

**Town of Brookline
Advisory Committee Minutes**

July 11, 2022

Meeting Recording:

<https://brooklinema.zoomgov.com/rec/share/pHgkpSerQURJpJSIxX965OQIGTKbqXsKiOyMZyc0-47c0LVbjwtGnOcukHburhcX.VuLY8L5eid0NUACE>

Access Passcode: q9rt4a\$&

Present: Ben Birnbaum, Harry Bohrs, Clifford Brown, Patricia Correa, John Doggett, Dennis Doughty, Katherine Florio, Harry Friedman, David-Marc Goldstein, Neil Gordon, Susan Granoff, Kelly Hardebeck, Amy Hummel, Anita Johnson, Alisa Jonas, Janice Kahn, Carol Levin, Pamela Lodish, Joslin Murphy, Linda Olson Pehlke, Donelle O’Neal, Markus L. Penzel, David Pollak, Stephen Reeders, Carlos Ridruejo, Lee Selwyn, Alok Somani, Carolyn R. Thall, Christine Westphal

Also Attending: TMM Moderator Kate Poverman, Human Resources Director Ann Hess Braga, Deputy Town Administrator Melissa Goff, Fire Chief John Sullivan, Public Safety Kevin Mascoll, Carla Benka, Perry Grossman, Felina Silver Robinson, Mark Gray, Mike Toffel, Nate Tucker and other members of the public.

The meeting was called to order at 7:00 PM.

Announcements: Pursuant to this Board’s Authority under 940 CMR 29.10 (8), all Advisory Committee Members will be participating remotely via telephone or video conferencing due to emergency regulations regarding the Corona virus. The Chair has reviewed the requirements of the regulations. There is a quorum physically present and all votes taken will be recorded by roll call so all above listed Advisory Committee members will be allowed to vote.

Public Comment – No public comment was offered.

Election of an Advisory Committee Chairperson, Vice-chairperson, and Secretary.

Ben Kaufman, Town Clerk emailed to say that pandemic allowances for remote swearing in have expired, so new and reappointed AC members will need to come to the Town Clerk’s office to be sworn in in person at Town Hall. Contact Ben via email and schedule time to take your oath which needs to be done before you can attend a meeting so please do this over the next few weeks.

TMM Moderator Kate Poverman gave an overview on the composition of the current Advisory Committee: 29 members, 14 women, 15 men, no TMM from Precincts 4/5/9 but At-Large members. She thanked the Advisory Committee for their commitment and the valuable contributions of long standing members.

The Moderator then requested nominations for the Advisory Committee officers.

Requested nominations for Secretary of AC for 2023

Nomination: Lisa Portscher

A **MOTION** was made and seconded to nominate Lisa Portscher as Secretary of the AC.

By a roll-call **VOTE** of 27 in favor, none opposed, and no abstentions, the Advisory Committee approved the election of Lisa Portscher as the Secretary of the AC.

Requested nominations for Vice-Chair of AC for 2023

Nomination: Harry Friedman

A **MOTION** was made and seconded to nominate Harry Friedman as Vice-Chair 1 of AC. By a **VOTE** of 25 in favor, none opposed and no abstentions, the Advisory Committee approved the election of Harry Friedman Vice-Chair 1 of the AC.

Requested nominations for a Chair for AC for 2023

Nomination: Dennis Doughty

By a **VOTE** of 26 in favor, none opposed and one abstention, the Advisory Committee approved the election of Dennis Doughty as Chair of the AC.

7:20 pm Review, discussion, and vote on Reserve Fund transfer requests

Fire Department

As you have been made aware in two memos from Justin Casanova-Davis in October 2021 and recently in June, the Fire Department must regrettably ask for a Reserve Fund Transfer of \$1,490,357.00 to cover unanticipated expenses incurred in the department's overtime account for FY 2022. Chief Sullivan reviewed staffing patterns in order to help members understand how overtime happens (see attached spreadsheet at the end of these minutes) and the FY 22 budget and expenditures to show how the deficit occurred. Deputy Town Administrator Melissa Goff briefly explained how gaps are closed with buyouts and other items. IOD only covers medical expenses; salaries stay in the department's account.

The Chief further explained absences by EPSL/EFML, IOD, sick time and overtime.

Questions, Comments

Q: This is to close out the books from last year? A: Yes that is correct. There are some memos that were sent from Justin Casanova-Davis to the AC to make them aware that this was coming which are included with these minutes.

Q: When a firefighter is out because of COVID where does it show up? A: Two different things – depends on whether exposure was on the job or during their own time. Initially gave everyone benefit of the doubt, everyone was given the presumption that it was job related. That waned over time with vaccinations. In FY22 you had to make a direct connection to a call. What occurred more often someone would come in to work not knowing they were positive and infect others at work. Injured on Duty or Personal Sick Leave or used EPSL for their time off if they had it

Q: Regarding IOD, can you give us context of injuries and average someone would be out? A: Has another spreadsheet where we track the kinds of injuries in order to take action to prevent them from happening. 50% are fire related – at the site they twist an ankle, hurt their back or shoulders; some may occur during training; some at the station getting on/off the truck or diamond plate let go under the fire fighter's foot. How long someone is out recovering depends on the nature of the injury.

Ann Braga, Human Resources Director concurred with the Chief's assessment of how long it takes to get back to work from a rotator cuff injury. Ryan Kasala, Leave & Disability Specialist tracks and supports with getting folks the help they need.

Q: In October of last year we received notice about the increase was about \$600,000 and now it is about 3 times that. What happened between then and now? A: We anticipated that COVID was waning and we wouldn't have an uptick in EPSL but that didn't happen with Delta and then the next variant of that. We got people off the IOD roles but were quickly back up there so it never panned out the way we planned.

Melissa said typically in a normal year we can see how a department will land after the summer. The projection was done before the variants, and historical data that is typically used to do projections didn't really work in these calculations because of the COVID variants.

Q: For the current budget year what is the projected overtime budget? A: Budget as if everyone is working, then we make adjustments to cover variances. At the end of September we will probably have a better sense of where we are. The Chief also noted that our vacancy rate is down and will begin the process of hiring again to fill 4 vacancies so by mid-February we will have them on the line keeping those overtime numbers lower. Not expecting anywhere near the numbers we had with the first round of COVID this year.

Q: Any morale problems due to the increased use of overtime? A: Some grouching but not much.

Q: One would expect to have more overtime needs during the summer due to contractual vacation time. The 5 days off, how does it work? A: There are 5 opportunities for scheduled time off. If 15 people wanted time off on the same day, the Chief would have to say yes to 5 of them.

Q: Extremely high IOD numbers, is this driven by COVID are there no Federal Funds that could be used to cover some of this? A: We tried to secure funding for IOD related to COVID but they bait and switched us with some of the grant opportunities. "Unanticipated costs due to COVID" but not for overtime, but for scheduled folks – new hires to replace a person. Ann got \$97,000 from the State for ECSL.

Q: With so many people being injured on the job, do you offer training on injury prevention and exercises? A: Yes during training but not necessarily day to day for our fire fighters but are looking at it as part of collective bargaining for physical fitness.

Q: Was overtime impacted by the US Open? A: No.

Q: Any impact from Alston? A: Details are in the memo sent by the Chief. FF Gerald Alston was carried on our roster and paid as a full-time employee but did not actually report for duty. FF Alston was carried as "Excused with Pay" for the purposes of payroll. This status means that there was no salary savings, but OT was expanded to cover the vacancy. Estimated OT cost to cover - \$31,500

Q: Anyway to benchmark where Brookline is with injuries compared to other cities, towns, etc.? A: I serve on a national committee at International Associate of Fire Chiefs and I have asked for that data.

Q: When we are paying more overtime – why not just hire more fire fighters, what is the limitation? A: The capacity of the budget. We are staffed when at full capacity for one additional fire fighter above minimum per shift per company. So we have a buffer.

Q: Are you committed to having your firefighters trained at the free State Fire Academy and not a Brookline Academy? A: Yes. It takes too long to build up a class for our own Training Academy. We can continue the process and keeping our number up. It would be one thing is we were hiring 35-40 people at a time but they can accommodate us.

Q: Were we unable to use Town ARPA funds? A: We attempted to get funds for public safety but got push back so we didn't pursue it.

Q: This has been very educational. COVID has had a clear impact on number of sick days and overtime. What are you doing as a department to keep infection down? Do you know how many have had COVID? Have been vaccinated and boosted? What sort of masking do they do when they go out on calls? Has anyone come down with long COVID? A: Don't know of anyone who has reported having long COVID and much of this is personal medical information I wouldn't be privy to. Originally when we offered vaccinations to our fire fighters we were close to 85% who took two vaccines but don't have any idea about boosters. Don't know how many people have contracted COVID overtime but would guess 25-35% overtime. We continue to monitor trends with our health department so we can best manage our personal protection. We have not had a significant number of exposures since February Delta variant and most of them have occurred off the job.

Q: Have you considered an anonymous survey? Or offering vaccines on site for convenience? A: We provide information and give them resources so they keep up with trends and what is going on with COVID and the others. A survey like this might come from HR and less so my office. We work closely with the union and ask them to get a sense of what people want.

Ann added that we Delta, then Omicron and now Omicron 5 and they are more transmissible. We are not seeing person to person employee transmission but from friends, neighbors and others. We look at and maintain precautions all the times.

Comment: Thank you to the Chief and his staff for all they do. Firefighters do have other jobs because they cannot depend on overtime. On the next round of ARPA funding is it possible to try and request funds for Public Safety and not worry about the push back? Regarding Juneteenth and community service that the Fire Department does, and they do a lot. Why doesn't the Fire Department have a community service position like the Police Department? A: The Chief gave credit to Local 950 – a lot of what gets done is union driven. They do the MDA drive and other activities. We do what we can but we just don't have the staff positions. Most of our funding for Community Services comes from State Grants and are limited by what we can do, approximately \$6,000-7,000 a year.

A **MOTION** was made and seconded to approve reserve fund transfer of \$1,490,357.00 to cover unanticipated expenses incurred in the department's overtime account for FY 2022. Further details and an itemization can be found in the memo attached at the end of these minutes. By a **VOTE** of 26-0-0, the Advisory Committee approved the Fire Department request for \$1,490,357.00.

Human Services

The Human Resources Office is requesting a reserve fund transfer in the amount of \$20,000 to fund the legal services account through the end of the fiscal year. As you are aware, there are a couple of legal matters that are being handled by outside counsel. The complexity of these ongoing cases has contributed to the increase in costs this fiscal year. The Human Resources Office continues to work in conjunction with Town Counsel's office on all legal matters to manage cases and make determinations on outside counsel as needed.

Questions, Comments

Q: Worried about the bottom line of the Reserve Fund. A: Melissa responded: We have strong performance on local receipts and we got some payments from Eversource (a onetime infusion of \$6M so makes me feel better about the drain on the reserve fund.

A **MOTION** was made and seconded to approve reserve fund transfer of \$20,000 to fund the legal services account through the end of the fiscal year. By a **VOTE** of 27-0-0 the Advisory Committee approved the Human Resources Department request for \$20,000.

Other Business

We will have an update on the Pierce School project. The best time for us to meet will be Thursday, July 14 at 7 pm.

Carol Levin gave a brief overview. The Select Board will be voting on July 26 as to whether or not to put the debt exclusion on the Pierce School on the November ballot. Estimates have come in in June and they are \$247 Million which is a little higher than anticipated. The Capital and Schools Subcommittee held a joint meeting with the Pierce School Development Team. She urged everyone to listen to the meeting to get a thorough understanding of the topic. Link and passcode below

<https://brooklinema.zoomgov.com/rec/share/SYF7cKcNdoKOg72AMyTxCvcMpl8YkpO1yI-603Pt1DbOx-1eK7xvhYcE7iytX-d6.Z25JX0M0HLVjCmI?startTime=1657227799000>

Passcode: K KU0#B@A

Lee Selwyn offered comments about the Advisory Committee's role in the budget process. Our subcommittees have discussions with Department Heads about their needs, concerns, performance. At the same time we are looking at the budget that was handed down to us from the 6th floor and expected to ratify it. If we don't ratify or rubber stamp and want to make some adjustments based on our meetings, we are told we can't. One way to address this is to take the two separate parts of our meetings, and split them. Have meetings with Department Heads in the fall and then give the 6th floor our recommendations. He has a few proposals:

- Split the budget review process once in the fall and again in the spring
- Revisit Town/School Partnership

If we are going to develop a means of prioritizing how the Town spends its money and have a proactive role we need to make a fundamental change.

Neil Gordon added some comments: We get the budget, the book, the presentation from the Town Administrator and it doesn't really allow us to identify budget priorities. Operations review in the fall, then let the budget fall into place. Allows us to inform the process with recommendations.

Comments

- Appreciate this being brought up but not prepared to share any comments at this time.
- Agree. I am intrigued.
- I agree with Lee and Neil and the budget, our role and we can actually do. Disagree about the Town/School Partnership and it is dictated by State Law. We have some equality, sit down at the same table and talk, some changes but conceptually it is useful for the Town.
- I think we do need to work on the budget a lot earlier than we did. We were presented with budgets with a 3% increase then we asked questions and approved them. What we didn't do was establish priorities and how do we balance the different needs. What would you do with 10% less? Important to identify where that is so we could move money around.
- Agree with the concerns expressed by Lee and Neil and there is some rational purpose to having meetings with Department Heads in the fall to understand their operational concerns and then provide a report. I don't know how much difference would it make in the end? Who will listen to what we are recommending? Who has the power? We need to do more than simply issue reports.

- Pursuing this process will give us knowledge but we need to do it over and over, it needs to be iterative. We will learn more about the process and know whether it will be useful to us.
- Appreciate the frustration that was expressed tonight, we all have experienced it over the years but not sure I agree with what is being proposed or anything that can be done to satisfy everyone. Not the best way of approaching this. The role of the Town Administrator is dictated by the state. We have limited authority. Employees report to the Town Administrator and the Town Administrator reports to the Select Board. Maybe ask Mel, Melissa, Justin how to get more feedback from us. Maybe look at the expansion list rather than get further into the weeds.
- We have been having a discussion about how we can influence the priorities that reflected in our budget. The Advisory Committee commissioned the BFAC study. We had specific recommendations on how that process could be changed making it more accountable more consistent between the Town and the Schools, zero based budgeting, implementing metrics to determine how efficiently and effectively we are spending money. We are never going to have the time, experience or personnel to mirror the power of the 6th floor. What we can do is change the process and that is where we should focus our efforts. BFAC recommended instituting quarterly budgeting summits to help improve the flow of information. See the timeline suggested in the BFAC report.
- Two groups in Town Meeting – one says we just rubber stamp the budgets and there is another group that says we are not the rubber stamp but the appropriations committee. We have discussions and provide guidelines and if the 6th floor ignores us, then our recommendations or proposed adjustments to Town Meeting have more teeth. We are the only representatives Town Meeting has that can “lobby” the group on the 6th floor staffed adequately to put together a budget book. They can negotiate back but let’s have that conversation sooner rather than later. Interactive and circular.
- I think this is a great discussion. I like the idea of going back to the BFAC report and choose two areas of focus and keep in mind the amount of manpower we have to accomplish this task.
- We either find a way to have some influence or throw in the towel and let someone else do it. Needs to be fleshed out. But it is something we should be exploring and developing a strategy.

The Chair noted that this has been an excellent discussion and even those who expressed reservations about this proposal believe there is still a better way for us to do budget oversight. There are several constituents here who need to be involved – former department heads, subcommittee chairs who have led many of these department head meetings/hearings. Suggest the Chair and Vice Chair recommends an Ad Hoc group to consider this further. If you are interested in participating, please email Dennis and Harry.

Upon a **MOTION** made and seconded to adjourn, and voted unanimously, the meeting was adjourned at 9:40 pm.

Documents Presented: You can review and download all files related to this meeting here

<https://www.brooklinema.gov/DocumentCenter/Index/2730>

- FY22 Fire Update 6.23.22
- FY22 Fire Update 10.14.21
- Advisory Committee - July 2022
- FY22 Reserve Fund proj052522
- HR RFT Form FY22

- HR RFT FY22 memo
- Minimum staffing worksheet
- FD RFT request 7_7_22 0
- RFT 2022 FD OT memo to SB_AC - Sullivan

VOTES

	Vote 1	Vote 2	Vote 3	Vote 4	Vote 5
# Votes Yes	25	26	27	26	27
# Votes No	0	0	0	0	0
# Votes Abstain	0	1	0	0	0
Vote Description:	Harry Friedman for Vice Chair	Dennis Doughty for Chair	Lisa Portscher for Secretary	MAIN MOTION: FAVORABLE ACTION on reserve fund transfer of \$1,490,357 for Fire Department overtime	MAIN MOTION: FAVORABLE ACTION on reserve fund transfer of \$20,000 for Human Resources for legal services
	<i>Enter Y, N or A</i>	<i>Enter Y, N or A</i>	<i>Enter Y, N or A</i>	<i>Enter Y, N or A</i>	<i>Enter Y, N or A</i>
Ben Birnbaum					Y
Harry Bohrs	Y	Y	Y	Y	Y
Cliff Brown	Y	Y	Y	Y	Y
Patty Correa	Y	Y	Y	Y	Y
John Doggett	Y	Y	Y	Y	Y
Katherine Florio	Y	Y	Y	Y	Y
Harry Friedman	Y	Y	Y	Y	Y
David-Marc Goldstein	Y	Y	Y	Y	Y
Neil Gordon	Y	Y	Y	Y	Y
Susan Granoff	Y	Y	Y	Y	Y
Kelly Hardebeck	Y	Y	Y		
Amy Hummel	Y	Y	Y	Y	Y
Anita Johnson	Y	Y	Y	Y	Y
Alisa Jonas		Y	Y	Y	Y
Janice Kahn	Y	Y	Y	Y	Y
Carol Levin	Y	Y	Y	Y	Y
Pam Lodish	Y	Y	Y	Y	Y
Joslin Murphy	Y	Y	Y	Y	Y
Linda Olson Pehlke	Y	Y	Y	Y	Y
Donelle O'Neal, Sr.	Y	Y	Y	Y	Y
Markus Penzel	Y	Y	Y	Y	Y
David Pollak	Y	Y	Y	Y	Y
Stephen Reeders	Y	Y	Y	Y	Y
Carlos Ridruejo	Y	Y	Y	Y	Y
Lee Selwyn	Y	Y	Y	Y	Y
Alok Somani	Y	Y	Y	Y	Y
Carolyn Thall		Y	Y	Y	Y

Christine Westphal				Y	Y
Dennis Doughty	Y	A	Y		



BROOKLINE FIRE DEPARTMENT

Town of Brookline Massachusetts

**FIRE DEPARTMENT
HEADQUARTERS**

John F. Sullivan
Chief of Department
Emergency Management Director

350 Washington Street
PO Box 470557
Brookline MA 02447-0557
Tel: 617-730-2272
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www.brooklinema.gov

July 7, 2022

To: Select Board/ Advisory Board
From: John F. Sullivan, Fire Chief/ EMD
Re: Reserve Fund Transfer request

Dear Board Members,

As you have been made aware in two memos from Justin Casanova-Davis in October 2021 and recently in June, the Fire Department must regrettably ask for a **Reserve Fund Transfer of \$1,490,357.00** to cover unanticipated expenses incurred in the department's overtime account for FY 2022. Summary:

• Budgeted OT FY 2022	\$725,477.00
• <u>Total OT encumbered</u>	<u>-\$2,780,992.53</u>
Unbudgeted OT	-\$2,055,515.53
• Total after FY 22 "51 Salaries" offsets	-\$1,665,959.40
• <u>Other budget offsets</u>	<u>\$175,602.00</u>
Final OT liability after offsets	-\$1,490,357.00

Known contractual obligations: **(see attached worksheet – Minimum staffing calculation – "Staffing" tab)**

- Minimum Staffing (29) (7 companies x 4 personnel +1 Deputy Chief)
- Benefit time off per shift (5-7)

Several factors, which will be expanded upon, have contributed to this deficit beyond the control of the Administration:

1. An unprecedented number of firefighters on long term **Injured-on-Duty** status during the FY.
2. The extension of the State Emergency Paid Sick Leave (**EPSL**) and Emergency Family Medical Leave (**EFML**) benefits.
3. A high **vacancy factor** 14 - (11) for 2/3 of the FY following the peak of the COVID-19 pandemic.
4. Recruit Academy OT
5. Two Boston Marathon's OT (OCT 21 and Apr 22)
6. Cost to cover FF Alston vacancy (4-months)

Explanation brief: (see attached worksheet – *Minimum staffing calculation – “OT Cost” tab*)

1. Injured –on-Duty (IOD)

- a. Fiscal year 2022 began with an unprecedented number of members **sixteen (16)** out on injury leave. The rolling average number of IOD cases in the Fire Department varies year-to-year but is generally in the 4-7 area.
- b. There were an additional two (2) members out long-term personal sick leave to compound the issue. (Within the average number of cases for LT S/L).

c. Estimated OT cost for all IOD - \$1,922,804.48

2. EPSL/EFML

- a. The State of Massachusetts extended its Emergency Paid Sick Leave and Emergency Family/Medical Leave by another 40 hours in FY 22 (42 hours for FF's)
- b. 59 members utilized the EPSL/EFML benefit without any reimbursement to the department.

c. Estimated OT cost for all EPSL/EFML - \$105,752.73

3. Vacancy Factor

- a. The budgetary salary savings realized in the budget (\$1443,509.68) is a combination of salary/payroll of IOD members shifted off of the code *510101 Permanent Full time to 515080 Injured on the Job* (\$1,139,439.69) as well as salaries not expended from vacancies (\$307,069.99)
- b. The department began the FY with a vacancy of 8 members and ended the FY with 14 vacancies. In February 2022, we hired 11 recruit firefighters who spent the next 2.5 months in training (3 more retirements from Feb-Jul).

c. Estimated OT cost to cover vacancies - \$172,726.87

4. Recruit Academy

- a. The Fire Department incurs high OT cost to run its own Fire Academy classes. The FD Administration has expressed its intention to cease this practice in the future in an effort to realize significant cost savings
- b. The cost of the back-filling the vacancies with OT personnel and the cost of OT for Training staff to run the Academy are the primary budget impact areas.

c. Estimated cost for recruit academy FY 22 - \$213,125.00 (backfill while in the academy = \$38,000 Training staff OT) - \$251,125.00

5. Two Boston Marathons

- a. FY 2022 was an unusual year as the Town realized OT expenses for two Boston Marathon's in one fiscal year.
- b. The Fire Department is not reimbursed for any OT incurred by these events.

c. Estimated OT cost to cover two marathons - \$20,000

6. FF Alston

- a. FF Gerald Alston was carried on our roster and paid as a full-time employee but did not actually report for duty. FF Alston was carried as “Excused with Pay” for the purposes of payroll.
- b. This status means that there was no salary savings, but OT was expanded to cover the vacancy.

c. Estimated OT cost to cover - \$31,500

TOTAL: -\$2,503,909.00

All other OT: - \$277,083.45

- The Brookline Fire Department Administration has worked diligently with Town HR to reduce the length and number of firefighter IOD cases. The number and length of IOD's this past year+ has been unprecedented, and all factors leading to these injuries are under scrutiny.
- I have often articulated my intention to discontinue the practice of conducting firefighter recruit academy classes in-house. The State Department of Fire Services provides recruit training for 95%+ of all Massachusetts municipalities at zero-cost.
 - By having a “rolling” hiring policy, the number and budgetary impact of long-term vacancies will be reduced;
 - Future attrition/hiring will also have less budgetary and operational impact as vacancies will occur more sporadically rather than in bunches;
 - Training staff can wholly concentrate on “in-service” developmental training for incumbent members’ on-duty, reducing OT costs in Training.
- The decision to extend EPSL/EFML benefits for public safety was optional, and in hind-sight proved costly, especially to the Fire Department which saw much greater utilization than all other departments.

It is regretful to me personally and professionally to administrate over such a liability as this, and to come before you with this request. I will expand on these explanations before the boards and answer any further questions members may have.

Sincerely,

A handwritten signature in black ink, appearing to read "John F. Sullivan". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

John F. Sullivan, Fire Chief/EMD

TOWN OF BROOKLINE

=====

Request for Reserve Fund Transfer

To the Select Board:

Date: 7/7/22

It is hereby requested that you approve and transmit to the Advisory Committee the following Reserve Fund Transfer:

Department FIRE Total Transfer Requested \$ 1,490,357

Org # 2200 Object # 510300 *Overtime* AMOUNT \$ 1,490,357

Org # _____ Object # _____ AMOUNT \$ _____

Org # _____ Object # _____ AMOUNT \$ _____

Org # _____ Object # _____ AMOUNT \$ _____

Org # _____ Object # _____ AMOUNT \$ _____



Department Head

Approved:

Select Board

	Budget	Encumbered	Over b
OT	\$725,477.00	-\$2,780,992.53	-\$2,055

	Budget	Encumbered	
IOD - member	\$0.00	\$1,139,439.69	Amount paid to mer
IOD - OT		\$1,139,439.69	straigh
OT paid @ 1.5x hourly rate for 24 hours		0.12500	24/21 = 87.5% or
		\$142,429.96	differ
		\$1,281,869.65	sum of stright
		0.50	straight time p
		\$640,934.83	differ
		\$1,922,804.48	Total OT sp

EPSL/EFML		\$105,752.73	
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	Budget	Encumbered	Budget sa
Salary savings	\$12,080,446.00	-\$10,636,936.32	\$1,443,
		\$307,069.99	straigh
OT paid @ 1.5x hourly rate for 24 hours		0.12500	24/21 = 87.5% or
		\$38,383.75	differ
		\$345,453.74	sum of stright
		0.50	straight time p
		\$172,726.87	differ

Marathons (2)	\$20,000.00
Recruit OT costs	\$251,125.00
FF Alston OT	\$31,500.00
	\$2,503,909.08
All other OT	-\$277,083.45

Budget
5,515.53

Members out IOD - straight time at 21 hours/shift
at time
12.5 % additional
ence
t time + 12.5%
plus .5% for OT
ence
ent for IOD

Savings - salaries not paid
5,509.68
at time
12.5 % additional
ence
t time + 12.5%
plus .5% for OT
ence

	Salary savings
Realized	\$1,443,509.68
IOD related	-\$1,136,439.69
other	\$307,069.99
Recruit OT	\$213,125.00
Training staff	\$38,000.00



Town of Brookline *Massachusetts*

**DEPARTMENT OF FINANCE
TREASURY DIVISION**

JUSTIN CASANOVA-DAVIS
Acting Finance Director/Treasurer
DEBRA M. MANN
Assistant Collector
KYLE BANOEY
Assistant Treasurer

TO: Advisory Committee
Select Board
FROM: Justin Casanova-Davis, Acting Finance Director
RE: **FY22 Fire Department Payroll Update**
DATE: June 23, 2022

As you are aware, Fire Chief Sullivan and I submitted a memo outlining the effects of vacancies and an inordinate amount of firefighters that were out of work due to being injured on duty and the effect on his payroll. As we are nearing the fiscal year-end, I believe it prudent to give an update on the current payroll deficit projection for the Fire Department. Currently, we are projecting a payroll deficit in the vicinity of \$1.4M. Upon the closeout of FY22, the Fire Department will be submitting a Reserve Fund Transfer request to cover the final payroll deficit, where Chief Sullivan will provide more in-depth information regarding the personnel issues that have led to this deficit. For context, YTD expenditures for injured on duty staff are \$1,111,360. Over the past five years, the average expenditure in this category was \$413K, and expenditures, before the pandemic began in FY20 were \$325K based on a three year rolling average.



Town of Brookline *Massachusetts*

**DEPARTMENT OF FINANCE
TREASURY DIVISION**

JUSTIN CASANOVA-DAVIS
Acting Finance Director/Treasurer
DEBRA M. MANN
Assistant Collector
KYLE BANOEY
Assistant Treasurer

TO: Advisory Committee
FROM: Justin Casanova-Davis, Acting Finance Director
RE: **FY22 Fire Department Payroll**
DATE: October 14, 2021

At the Select Board's October 12th meeting Fire Chief Sullivan requested approval for the hiring of firefighters to fill several vacancies within his department. As part of his request, he submitted a memo (which is attached) outlining the effects of the vacancies and an inordinate amount of firefighters (17) that are out of work due to being injured on duty and the effect on his payroll.

I feel that it is prudent to notify the Advisory Committee of this extraordinary situation. It will undoubtedly require a Reserve Fund transfer at the end of the year. Currently, payroll projections are anticipating over a \$600,000 payroll deficit. OT costs tend to trend down during the winter months typically, and this projected payroll deficit may contract. Still, with so many firefighters out of work due to being injured on duty, there will undoubtedly be a Reserve Fund Transfer request coming from the Fire Department at the end of the fiscal year.

FY19 RESERVE FUND STATUS

FY22 APPROPRIATION	3,630,963
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APPROVED

Fire Department - Uniforms for new class	71,000
Building Department - Outside cleaning services	68,500
Building Department - Baker School burst pipe	100,000
DPW - Storm event, Forestry	39,950
DPW - Sewer line at Baldwin School	17,082
DPW- Snow and Ice	1,286,270
Building Department - Utilities	450,000

TOTAL APPROVED	2,032,802
TOTAL BALANCE (\$\$)	1,598,161
TOTAL BALANCE (%)	44.0%

REQUESTS

Fire - Personnel	1,490,357
HR - Legal Services	20,000

TOTAL REQUESTS	1,510,357
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BALANCE (\$) IF APPROVED	87,804
BALANCE (%) IF APPROVED	2.4%

TOWN OF BROOKLINE



Request for Reserve Fund Transfer

To the Select Board:

Date: _____

It is hereby requested that you approve and transmit to the Advisory Committee the following Reserve Fund Transfer:

Department _____ Total Transfer Requested _____

Org # _____	Object # _____	AMOUNT _____
Org # _____	Object # _____	AMOUNT _____
Org # _____	Object # _____	AMOUNT _____

Description (or attach memorandum):

Department Head

Approved:

Select Board

M E M O R A N D U M
Human Resources Office

To: Select Board
Advisory Committee

From: Ann Hess Braga, Director of Human Resources *Ann H Braga*

Subj: Reserve Fund Transfer Request

Date: June 20, 2022

The Human Resources Office is requesting a reserve fund transfer in the amount of \$20,000 to fund the legal services account through the end of the fiscal year.

As you are aware, there are a couple of legal matters that are being handled by outside counsel. The complexity of these ongoing cases have contributed to the increase in costs this fiscal year.

The Human Resources Office continues to work in conjunction with Town Counsel's office on all legal matters to manage cases and make determinations on outside counsel as needed.

We respectfully request approval for a reserve fund transfer of \$20,000.