

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
25 January 2016

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 25 January 2016. Also present were Stephen Curley, Timothy Brennan, James McCollum, John G. Brown, Jr., Stephen Walsh and Elizabeth Monks.

Absent: Richard McManus

Guests: Fire Chief J. Michael Hill, Police Chief Rick Wall

- The committee reviewed the email received from Advisory member Timothy Brennan dated 1/9/16 requesting accrual information from Michael Buckley, Town Accountant. The committee agreed to send an email to Town Accountant requesting this information. Tim noted he has already received the information requested from Kathleen McCarthy, Town Treasurer/Collector.
- The committee also received and reviewed the Town of Pembroke Operation Budget ending 12/31/15 from Michael Buckley, Town Accountant.

The committee reviewed and discussed the “draft” Advisory Committee meeting minutes of 19 January 2016.

Upon motion made by James McCollum and 2nd by John G. Brown, Jr. following the discussion, it was

VOTED¹: To accept the minutes of the meeting held on 19 January 2016. Stephen Curley, Stephen Walsh, and Elizabeth Monks supported the motion. Timothy Brennan abstained.

The committee met with Michael Hill, Fire Chief, to discuss FY17 budget.

- Fire Chief is requesting funding for four additional firefighter/paramedic positions and another Deputy Chief. This year calls were up 351 versus last year; approximately 1,862 runs.
- He was asked if the calls for drug overdoses have increased. The state just passed a bill that overdose patients must be observed for four hours following drug overdose and Narcan administration. The patient is transported to the hospital and the patient is observed by the hospital. The price of Narcan has increased substantially; from \$6-\$7 to \$24 - \$25. This has put a strain on the Fire Department budget.
- The additional staff would prevent fewer staff call backs, paying overtime and increase efficiencies with multiple calls.
- Sick Buyback line item increased; this is contractual for staff.
- The busiest time for the department is 5:00am – 10:00pm.
- The Chief was asked if he would consider hiring paramedics versus firefighter/paramedics. The committee thought this would be a cost savings. The Chief does not agree and prefers the dual firefighter/paramedic role.
- Fires in town have decreased; the Fire Department doing a good job with fire prevention. He noted a video available on YouTube that shows the time it takes to evacuate from a house built in 1970 w/real wood furniture was 17 minutes versus a home built today with modern furniture takes 4 minutes to evacuate. Noting there is less time to evacuate a

¹The Chairperson did not vote on this motion.

burning building built today. Building materials such as particle board and glues are contributing factors.

- The Fire Department did receive a Federal grant and purchased a fire truck and firefighter gear in 2012. The Fire Department also received a grant for the upgraded Communications System. The Chief just submitted a grant for rescue equipment and a set of “Jaws of Life”.
- The Fire Department building was built in 1976 and is in need of repairs such as new trim, windows and insulation. The attic also needs updated insulation. Ramps need to be replaced.
- He plans to submit a capital equipment request in the fall for a squad vehicle. It would be used to chase the ambulance and would replace the rescue vehicle. It’s a smaller vehicle.
- With no other questions or comments from the committee they thanked Fire Chief Michael Hill.

The committee met with Rick Wall, Police Chief to discuss FY17 budget.

- The Police Chief noted a manpower shortage and needs to increase his staff by four police patrol officers and one school liaison. Lt. Ridley retired last month; Sergeant Hinchey retired this month. It takes the department a long time to replace staff. He noted six months of training at the Police Academy and months of on-the-job training. He anticipates three more retirements in the next few years.
- When he first started with the department there were five police officers per shift; one on the desk and four on the road. Today there are four officers per shift; one on the desk and three on the road. Since being Chief, he has hired eight staff members but remains down by four.
- He currently has a staff of 28 and when he has to cover vacation, sick, military leave, etc. he must pay overtime. This is a waste of overtime. He would like to add one additional staff member to each shift.
- He had an officer in the Pembroke Middle school for two weeks; this visibility went a long way. The state passed a law last year; each school should have a resource officer.
- The police department should be more active in the community. Last year he sent out a bike patrol; this was well received by the community.
- The police department answered 12,000 calls last year. We need to get more involved in the schools and the DARE program. He wants three DARE officers. The police should be part of the community; we need that engagement.
- The department needs to be more committed to traffic enforcement.
- The department must do more “Active Shooter” training.
- He is requesting one new vehicle a year; ideally he would like to purchase two new vehicles a year. He has three vehicles on the road each night putting approximately 50,000 miles a year on each vehicle. These vehicles only last two years on the front lines and then they are used as back-up.
- The police department building is 38 years old and not functional and his lobby is not ADA compliant. The space needs assessment for the build out of the Police Department building estimates the resident population would be approximately 23,000. He shared a slide show of photos of the interior and exterior of the building to committee members. He will be submitting a Warrant Article at spring Town Meeting requesting funding of \$25,000 to complete a “space and needs” analysis of the building. He has been visiting surrounding town’s police departments looking at their building structures and space configurations.
- He will also submit a Warrant Article for bulletproof vest replacement & cruiser ballistic kits. These vests only have a “wear life” of five years. They will receive \$13,000 in

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grants; which is up to 50% of the cost. He is also interested in purchasing “ceramic plates”; these protect against long guns. They would be kept in the police vehicles.

- The police department also needs to improve their security video system.
- There may be some federal grants available if space needs for multiple town departments are combined. It may be beneficial to look into combining space needs for the Fire Department and Police Department building space needs.
- With no other questions or comments from the committee they thanked Police Chief Rick Wall.

FY17 Budget for Emergency Management – Fire Chief Michael Hill and Police Chief Rick Wall:

- They agreed with level funded for this budget. They receive \$5,000 line item for reimbursement via grants. They noted some of the items received in the past were a SMART board for the Library conference room. Cots, blankets, refrigerator and freezer for the shelter.
- Police Chief Wall noted that he and Deborah Wall, Library Director attended a MEMA meeting recently and discussed buildings used for emergency shelters. Most towns use schools but Deborah noted that Pembroke utilizes the Library. The Library has multiple electrical outlets for recharging phones and tablets. It’s also a more comfortable environment.
- The Police Chief also noted he has learned that during an “emergency crisis” our own town workers are the best volunteers.

The Advisory Committee adjourned at 9:30PM. The next Advisory Committee meeting is scheduled for **Monday, February 1, 2016.**

Respectfully submitted,

Stephen Curley, Clerk

¹The Chairperson did not vote on this motion.