

Sullivan County Executive Finance Committee Meeting Minutes
1/30/12, 2:53pm

Commissioners Conference Room, Newport

EXECUTIVE SESSION Per RSA 91-A:3.II.d – Preparations for and carrying out of emergency functions

2:53 Motion: to go into Executive Session per RSA 91-A:3.II.d. to discuss preparations for and carrying out of emergency functions. Made by: Bowers. Seconded by: Cloutier. Those in Executive Session included: the five EFC members, Rep. Rodeschin, County Administrator, Facilities Director, High Sheriff, Commissioner Nelson and Public Health Regional Coordinator.

In addition to the five EFC members, those remaining in the Executive Session by unanimous permission were Rep. Rodeschin, Mr. Chanis, Mr. Cressy, High Sheriff Prozzo, Commissioner Nelson and Jessica McAuliff, Public Health Regional Coordinator.

Ms. McAuliff briefed EFC on the specific purpose of the approved Executive Session which was to discuss the County acquiring the former National Guard Armory on Winter St. in Claremont for use as a Countywide Dispatch Center and Emergency Operating Facility.

Discussed in detail how the former Armory would be used as a Dispatch Center and Emergency Services Facility.

Mr. Chanis said Claremont City Council has been contacted about using the Armory and Sheriff Prozzo further elaborated about his discussions about a Central Dispatch Center and Emergency Operation Center with the council and Claremont Police Chief Alex Scott. Sheriff Prozzo said the council in executive session last December was nearly unanimous in its tentative support.

Next, Mr. Chanis reviewed a five-page handout (See attached packet) with detailed financial information containing proposed operating as well as capital expenses for the Dispatch and Emergency Operations Center.

Finally, Mr. Chanis reviewed the current expenses for all of the County's municipalities in regard to emergency dispatching services.

Sheriff Prozzo said that FEMA told him that it might be able to give Sullivan County's \$250,000 grant for such a center. Added that except for Coos County, Sullivan County is the only remaining N.H. county not to have a Countywide Dispatch Center.

Rep. Rodeschin left meeting at 3:29 pm after discussing her concerns about the described proposal with those present.

All the EFC members present expressed no tentative opposition to the proposal and by consensus vote urged Sheriff Prozzo to continue with the examination of the proposed dispatching center.

Rep. John R. Cloutier
Clerk

Rep. John R. Cloutier

Date Approved: May 11, 2012

*Voted to
Unseal at 6-12-12
Meeting*

Emergency Operations Center (EOC)
Expense/Revenue Overview
1/27/12

Used in Jan 30
2:53 Exec Meeting

Expense Overview	
Dispatch Center	961,943
Public Health/ Emergency Preparedness	132,678
Facility Maintenance	69,017
Estimated EOC Center Cost	1,163,638

Revenue Sources	
Municipalities	1,175,000
State PHN Grant Funding (Current)	70,000
Medical Reserve Corps Award	5,000
Estimated Revenue	1,250,000

**Dispatch Center
Draft Operating Budget
1/27/12**

Full Time Wages	FTE	Hours	S/hr	
Dispatchers	7	14560	20.00	291,200.00
Director	1	2080	34.00	70,720.00
			ET Buyback	6,960.00
			Overtime	10,000.00
			Shift Differential	22,000.00
			Training Coverage	7,680.00
			Sick Day Coverage	3,360.00
			Vacation Coverage	11,200.00
			Holiday	26,880.00
			FICA	34,425.00
			Retirement	39,600.00
			Unemployment Insurance	736.00
			Workers Comp Ins	13,995.00
			Life Insurance	176.00
			Health Insurance (8 FTE x \$21,883/Plan)	175,064.00
			Dental (8FTE x \$1,268/plan)	10,144.00
Total Full Time Expense				724,140.00

Part Time Wages	FTE	Hours	S/hr	
Part Time Dispatchers	3.2	6656	20	133,120.00
	0	0	0	0.00
			FICA	10,183.68
			Unemployment Insurance	500.00
			Workers Comp Ins	2,500.00
Total Part Time Personell Expense				146,303.68

Other Expenses		
	Contract Services	31,000.00
	General Supplies	2,500.00
	Membership and Dues	500.00
	SPOTS Terminal	4,500.00
	General Maintenance and Repair	10,000.00
	Telephone/Internet	15,000.00
	Capital Reserve / Depreciation	25,000.00
	Liability Insurance	3,000.00
Total Other Expenses		91,500.00
Total Estimated Dispatch Center Expense		961,943.68

**Public Health Center
Draft Operating Budget
10/17/2011**

Full Time Wages	FTE	Hours	\$/hr	
Public Health Coordinator	1	2080	22.50	46,800.00
				0.00
			ET Buyback	900.00
			Overtime	
			Holiday/Shift Differential	0.00
			FICA	3,649.05
			Retirement	4,197.60
			Unemployment Insurance	500.00
			Workers Comp Ins	1,500.00
			Life Insurance	44.00
			Health Insurance (2 FTE x \$22,500/Plan)	22,250.00
			Dental (8FTE x \$750/plan)	2,000.00
Total Full Time Expense				81,840.65

Part Time Wages	FTE	Hours	\$/hr	
Medical Reserve Corps Coordinator	0.5	1040	14	14,560.00
Public Health Program Assistant	0.5	1040	16	16,640.00
			FICA	2,386.80
			Unemployment Insurance	0.00
			Workers Comp Ins	0.00
Total Part Time Personell Expense				33,586.80

Other Expenses		
	Contract Services	5,000.00
	General Supplies	2,500.00
	General Maintenance and Repair	500.00
	Telephone/Internet	1,500.00
	Mileage	2,500.00
	Education/Training/Drills	3,000.00
	Membership/Dues	250
	Marketing/Communication s/Printing	2,000.00
Total Other Expenses		17,250.00

Total Estimated Public Health/E Preparedeness		132,677.45
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**Facility Maintenance
Draft Operating Budget
10/17/2011**

Part Time Wages	FTE	Hours	\$/hr	
Maint/Janitor 12 hours /wk @ 15 hour	0.2	416	15	6240
			FICA	477.36
			Unemployment Insurance	50
			Workers Comp Ins	250
			Contract Services	2,500.00
			General Supplies	2,000.00
			General Maintenance and Repair	7,500.00
			Telephone/Internet	0.00
			Fuel Oil/ Propane	35,000.00
			Electricity	10,000.00
			Water Sewer	5000
Total Facility Expenses				69,017.36

Capital Expense Worksheet
Sullivan County Emergency Operations Center
1/30/2012

Component	Estimated	Notes
Technology from Belliveau	240,000	Computer, Radio Equipment, Software, work stations Etc...
Phone system MAA	25,000	Estimate
Misc Furniture	10,000	Estimate
Computers + IMC software	35,000	Estimate
Generator install	40,000	Estimate
Training Facility Retrofit	25,000	Public Health, Police/Fire/EMS training
Public Health Office Retrofit	25,000	Estimate
Misc. Paint/Flooring	30,000	Estimate
Sitework	50,000	Paving, Fencing, signage improvements
Roof replacement	120,000	Melanson Quote
HVAC for offices and training areas	100,000	Estimate
Sprinkler System ?????		Not sure if required
Total Estimated Capital Expense	\$700,000	