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Minutes

**CITY COUNCIL WORK SESSION
CLERK, TREASURER, ASSESSOR, COMPTROLLER,
INFORMATION SERVICES, CORPORATION COUNSEL
AND MISCELLANEOUS BUDGET MEETING
Monday, November 2 2020
7:30 P.M.
Lobby of the Municipal Building and broadcasted via Zoom livestream**

MEMBERS PRESENT: Council President Dolce, Councilman Sheldon, Councilwoman James, Councilwoman Carrubba, Councilman Nelson, Councilwoman Ecklund, Councilwoman Graham-Reinhardt, Councilman Russell, Councilman Olson

MEMBERS ABSENT:

OTHERS PRESENT: City Clerk/Treasurer, Jennifer Williams, City Comptroller Ryan Thompson, Deputy Fire Chief Matt Coon, Director of Development Crystal Surdyk, Corporation Counsel Elliot Raimondo, Director of Public Works Jeff Lehman, Executive Assistant to the Mayor Zachary Altschuler, Associate Corporation Counsel Ben Haskin, Communications Coordinator, Julia Ciesla-Hanley, Parks Manager, John Williams

Interim Chief Jackson: What I passed out to council is a synopsis of the Police Department budget, which covers the biggest changes to the Police Department budget. By far the biggest change, is the loss of our school resource officers. Which we had three school resource officers, so that made a huge difference in the amount of about \$306,000.00, because the school was paying for the officers and their benefits. So that's a big change there.

Councilwoman Ecklund: I guess in light of that I may ask you, what is your total number officers now?

Interim Chief Jackson: Sixty.

Councilman Russell: It's sixty right now?

Councilwoman James: Those three that were laid off, were there 63?

Interim Chief Jackson: No, at the beginning of last year we were at 62.

Councilwoman Ecklund: So essentially what has happened is when, Vickye, you may or may not recall that when the SRO agreement went into place, Tim obviously wasn't here, it was determined they would have to lay off if we hired over that amount and that increment, but because he's had retirements and other things on the job, they've kind of been absorbed. But we lost the full \$306,000.00 reimbursement that we would've had, which is what Tim was referring to.

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Councilwoman Graham-Reinhardt: But no officers have been laid off? Because you didn't replace...

Interim Chief Jackson: The several retirements and the removal of two officers from the budget saved us a little bit of money. Obviously, there were promotions, new hires, and contractual step increases which have offset some of those savings. So that helped out a little bit, in the amount of \$77,653.00. The SRO funding like, I said the \$306,000.00, minus the savings due to retirements, \$77,653.00, resulted in the request of \$228,347.00. So, that's why that is an increase.

Councilwoman Graham-Reinhardt: And that is to maintain your contractual numbers, sixty?

Interim Chief Jackson: Yes. The civilian salaries increased in the amount of \$23,680.00 and that is simply because CSEA negotiated and finalized their new contract. And also, as well as the administrative assistant Sara Corey getting a raise as well. There was a small addition to overtime \$500.00, an addition \$33,400.00 in the police impact award increase, and that's due because we're down two officers from where we were last year, so that's where the increases by officer.

Councilwoman Ecklund: Civilian and personal crime analyst vacant still?

Interim Chief Jackson: Our crime analyst is grant funded.

Councilwoman Ecklund: Yeah, but you have someone in that position, correct? I know it's total reimbursement I just want to make sure.

Interim Chief Jackson: The part-time weekend receptionist, we do not have one. So that doesn't play much of a part on it, it's been removed from the budget. There was a slight change to our 400 account budget. The equipment repairs and parts account; this is an area where we definitely need more funding. The 2021 proposal has increased that by \$7,000.00.

Councilwoman Graham-Reinhardt: That supplies such as, not just the paper and pens?

Interim Chief Jackson: The equipment, if a copier breaks, equipment we need that could be stationary, anything like that. Vehicle repairs, maybe that's not covered by insurance, tires, anything like that. Computers. The new position of Citizens Affairs and Community Engagement Captain, he would be responsible for administrating the community services and outreach. He would also supervise court security officers, records, domestic violence services and victim advocacy. He would also administer the citizens police academy, that's a big responsibility for him. First, we would have to achieve and maintain New York State accreditation. I think we've talked about it before; our department is not accredited as of now, we used to be years ago. It's quite a responsibility, it usually takes a few months to do that, to become accredited. Then you have to maintain it. Hopefully organizing and revitalizing the neighborhood watch. Meeting the New York State Governor's executive order, although we're way ahead of the game on this. It would help, if we had a Captain that was constantly working on this because there are going to be more orders that come down from the State. Crime prevention through environmental design, that's important. Recruiting in schools, mentoring the youth, I would like to have a liaison that goes into the schools and mentors the youth that are interested in law enforcement and guides them through the entire process, start to finish. The Director of Public Safety

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salary, I don't have a lot of information on that. I don't know if it's still in the budget, if it is, I don't know where it's at. I don't know what happened to that, it's stipend.

Councilwoman Ecklund: It is a question actually Tim, I have. Ryan the stipend, there's a line item in the budget that is for promotions and adds up, but that is all for regular and I verified with Chief Jackson, that that's all sworn personnel? So, I'm not sure where we placed this stipend, for that position.

Mr. Thompson: Yes, that's correct, the stipend is not in there. If you wanted to allocate it from the budget line that's an option.

Councilwoman Ecklund: But, do you have it anywhere?

Mr. Thompson: No.

Councilwoman Ecklund: Ok, I know this is not your budget, so I guess I'll have to ask the mayor. Is there logic behind that or is there something I'm missing?

Mr. Thompson: No. I really don't have information on that. It wasn't requested originally.

Councilwoman Graham-Reinhardt: Who was that last time?

Councilwoman Ecklund: That was Harry and before that it was Rex.

Council President Dolce: Let's be clear, that position has to be created and has to be abolished. If it were to be abolished by a legislative action. We created that.

Councilman Russell: You're referring to, if the intentions are to take the Public Safety Director's position and split it into Chief of Police and a Fire Chief, correct? That's what you're saying to clarify that.

Council President Dolce: I believe that would be.

Councilman Russell: But that takes an executive decision.

Councilwoman Graham-Reinhardt: I think we talked about it a while ago.

Councilwoman Ecklund: It's been batted around, but to be honest with you, when we get into that specific position, we have to have an executive session. So, we will request that during the open meeting. And if I forget, someone please also remind me. The only thing we can really talk to right now is the fact that the stipend that has normally been a part of the past years' budgets for that position is not in it currently. I'm sorry to interrupt, go ahead.

Interim Chief Jackson: Some of the additions of vehicles, within the last decade we've only received \$7,500.00 from the city to purchase our vehicles; usually we purchase vehicles through DWI funds. So, we did not get that this year. Buy money for our drug task force, we don't know how much we're going to

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get or how much we're going to use. That number fluctuates obviously we can't count on a single number. We usually set aside about \$1,200.00 a month for that.

Councilwoman Ecklund: I just want to clarify for the public though that, the stop DWI funds, the reason you didn't get it is not because they're not participating and doing those things, it's because with New York State budget cuts the program was essentially eradicated from the COVID. So, the reimbursements essentially stopped. Just so that people understand that these things are still happening, but the reimbursement is not.

Councilwoman Graham-Reinhardt: Buy money, what is buy money? Is it actually the purchasing? I just wanted to make sure I interpreted it correctly.

Interim Chief Jackson: The buy money, a couple of other things. We've requested two more police officers. Some of our capital projects, our range upgrade, we did not get that updated. It's very outdated. Body cams, body cameras, we need those as well. And our use of force training simulator. That's a reality-based training simulator video. Basically, what it does is, puts officers in real life scenarios and they work through the situation, whatever it may be. So those are the things, the capital projects we did not get this year.

Councilwoman Graham-Reinhardt: Chief, can you tell us what it costs? The capital projects.

Councilwoman James: Does the buy money...

Councilwoman Ecklund: It probably is. It's not broken out.

Interim Chief Jackson: I'm sorry, it is in the budget.

Councilwoman Ecklund: That is one concern I have about this budget in its entirety, poor Ryan, I have inundated asking for details. To me, some things are nice, but some things are not very transparent and hard to decipher and hard to find out. In fact, I had to ask him to submit to me, his submitted budget because I was lacking information in detail. Just not easily obtained. There's a lot of things I think that are missing. I'm trying to find the page for you, Ryan do you have the page handy?

Councilwoman Carrubba: Fifty-five.

Councilwoman Ecklund: Fifty-five?

Councilwoman Carrubba: I think it's at the bottom of the page.

Councilwoman Ecklund: So, if you look at what he requested. His equipment summary is \$87,650.00 of which nothing was included.

Councilwoman Graham-Reinhardt: That's under computers, officers, use of force simulator (inaudible).

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Councilwoman Ecklund: Yes, computers, fax machines, officers, cars, all that kind of stuff. I do have a couple of other questions. Crossing guards were missing, that's one thing that I could not find that was missing. They are still funded for next year. However, Ryan, I see that there is no increase for minimum wage?

Mr. Thompson: They don't make minimum wage.

Councilwoman Ecklund: They do not? Ok.

Mr. Thompson: They make \$9.00 an hour, I believe.

Councilwoman Ecklund: Ok, ok, so that explains that. I just wanted to make sure we were covered there. I do have a question regarding crossing guards that I need from the mayor directly so I can wait and ask that. The animal control officer and as it relates to the revenue fee for dog license. I didn't have a chance to really dig deep into what you sent me Ryan, but what exactly is the increase in the license revenue fee?

Mr. Thompson: For dog licenses?

Councilwoman Ecklund: Yes, I'm just concerned we're going to get zapped at council with another fee increase to vote on at the last minute. I'm trying to understand this.

Mr. Thompson: It's below 2021 projected, still lower than 2019.

Councilwoman Carruba: What is the actual cost increase that we're talking about? Is it the actual fee per dog or is it just to anticipate?

Mr. Thompson: That's just the number of people who purchased a dog license. I just think this was an off year due to the fact that we were shut down for two and a half months. So, I planned it as \$17,000.00 versus in 2019 it was at \$19,000.00. It is still \$2,000.00 below 2019.

Councilwoman Ecklund: It is, but we're only at thirteen so far this year, I guess. I just wanted to make sure I understood. You have no proposed increase in it? It's just collection?

Mr. Thompson: Correct.

Councilwoman Ecklund: So, I guess I'm going to ask the question of Chief Jackson, the ACO, when was the last time we did any type of census, or anything on dogs, do you know? I can't recall.

Interim Chief Jackson: It's been so long, if it has happened, I can't recall.

Councilwoman Ecklund: So, I guess...

Councilman Sheldon: That would increase the number of licenses issued.

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Councilwoman Ecklund: Is that something for, I mean, I don't know what his job is. I'm not trying to micromanage, but is that something we could possibly look into with him and maybe even the County Health, somebody? I don't know. Because of with the public safety avenue, of unlicensed, unregistered, unvaccinated dogs, it's concerning to me that we haven't done a census in so long to kind of be where we should be.

Councilman Sheldon: Yeah, I talked to Jim Olson about that a couple of years ago. My thought was the same.

Councilwoman Ecklund: I don't know, I guess, could you just see if you could come up with something about that as soon as possible?

Interim Chief Jackson: Sure.

Councilwoman Ecklund: Ryan, this pertains to police and fire, but not really to Chief Jackson or Chief Coon. The police and fire retirement amortization, I was looking for the schedule for it and the plan and I know we've only amortized three times in probably about 20 years. I just want to see that schedule along with the ERS schedule.

Mr. Thompson: Sure. I have the actual projection from the state as well?

Councilwoman Ecklund: Yep.

Mr. Thompson: With the estimated projections.

Councilwoman Ecklund: Perfect. Thank you. I think that may be it from me for you. Fortunately, your budget is pretty straight forward. Not a lot of grants, not a lot of things.

Councilman Russell: I have a couple of questions regarding overtime. I know Chief, you and I have spoken about this, I'm definitely not trying to put you on the spot here. For everyone here, one thing I want to explain is there's a desk position at the Police Department. That desk position is, a supervisor sits at that desk position that is listed as a supervisor's job. That originally was put in place many, many years ago, decades ago, when the Police Department had dispatchers that were stationed here at City Hall. They were city employees. You had someone working on the fire side, they were civilians. You had someone on the fire side, someone on the police side, and then you had a Jamestown Police Officer Supervisor that sat there and were in charge of them. Those dispatchers were absorbed by the county, probably fifteen or so more years ago. They're in Mayville now, so there's no dispatchers downstairs and yet there still remains a Jamestown Police Department Supervisor sitting at the desk. Now why that's important is because, it's a contractual thing that there has to be a supervisor there. Where the problem lies, is when that supervisor calls in sick or when that supervisor is sometimes is on pre picked vacation. The police department is mandated via the contract, to call a supervisor in on overtime. I personally feel there's a lot of overtime in waste by having that position remaining as a supervisor position. They do staff it with non-ranking patrolmen, there's a process where they have to if they need a supervisor on a desk, they go through a call-in procedure and if no one will take it a supervisor will take it and they will staff it with a patrolman. But there is a large amount of money going out the door in overtime for this supervisor's position that was meant to be replaced decades ago for a

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good reason. It's now outdated. Obviously, that has to be negotiated; it can't simply be switched. That is a union issue. I just wanted to bring it to the forefront that there is a lot of overtime there. That if that could be negotiated in good faith, that there could be a savings there. The second thing I wanted to ask the Chief was, I don't necessarily expect an answer right now, but I know that we have an officer that is dispatched out of town, who works with a federal agency and I'm curious to see the amount of money that the city is benefiting from having that officer out of town. Because what that officer is doing is working with a federal agency and as a result the city gets some funds through drug cases that are funded back to the city, they get a portion of it. I'm curious to get a number if I could, a dollar amount of how much we have benefited by that. I know that officer's overtime is paid for by this federal agency. But the base salary is still paid by the citizens of Jamestown. Also, with that overtime and the increase in that officer's salary with the overtime, it results in the city having to pay a higher dollar amount to the New York State Police and Fire pension system. So, I guess my question is again, how much are we benefitting by having that officer not in the city and working with this federal agency? I mean if it's working and it's in the plus column then I understand that. But I'd like to see going back five or so more years, has that position paid for itself? Are we in the plus column?

Interim Chief Jackson: I can look that up.

Councilman Russell: Thank you.

Councilwoman James: So, with that, does that mean we have 59 actual offices here working, if you have one out of town, who is actually still on the roster? We have 59 officers in the City of Jamestown versus 60. I mean I think we're still under, he's not here, he's not in the city.

Councilman Russell: He's physically not here, but he's still a Jamestown Police Officer. That person still counts as manpower.

Councilwoman Ecklund: Can I ask a question about that? Because I'm trying to understand, we know what they're doing out of town. So, with that being said, do they send someone down here to offset that at times? I mean are we doing a trade or?

Interim Chief Jackson: No. When that officer is needed in Jamestown, he returns to Jamestown.

Councilwoman James: Only when he is needed. Ok.

Councilwoman Carruba: How is the determination made for that particular, was it a voluntary kind of process or how is it that that particular individual...

Interim Chief Jackson: You can view it as somewhat of a promotion, you have to apply for it, have seniority, and qualifications.

Councilwoman Carruba: I wasn't exactly sure how that happened. You said they were working for a federal agency, how they would get selected. Thank you.

Councilman Russell: The city does receive asset forfeiture money for that, but as I said my questions is, is it more than what the city is putting out?

Councilwoman Carruba: When you brought up the overtime, do we have any figures on what that overtime position that you were talking about, the supervisor, how much we paid for that last year?

Interim Chief Jackson: I do not.

Councilwoman Carruba: Would that be possible, either Ryan or Chief to get that information? Just on the desk position that he is talking about, the supervisor.

Interim Chief Jackson: I can look into that.

Councilwoman Carruba: Ok, thank you.

Councilwoman Ecklund: Anybody else have any further questions? Ok.

Interim Chief Jackson: Thank you.

Councilwoman Ecklund: We can run into fire. Thank you very much.

Councilman Russell: Thank you, Chief.

Councilwoman Ecklund: Whenever you're ready.

Deputy Fire Chief Coon: I gave you guys just a little bit of a letter. Since this is my first budget and I just kind of wanted you to know where my perspective was coming from when I was putting this together. It's something you can read at your leisure. Just a couple noteworthy things when looking over the budget itself. Hopefully this copy is a little bit easier to read. As far as the one hundred account, if you look close, the executive page has no new positions in it for JFD. As you guys know we had one member that retired last spring, in April, that person is not being replaced. We have another one that is going to be retiring in December and we have two more scheduled to go next April. So, if you look farther down in the one hundred account, you'll see we've requested four replacements. That is the need to have minimum staffing just as we are right now. The fire department currently has 54 uniformed personnel and one civilian. So, that would put us back up to the 55, which is where we were on January 1st of this year.

I did request in the budget, if you'd look an EMS training battalion chief, that would be a new position. That unfortunately was not funded. The reason I had asked for that is the insurance services office re-evaluated us in 2015 and the short version is that measures the effectiveness of your firefighting force. One of the things we were lacking on is training. As a department, we strive very hard to try to meet the new training requirements. ISO requires us to train the members to two hundred hours per year. That's just fire training, that's not inclusive from what we're missing, medical and CPR. Years ago, we use to have a Captain, and then ultimately the Battalion Chief, that was assigned to the office for those. That position was eliminated when that person retired in 2011. Subsequently, that is one of the contributing factors as to why our ISO level dropped. So, that is why I have requested that position. As far as the two hundred account, for the capital expenditures, which begins on the second page there toward the bottom. Historically, we've always had to replace a certain amount of water hoses per year. We do all of our hose testing in house; we do not farm that out. As we do all of our own pump testing in house as well. We're certified to do that and have people capable

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of performing those supports as well. The fire hose has a service life of 20 years and there's always a certain amount of them that we try to replace every year. So that we're not unduly burden with a large amount of hose coming due and reaching its life limit. Computer work stations for stations three, four, and five, there is currently no internet access or computers in those outside stations. That kind of goes towards a goal I have of trying to make reporting more efficient which we'll talk about in a couple of minutes. A little farther down we did ask for a new ambulance this year. That would help to ensure we are covered in the event that our current ambulance, which is seven years old, breaks down. As you guys know, we recently worked on a new agreement with Allstar ambulance to provide ambulance transports to our citizens. The Fire Department still retains the sole responsibility to ensure that somebody goes to those calls, so if Allstar isn't available we have to have an ambulance available to us. Our current one is seven years old and it was purchased on a grant. Unfortunately, grant funding for an additional ambulance may not be exactly going to be forthcoming in the climate that we're in. But we're still going to try and seek some funding sources to try and absorb the cost of the vehicle. I wanted you guys to be aware as to why I was requesting.

Councilman Nelson: What's the typical lifespan?

Deputy Chief Coon: Usually for an ambulance it's about ten years. So, for a piece of fire apparatus we generally run on the frontline for twenty years that's the longest they'll allow us to do that. Then they can stay in reserve as long as they still pass inspection and a pumping aerial test. Our experience at JFD is usually have a piece of fire equipment for thirty years plus, usually thirty to thirty-five. Unfortunately for an ambulance it's about ten. We've bought some used equipment in the past for ambulances that were older than that that had seen less use. Currently we are just over eleven hundred transports for this year. Fortunately, we haven't had any breakdowns. It makes it very difficult. Just have had the oil changed and the tires rotated; it's obviously not available to us.

Computer replacements which is a little bit farther down the list. Our Code Enforcement Officer has been using a temporary laptop since the station flooded a couple of years ago, so we'll be seeking to get him an actual desktop computer. Then the laptop used would be turned over to our fire investigators, or to the training bureau so when members have to travel for training, they'll have something electronic to complete their training to use. The last thing on the list under the two hundred account; the breathing air compressor service agreement, that's something you have not seen in the past. Our breathing air compressor is located here at station one and it's the only one we have. That's what actually refills our air bottles for our packs, that machine was over \$60,000.00 when we purchased it with grant funds about seven years ago, I believe. That machine has never had a regular service agreement, we have always had to pay each time that there is a breakdown. We do all our own sampling inhouse and that will continue to be the case even under the service agreement. They'll come in and make sure the oil gets changed and it's actually a certified company, that's actually the dealership that we bought the machine from. No other ones have opened up in the service area. They are located outside of the city area, come up from the Buffalo area, when we need emergency repairs that person gets paid from the moment they step out of their door. A maintenance agreement, in my view, would be money better spent to have them come on a regular basis.

Councilwoman Graham-Reinhardt: How much money was it before the maintenance agreement?

Deputy Chief Coon: We've never had a maintenance agreement before. We don't currently have one. If this survives the budget, then I will sign the agreement.

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Councilwoman Graham-Reinhardt: So, before if something needed to be, because you said you did the stuff inhouse, right?

Deputy Chief Coon: The air sampling has to be done quarterly, that has to be posted so the members know the purity of the air that goes into the machine and it's not just actually for our tanks; we also fill scuba bottles for the state police and a few of the JPD members. But that there has to be maintained a certain purity and we send that to a lab to be tested every quarter. Our own members in house, including myself, are trained to do that, so we do the sampling. It takes about 15 minutes and then we send it to the lab. And then they send us back a report with quality of the air and then that's posted right next to the machine. So, if anybody every inquired about the purity of the air quality going into their bottles, that is where that is posted.

Councilwoman Graham-Reinhardt: Prior to you requesting this maintenance agreement, there really wasn't any real maintenance done other than whatever you and your officers could do?

Deputy Chief Coon: Right. Basically, if a machine broke down, then we would have to call somebody for repairs, which is very costly.

Councilwoman Ecklund: There was no preventative maintenance.

Councilwoman Graham-Reinhardt: Right, ok. Alright, that helps.

Councilwoman Ecklund: As you have aging equipment, it is bound to have more issues.

Councilwoman Graham-Reinhardt: And how long do those last?

Deputy Chief Coon: To put it in perspective, the last new machine we had was nearly 30 years old.

Councilwoman Graham-Reinhardt: Ok, and this one's about seven or eight?

Deputy Chief Coon: This one is seven years old. They last a long time. So, we're good here for some more years. Alright guys moving on to the four hundred account.

Councilwoman James: Before you move on, I just have a question. About the Code Enforcement Officer, what's the difference between your Code Enforcement person and the Code Enforcement person for DOD?

Deputy Chief Coon: For DOD? Right, so our Code Enforcement Officer he does more of the fire code and he can do the occupancy inspections as well. He will inspect the restaurants to make sure that their overhead ventilation systems are being cleaned on a regularly basis, all their fire extinguishers are up to date, make sure they're not locking and blocking their exits. He does work very closely with DOD; he'll do some of those functions that are parallels there. So, sometimes he can fill in for the building inspector, Larry Scalise. Our Code Enforcement Officer Rob, he's not exactly designed to do housing that's really kind of meant to lean more as fire things.

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Councilwoman Ecklund: He's more of a safety violation, I guess, in a broader term, for general public safety versus individual home.

Deputy Chief Coon: Right. Housing generally will go to them. We do more of the commercial stuff. We actually use him for a dual purpose. He also does our medical in-house training. He conducts that for us. He's a certified instructor, he works through the college (inaudible).

Councilwoman James: Thank you.

Deputy Chief Coon: Ok guys, on the four hundred account, something that was new to the budget last year, was a line for medical supplies. These are supplies we use just for the ambulance. Ok, I should rephrase that, they're used for emergency medical calls. The calls the engines go to. We didn't have a really good way to measure how many supplies were being used for the ambulance versus being used generally by the engine companies when they go out to do EMS and the two-tiered response. We figured it was somewhere probably in the \$4,000 to \$5,000 range, that number was actually too low it's probably closer to \$10,000. Now granted this year we've had COVID and we've had an uptick in calls, but generally speaking year over year our calls volume keeps increasing. We still have to maintain medical supplies in the vehicle to meet minimum standards. We are going through some of those things. That's why you see an increase requested in there. Just some additional considerations guys, one thing you don't see in the budget, but one thing we are sorely in need of and my hope we can pull this out of contingency, is we need some new reporting software for both fire and EMS. Our current software that we use is not set up to do anything from emergency medical, it only does fire reporting and it's sixteen years old. So, to put it in perspective, if I go to do a fire report and say I went to station three and it happened last night at 10:00, the interoffice mail comes down to City Hall twice per day. That report if it doesn't go in the interoffice mail on the day shift it would come down on the night shift. And then my administrative assistant has to manually input those hand written reports into the computer system for reporting. So, for a report that should take fifteen to twenty minutes to do online takes two and a half days to get into a computer. It's not very efficient at all.

Councilwoman Ecklund: What cost are you looking at?

Deputy Chief Coon: The cost for the software is the quote that I received through the Sheriff's Office is about \$144,000.00. And that's just to purchase the software. The software then has a maintenance agreement, on it in the amount of \$22,000.00 per year. I'm going to caveat that a little bit. What I did is, I reached out to the Sheriff's Office, the new world reporting software that the police departments use, the entire county law enforcement is on the same system and they have been for probably thirty-five years. Unfortunately for fire, there is no standard for the reporting. We just have to meet the national fire incident reporting system and there's several packages out there that do that and that's what our software currently does. It will not do emergency medical; it will not do training; it will not do inspections. My hope would be that at some point to be able to partner with the county and get on to the new world software similar to what the law enforcement community uses. Everybody shares, there's already agreements in place between the local law enforcement agencies and the Sheriff's Office on how that works. Unfortunately, I don't have a clear answer from the Sheriff's office yet on if they'll be able to do that with us. I'm hoping to be able to whittle that number down and then see if that's something we can have access to where as to we can interface, we'd be able to have real time data. When the members log on and get on a live system, just like the Police Department is. Everything would be populated to the fire records portion of that, we wouldn't be using law

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enforcement software this would be strictly for fire and EMS. Those also meet guidelines for medical reporting, that's called Nempsis and New World software does meet that. But we're not totally sold on New World, we're getting with the IT Department to try to get some quotes and figure out what's going to actually work best for us. Something that would interface with what the county currently uses for the dispatch software that similar to what law enforcement uses would be best for us. I'm hoping, Kimberly, to get that down below \$100,000.00 for the initial purchase cost. The county already purchases some of this product, but they don't purchase the reporting part of it. So, I'm going to get with the county to see if that's something we'll be able to do.

Councilwoman Ecklund: I'm going to caveat that by saying I would love to make things easier. But I have concerns with the contingency being absorbed just because of COVID expenses. So, is there any grants out there, that would cover software updates in the federal realm?

Deputy Chief Coon: It's quite difficult to obtain a grant on software when the records are already mandatory. It's kind of the price of doing business, if you will. I haven't been successful in seeking a grant yet that will allow us to purchase hardware and software just to meet minimum reporting standards.

Councilwoman Ecklund: I would even expand your search into the medical fields, in the medical avenues because, in turn, this benefits them when the patient is transported. So maybe there's some partnership somewhere.

Deputy Chief Coon: As far as the ambulance billing goes and we've discussed this a little bit in recent weeks. We currently do not have the appropriate hardware or software in place to bill them. Not one billing agency will take a hand written report and create a bill.

Councilman Russell: Would this new software program that you're talking about fix that problem. Would that work in conjunction with being be able to bill?

Deputy Chief Coon: The billing software will have to be able to talk to whatever reporting software we go with.

Councilman Russell: So, they're not one in the same.

Deputy Chief Coon: The charting and the billing that's two separate things. I would love for us to be able to be all on one platform, so we don't have to input three systems. Especially from a handwritten document into the system. As it currently stands, we do not have the tools in place to do any billing what so ever.

Councilwoman Ecklund: We just entered that agreement. So, I would suggest you put together a document to provide to us that lists these concerns and these costs as soon as possible. Because the agreement is that we are going to be; part of this deal with the Allstar, was that we were going to be able to do some of those things.

Deputy Chief Coon: Allstar is willing to help us out with the billing portion of it, but we are going to have to put the software in place to enable that.

Councilwoman Ecklund: I think you're are correct. So, I guess involve Mark. Everything we do through IT should go through IT Department. Involve him with what works with our system and see. Put something together more concrete, I guess.

Councilwoman James: You don't have Internet? You have three stations that don't have internet?

Councilwoman Ecklund: No.

Councilwoman James: That's wrong. That's crazy.

Councilwoman Carruba: You said it takes two and a half days to get those reports completed, in that process how many people actually touch that document to get the two-and-a-half-day entry?

Deputy Chief Coon: Including the author, three to four.

Councilwoman Carruba: Seriously? Three to four people handle it. Well, that's my concern. I know it sounds like a lot, but in man hours how would you estimate? I know that's two and a half days, but how much time would you estimate with that many people touching it that, their time has been spent?

Deputy Chief Coon: To do a hand written the report, the author probably spends about thirty minutes per call to do those, for an EMS call. Fires are different because those are electronically entered into the system and they take about two and a half hours to for just one fire report. So, to do a medical report, because there's a fire report, and then to do the emergency medical chart that goes with it about you're looking at thirty minutes. And the other probably takes fifteen to thirty minutes depending on what's going on with the call usually. In an hour tied just in authoring the document and then actually entering the reports. When the chiefs make rounds, they make special trips to the station to collect that, that's something that's part of their duties. So then, those rounds go around and the mail comes in and then the out-going mail goes out so that'll be another hour that would normally take twenty minutes, twenty minutes electronically now takes two hours.

Councilwoman Carruba: That's too much handling. You lose time and you lose information even in that process as well.

Deputy Chief Coon: Our efficiency would increase if we can turn those reports over faster.

Councilwoman Ecklund: I'm going to ask an interim question, and this is an IT question you may not have the answer for right away. But is it possible to make it work with IT and see if there's some type of document that can be created that you could upload much easier or something until we can figure out this full online reporting type stuff?

Deputy Chief Coon: To Mark's credit, he works, he and Josh both, they work extremely hard to keep our fire reporting software going as it is. It's not well suited for multiple users. That's why we are pretty much limit it to two people at a time. If I'm completing a fire report and Melody is inputting another call

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it will crash. And so, it's best to kind of work with it as we have, which means it's been along for quite some time. I'm happy to work with Mark. I totally agree, he has to be onboard no matter what we do.

Councilwoman Ecklund: Yeah, I mean, I just know we use PDFs uploads and downloads constantly, maybe there's something interim that even if we pay someone to create a couple hundred dollars to get you some relief and some time saved with that. Then that may be an answer for an interim period, until you can get all those other quirks worked out.

Deputy Chief Coon: Absolutely.

Councilwoman Ecklund: I don't know if it's a possibility or not, but it's worth the ask, I guess.

Deputy Chief Coon: The engine company runs just under a thousand calls each year. So, each engine company does three thousand reports alone that she puts in. Just from those outside companies.

Councilwoman Ecklund: I'm all for trying to improve it. So, if there is a way, we can make that streamline a little easier right now to see if there's something out there.

Deputy Chief Coon: Thank you for the suggestion, I appreciate that.

Councilwoman Ecklund: You're welcome.

Councilwoman Graham-Reinhardt: Just really quickly. How many firefighters currently do you have?

Deputy Chief Coon: Currently we have fifty-four uniformed personnel and one civilian.

Councilwoman Graham-Reinhardt: And one what?

Deputy Chief Coon: One civilian.

Councilwoman Graham-Reinhardt: One civilian.

Deputy Chief Coon: My administrative assistant, Melody.

Councilwoman Ecklund: But with 2021, you'll be back up to fifty-five, is that correct?

Deputy Chief Coon: Correct.

Councilwoman Graham-Reinhardt: Is that the minimum staffing for fire as well?

Councilwoman Ecklund: They have impact pay for, yes. So, it's not exactly the words minimum staffing, but there's a supplemental agreement for police and fire. Essentially, yes, they do have minimum staffing.

Councilwoman Graham-Reinhardt: Okay.

Deputy Chief Coon: For a little clarity for what you said about whole roster impact, ours is per shift, it's minimum staffing per shift.

Councilwoman Ecklund: So, anytime when you fall below a certain number per shift, those other officers are impact pay. To answer that question that you had asked me earlier, if you in fact, it all correlates. If you cut overtime, you can't call someone in, so you may be double paying in overtime and impact because you short changed and also for their safety. It's a tough balance, to me and public safety to man the overtime the impact because it's uncontrollable in some cases. I mean like especially in today's society.

Deputy Chief Coon: We have two members that are currently off on long term injury. One I expect to be back here shortly. Hopefully, the end of the year, I'd expect.

Councilwoman Ecklund: I think the one thing we use to get periodically that I have not seen for a while and it relates to that, is your number of officers off on injury and stuff like that. Long term just a summary of that maybe every once in a while, going forward.

Deputy Chief Coon: Sure.

Councilwoman Ecklund: I don't have any other questions. I don't know if anyone else does.

Councilwoman Graham-Reinhardt: It's pretty cut and dry.

Councilwoman Ecklund: Ryan, I do have some more questions for you though.

Deputy Chief Coon: You guys are all set with me?

Councilwoman Graham-Reinhardt: Yes, thank you.

Deputy Chief Coon: Thank you very much for your attention, I appreciate it.

Councilwoman Ecklund: I did get through a lot of the stuff you sent me last week, so thank you. There's a couple things I asked for that I still didn't get. The debt schedule, and then the worker's comp schedule. just want to reiterate a couple of things we talked about last week. The parking fines and violations, I haven't heard back whether or not it has gone through the judge for his approval before it even comes to council. I know we're still openly discussing this, as well as parking meter fees, but I don't want to wait to the last minute. I want to keep that out there. And then, still have concerns about the combining or the consolidation of departments. Maybe Jennifer, between you and Jennifer, you can look up in the past. I think New York State has a term of accounts that we have to file and follow, I just want to make sure we do on that. I don't want to get through this process and find out they don't approve our budget when we submit it. I think that's it for you specifically Ryan.

Mr. Thompson: That debt schedule, so what exactly are you looking for with that?

Councilwoman Ecklund: For which one?

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Councilwoman Carrubba: The debt schedule.

Councilwoman Ecklund: The debt, the bonds we have, we've seen it for years. It's bonds year over year, what are paid off, what our payments are for the year. The mayor has talked that he may be introducing another one that's not in the budget. We need to look at that and see if that's even feasible.

Mr. Thompson: So, you're looking for the principal and interest payments by bond basically?

Councilwoman Ecklund: Correct. That should be something that you should have.

Mr. Thompson: Yes, I have that. Yes.

Councilwoman Ecklund: Okay. I do have some questions for the mayor. We can talk about them when he gets here, I guess.

Councilwoman Ecklund: Okay. I know I mentioned this last week. I have gotten a list of vehicles that we've recently leased, both in DOD and your office. I have quite a few concerns about that. One thing, they're in the budget, and this is probably the first time in as long as I can remember and way prior to me, that we've had the mayor have a vehicle in his budget line item. I do have concerns about that. And my biggest concern is we didn't authorize any of these leases that came into effect as a public body, so we need to talk about that. Crossing guards, mayor, as it relates to you, I received a call today about concerns regarding crossing guards not being at certain locations at all times of kids being released, with the new COVID release. So, how are we handling that?

Council President Dolce: Because of schedules?

Councilwoman Ecklund: Yeah, their schedules are totally different. Before it was two times a day and now its four times a day, two to four times a day depending on the school. So, I guess, how are we handling that? The person had a vital concern because they witnessed a near miss near Fletcher school. I want to make sure we address that. (Audio ended)

Respectfully submitted,
Jennifer R. Williams
City Clerk/Treasurer