

Budget & Finance Committee
Thursday, September 22, 2016 – 5:30 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor R. Scott Memhard; Councilor Joseph Ciolino; Councilor Joseph Orlando

Absent: None.

Also Present: Councilor Cox (departed meeting at 5:57 p.m.); Councilor Nolan (entered the meeting at 5:40 p.m.); Kenny Costa; John Dunn; Harbormaster T.J. Ciarametaro; Deputy Harbormaster Chad Johnson; Acting Police Chief John McCarthy

The meeting convened at 5:31 p.m. Upon the arrival of Councilor Nolan there was a quorum of the City Council until the departure of Councilor Cox as noted above.

1. Memorandum from Harbormaster re: request to accept a donation/sale of the Cape Ann Emergency Response Team (CERT) boat for the Harbormaster's Office

Harbormaster T.J. Ciarametaro conveyed the following information: The Community Emergency Response Team (CERT) of Gloucester took ownership of a 25-foot 1994 Parker Marine Custom Fire/Rescue Boat, donated by the city of New Bedford several years ago. It wasn't used with any frequency, and now CERT has expressed their wish to donate the boat to the Harbormaster's Department. After speaking with Fire Chief Eric Smith and Carol McMahan of CERT he learned that the boat was just sitting in West Gloucester not serving any purpose. The Harbormaster's Department doesn't currently have a boat for foul weather operations, a boat with a heated, enclosed console, nor one that has any firefighting capability. It was pointed out that this past summer there were five small boat fires, and that the city doesn't have an on-the-water firefighting platform. While this isn't a total on-the-water firefighting platform, it is a good one for moving the department forward and opens up grant opportunities with such a system in place. Carol McMahan currently is the owner of record, and has agreed to "sell" it to the Harbormaster's Dept. for \$1.00/donation. A Memorandum of Understanding (MOU) has been drafted with Chief Smith that was reviewed by General Counsel. The boat will be solely for the Harbormaster's Dept. and will be labeled as such. The Harbormaster's Dept. will provide a crew to operate the boat for the Fire Department. If there is a need for the boat when either the Harbormaster or Deputy Harbormaster aren't available, the Fire Dept. have on staff firefighters who are licensed captains who will be authorized to operate the boat if need be. The MOU states that the Fire Dept. will, out of their budget, set aside \$5,000 to maintain the boat's firefighting and rescue equipment. If there is a catastrophic/emergency repair, both the Fire Dept. and the Harbormaster's Dept. will work together within both budgets to make repairs if possible and that both parties agree on how to proceed.

Harbormaster Ciarametaro suggested that the 25 foot Parker will be a great asset for his department highlighting that there is a dive platform and door allowing them to take out divers to do maintenance on moorings without having to pay for a second boat to transport them. He conveyed that no big ticket items on the boat need replacement as the boat has been well serviced and only needs a few very minor items replaced. He pointed out that his department has responded to 40 disabled vessels and rescues, and as such the onboard infrared system will be very advantageous for nighttime searches. He added that the installed outboards have less than 200 hours, and that there is radar which is tremendously advantageous in foul weather. He noted that the insurance cost will be covered under the department's already in place boat insurance; there will be no additional dockage fees with the new harbormaster docks and no real additional gas expense, although he admitted it might go up a few percent for fuel due to pricing. He has estimated engine maintenance to be about \$1,000 and advised that a good deal of routine maintenance is now being done by he and the Deputy Harbormaster in house which is lowering costs overall. It will not cost much for this platform (boat), he advised, and by having this boat in the department's rotation, it may allow the department to eliminate, one of their smaller platforms. The biggest expense is the detailing, he pointed out, and the boat will need to be pressure washed.

Councilor Cox asked if CERT will have access to the boat as she said CERT volunteers should have more leeway to utilize it as the point of having the boat in their possession was to help out in emergency situations. She reminded the Committee that the city has accepted, since the Gloucester CERT started, federal grant funds, much of which may have been used, she suggested, maintaining the boat -- and if that was the case, those grants were specifically for CERT. **Harbormaster Ciarametaro** noted it is stated in the MOU's last paragraph that CERT volunteers, under the authorization of the Emergency Management Director, and subject to approval by the Harbormaster, will be available to assist as crew for the boat that may require additional volunteer personnel for

certain activities, pending training and experience for each separate incident. **Councilor Cox** recounted how the boat had been used by CERT for large events such as the Parade of Sails, the Blackburn Challenge and other on-the-water social events. She expressed support for the boat being used, but cautioned that the boat's care and maintenance was paid through by an anonymous donation of about \$30,000, and that the boat couldn't be purchased for that little amount of money. She added that if it is an emergency situation clearly the Harbormaster's Dept. has priority. She pointed out that CERT wouldn't have had a boat if they didn't have experienced people available to run it, and reiterated that more consideration should have been given to CERT.

Miles Schlichte, Deputy Fire Chief-Operations, recounted for the Committee that it was four years ago this asset came to the city. The boat came by way of the city of Boston through the city of New Bedford. The B&F Committee at that time had supported the donation of the boat which he helped to bring to Gloucester but upon concern being expressed at Council, and returning the matter to B&F, the boat's donation was refused -- CERT then took ownership of the boat. He confirmed the boat was used by CERT for the Parade of Sails, the Junior Olympics Sailing, and other on-the-water events, and in the boat's first year in Gloucester, former Mayor Kirk Okayed a one-time support of \$10,000 for it. Once those funds were expended it became impossible for CERT to maintain the boat financially. He clarified that the CERT Corporation owns the boat and that \$30,000 was put into. He advised the Committee that the boat is in turnkey condition. He expressed his full support of this asset begin donated to the Harbormaster's Dept., adding that the boat would be a supplement to the Police Fire Boat although saying that both boats combined are not sufficient to be called a true fire boat. He said he was speaking for Ms. Mahon, and said that while CERT members are well intended none stepped forward as trained vessel operators and that they are more comfortable with the Harbormaster's possession of the boat, and with CERT volunteers in supporting roles moving forward.

Harbormaster Ciarametaro made clear to the Committee that the boat will be in the sole possession of his department, and that no volunteers will be running this boat because of liability reasons, as well as training and experience. If the boat is underway showing the city logo and flag, the public as well as the U.S. Coast Guard expect the Harbormaster and/or his trained, professional staff to be on board which is no different than the operation of the department's 23 foot patrol boat aside from the MOU in place for a catastrophic event, he pointed out. Having responded to many boat fires while in the Coast Guard, he said this boat is an initial response boat. This is not a boat which can fight a massive marine fire but to decrease a catastrophic event such as towing away a burning boat and to rescue people in harm's way. He expressed he wasn't able to justify taking volunteers as part of such responses, but that he would welcome CERT to take part a scheduled training event in conjunction with the Fire Dept., or schedule with him man-overboard drills but they may not in taking the boat out on a volunteer basis as long as it is the possession of the Harbormaster's Dept. **Councilor Cox** reiterated she was advocating for CERT volunteers being able to join training opportunities, and asked for a copy of the MOU. She expressed her disappointment in the city's complete lack of support for utilizing CERT. **Deputy Chief Schlichte** added that Ms. McMahan was pleased with this arrangement (MOU).

Councilor Orlando said this boat has been dry docked on a trailer for some time now, several years, two seasons, as confirmed by **Deputy Chief Schlichte**, who conveyed the boat had been here since CERT could no longer afford the boat's insurance and maintenance and is the only reason it came out of the water. **Chad Johnson**, Deputy Harbormaster, added storage was an issue for the boat as well. All involved voiced their agreement that the boat will be an important city asset. **Councilor Orlando** said if the boat can be used it should be.

Councilor Ciolino recounted some of the issues surrounding the boat previously and expressed he was pleased this great asset will be utilized with a sound plan in place. He said these are the kind of changes they were looking to see from the Harbormaster's office with the change in leadership.

Councilor Nolan requested that moving forward documentation such as an MOU, boat specifications, and photographs are forwarded with memoranda so that the Council has a complete picture. **Harbormaster Ciarametaro** assured that would be the case.

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council accept under MGL c. 44, Sec. 53A-1/2 to accept a donation of a 25-foot 1994 Parker Marine Custom Fire/Rescue Boat and related equipment from the Gloucester unit of the Community Emergency Response Team with an approximate value of \$50,000, serial number PKMKH220I394 for use by the Gloucester Harbormaster's Department.

2. *Special Budgetary Transfer 2017-SBT-1 from the Police Department*

Acting Chief John McCarthy reviewed for the Committee that funds are needed to pay a temporary agency to hire coverage of the department's account clerk who is out on Worker's Comp. The cost to the department will be \$32/hour which is an all-inclusive rate from Account Temps. The total transfer amount is \$640. Funds are available from the Police Administration, Salary/Wage-Permanent Position sub-account which pays the salary of the Account Clerk as she is being paid through Worker's Comp which comes out of the Personnel Department's budget, he noted, adding that the funds are being transferred to the Police Administration, Purchase of Services account in order to pay Account Temps' invoices. His department may need to come back with another transfer on this matter as the Account Clerk may have her leave further extended, he advised.

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Special Budgetary Transfer 2017-SBT-1 in the amount of \$640.00 from Account #0121051-511000, Police Administration, Salaries to Account #0121052-520000, Police Administration, Purchase of Services for the purpose of funding the services of a temporary employee through a temporary agency at a rate of approximately \$32.00 per hour inclusive.

3. *Special Budgetary Transfer 2017-SBT-2 from the Fire Department*

This transfer was described as simply correcting an inappropriate budgeting of funds in the Fire Department's Tuition Reimbursement account in the FY17 budget and now correcting that oversight by moving the funds into the correct account, Fire Department, In-Service Training OM, **Kenny Costa**, City Auditor, reported.

Councilor Orlando recounted that the Committee had a discussion on this account during the FY17 budget review. **Mr. Costa** noted this money is going towards tuition reimbursement and is the same purpose but it isn't appropriate that it be paid out of a salary account and belongs in an ordinary account. This is an accounting correction, he said.

COMMITTEE RECOMMENDATION: On motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Special Budgetary Transfer 2017-SBT-2 in the amount of \$5,000.00 from Account #0122051-519001, Fire Department, Tuition Reimbursement to Account #0122052-530025 Fire Department, In-Service Training OM for the purpose of appropriately classifying training funds into an ordinary account.

4. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report*

Mr. Costa reviewed briefly his reports with the Committee (on file).

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:05 p.m.

Respectfully submitted,

Dana C. Jorgensson

Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING:

- Photographs and specifications of the 25-foot 1994 Parker Marine Custom Fire/Rescue Boat and MOU between Harbormaster's Dept. & Fire Dept. as submitted by the Harbormaster