

**Tisbury Finance & Advisory Committee
at the Tisbury Emergency Services Building
6:30PM, Wednesday, December 14, 2016**

Present: Chair – Jeff Kristal, Pamela Brock, Paul Cefola, Barbara Fortes,
Nancy Gilfoy, Tom Keller*, Jynell Kristal, Mary Ellen Larsen,
Lesley Segal;
Town: Treasurer – Jon Snyder, Fire Chief John Schilling,
EMS – Tracy Jones, Acting Harbormaster – John Crocker,
Tisbury School – Principal John Custer
Others: Minutes – Marni Lipke * Late arrivals or early departures

The Tisbury Finance and Advisory Committee (FinCom) was called to order at 6:32PM. *(Discussions are summarized and grouped for clarity and brevity.)*

• Public Comment

Tisbury School Principal John Custer reported on the status of the School upgrade.

- Daedalus Projects was chosen as the Owner's Project Manager (OPM). They worked extensively on Island: the West Tisbury Town Hall, Library, and Emergency Services buildings as well as with the Airport.

- A Tisbury School Building Committee (TSBC) Designer Subcommittee narrowed the five-applicant pool to three that presented to and were interviewed by a joint Subcommittee/Massachusetts School Building Authority (MSBA) panel. Turowski2 Architecture (T2) (Marion, MA) were chosen.

- T2 was moving swiftly on preliminary surveys: renovation, addition, current site new construction, or different site new construction. The 2012 Flansburgh Feasibility Study would be reviewed, and the Town Administrator and Planning Board contacted. MSBA would fund at least 41.26% and consequently required the community to look at all options.

- In January/February the designers would work with school administration, staff and parents on visioning workshops, educational needs and programs, after which they would start community outreach and polling.

- The target was a design decision in time for a Fall 2017 Special Town Meeting to vote construction funding (estimated range \$25-60 million)—which as a bond would also require a ballot vote. Special Town Meetings were preferable to Annual Town Meetings (ATM) as more able to focus on a major issue—monthly construction cost increases discouraged waiting till the April 2018 ATM.

- Updates would be posted on the Internet as the feasibility phase started.

- The Superintendent's Shared Services Office supplied enrollment information on all Tisbury school-age children including: home schooling, private schools, residential placements, school choice, etc.

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- 36 students residing in Tisbury attended other Island schools, for which the Town paid tuition, and 23 students from other towns chose to attend the Tisbury School, for which the School received tuition. A previous disagreement on Town versus school moneys was resolved. School Choice funds covered School operating or facility costs. A recent drop in school choice students/income with a concurrent rise in facility needs, drained the account and caused the Tisbury School Committee (TSC) to conserve funds. The balance had built back to \$182,000 so the TSC was considering \$50-100,000 as a Fiscal Year 2018 (FY18) Budget offset. The FinCom briefly discussed:
- Town payment of tuition for outgoing Tisbury students,
- increased capacity in the new school,
- predictability and process of school choice tuition income.

Budget Review and Discussions with:

- All Departments budgets were not yet submitted.
- Compensation adjustments (voted in a separate 2016 ATM warrant article) were not reflected in Dept. budgets.

Fire Department (See documents on file.)

Previously the Dept. budgeted for a full contingent of 53: four 12-member companies (with 4 captains, 2 lieutenants), 2 fire/police officers and 3 chiefs; but actually companies were only 8-9 firefighters resulting in ~\$62,000 in FY16 actuals versus \$73,600 budgeted; consequently FY18 Line 5116 was reduced \$3,000, retaining a cushion to encourage and reflect higher training.

- Chief John Shilling proposed training stipend changes to \$20/hr. (shown prorated, e.g. \$160 for 8 hrs.):
 - Firefighter training for storm duty, pump-outs, etc. from \$15 to \$20/hr.;
 - First responder training (12 hr./yr.), from \$100/yr. to \$240/yr.
 - CPR (Cardio-Pulmonary Resuscitation) - 4 hr./2 yrs. from \$50/yr. to \$40/yr.
- Chief Schilling proposed annual stipend increases as follows:
 - Rescue Leader and Hazmat Leader increased from \$1,250 TO \$1,500, and for consistency Training officer from \$1,600 to 1,500;
 - two Assistant Chiefs' from \$6,500 to \$7,500 with the following justifications.
 - They were now credentialed (40 hr. training investment requiring 72 hrs. of continuing education).
 - Massachusetts Fire regulations required Fire Dept. sign-off on building permits (propane, fuel tank, etc.). The \$50 fee, previously divided 50/50 to the inspector and Town, now went entirely to the Town, so the raise would compensate the loss.
- The State required all fires be investigated. Currently the Dept. had a highly qualified resident Fire Investigator (Asst. Chief Rogers), who agreed to serve Tisbury after his retirement next year—additional stipend position - \$1,500.

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- Fire Police were members over the mandatory retirement age of 65, who respond to limited calls (Carbon Monoxide (CO), smoke reports, etc.)
- Fire Chief salary (Line 5115) increase was from Grade 8 Step 2 to Step 3 with the approved 1.3% Cost Of Living Adjustment (COLA).
- TFC members asked about the overall \$6,000 increase. Chief Schilling would prefer to break out training and instruction hours from standard stipends. With perishable skills needing constant (but optional) re-training, he wished to encourage and reward additional certification.
 - Stipends were paid 50% in December and 50% in June (with any training stipends added).
 - Probationary firefighters with no trainings needed 120 hrs. to reach Firefighter One, but veteran firefighters often chose to rely on experience. Volunteers were scarce due to the tremendous pressure, many of them working two jobs and dealing with increased training requirements/recommendations, and stipends that failed or barely covered expenses (gas, time, tuitions, etc.).
- *MARY ELLEN LARSEN MOVED TO SUPPORT THE \$7,500 STIPEND FOR THE ASSISTANT FIRE CHIEFS; BARBARA FORTES SECONDED; MOTION PASSED: 8 AYES, 1 NAY—PAUL CEFOLA, 0 ABSTENTIONS.*
- *BARBARA FORTES MOVED TO SUPPORT THE STIPEND AND TRAINING CHANGES AS PROPOSED; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.*

The FinCom was interested in

- separating training/instruction from stipends with expenses reimbursement;
- in regionalizing training and instruction
- Electricity was reduced to follow trending.
- Communications (net rise ~\$2,100) components were outlined.
 - Comcast (\$3,800) was shifted into Information/Technology (IT).
 - Fire and EMS were required to maintain telephone landlines (Verizon \$3,800) in case of cable/wifi failure.
- The Dukes County Communication Center (911) previously billed to Police only, was now shared among Police, Fire and EMS (Fire proportion \$5,763). The TFC discussed Sheriff Dept. issues:
 - 911 costs: software, back up, dispatch, management, etc.
 - more transparency with new administration,
 - State and Federal grant opportunities, and
 - imminent significant capital needs.
- Postage (equipment sent for repair) was increased \$50 to reflect trending.
- Janitorial paper supplies were shifted to the Dept. of Public Works (DPW). The balance reflected the green cleaning commitment.
- The Federal mileage reimbursement rate dropped 50¢. The 10,000 m. estimate covered use of personal vehicles for response (the Chief's or those covering his shift).

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- *BARBARA FORTES MOVED TO TRACK FIRE DEPARTMENT PERSONAL VEHICLE USAGE FOR AN ACCURATE MILEAGE COUNT FOR LINE 5711; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.*
- Membership in Massachusetts Fire Chiefs Association—Assistant Chiefs' professional development was important in light of Chief Schilling's eventual retirement.
- A minimal facilities balance was kept for incidentals and in case of DPW delays. Jeff Kristal recommended it be zeroed out or reduced to \$750.
- Professional Services paid for a 3 hr./wk. data entry clerk (\$35/hr.) who computerized incident details, equipment tracking/distribution, mandatory State reporting, etc.
- Lines 5870 and 5850 were interchangeable covering equipment upkeep (e.g. extinguisher refills) and new equipment.
 - The firefighter turnout gear (coat & pants \$2,500, boots \$275, helmet \$250) was now current—funded through Embarkation and Fire Stabilization (rotating half and half over 10 yr. life spans).
- The Department was looking for a new truck (the last for several years) \$400,000 from Fire Stabilization and \$75,000 by warrant article.
 - The Selectmen voted ~\$100,000 per year each into Fire, DPW and EMS Stabilization funds.
- The TFC thanked Chief Schilling for his time and explanation.

Harbor (See documents on file.)

As information was still very fluid the FinCom asked Mr. Crocker to reschedule and apologized for the inconvenience.

Emergency Medical Services (EMS) (Ambulance)

(See documents on file.)

- The Dept. was now fully staffed with 2 full time and 2 part time (34 hr./wk.) with a union agreement proviso that a position could go full time within 2 years—forcing contingency budgeting of the extra 6 hr./wk.
- The Dept. Head salary was adjusted for step and grade (in this case including the ATM voted compensation adjustment).
 - (• The EMT who trained with Tisbury funding, left the position without serving out their year. No recourse was available.)
- The Department had to be staffed 24/7/365 by a paramedic and an EMT and of course had to be augmented May 27th to September 30th (tourist season), particularly at night—police and other town personnel were available by day. Tracy Jones hired 18 week per diem personnel (Part Time Seasonal \$109,382) —FY17 pay increase from \$18 to \$20/hr., FY18 to \$21/hr.

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- The 24/7 staffing also impacted overtime (OT) (1 ½ over 40 hrs./wk. & 2.0 on holidays). All vacation and sick day shifts had to be covered. It was further restricted by the union contract which stipulated that union members had first refusal, i.e. all four employees had to turn down a shift before it could be passed to per-diem personnel.
- Unfortunately Tisbury Fire and Ambulance employees were included in the same union as Town Hall people who worked five 8 hr. days/wk. Police were in a separate union. This was also a Fire Dept. issue.
- The 24/7 schedule was planned a month or two in advance, and employees worked on 10-12 hr. rotating shifts—requiring more overtime expenditure.
- Salaries and overtime accounted for the bulk of the Dept.'s 17.3% increase.
- *NANCY GILFOY MOVED TO REQUEST THAT THE TOWN REEXAMINE THE UNION CONTRACT TO CONSIDER AN ADDENDUM SPECIFIC TO DEPARTMENTS REQUIRING 24 HOUR STAFFING IN ORDER TO ALLEVIATE EMERGENCY MEDICAL SERVICES OVERTIME COSTS; LESLEY SEGAL SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.*
- Vehicle repairs covered such routine things as tires and oil changes.
- Equipment repair paid for aging stretchers, backboards, etc. that could be fixed less expansively than replaced. The FinCom considered this line to be reasonably funded.
- Computer repair was shifted to the IT budget.
- This line was over-budgeted in FY16 and had been reduced. It paid for special trainings, ambulance decontamination, certification (on a 2 yr. rotation), etc.
- Although advertising (for vacant positions) should be a Town Hall expense the invoices always came to the Department mailbox.
- Communications components were:
 - Comcast shifted to IT,
 - no landline but a data plan for ambulance telemetry to transmit EKGs and other medical information to the hospital;
 - EMS share of the 911 Communications assessment (see above).
- Postage - the State required medical record requests be sent by certified mail. The Dept. charged an hourly rate and per page costs for the 2 or 3 requests a week —usually for pending law cases.
- Licensing paid for ambulance and drug enforcement licenses.
- Ambupro, standard ambulance software that generated Patient Care Reports, was consistently mis-entered under computer repair.
- Gasoline/diesel was over-budgeted last year, but was currently unknown due to a lag in DPW invoicing.
- Office and Janitorial supplies were self-explanatory, but Medical supplies were under-budgeted for the last 2 years.

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- 18 Oxygen tanks were rotated for the required 10 year hydrostatic testing.
- A survey showed MV Hospital prescription prices the least expensive in the area.
- Uniforms were cleaned at the Department laundry facilities.
- Travel was already over-spent this year.
- Dues & Subscriptions were consistent.
- Equipment was stable. The Dept. budgeted one new radio (\$950) each year.
- EMS FY17 year-to-date revenue was \$125,300 paid to the Town's general fund—a slight increase over FY16 due to increased calls and the previous year's Medicare rate reduction.
- The TFC complimented Tracy Jones on her transparent and detailed report.

- It was clear that between these increases and the MVRHS enrollment spike the Town was looking at an override. The FinCom considered two overrides one for the High School and one for the rest, however if the High School override failed the Town would still have to pay the assessment.
- The TFC requested a quarterly statement with FY16 comparison.

• **Adjourn**

• *NANCY GILFOY MOVED TO ADJOURN AT 8:52PM; BARBARA FORTES SECONDED; MOTION PASSED UNANIMOUSLY.*

Meetings/Events:

- ~~All Island FinCom – 6:00PM, Tuesday, December 20, 2016~~ **Canceled**
- MVRHSC - 5:00pm, Monday, January 9, 2017 MVRHS
- TSC - 8:30AM, Tuesday, January 10, 2017 - Tisbury School
- TSBC - 5:00PM, Wednesday, January 11, 2017 - Tisbury School
- **FinCom - 6:30PM, Wednesday, January 11, 2017 - Tisbury EMS Bldg**
- TSBC - 5:00PM, Wednesday, January 25, 2017 - Tisbury School
- **FinCom - 6:30PM, Wednesday, January 25, 2017 - Tisbury EMS Bldg**

Action List:

- Jeff – schedule: DPW & Police for 1/11/17, Library & Schools 1/25/17
Reschedule Harbor
- January Agenda:
- Minutes – Tis. FinCom: 6/15/16, 9/21/16, 10/19/16, 11/9/16, 12/14/16
AI FinCom: 11/22/16 (TFC quorum)
- Marni – draft letter to BOS re: FinCom votes.
- Jeff – request FY17 2nd qu. Statement with FY16 actual vs. budget.
- Tracy/John Sch. – send FY17 gas/diesel actuals to FinCom

continued

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Documents on file:

- Agenda 12/14/16
- Kristal/Gilfoy email re: Harbor Budget and Staffing 12/13/16
- FY 2018 Budget Plan Town of Tisbury Department 295 Harbormaster (2 p.)
- 2016-2017 Tisbury School District K-8 (2 p.)
- FY 2018 Budget Plan Town of Tisbury Department 220 Fire (2 p.)
- Fire Department Budget Review F/Y 2018
- TFD Stipend Schedule
- Budget Break Down (2 p.)
- Town of Tisbury FY2017 Fire Department Budget 12/10/16
- FY 2018 Budget Plan Town of Tisbury Department 231 Ambulance/EMT
- FY2018 Proposed Budget
- Operating Budget 1 for FY2018
- Ambulance Salaries FY2018 Budget Requests Salaries
- Town of Tisbury FY2017 Ambulance Budget 12/10/16
- Budget Break Down (2 p.)

Minutes approved 1/11/17.