

CITY OF BURTON
FINANCE SUB-COMMITTEE MEETING MINUTES
FEBRUARY 26, 2002, 4:30 P.M., COUNCIL CHAMBERS

Danny Wells, Chairperson, called the meeting to order at 4:30 P.M.

MEMBERS PRESENT: Centilli, Tinnin and Wells.

MEMBERS ABSENT: None.

OTHERS PRESENT: Mayor Charles Smiley; D. Halstead, Fire Chief; D. Lacey, Assistant Fire Chief; G. Webster,
City Clerk; J. Adams, Clerk's Office and C. Ladd, Deputy City Clerk.

PURPOSE OF THE MEETING: DISCUSSION AND POSSIBLE RECOMMENDATIONS CONCERNING
THE FOLLOWING:

1. Fire Department Turnout Gear Safety Equipment
2. Voter ID Cards/Printing & Postage
3. City Building Enhancements

PRESENTATION:

ITEM #3:

Mayor Smiley commented that the reason this item was on the agenda is because one of our employees, Julie Adams, is excited about decorating City Hall and other areas in the City. She does much of the decorating on her own time and has approached me about purchasing various items. This year we will be celebrating the City's 30th Anniversary. We have money in the budget, but it is not earmarked for this particular item. Mayor Smiley said he was going to ask for a transfer of funds from the general fund, but Jeff Major saw the item listed and said a transfer is not necessary. We have money available from this fiscal year to do this type of thing. He said he asked Mr. Major to write a memo to give to the Finance Committee to make you aware that the money is available and hopefully you will concur so we may begin ordering some of the items.

Julie Adams presented the committee with copies of some of the items she plans to purchase.

ITEM #1:

Mayor Smiley stated that both chiefs are present and he has asked them to present what they are asking for in the way of equipment and he would bring their request before the Finance Committee.

Chief Halstead explained that they have a program in place in our budget for replacing turnout gear. This gear is what the firefighter's wear over their clothing, which consists of trousers, coat and a liner in the coat and suspenders on the trousers. These are very expensive items. They are made of a fiber that won't burn or break down in the heat. Many of the coats and gear that we examined had breaks in the integrity of the gear. Some of the shoulders have been exposed to heat and have started to tear. We discovered from our last order that there is one brand that will not hold up and we won't buy again. The five sets we were purchasing each year weren't enough to keep up with the 65 firefighters. We are hoping to buy 20 sets this time and possibly increase that number each year. The cost of each suit is about \$1,000.00 per set and goes up to approximately \$1,500.00 per set. The more expensive sets are made of fabric that is 900% higher tencel strength than the ones we are using. If we have a program in place to replace some now and again in the future, we will be able to keep up with our 65 firefighters.

Assistant Chief Lacey commented that the gear, which is being replaced, has been in the department for a period of 12 years.

ITEM #2:

Gayle Webster explained that as a result of the redistricting by the state and the reorganization of the precincts, we are mandated to send out new ID cards to every voter. The total cost of the ID cards, printing and postage, is in the amount of \$5,240.00. She would like to have this amount as a transfer of funds on the next Council agenda. Mrs. Webster reviewed the two quotes she received from Doubleday and Printing Systems Inc. The difference in the two quotes is \$157.50. She said that the quality of cards we receive from PSI is much better than that of Doubleday. If this job were done by the Clerk's Office, it would be more costly and very time consuming. We would only be able to run 300 cards a day because of the wear this would put on our printer.

Mrs. Webster said PSI would add a note on the ID card to notify the voter there is a change in their various districts. Also, on the back the PSI cards, there is a place for a change of address that the voter may utilize.

AUDIENCE PARTICIPATION:

There was no audience present.

COMMITTEE DISCUSSION:

ITEM #3:

Mrs. Tinnin commented that Julie does a good job and she agrees with leaving this in her capable hands.

ITEM #1:

Mrs. Tinnin asked about the sizing of the equipment.

Chief Halstead said the firefighters receiving the equipment are measured individually and as long as they remain on the department there is no problem. He explained how the equipment is recycled when one firefighter leaves and another joins the department.

Mrs. Tinnin asked if the more costly suit would last longer.

Chief Halstead gave some statistical information as to the life of the equipment and it's durability. He said if the department was a full-time staff, it may be worth purchasing the more expensive equipment, but with on-call people, we don't know how long they will be working as a firefighter.

Mr. Lacey said when getting the quotes, there are certain specifications that must be followed for the equipment.

Mrs. Tinnin asked if the department is at the maximum burden for equipment this year. She also asked what is remaining in the equipment budget.

Chief Halstead replied that the computers have played a large role in the fire service now. He said if he spends the \$20,000 out of his budget and then is in need of something else, he would have to come before the Finance Committee to request a transfer at the end of the year. Chief Halstead said he is watching his budget closely because of the possibility of a shortfall, which was expected by Mr. Becker. Our equipment budget is just about online as it should be.

Mrs. Tinnin asked about the status of the salaries in the fire department.

PAGE -3-

Mr. Lacey said the salaries are in good shape but if a major fire occurs, that could change.

Chief Halstead commented that the training the firefighters receive is very important and saves time and money in the long run.

ITEM #2:

Mrs. Tinnin commented that it looks as though PSI does good work. She asked what the timetable is in getting the ID cards out to the voters.

Mrs. Webster said we just received word from the state that they finished working on the software to complete the redistricting process. The state did the redistricting, we reorganized our precincts and now that information goes to the state. We would be able to get our ID cards printed while the state makes the changes and then we will send out the ID cards. We are hoping to get this completed by April or May.

COMMITTEE RECOMMENDATIONS:

ITEM #3:

No action taken.

ITEM #1:

Tinnin moved and Centilli seconded the following motion:

1. Approve and authorize the recommendation to the Burton City Council to transfer \$22,700.00 out of General Fund to the Fire Department for safety equipment. Motion carried 3-0.

ITEM #2:

Centilli moved and Tinnin seconded the following motion:

2. Approve and authorize the recommendation to the Burton City Council to transfer \$5,240.00 for ID card replacement costs to be done by PSI. Motion carried 3-0.

Meeting Adjourned at 5:08 P.M.

Cheryl M. Ladd, CMC
Deputy City Clerk

CML