters.

Committee member St. Cyr struggles with the contributions that the City is required to make towards employees' retirement benefits; namely, the rates that MPERS charges. A couple of the Committee members are interested in taking a look at what other options may be available to the City in regards to employee retirement plans, and if the City could possibly get into a cheaper plan.

Jim noted that the proposed Parks Maintenance budget (Account 21165) includes funds for the downtown plantings and two part-time employees to maintain the plantings. It does NOT include funds for the downtown clean team or for the marketing and events in the downtown.

Committee member Lessard stated that he will be looking to add \$5,000 for the improvement of the small traffic island at the intersection of Main, Water and Hill Streets. Committee member McCurry cautioned about spending a lot of money on this traffic island since the reconstruction of that intersection is scheduled within the next couple of years. It was suggested that in the meantime, some annuals/perennials may be planted there in an effort to temporarily clean up that traffic island.

Committee member Foley has concerns for the lack of funding for the marketing piece of downtown events and which would be used in support of the Heart of Biddeford. She plans to strongly advocate to fund any marketing that will get the word out about what's going on in Biddeford.

Committee member Swanton made the following comments:

- ❖ The City really needs to step up the funding of the maintenance of the J. Richard Martin Community Center and work toward saving that building. He would like to see the City spend up to \$50,000 more each year just for upgrades and maintenance.
- ❖ There are trees on both sides of Yates Street and L.B. Orcutt Blvd that are dying and he would like to know whose responsibility it is to take them down.
- ❖ He will support increasing the Social Service budget from \$57,000 to \$60,000.
- ❖ He would like to see UNE contribute more in the PILOT program.

Committee member McCurry will be looking to eliminate the Social Service budget.

Committee member Lessard would like to discuss the funding of replacement windows at City Hall and the renovation of the City Hall clock tower. He understands that these will both need to be policy decisions.

Committee member Lessard will be asking for funding for new bleachers at St. Louis Field, which will include a roof and netting system to keep fly balls from leaving the field and causing damage to neighboring properties.

In summary, the following issues/concerns/questions were expressed and Staff will work to provide answers by the next Budget Committee meeting:

1. Provide council with MPERS plan details and explain future options
2. Provide info on whether we are providing the "best" plans
3. Provide vesting schedules for the various benefit packages

4. Provide update on intersection reconstruction schedule for Water/Main/Hill Streets for consideration as council evaluates replacing roses with perennial flowers
5. Provide additional detail/clarification on downtown and parks budgets
6. Provide breakdown on planned DPW CIP and bond expenses/projects
7. Provide summary of reserves and CIP for St Louis Field
8. Consider including benefits “values” in all job advertising to help with attracting new employees
9. Information about the costs, etc. for a communications staff member
10. When we switched to the current MPERS plans
11. TIF details as of current
12. The UNE PILOT information
13. Question about the responsibility of the brushes/trees on Lester B Orcutt Blvd and Yates Street

The meeting was adjourned at 6:51 p.m.

City of Biddeford Fire Department

Emergency Services

Response time information



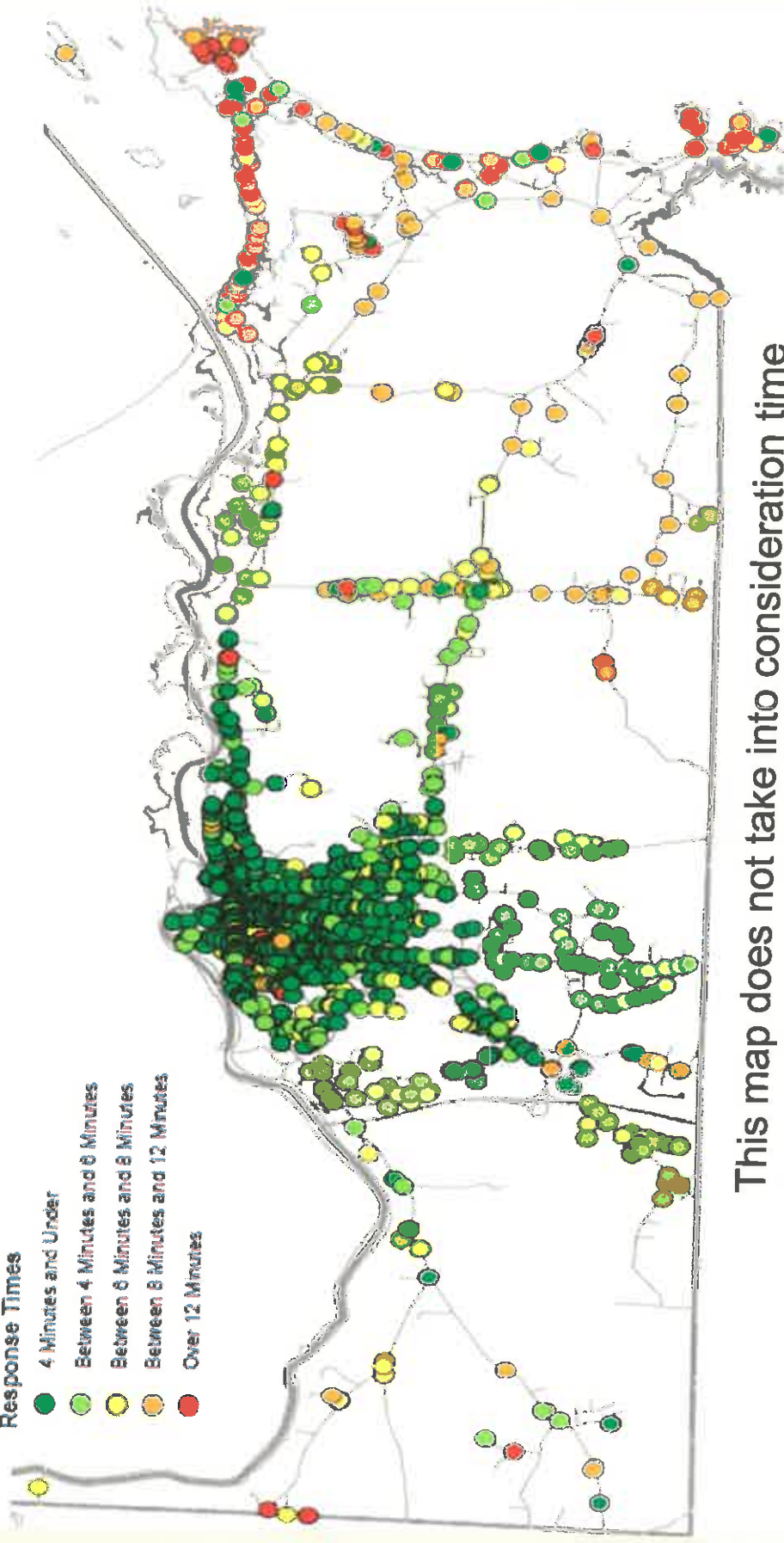
Emergency Calls by Response Time Dispatched to Arrived

Legend

2017 Calls

Response Times

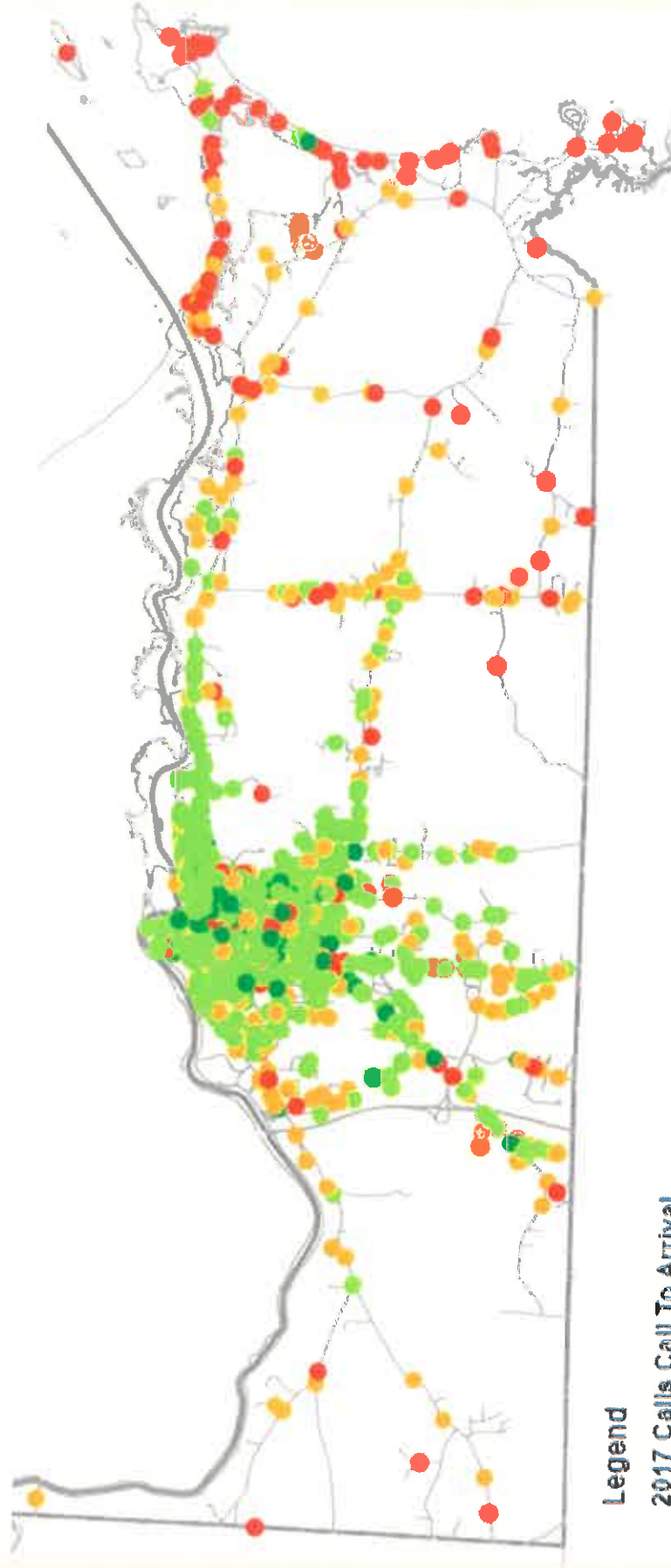
- 4 Minutes and Under
- Between 4 Minutes and 8 Minutes
- Between 8 Minutes and 12 Minutes
- Between 12 Minutes and 16 Minutes
- Over 16 Minutes



This map does not take into consideration time from call received until dispatched.

2017 Fire Department Response Times

Times are from time call received to first unit on site.

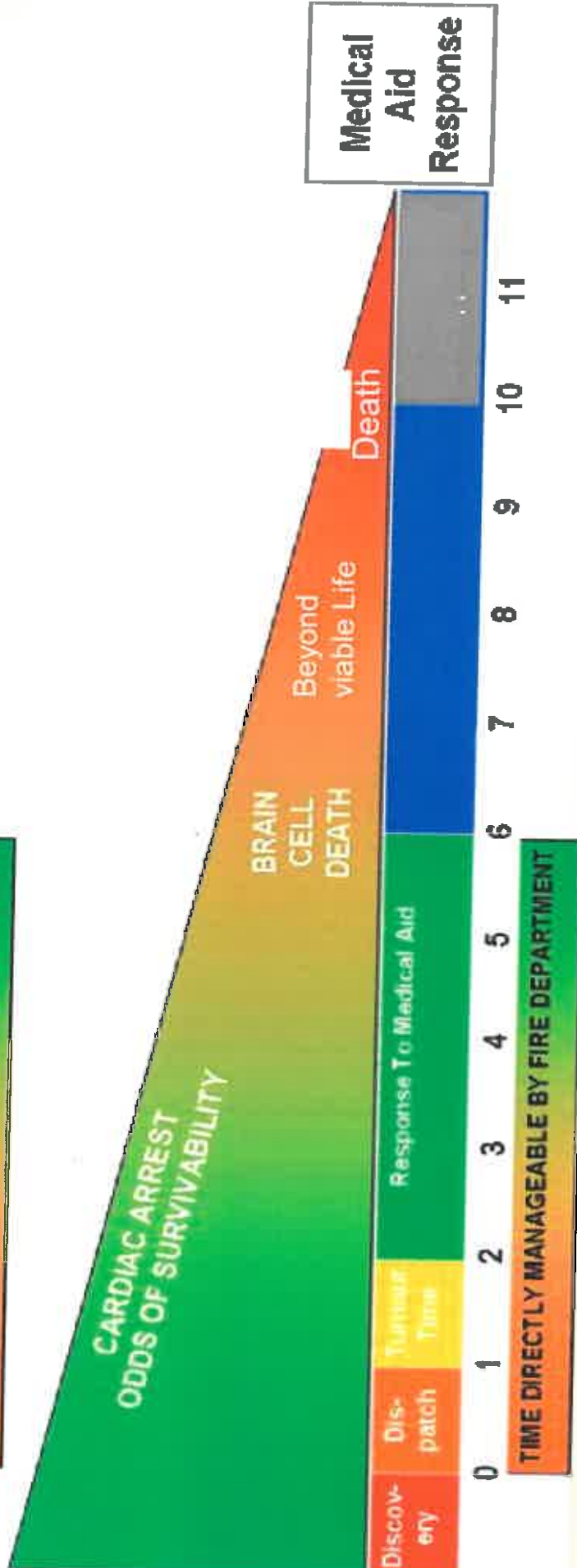
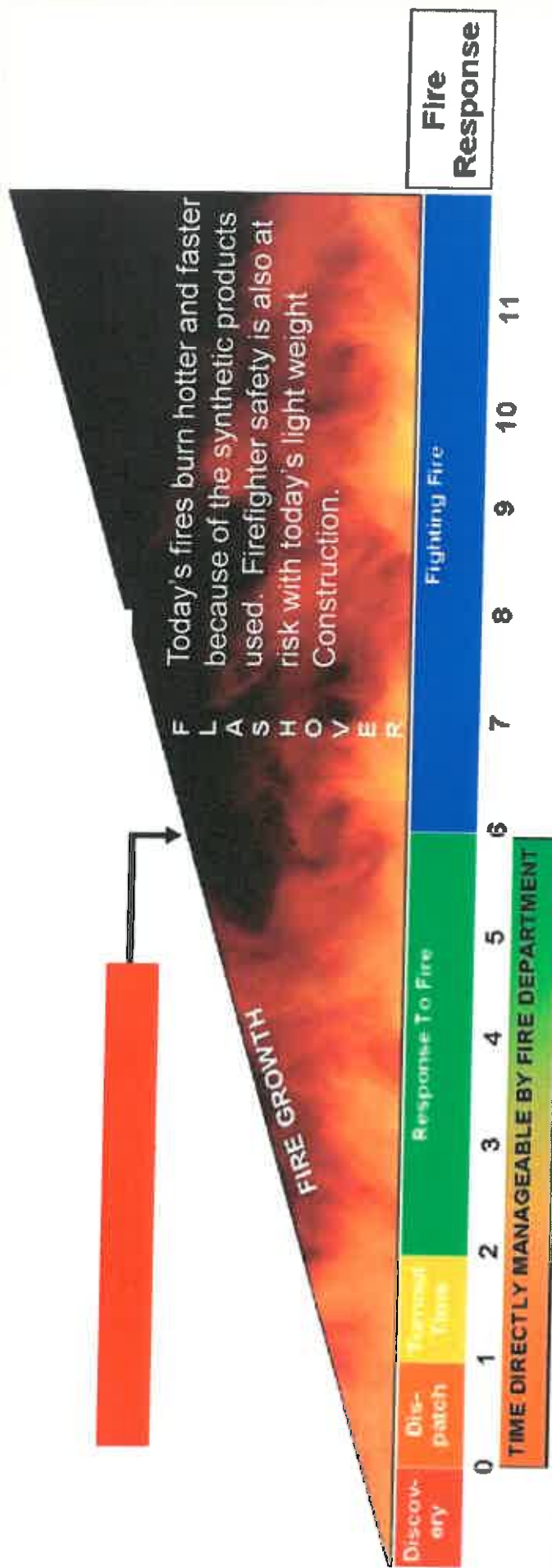


Legend

2017 Calls Call To Arrival

Response Times

- 4 Minutes and Under
- Between 4 Minutes and 8 Minutes
- Between 8 Minutes and 12 Minutes
- Over 12 Minutes



*

2017 Emergency Calls Volume

➤ EMS only incidents	2,626
➤ EMS/ Engine response incidents	1,352
➤ Fire/specialty response incidents	1,390
➤ Total emergency incidents	5,368
➤ Total non-emergency service calls	342

74% of our emergency calls are EMS

64% of the call are during the hours of 0700 am to 0700 pm.

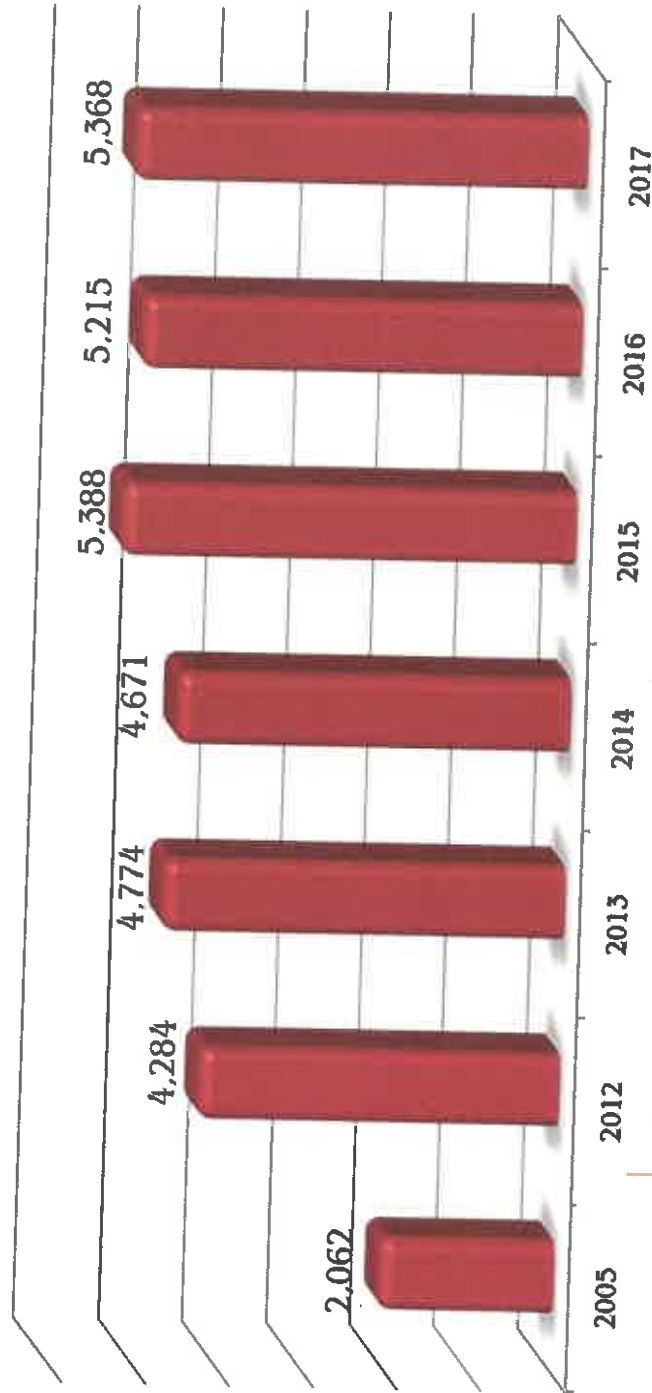
City of Biddeford Fire Department
Emergency Services



- Downtown areas or mutual aid responses – 3,923
- Districts 18 & 18b (the Crossing, Industrial parks, Mountain RD) – 831 (412 were to SMHC)
- District 5 & 5B (Outer South St, Rt. 5 / no hydrants) – 65
- Districts 1,2,3,&4 (Coastal area and outer Guinea Rd with no hydrants) - 549

Number of calls by District

FD Call Volume Increases



4 Career staff added in
2005, 2nd ambulance
cross staffed by on
duty personnel

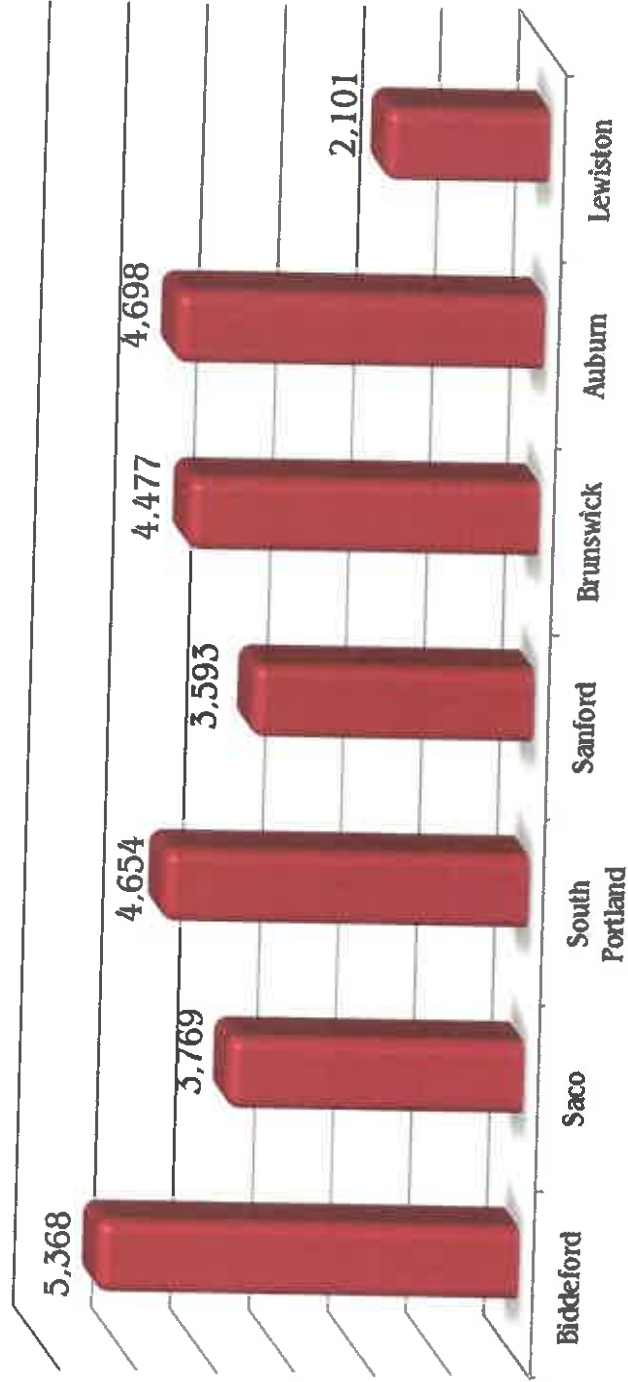
2012 EMS Deputy
Chief Created

2015 1 administrative Chief deleted.



City of Biddeford Fire Department
Emergency Services

Total Call Volume Comparison 2017



City of Biddeford Fire Department
Emergency Services

Area Minimum Staffing 2017

<u>Department</u>	<u>Staffing</u>	<u>Calls</u>	<u>Calls per daily staffing position</u>
❖ Biddeford	8	5,368	671
❖ Brunswick	7	4,477	640
❖ Saco	7	3,769	538
❖ Sanford *	10	3,593	359
❖ South Portland	12.5	4,654	372
❖ Auburn *	14	4,698	336
❖ Lewiston	16	2,101	131

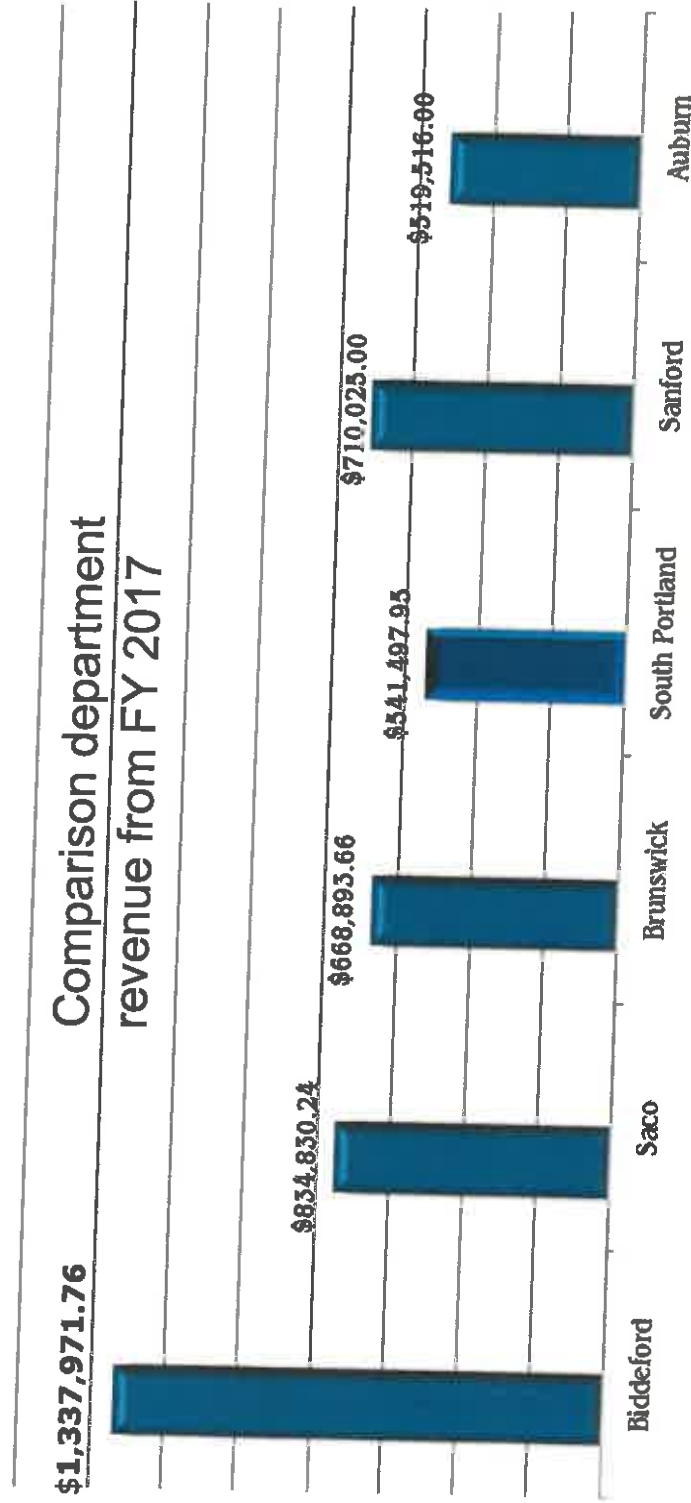
This represents each department's minimum staffing for the largest percent of the year. Biddeford staffs at a minimum of 8 personnel for 73% of the year.

* Have plans in place for additional staffing



EMS Revenues Collected

FY 2017



Amount listed is as of 2/5/18. All years have outstanding amounts to be collected that may increase revenues



City of Biddeford Fire Department
Emergency Services

Mutual Aid Provided and Received

122 times BFD apparatus responded to mutual aid calls



525 time mutual apparatus responded to BFD



130 times mutual aid apparatus responded to Biddeford for EMS calls

Firefighter Call Backs

A firefighter call back occurs when two or more pieces of front line fire apparatus are unstaffed. This requests 2 off duty firefighters to respond to the station. There is down time to have them respond and there may be no personnel or only one on the call back that responds.

	FY 2015	FY 2016	FY 2017
call backs requested	213	162	208
filled	127	81	85
were not filled	86	81	123



City of Biddeford Fire Department
Emergency Services

☐ UNE Responses - 110

- ☐ Number of times we had overlapping calls 1,152 with more than two calls 941 times.
- ☐ Engine 22 from the Pool Station responded to the scene 16% of the time it was requested
- ☐ Number of times that we were on a transfer from SMHC when another emergency call in the city occurred – 128 / 29 of them required a mutual aid ambulance.
- ☐ About 47% of our calls require more than one piece of apparatus to respond.
- ☐ Number of calls to SMHC hospital or other SMHC medical office – 494
- ☐ Average call back on a working fire or major incident – 3 Career Firefighters / 4 Call Firefighters



How does it all work.

OIC- 360 of the structure / fire attack / incident command and control.

Stills - Stretch the attack hose, fire attack

Driver - 2 in 2 out, hook up water supply hose, operate the pump.

Driver- Park the truck, provide any needed horizontal

ventilation, search and rescue. (Provides 2 in 2 out if no ambulance on the scene.)

Stills - Secure utilities around the building, assist with forcible entry, search and rescue (Only available if both ambulance are not on prior calls)



Driver- 2 in 2 out, entry/door control

Tech- Assist with fire attack

Driver- Establish

water supply to Attack Engine, establish water supply to the aerial, establish secondary water supply rear of structure if able to.



Back up line to protect
attack crew and egress



Provide Patient care and
FF rehab



Vertical ventilation



Rapid Intervention Crew



Pump Hydrant Assist
Valve



On deck crew



Average personnel
that return on
working fires:
3 Career
5 Call Force
(Call Force has
been reduced by
45%)



*** Future Potential Apparatus Staffing with One Station**

8 personnel on duty				
Attack Eng 3	Lay Eng	Aerial Truck	EMS	EMS 2
		1	2	
9 personnel on duty				
Attack Eng 3	Lay Eng	Aerial Truck	EMS	EMS 2
	1	1	2	
10 personnel on duty				
Attack Eng 3	Lay Eng/EMS	Aerial Truck	EMS	EMS 2
	2	1	2	

Apparatus Staffing with Two Stations

10 personnel on duty				
Station 1 Eng 3	Station 2 Eng/EMS (3 rd)	Aerial Truck	EMS	EMS 2
	2	1	2	
11 personnel on duty				
Station 1 Eng 3	Station 2 Eng/EMS	Aerial Truck	EMS	EMS 2
	3	1	2	
12 personnel on duty				
Station 1 Eng 3	Station 2 Eng/EMS	Aerial Truck	EMS	EMS 2
	3	2	2	

*** Fire**
prevention/education,
inspections, community



# of Activities	Description of Activities
8	Blasting Permits
19	Construction Plans Reviews
25	Dry Hydrant Inspections
6	Evacuation drills
11	Evacuation Plans: Reviews
5	Extinguishing system Inspections
180	Fire safety inspections
18	Fire alarm tests
21	Knox box inspections
20	Building maps reviews
3	Occupancy permits inspections
207	Sprinkler inspection reviews
3	Chimney/wood stove/pellet stove inspections
20	Tier II hazard reviews
8	Vacant Building Inspections
4	Juvenile fire setter interventions
5	Fire extinguisher classes
60	Fire Investigations
20	Public Safety Lectures
200	EMS student ride-alongs
30	Public CPR, AED classes
20	Fire Station tours and safety lectures
300	Community contact/prevention details
700	Student through the fire safety house

2017 Public Education and Community Contact



2017 Community Participation

La Kermesse



Bacon Street Festival



Biddeford Airport Open House



Santa Visits the FD



Rec summer camp



Serving Thanksgiving Dinner at the Primary School



Parade of lights



Open House



Kennedy School Field Day





Visit from Russian Firefighters



COT building fire gear racks for Central Station



Memorial Day Parade



Honor Flight at Portland Jet Port



FD Open House



2017 Group Training Topics

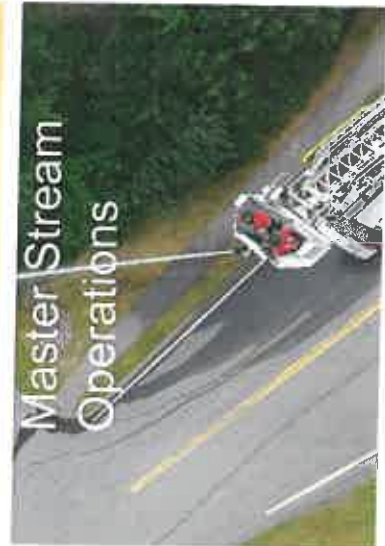
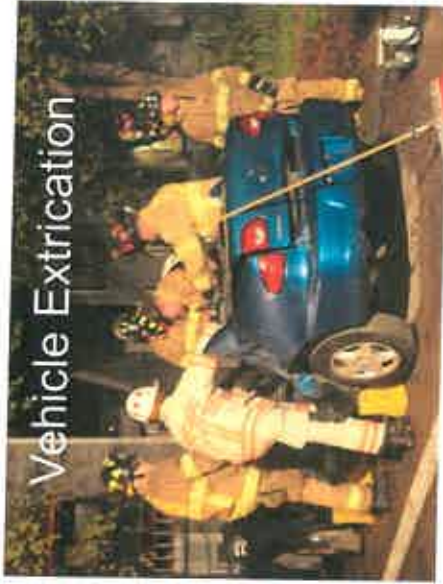
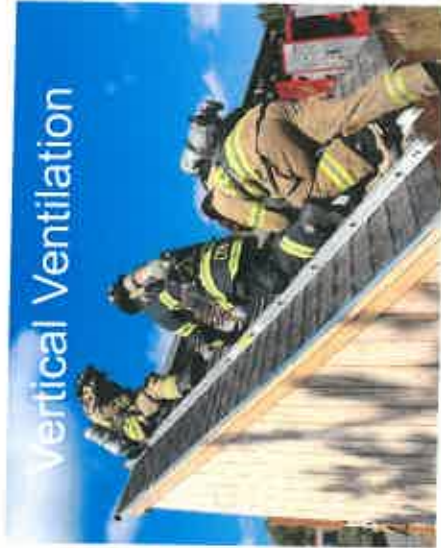


January	CPR, Basic Life Support Skills, Hazmat Operations, boodborne, lockout tag out, harassment, fire extinguishers, hazcom, Maine Safety Works annuals, respiratory emergencies, Firefighter Down CPR
February	Maine Safety Works annuals cont, Communications and radio usage, ropes and knots, ladders, Life Flight
March	Pediatric Advanced Life Support, OB, BLS skills, ALS Skills, SCBA air management, search and rescue , Thermal Imager Operations
April	Altered Mental Status, forcible entry, wild land operations, hose testing
May	Death dying and suicide, extrication and stabilization operations, UTV operations, marine 202 operations
June	Cardiac STEMI, gas metering, rope access, ropes haul systems
July	EMS Jeopardy, water rescue, water medical emergencies
August	MCI review, water rescue operations practical, marine operations
September	OB/GYN, OB/PED, Mayday review, drags and carries, nozzles and master stream operations, water supply
October	Advanced cardiac life support, fire attack operations, nozzles and master stream operations
November	EMS documentation, narcan review, air mgt, Chimney fires, aerial operations, firefighter survival
December	Medical emergencies, ice rescue operations review

2017 Training Photos



2017 Training Photos



Department Committees

- ❖ Peer Support – six members training to support department staff and citizens during times that are emotionally difficult
- ❖ Physical fitness – four members that support the physical development needs of the department staff
- ❖ EMS committee – four members that assist with the EMS needs of the department
- ❖ Labor / management committee
- ❖ Chaplin Support – Each week the Chaplin spends time at the FD supporting and interacting with department staff. Additionally he responds to incident as needed to support citizens and their families and offers department training.
- ❖ Fire Investigation Team – Six member team trained in fire investigations.
- ❖ Juvenile Fire Setters interview team – Four members who work with children who have had issues with fire.