

Budget & Finance Committee
Thursday, October 5, 2017– 5:30 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor Scott Memhard; Vice Chair, Councilor Orlando; Councilor Joseph Ciolino

Absent:

Also Present: Kenny Costa; Jim Destino; John Dunn; Interim Police Chief John McCarthy; Karen Carroll

The meeting convened at 5:30 p.m. Matters were taken out of order.

1. Memorandum, Grant Application & Checklist from Assistant to the Gloucester Emergency Management Director re: acceptance of 2017 Citizens Corps Program Competitive Grant in the amount of \$3,500

Jim Destino, CAO, said this is an annual no-match grant which the city's Emergency Management department applies on behalf of the city's Citizens Emergency Response Team (CERT). The \$3,500 grant will be used to purchase special needs and oversized cots, a portable ramp to aid with mobility for people with disabilities and personal care items for shelter guests for the Emergency Operations Center and shelter area at the O'Maley Innovation Middle School. **Councilor Memhard** asked where these supplies are stored and maintained. Mr. Destino said it would be at the O'Maley School.

Councilor Ciolino confirmed with **Mr. Destino** that the role of Emergency Management Director is being filled by Fire Chief Eric Smith. **Councilor Ciolino** asked if CERT has met recently and asked if the city was "prepared." Carol McMahon heads up the CERT program, **Mr. Destino** advised, and is well trained. He assured that Ms. McMahon and Chief Smith are very good at what they do and are very prepared to deploy the city's emergency services in the case of a community emergency. He suggested if the Council would like they could have the Chief and Ms. McMahon come to the Council to explain some of the ways in which the city is prepared for community emergencies and able to deliver services what plans are in place he would make them available. **Mr. Destino** assured that there is a team that is mobilized in the city to deal with emergencies. He said that CERT meets quarterly and at the meetings they work on preparedness and plan community responses in the event of an emergency for events such as snow emergencies. **John Dunn**, CFO, noted there are about 30 members of CERT and that the city holds an insurance policy for that group.

Councilor Memhard expressed concern as to the storage of the inventory bought for the city's Emergency Operations Center and for sheltering its citizens in an emergency; how it is being managed and maintained and made ready to be utilized at a moment's notice. **Mr. Destino** assured that the Center, located at the Middle School is well organized and there is a protocol in place. He noted that the Emergency Medical Director, Sander Schultz, is involved with this planning as is representation from the Addison Gilbert Hospital and the Police Department and said there is "quite a network."

COMMITTEE RECOMMENDATION: On a 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 a federal grant under MGL c. 44, § 53A a Federal Fiscal Year 2016 U.S. Department of Homeland Security State Homeland Security Program (SHSP) Citizens Corp Program (CERT) Grant through the Federal Emergency Management Agency (FEMA) and passed through the Massachusetts Emergency Management Agency (MEMA) in the amount of \$3,500 for the purpose of recruiting, training, exercising, emergency shelter supplies & equipment and printing needs for the Citizen Emergency Response Team (CERT) volunteers. There is no local match for this grant. The grant period of the grant is from July 3, 2017 through May 31, 2018.

2. Memorandum, Grant Application & Checklist from Assistant to the Gloucester Emergency Management Director re: acceptance of Emergency Preparedness Performance Grant (EMPG) in the amount of \$6,460

Mr. Destino advised that the Gloucester's Emergency Management division of the Fire Department has been awarded an EMPG (Emergency Preparedness Performance Grant for \$6,460 which does require a match but is in-kind – Ms. McMahon's salary is used for it. He noted that grant funds will be used to purchase a Smart 911 system to assist in addressing the ability to deliver the appropriate level of information and warnings needed for the city. This will augment the city's 911 system, he noted as previously been no capacity for people with disabilities and

others with access and functional needs issues to effectively register any pertinent information, their location, etc., with Emergency Management and first responders. The new system will not only assist in better dissemination of warnings and information to the public but also help in the city's planning for disasters and enhance EMS response capabilities. It is a good system if they keep it up -- people log in to register their information, he said.

Councilor Memhard pointed out there is a 100% match. **Mr. Destino** said that again, Ms. McMahon's salary will be used for the in-kind match. He advised that there may be extra money needed to purchase associated software, he advised, but said it is likely they will find the funds within the Emergency Services FY18 budgets. He reminded the Committee that this is an annual grant. **Councilor Ciolino** confirmed with **Mr. Destino** that Ms. McMahon writes these annual grants.

COMMITTEE RECOMMENDATION: On a 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 a federal grant under MGL c. 44, § 53A a Federal Fiscal Year 2017 U.S. Department of Homeland Security State Homeland Security Program (SHSP) Emergency Preparedness Performance Grant through the Federal Emergency Management Agency (FEMA) and passed through the Massachusetts Emergency Management Agency (MEMA) in the amount of \$6,460 for the purpose of purchasing and installation of a Smart 911 Public Information and Warning System. There is a 100% required match for this grant. The grant period of the grant is from September 13, 2017 through June 30, 2018.

3. Memorandum, Grant Application & Checklist from Interim Police Chief re: acceptance of FY18 State 911 EMD & Training Grant in the amount of 121,239.63

Interim Police Chief John McCarthy recounted that the Police Department is requesting permission to apply for the FY18 State 911 EMD Training Grant, applied for annually by the department in the amount of \$121,293.63. There is no match, he noted. This grant is for training the department's dispatchers, and all their EMD officers have to have 24 hours a year of training, and that any new officers have to be trained in the 911 system and this grant covers that.

There was a brief discussion about regionalization of Emergency Dispatch with the city taking the lead for immediately surrounding communities with the Committee and **Mr. Destino**. **Interim Police Chief McCarthy** voiced his agreement with **Mr. Destino** that local regionalization would be a good thing to do. **Mr. Destino** advised the city is already in discussions with Rockport and Manchester-by-the-Sea.

COMMITTEE RECOMMENDATION: On a motion by Councilor Orlando, seconded by Councilor Ciolino, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council permit the application by the Police Department for a Massachusetts Executive Office of Public Safety and Security, a FY18 State 911 Department Training Grant and Emergency Medical Dispatch/Regulatory Compliance Grant for \$121,239.63. There is no local match for this grant. The grant period is through June 30, 2018.

4. Memorandum, Grant Application & Checklist from Board of Health Director re: acceptance of FY18 Public Health Preparedness Grant (PHEP) in the amount of \$10,166

Karin Carroll, Health Department Director, noted that the city's Health Department has previously been the fiscal agent for the regional Public Health Preparedness Grant (PHEP) for over seven years and is now being asked to manage the grant at the request of the Mass. Department of Public Health (MDPH). Fifteen cities and towns are part of the coalition, she advised. For FY18 the amount increased a bit, she said, and the department's Grant Manager has stepped up her involvement with this grant picking up some administrative and budgeting functions so that they can put a bit more of the grant funding against her salary, she advised. There is no match, and the funds go for the management of the 15 communities budgets, communications (cell phones) and the Grants Manager will also track credentialing for the coalition and be responsible for some standard reports to the MDPH that are required by the grant. The total award amount is \$10,166 which is slightly higher than usual, she said.

COMMITTEE RECOMMENDATION: On a 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 a federal grant under MGL c. 44, §53A from the U.S. Department of Health and Human Services passed through the Massachusetts Department of Public Health Emergency Preparedness Bureau and the International Institute of Greater Lawrence, Inc. in the amount of \$10,166 from the FY18 grant funding for

the purpose of supporting the Grant Accounting Specialist's salary to ensure continuity in the maintenance of the communications accounts for this grant in support of public health emergency preparedness and response activities throughout the North Shore and Cape Ann Coalition. This grant has no match requirement. The grant period is from July 1, 2017 through June 30, 2018.

5. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report and other related business*

Kenny Costa, City Auditor, briefly reviewed the City Auditor's report with the Committee (on file).

A motion was made, seconded and voted unanimously to adjourn the meeting at 5:47 p.m.

**Respectfully submitted,
Dana C. Jorgensson
Clerk of Committees**

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.