

Lebanon, Maine
SELECT BOARD MEETING
Town Office Conference Room
Minutes –Meeting
August 3, 2023

 Paul Philbrick – Chairman	Cindy Pedro – Kass Kannabis
Shelli Boucher – Selectwoman Excused	Mr. Pedro
Michael Walsworth - Vice Chair	Tim Bragdon
 Richard Harlow III – Selectman	Robin Carleton – Dottie Bebris
 Kevin Edwards – Selectman	Chief Stefano

For complete meeting minutes please view the meeting in full at <https://www.youtube.com/c/TownofLebanon>

6:00 Pledge of Allegiance

Public Hearing for Kass Kannabis – Cindy Pedro. Selectman Harlow stated this is a Public Hearing. Selectman Harlow stated that a presiding officer is needed. Chair Philbrick nominated Selectman Harlow, so moved. Selectman Harlow will entertain a call to order. Selectman Edwards seconded. Vote taken; 3 yes (Philbrick, Harlow, Edwards) 1 abstained (Walsworth). Vice Chair Walsworth recused himself due to his employment with the Federal Government. This is not a reflection on the business. Vice Chair Walsworth left the meeting. Selectman Harlow stated that this is a Quasi-Judicial board and is governed by the Lebanon Medical Marijuana Ordinance 6/13/2023. There are no conflicts. Selectman Harlow stated that this is for a Registered Caregiver home operation with a small add-on manufacturing. They have met all requirements and all fees have been paid. Selectman Harlow will entertain a motion to go to deliberation. Chair Philbrick so moved. **Selectman Harlow motioned to approve the application and issue a license to Cindy Pedro for a Registered Caregiver Home Operation, 500sqft, with a Small Add-on Manufacturing license, located at 87 Savannah Lane with an expiration date of 8/3/2024 with no conditions. Chair Philbrick so moved and Selectman Edwards seconded. Vote taken; vote passed.**

6:20 Vice Chair Walsworth came back to the meeting. Chief Stefano discussed the visit from the insurance adjuster and that a report and appraisal is forthcoming. There was discussion about filling the hole at the fire department. Chief Stefano gave an update on the status of the cleanup. The Fire Marshall stated that sprinklers are required for housing of the personnel. Chief Stefano gave an update on calls, apparatus, mutual aid and vehicles.

6:55 Tim Bragdon of Nature's Gift would like clarification on renewal applications for 2022. He would also like to discuss payment and monies the town has. Selectman Harlow advised Mr. Bragdon that the town attorney advised that there be

no discussion regarding this. Selectman Harlow stated that the attorneys, for both sides, need to figure this out.

7:05 Robin Carlton discussed the holiday schedule and hours for all town departments. Ms. Carlton congratulated Chief Stefano on the job he is doing. Ms. Carlton stated that looking for 2 bedrooms in the temporary housing may not be the best idea. Ms. Carlton believes there should be more forward thinking.

7:10 Vice Chair Harlow motioned to enter into Executive Session for Personnel Matters Pursuant to 1 MRSA § 405 (6) (A). Selectman Edwards seconded. Vote taken; vote carried.

7:58 PM

Vice Chair Walsworth motioned to exit executive session. Seconded by Selectman Edwards. Motion passed 4-0.

8:00 PM

Select Board signed a Municipal Quit Claim Deed for tax map lot R12-012.

8:05 PM – Individual Selectmen Issues

Selectman Edwards updated the Board on his working with providing answers to questions on the fire station project to be made available on the Town's webpage. He is also exploring the option of creating video clips to add to the page to improve communication with the public. Selectman Harlow updated the Board that he is working with Civic Plus to improve and simplify the Town's webpage for obtaining information on the fire station project.

Selectman Harlow presented to the Board a worksheet showing a history of CMP assessed values since 2017. He pointed out to the Board the variations in the assessed values over time. He further recommended that the Board, as the Town Assessors, consider revising the 2024 assessed values for CMP based on the numbers, he determined using the history sheet. **Chair Philbrick motioned to present the revised assessed numbers for CMP to John O'Donnell. Seconded by Vice Chair Walsworth. Motion passed 4-0.**

Selectman Harlow presented to the Board a "Fun Request" to bring back the Recreation Department appointing a volunteer to oversee the department. Included in this request would be the consideration of holding the Lebanon Festival again and consider installing an ice rink at the Babe Ruth field. Emphasis being the recreation events would be Town sponsored for all ages and for bringing the community together. Selectman Harlow recognized Selectwoman Boucher as being an advocate to reinstate the rec department for some time.

Vice Chair Walsworth requested the motion made to purchase the used ambulance be rescinded due to the funds designated for the purchase were used to purchase the replacement vehicle for "Car 1". Upon inspection of the minutes there was no second recorded to the motion to purchase the ambulance.

Vice Chair Walsworth addressed the request for Code Enforcement training from TRIO. The cost for the training to be split between the planning board training budget for \$50.00 and code enforcement training budget for \$750.00. A formal training request form to be submitted for approval by the Board. Vice Chair Walsworth updated the Board that the Road Commissioner would be reaching out to the Gully Oven Road resident in regards to their concerns about the condition of the road and the intended work schedule.

Vice Chair Walsworth discussed the offer from Data Defined to renew the service contract for basic service or for a more inclusive service plan. The Board is considering placing the contract out for bidding.

Vice Chair Walsworth presented information from Data Defined to upgrade and secure the technology system at the Fire Station location. **Vice Chair Walsworth motioned to approve Data Defined quote to upgrade Lebanon Fire Department Firewall and wireless up to \$3,140.00 to be funded from the Fire Department Technology budget. Seconded by Selectman Harlow. Motion passed 4-0.** A motion to approve moving Lebanon Fire Domain under the Town's domain for a \$10.00 monthly increase to Data Defined service agreement was made and rescinded by Vice Chair Walsworth after Board discussion.

Vice Chair Walsworth presented to the Board the RFP criteria for temporary housing for the fire department at station 1. Much discussion was held about whether or not the building required a fire sprinkler system. (Chief Stefano returned from an emergency call to rejoin the Board). Additional investigation into the code requirements about the requirement for the system to be done by both the Chief and Board.

9:28 PM

Vice Chair Walsworth motioned to enter into Executive Session pursuant to 1 MRSA 405 (6)(A) personnel – Fire. Seconded by Selectman Harlow. Motion passed 4-0.

10:10 PM

Chair Philbrick motioned to exit executive session. Seconded by Vice Chair Walsworth. Motion passed 4-0.

(Due to the late hour the Board determined not to continue individual Selectmen issues or to review the Unfinished Business list.)

Review of Minutes:

Vice Chair Walsworth motioned to accept the July 19, 2023 Select Board Meeting/Fire Project Team meeting minutes as presented. Seconded by Selectman Harlow. Motion passed 3-0 with Selectman Edwards abstaining (not present at the meeting).

Paperwork:

Board signed a purchase order for bank checks. \$348.75

Board signed a leave request

Board authorized the request for the office staff to attend the York County Town & City Clerk's Association Fall Meeting on October 5, 2023. Town Office to close at 5:00 PM.

Vice Chair Walsworth motioned to appoint the applicant to the Conservation Commission. Seconded by Selectman Edwards. Motion passed 4-0.

Board signed a Certificate of Appointment for Tony Pezo to the Conservation Commission Committee Member effective until June 30, 2026.

10:24 PM

Chair Philbrick motioned to adjourn the meeting. Seconded by Vice Chair Walsworth. Motion passed 4-0.



Lebanon Fire and EMS

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Deputy Chief Joe Stefano
J.Stefano@lebanonfireems.org

EMS and Fire department staffing are amid a nationwide crisis. The number of available and qualified candidates in the public safety sector is dwindling. Employers have had to become increasingly competitive with wages and benefits packages to entice potential new hires and retain the employees that are currently operating among their ranks. Lebanon Fire-EMS is certainly no stranger to this. Given the current living conditions, social media attention and public comments made, these are certainly deciding factors for one to choose employment with the town of Lebanon.

Staffing issues are certainly nothing new to this department. We are currently operating with 2-3 employees during the day and a minimum of 2 during the overnight hours. The increased call volume and sheer number of critical incidents and patients has put an increased strain on the department with regards to staffing. Our current staffing model needs revision and implementation of an increase in shift strength for safety and effectiveness. We have been experiencing a shortage of late that needs to be corrected. A minimum of 4 personnel should be on duty 24/7. This would allow for immediate improvement in our services and improved safety for the residents. Many of our calls have been critical in nature and utilize all available resources on scene of the emergency such as an out of hospital cardiac arrest. This patient population demand a great deal of manpower and care at the best of our capabilities. These cases usually require a 6-person minimum to provide the best level of care and afford the patient with the best chances for a favorable outcome.

With regards to fire incidents, having 4 people on duty should be our baseline standard. This will allow us to arrive on scene with the mandated "2 in 2 out rule" being satisfied when committing personnel to the "IDLH", Immediate Danger to Life and Health, environment. This rule is in place so that there will be a crew of 2 at the ready in the event an emergency or "MAY-DAY" occurs with our crew operating within such an environment. The only instance this minimum staffing rule may be broken is when a known rescue is to be attempted for a likely effective rescue.

The 4-person shift minimum would also allow for multiple calls to be answered simultaneously. This would also allow us to answer mutual aid requests more readily and still maintain a level of protection at the ready should other emergencies occur.

Scheduling difficulties, with numbers aside, are becoming more prevalent on the weekends. There are a few options available to increase staffing to an acceptable level. Currently, there are several vacancies, mostly composed of EMS provider slots, going left unfilled. This creates an increased strain on mutual aid agencies and becomes problematic with the mutual aid agreements that are currently in place.

I have prepared a staffing model with various pay scales for consideration to remedy our staffing concerns, which are also inherent safety concerns as well.

Hourly rate of pay explained:

- Support personnel: \$17.00 per hour
- EMT Basic (Non-Firefighter): \$20-\$22.00 per hour
- Advanced EMT (Non-Firefighter): \$24-\$27.00 per hour
- Paramedic (Non-Firefighter): \$30-\$35.00 per hour
- Firefighter (BLS standard): \$19.00 per hour
- Firefighter I State certification (only): \$20.00 per hour
- Firefighter II State certification (only): \$21.00 per hour
- Firefighter/EMT-Basic: \$23-25.00 per hour
- Firefighter/ AEMT: \$27-30.00 per hour
- Firefighter/Paramedic: \$35-40.00 per hour

Fire Officer Stipend:

1) Lieutenant:

- Level 1: Firefighter II / Fire Instructor II: \$0.25 added to hourly rate.
- Level 2: Fire instructor II / Fire Officer I: \$0.25 added to hourly rate (in addition to level 1) and would equate to \$0.50 per hour.

2) Captain:

- Level 1: Fire Instructor II / Fire Officer II: \$1.50 added to hourly rate in addition to the Lieutenants 2 level steps to equal \$2.00 per hour increase.

EMS Officer Stipend:

- Level 1: Lieutenant / Captain: \$0.50 per hour increase
- Level 2: Lieutenant/ Captain/ I/C: \$0.50 per hour increase.

Apparatus operator stipend:

Any personnel that are driver-operators of apparatus shall be compensated as follows:

- Engine: + \$0.25 hourly increase.
- Tank truck: +\$0.25 hourly increase (**requires CDL class B with tank endorsement**)
- Ambulance: +\$0.15 hourly increase.
- Aerial device: \$0.35 hourly increase (**Currently N/A**)
- Brush /wild land: \$0.15 hourly increase
- UTV: \$0.10 hourly increase
- Utility: \$0.10 hourly increase

*All operators must successfully pass a driver certification test for each classification as prescribed by the department's training standards. To remain in good standing, each employee must complete a 3-year recertification process to maintain their hourly apparatus stipend.

Shift Differential (Weekends and overnights)

- **Weekend differential:** \$3.00/ hour: Friday 1900 hours - Monday 0700 hours
- **Overnight differential:** \$1.50 / hour: Monday – Thursday 1900-0700 hours

<u>Current rate of pay</u>
1. Support \$15
2. FF \$17-18
3. EMT B \$19-21.50
4. AEMT \$23-25
5. FF / Paramedic \$27-30
<u>Shift (Medic level)</u>
1. FF / paramedic \$30
2. FF/ EMT \$21.50
3. FF/EMT Engine ops \$21
4. FF \$18
• 24 HOUR TOTAL= \$2,172
• Weekly total =\$15,204
• Monthly (4-week avg) = \$60,816
• Annual (52 weeks) = \$790,608

Shift (Advanced Level)

1. FF /AEMT \$25
 2. FF/EMT \$21.50
 3. FF/EMT Engine ops \$21
 4. FF \$18
- 24 HOUR TOTAL= \$2,052
 - Weekly total = \$14,364
 - Monthly (4-week avg) = \$57,457
 - Annual (52 weeks) = \$746,928

Shift (EMT Level)

1. FF/EMT \$21
 2. FF/EMT \$21
 3. FF/EMT Engine ops \$21
 4. FF \$18
- 24 HOUR TOTAL= \$1,944
 - Weekly total = \$13,608
 - Monthly (4-week avg) = \$54,432
 - Annual (52 weeks) \$707,616

****Combined 3 tier average annually = \$748,384**

Proposed pay increase: (Not including stipends)

- Support \$17
- FF \$19-21
- EMT B \$23-25
- AEMT \$27-30
- Paramedic \$35-40

(TOP TIER)**Shift (Medic level)**

1. FF/ Medic \$40
 2. FF/ EMT \$25
 3. FF/EMT Engine ops \$25
 4. FF \$21
- 24 HOUR TOTAL= \$2,664
 - Weekly total = \$18,648
 - Monthly (4-week avg) = \$74,592
 - Annual (52 weeks) = \$969,696

<u>Shift (Advanced Level)</u>
1. FF /AEMT \$30
2. FF/EMT \$25
3. FF/EMT Engine ops \$25
4. FF \$21
• 24 HOUR TOTAL= \$2,424
• Weekly total = \$16,968
• Monthly (4-week avg) = \$67,872
• Annual (52 weeks) = \$882,336

<u>Shift (EMT Level)</u>
1. FF/EMT \$25
2. FF/EMT \$25
3. FF/EMT Engine ops \$25
4. FF \$21
• 24 HOUR TOTAL= \$2,304
• Weekly total = \$16,128
• Monthly (4-week avg) = \$64,512
• Annual (52 weeks) \$838,656

Combined 3 tier average annually = \$896,896

****Comparative difference between current rates and proposed rates = \$896,896-\$748,384=\$148,512 difference.***

Based on a 4-person shift (daily)

1. 4 full time (Line) employees 1,2,1,4 or 2 10s and 2 14's (CBA)
2. This will increase consistency in daily operations.

Lebanon Fire-EMS

APPARATUS NEEDS ASSESSMENT REPORT

Prepared by: Joseph Stefano, (Interim) Chief of Department

Date: July 15th, 2023

Fleet Outline: The Lebanon Fire-EMS department utilizes several vehicles and specialized equipment to carry out its multi-faceted core mission. These missions, or responses to incidents, include apparatus such as engines, a tanker (tender), Brush unit (Wild land/ forestry), Ambulances, UTV and a command vehicle.

Specialized equipment utilized by the department includes a complement of "Hurst" E-hydraulic rescue tools, "Holmatro" Duo Core rescue tools and hydraulic pump, multi-gas metering, Thermal imaging cameras, "Hot stick", 10 SCBA's with thermal imaging integrated cameras, Cardiac monitors, video laryngoscopy and a CPR compression device / "Lucas".

The various types of incidents, demographics, geography, and other features within the town have a large impact upon further apparatus planning, purchasing, deployment and utilization. These factors also help dictate which type of apparatus would be needed to fulfill mission specific needs for the primary response area and mutual aid communities. These factors, as well as available funding through capital improvement accounts must be taken into consideration in the purchasing process.

This process must also be centered around the ideal that provisions must be made to make apparatus and vehicles additions and replacements as versatile and multifunctional as possible.

A harsh reality, like all manufactured items, is that all vehicles have a finite life span due to many everyday factors. The length of serviceable life of any vehicle depends on these factors. The following are a few examples:

- 1) **Mileage and engine hours:** Engine hours have a drastic effect on the age and quality of an apparatus life span. Mileage simply cannot be the deciding factor for whether to keep a vehicle in service. Engine hours play a significant factor in the life span of a vehicle. For example, when multiplying the engine hours by 60, this will give you the true mileage of a vehicle. 1,000 engine hours equates to 60,000 miles of true run time.
- 2) **Preventative maintenance programs:** Preventative maintenance schedules are paramount to extending the life of any vehicle. Regular service and maintenance will improve and extend the life of any vehicle. This is also a safety factor that must not be ignored. These programs also help to ensure that the vehicles run efficiently, which should yield a reduced maintenance cost as well as unneeded down time.
- 3) **Design and craftsmanship:** The engineering, methods of construction, design, components, parts and materials may vary between manufacturers. Each type of apparatus has unique structural differences, electrical design and layout.

- 4) **Road conditions:** Emergency services require heavy duty vehicles that are designed to withstand the everyday rigorous use to which they are subjected. Road conditions play a pivotal role in this factor. If roads are not maintained and in good condition, these short falls will increase the wear to the vehicle which directly correlates to increased costs and increased time out of service. The increased down time will not only strain our system, but it will also increase the maintenance and fuel costs. In relation to EMS, increased down time of an ambulance will affect patient care and decrease overall ambulance generated revenue. This factor also increases the burden to our mutual aid agencies which are already spread thin.
- 5) **Driver/ Operator:** The way in which a vehicle is driven as we all know is pivotal to its projected longevity. This is where experienced and professionally trained drivers play a major role in the longevity of any vehicle. Driver training programs are an important factor as well.

The department has a very basic inventory of apparatus. 2 Engines, 1 tanker, 1 brush/ wild-land, 2 ambulances, 1 UTV, and 1 command vehicle.

Insurance Services Offices (ISO) evaluation

The Insurance Services Office, Inc. (ISO) provides a rating system for public protection classifications. Fire departments across the nation are rated by ISO to determine a Public Protection Classification (PPC) number on a scale from 1 to 10, with 1 being the very best and 10 representing less than minimum recognized fire protection. Most major insurance carriers use the PPC in calculating your fire insurance premiums. In general, the price of fire insurance in a community with a good PPC is substantially lower than in a community with a poor PPC.

The ISO classification schedule is based on communications (911/dispatch) services (10%), water supply (40%), and then specific fire department resources (50%). The fire department is reviewed for the following areas: Fire station locations, apparatus, and equipment carried, pumper and hose tests, aerial ladder and elevating platform tests, training, tools, equipment, testing, hose, Fire stations, Firefighter response to alarms, and training.

This system determines a fire department's ability to respond to fires and thus is used by many insurance companies to determine the risk and premiums associated with these risks from fire. For more information check out ISO's website. www.ISOmitigation.com

Currently, Lebanon has an ISO class rating of: ?

NFPA 1901: Standard for Automotive Fire Apparatus, 2021 edition, serves as a guide in the Design of fire apparatus; while NFPA 1911: Standard for the Inspection, Maintenance, Testing, And Retirement of In-Service Automotive Fire Apparatus helps ensure in-service fire apparatus Are serviced and maintained to always keep them in safe operating condition and ready for response. The documents are updated every five years, using input from public and private Stakeholders through a formal review process. The committee membership is made up of Representatives from the fire service, manufacturers, consultants, and special interest groups.

The Committee monitors various issues and problems that occur with fire apparatus and accidents and develops standards that address those issues. A primary interest of the committee over the past Years has been improving firefighter safety and reducing fire apparatus accidents. The Annex Material in NFPA 1911 contains recommendations and work sheets to assist in Decision making in vehicle replacement. With respect to recommended vehicle service life, the Following excerpt is noteworthy:

"It is recommended that apparatus greater than 15-years old that have been properly Maintained and that are still in serviceable condition be placed in reserve status and upgraded in accordance with NFPA 1912, Standard for Fire Apparatus Refurbishing, to Incorporate as many features as possible of the current fire apparatus standard. This will Ensure that, while the apparatus might not totally comply with the current edition of the Automotive fire apparatus standards, many improvements and upgrades required by the Recent versions of the standards are available to the firefighters who use the apparatus. " The standard goes on to state; "Apparatus that were not manufactured to the applicable Apparatus standards or that are over 25 years old should be replaced.

Apparatus must have the necessary Pumping capacity and ladder requirements and meet National Fire Protection Association (NFPA) and ISO technical standards. The ages of the department's apparatus are as follows:

GRADE DESCRIPTION:

Very Good	The asset is typically new or recently rehabilitated.
Good	The asset has some components that show general signs of deterioration that requires attention.
Fair	The asset shows general signs of deterioration and requires attention
Poor	The asset is mostly below standard, with many components approaching the end of their service life.

Engine 5 (Front line engine)

- 2019 International / Sutphen commercial Cab.
- Age 4 years
- Mileage 12,212
- Engine hours:
- Rating: Very good
- Scheduled for maintenance 8/1/23 w/ Allegiance in Saco

Engine 4 (Front line / reserve engine)

- 2004 International
- Commercial Cab. (Recommend replacing)
- Age 19 years
- Mileage: 57483
- Engine hours:
- Rating: Fair

Tank 7 (Front line water tender) (Out of service)

- 1989-1990 Volvo / White GMC (Recommend replacing)
- Age 34 years
- Mileage 66,139
- Engine hours 4108.9
- Rating: Very poor
- Engine brake issues, frequent stalling, pump components and valves failing / antiquated.
- Continued use without properly functioning engine brake is dangerous.
- Currently out of service
- Scheduled for maintenance w/ Allegiance Saco 8/8/23

Brush 8 (Wildland / Forestry)

- 2022 GMC Sierra 3500HD
- -Age 1 year
- -Mileage 2727
- -Engine hours 192.3
- Rating: Very good

Ambulance 1

- 2019 Ford F550 / Type 1 /Lifeline
- Age: 4 years
- Mileage: 53,614
- Hours: 3,359
- Rating: Very good

Ambulance 2

- 2010 Chevy Express / Horton (Recommend Replacing)
- Age: 13 years
- Mileage: 108978
- Hours: 6351.9
- Rating: fair/poor
- Recommended to be replaced by a used ambulance until a new unit can be ordered.
- Required extensive service once placed into front line response.

- May be re-assigned as a Utility due to less frequent use.

Utility 3 (No longer serviceable due to structural integrity and safety issues. Will not pass an inspection) (No longer in use)

- Rating: Very poor

Car 1 Command vehicle (Out of service) (replaced)

- 2015 Ford Police Interceptor /Explorer
- Age: 8 years
- Mileage: 166,411
- Engine hours:
- Rating: fair
- Currently out of service due to water pump issues. Estimated repairs needed total \$6,597.00
- This vehicle is increasing in age and mileage with increased repairs being required.
- Recommend replacement ASAP to reduce increased use of maintenance budget costs for apparatus.
- Replace with new SUV (Tahoe / Yukon / Expedition) with factory warranty.
- Replacement cost for a new 2023 Tahoe PPV is \$45,983.00 (doesn't account for warning package and command unit in rear of vehicle)

The one tanker, (Tank 7) is more than 30 years old with nothing in reserve. The reserve firefighting apparatus stock is inappropriate and inadequate for the size of the operational fleet; in addition, the age of reserve apparatus is inadequate.