



ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
2/6/2023 7:30 PM
 Conducted by Remote Participation - Zoom Meeting

ATTENDEES

Remy	A	White	A	Griffin	P	Bliss	P
Blundell	P	Younkin	P	Harmer	P	Tosti	P
Susse	P	Lobel	P	LaCourt	P	Deshler	P
Migliazzo	P	Gibian	P	Jones	P	Carman	P
Beck	P	Foskett	P	Heigham	P	McKenna	P
						Bradley	P

P indicates Present; L indicates late; A indicates Absent

Visitors: Sean Keane (ACMI),

INTRODUCTION

1. Deshler read the rules for the meeting as formulated by Town Counsel based on the Governor’s authorization. An important rule is that all votes, unless unanimous, must be by roll call. Attendance was taken by roll call. A vote of “unanimous” means “unanimous vote by all present”. The Chair votes only when there is a tie.

MINUTES

1. Meeting minutes from 2/1/2023 were approved with 16 in favor and one abstaining (Beck)

BUDGETS, ARTICLES & ITEMS

1. Police Department
 - a. 2022 Actuals in budget book were printed one row too high
 - b. VOTE: The Police Department budget totaling \$9,096,750 was approved unanimously
2. Fire Budget
 - a. Ambulance revenue: returns funds to the General Fund and to a Revolving Ambulance Fund. Due to increased demand through COVID and staffing issues, Armstrong Ambulance has a larger role in ambulance services within town
 - b. Knee replacement for a retired firefighter with a \$62,060.62 cost makes up majority of the 2022 actuals total under 5257 Hospital & Medical Care
 - c. Memorandum of Understanding effective 7/1/22 allowed for 5% of salary stipend in FY 2023 and 5.5% for FY24
 - d. There are discrepancies between the budget and detail areas with expenses under accounts 5100, 5112, 5117 and 5156

3. Recreation Enterprise Fund Budget
 - a. New Off-Hour Supervisor position is shared with Ed Burns Arena
 - b. Program fees are increasing in FY24
 - c. CONTR ("FALL CONTR") means Contracted programming and IN ("FALL IN") means in-house programming. Contracted programming is often a cost-sharing arrangement (not a fixed fee)
 - d. VOTE: The Recreation Enterprise Fund budget totaling \$2,211,261 in expenses offset by \$2,211,261 in revenue was approved unanimously
4. Ed Burns Arena Enterprise Fund Budget
 - a. 4972 Transfer from Other Funds is transferred from the General Fund
 - b. 428905 Concession Stand should say \$15,000 not \$11,107
 - c. VOTE: The Ed Burns Arena Enterprise Fund budget totaling \$653,421 in expenses offset by \$657,314 in revenue with a \$3,893 resulting surplus was approved unanimously
5. Library Department
 - a. Contracts require that Sunday hours are offered as overtime
 - b. 573003 Licenses and Annual Fees: this software cost was moved from Capital Budget to Operating Budget in FY24
 - c. There is a future goal to rebuild the Fox Library
 - d. VOTE: The Library Department budget totaling \$2,753,438 was approved unanimously
6. Summary

Budget Name	Amount	Status
Police Department	9,066,750	Approved
Fire Department	8,654,593	Outstanding
Recreation Enterprise Fund	2,211,261 expenses 2,211,261 revenue	Approved
Ed Burns Arena Enterprise Fund	653,421 expenses 657,314 revenue 3,893 surplus	Approved
Library Department	2,753,438	Approved

CONCLUSION

The meeting adjourned at 10:00 pm.

The next meeting is Wednesday, February 8, 2023.

Tara Bradley
2/7/2023

Reference 1: Police Budget Presentation

Reference 2: Law Enforcement Body Camera Task Force Recommended Regulations

Reference 3: Fire Department FY24 Goals and Objectives

Reference 4: Fire Department EMT Stipend FY24 Budget Worksheet

Reference 5: Fire Department FY24 Longevity Budget Worksheet

Reference 6: Fire Department FY24 School Credits Budget Worksheet

Reference 7: Fire Department FY24 Capital Plan

Reference 8: Fire Department Memorandum of Understanding

Reference 9: Rec and Rink Highlights

Reference 10: Notes on Rec and Rink
Reference 11: Rec and Rink Questions for Joe Connelly
Reference 12: FY23 Operating Funds Robbins Library
Reference 13: FY24 Library Highlights
Reference 14: FY24 Presentation to FinCom Representatives
Reference 15: Notes from Feb3 Meeting (Library)
Reference 16: Questions for A Litten Feb 3 (Library)
Reference 17: FY24 Budget Explainer

FY'24 Arlington Police Department Budget

Arlington Finance Committee

February 6, 2023

FY'24 Police Salaries – Manager's Budget Book

	2021 Actual	2022 Actual	2023 Budget	2024 Budget	\$ Change	% Change
0121081 POLICE SALARIES						
5100 SALARIES & WAGES	5,982,417	6,764,363	7,004,914	7,249,804	244,890	3.50%
5103 OVERTIME	800,623	1,034,489	659,167	659,167	0	0.00%
51031 MINUTEMAN BIKEWAY PATROL	-	183,866	21,018	21,018	0	0.00%
5105 HOLIDAY PAY	172,386	6,870	222,503	222,503	0	0.00%
5108 COURT TIME	1,771	-	37,142	37,142	0	0.00%
5109 ACCREDITATION STIPEND	-	-	7,344	7,344	0	0.00%
5112 SCHOOL CREDIT	-	103,895	5,100	5,100	0	0.00%
5114 INJURY EARININGS	195,725	1,795	-	-	0	-
5115 DIFFERENTIAL	1,605	2,700	1,821	1,821	0	0.00%
5118 EMERGENCY DISPATCH STIPEND	2,700	-	2,809	2,809	0	0.00%
5119 OUT OF GRADE PAY	-	1,799	1,561	1,561	0	0.00%
5141 CLOTHING ALLOWANCE	1,000	174,923	3,600	3,600	0	0.00%
5156 LONGEVITY	175,777	21,900	170,026	179,431	9,405	5.53%
5160 STIPENDS	21,650	-	23,650	23,650	0	0.00%
0121081 POLICE SALARIES	7,355,654	8,296,601	8,160,655	8,414,950	254,295	3.12%

FY'24 Police Salaries – FY2022 Corrected

	2021 Actual	2022 Actual	2023 Budget	2024 Budget	\$ Change	% Change
0121081 POLICE SALARIES						
5100 SALARIES & WAGES	5,982,417	6,764,363	7,004,914	7,249,804	244,890	3.50%
5103 OVERTIME	800,623	1,034,489	659,167	659,167	0	0.00%
51031 MINUTEMAN BIKEWAY PATROL	-	-	21,018	21,018	0	0.00%
5105 HOLIDAY PAY	172,386	183,866	222,503	222,503	0	0.00%
5108 COURT TIME	1,771	6,870	37,142	37,142	0	0.00%
5109 ACCREDITATION STIPEND	-	0	7,344	7,344	0	0.00%
5112 SCHOOL CREDIT	-	0	5,100	5,100	0	0.00%
5114 INJURY EARININGS	195,725	103,895	-	-	0	-
5115 DIFFERENTIAL	1,605	1,795	1,821	1,821	0	0.00%
5118 EMERGENCY DISPATCH STIPEND	2,700	2,700	2,809	2,809	0	0.00%
5119 OUT OF GRADE PAY	-	0	1,561	1,561	0	0.00%
5141 CLOTHING ALLOWANCE	1,000	1,799	3,600	3,600	0	0.00%
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5160 STIPENDS	21,650	21,900	23,650	23,650	0	0.00%
0121081 POLICE SALARIES	7,355,654	8,296,601	8,160,655	8,414,950	254,295	3.12%

FY'24 Police Expenses

	2021 Actual	2022 Actual	2023 Budget	2024 Budget	\$ Change	% Change
0121082 POLICE EXPENSES						
5202 MAINTENANCE	95,679	106,207	49,000	49,000	0	0.00%
5206 COMPUTER	88,720	91,378	91,050	91,050	0	0.00%
5207 EQUIPMENT	2,963	10,481	55,000	55,000	0	0.00%
5211 ELECTRICITY	91,884	84,758	85,000	85,000	0	0.00%
5213 AUTO GAS & OIL	53,515	83,441	70,000	70,000	0	0.00%
5214 HEATING FUEL	26,282	26,721	30,000	30,000	0	0.00%
5215 TELEPHONE:EXPENSES	6,453	4,970	9,000	9,000	0	0.00%
5217 DUES/SUBSCRIPTIONS	17,524	16,074	25,000	25,000	0	0.00%
5218 TRAINING	38,845	48,372	55,100	65,100	10,000	18.15%
5223 OFFICE SUPPLIES	13,772	11,320	16,000	16,000	0	0.00%
5236 OTHER PURCHASED SERVICES	42,288	38,578	31,000	31,000	0	0.00%
5241 UNIFORMS,BADGES, & GLOVES	59,376	68,432	86,500	111,500	25,000	28.90%
5249 REPS & MAINT:VEHICLES	36,651	46,461	55,000	55,000	0	0.00%
5250 CARE OF DOGS	1,014	1,310	2,400	2,400	0	0.00%
5252 SUPPLIES:OTHER	8,370	5,066	9,500	9,500	0	0.00%
5253 FIREARMS & AMMUNITION	9,560	20,944	15,000	15,000	0	0.00%
5267 REPS & MAINT:RADIO FREQUE	861	6,227	6,500	6,500	0	0.00%
5299 OTHERWISE UNCLASSIFIED	7,913	7,492	5,000	5,000	0	0.00%
5706 INDEMNITY:POLICE OFFICERS MEDICAL	28,776	30,507	30,000	30,000	0	0.00%
0121082 POLICE EXPENSES	630,446	708,738	726,050	761,050	35,000	4.82%
POLICE APPROPRIATION TOTAL	7,986,100	9,005,338	8,886,705	9,176,000	289,295	3.26%
PARKING FUND OFFSETS	(66,827)	(67,384)	(67,384)	(79,250)	0	0.00%
POLICE TAXATION TOTAL	7,919,273	8,937,954	8,819,321	9,096,750	277,429	3.15%

Budget Increases FY23 – 24 and other Issues

1. Salaries (impact TBD)

- Collective Bargaining
 - Patrol Officers –arbitration May 2023
 - Ranking Officers - TBD

- Credits and Differentials
 - Credits and Differentials for Patrol Officers and Ranking Officers are included in 5100
 - Line items 5112 “School Credit” and 5115 “Differential” are for civilians, dispatchers and administrative staff

2. Expenses

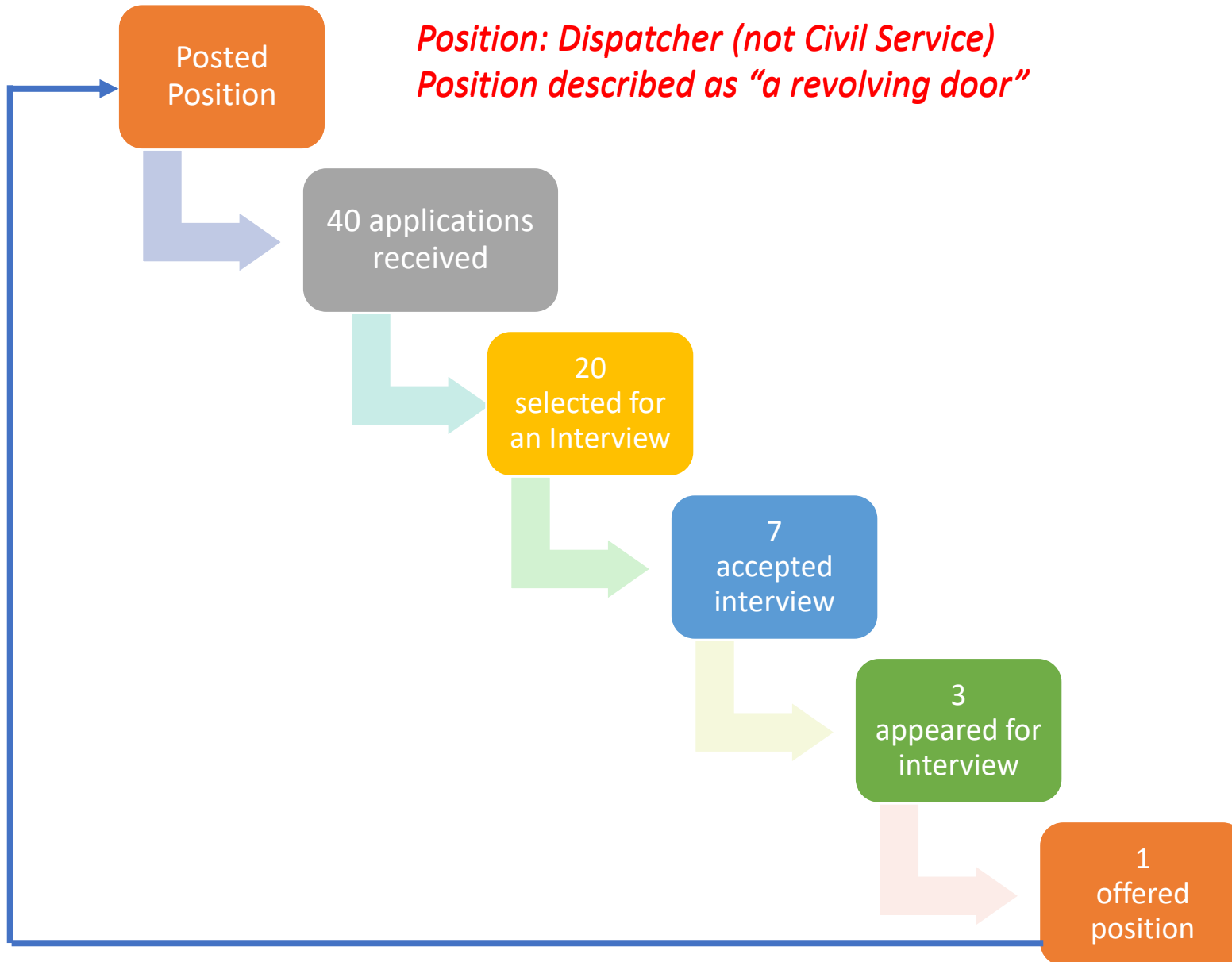
- 5218 – Training (+\$10,000)
 - Succession training for Chief’s position

- 5241 – Uniforms, Badges and Gloves (+\$25,000)
 - Includes cost of bullet-proof vests shifted from capital to operating

Vacancies

Vacant Position	Number Of Vacancies	Status
Patrol Officers	3	Have a list of 7 individuals to fill the 4 positions; conducting background checks
Sergeant	1	
Patrol Officer	1	Resigned to become a firefighter in Cambridge after Manager's Budget was published
Animal Control Officer	1	Final interviews 2/1/23
Social Worker (75% Police/25% HHS)	1	Filled 12/1/22
Dispatcher	1	Position is being reposted
	7	Remaining Vacancies (8 vacancies/1 filled to date)

Challenges in Filling Positions



- Town requires Covid vax
- Applicant has religious objections to vax
- Tried to resolve

Vacancies – Constraints of Civil Service

1. Civil Service created in 1884 to protect hiring and discipline from patronage and political interference
 - Policies and collective bargaining now also provide these protections (more effectively?)

2. Hiring & retention growing crisis; increasingly competitive;
 - Towns must hire from lists based on scores from State administered tests & scheduled and absolute preferences
 - Towns now offering signing bonuses & education benefits to be more competitive

3. Civil Service residency requirements
 - Town where applicant resides has automatic preference
 - Civil Service requires officers to live within 10 miles of the town they would serve

4. ~40 municipal police departments have left Civil Service (i.e., Acton, Burlington, Concord, Framingham, Lincoln, Lexington, Wellesley, etc.)
 - To leave Civil Service the town would have to bargain with unions or Town Manager could propose a warrant article to be approved by Town Meeting
 - If the APD left CS, it could conduct its own exam, recruiting, job requirements, etc.
 - Under increasing consideration but no action taken yet

Body Cameras

1. Researched vendors several years ago; 3 – 4; identified a vendor;
2. Consulted w/unions which are generally supportive of using cameras but insist on collective bargaining
3. Will Use Asset Forfeiture Fund to pay for hardware (Fund can't cover software or storage)
4. Received \$47K for maintenance (2021 Town Meeting)
5. Awarded a \$40K grant from State EOPSS for software (12/18/21)
 - Originally allowed 6 months to sign agreement w/both unions or grant will lapse
 - Deadline extended to 6/30/23
6. Have not purchased equipment yet pending resolution of collective bargaining
 - Patrol Officers Arbitration – May 2023
 - Ranking Officers - TBD
7. Intend to align with State developed policy on use of cameras, and storage/retention of images
 - State required to develop blanket policies for procurement and use of Body Worn Cameras
 - Law Enforcement Body Camera Task Force released recommended regulations (8/2/22)
 - [Law Enforcement Body Camera Task Force](#)

LAW ENFORCEMENT BODY CAMERA TASK FORCE

Recommended Regulations for the Procurement and Use of Body Worn Cameras

by Law Enforcement, August 2, 2022

I. INTRODUCTION

A. Background

The legislature created the Law Enforcement Body Camera Task Force in the Act Relative to Justice, Equity, and Accountability in Law Enforcement in the Commonwealth, otherwise known as the police reform law, for the purpose of drafting recommended regulations for the procurement and use of body-worn cameras by law enforcement officers, and minimum requirements for the storage and transfer of audio and video recordings collected by body-worn cameras. St. 2020, c. 253, § 104.

As required by the statute, the Executive Office of Public Safety and Security (EOPSS), in collaboration with the Executive Office of Technology Services and Security (EOTSS), established the Law Enforcement Body Camera Task Force (Task Force). The Task Force has completed its work and recommends the procurement policy and body worn camera policy contained herein, which are consistent with the statutory requirements.

Section 104 of Chapter 253 of the Acts and Resolves of 2020 required the Task Force to establish the following:

- Standards for the procurement of body-worn cameras, including a requirement that such cameras or associated processing software include technology for redacting the images and voices of victims and by-standers;
- Standards regarding the use of facial recognition or other biometric-matching software or other technology to analyze recordings obtained through the use of such cameras; provided, however, that such standards may prohibit or allow such use subject to requirements based on best practices and protocols;
- Standards for training law enforcement officers in the basic use of such cameras;
- Standards for:
 - (A) The types of law enforcement encounters and interactions that shall be recorded and what notice, if any, shall be given to those being recorded; and
 - (B) When a camera should be activated and when to discontinue recording;
- A requirement that a camera be equipped with pre-event recording, capable of recording at least the 30 seconds prior to camera activation;

- A requirement preventing an officer from accessing or viewing any recording of an incident involving the officer before the officer is required to make a statement about the incident;
- Standards for the identification, retention, storage, maintenance, and handling of recordings from body cameras, including a requirement that recordings be retained for not less than 180 days but not more than 30 months for a recording not relating to a court proceeding or ongoing criminal investigation or for the same period of time that evidence is retained in the normal course of the court's business for a recording related to a court proceeding;
- Standards pertaining to the recordings of use of force, detention or arrest by a law enforcement officer or pertaining to ongoing investigations and prosecutions to assure that recordings are retained for a period sufficient to meet the needs of all parties with an interest in the recordings;
- Standards for the security of facilities in which recordings are kept;
- Requirements for state procurement of contracts for body-worn cameras and for data storage through which qualified law enforcement agencies may purchase goods and services;
- Best practice language for contracts with third-party vendors for data storage, which shall provide that recordings from such cameras are the property of the law enforcement agency, are not owned by the vendor and cannot be used by the vendor for any purpose inconsistent with the policies and procedures of the law enforcement agency;
- Procedures for supervisory internal review and audit;
- Sanctions for improper use of cameras, including a requirement that a law enforcement officer who does not activate a body-worn camera in response to a call for assistance shall include that fact in their incident report and note in the case file or record the reason for not activating the camera;
- Sanctions for tampering with a camera or recordings and for improper destruction of recordings;
- Regulations pertaining to handling requests for the release of information recorded by a body-worn camera to the public;
- Requirements for reporting by law enforcement agencies utilizing body-worn cameras;
- Retention schedule for recordings to ensure that storage policies and practices are in compliance with all relevant laws and adequately preserve evidentiary chains of custody and identify potential discovery issues; and
- Process by which body camera footage may be included in a public record.

B. Task Force Supplemental Recommendations

The Task Force discussed three additional issues at length and concluded that the importance of these issues warrant inclusion in this report, although they do not fall directly within the scope of the statute's requirements.

1. It is the belief of the Task Force that the financial impact of a body worn camera program on respective police departments is significant. While implementation of a program serves communities, it requires significant financial support to launch and maintain a program. It is the consensus of the Task Force that individual police departments seek adequate financial support from all available funding sources, including cities, towns, as well as the Commonwealth's leadership, to budget for a body worn camera program accordingly. Proposed financial cost projections should be provided to the respective leadership in the town/city, to the extent that it can be.

2. It is the Task Force's opinion that the video retention policy they are required by the statute to recommend, which is 30 months, be extended to 37 months because a 30-month retention policy may adversely impact parties in a civil action filed after the expiration of the 30 months but before the statute of limitations runs for civil cases, which is 3 years. In addition, the "not less than 180 days" statutory retention requirement does not allow sufficient time to determine whether recordings need to be accessed. Therefore, although the Task Force is required to recommend "not less than 180 days," consideration should be given to retaining the footage for one year.

3. The Task Force heard from the public on the issue of an officer's access to the BWC video footage, and more specifically on the issue of when such access should be given for the purpose of making a written statement concerning an event. While the Task Force discussed the issue, and the members had differing views on what the recommended regulation should be, the legislature constrained the Task Force's ability to offer a recommendation other than that imposed by the statute, which requires that the Task Force make the following recommendation:

- An officer may not access or view "any recording of an incident involving the officer before the officer is required to make a statement about the incident;"

Accordingly, this is the recommendation in section R.5.2, which concerns on-duty requirements.

Sincerely,

The Law Enforcement Body Camera Task Force

LAW ENFORCEMENT BODY CAMERA TASK FORCE MEMBERS

Angela F.F. Davis, Assistant Undersecretary of Law Enforcement and Criminal Justice
Chair, Secretary of the Executive Office of Public Safety and Security Designee

Major Steven McCarthy
Vice-Chair, Colonel of the Massachusetts State Police Designee

Timothy Mitchell, Operations Project Management, Office Director
Secretary of the Executive Office of Technology Services and Security Designee

Stephen J. Carley, Esq.
Assistant Attorney General Attorney General Designee

Rose King, Esq.
Committee for Public Counsel Services Designee

Grace Lee, Esq., People's United Bank
Massachusetts House Asian Caucus Designee

Steven Brooks, Esq., Brooks & Crowley, LLP
Massachusetts House Asian Caucus Designee

Officer Israul Marrero, Boston Police Department
Massachusetts Minority Law Enforcement Officers Association Designee

Lieutenant (Ret.) Carmelo Ayuso, Massachusetts State Police
President, Massachusetts Minority State Police Officers Association Designee

Officer Kaleigh S. Marshall, Chelmsford Police Department
Massachusetts Association of Women in Law Enforcement Designee

Patrick McDermott, Norfolk County Sheriff
President, Massachusetts Sheriffs' Association Designee

Sergeant Timothy King, Waltham Police Department
Massachusetts Coalition of Police Designee

Michael O'Keefe, Cape and Islands District Attorney
President, Massachusetts District Attorneys Association Designee

Emiliano Falcon-Morano, Esq., Policy Counsel
President, American Civil Liberties Union of Massachusetts Designee

Fred Taylor
President, NAACP New England Area Conference Designee

Alyssa Hackett, Esq.
President, Massachusetts Criminal Defense Lawyers Association Designee

Chief Steven M. Sargent, Worcester Police Department
Gubernatorial appointment: Police Chief, City with population in excess of 100,000

Chief Thomas W. Fowler, Salisbury Police Department
Gubernatorial appointment: Police Chief, City or Municipality with population no greater than 50,000

Hillary Farber, Esq.; Professor of Law, University of Massachusetts School of Law
Gubernatorial appointment: Constitutional or Privacy law expert

Mayor Dominic Sarno; City of Springfield
Gubernatorial appointment: Elected Official

Deborah Batista, Executive Vice President; New England Police Benevolent Association, Inc.
Gubernatorial appointment: Representative of a law enforcement labor organization

*Please be advised, the Chief Justice of the Supreme Judicial Court declined to make an appointment, and the Massachusetts Black and Latino Legislative Caucus did not make two appointments.

Executive Office of Public Safety and Security Staff:

Suleyken Walker, Esq.; EOPSS Deputy General Counsel, Task Force Counsel

Dan Nakamoto; EOPSS Chief Operating Officer, Task Force Advisor

Michaela Martini; EOPSS Criminal Justice Advisor, Task Force Staff

Amy Putvinskas; EOPSS Program Coordinator, Task Force Staff

The Task Force devoted an extensive period of time discussing various viewpoints to ensure that all stakeholder groups, individuals, and members of the public were considered in the creation of these recommended guidelines.

STATEMENT OF PURPOSE OF BODY CAMERAS

The purpose of body worn cameras is to:

- Improve community relations;
- Foster better accountability for the actions of its personnel;
- Deter or document inappropriate conduct by police officers and by members of the public;
- Capture digital audio-video evidence for criminal, civil, and traffic-related court cases;
- Assist with training officers; and
- Improve the quality of interactions between officers and the members of the public.

DEFINITIONS

Activation: The action of initialization or making a unit active.

Audit log: A system or document that records what sources were accessed, when, by whom.

Body Worn Camera (BWC): Wearable integrated audio/video recording equipment.

Body Worn Camera User (BWC User): An individual as prescribed by a law enforcement or public safety agency charged with the use of a Body Worn Camera in accordance with recommended regulations. All law enforcement officers who would reasonably be expected to interact with members of the public shall wear a body camera, in accordance with department policy.

Digital Evidence: Data or information which is stored that may be used as evidence in legal proceedings.

Equipment Standards: Defined metrics for conformity and usage of equipment to meet a threshold of performance expectations.

Labeling/categorizing/tagging video: The process of labeling content of a video, identifying specific information for future reference.

Light Emitting Diode (LED): A semiconductor diode which glows when connected to voltage.

Metadata: Data which describes or provides contextual information about content or other data such as a text or image.

Post Event Recording: The ability of the BWC to create a recorded event from the device memory even if the user did not activate the recording feature of the BWC. Post Event Recording capabilities vary by manufacturer.

Pre-event recording: The ability of a BWC to capture video from its memory buffer.

Wide High Dynamic Range Camera: Technology enhancing capability of capturing images, light and view.

RECOMMENDED REGULATION FOR THE PROCUREMENT OF BODY CAMERAS

R.1 EQUIPMENT STANDARDS

R.1.1 - Tamper Resistant

BWCs proposed by the vendor should prevent recordings from being edited or deleted, nor should it be possible to overwrite the existing data before it has been transferred from the recording device and stored. The vendor should describe, in detail, how video and audio recordings are protected.

R.1.2 - Device Storage

BWCs should have a minimum of 16 hours of high-definition video recording time with non-volatile, onboard storage. BWC storage may be less, provided that captured video is offloaded during, or immediately after, recording. Storage for offloaded data should meet the tamper resistance requirements. The vendor should specify the maximum onboard memory storage capacity of its BWC unit.

R.1.3 - Battery

BWCs should have a battery which provides a minimum of 8 hours of recording time (with a hot swappable battery solution) or a minimum of 12 hours of recording time (with a battery integrated into the BWC). Batteries should be rechargeable. Camera equipment should include a visible charging indicator to show active charging and full charged status. The vendor should specify (1) if its battery is internal or removable, (2) the recording life of the camera battery, (3) the standby duration of the battery, (4) battery charging time, and (5) whether the camera can be charged without docking and uploading the video (the vendor should describe how this is accomplished with its product).

R.1.4 - Durability

BWCs should withstand considerable and repetitive pressure, vibration, and mechanical shock. It should operate within a temperature range from -20F to 125F and be resistant to common environmental hazards, such as dust, condensation, water splashes, and radio frequency interference. Equipment should meet the MIL-STD-810G or similar standard. The vendor should describe the tests used on its devices (e.g., drop test, operating temperatures, vibration, water resistance, etc.) in its documentation. The BWC unit should be a ruggedized, military/industrial grade device capable of functioning normally in harsh environments and in adverse weather conditions. The vendor should describe in its documentation whether its product is intrinsically safe in a potentially explosive environment.

R.1.5 - Weight and Form Factor

The BWC proposed by the vendor should not distract or hinder the BWC user wearing the device from performing other job functions, especially ones related to user safety. BWCs should be designed for maximum usability and safety. The vendor should specify the physical dimensions of the BWC (including the camera, control unit, and battery), along with the weight of the BWC unit.

R.1.6 - Camera Mounting

The BWC should be capable of attaching to the user's uniform using secure mounting options, while providing full unobstructed recording. The vendor should fully specify varied mounting options provided.

R.1.7 - Device Management

Vendors' proposed systems should have the capability of pushing configuration and software upgrades wirelessly to connected cameras without necessity of any user input. The agency should set requirements for periodic upgrades of equipment that do not interfere with its operation.

R.1.8 - Digital Channels

The wireless recording devices should utilize individual channels to avoid multiple devices interfering with each other. The vendor should specify the maximum number of channels supported by its solution.

R.1.9 - Auto Stop

The system should have a means of detecting when the system is inadvertently left in record mode. The system should allow an option to prompt the user or to automatically stop the recording.

R.1.10 - Disk Usage Meter and Low Disk Warning

If the vendor-proposed solution includes the storing of video recordings on a DVR/Hard Disk, it should also provide an on-screen Disk Usage Meter that graphically shows the user how much video is currently on the DVR/Hard Disk, along with how much space remains. Additionally, the system should have audible and visual warnings when the drive is nearing capacity.

R.1.11 - LED Indicators for Audio, Video, and Record

To ensure user awareness, the system should have LED indicators showing record, microphone, and camera activity.

R.1.12 - Saved Officer Setting

The vendor should describe how its system stores and saves user preference settings such as LCD Screen Brightness, LED Indicator Brightness, Volume, and Front Camera Auto-Zoom. These settings should be saved so that when each user logs in, his or her settings are restored.

R.1.13 - Separate Audio Channels

In order to isolate the audio during playback between the microphone(s) and the cabin microphone using a standard left/right stereo fader control, the vendor should specify audio recording system features to record the audio tracks separately. All microphones should be recorded on separate channels.

R.1.14 - Wide High Dynamic Range Camera

The vendor should specify the features in its cameras that utilize a wide dynamic range of at least 90db to create an optimally exposed image under all lighting conditions and that, at the minimum, eliminate any need for a manual backlight compensation mode for backlit conditions (e.g., dusk or dawn, other harsh lighting conditions).

R.1.15 - Resolution

Cameras should record High-Definition video at a resolution of 1080P and/or 1280x720 (720P) with a 16:9 wide screen aspect ratio or better. Cameras should also be able to record Standard Definition video at a resolution of 864x480 (480P) with a 16:9 wide screen aspect ratio or better.

R.1.16 - Video Compression

The vendor's proposed system should have video compression features. The vendor should specify the video compression used in their BWC systems.

R.1.17 - Frame Rate

Camera equipment proposed by the vendor should have a minimum frame rate of 30 frames per second (fps).

R.1.18 - Horizontal Field of View

Camera equipment offered by the vendor should have a field of view of at least 90 degrees. The vendor is to specify the maximum field of view of its camera equipment.

R.1.19 - Camera Focus

Camera equipment should be able to focus on all objects from approximately 1 foot away to infinity. Only continuous autofocus or fixed focus devices will be accepted. The vendor is to specify any automatic image stabilization features available.

R.1.20 - Audio Capacity

Audio recording is required. The audio recording system should be capable of clearly capturing conversational speech at 3 feet without wind or excessive background noise.

R.1.21 - Low Light/Night Mode

Camera equipment proposed by vendors should be capable of recording useable video in both low light and nighttime conditions. The vendor should describe the technologies used in its cameras to improve the quality of video taken under these conditions.

R.1.22 - Synchronization

Audio recordings should be synchronized with the video captured by the camera. In addition, the camera should be synchronized in some manner with an external universal clock to ensure time accuracy.

R.1.23 - GPS

The BWC units should have GPS capabilities, and the GPS information should be embedded in recorded video.

R.1.24 - Facial Recognition

BWCs should not be equipped with facial recognition software, and the footage obtained from BWCs should not be subject to facial recognition technology, except as permitted and following the procedures established under state law.

R.1.25 - Pre-Event and Post-Event Recording

The camera should have a pre-record feature (buffer) of at least 30 seconds. The system should also be capable of automatically capturing post-event video for at least 2 minutes. The vendor should specify product features for these settings to be independently adjustable and restricted by a supervisor. Pre- and post-event times shall be continuous with the record event. Systems that record pre- and post-event times onto separate video events shall not be acceptable.

R.1.26 - Single Button

The BWC should be capable of activation and deactivation by pressing a single button.

R.1.27 - Covert/Stealth Mode

To allow the user to covertly record, the system should allow the user to quickly disable the camera's screen and LED indicators while automatically activating all audio and video recording. Vendors should describe the user safety features of their BWC solutions, such as stealth mode with lights/audible alerts dimmed and sound muted by the user.

R.1.28 - Automatic Activation

The BWC should be capable of automatic activation when triggered by accessory sensors that register when a firearm or electrical discharge weapon are drawn. The BWC should be capable of automatic activation when a paired cruiser camera system is activated. Other sensors such as those that detect sudden shocks, radio emergency button activation, or long periods of officer inactivity (“officer down”) are highly recommended.

R.2 DATA STANDARDS

R.2.1 - Data Transfer

The vendor should describe, in detail, the method(s) its systems use to transfer data from the camera to the backend system. The vendor should describe wireless or Bluetooth capabilities and should also describe the ability to communicate with Mobile Data Computing (MDC) systems.

R.2.2 - Uploading

BWCs should connect to a base and upload video recordings automatically, that is, without requiring any further actions by the user. Additionally, if the BWC is powered off or if the battery is dead, the act of attaching the BWC unit to its base should power it on and automatically initiate the upload process.

R.2.3 - Data Redaction

The video management system should have audio and video redaction capabilities. The vendor should fully describe the redaction features and capabilities.

R.2.4 - Storage and Sharing

The vendor should provide a cloud-hosted solution for video storage and management. The agency should be able to control which e-mail addresses and domains are allowed to be sent links to shares, how long the shares are available, and the type and security of the share. The agency should be able to remove the share at any time. All information stored in the cloud should be stored in a “government cloud” or “government region” within a secure data center. Additionally, the audit log for the video should maintain an audit trail for the video when it is exported to the cloud and when it is viewed or downloaded.

R.2.5 - Data integrity

To guarantee data security and integrity, the system should ensure that the user cannot delete, edit, or erase original videos from any device.

R.2.6 - Video Trimming

The vendor solution should support the ability to trim video for the purpose of removing part of the video file by trimming the beginning and/or end portions of the event. The trimmed file

should be saved as a new file in order to preserve the original file.

R.2.7 - Format

Video and audio should be recorded and exported in a standard, open, non-proprietary format, including both Codec and Container, such that it can be replayed in freely available software (e.g., VLC player) without processing or conversion. Standard open formats should be used for interoperability (e.g., MP4 and MKV). Data formats that can only be viewed within manufacturer-specific replay software should not be proposed.

R.2.8 - Audit Log

Video should also be accompanied by a full audit log showing every time the event was moved, reviewed, or exported with full verification data. Exported video should include embedded date/time stamp.

R.2.9 - Metadata

Information about the event category, camera wearer/username, location, date, time, and event notation should be collected and packaged in the video format. The vendor should specify any additional metadata information captured and recorded, such as record status, microphone status, emergency lighting status, and GPS coordinates.

R.2.10 - Programmable Event, Categorization, Tagging

Camera systems should allow for event categorization and tagging by users. Categorization selections should be administratively configurable and allow selection via a pre-defined list, numeric text, or alphanumeric text input. Systems should allow the agency to program at least 4-different event category prompts in order to collect data deemed relevant regarding each recorded event. Event prompts should display automatically after each event recording has been stopped by the user. Prompts should not preclude the system from continuing to record video to its buffer.

R.2.10 - Data Retention

The vendor should provide for an agency's consideration the cost of retaining data on the cloud storage for (1) 18 months and (2) 36 months. The vendor should provide the agency with the ability to mark video and related data for cloud storage beyond the retention period.

R.3 MANAGEMENT STANDARDS

R.3.1 - Video Management

The vendor should describe, in detail, its video management solution, including all licensing and software features. Video management solutions should include searching, event marking, categorization, editing, and redacting capabilities. The vendor should also describe, in detail, how its system ensures chain-of-custody requirements.

R.3.2 - Video Dissemination

The vendor should fully describe features/options that will allow the agency to easily disseminate the video. The solution should include tracking/logging and audit capabilities associated with dissemination (e.g., date, time, sender's username, receiving agency, user information, etc.).

R.3.3 - Reporting

The vendor should fully describe its system features/capabilities for report generation by the BWC user and/or agency.

R.3.4 - Security-Video Review Access Permissions

If or to the extent allowed under agency policy, users should have access to their own video. However, with Supervisor or Administrator privileges (configurable), the user should be able to search and review all video on cloud storage.

R.3.5 - Security-Supervisor Controls

The BWC system should provide the ability to restrict access to all settings by way of supervisor passwords. Multiple supervisor passwords should be supported.

R.3.6 - Camera Assignments

A simple method for assigning a camera to a user should be required.

R.4. CONTRACT STANDARDS

R.4.1 - Procurement contract

An agency intending to purchase body-worn cameras should utilize the state procurement contract entitled Public Safety Equipment and Two Way Radio (PSE01).

R.4.2 - Data storage contract

Any contract for storage of body-worn camera footage shall require compliance with the Security Standards issued by the Criminal Justice Information Services, Federal Bureau of Investigation. [https://www.fbi.gov/file-repository/cjis_security_policy_v5-9_20200601.pdf/view]

RECOMMENDED REGULATION GOVERNING USE OF BODY WORN CAMERAS

R.5. OPERATION STANDARDS

R.5.1 - Commencement of Shift

At the beginning of each shift, the BWC user shall -

- Ensure that the issued equipment has a charged battery and is functioning properly;
- Notify a supervisor whenever there is a malfunction or damage to the BWC;
- Only use agency issued and approved BWC technologies; and
- Wear the BWC by mounting it on the chest, unless the stature or other physical attributes of the user, or the evolution of BWC technology, necessitate a different placement location in order to maximize the camera's ability to capture video footage of the user's activities.

R.5.2 - On-duty requirements

While on duty, the BWC user shall -

- Activate the equipment and record as specified in this policy;
- Return equipment to its dock or charging base prior to the end of each shift;
- Properly tag/classify recordings for retention;
- Document the existence of a BWC recording in written narratives; and
- It is recommended that users shall not access or view any recording of an incident involving the user before the user is required to make a statement about the incident.

R.5.3 - Docking/uploading requirements

At the end of the shift, each user shall -

- Place their BWC into a docking station. The docking station will charge the BWC's battery and transfer video data to the storage system.
- Place their BWC in a docking station no less than one (1) time per week and upload all of their video data into the evidence management system, unless otherwise directed by the Section/Station/Unit Commander.
- Ensure uploaded videos are properly tagged/classified in the evidence management system for retention.
- Before going on any planned leave of one (1) work week or more, place the BWC in a docking station and upload all of their video data into the evidence management system.
- Immediately notify the first line supervisor if the user becomes aware that this process is not occurring or becomes aware of any other malfunction of the system.

R.5.4 - Recording requirements

- BWCs shall be activated whenever a user interacts with a member of the public, including

but not limited to, when a user arrives on an enforcement or investigative scene and during any contact that becomes adversarial after an initial contact in a situation that would not otherwise require a recording, unless such activation would pose a serious threat to the user's safety or is otherwise exempted by agency policy, in which case it should be activated as soon as it is safe and permissible to do so.

- Following the activation of the camera a user should give verbal notice or otherwise make the individual[s] aware that the interaction is being recorded.
- Any recording that does not commence at the inception of the encounter, and/or is discontinued before the conclusion of the encounter, shall be explained in writing by the user. The recording shall continue to the conclusion of the incident or within the guidelines or other exceptions outlined in these recommendations.
- Applications for a search warrant shall specifically request use of a BWC during the execution of the search warrant.

R.5.5 - Notice of recording

In the event that a user seeks entry into a home, or other place where there exists a reasonable expectation of privacy, based on a justification of consent only, the user should give verbal notice or otherwise make the individual[s] aware that the interaction is being recorded.

R.6 SANCTIONS AND DISCIPLINE

R.6.1 - Failure to activate

In cases where a user does not activate their body-worn camera when policy dictates they should, the user shall indicate in their report that the BWC was not activated and the reason why.

R.6.2 - Improper use

In cases where there is an improper use of the BWC, or an individual has tampered with a recording, or improperly destroyed a recording, sanctions should be based on the progressive discipline model and be in accordance with current collective bargaining agreements.

R.6.3 - Proportionality of sanctions

Sanctions or discipline should be directly proportionate to the seriousness of the violation. For example, discipline may be less severe if the camera was not turned on for a minor citizen encounter versus if the camera is not turned on or intentionally turned off during a use of force incident.

R.6.4 - Repeat violations

Repeated violations of the agencies' BWC policies should be subject to progressive discipline, and such discipline should include penalties up to and including termination for repeated/flagrant violations of the policy.

R.6.5 - Termination

Officers terminated due to violations of the agencies' BWC policies should be referred to the Commonwealth's Peace Officer Standards and Training Commission for further action.

R.7 PROCEDURES FOR SUPERVISORY INTERNAL REVIEW AND AUDITS

R.7.1 - Supervisory review

The supervisors, managers, and command level members of an agency all shall be involved in the oversight of their BWC program. The agency should ensure that BWC-equipped users utilize the BWC in accordance with agency policy.

R.7.2 - Periodic reviews

Supervisors shall conduct periodic reviews of the BWC recordings generated by users under their command in order to assure proper functioning and use of the equipment; identify recordings that may be appropriate for agency training; and assess user performance and compliance with agency policy.

R.7.3 - Supervisory policy consideration

When exercising their BWC responsibilities, supervisors should consider:

- Inspections to ensure the BWC equipment is functional and in good order.
- Developing procedures to report malfunctions to supervisors.
- Conducting periodic reviews by supervisors/managers/command level staff to ensure recordings are properly tagged/categorized.
- Periodic review by supervisors/managers/command level staff to ensure users are complying with laws/regulations/agency policy.
- As part of supervision, any supervisory member within the BWC user's immediate chain of command should perform regular reviews and auditing of BWC usage for performance evaluation.
- Ensure that users only access BWC recordings during the course of duties in accordance with agency policy.
- Forward through their chain of command recommendations relative to BWC recordings that they believe would be worthy for user training purposes.

R.7.4 - Audits

To ensure BWC program quality and compliance, agencies should conduct audits that include:

- Compliance with agency policy on BWC utilization;
- Compliance with BWC tagging/categorization requirements;
- Compliance with BWC training requirements;
- Examination of BWC audit logs/trails for viewing/dissemination compliance

- requirements; and
- Records retention compliance.

R.8 SUPERVISION AND TRAINING

The examples provided by the Task Force are not intended to be exhaustive, agency policies and collective bargaining agreements will provide further guidance on the appropriate training and use of BWCs.

R.8.1 - Personnel required to complete agency-approved training on the operation of the system and this policy

- Users who wear BWCs
- Supervisors
- Management/Command Staff
- BWC Administrators/technicians
- Records/Legal Staff/Legal counsel

R.8.2 - Scenario based policy applications

During training, the agency should present users with a number of real-world scenarios to ensure that users correctly understand how the agency's policy would apply in a particular scenario.

R.8.3 - Training providers

Training may be conducted by outside vendors, agency staff, or a combination of both. Training materials should be kept up to date by the agency and previous training materials archived.

R.8.4 - Topics for training

- Introduction and background to BWCs in policing
- Understanding video use prior to police BWCs, including:
 - Police vehicles
 - Booking facilities
 - Interview rooms
 - Private security cameras
 - Public security cameras
 - Video cameras
 - Cell phones
- Understanding the history of BWC, including:
 - When BWC use began
 - How the use of BWCs has become more common
 - What factors encourage BWC adoption

R.8.5 - Additional recommended topics for training

R.8.5.1 - Common concerns about police BWCs, including perceived benefits and risks

- Citizen privacy
- Officer privacy
- Officer safety
- Impact on citizen attitudes (satisfaction/legitimacy)
- Training and policy requirements
- Impact on officer productivity/morale
- State and federal law (public records, HIPAA, etc.)
- Logistical/resource/cost requirements

R.8.5.2 - Understanding the research on BWCs

- Findings on citizen complaints
- Findings on use of force
- Findings on complaint resolution
- Findings on arrest and citations
- Findings on cost

R.8.5.3 - BWC Device Specifications

- Familiarization with technical specifications of the BWC:
 - Video resolution
 - Video/audio file format
 - BWC field of view
 - Recording indicators
 - Pre-event recording
 - Event marking
 - Battery charging
 - Recording life
 - Charging time
 - Options such as GPS and wireless connectivity
 - Mounting options
- Key operating functions of the BWC hardware:
 - Camera controls
 - Body mounting options
 - User options/alert configurations
 - Docking station
- Identify key functionality of BWC software:

- o Retrieval, storage, and management of data
- o Upload/download capacity of applicable network
- o Data security and encryption
- o Video review application(s)
- o Adding notations to recordings
- o Reviewing metadata

R.8.5.4 - BWC device operations

- Activate and deactivate the BWC
- Categorizing/tagging recordings
- BWC options and special features
- Docking a BWC/uploading files
- Charging the BWC
- Care and maintenance of the BWC
- Integration with other systems such as in-car camera systems, CAD/RMS
- Using the digital evidence storage system

R.8.6 - Training on BWC Policy and Practice

The Task Force recommends that all users be thoroughly familiar with the specifics of their respective agency policies that govern the use of BWCs. The Task Force further recommends training on the following:

- Inspections to ensure the BWC is performing in accordance with the manufacturer's recommendations
- Pre/post-shift inspection
- Ensuring BWC is adequately charged
- Inspecting BWC to ensure there is no visible damage and device is in working order
- Inform supervisor of any visible damage

R.8.7 - Training on officer responsibilities

The Task Force recommends training on officer responsibilities, including the need to:

- Only use agency issued and approved BWC technologies
- Wear BWC in a manner that does not obstruct or intentionally defeat the purpose of the BWC Policy
- Activate the BWC and record as specified by policy
- Properly tag/classify recordings for retention
- Document the existence of a BWC recording in written narratives
- Prior to the end of the shift, place their BWC into a docking station to charge the BWCs battery and transfer video data to the storage system
- Ensure all uploaded videos are properly tagged/classified in the evidence management system for retention
- In the event an incident or arrest report was not created, logging in a daily administrative

journal or other equivalent agency log the circumstances and reason for the failure to properly activate.

R.8.8 - Training on internal access and review

Agencies shall train their users on when they are allowed to review the BWC recordings in accordance with agency policy and collective bargaining agreements.

R.8.9 - Training on data uploads

Whenever videos are uploaded, users shall categorize the video with the following:

- Agency case/ incident number
- Assign the appropriate category to each individual video (if not already done at time of recording)
- Additional information such as any special circumstances (e.g., use of force, critical incident)
- Location of event
- All agency reports shall reflect when a BWC was activated

R.8.10 - Data storage and retention (Agencies shall train their users on)

- Evidence/data storage access and security policy
- Agency video labels/tags/categories list
- Retention schedule of videos
- Audit logs, audit trails, or similar records

R.8.11 - Release of BWC video

- All recordings are the property of the agency, not the employee, and any dissemination shall be approved by the chief or their designee (e.g., District Attorney's office, legal section, or legal counsel).
- BWC recordings shall not be:
 - o Used for the purposes of ridiculing or embarrassing any employee or person depicted on the recording.
 - o Copied/filmed/photographed/reproduced in any fashion by any employee other than in the course of their official duties, and with supervisor approval.

R.8.12 - Special policy and operations considerations, such as –

- Collective bargaining agreement
- Relevant BWC case law
- Law Enforcement Body Camera Task Force recommendations
- Applicable state, federal, and local laws or regulations

R.8.13 - Supervisor training

Supervisors should receive the same base training on body-worn camera systems as users do, whether or not the supervisors will also be issued body-worn cameras. This requirement ensures that supervisors also understand the system and how it operates.

R.8.14 - Additional supervisor training

Supervisors should also receive training on supervisor responsibilities under agency policy, such as how to:

- Ensure all subordinate users are trained in proper use of BWC system
- Ensure all users assigned a BWC utilize the BWC in accordance with policy
- Ensure subordinates are made aware of policy/law updates that affect BWC use
- Ensure all users follow established procedures for the use and maintenance of BWCs
- Protocol supervisors shall follow for users with lost/damaged/malfunctioning BWCs

The supervisor should also know:

- Supervisor quality assurance duties (review to ensure proper BWC use/user performance)
- How to review BWC audit log to ensure system access compliance
- The protocol for addressing BWC policy violations
- Duties on complaint intake when there is an associated BWC recording(s)
- Policy on allowing access to subordinate's recordings
- Supervisor responsibilities for BWC evidence following a critical incident involving subordinate officer (shooting, use of deadly force)

R.8.15 - Managers/executives/command staff training

To ensure that agency Managers/Executives/Command Staff understand how the BWC operates, they should receive the same basic training on BWC as users do.

R.8.16 - Additional managers/executives/command staff training

Managers/Executives/Command Staff training should also receive training on the process for:

- Ensuring all subordinate officers are trained in proper use of BWC system
- Ensuring all users assigned a BWC utilize the BWC in accordance with policy
- Ensuring subordinates are made aware of policy/law updates that affect BWC use
- Ensuring all users follow established procedures for the use and maintenance of BWCs
- The protocol that commanders shall follow for users with lost/damaged/malfunctioning BWCs
- Quality assurance duties (review to ensure proper BWC user/officer performance)
- Reviewing of BWC audit log to ensure system access compliance
- The protocol for addressing BWC policy violations
- The policy on allowing access to subordinate's recordings
- Responsibilities with respect to BWC evidence following a critical incident involving

subordinate officer (shooting, use of deadly force)

- The protocol on exporting/sharing of BWC evidence
- The records retention policy, restricting access to BWC recordings

R.8.17 - BWC administrators/technician training

BWC Administrators/technicians should receive the same base training on body-worn camera systems as users do, to ensure that the BWC Administrators/technicians understand the system and how it operates.

R.8.18 - Additional topics for training for administrators/technicians

- BWC Organization management (agency information, security groups/roles and permissions)
- BWC Evidence Storage management (system monitoring, evidence retention rules, archiving, auditing)
- BWC Device management (device configurations, create and maintain event categorizations, software updates, hardware assignments, maintenance, and troubleshooting)
- Microsoft, Linux, and Mac OSX operating, and file systems as used by the agency, related desktop applications and server applications
- Networking (TCP/IP, organization network schema, switch/router/firewall operations and configuration)
- Agency inventory procedures
- BWC troubleshooting and basic repair of system components
- BWC contract and warranty provisions and procedures
- End user training

R.8.19 - Records/Legal Staff Training

Records and legal staff or legal counsel utilized by the agency should receive the same basic training on body-worn camera systems as users do, to ensure that the records and legal staff understand the system and how it operates.

R.8.20 - Additional Training for Legal and Records Personnel

Training on topics necessary to respond to evidentiary and Massachusetts Public Records Law (G.L. c. 4, § 7(26)) requests, such as:

- Federal and Commonwealth rules of evidence and disclosure, responding to FOIA requests, pertinent privacy laws, records retention regulations
- Procedures used by the agency to respond to public records request
- Software applications related to collection, storage, organization, security, redaction, reproduction and dissemination of agency body worn camera videos
- Agency tracking system for providing video evidence to requesting parties to fulfill

freedom of information requests

- Use of software productivity suite applications (word processor, spreadsheet, email)
- Video editing software use (commercial products or BWC vendor system)

R.9 - STORAGE, MAINTENANCE, AND HANDLING

R.9.1 - Identification

All recordings shall be identified by date, time, location, incident number, type of incident, and assigned user.

R.9.2 - Storage standards

BWC footage shall be stored in compliance with the Security Standards issued by the Criminal Justice Information Services, Federal Bureau of Investigation.

R.9.3 - Procedures to protect integrity of BWC recordings

Every agency shall establish and maintain a system and procedures to ensure the integrity, proper handling, and storage of all BWC recordings. This system shall include provisions to:

- Ensure that all recordings are uploaded to a secure data storage system in a timely fashion;
- Prevent tampering with or deletion of recorded data both before and after downloading from the BWC and uploading to the storage system;
- Prevent unauthorized access to stored BWC recordings;
- Document all instances where BWC recordings are accessed, viewed, copied, disseminated, or deleted; and
- Permit auditing of all instances where BWC recordings are accessed, viewed, copied, or deleted.

R.9.4 - Locating Specific BWC Recordings

Every agency shall establish and implement a system that permits the agency to locate and retrieve all recordings associated with a specific incident/event, investigation, case, or criminal charge. Accordingly, every agency shall be required to develop and maintain a BWC control ledger or log, which may be computerized. Every agency shall establish and implement a system to ensure that relevant BWC recordings are provided in discovery in a timely fashion. The system established by the agency should include a provision to ensure that police arrest/incident/continuation reports indicate whether the incident or investigative activity described in the report was electronically recorded by a BWC. Police reports should, when feasible, indicate the corresponding BWC control ledger/log number, and the BWC control ledger/log should cross-reference the incident case number if one is available. Copies of BWC recordings made for the purpose of complying with the Commonwealth's discovery obligations shall be provided to the prosecutor in a commonly available media format.

R.9.5 - Provisions to identify recordings that raise special privacy or safety issues

To identify BWC recordings that may raise special privacy or safety issues, every agency that deploys BWCs shall establish and implement a system that permits an event notation to be made when the recording:

- Captures the image of a victim of a criminal offense that may have privacy or safety concerns;
- Captures the image of a child under the age of 18;
- Was made in a residential premises (e.g., a home, apartment, college dormitory room, hotel/motel room, etc.), a school or youth facility, a healthcare facility or medical office, a substance abuse or mental health treatment facility, or a place of worship;
- Captures a conversation with a person whose request to de-activate the BWC was declined;
- Captures a special operations event or execution of an arrest and/or search warrant where confidential tactical information (e.g., verbal codes and hand signals used to give direction to officers, techniques for interior movements and clearing rooms during execution of a warrant, techniques for convincing persons to open doors during warrant execution, etc.) may have been recorded;
- Captures the image of an undercover officer or confidential informant; or
- Captures the screen of a police computer monitor that is displaying confidential personal or law enforcement sensitive information.

Such notation shall be permanently attached to the recorded event. Before any release of a recorded event with a special privacy or safety issue notation, the event shall be reviewed by the agency's appropriately trained staff to properly assess those issues, and if necessary, the recorded event shall be redacted accordingly before release.

R.9.6 - Release of a BWC recording that is the subject of an active criminal investigation or prosecution.

Approval for release of a BWC recording that involves the subject of an active criminal investigation or prosecution shall comply with the public records law.

R.9.7 - Compliance with discovery obligations relating to BWC recordings that might expose officers or other persons to danger.

If disclosure of a BWC recording as part of the Commonwealth's discovery obligations in a prosecution might present a danger to any officer or civilian (e.g., reveal an undercover officer, confidential informant, surveillance site, etc.), or might reveal confidential tactical information the disclosure of which might jeopardize future operations or officer safety (e.g., verbal codes or hand signals used to communicate information or instructions, techniques for interior movements and clearing rooms during execution of warrant, techniques for convincing persons to open doors during warrant execution, etc.), the Attorney General/District Attorney of

jurisdiction or designee, shall, in the exercise of sound prosecutorial discretion, take such steps as are appropriate and authorized by law and/or court rule to protect the information from disclosure, such as by seeking a protective order from the court.

R.9.8 - Third-party storage and maintenance

If a law enforcement agency authorizes a third party to act as its agent in maintaining recordings from a BWC, the agent shall be prohibited from independently accessing, viewing, or altering any recordings, except to delete recordings as required by law or agency retention policies.

R.9.9 - Including BWC data in a public record

The release of video recording data and metadata as a public record and shall only be done in compliance with the Commonwealth's public record laws and regulations, and all applicable state and federal privacy statutes.

R.10 - RETENTION

R.10.1 - Length of Retention

The agency shall retain all BWC recordings for not less than 180 days but no more than 30 months, unless otherwise required under the retention schedule for municipalities established by state law, or the Office of the Secretary of State, which may be found on the Secretary of State's website.

The Task Force notes that the "not more than 30 month language" stipulated by the legislative language conflicts with the statute of limitations for civil cases (3 years) and that consideration should be given to changing it to 37 months. In addition, the "not less than 180 days" stipulated by the legislative language does not allow sufficient time to determine whether recordings need to be accessed and consideration should be given to changing it to one year.

R.10.2 - Destruction of recordings

No BWC recordings shall be deleted/destroyed while any related investigation, including criminal, civil, or administrative investigation, or court proceeding is still open/pending, or for the same period of time that evidence is retained in the normal course of the investigation, or for the same period of time that evidence is retained in the normal course of the court's business for a recording related to a court proceeding. Similarly, no BWC recordings shall be destroyed until all appeals and/or related litigation is exhausted and closed.

R.10.3 - Retention for litigation

In cases in which a recording has been requested for litigation, the District Attorney's Office and/or the agency's legal section shall be notified of the request and said request shall be

addressed pursuant to evidentiary rules of court.

R.10.4 - Prosecutorial and court ordered restrictions

Access to BWC recordings are subject to all state and federal laws, and any orders of a court of competent jurisdiction. BWC recordings shall be preserved, stored, and retained in accordance with the requests, directions, and orders of appropriate prosecutorial and/or judicial authorities.

R.10.5 - Security of storage facilities

Storage of BWC data shall be consistent with the standards established by the Federal Bureau of Investigation's Criminal Justice Information Services. https://www.fbi.gov/file-repository/cjis_security_policy_v5-9_20200601.pdf/view.

Respectfully submitted,



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Fire Department

Program Description

The Arlington Fire Department's primary functions are the prevention of fire, preservation of life and property, and the overall wellness of the community. These functions are achieved through code enforcement and inspections. Being an all-hazards service, the department will respond to and mitigate any emergency to which our customers request our assistance. Planning for local emergencies, whether natural (i.e., hurricanes) or human-made (i.e., terrorist events), has become an integral component of this department's yearly mandate. The Fire Department is dedicated to the health of our community. Our FF/EMT's respond with both an ambulance and the closest fire apparatus to assess and mitigate all medical emergencies. Community education, such as the Student Awareness of Fire Education Program (SAFE), and the Juvenile Fire setters Intervention Program (JFIP) helps us contribute to the wellness of our customers.

The Department is broken down into two Divisions, Suppression and Operations. Suppression, or line personnel, are the 78 firefighters and officers tasked with responding to emergency calls, public education, inspections of property, drills, training, pre-fire planning, and the daily maintenance of the Department buildings, apparatus, and equipment. The Operations Division is made up of the three Fire Officers assigned to day shifts and mainly oversees Fire Prevention, Training, and EMS. The Fire Prevention Deputy oversees building inspections, code compliance, permitting, school safety, public education, and interaction with public vendors, contractors, and citizens. The Training Captain is responsible for internal and external Departmental training and certifications. He is also responsible for all apparatus, protective gear, and equipment inventory, and serves as the Keeper of Records. The EMS Captain is responsible for training, maintaining, and certifying all Department Emergency Medical Technicians and Paramedics, and is responsible for all EMS licensing, vehicle certification, and inventory of EMS equipment and supplies.

Budget Statement

The Fire department is currently staffed at 81 personnel. It is budgeted for 81 personnel. In the start of FY24 there will be 74 personnel assigned to suppression duty, three members assigned to staff duty, two mechanics, one administrative assistant, and one Chief of Department. We anticipate no retirements in FY24.

FY2024 Objectives

- Continue to provide programs such as the Fire Investigation Unit, Vial of Life, and Student Awareness Fire Education (SAFE).
- Expand the SAFE program to educate middle school students on the dangers of vaping, alcohol, and drugs. Use SAFE funding for more programs for senior citizens.
- Continue with annual Fire and Life Safety Inspections of commercial properties including nursing homes and preschools.
- Purchase new frontline Rescue to replace 6yo+ Horton ambulance.
- Purchase staff vehicle to replace 2012 Ford Escape
- Purchase EJaws – Electric auto extrication equipment allows the department to decrease its carbon footprint by eliminating the use of fuel and hydraulic fluids.
- Complete implementation/transition from our legacy Records Management System to First Due's cloud based electronic records and reporting system.
- Complete Emergency Managements Air Supply vehicle and Lighting vehicle consolidating into one Air Supply/Lighting/Rehab unit.
- Replacement of Park Circle mechanical systems with new energy efficient equipment.
- Complete EMT recertification of department members.
- Purchase additional LUCAS chest compression system.
- Complete Nero's Law training – K9 resuscitation

- Purchase ten sets of Personal Protective Equipment (PPE) as part of the department's PPE replacement program.
- Oversee Park Circle water tower rehabilitation relative to the department's radio repeater system.
- Continue to oversee Fire and Life Safety planning of the new High School and DPW.
- Ensure compliance with OSHA requirements.
- Train with the Arlington Police Department, local and State agencies, and private partners to implement an Active Shooter/Hostile Event Response (ASHER) coordinated incident plan.
- Continue to identify opportunities for the improvement and streamlining of department processes.
- Continue to look for and promote existing collaborative efforts with other departments such as the CPR training of School and Town employees and supporting Health and Human Service's Homeless Outreach programs.
- Research and secure alternative sources of funding to continue smoke/ carbon monoxide detector program for Senior Citizens.

Major Accomplishments for 2022

- Member of the Core Racial Equity Team.
- Member of the Homelessness Task Force and its Impact Team.
- Member of the Human Services Network.
- Member of the Development Review Team – Planning Department
- Member of the Permit Digitization Project Team
- Member of DEI's Planning Management Team
- Participated in the Strategy Matters five-part series on diversity, equity, and inclusion.
- Recipient of a \$25,000 Fire Safety and Equipment Grant.
- Recipient of a \$15,500 Emergency Management Planning Grant.
- Recipient of a \$9,000 Student Awareness and Fire Education Grant.
- Completed the hiring process and training of 8 new Firefighters which included completion of the Mass Fire Academy and obtaining EMT certifications.
- Designed and purchased new frontline Engine to replace 25yo+ Pierce Engine.
- Purchased new ZETRON notification system to enhance communication between fire dispatch and all 3 fire stations.
- Purchased First Due's Records Management System and began the implementation process.
- Purchased new AED for Command staff vehicle through a state grant.
- Continued to service AEDs at Town buildings and the Reservoir.
- Completed successful recertification of 41 EMTs.
- Completed certification of both Rescue 1 and Rescue 2's ambulance licenses through the Department of Public Health.
- Fully transitioned from firefighting foams containing PFAS to an environmentally and firefighter safe PFAS free foam.
- All members completed the MIIA's Emergency Vehicle Operators course
- Continued use of online smoke detector inspection scheduling system for sale of homes which has been well-received by real estate agents and homeowners. The online system has improved the efficiency of department operations and has provided more control to our customers.
- Continued use of the online training program Prodigy to provide the required continuing education to the Department's Firefighter/EMT in a virtual setting, allowing firefighters to continue training during COVID.
- Integral role in design and development of fire protection systems for the AHS and DPW projects.
- Continued annual Fire and Life Safety inspections of over 300 commercial properties.
- Inspected over 694 residences to ensure proper smoke/carbon monoxide detector installation.
- Performed Fire and Life safety inspections of high-rise buildings.

FY' 23 EMT Stipend

paid first pp Dec

5117

Reference 4

	Name	3.75 % of FF Max	
102821	Bailey James	3,855.00	DEPUTY
104468	Baker, Keith	2,512.00	
104395	Beucler, Edward	2,512.00	
104389	Borges, Bryan	2,512.00	
103280	Burns, Kevin	2,915.00	LT.
104849	Byrne, Jon	2,512.00	
103110	Caggiano, Brian	3,353.00	CAPT
102822	Carey, Brendan	2,915.00	LT.
104154	Carr, Brian	2,512.00	
104500	Carroll, Michael	2,512.00	
102436	Casey, Robert	3,855.00	DEPUTY
104621	Caterino, Alex	2,512.00	
104633	Conroy, Christopher	2,512.00	
103735	Conroy Martin	3,353.00	CAPT
104845	Cummings, Mitchell	2,512.00	
104620	Curran, Michael	2,512.00	
102823	Dean, Thomas	2,512.00	
104470	DeRosby, John	2,512.00	
104469	DeSimone, Albert	2,512.00	
103644	Donisi, Joseph	2,512.00	
103642	Donnelly, Brian	2,512.00	
102514	Doucette, Eric	2,915.00	LT.
104223	Duggan, Neal	2,915.00	LT.
103640	Dustin, Robert Jr.	2,512.00	
104850	Flynn, Andrew	2,512.00	
104846	Flynn, Mikkell	2,512.00	
102437	Flynn, Paul	2,512.00	
104394	Jr. Flynn, Paul	2,512.00	
104397	Gallagher, Richard	2,915.00	LT.
102515	Gera, Brian	2,915.00	LT.
102972	Gera, David	2,512.00	
103275	Gibbons, Christopher	2,512.00	
102824	Henebury, Jay	3,353.00	CAPT
103794	Hogan, Terrence	2,512.00	
103253	Houser, Paul	3,353.00	CAPT.
102973	Kelly, John	3,855.00	DEPUTY
103257	Kelly, Michael	3,855.00	DEPUTY
103869	Kennedy, Brian	2,512.00	
103872	Kerr, Daniel	3,353.00	CAPT
102974	Lawson, James	2,915.00	LT.
104497	Loveless, Brenton	2,512.00	
104155	MacDonald, Liam	2,915.00	LT.
104396	Mansfield, Christopher	2,512.00	
102517	Marquis, Richard	2,512.00	
104622	Marshall, Robert	2,512.00	
102975	Martin, Michael	2,915.00	LT.
104226	McCabe, Marc	2,915.00	LT.
102518	McGahan, Brian	2,512.00	
103254	Melly, Ryan	3,855.00	DEPUTY
102438	Michaud, Stephen	2,915.00	LT.
103927	Mullane, Sean	3,353.00	CAPT
104222	Murray, Devin	2,512.00	
104848	Nadeau, Andrew	2,512.00	check to make sure if he is to receive this
104847	Noguera, Fidel	2,512.00	
104388	O'Brien, Sean	2,512.00	
103256	Palmieri, Joseph	2,512.00	
100580	Paone, Robert	2,915.00	LT.
102439	Paragona, Joseph	2,512.00	
104224	Potter, C. Benajah	2,915.00	LT.
104498	Sacca, Jeffrey	2,512.00	
104467	Santos, Alexis	2,512.00	
103134	Sharpe, Alfred	3,353.00	CAPT
103871	Shea, John	2,512.00	
104499	Stanton, Paul	2,915.00	LT.
104398	Stratton, Brandon	2,512.00	
103135	Sullivan, Shawn	2,512.00	
102523	Sweeney, Brian	2,512.00	

Deputy	3855
Captain	3353
Lieut	2915
FF step 7	2512

5 deputy's	\$19,275.00
7 capt's	\$23,471.00
15 Lt's	\$43,725.00
50 ff's	\$125,600.00
Chief	\$4,315.33
runs	\$18,000.00
	\$234,386.33

103873	Tirico, James	2,512.00	
104634	Weber, Catherine	2,512.00	
104153	Wiley, Colin	2,915.00	LT.
	Vacancy	2,512.00	
	Vacancy	2,512.00	
	Vacancy	2,512.00	
	Vacancy	2,512.00	
	Vacancy	2,512.00	
	Vacancy	2,512.00	
	Vacancy	2,512.00	

Reference 4

Chief Kevin Kelley	4,315.33	3% of base + defib
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Total:
 12 months x 1500.00 \$18,000.00
 for riding the rescue

For budget purposes - Total
78 ff's + monthly

Total: **234,386.33**

SCHOOL CREDITS FISCALYEAR '24

Employee NAME	CREDITS	VALUE	TOTAL AMOUNT	
102821 James Bailey Jr.	Degree	60	95.27	5,716.00 Deputy
104395 Edward Beucler		25	62.07	1,552.00
104389 Bryan Borges	Degree	60	62.07	3,724.00
105219 Justin Brown		60	62.07	3,724.00 budget
103280 Kevin Burns	Degree	60	72.03	4,322.00 Lt
104849 Jon Henry Byrne	Degree	60	62.07	3,724.00
103110 Brian Caggiano	Degree	60	82.85	4,971.00 Capt.
102822 Brendan Carey		35	72.03	2,521.00 Lt
104154 Brian Carr		31	62.07	1,924.00
104500 Michael Carroll		10	62.07	621.00
102436 Robert Casey	Degree	60	95.27	5,716.00 Deputy
104633 Christopher Conroy		33	62.07	2,048.00 budget
103735 Martin Conroy		45	82.85	3,728.00 Capt.
104845 Mitch Cummings		60	62.07	3,724.00 budget
104501 Andrew Cunningham		60	62.07	3,724.00 budget
104620 Michael Curran		0	62.07	0.00
102823 Thomas Dean, Jr.		27	62.07	1,676.00
104470 John DeRosby		33	62.07	2,048.00
104469 Albert DeSimone		40	62.07	2,483.00
103644 Joseph Donisi		31	62.07	1,924.00
103642 Brian Donnelly	Degree	60	62.07	3,724.00
102514 Eric Doucette	Degree	60	72.03	4,322.00 Lt
105209 Conor Duggan		60	62.07	3,724.00 budget
104223 Neil Duggan	Degree	60	72.03	4,322.00 Lt
103640 Robert Dustin Jr	Degree	60	62.07	3,724.00
104850 Andrew Flynn		0	62.07	0.00 0 new
104846 Mikkel, Flynn		30	62.07	1,862.00 budget
102437 Paul Flynn		25	62.07	1,552.00
104394 Flynn Jr., Paul		10	62.07	621.00
104397 Richard Gallagher		44	72.03	3,169.00 Lt
102515 Brian Gera	Degree	60	72.03	4,322.00 Lt
102972 David Gera		59	62.07	3,662.00
103275 Christopher Gibbons		40	62.07	2,483.00
102824 Jay Henebury		60	82.85	4,971.00 Capt. budget
103794 Terrance Hogan		16	62.07	993.00
103253 Paul Houser		44	82.85	3,645.00 Capt.
Paul Houser, JR.		45	62.07	2,793.00 budget
104231 Daniel Jefferson		60	62.07	3,724.00 budget
102973 John Kelly	Degree	60	95.27	5,716.00 Deputy
103257 Michael Kelly		16	95.27	1,524.00 Deputy
103869 Brian Kennedy		22	62.07	1,366.00
103872 Daniel Kerr	Degree	60	82.85	4,971.00 Capt.
102974 James Lawson	Degree	60	72.03	4,322.00 Lt
103615 Stephen Leveroni		51	62.07	3,166.00 budget
104497 Brenton Loveless		50	62.07	3,104.00
104155 Liam MacDonald		60	72.03	4,322.00 Lt budget 31
104396 Christopher Mansfield		37	62.07	2,297.00

Rank	Rate
firefighter	62.07
Lieutenant	72.03
Captain	82.85
Deputy Chief	95.27

BUDGET DRAFT

FISCAL YEAR '24

NAME	CREDITS	AMOUNT	
102517 Richard Marquis	15	62.07	931.00
104622 Robert Marshall	0	62.07	0.00
102975 Michael Martin	42	72.03	3,025.00 Lt
104226 Marc McCabe	Degree	60	72.03 4,322.00 Lt
102578 Brian McGahan		52	62.07 3,228.00
103254 Ryan Melly		48	95.27 4,573.00 Deputy
102438 Steven Michaud		24	72.03 1,729.00 Lt
103927 Sean Mullane		49	82.85 4,060.00 Capt.
105210 Damien Murray		49	62.07 3,041.00 BUDGET
104222 Devin Murray	Degree	60	62.07 3,724.00
104848 Andrew Nadeau		60	62.07 3,724.00 BUDGET
104847 Fidel Noguera		0	62.07 0.00
104388 O'Brien, Sean		60	62.07 3,724.00 NEW 34
103256 Joseph Palmieri		60	62.07 3,724.00 NEW 34
100580 Robert Paone	Degree	60	72.03 4,322.00 Lt
102439 Joseph Paragona		0	62.07 0.00
104224 C. Benaja Potter		60	68.95 4,137.00 Lt BUDGET
104498 Jeff Sacca		0	62.07 0.00
104467 Alexis Santos		51	62.07 3,166.00 BUDGET
103134 Alfred Sharpe	Degree	60	82.85 4,971.00 Capt.
103871 John Shea		22	62.07 1,366.00
104358 Matthew Shea		60	62.07 3,724.00 BUDGET
104499 Paul Stanton	Degree	60	72.03 4,322.00 Lt
104398 Brandon Stratton		43	62.07 2,669.00
103135 Shawn Sullivan		40	62.07 2,483.00
102523 Brian Sweeney	Degree	60	62.07 3,724.00
103873 James Tirico		50	62.07 3,104.00
104634 Catherine Weber		49	62.07 3,041.00
104153 Colin Willey		21	72.03 1,513.00 Lt

Rank	Rate
firefighter	62.07
Lieutenant	72.03
Captain	82.85
Deputy Chief	95.27

68 FF'S PAID

Total : \$226,618.00

CHIEF EDUC 15,281.00 Chief educ rate eff 7/1/23

Total educ \$ 241,899.00

Total: \$ 241,899.00

Project Title	FY24	FY25	FY26	FY27	FY28
Firefighter Protective Gear	\$30,000	\$30,000	\$30,000	\$35,000	\$35,000
Jaws of Life - Extrication Equipment		\$50,000			
LUCAS 3 - Chest Compression System	\$20,000				
Park Circle - Water Heater	\$27,500				
Park Circle - (4) Air Handlers Replacement	\$72,900				
Park Circle - Apparatus Bay Heating Unit	\$18,900				
Park Circle - Air Handler (Apparatus bay)	\$24,300				
<u>Vehicle Replacement - #1017 2012 Ford Escape</u>	<u>\$53,000</u>				
Rescue Ambulance replacing #1026	\$375,000				
Central station exterior waterproofing		\$100,000			
Vehicle Replacement - #1018 2012 F250 M2		\$60,000			
Vehicle Replacement - #1022 2014 Ford Interceptor		\$57,000			
Highland - Replacement of Roof Top Units			\$350,000		
Highland - Replacement of (2) Boilers			\$63,750		
Highland - Replacement of Hot Water Tank			\$32,500		
Vehicle Replacement - #1023 2014 Ford Explorer			\$62,000		
Rescue Ambulance replacing #1032				\$400,000	
Vehicle Replacement - #1028 2017 Ford Interceptor					\$67,000
Headquarters - Replacement of Boilers (2)				\$67,500	
Headquarters - Replacement of Hot Water Tank				\$33,750	
Headquarters - Replacement of Roof Top Unit				\$100,000	
Vehicle Replacement - #1005 2008 Seagrave Pump					\$1,100,000
Vehicle Replacement - #1024 2016 Ford Fusion Hybrid					\$73,700
Vehicle Replacement - #1027 2018 Ford Explorer					\$73,700
Exercise Equipment					\$49,000

**MEMORANDUM OF AGREEMENT
BETWEEN
THE TOWN OF ARLINGTON
AND
THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 1297
(collectively "the parties")**

April 2022

WHEREAS, the Town of Arlington ("Town") and the International Association of Firefighters Local 1297 ("Local 1297") have been negotiating for a successor to their July 1, 2018 through June 30, 2021 collective bargaining agreement; and

WHEREAS, the Town and Local 1297 have come to terms relative to a successor agreement, subject to ratification by the membership of Local 1297 and funding by the next Arlington Town Meeting as required by M.G.L. c. 150E; and

WHEREAS, the parties have agreed to execute this Memorandum of Agreement ("MOA") pending drafting of a fully integrated successor collective bargaining agreement; and

WHEREAS, the parties have agreed that their collective bargaining agreement in effect from July 1, 2018 through June 30, 2021 shall remain in full force and effect except as expressly modified by this MOA;

NOW THEREFORE, the Town and Local 1297 agree as follows:

1. Duration: Amend Article XXVII (Duration of Agreement) to reflect that the parties' collective bargaining agreement shall be in effect from July 1, 2021 through June 30, 2024 and that the impasse date is modified to January, 2024.

2. Salaries: Amend Article VIII (Section One Wages) by replacing the current step system with the following:

Article VIII Wages, Call-in Pay and Holdover Time

Section One. Effective July 1, 2021 all salaries and salary increases will be based off the starting point of a Step 3 Firefighter. Salaries will be calculated as follows:

Step 1 - (0.89% of a Step 3 Firefighter)	Employment Start/Entrance
Step 2 – (0.92% of a Step 3 Firefighter) with the Town	One-year employment anniversary
Step 3 – (Starting point of all step calculations)	Second-year employment anniversary with the Town

Step 4 – (101% of a Step 3 Firefighter)	Year 5 (Commencing on employment anniversary after 5 years of completed service with the Town)
Step 5 – (102.2% of a Step 4 Firefighter)	Year 10 (Commencing on employment anniversary after 10 years completed service with the Town)
Step 5 – (102% of a Step 5 Firefighter)	Year 15 (Commencing on employment anniversary after 15 years completed service with the Town)
Max Firefighter – (101.5% of a Step 6 Firefighter)	Year 25 (Commencing on employment anniversary after 25 years completed service with the Town)
<p>Lieutenant There shall be a Lieutenant base salary which shall be the Lieutenant salary from the previous contract year, adjusted by the cost of living adjustment in Appendix A.</p>	
Step 2 - (101.0% of Lieutenant base salary)	Year 5 (Commencing on employment anniversary after 5 years completed service with the Town)
Step 3 – (101.0% of a Step 2 Lieutenant)	Year 10 (Commencing on employment anniversary after 10 years completed service with the Town)
Step 4 – (101.0% of a Step 3 Lieutenant)	Year 15 (Commencing on employment anniversary after 15 years completed service with the Town)
Max Lieutenant – (100.3% of a Step 4 Lieutenant)	Year 25 (Commencing on employment anniversary after 25 years completed service with the Town)

Captain

There shall be a Captain base salary which shall be the Captain salary from the previous contract year, adjusted by the cost of living adjustment in Appendix A.

Step 2 - (101.0% of Captain base salary)	Year 5 (Commencing on employment anniversary after 5 years completed service with the Town)
Step 3 – (101.0% of a Step 2 Captain)	Year 10 (Commencing on employment anniversary after 10 years completed service with the Town)
Step 4 – (101.0% of a Step 3 Captain)	Year 15 (Commencing on employment anniversary after 15 years completed service with the Town)
Max Captain – (100.3% of a Step 4 Captain)	Year 25 (Commencing on employment anniversary after 25 years completed service with the Town)

Deputy Chief

There shall be a Deputy Chief base salary which shall be the Deputy Chief salary from the previous contract year, adjusted by the cost of living adjustment in Appendix A.

Step 2 - (101.0% of Deputy Chief base salary)	Year 5 (Commencing on employment anniversary after 5 years completed service with the Town)
Step 3 – (101.0% of a Step 2 Deputy Chief)	Year 10 (Commencing on employment anniversary after 10 years completed service with the Town)
Step 4 – (101.0% of a Step 3 Deputy Chief)	Year 15 (Commencing on employment anniversary after 15 years completed service with the Town)
Max Deputy Chief – (100.3% of a Step 4 Deputy Chief)	Year 25 (Commencing on employment anniversary after

25 years completed service
with the Town)

Section One (a) Effective July 1, 2022 all salaries and salary increases will be based off the starting point of a Step 3 Firefighter. Salaries will be calculated as follows:

Step 1 - (0.89% of a Step 3 Firefighter)	Employment Start/Entrance
Step 2 – (0.92% of a Step 3 Firefighter)	One-year employment anniversary with the Town
Step 3 – (Starting point of all step calculations)	Second-year employment anniversary with the Town
Step 4 – (102% of a Step 3 Firefighter)	Year 5 (Commencing on employment anniversary after 5 years completed service with the Town)
Step 5 – (102.5% of a Step 4 Firefighter)	Year 10 (Commencing on employment anniversary after 10 years completed service with the Town)
Step 6 – (102.5% of a Step 5 Firefighter)	Year 15 (Commencing on employment anniversary after 15 years completed service with the Town)
Max Firefighter – (102.5% of a Step 6 Firefighter)	Year 25 (Commencing on employment anniversary after 25 years completed service with the Town)

Lieutenant

There shall be a Lieutenant base salary which shall be the Lieutenant salary from the previous contract year, adjusted by the cost of living adjustment in Appendix A.

Step 2 - (102.0% of Lieutenant base salary)	Year 5 (Commencing on employment anniversary after 5 years completed service with the Town)
Step 3 – (101.3% of a Step 2 Lieutenant)	Year 10 (Commencing on employment anniversary after 10

	years completed service with the Town)
Step 4 – (101.5% of a Step 3 Lieutenant)	Year 15 (Commencing on employment anniversary after 15 years completed service with the Town)
Max Lieutenant – (101.3% of a Step 4 Lieutenant)	Year 25 (Commencing on employment anniversary after 25 years completed service with the Town)
Captain	
There shall be a Captain base salary which shall be the Captain salary from the previous contract year, adjusted by the cost of living adjustment in Appendix A.	
Step 2 - (102.0% of Captain base salary)	Year 5 (Commencing on employment anniversary after 5 years completed service with the Town)
Step 3 – (101.3% of a Step 2 Captain)	Year 10 (Commencing on employment anniversary after 10 years completed service with the Town)
Step 4 – (101.5% of a Step 3 Captain)	Year 15 (Commencing on employment anniversary after 15 years completed service with the Town)
Max Captain – (101.3% of a Step 4 Captain)	Year 25 (Commencing on employment anniversary after 25 years completed service with the Town)
Deputy Chief	
There shall be a Deputy Chief base salary which shall be the Deputy Chief salary from the previous contract year, adjusted by the cost of living adjustment in Appendix A.	
Step 2 - (102.0% of Deputy Chief base salary)	Year 5 (Commencing on employment anniversary after 5 years completed service with the Town)

Step 3 – (101.3% of a Step 2 Deputy Chief)	Year 10 (Commencing on employment anniversary after 10 years completed service with the Town)
Step 4 – (101.5% of a Step 3 Deputy Chief)	Year 15 (Commencing on employment anniversary after 15 years completed service with the Town)
Max Deputy Chief – (101.3% of a Step 4 Deputy Chief)	Year 25 (Commencing on employment anniversary after 25 years completed service with the Town)

Section One (b) Effective July 1, 2023 all salaries and salary increases will be based off the starting point of a Step 3 Firefighter. Salaries will be calculated as follows:

Step 1 - (0.89% of a Step 3 Firefighter)	Employment Start/Entrance
Step 2 – (0.92% of a Step 3 Firefighter) with the Town	One-year employment anniversary
Step 3 – (Starting point of all step calculations)	Second-year employment anniversary with the Town
Step 4 – (102.25% of a Step 3 Firefighter)	Year 5 (Commencing on employment anniversary after 5 years completed service with the Town)
Step 5 – (103.7% of a Step 4 Firefighter)	Year 10 (Commencing on employment anniversary after 10 years completed service with the Town)
Step 6 – (103.5% of a Step 5 Firefighter)	Year 15 (Commencing on employment anniversary after 15 years completed service with the Town)
Max Firefighter – (102.5% of a Step 6 Firefighter)	Year 25 (Commencing on employment anniversary after 25 years completed service with the Town)

Lieutenant

There shall be a Lieutenant base salary which shall be the Lieutenant salary from the previous contract year, adjusted by the cost of living adjustment in Appendix A.

Step 2 - (102.25% of base)	Year 5 (Commencing on employment anniversary after 5 years completed service with the Town)
Step 3 – (102.5% of a Step 2 Lieutenant)	Year 10 (Commencing on employment anniversary after 10 years completed service with the Town)
Step 4 – (102.5% of a Step 3 Lieutenant)	Year 15 (Commencing on employment anniversary after 15 years completed service with the Town)
Max Lieutenant – (101.3% of a Step 4 Lieutenant)	Year 25 (Commencing on employment anniversary after 25 years completed service with the Town)

Captain

There shall be a Captain base salary which shall be the Captain salary from the previous contract year, adjusted by the cost of living adjustment in Appendix A.

Step 2 - (102.25% of base)	Year 5 (Commencing on employment anniversary after 5 years completed service with the Town)
Step 3 – (102.5% of a Step 2 Captain)	Year 10 (Commencing on employment anniversary after 10 years completed service with the Town)
Step 4 – (102.5% of a Step 3 Captain)	Year 15 (Commencing on employment anniversary after 15 years completed service with the Town)
Max Captain – (101.3% of a Step 4 Captain)	Year 25 (Commencing on employment anniversary after 25 years completed service with the Town)

Deputy Chief

There shall be a Deputy Chief base salary which shall be the Deputy Chief salary from the previous contract year, adjusted by the cost of living adjustment in Appendix A.

Step 2 - (102.25% of base)

Year 5 (Commencing on employment anniversary after 5 years completed service with the Town)

Step 3 – (102.5% of a Step 2 Deputy Chief)

Year 10 (Commencing on employment anniversary after 10 years completed service with the Town)

Step 4 – (102.5% of a Step 3 Deputy Chief)

Year 15 (Commencing on employment anniversary after 15 years completed service with the Town)

Max Deputy Chief – (101.3% of a Step 4 Deputy Chief)

Year 25 (Commencing on

employment anniversary after 25 years completed service with the Town)

Defibrillator Pay

Base pay and defibrillator pay will be paid as outlined in Appendix A hereto.

Firefighter defibrillator pay is 1% of Max Firefighter base salary. Ranking officer defibrillator pay is 1% of Max salary of each respective ranking officer.

5. Salaries: Amend Article VIII (Section Seven EMT Stipend) to read as follows:

Section Seven EMT stipend

Effective July 1, 2022 all bargaining unit employees who are Emergency Medical Technicians (EMT's) shall receive a stipend of 5% (five percent) of their respective salary (base salary + defibrillator stipend) as set forth in in Appendix A hereto; all firefighters will receive their stipend based on the Max Step of their respective rank, regardless of hire date; such payment is to be made on or around December 15th of each year. Effective July 1, 2023, such stipend shall be 5.5% (five and a half percent).

Effective on November 17, 1993, all bargaining unit employees who are EMT's shall receive in their regular paychecks \$5.00 for each tour when they are assigned to the Rescue. All tours will be totaled at the end of each month and paid in the next available paycheck. Effective July 1, 1999, the \$5.00 for each tour will be increased to \$10.00 for each tour.

6. **Holidays:** Amend Article XV to read as follows:

Effective July 1, 2022 a firefighter will have ~~13~~ 14 holidays each year, which they may elect as time off or paid. If the firefighter elects to have their holidays paid, they may choose one of the following three ways to receive this payment:

- a) Five (5) on the first payroll in July and the remainder in the first payroll of January
- b) Five (5) on the first or second payday in December and the remainder the first payroll in January
- c) Five (5) on the first payroll in July, five (5) on the first or second payday in December, and the remainder in January

Effective July 1, 1999 the Town will grant one additional holiday, which must be taken in the form of time off. An employee who has worked part of a holiday shall not be penalized for refusing to work a detail, which includes another part of the same holiday.

Notwithstanding the provisions of Article X, Section 4 (f), above, effective July 1, 1984, any unused holidays not taken during the calendar year will be compensated in January of the following year.

Effective December 2004 the Town will pay double time for all on duty for Christmas Eve (14 hours) and Christmas Day (24 hours).

At the discretion of the Chief, employees may be asked to participate in professional development regarding Juneteenth.

7. **MOA is Off-The-Record.** The parties agree that this MOA shall be off the record for purposes of bargaining history unless and until Local 1297 has ratified this MOA and the Town Manager has approved this MOA.

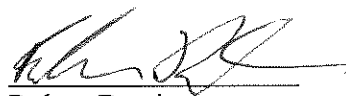
8. **Ratification.** The parties agree that this MOA is subject to ratification by Local 1297 membership and to funding by Town Meeting at the next scheduled Town Meeting.

Agreed to subject to the conditions in paragraphs 7 and 8 above by

The Town of Arlington
by its Town Manager

The IAFF, Local 1297
by


Adam Chapdelaine


Robert Dustin

Appendix A
Pay Component Calculations

	FY22	FY23	FY24
COLA	1.50%	2.00%	2.00%

EMT	3.75%	5.00%	5.50%
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Firefighters

1 (Hire)	\$56,074	\$57,196	\$58,340
2 (1y)	\$57,965	\$59,124	\$60,306
3 (2y)	\$63,005	\$64,265	\$65,550
4 (5yr)	\$63,635	\$65,550	\$67,025
5 (10y)	\$65,035	\$67,189	\$69,505
6 (15y)	\$66,336	\$68,869	\$71,938
FF Max (25y)	\$67,331	\$70,591	\$73,736

Lieutenants

base	\$75,598	\$77,110	\$78,652
2 5yr	\$76,354	\$78,652	\$80,422
3 (10y)	\$77,118	\$79,674	\$82,433
4 (15y)	\$77,889	\$80,869	\$84,494
LT Max (25y)	\$78,123	\$81,920	\$85,592

Captains

base	\$86,939	\$88,678	\$90,452
2 5yr	\$87,808	\$90,452	\$92,487
3 (10y)	\$88,686	\$91,628	\$94,799
4 (15y)	\$89,573	\$93,002	\$97,169
Cap Max (25y)	\$89,842	\$94,211	\$98,432

Deputy Chiefs

base	\$99,979	\$101,979	\$104,019
2 5yr	\$100,979	\$104,019	\$106,359
3 (10y)	\$101,989	\$105,371	\$109,018
4 (15y)	\$103,009	\$106,952	\$111,743
Dep Max (25y)	\$103,318	\$108,342	\$113,196

**FY 2022
Pay Component Calculations**

Defibrillator Stipend - FY22			
Step/Rank	Base	% of Base	Stipend
Firefighter Step 7	\$67,331	1.0%	\$673
Lieutenant	\$78,123	1.0%	\$781
Captain	\$89,842	1.0%	\$898
Dpeuty Chief	\$103,318	1.0%	\$1,033

Defibrillator Stipend - FY22				
Step/Rank	Base	Defib Stipend	% of Base	Stipend
Firefighter Step 7	\$67,331	\$673	3.75%	\$2,550
Lieutenant	\$78,123	\$781	3.75%	\$2,959
Captain	\$89,842	\$898	3.75%	\$3,403
Dpeuty Chief	\$103,318	\$1,033	3.75%	\$3,913

Night Differential - FY22				
Step/Rank	Base	Defib Stipend	Night Diff.	Stipend
Firefighter Step 1	\$56,074	\$673	5.40%	\$3,064
Firefighter Step 2	\$57,965	\$673	5.40%	\$3,166
Firefighter Step 3	\$63,005	\$673	5.40%	\$3,439
Firefighter Step 4	\$63,635	\$673	5.40%	\$3,473
Firefighter Step 5	\$65,035	\$673	5.40%	\$3,548
Firefighter Step 6	\$66,336	\$673	5.40%	\$3,618
Firefighter Step 7	\$67,331	\$673	5.40%	\$3,672
Lieutenant Step 1	\$85,654	\$781	5.40%	\$4,667
Lieutenant Step 2	\$86,511	\$781	5.40%	\$4,714
Lieutenant Step 3	\$87,376	\$781	5.40%	\$4,760
Lieutenant Step 4	\$88,250	\$781	5.40%	\$4,808
Lieutenant Step 5	\$88,515	\$781	5.40%	\$4,822
Captain Step 1	\$86,939	\$898	5.40%	\$4,743
Captain Step 2	\$87,808	\$898	5.40%	\$4,790
Captain Step 3	\$88,686	\$898	5.40%	\$4,838
Captain Step 4	\$89,573	\$898	5.40%	\$4,885
Captain Step 5	\$89,842	\$898	5.40%	\$4,900
Deputy Step 1	\$99,979	\$1,033	5.40%	\$5,455
Deputy Step 2	\$100,979	\$1,033	5.40%	\$5,509
Deputy Step 3	\$101,989	\$1,033	5.40%	\$5,563
Deputy Step 4	\$103,009	\$1,033	5.40%	\$5,618
Deputy Step 5	\$103,318	\$1,033	5.40%	\$5,635

School Credit Calculation

Step/Rank	Base	Defib. Stipend	5% of (Base + Defib.)	5% of (Base + Defib.)/60 = Amount per Credit	Amount per Credit X # of Credits
Firefighter	\$67,331	\$673	\$3,400	\$56.67	Total Benefit
Lieutenant	\$78,123	\$781	\$3,945	\$65.75	
Captain	\$89,842	\$898	\$4,537	\$75.62	
Dpeuty Ch	\$103,318	\$1,033	\$5,218	\$86.97	

FY 2023
Pay Component Calculations

Defibrillator Stipend - FY23			
Step/Rank	Base	% of Base	Stipend
Firefighter Step 7	\$70,591	1.0%	\$706
Lieutenant	\$81,920	1.0%	\$819
Captain	\$94,211	1.0%	\$942
Dpeuty Chief	\$108,342	1.0%	\$1,083

EMT Stipend - FY23				
Step/Rank	Base	Defib Stipend	% of Base	Stipend
Firefighter Step 7	\$70,591	\$706	5.00%	\$3,565
Lieutenant	\$81,920	\$819	5.00%	\$4,137
Captain	\$94,211	\$942	5.00%	\$4,758
Dpeuty Chief	\$108,342	\$1,083	5.00%	\$5,471

Night Differential - FY23				
Step/Rank	Base	Defib Stipend	Night Diff.	Stipend
Firefighter Step 1	\$57,196	\$706	5.40%	\$3,127
Firefighter Step 2	\$59,124	\$706	5.40%	\$3,231
Firefighter Step 3	\$64,265	\$706	5.40%	\$3,508
Firefighter Step 4	\$65,550	\$706	5.40%	\$3,578
Firefighter Step 5	\$67,189	\$706	5.40%	\$3,666
Firefighter Step 6	\$68,869	\$706	5.40%	\$3,757
Firefighter Step 7	\$70,591	\$706	5.40%	\$3,850
Lieutenant Step 1	\$85,654	\$819	5.40%	\$4,670
Lieutenant Step 2	\$86,511	\$819	5.40%	\$4,716
Lieutenant Step 3	\$87,376	\$819	5.40%	\$4,763
Lieutenant Step 4	\$88,250	\$819	5.40%	\$4,810
Lieutenant Step 5	\$88,515	\$819	5.40%	\$4,824
Captain Step 1	\$88,678	\$942	5.40%	\$4,839
Captain Step 2	\$90,452	\$942	5.40%	\$4,935
Captain Step 3	\$91,628	\$942	5.40%	\$4,999
Captain Step 4	\$93,002	\$942	5.40%	\$5,073
Captain Step 5	\$94,211	\$942	5.40%	\$5,138
Deputy Step 1	\$101,979	\$1,083	5.40%	\$5,565
Deputy Step 2	\$104,019	\$1,083	5.40%	\$5,676
Deputy Step 3	\$105,371	\$1,083	5.40%	\$5,749
Deputy Step 4	\$106,952	\$1,083	5.40%	\$5,834
Deputy Step 5	\$108,342	\$1,083	5.40%	\$5,909

School Credit Calculation

Step/Rank	Base	Defib. Stipend	5% of (Base + Defib.)	5% of (Base + Defib.) / 60 = Amount per Credit	Amount per Credit X # of Credits
Firefighter	\$70,591	\$706	\$3,565	\$59.42	Total Benefit
Lieutenant	\$81,920	\$819	\$4,137	\$68.95	
Captain	\$94,211	\$942	\$4,758	\$79.30	
Dpeuty Ch	\$108,342	\$1,083	\$5,471	\$91.18	

**FY 2024
Pay Component Calculations**

Defibrillator Stipend - FY24			
Step/Rank	Base	% of Base	Stipend
Firefighter Step 7	\$73,736	1.0%	\$737
Lieutenant	\$85,592	1.0%	\$856
Captain	\$98,432	1.0%	\$984
Dpeuty Chief	\$113,196	1.0%	\$1,132

EMT Stipend - FY24				
Step/Rank	Base	Defib Stipend	% of Base	Stipend
Firefighter Step 7	\$73,736	\$737	5.50%	\$4,096
Lieutenant	\$85,592	\$856	5.50%	\$4,755
Captain	\$98,432	\$984	5.50%	\$5,468
Dpeuty Chief	\$113,196	\$1,132	5.50%	\$6,288

Night Differential - FY24				
Step/Rank	Base	Defib Stipend	Night Diff.	Stipend
Firefighter Step 1	\$58,340	\$737	5.40%	\$3,190
Firefighter Step 2	\$60,306	\$737	5.40%	\$3,296
Firefighter Step 3	\$65,550	\$737	5.40%	\$3,579
Firefighter Step 4	\$67,025	\$737	5.40%	\$3,659
Firefighter Step 5	\$69,505	\$737	5.40%	\$3,793
Firefighter Step 6	\$71,938	\$737	5.40%	\$3,924
Firefighter Step 7	\$73,736	\$737	5.40%	\$4,022
Lieutenant Step 1	\$85,654	\$856	5.40%	\$4,672
Lieutenant Step 2	\$86,511	\$856	5.40%	\$4,718
Lieutenant Step 3	\$87,376	\$856	5.40%	\$4,765
Lieutenant Step 4	\$88,250	\$856	5.40%	\$4,812
Lieutenant Step 5	\$88,515	\$856	5.40%	\$4,826
Captain Step 1	\$90,452	\$984	5.40%	\$4,938
Captain Step 2	\$92,487	\$984	5.40%	\$5,047
Captain Step 3	\$94,799	\$984	5.40%	\$5,172
Captain Step 4	\$97,169	\$984	5.40%	\$5,300
Captain Step 5	\$98,432	\$984	5.40%	\$5,368
Deputy Step 1	\$104,019	\$1,132	5.40%	\$5,678
Deputy Step 2	\$106,359	\$1,132	5.40%	\$5,805
Deputy Step 3	\$109,018	\$1,132	5.40%	\$5,948
Deputy Step 4	\$111,743	\$1,132	5.40%	\$6,095
Deputy Step 5	\$113,196	\$1,132	5.40%	\$6,174

School Credit Calculation

Step/Rank	Base	Defib. Stipend	5% of (Base + Defib.)	5% of (Base + Defib.)/60 = Amount per Credit	Amount per Credit X # of Credits
Firefighter	\$73,736	\$737	\$3,724	\$62.07	Total Benefit
Lieutenant	\$85,592	\$856	\$4,322	\$72.03	
Captain	\$98,432	\$984	\$4,971	\$82.85	
Dpeuty Ch	\$113,196	\$1,132	\$5,716	\$95.27	

Rec and Rink Highlights:

Personnel:

One new position was added to give some management cover to evenings.
Minimum wage increase and labor shortages are pushing up seasonal wages

Expenses:

1. Chlorine has been rolled into reservoir supplies.
2. Increases in program costs are covered by increase in revenue from fees.

Revenue:

1. Revenue's reflect an increase in fees
2. 200k is budgeted from retained earnings some of that is related to moving the preschool to the Parmenter school which will require renovations.
3. Retained earnings balance for recreation is 1.1 million
4. Retained earnings balance for the rink is 105,000. Joe believes this is a little close for comfort

Joe continues to try to build the recreation budget around cost centers.

Notes from 2/1/2023 Zoom meeting between A LaCourt, R Younkin, J Connelly.

Note that most of our initial questions were answered in Joe's email response. Those answers are in the document "Questions for J. Connelly."

Items that need further investigation with Sandy and/or Julie W:

-Why is Off-hours supervisor (Donovan) listed in the FY2023 column when this is a new position? (If you exclude the \$58k that is listed, you get the correct total for FY23.) Same issue with the Rink.

-Why is there an increase in health insurance for the Rink, but a decrease for Rec? (Is this for Donovan? Is it counted correctly?)

-Is the rink debt service also referenced in the capitol budget?

-For the Rink, is the "transfer from other funds" a use of retained earnings or something else? Should it be re-labeled? Joe thinks it is a "cushion" from retained earnings.

Salaries:

-Minimum wage set by the state has been going up, so we can expect this to appear especially in the "temp" positions that are primarily young people over the summer. These positions are hard to fill these days. Hours of some summer programs have been adjusted to accommodate staff shortages, especially on Fridays.

-Increase in Salaries line is primarily due to new position (Donovan, Off-hours supervisor) split between two budgets

Other expenses:

-Travel car allowance is for J Connelly.

-Electricity is primarily lighting, as well as the pump system (and lighting) at the res. A new electricity contract started Jan 1. We will hopefully see some savings from this.

-Use of retained earnings is in part to fund renovations and work on the Parmenter school. Once the APS preschool moves back to AHS, they would like to move KidCare preschool to the Parmenter. The building would be used during the school day for preschool and then for elementary after-school. There should be a lot of demand for this. They are currently paying \$30k to rent the storefront on Mass Ave for KidCare. This \$50k is budgeted under KC Preschool. Question: why is this not a capital expense? Ans: because the retained earnings has such a large balance it would be hard to justify not using it for expenses for this same program.

Rink

Other expenses:

- Clothing is a union-negotiated item. It goes directly in their paychecks.
- Uniforms, badges and gloves are things like staff sweatshirts and t-shirts
- Energy refers to electricity
- Gas is to heat the parts of the building that are not just the ice rink, and also to power the dehumidifier
- Gasoline is for vehicles and for plowing parking lots. The zamboni is electric.
- Debt service is for several separate programs over the years, including accessibility and a new refrigeration unit

Revenues:

- Some decrease in rentals since adults are less inclined to rent the 10pm ice time
- Admission fees have increased. Current estimates show FY23 should take in >\$83 so the \$74 predicted is conservative
- Some money is collected for registrations during one fiscal year for programs that actually occur the following fiscal year (summer) so we need to keep that in mind when expecting the amounts to agree.

Questions in advance of meeting Wednesday, 2/1, with Joe Connelly

Joe's emailed responses are in red.

Recreation:

1. 1. Salaries and Wages Temp - this was not budgeted in 2023 but its back. Can you talk us thru that? · This is basically the dog park supervisor stipend and a few other miscellaneous salaries (badminton, open gym, etc.). Originally I was going to break this up into the other salary line items...Kid Care, Summer, Reservoir but these salaries did not go with any of those programs. So in a nut shell I mislabeled them last year and forgot to add them to the budget. We are paying them in 2023 so I need to make up the amount this year in another line item.
2. Major increase in Reservoir Supplies - can you review for us? · In FY23 we had Chlorine as a separate actual line item. This year I added Chlorine and Res Supplies (\$50,000), Res Landscaping (new) for an approximate \$25,000, and I will be charging the res electrical directly to this account. I am also looking into a new point of sale system so we can take credit cards at the Res. That cost is unknown at this time. \$100,000 maybe a bit high but it gives me wiggle room for the unknowns.
3. 3How are the changes in accounting for seasonal costs and income going? Can you talk us thru the relationship between revenue and expenses here? Are things balancing out? · The breakdown of funds into seasonal in house and contracted is working out very well. It is allowing me to see exactly what we are contracting out and the actual percentage of revenue we are taking in. For instance in FY 23.

1. Summer Contracted Revenue = \$419, 319 (FY22 rev comes in)

2. Summer Contracted Expense = \$271,788 (FY23 exp go out)

So our percentage pay out was about 65%,our goal is 60%. This tells me that I need to get some of our vendors into more favorable contracts for Recreation. This is not perfect science because we split fiscal years with summer programs but it is a good indicator.

4. How did we get a decrease in Health insurance costs? · Great question, this is calculated by the Town Manager's office. I assume one of our employees picked a less expensive plan.

5. What are your revenue predictions based on and how confident in them are you? · I base our next fiscal year predictions on last year's actuals and any trends I see in programming. For this year 95% based on actuals from previous year. Winter in house I knew we had more travel basketball participants. I am as confident as I can be. There is no perfect science for this. It varies based on economy, weather, etc... If we have a hot spring and good start to the summer, summer programming will be up. The economy is a bit challenging right now but this year we did revamp our summer programming to give parents more options as well as the changes should save in expenses.

6. What is the balance of retained earnings? **1.1 million (this is how I sleep at night)**

Ed Burns Arena:

7. What are the Salaries and Wages Temp positions? · This is our Zamboni drivers, off season maintenance, cashiers, concession stand, etc. Mostly high school students and then evening and weekend positions.

8. Why the large change in the refrigeration contract? We are up for bid this year for maintenance contract which I am sure will go up however the other item is general call backs for emergency maintenance. Although we continue to upgrade our plant we are still a 53 year old facility. This was based on last year actual.

9. Can you talk us thru the changes in energy and natural gas costs? How confident are we in these estimates? I am concerned about these numbers. I have expressed this for the current year to Julie and Jim. They are based off of historical with a small increase but from what I am seeing in the current year we are at a 35% increase over last year. Utilities for us are a fixed item. We need the ice bed to be at a certain temperature to make ice. We have made upgrades in our lighting system and moved to efficient boilers etc. to take advantage of more efficient technology. Recent climate change does impact us greatly. The warmer temperatures we have the greater output on our cooling system and that increases energy needs.

10. Can you talk us thru the debt service and the transfer from the general fund? If I recall correctly these are related. Debt service is payback for the bonds on past capital projects. Transfer from general fund is for contractual obligations for unions I believe.

11. Revenue anticipates a fairly large increase in admission fees. Is it because the fee per person is going up or because we anticipate more users? Yes, we increased our per block rental fee this year by \$10 per block, for every \$5 increase it is about \$15,000 in revenue. So total of \$30,000 in straight rentals. So last year we were actual at \$450,000 and this year estimating \$475,000

12. What is the balance of retained earnings? \$105,000 (too close for comfort)

Questions in advance of meeting Wednesday, 2/1, with Joe Connelly

Recreation:

1. Salaries and Wages Temp - this was not budgeted in 2023 but its back. Can you talk us thru that?
2. Major increase in Reservoir Supplies - can you review for us?
3. How are the changes in accounting for seasonal costs and income going? Can you talk us thru the relationship between revenue and expenses here? Are things balancing out?
4. How did we get a decrease in Health insurance costs?
5. What are your revenue predictions based on and how confident in them are you?
6. What is the balance of retained earnings?

Ed Burns Arena:

7. What are the Salaries and Wages Temp positions?
8. Why the large change in the refrigeration contract?
9. Can you talk us thru the changes in energy and natural gas costs? How confident are we in these estimates?
10. Can you talk us thru the debt service and the transfer from the general fund? If I recall correctly these are related.
11. Revenue anticipates a fairly large increase in admission fees. Is it because the fee per person is going up or because we anticipate more users?
12. What is the balance of retained earnings?

Rink

What is covered by clothing?

Who gets an auto allowance?

Is gas for the Zamboni? 😊 =vehicles but not the zamboni

Who gets uniforms, badges, gloves?

Why is health insurance broken out in this budget and in some departments' budgets but not others?

Is the debt service for maintenance items for the rink that is covered in Capital Planning? In previous Capital Planning reports, I see 'Rink Enterprise Fund Debt Service', but no details. I also see a parking study in the 2024 Capital Plan. Is the 'transfer from other funds' from the Rink Enterprise Fund?

Why are admins for Accounts Payable and Payroll broken out in this budget and in some departments' budgets but not others?

Questions in advance of meeting Wednesday, 2/1, with Joe Connelly

Rebecca Younkin

Question for Annie: is the budget for an enterprise fund based on last year's actual revenue or on this year's predicted revenue? What if the predicted revenue falls short? I

Recreation:

Salary detail—why don't the listed salaries sum to the total at the bottom for FY23? I get \$468,861 rather than the \$410,506 that is shown. (\$410 makes it look like the increase is very large.)

- Looks like another transcription error. I will check with Sandy

Does "Salaries and Wages Temp" imply temporary workers? What are these positions and why were they not needed in FY23?

Why the increase in Reservoir Supplies?

Why so much change in spending from FY23 for [season] in-house and contracted programs? And should these numbers match the revenues with the same labels? Why are they so different? (For example, revenue for summer in house is \$369k but expenses are only \$45k)

Health insurance dropped 21%?

For some of the revenue items, the change is really significant. How is this predicted and how confident are we in those predictions? (For example, summer in house going from \$300k to \$369k?)

Ed Burns Arena:

Salary detail—same question, why don't the listed salaries sum to the total at the bottom? I get \$195,886?

What are the Salaries and Wages Temp positions?

Is Refrigeration Contract a maintenance contract? Why the large change?

Is Natural Gas to heat the parts of the building that are not the actual rink? What is the system for handling increases in energy costs (electricity, natural gas, gasoline) if they increase more than we anticipate?

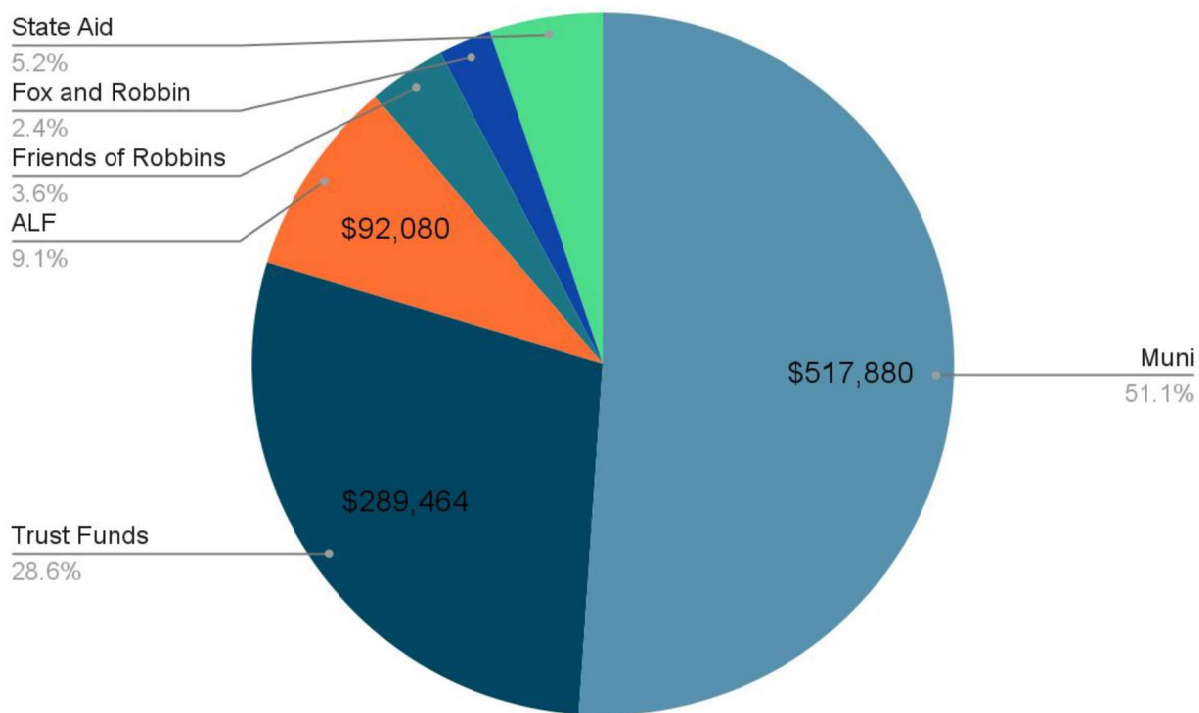
What is the Debt Service? (We pay the debt service on the building in addition to the DCR lease payment?)

Revenue anticipates a fairly large increase in admission fees. Is it because the fee per person is going up or because we anticipate more users?

Is Transfer from Other Funds from the general fund? Would it be reasonable going forward to pass this on to the actual users of the facility?

FY23 Operating Budget \$1,013,437

FY23 Payroll:
\$2,210,725



FY24 Library Highlights

Salaries:

24 full time and 14 part time (not all fully benefitted) staff

16 pages, not benefitted

14 on-call Librarians and library assistants (Sunday hours, sick days, etc.)

New director Anna Litten has lower salary than previous. New assistant director also lower than previous salary (but not at step 1 due to experience)

Overall salary increases of 1.27% over last year (modified after TM by collective bargaining)

Overtime is contracted (Sunday) so not possible to add a staff member instead

Differential, clothing, and stipend are contractual

From “budget explainer”: Due to a restructuring of their contract, staff in the Librarian Union and who are a Grade 1 or 2 will stay at the same step in FY24 as they are in FY23.

Expenses:

Licenses refers to MLN software to run the library (example is RFID system). This was historically in the capital plan but now is in the operating budget.

Other contracted services is contract with Minuteman.

Robbins Library: Serving the Community Post COVID

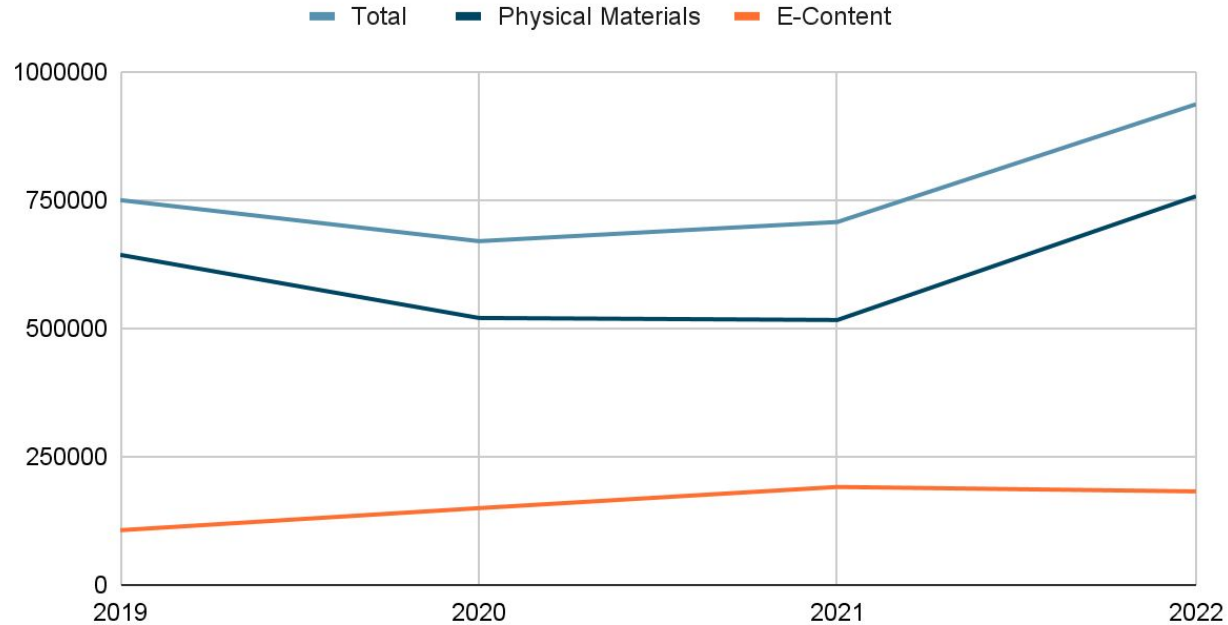
FY24 Library Overview

A dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, creating a triangular shape in the bottom right of the slide.

Library and Community Trends after 2020

- ❖ **Record-breaking circulation**
- ❖ **Community need for technology access and support**
- ❖ **Revisiting capital projects**

Record Breaking Circulation



Community need for technology access and support

Increasing access with zero budget
impact

Reference 14

FY21: Repurposed existing Chromebook collection
for checkout

FY22: Added 20 hotspots for community use via an
MBLC administered ARPA grant

FY23: Received funding from the Friends of Robbins
Library to replace grant funded hotspots
Added upcycled laptops

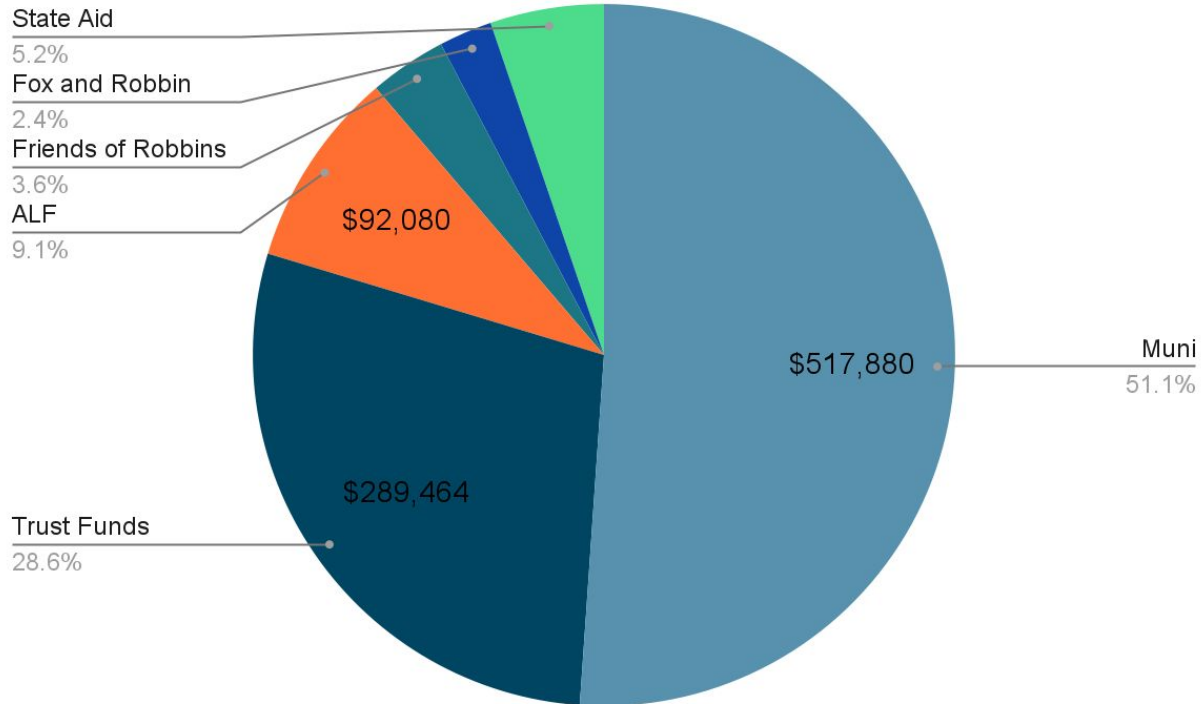
Revisiting Capital Projects

Reference 14



FY23 Operating Budget \$1,013,437

FY23 Payroll:
\$2,210,725



FY23 Personnel

Reference 14

24 Full Time Staff Members

14 Part Time Staff Members

16 Library Pages

54 Employees

14 On-Call Librarians and Library Assistants

Questions?

Thank you for your time and support!

Notes on 2/3 meeting with A Litten

R Younkin, A LaCourt, A Litten present

5th highest circulation in the whole state, after Boston, Cambridge, Newton, Brookline

Heaviest users of Overdrive in the Minuteman Network

50% of check-out is self-check (changes staffing needs)

Covid increased technology needs for the community. Administering hotspots with ARPA money and money from Friends funds. (No municipal budget increases even though tech offerings increased.)

Capital projects focus is shifting. Original ideas in 2017 have changed.

-Immediate needs: children and teen space (not looking for addition)

-Need whole new building for Fox. Current is not ADA accessible.

-Plan: Small changes at Robbins to allow Fox to close (CDBG funds for bathrooms, lighting). Then close Fox to rebuild

-Construction grants program from state is opening soon

Fox and Robbin shop goes to children's programming and materials. Also ~\$25k offset from shop.

2 big additions to outside funding:

-trust fund is funding deaccession of print collection to hopefully free up funding in current trust fund.

-prints are being sold (not much expected from proceeds). Approx \$60k to contractors to handle the sale.

Staffing:

- 24 full time and 14 part time (not all fully benefitted) staff.

-16 pages, not benefitted

-14 on-call librarians and library assistants (Sunday hours, sick days, etc.)

Notes in response to our questions:

Vacancies and Retention

-filled last vacant position this week.

-don't see positions unfilled for long (one exception was 25 hrs/week position, which took a little longer to fill)

-1 retirement, 1 promotion, 1 person moved away out of 4 people who left

Overtime is Sunday hours. Contract requires them to offer first to librarians. Sometimes done by on-call person, which is cheaper

Differential refers to working evenings after 5pm. Part of union contract, as are clothing and stipend items

Licenses refers to MLN software to run the library (example is RFID system)

Other contracted services is contract with Minuteman.

-FY23—most is MLN membership fee and some for telecommunications fee

-\$76k for just MLN membership, plus \$74k for content fee (this is kind of “hidden” in there now. Part is in Books and Materials and part is in state aid)

Auto and Gas is for the van to move materials between libraries

Hoping electricity decreases with capital project of lighting

Recordings refers to audio cd’s and “read alongs” Music and audio books.

Microfilming is just Advocate/Advocate and Star

Need to be careful to maintain our eligibility for state aid and Minuteman by meeting our annual municipal minimum funding level. (MBLC sets a minimum, and Minuteman also requires us to “do our share” to contribute to materials sharing)

Questions for A Litten in advance of meeting Friday, Feb 3

Rebecca Younkin

Salaries: There seem to be a lot of employees moving to new positions. Any thoughts or concerns about that?

When I look at each position, it seems that most increase in pay by more like 5-10%, other than the Library Director (which dropped) and a Children's Librarian, which more than doubled. How does that result in an increase of only 1.27%. I'm still confused about how the salaries are counted.

Why so much overtime? Is this intentional or does it suggest a need for an additional employee?

What is "differential?" "Clothing?" "Stipends?"

For Maintenance, the FY 23 budget was a significant drop from FY22—did that work out okay? Is it okay to continue with the lower FY23 amount? **I believe a chunk of their maintenance was moved to facilities last year**

Most items are level funded. This suggests last year's amounts were appropriate. Does that seem accurate? **I suspect that this is just because we are approaching an override.**

The "licenses" are MLN licenses according to Julie Wayman's doc. Is this just a software license or does it cover actual exchange of materials within the Minuteman network?

What are "other contracted services?"

Just curious what micro filming is still being done.

Recordings and Films?

What are Fox offsets? From the Friends of the Fox? Where does that show up otherwise in the budget?

Plans for hiring new assistant director?

FY2024 Budget Explainer

January 23, 2023

When looking at the budget for each department, please keep in mind that the FY2023 Budget Book numbers reflect what was in voted for each department in last year’s Finance Committee report to Town Meeting, whereas the FY2023 budget amounts shown in the FY2024 budget comparison chart are the prior fiscal year’s appropriation PLUS the amounts approved by 2022 Town Meeting for various collective bargaining units via Article 49. For example:

FY 2024 SALARY DETAIL		FY2023	
HUMAN RESOURCES Previous	Job	Budget Book	New Pay
MALLOY	DIRECTOR OF HUMAN RESOURCES	128,998	136,210
ROBERTS	ASST DIRECTOR OF HUMAN RESOURCES	81,914	88,662
SHAW	BENEFITS ACCOUNTANT	38,544	41,968
DISTASIO	BENEFITS ADMINISTRATOR	69,022	72,266
APPROPRIATION TOTAL:		318,478	339,106
Water/Sewer Offsets		(18,495)	(18,788)
TAXATION TOTAL:		299,983	320,318

The budget figures in the table below are the total amount approved at Town Meeting for that department *and* the amount approved for their department’s collective bargaining amounts: \$318,478+\$6,498=\$324,976.

	2021 Actual	2022 Actual	2023 Budget	2024 Budget	\$ Change	% Change
0115281 HUMAN RESOURCES SALARIES						
5100 SALARIES & WAGES	308,907	315,364	324,976	339,106	14,130	4.35%
5156 LONGEVITY	6,484	9,121	7,850	8,211	361	4.60%
0115281 HUMAN RESOURCES SALARIES	315,391	324,485	332,826	347,317	14,491	4.35%

Town of Arlington, Massachusetts

Article 49

Warrant Article Title:
COLLECTIVE BARGAINING

Warrant Article Text:

To see if the Town will vote to fund any fiscal items in the event that any are contained in collective bargaining agreements between the Town and the following named collective bargaining units, and to fund for non-union, M Schedule, and elected officials' salaries or fringe benefits, determine how the money shall be raised and expended; or take any action related thereto:

- A. Local 880, American Federation of State, County and Municipal Employees;
- B. Service Employees International Union;
- C. Robbins Library Professional Association;
- D. Local 1297, International Association of Firefighters;
- E. Arlington Police Patrol Officers' Association (formerly Arlington Patrolmen's Association);
- F. Arlington Ranking Police Officers' Association;
- G. M Schedule and non-union employees; and
- H. Full-time elected officials

Requested by:
(Inserted at the request of the Town Manager)

Report Excerpt:
Negotiations are still in process with several Town unions. If a settlement is achieved before the end of Town Meeting, the Finance Committee will bring that settlement before the meeting.

Original Vote Language: VOTED: That the sum of \$1,323,572 is hereby appropriated, to be set aside for funding future collective bargaining agreements, said sum to be raised by general taxes and said sum shall not be expended without a future vote of Town Meeting.

Updated Vote Language Below.

COMMENT: Negotiations are still in process with several Town unions.

that the FY23 Fire Department budget be increased by \$524,817, that the FY23 Library budget be increased by \$27,793 and that the following other FY23 department or fund budgets be increased by \$133,569 as indicated in this table:

Department	FY23 Δ
Select Board	\$5,860
Town Manager	\$13,108
Comptroller	\$2,795
Treasurer/Collector	\$2,547
Legal	\$9,236
Human Resources	\$6,498

This is the case for each department with staff in any of the settled unions as was laid out in last year's Town Meeting in Article 49.

Select Board

The Select Board decreased the Principal Clerk and Typist position from 1.0 FTE to .54 FTE for FY24.

Town Manager

Sandy Pooler will continue as Town Manager for one month's time in FY24, the equivalent of .08 FTE or 1 month / 12 months.

The Communications Coordinator was brought on in FY2023. In FY23 and FY24 this position is 100% offset by ARPA funds.

Information Technology

The IT department requested \$40K to cover the annual licensing cost for an Applications & Permits platform. Historically, when similar IT requests were for hardware their location in the Capital Plan made more sense. Now that these requests are software licensing costs, it makes sense for it to be covered by the operating budget.

Town Clerk + Elections

In FY24 there will only be two elections (Presidential Primary in March 2024 and Town in April 2024), a drop from the three elections in FY23 (September, November, April). The drop in elections is reflected in the drop in salaries needed for FY24.

Facilities

The FY24 Facilities Department budget is set to increase \$222,416 over FY23. This is due to the maintenance of the Central School, 23 Maple St., and Jefferson Cutter House now being done completely by the Facilities Department. This increase is also due in large part to paying for the costs of maintaining and operating the new DPW building, such as new and increased annual maintenance costs, and utilities (electricity and natural gas) specific to the renovated buildings housing IT and Inspectional Services.

DPW – Admin

The Recycling Revolving Fund Offset was reduced from .48 to .42 because it is a flat dollar offset (\$35K) and the Recycling Coordinator's salary increased \$9,446 after being reclassified.

DPW - Solid Waste

The FY24 budget request is up \$122,761 over FY23 due to contractual increases.

DPW – Cemetery

Both the offset and the maintenance have increased \$30K in FY24 to cover additional work being done next fiscal year.

DPW – Streetlighting

The FY24 budget for the electricity for streetlights is up \$20K. The electricity for these lights is paid for outside of the Town electricity contract and subject to market increases.

Police

The FTE for Parking Control Officers Fisher and Marquis were increased from .9 and .88 to 1.0 FTE. This was due in part to coming under the AFSCME union contract. Detention Attendant Santorelli increased from .6 to 1.0 FTE.

Fire

The Ambulance offset is down from what it would have been in FY24 (\$234,114) to \$100,000. This funding will come from the ambulance fund.

Inspections

In FY23, O'Brien was brought on at 31 hours or (.89 FTE), up from the 28 hours (.8 FTE) in the FY23 budget.

Director of Inspectional Services Mike Ciampa: FY23 salary, should have been MGMT Grade 2 Step 4. The FY23 budget listed Ciampa as Grade 2, Step 3. Ciampa will move to a Step 5 in FY24.

Librarians

Due to a restructuring of their contract, staff in the Librarian Union and who are a Grade 1 or 2 will stay at the same step in FY24 as they are in FY23.

\$22K for MLN licenses that has historically been in the capital plan has moved into the operating budget.

Health and Human Services

The HHS expense budget, "Rental of Buildings" line is down \$60K in FY24 because it is no longer paying to rent the building (Community Center) as the building is now being operated by the Facilities Dept.

HHS personnel is down \$51K because they are now paying for their second public health nurse through ARPA. Arlington shares this position with Belmont. Arlington receives 60% of this person's time.

Council on Aging

The COA expense budget, "Rental of Buildings" line is down \$60K in FY24 because it is no longer paying to rent the building (Community Center) as the building is now being operated by the Facilities Dept.

Council on Aging personnel is up in part because the Geriatric Nurse Clinician's hours have been increased from 30 to 32 hours and one of the receptionist's hours have been increased from 31 to 35.

Diversity, Equity, and Inclusion

The FY24 personnel budget for DEI appears to have a \$29,689 increase from FY23 to FY24. In fact, the ADA Coordinator and the Community Outreach Coordinator were both brought in at a higher grade than they were originally budgeted to be brought in at in the FY23 budget.

Planning and Community Development

In FY24, Claire Ricker is getting an increase of \$6K from her FY23 salary which was not part of the regular pay and classification plan. In FY24 she will begin following the standard grade and step system.

Recreation + Rink

The debt service needs to be changed in both of these budgets to reflect the amounts in the Capital Plan.

Council on Aging Transportation

We are no longer showing Michelle Tse in the budget because her salary is paid for from an outside fund.

AYCC

In FY23 the ARPA Offset for Crisis Intervention was used to pay the salary of Dana Rochman. This was \$34,835. This is no longer an offset in FY24. The FY24 FTE offset for Hourly Mental Health Clinicians is reduced to .23, down from .315.

Warrant Articles

Maintenance of Town Water Bodies – the Water Bodies Working Group, a group of the Conservation Commission, had reduced their FY23 ask to \$15K due to a large fund balance. The committee asked to have their FY24 budget returned to its previous amount of \$50K.

0114282 Revaluation

The Assessor has added this article to pay for the FY25 revaluation of properties in Town. The Department of Revenue (DOR) requires the Assessor have the funds for this process in hand a year prior.