

Minutes 19 November 2018

Town of Groton

Fire Dept Task Force Study Committee

Called to order 6:03PM

Attendees:

Peter Myette (PM)

John Kane (JK)

Ann He Foley (AHF)

Jenifer Evans (JBE)

Chief Steele McCurdy (SM)

Mark Haddad

Approved minutes from 15 October, 22 October, 5 November.

Old Business

Reviewed information letter intended for community information.

- Opening sentence – staffing request initially reviewed in FY19 budget process
- Move section on 2 additional firefighters to second bullet on how the department currently operates.
- Use JK's new paragraph to be succinct.
- Budget details: \$1,198,718 is overall budget.
 - \$172,200 non-personnel expenses
 - \$95,000 overtime expense
 - \$230,000 on-call expense
- Remove section on mutual aid
 - JBE says confusing about implied need without separating out ALS vs BLS.
 - | | Fire | EMS |
|-------------|------|-----|
| ▪ Dunstable | 4 | -- |
| ▪ Pepperell | 1 | 17 |
| ▪ Shirley | 3 | 0 |
| ▪ Ayer | 11 | 192 |
| ▪ Littleton | 6 | 6 |
| ▪ Townsend | 2 | 19 |
| ▪ Westford | 37 | 311 |
- Limit response time information to average
- Populate table on growth in town and calls, and growth in department
 - Full-time fire chief added in late 80s
 - 2003 first 2 full-time firefighters

- 2005 merged with EMS
- 2011 added two more full-time firefighters (4 total)
- 2013 added one more full-time firefighters (5 total)
- Operating budget
 - 2000 \$370,276 fire + EMS
 - 2010 \$756,649
 - 2018 \$1,049,000
- Remove concluding sentence on how much are people willing to pay

New Business

Resident Art Prest read letter thanking the fire department for their care when he was recently injured.

Resident Art Prest, attending his first meeting, expressed concern with “analysis paralysis” and believes we should finish by 31 December for budget purposes.

Next meeting: 26 November
Adjourned at 6:58 PM

Jenifer Evans

Action Items:

- 11/5/2018 Information on population growth and # of buildings in town (JBE)
- 11/5/2018 Information on history of staffing, e.g., when first chief, when first career, when reached current staffing levels, when merged. Approximate timeline is sufficient (SM)
- 9/17/2018 Consider drafting a letter to demographic cohorts to form list of staffing options. JBE would draft, and SM would send.
- 8/13/2018 Community outreach publicity plan – Groton Herald? Town meeting? Seniors?
- 8/13/2018 Social media outreach plan? (RJM)
- 8/6/2018 Gary Green of Fincom requested past staffing data. Can we get a copy?
- 8/6/2018 Mutual aid. How often given? How often received? How often received for non-ALS?
- 7/16/2018 Request copy of survey performed with Municipal Resources report
- 7/16/2018 Are there accreditations? Are we accredited? How many towns are/aren't accredited (AHF)
- 7/16/2018 What are options/alternatives for staffing? Status quo. Add two. Add four. Hours?
- 7/16/2018 What is the staffing for the cohorts and how/when did they get there? (Partial – still open for demographic cohort)

Completed:

- 10/22/2018 Draft outline for new letter (AHF) – received. Review began 11/5
- 8/13/2018 Article by Connie Sartini (SM) -- received & reviewed 10/22
- 8/17/2018 JBE will process data received from SM and send to members of the committee. (JBE sent 10/10)

7/16/2018 What is the staffing for the cohorts and how/when did they get there? (RJM provided 9/17 for surrounding towns cohorts)

8/13/2018 Actuals vs Budgets for town, fire, police, other public safety (MH provided 9/11)

8/20/2018 Need response time as function of day. (SM provided 9/10)

6/25/2018 John Kane requested 10-year response rate and frequency info (SM provided 9/10)

8/20/2018 Mutual aid info for Westford provided (RJM provided 8/20)

8/13/2018 Enter data from McCurdy and send spreadsheets (JBE sent 8/19)

7/16/2018 Define cohorts: neighboring towns and comparables based on population, demographics, geography, economics of the town and population. (JBE sent 8/19)

7/16/2018 Lay groundwork for community outreach (JK – sent letter to committee with research)

7/9/2018 Each member will send an email to Chief McCurdy with questions. (reviewed on 7/30/2018)

No longer required

7/16/2018 Build survey for community outreach – will use letter and open forums instead.