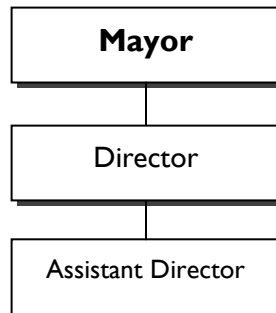


## **Section 5: Public Safety**

# Emergency Management

## MISSION STATEMENT

The mission of the Newburyport Office of Emergency Management is to coordinate emergency planning and to assist other city departments with emergency response training and assist with communications, evacuation, and sheltering of citizens during emergencies and natural disasters.



## FY2013 ACCOMPLISHMENTS

- NEMA was called upon to assist with the planning and emergency response, and reimbursement for Hurricane Sandy.
- NEMA was called upon to assist with the planning, coordinating emergency utility responses, and damage assessment for erosion at Plum Island
- NEMA expanded its membership with seven community volunteers.
- Emergency Operations Center participated in “Graded Exercise” conducted by Federal Emergency Management Agency (FEMA) for Seabrook Station
- Newburyport Emergency Management participated in the city-wide siren/notification system for Seabrook and other city-wide emergencies.
- Worked with MEMA to update all Emergency Plans with respect to Newburyport
- Upgrade to communication and data collection systems as required by MEMA
- Received traffic cones, barricades, safety devices through a Northeast Homeland Security Regional Advisory Council (NERAC) allotment.
- Received a “Support Trailer” from NERAC to support disaster / emergency operations
- Awarded a grant to purchase a speed-board, used by police department, for traffic studies and speed awareness
- Worked with MEMA to update the city’s “Electronic Comprehensive Emergency Management Plan” (eCEMP), which is a central depository in Massachusetts for emergency plans
- Obtained new cots and handicap cots for localized shelter

## **FY 2014 TRENDS**

Seabrook Station is mandated through federal safety regulations to conduct year trainings, testing of notification systems, tabletop & response drills. The City participates in these drills and testing of notification systems. The local EOC also participates in quarterly Seabrook Workgroup sessions and inventorying and review of all localized monitoring and testing equipment for radiation as required under federal guidelines. Emergency Management has worked very closely with city leaders, police, fire and EMS in preplanning and responding to weather related incidents of the course of the year. Two of these weather related incidents Hurricane Sandy and the recent storm the caused considerable erosion along Plum Island. Emergency Management has worked with the community and is currently training seven community members as volunteers who assist in manning the EOC in the event of an emergency. Locating and training qualified volunteers continues to be a challenge, but is critical if the EOC is to function properly during federal and state mandated drills involving Seabrook and weather related situations. Emergency Management maintains an informational website that provides assistance to citizens and industry with protective measures and helpful links for additional information.

## **FY 2014 GOALS AND OBJECTIVES**

**Goal 1:** Continue to work with federal, state and local organizations for grants and additional funding sources

### **Objectives:**

- Continue to research and apply for federal and state grant opportunities
- Continue to assist local business and industry in completing and updating their Emergency Plans

**Goal 2:** Electronic Hazmat Plans

### **Objectives:**

- Work with industry in the community to have their emergency hazmat plans submitted to EOC and fire department electronically
- Work with public safety to insure all relevant Departments have the most current information concerning storage and handling of hazard materials by industry

**Goal 3:** Technology upgrade

### **Objectives:**

- Computerizing the Emergency Management Center with a computer networking system
- Continue to reduce paperwork and storage with scanning and storage on computers
- Complete renovation to the training room

# Emergency Management (cont.)

## **Goal 4:** Expand community outreach

### **Objective:**

- Work with WNBP and Port Media for a more local Emergency Notification Plan
- Participate in a public awareness campaign for preparedness
- Conduct an open house for residents to visit EOC

## **Goal 5:** Facilitate training and certification to new members, as well as ICS Training to existing staff

### **Objective:**

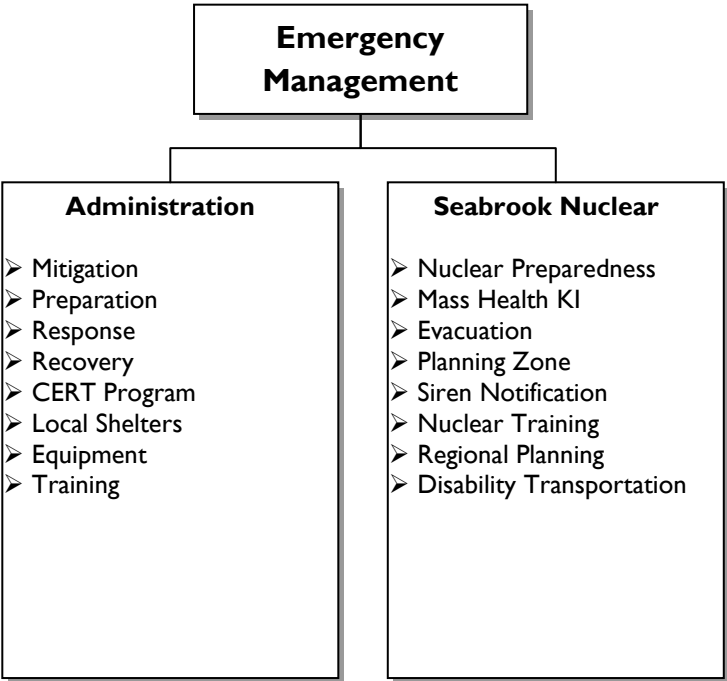
- Provide additional specialized training to new volunteers for managing the EOC during an event
- Conduct quarterly meetings with volunteers to advance their knowledge and exercise their capabilities at the EOC
- Review the training needs of City workers under the Incident Command Structure, which is required by state mandate
- Work with Regional Emergency Planning Committee on training opportunities

## **Goal 6:** Continued support for shelters

### **Objective:**

- Work with American Red Cross to become a certified regional shelter
- Work with neighboring communities to formulate plans for a localized regional shelter
- Work with community groups and agencies to support shelter operations

**PROGRAMS & SERVICES**



# Emergency Management (cont.)

## PERSONNEL SUMMARY

EMERGENCY MANAGEMENT			
<u>Position</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Actual</u>	<u>FY 2014 Budget</u>
Emergency Management Director	1	1	1
Deputy Emergency Management Director	1	1	1
<b>Total Full-Time Equivalents:</b>	<b>2</b>	<b>2</b>	<b>2</b>

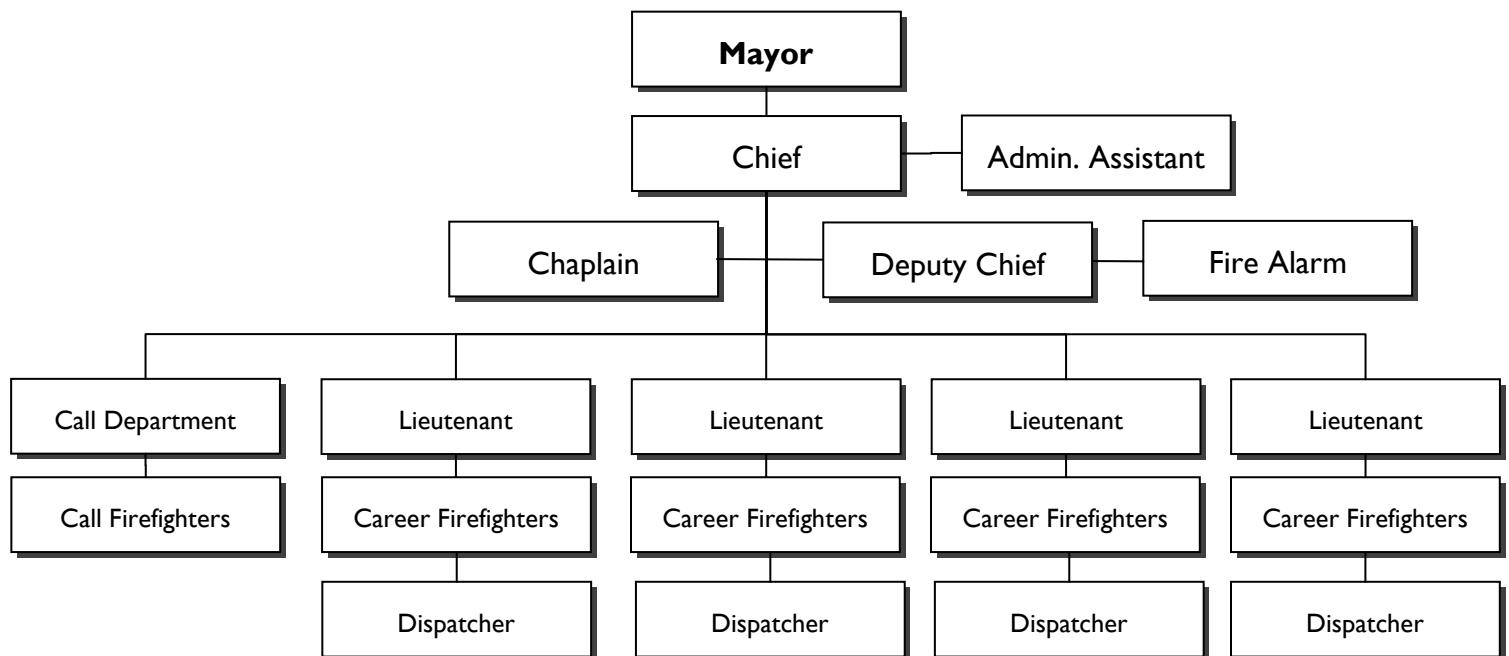
## **EMERGENCY MANAGEMENT**

	<b>FY2010 ACTUAL</b>	<b>FY2011 ACTUAL</b>	<b>FY2012 ACTUAL</b>	<b>FY2013 APPROVED</b>	<b>FY2014 PROPOSED</b>	<b>FY2014 APPROVED</b>
<b>001 - PERSONAL SERVICES</b>						
51101 EMR COORDINATOR	35,000	10,000	10,000	10,000	10,000	10,000.00
51102 EMR DEPUTY COORDINATOR	0	2,500	2,500	3,000	3,000	3,000.00
<b>001 - PERSONAL SERVICES Total</b>	<b>35,000</b>	<b>12,500</b>	<b>12,500</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000.00</b>
<b>002 - PURCHASE OF SERVICES</b>						
52100 EMR UTILITIES EXPENSES	6,881	5,929	4,187	7,000	7,000	7,000.00
52401 EMR MAINT BLD/GROUNDS	1,820	2,856	2,009	3,000	3,000	3,000.00
52403 EMR MAINT-VEHICLES	1,180	0	0	0	-	0.00
<b>002 - PURCHASE OF SERVICES Total</b>	<b>9,881</b>	<b>8,784</b>	<b>6,196</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000.00</b>
<b>004 - SUPPLIES</b>						
54200 EMR MISC EXPENSE	1,000	975	1,983	2,000	2,000	2,000.00
54801 EMR FUEL/OIL VEHICLE	180	0	0	500	500	500.00
<b>004 - SUPPLIES Total</b>	<b>1,180</b>	<b>975</b>	<b>1,983</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500.00</b>
<b>007 - OTHER CHARGES &amp; EXPENSES</b>						
57408 EMR INSURANCE	2,000	0	0	0	-	0.00
57409 EMR EXPENSES	0	3,750	2,750	2,000	2,000	2,000.00
<b>007 - OTHER CHARGES &amp; EXPENSES Total</b>	<b>2,000</b>	<b>3,750</b>	<b>2,750</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000.00</b>
<b>Grand Total</b>	<b>48,061</b>	<b>26,009</b>	<b>23,429</b>	<b>27,500</b>	<b>27,500</b>	<b>27,500.00</b>

# Fire Department

## MISSION STATEMENT

The mission of the Newburyport Fire Department is to provide a variety of emergency and non-emergency services designed to protect the lives and property of Newburyport residents and visitors through aggressive fire control, quality pre-hospital emergency medical care, fire prevention, public education and effective scene management. We strive to support and assist other city agencies in promoting the highest level of customer satisfaction.



## FY 2013 ACCOMPLISHMENTS

- Awarded a \$35,000 Federal Homeland Security Firefighter Assistance Grant to replace our the two hydraulic cutter units on our Jaws of Life units, purchase two 4-point vehicle stabilization jack systems, and to replace our high pressure air bag rescue system
- Received a \$5,400 state grant from the state to continue with our Student Awareness Fire Education (SAFE) Program
- Received a \$2,000 grant to assist with maintenance of our Decon Unit
- Continued training emergency room personnel and area departments in the set up procedures and operation of our portable decontamination unit
- Hired four new Call Firefighters to replace the ones that have been hired as full time firefighters. This needs to continue so we can maintain a solid system for replacing retiring firefighters



- Collaborated with six area fire and police departments to develop and apply for a state grant to install an advanced microwave radio/data system. This would allow all departments, both on the Fire and Police side, to communicate with each other and allow all vehicles to be able to receive real time data through on board computers
- With our department participation, the regional emergency planning committee (REPC) participated in our first table top exercise at the Georgetown Public Library with a hazardous materials release scenario centered in the Town of Georgetown
- Continued to develop a more comprehensive SOG/SOP manual
- Continued training our personnel in the federally mandated NIMS Program (National Incident Management System), which allows the City to qualify for future federal and state grants when they become available
- Administered a special driver training class for all Department personnel in the industrial park that included both classroom and actual hands on driving. As a MIIA sanctioned session, this training helped the City in lowering its overall insurance costs
- Hosted a regional drill involving area fire departments and harbormasters that tested our ability to deploy our floating boom containment system to assist with containing a leak of hazardous materials in the Merrimac River
- Worked with the Salvation Army by supporting their evening meal program and provided assistance during the holidays by filling a fire truck at K-Mart with children's toys

## **FY 2014 TRENDS**

The Department will continue to meet the challenge of providing services within the constraints of a limited budget due to the fiscal impacts of the recession. Our key funding priorities for FY14 will be to provide adequate training to personnel, replace aging equipment and enhance fire prevention programs.

The collaboration among area departments in forming regional approaches to such things as hazardous materials response, technical rescue teams, dispatch centers and purchasing will continue. The City should continue to take a serious look at either joining the new dispatch center in Middleton or establishing our own regional dispatch center in this area with bordering towns. The use of cooperative bid pricing on a regional and state level will continue to be expanded to allow for better pricing on services, equipment and apparatus. The Fire Chiefs Association of Massachusetts in collaboration with the Metropolitan Planning Commission has expanded a state wide fire apparatus procurement list to include aerial apparatus. We also are a member of the Plymouth County Fire Chiefs Cooperative bid pricing program for much of our other equipment. Once again, we joined a number of other area departments in hiring one vender for our annual ladder testing and inspection program.

Sharing of specialty equipment such as foam trailers, air supply trailers and light towers will continue as area departments continue to share available resources.

The availability of grant funding will continue to diminish at a fast rate and therefore the competition for available funds will increase greatly. However, there has been a call from numer-

# Fire Department (cont.)

ous federal legislators to increase Homeland Security grant funding.

The state continues to develop a comprehensive safety inspection program that will assist local departments with inspections of chemical facilities and general fire prevention activities. The academy is pushing for the certification of fire inspectors in dealing with the changes in both the building and fire safety code. The proposal to require new residential construction to have residential sprinkler systems is being fought at both the national and state level by the Builders Association.

The movement towards a national 700 band public safety radio network has been slowed because of both political and funding issues. Our department's radio system is experiencing interference problems that we are continuing to address. We are looking at potentially using a different mounting system on the radio repeater antenna set-up at the water tank on Rawson Avenue. This is another reason to participate in the regional grant approach for a new microwave radio/data system.

The Fire Department will finally have a public safety vessel available to deal with fire incidents on the Merrimac in FY14. With the significant number of boats and marinas in the Merrimac River, it has been a top priority for many years for the Department to have access to a boat with adequate firefighting capabilities. We are currently working with the Harbormaster and Police Department to outfit the vessel, coordinate use of the vessel, and provide training for staff.

The department will continue to see a number of retirements this year, a trend which will continue through the next couple of years. The change over in department personnel could be as high as 30% over the next four years.

These retirements will continue to deplete the ranks of our call fire department. We utilize our call department to fill the ranks of our vacant full time positions. Considering the anticipated retirements on the horizon and the present number of call firefighters, we project the possible depletion of our call fire department within the next three years. There needs to be a continued effort to replenish the call fire department over the next couple of years if the City plans on continuing to have a strong call fire firefighting force.

The Department's focus in FY 2014 will continue to be the protection of both life and property of citizens and visitors to the City and to provide for the safest possible work environment for our employees through safety equipment upgrades and continued training. The Department will continue to meet, plan and work with other public safety agencies within the City and surrounding communities to enhance the safety of all citizens and visitors to our region.

Finally, the change in Fire Department administration will be significant for the department. The leadership of the new Fire Chief will be critical in moving the department forward and allowing it to remain strong. It will be a time of transition but with everyone working toward the same goals, the Department will continue to grow.

## **FY 2014 GOALS AND OBJECTIVES**

**Goal 1:** Continue to perform at the highest level of professionalism

### **Objectives:**

- Continue to assist the public when they are in distress or in need of assistance in a timely and efficient manner by responding with the nearest and most appropriate available piece of apparatus and number of personnel
- Strive to maintain the same level of service that we currently provide using available funding. Continue to assess, evaluate and modify when appropriate our existing methods and procedures to find a more cost effective way of delivering our present level of services without compromising safety of the public or our personnel and when possible enhance these services
- Conduct regular preventative maintenance and perform annual testing, using qualified and certified mechanics / technicians, on our vehicles and equipment so it will perform at optimal levels when needed to protect the safety of our citizens, visitors and firefighters
- Continue to send our new full time hires to the 12 week full time recruit training program at the Massachusetts Firefighting Academy.
- Replenish our call fire department and require any new call personnel to successfully complete the Fire Academy County Call/Volunteer Firefighter 1 / 2 Program
- Continue our efforts to be a host site for available Massachusetts Firefighting Academy training classes
- Enhance our skills through ongoing training. We will use existing published training material and continue to develop and enhance our in-house training programs. We will continue to use the knowledge and experience of our own personnel to conduct this training. We will be sharing training resources, material and personnel with surrounding departments and conducting joint training exercises
- Evaluate our strengths and weaknesses in striving for Department accreditation. This is expected to be a multi year project
- Develop a more comprehensive departmental SOP/SOG manual
- Promote professional development of our personnel by encouraging them to participate in outside training and professional fire service organizations, providing funding if available. With a number of retirements in our officer ranks succession planning will be vital to the future operations of the Department
- Search and apply for federal, state, and private grants that will assist the department in purchasing new equipment with the latest technology and provide basic and advanced training for our personnel

**Goal 2:** Continue to work with other public safety and governmental agencies within the City and surrounding communities to enhance the safety of the public in the region

# Fire Department (cont.)

## Objectives:

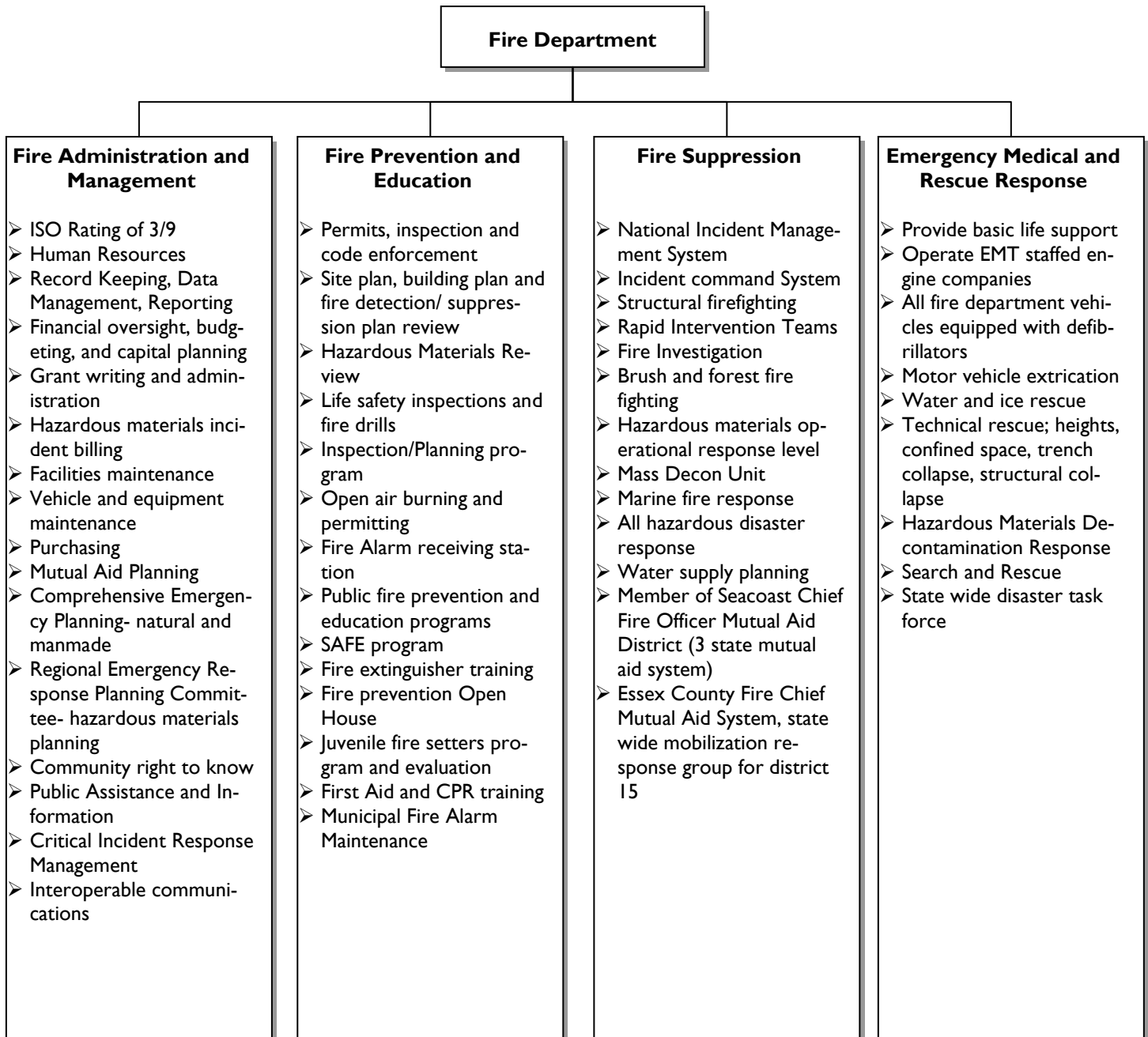
- Modify existing emergency response plans and develop new plans to respond to changing threats and hazards, both man-made and natural, that can have an adverse affect on the City
- Continue to train with these plans so that our personnel will be more effective during an emergency situation in coordinating with other agencies
- Coordinate with the Harbormaster, Town of Salisbury and DEP in conducting a full-scale spill control /containment exercise and drill in the Merrimac River
- Actively participate in a Regional Emergency Planning Committee full-scale hazardous materials exercise
- Explore the possibility of joining the regional dispatch center in Middleton
- Work with area fire departments in upgrading communication equipment, procedures, and licensing to ensure we will be in compliance with the federal mandated deadline of January 2013 to be narrow band capable and compliant
- Continue our mutual aid agreements with surrounding communities to assist each other in times of emergencies

## **Goal 3:** Enhance our fire prevention and safety programs

## Objectives:

- Continue to have a proactive approach in promoting fire safety, including an aggressive industrial and commercial facility safety inspection program, strong code enforcement for new and existing facilities, and safety training for the public
- Promote a better relationship with local media by keeping them abreast of ongoing events and partnering with them to publish and broadcast regular public safety service announcements
- Continue our public outreach by promoting safety awareness through a presence at community events, by utilizing educational mobile trailers available through the state fire academy, and funding for fire safety training props
- Continue safety awareness for preschool and school age children with educational programs in the schools and at the fire station
- Continue our attempt at upgrading our municipal fire alarm system from the current antiquated low energy wire system to a modern radio controlled wireless system. The cost of maintaining the system is becoming expensive. The initial plan would include purchasing the receiving equipment, establishing a timeline for all protected properties to convert their present equipment to the new equipment, and the possibility of charging a fee for monitoring. The completion of the project would result in an annual savings for the city

## PROGRAMS & SERVICES



# Fire Department (cont.)

## PERSONNEL SUMMARY

FIRE DEPARTMENT			
<u>Position</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Actual</u>	<u>FY 2014 Budget</u>
Fire Chief	1	1	1
Deputy Chief	1	1	1
Full Time Lieutenants	4	4	4
Full Time Firefighters	28	28	28
Dispatchers	4	4	4
Call Firefighters/Chaplin	8	8	9
Administrative Assistant	0	0	1
<b>Total Full-Time Equivalents:</b>	<b>46</b>	<b>46</b>	<b>48</b>



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## **FIRE DEPARTMENT**

	<b>FY2010 ACTUAL</b>	<b>FY2011 ACTUAL</b>	<b>FY2012 ACTUAL</b>	<b>FY2013 APPROVED</b>	<b>FY2014 PROPOSED</b>	<b>FY2014 APPROVED</b>
<b>001 - PERSONAL SERVICES</b>						
51101 FIR SAL FIRE CHIEF	105,261	109,261	111,261	111,261	120,000	120,000.00
51102 FIR SAL DEPUTY CHIEF	90,483	90,900	92,292	92,293	94,139	94,139.00
51142 FIR SAL FIRE FIGHTERS	1,804,692	1,766,434	1,800,536	1,872,568	1,900,516	1,900,516.00
51144 FIR SAL CALL-FIREFIGHTERS	10,300	9,467	7,467	12,300	14,200	14,200.00
51150 FIR ADMINISTRATIVE ASSISTANT	0	0	0	0	44,500	44,500.00
51156 FIR SAL DISPATCHERS	138,993	142,039	142,936	144,423	145,158	145,158.00
51301 FIR OVERTIME	225,000	330,588	238,423	200,000	205,000	205,000.00
51302 FIR DISP OVERTIME	22,585	19,071	21,701	23,000	24,000	24,000.00
51401 FIR LONGEVITY	126,256	128,133	125,014	123,069	111,943	111,942.90
51402 FIR PAID HOLIDAYS	106,646	104,759	106,427	110,354	105,487	105,487.00
51403 FIR DISPATCH HOLIDAY	8,018	7,422	8,166	8,301	8,343	8,343.00
51405 FIR PR CLOTHING ALLOWANCE	25,500	26,102	33,750	36,200	39,000	39,000.00
51407 FIR EDUCATION CREDIT	850	0	825	1,650	1,550	1,550.00
51408 FIR SICK DAY USAGE INCENTIVE	2,664	3,374	2,916	4,658	2,675	2,675.00
51412 FIR CLOTHING REIMBURSEMENT	2,400	2,400	1,849	4,350	4,350	4,350.00
51413 FIR EMT STIPEND	20,000	20,000	21,000	27,000	23,000	23,000.00
51414 MUNICIPAL HEARING OFFICER	2,500	0	0	0	-	0.00
51415 FIR STIPEND TEAM A/B	6,450	7,350	7,350	8,250	8,550	8,550.00
51416 FIR HAZ/MAT STIPEND	25,500	24,850	28,050	28,900	28,050	28,050.00
51417 FIR PROFESSIONAL DEVELOPMENT	0	3,000	3,000	3,000	5,000	5,000.00
51509 FIR INJURED-ON-DUTY	14,550	24,214	15,043	16,500	16,500	16,500.00
51901 FIR RETIREMENT EXPENSE	33,232	95,624	39,359	0	-	0.00
<b>001 - PERSONAL SERVICES Total</b>	<b>2,771,879</b>	<b>2,914,987</b>	<b>2,807,365</b>	<b>2,828,077</b>	<b>2,901,961</b>	<b>2,901,960.90</b>
<b>002 - PURCHASE OF SERVICES</b>						
52101 FIR HEAT/ELECTRICITY	28,857	27,277	25,580	41,200	41,200	41,200.00
52401 FIR MAINT-BLDGS & GROUNDS	7,948	7,758	8,000	8,000	10,000	10,000.00
52402 FIR MAINT-EQUIPMENT	9,999	9,999	9,999	10,000	10,000	10,000.00
52403 FIR MAINT-VEHICLES	43,675	34,142	42,503	35,000	40,000	40,000.00
52408 FIR MAINT - FIRE ALARM EXP	19,250	18,769	20,000	20,000	22,000	22,000.00
52409 FIR BLDG/GRNDS-CS	1,499	1,500	4,690	4,000	4,000	4,000.00
52410 FIR MAINT - PURCHASE TIRES	2,150	4,150	4,150	4,150	7,500	7,500.00
52411 FIR COMPUTER EXP	4,291	5,223	7,394	7,394	7,500	7,500.00
52412 FIR RADIOS/PAGES	2,136	2,993	35,844	3,000	3,000	3,000.00
52750 FIR LEASE OF VEHICLES	0	0	8,868	36,000	36,000	36,000.00
53004 FIR HEPATITIS B VACCINATION	0	0	4,920	1,000	1,000	1,000.00
53005 FIR MEDICAL/PHYSICAL TEST	0	750	5,800	3,200	2,250	2,250.00
53006 FIR MEDICAL/DRUG TESTING	1,882	1,550	2,000	2,000	2,400	2,400.00
53007 FIR IN-SERVICE TRAINING	4,972	5,000	4,992	5,000	10,000	10,000.00
<b>002 - PURCHASE OF SERVICES Total</b>	<b>126,659</b>	<b>119,110</b>	<b>184,741</b>	<b>179,944</b>	<b>196,850</b>	<b>196,850.00</b>
<b>004 - SUPPLIES</b>						
54200 FIR OFFICE SUPPLIES	609	1,389	1,499	1,800	1,800	1,800.00
54315 FIR MISC FIRE EQUIP	27,490	50,439	1,499	4,000	4,000	4,000.00
54316 FIR NEW HOSE-FITTINGS	1,000	1,000	1,000	1,000	1,000	1,000.00
54317 FIR PROTECTIVE CLOTHING	14,027	13,974	27,906	17,600	17,600	17,600.00
54318 FIR PROTECTIVE EQUIPMENT	2,576	7,570	20,840	5,000	5,000	5,000.00
54319 FIR FOAM & EQUIPMENT	0	250	250	2,000	2,000	2,000.00
54801 FIR FUEL/OIL VEHICLE(S)	16,513	20,157	27,417	32,000	34,500	34,500.00
55001 FIR MEDICAL SUPPLIES	2,487	2,498	2,500	2,500	3,000	3,000.00
55101 FIR EDUCATIONAL MATERIAL	3,346	1,000	3,400	6,800	6,800	6,800.00
55800 FIR OTHER SUPPLIES	411	182	499	1,000	1,000	1,000.00
<b>004 - SUPPLIES Total</b>	<b>68,458</b>	<b>98,460</b>	<b>86,811</b>	<b>73,700</b>	<b>76,700</b>	<b>76,700.00</b>

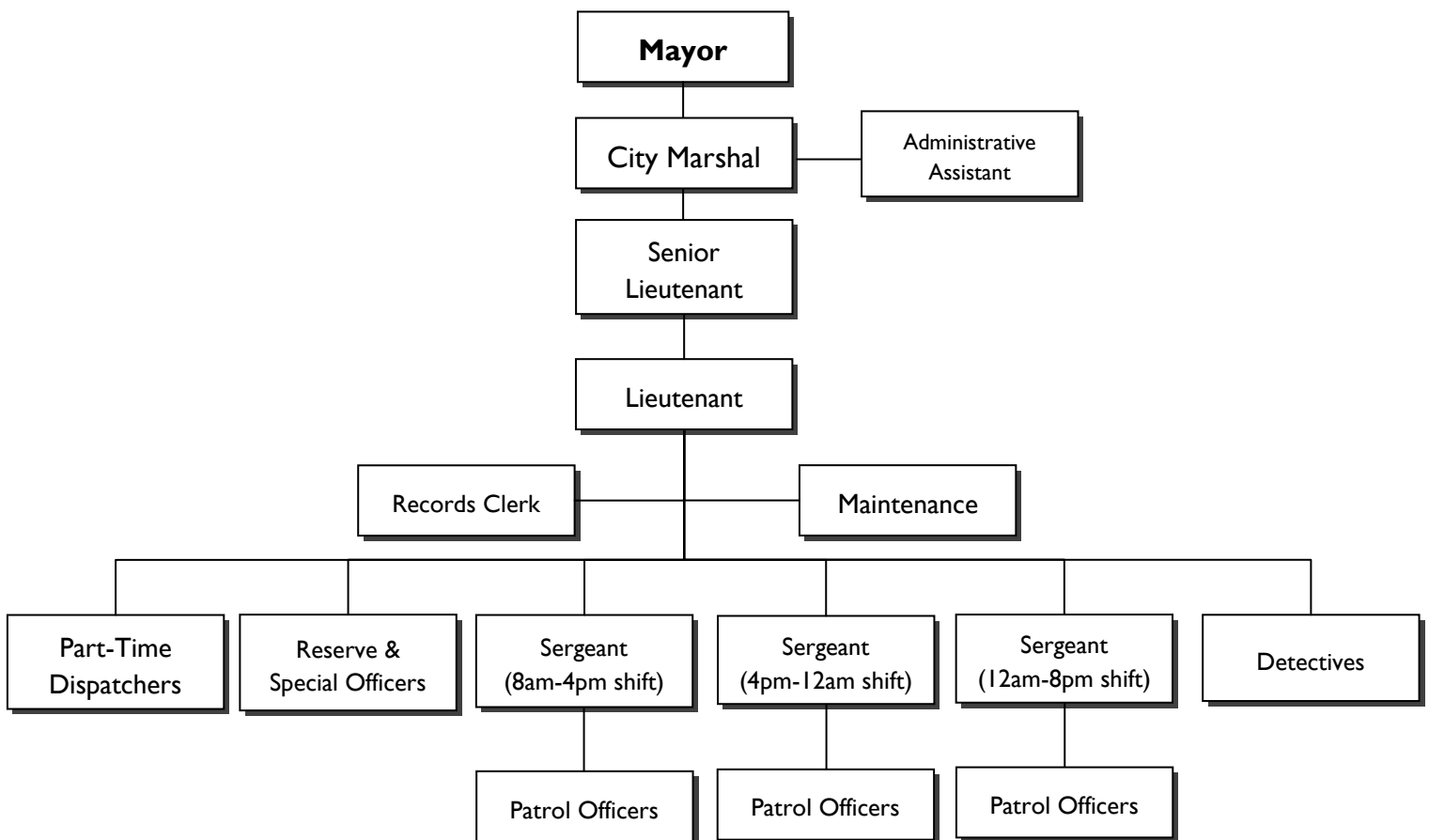


	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
<b>007 - OTHER CHARGES &amp; EXPENSES</b>						
57300 FIR DUES & MEMBERSHIPS	4,414	3,597	4,663	5,470	5,450	5,450.00
<b>007 - OTHER CHARGES &amp; EXPENSES Total</b>	<b>4,414</b>	<b>3,597</b>	<b>4,663</b>	<b>5,470</b>	<b>5,450</b>	<b>5,450.00</b>
<b>008 - CAPITAL OUTLAY</b>						
58501 FIR TECHNICAL RESCUE EQUIP	1,994	1,849	2,000	2,000	12,000	12,000.00
58502 FIR DEFIBRILLATOR(S)	1,499	1,500	4,425	4,425	10,900	10,900.00
<b>008 - CAPITAL OUTLAY Total</b>	<b>3,493</b>	<b>3,349</b>	<b>6,425</b>	<b>6,425</b>	<b>22,900</b>	<b>22,900.00</b>
<b>Grand Total</b>	<b>2,974,904</b>	<b>3,139,503</b>	<b>3,090,005</b>	<b>3,093,616</b>	<b>3,203,861</b>	<b>3,203,860.90</b>

# Police Department

## MISSION STATEMENT

The mission of the Newburyport Police Department continues to strive in providing “Excellence in Policing through Superior Service” to all that live and visit this community.



## FY 2013 ACCOMPLISHMENTS

- State Accreditation; continue to maintain all requirements in accordance with guidelines set forth by State Accreditation Commission
- Utilize the Code Red System as our primary community emergency notification system which offers more dynamic messaging including texts and emails; Calls can also be launched remotely by authorized staff
- Installed 4th camera on the Inn Street Mall to monitor activity near playground and fountain which, in conjunction with new lighting and redesign of the turrets, has significantly reduced incidents

- Established a “School Security Check” (SSC) which requires all staff to make random visits to city schools. These checks include speaking with staff, students, monitoring halls and checking access points. It has received high reviews by staff and parents
- Area Law Enforcement Response Team (ALERT), is a regional mutual aid system that consists of nine area communities which respond to a school emergency. This group continues to plan and conduct drills at schools throughout the region
- Replaced four old and unsafe dive suits with a more durable and improved suit that better protects divers
- Facility passed DPH/JLO/MIAA and Accreditation Inspection for adult and juvenile holding facility
- The website and Facebook page continued to grow with visitors and information sharing; Staff continues to update information to the community on a regular basis
- Continued online training and in-service with MPI and MIIA to earn safety points for city
- Drug Drop Box in the lobby of the police station continues to be a great success with high traffic requiring the box to be emptied monthly to keep up with the deposits being made; the department continues to participate in the semiannual DEA National Take Back Initiative
- Marshal conducted coffee visits to senior citizen facilities to facilitate ongoing communication to better meet their needs
- Monitored and managed overtime usage to stay within budgeted allotment
- Managed several major city events - 10 road races in the City this year, 3 new races, 2 of which were half marathons, as well as major events such as Yankee Homecoming, Invitation Nights, Riverfest, waterfront concerts, and numerous weekend festivals
- Conducted a first-ever Gun Buyback with support of the Newburyport Five Cent Savings Bank, netting 40 firearms from residents that no longer wanted these firearms
- Increased participation in the H.E.L.P.S. program, which was created to reunite lost persons with medical conditions back with family safely
- The Department is in the middle of the “Drug Intervention & Rescue Teens” (DIRT) initiative; leadership encourages officers to think outside the box and be creative in their pursuit of offenders and gang activity
- Purchased state-of-the-art traffic monitoring and speed reduction technology; a computerized speed-board which has the capability of being attached to any telephone pole and remotely operated. The speed-board has the capability to advise motorists of their speed, set off warning signals when a speed exceeds the posted speed limit, and can conduct a traffic studies which will help inform the Traffic Safety Advisory Committee in their efforts

## **FY 2014 TRENDS**

While there are signs that the economy is improving ever so slowly, the criminal activity has seen increases again this year. The department handled 24,969 calls for service, which is a

# Police Department (cont.)

2.99% increase over 2012. The department arrested/summoned 601 persons, which is an increase of 14% over 2012. There was a fair reduction in motor vehicle crashes from 353 to 306; armed robberies are up 200% from last year.

The police department has made progress on identifying and dismantling gang activity in the schools, Inn Street Mall, and downtown business area. Officers worked with City staff, business owners, community members, schools, and informants to develop strategies to confront this behavior and activity. We have partnered with Amesbury and Salisbury Police Departments to formulate a coordinated response against these gang type crimes. This past summer, residents and visitors enjoyed a much safer visit along the boardwalk and shopping in the downtown.

School safety has once again been pushed to the forefront. The tragedy at Sandy Hook underscores the importance of improving school security and maintaining and exercising school safety plans. Meetings with school personnel and the Mayor were held to review security procedures and technology designed for the upcoming school projects. The ALERT group continues to meet on a regular basis to exchange ideas, conduct tabletop exercises, and schedule drills and scenarios in each of the communities. Past incidents are used to expand and improve existing emergency plans and strategies.

The range of construction projects throughout the City and other special events results in increased traffic and congestion and can result in frustration, aggressive driving and road rage. This issues along with inattention and distraction are contributing factors to increased calls for service and motor vehicle crashes. Anticipated road and bridge improvements scheduled over the next several years will continue to increase congestion and potential for accidents.

## FY 2014 GOALS AND OBJECTIVES

**Goal 1:** Continue to study traffic patterns

### **Objectives:**

- Continue to collect annual data on accidents
- Run in-depth studies on the streets with more than 10 motor vehicle accidents per year then formulate and implement enforcement strategies to reduce accidents
- Run traffic studies as needed and in neighborhoods where we receive complaints
- Continue to work with ad hoc Traffic Calming Committee

**Goal 2:** Add additional Reserve Officers

### **Objectives:**

- There is a new Civil Service test being given in April 2013. It is our intention to replenish

the reserve list to a level that meets the needs of our community and department

- Utilize Reserve Officers to compliment patrols during peak periods

**Goal 3:** Use social media and other strategies to communicate with the public

**Objectives:**

- Continue to improve and expand the use of social media to provide and receive information from the community in a timely manner
- Continue to expand the use of Facebook, Twitter, and the Department's webpage along with programing on local cable access (Port Media) to expand our information sharing

**Goal 4:** Provide ongoing and specialized training

**Objectives:**

- Specialized training includes school evacuations and active shooter, advanced dive training, accident reconstruction, crime prevention and crime scene services.
- Use MPI to meet all in-service requirements except CPR
- CPR will be done with in-house instructors
- Participate in MIIA Rewards Program Trainings
- Provide Specialized Training to school administrators and staff as needed

**Goal 5:** Complete Study of Dispatch Options for the City

**Objective:**

- Increase dispatch to 4.5 dispatchers. The increase of .5 dispatchers (2 shifts) would provide coverage for all shifts
- Work with city leaders to explore possible contracting services with contiguous communities
- Study feasibility about Newburyport Public Safety Dispatch

**Goal 6:** Replace Mobile Data Terminals

**Objective:**

- The mobile data terminals in cruisers are critical to officer safety and have fallen into disrepair. Only one of these terminals is now operational
- These terminals provide direct access from the cruiser to the Department internal criminal files, case management, and master name files
- These terminals also provide officers direct access into the RMV license and registration information, Massachusetts Warrant system, and to the national warrant system
- These terminals provide the officers with critical timely information at the time of a traffic

# Police Department (cont.)

stop or interaction with a member of the public

- These terminals have the capability to store floor plans for all city schools and possible future access to close-circuit monitors in schools in the event of an emergency.

## **Goal 7:** Evaluate the use of Tasers

### **Objective:**

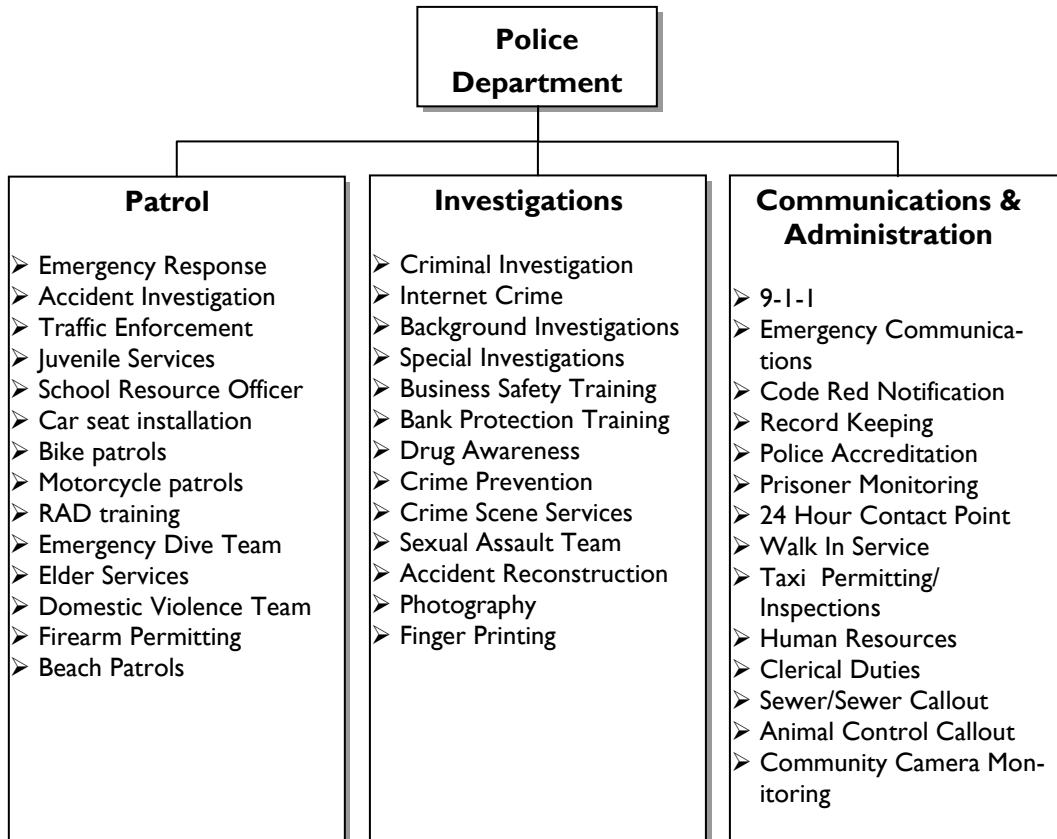
- Compile data for Public Safety Team and City Council regarding the addition of Tasers as a tool for officers, including surveys revealing officer injuries are down by 76% and the decreased injuries to suspects saving an estimated 75,000 lives
- Survey local surrounding communities and document results including reports of dramatic reduction in resistance and compliance with the officers commands

## **Goal 8:** Hire two additional officers

### **Objective:**

- Evaluate financial feasibility of adding two additional officers to the existing staffing of 24 officers assigned to patrol and investigative services; the City ordinance calls for 29 patrol officers
- Evaluate potential benefits including: increasing safety of shift levels on late nights when there is normally two officers on patrol; minimizing overtime replacement costs for shift shortages; and ability to increase community programs that have been eliminated/reduced due to limited staff levels

## PROGRAMS & SERVICES



## PERSONNEL SUMMARY

<b>POLICE DEPARTMENT</b>			
<b>Position</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Budget</b>
City Marshal	1	1	1
Senior Lieutenant	1	1	1
Lieutenant	1	1	1
Sergeant	5	5	5
Inspector	2	2	3
Patrolmen	22	22	24
Administrative Security	1	1	1
Records Secretary	0.43	0.57	0.57
Dispatcher	3	3	4.5
Custodian	0.5	0.5	0.5
<b>Total Full-Time Equivalents:</b>	<b>36.93</b>	<b>37.07</b>	<b>41.57</b>

## **POLICE DEPARTMENT**

	<b>FY2010 ACTUAL</b>	<b>FY2011 ACTUAL</b>	<b>FY2012 ACTUAL</b>	<b>FY2013 APPROVED</b>	<b>FY2014 PROPOSED</b>	<b>FY2014 APPROVED</b>
<b>001 - PERSONAL SERVICES</b>						
51110 POL SAL MARSHAL	122,416	124,865	127,362	127,362	130,050	130,050.00
51142 POL SAL OFFICERS	1,889,868	1,882,215	1,828,050	1,928,739	1,992,167	1,992,166.70
51144 POL SAL RESERVE OFFICERS	1,224	-1,909	6,865	10,000	10,000	10,000.00
51150 POL SAL ADMIN SEC'Y	46,761	46,709	47,831	47,648	50,271	50,271.28
51152 POL SAL CLERICAL	20,119	21,416	21,248	21,247	22,193	22,192.89
51156 POL SAL DISPATCH F/T	112,653	111,757	119,022	119,110	173,410	173,409.57
51164 POL SAL DISPATCH P/T	9,860	14,630	12,962	15,000	15,000	15,000.00
51166 POL SAL CUSTODIAL	20,710	20,991	21,248	21,349	22,103	22,102.98
51301 POL OFF OVERTIME	223,215	174,119	205,000	183,600	190,000	190,000.00
51302 POL DIS OVERTIME	9,402	11,878	7,951	8,000	10,000	10,000.00
51400 POL AFSCME EDUCATION STIPEND	0	0	0	0	2,950	2,950.00
51401 POL LONGEVITY	92,170	85,595	82,469	77,982	76,901	76,900.65
51402 POL OFF PAID HOLIDAYS	46,235	46,001	47,585	65,000	65,000	65,000.00
51403 POL DIS PAID HOLIDAYS	3,228	3,356	3,419	5,604	5,604	5,603.52
51404 POL COURT TIME	36,839	36,776	35,993	36,000	36,000	36,000.00
51405 POL PR OFF CLOTHING ALLOW	33,000	31,000	38,500	32,000	40,250	40,250.00
51406 POL EVALUATIONS	31,300	29,400	31,500	30,000	30,000	30,000.00
51407 POL CIV ED CREDIT	408	0	0	0	-	0.00
51408 POL CIV FVO STIPEND	865	0	0	0	-	0.00
51409 POL MARSHAL'S STIPEND	3,000	3,000	3,000	3,000	3,000	3,000.00
51410 POL OFF NIGHT DIFFERENTIAL	53,922	56,307	53,872	58,341	57,341	57,341.00
51411 POL DIS NIGHT DIFFERENTIAL	1,040	1,560	1,560	1,560	2,392	2,392.00
51412 POL DISP CLOTHING REIMB	1,800	1,800	1,278	1,800	2,400	2,400.00
51413 POL ACCREDITATION ALLOWANCE	0	0	0	35,119	38,723	38,722.56
51509 POL INJURED-ON-DUTY	19,086	33,848	21,452	20,000	20,000	20,000.00
51510 POL RETIREMENT EXP	40,087	1,230	77,218	0	-	0.00
51513 POL SAL INN ST INITIATIVE	0	0	10,000	10,000	10,000	10,000.00
51601 POL FITNESS ALLOWANCE	1,667	1,185	3,400	2,500	4,500	4,500.00
<b>001 - PERSONAL SERVICES Total</b>	<b>2,820,875</b>	<b>2,737,730</b>	<b>2,808,786</b>	<b>2,860,961</b>	<b>3,010,253</b>	<b>3,010,253.15</b>
<b>002 - PURCHASE OF SERVICES</b>						
52101 POL HEAT	14,535	14,890	10,567	17,000	17,000	17,000.00
52102 POL ELECTRICITY	47,329	46,677	48,769	51,530	51,530	51,530.00
52401 POL MAINT-BLDG	17,013	31,206	15,788	15,000	15,000	15,000.00
52402 POL MAINT-EQUIPMENT	11,483	9,847	69,941	12,500	15,000	15,000.00
52403 POL MAINT-VEHICLES	20,528	26,497	21,820	21,540	21,540	21,540.00
52701 POL LS/PUR COPY MACHINE	4,140	4,140	4,140	4,140	4,140	4,140.00
53001 POL E.A.P.	0	0	0	289	289	289.00
53002 POL MEDICAL EXPENSES	1,000	1,420	1,891	1,500	1,500	1,500.00
53003 POL LICENSING	38,167	30,377	40,647	41,367	41,367	41,367.00
<b>002 - PURCHASE OF SERVICES Total</b>	<b>154,194</b>	<b>165,054</b>	<b>213,562</b>	<b>164,866</b>	<b>167,366</b>	<b>167,366.00</b>
<b>004 - SUPPLIES</b>						
54200 POL OFFICE SUPPLIES	11,674	10,800	9,950	10,000	10,000	10,000.00
54309 POL SUPPLIES-PHOTO	750	0	0	0	-	0.00
54310 POL SUPPLIES-CRIME LAB	749	1,493	1,488	1,500	1,500	1,500.00
54801 POL FUEL/OIL VEHICLE(S)	30,261	48,655	65,449	75,000	77,500	77,500.00
54901 POL PRISONER MEALS	78	72	41	100	100	100.00
55001 POL MEDICAL SUPPLIES	1,497	1,397	1,526	1,500	1,500	1,500.00
55800 POL OTHER SUPPLIES	2,500	1,700	5,797	2,500	2,500	2,500.00
55801 POL AMMUNITION/WEAPONS	4,558	4,782	4,985	5,000	7,500	7,500.00
<b>004 - SUPPLIES Total</b>	<b>52,066</b>	<b>68,899</b>	<b>89,236</b>	<b>95,600</b>	<b>100,600</b>	<b>100,600.00</b>

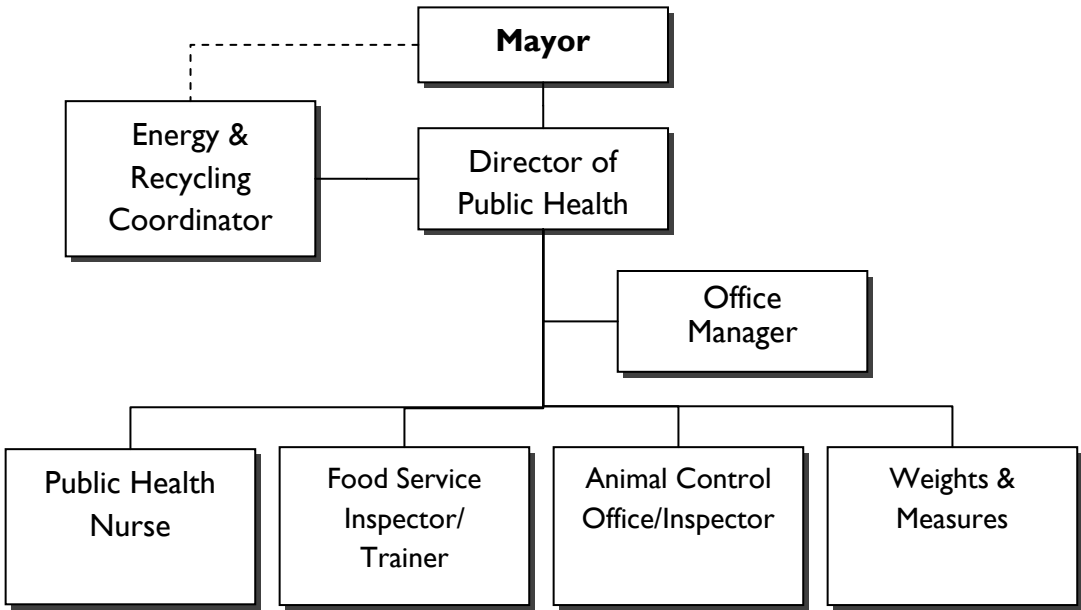


	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
<b>007 - OTHER CHARGES &amp; EXPENSES</b>						
57300 POL DUES & SUBSCRIPTIONS	4,163	6,120	9,403	9,448	9,448	9,448.00
<b>007 - OTHER CHARGES &amp; EXPENSES Total</b>	<b>4,163</b>	<b>6,120</b>	<b>9,403</b>	<b>9,448</b>	<b>9,448</b>	<b>9,448.00</b>
<b>008 - CAPITAL OUTLAY</b>						
58501 POL CAP EXP-MIS/COMMUNICTNS	5,998	5,794	6,698	6,000	6,000	6,000.00
58502 POL PUR CRUISER(S)	25,300	31,473	91,615	41,300	43,000	43,000.00
58505 POL DIVE SUITS	0	12,020	0	0	-	0.00
<b>008 - CAPITAL OUTLAY Total</b>	<b>31,298</b>	<b>49,287</b>	<b>98,312</b>	<b>47,300</b>	<b>49,000</b>	<b>49,000.00</b>
<b>Grand Total</b>	<b>3,062,596</b>	<b>3,027,090</b>	<b>3,219,298</b>	<b>3,178,175</b>	<b>3,336,667</b>	<b>3,336,667.15</b>

# Health Department

## MISSION STATEMENT

The mission of the Health Department is to educate, promote, improve and protect the public health and well-being of the citizens of the City of Newburyport, while contributing to building a healthy community and environment in which to live. Under the Commonwealth of Massachusetts General Law and the U.S. Department of Health and Human Services Federal Public Health Laws, the Health Department is mandated under a dutiful obligation to develop and implement health policies, standards, bylaws and regulations. The Health Department is also obligated to conduct inspections and provide public health services to the community.



## FY2013 ACCOMPLISHMENTS

### ADMINISTRATION:

- Implemented New Health Department (FOG) Fats, Oils & Grease Regulations
- Implemented New Health Department Solid Waste Hauler Regulations
- Implemented New Health Department Festival Regulations
- Issued 358 Health Department Permits:

Food Protection.....	257	Tobacco .....	21
Churches & School.....	16	Collection of Solid Waste.....	16
Collection of Fats, Oils & Grease ...	12	Disposal Works .....	9
Septage Hauler .....	8	Pools .....	3
Well Permits .....	3	Ice Rink.....	1
Bathing Beach.....	1	Recreational Summer Day Camps ...	3
Bed and Breakfasts .....	8		

- Collected \$98,083 in Health Department Permit Fees
- Conducted 1,419 Health Department Inspections:
 

Food Protection & Sanitation	Housing & Sanitation	Environmental
Nuisance	Pools & Beaches	Noise & Air Pollution
Title V & Deep Hole Testing	Fats, Oils and Grease	Recreational Camps
Waste Haulers	Tanning	Dumpster & Sanitation
- Implemented New Health Department City-wide Service Contract for the collection and removal of animal waste at animal “Off Leash Areas”
- Developed and implemented the Health Department and the Mayor’s third annual Community “Wellness Week” and “Health and Wellness Fair”
- Completed development of New City Hall/Health Department offices (Recycling and Energy Office and Office of the Public Health Nurse.)
- Completed new City Health Department data collection system of all Health Department inquiries, permits, license process, budget process and enforcement citations
- Completed New Health Department office policies and procedures for accountability and transparency
- Completed New application check list for a Food Service Permit to Operate
- Completed New application for Food Service Site Plan Review
- Completed New checklist for residential & commercial demolition of a building structure
- Completed New Application for Recreational Summer Camps
- Assisted in development of new City “Off Leash Dog Parks”
- Amended Health Department Tobacco Regulations pertaining to the “Sale of Tobacco to Minors”
- Amended Health Department Food Protection Regulations to include State Mandated “Allergen Awareness Advisories”
- Maintained level community public health services with resources provided
- Continued to assisted the City Planning Department in the drafting of the City of Newburyport new Storm Water Management Ordinance
- Continued to assisted City Water and Sewer Departments in gaining state compliance with Plum Island Consent order
- Implemented New Health Department website to include public health advisories: Lyme Disease, West Nile Virus, Eastern Equine Encephalitis, Pertussis, Influenza, Meningitis, communicable and infectious diseases, carbon monoxide, seasonal & winter advisories, bathing beaches results and health & wellness information
- Continued to assist the Mayor’s Office in the final capping of Crow Lane Landfill
- Health Director achieved Certification in “Management & Leadership Skills for Environmental Health & Safety Professionals” from the Harvard University School Of Public Health

# Health Department (cont.)

- Office Manager achieved Certification in “Housing” from the Local Public Health Institute of Massachusetts; Massachusetts Food Protection; Choke Saver Training from American Medical Response; FEMA ICS 100– Incident Command System; FEMA NIMS 700—National Incident Management System

## **FOOD PROTECTION PROGRAM:**

- Met compliance with the Massachusetts State Public Health Department requirement for 105 CMR 590.000 “Minimum Standard For Food Establishments” Required Annual Inspections.
- Implemented new Health Department Citywide Festival Regulations
- Implemented new City Winter Farmers Market
- Implemented new Food Protection Regulations requiring monthly preventive maintenance of all fats, oils and grease storage, collection and transport.
- Implemented new Food Protection Regulations requiring all restaurants to provide monthly extermination and preventive maintenance programs.
- Implemented new Food Protection Regulations to require all food service establishments to be in compliance with the State of Massachusetts mandated “Allergen Awareness Training” for food service employees and for allergen awareness advisories on all food service menus
- Continued development of a new combined form for Health Department Food Service Site Plan Review and Application for Permit to Operate

## **PUBLIC HEALTH NURSING & EPIDEMIOLOGY:**

- Assisted in The City of Newburyport City Health Department Community Health Assessment
- Presented ,for the second year, the following community awareness seminars on: Lyme Disease, Head Concussions in School Sports, West Nile Virus , Pediatric Vaccinations, Resources for Newburyport Seniors, Nutrition & Fitness for Children (Brown School), and Operation Stand Down (Veterans Department)
- Achieved compliance with the Commonwealth of Massachusetts Department of Public Health (MDPH) mandated MAVEN certification system – Communicable and Infectious disease follow up and surveillance
- Developed community awareness brochures concerning Lyme Disease, West Nile Virus, Eastern Equine Encephalitis, Shingles, Home Sharps Disposal, Influenza and Pertussis
- Worked with school nurses on pertussis cases
- Working with the Council on Aging on a New City of Newburyport Shingles Vaccination Program for Seniors
- Provided eight Citywide Influenza Clinics, in addition to weekly walk-in flu clinics held from

November through February. Approximately 700 vaccines were administered to Newburyport residents, non-residents and city employees

- Provided walk in and extended citywide hours for influenza vaccinations during public health emergency
- Conducted 258 blood pressure screenings
- Conducted 42 Massachusetts Department of Public Health MAVEN communicable & infectious community disease monitoring & surveillance investigations
- Continued to provide walk in hours for blood pressure screenings for Newburyport residents
- Achieved Certification in Foundations of Public Health from the Boston University School of Public Health
- Achieved Certification in First Aid/CPR Core Instructor from American Heart Association
- Achieved Certification in Basic Life Support For Health Care Providers

### **ANIMAL CONTROL SERVICES:**

- Implemented Regional Animal Shelter services with the Town of Newbury and the Town of Topsfield for shared Animal Shelter services
- Worked with the Mayor and the Director of Policy & Administration to reinstitute a contractual Assistant Animal Control Officer position for backup coverage
- Continued work on regionalizing Animal Control Services with Town of West Newbury
- Implemented New Animal Control policies and procedures to establish accountability and transparency for the Animal Control Department
- Implemented New Animal Control data collection system to track animal inspections, re-inspections, complaints, citations, isolations, quarantines, rabies testing, off-leash violations, dog registration enforcement, Massachusetts State required animal barn inspections.
- Implemented New City of Newburyport Community Animal Control web site
- Received 462 animal related calls
- Received 298 complaints
- Conducted 413 dog license checks
- Issued 71 citations
- Issued 42 rabies isolation & quarantined orders
- Sent 8 animals for rabies testing
- Provided New community awareness brochures: Animal health, dogs on beaches, pets in cars, and wildlife in your community fact sheets.
- Conducted “Care for Animals During an Emergency” presentation at City-wide Mayor’s Health & Wellness Fair
- Worked with City Emergency Management to provide regional emergency animal control services during Hurricane Sandy

# Health Department (cont.)

- Worked with Health Director on City-wide service contract with Doody Calls
- Assisted the Health Director with new Massachusetts Animal Control Regulations
- Appointed by Commonwealth of Massachusetts Department of Agriculture: Inspector of Animals
- Appointed by Animal Control Officers Association of Massachusetts: Animal Control Officer
- Attained certification in FEMA ICS 100— Incident Command System; FEMA NIMS 700— National Incident Management System; FEMA IS 00010—Animal in Disaster: Awareness & Preparedness; FEMA IS 00011—Animals in Disaster: Community Planning; American Red Cross Animal First Aid/CPR

## **SOLID WASTE, ENERGY & RECYCLING:**

- As a designated Green Community, Newburyport received its first grant in the amount of \$155,000 which was used to perform energy upgrades to City Hall and the Police Station
- Implemented a new downtown solid waste and recycling ordinance which began in December 2011 and has met its objectives of reducing costs and keeping storm drains and the area cleaner. Significant education was performed and weekly enforcement continues
- Solid waste tonnage fell to 5065 tons from our benchmark year of 2009 with 7500 tons. These reductions lead directly to cost reductions, since separating out disposal costs from a lump sum contract and are now charged on a per ton basis
- Curbside recycling materials had a modest increase from 2914 tons to 2922 tons. Drop-off recycling and household hazardous waste increased in all material areas
- The Toward Zero Waste program that is being funded by a DEP Sustainable Materials Recovery Program grant had a goal of 50 household participants and by year end has doubled the goal to just over 100 participants
- Opened the new compost/yard waste facility in September 2012 and serviced approximately 2200 households with revenues of approximately \$30,000
- Completed Green Communities Annual Report for the State Department of Energy Resources
- Tracked and reported that total municipal energy usage in all city buildings has decreased 17% since baseline year 2009
- Finalized contract with True North Solar in Salisbury and in August 2012 Newburyport began receiving net metering credits at a fixed 10% discount off associated electricity bills
- Applied and was selected as a Mass Solarize Community during the summer of 2012 and generated commitments for 423 kw of solar PV for Newburyport residents and businesses; this number was double what the state had targeted for each selected community
- Started a new electronics waste (e-waste) recycling program funded through a Wal-Mart grant to hire 6 young adults with developmental disabilities to assist with the program

- Completed contract negotiations with Constellation Energy for a new three year energy supply contract for city wide electricity supply
- Continued focus on educational programs relating to sustainability through eco-tours, annual information brochure, educational sessions and assemblies at each school, and other venues throughout the year
- Conducted a rain barrel education and marketing program in which over 100 households participated in
- Facilitated the acquisition of City streetlights from National Grid, from which the City will see significant savings to its annual operating costs

### **WEIGHTS & MEASURES:**

- Achieved compliance with the Commonwealth of Massachusetts Division of Standards and State Statute for Consumer & Merchants Protection Act, Chapter 295

### **EMERGENCY PREPAREDNESS:**

- Worked with City Emergency Management Department to provide public health assistance during Hurricane Sandy
- Achieved compliance with all FY12 Commonwealth of Massachusetts Department of Public Health (MDPH) and U.S. Department of Health & Human Services Center for Disease Control (CDC) Public Health deliverables required by the City Health Department for the Commonwealth of Massachusetts Region 3A Public Health Emergency Preparedness Coalition
- Provided City Emergency Management Department Staff (Mayor's Office, Department of Public Services and IT) with new electronic iPads

### **FY 2014 TRENDS**

The Health Department will investigate possible planning incentives offered by the Commonwealth of Massachusetts' Department of Public Health for the purpose of shared regionalization services of the Health Departments. The Department is continually working on State and Federal planning requirements for emergency and all hazard preparedness including but not limited to bio-terrorism attacks, natural disasters, man made disasters, and disease outbreaks. The requirements and expectations of the Health Department are continually increasing, while staffing and funding remains limited. As a result of staffing and funding limitations, emergencies and top priorities are responded to first, and non-emergency complaints are investigated second. This trend will continue through FY2014.

Solid Waste, Recycling and Energy management also known as "Sustainability" is an emerging trend for businesses, municipalities and other institutions. In this arena, Newburyport is looked upon as a leader in the region and has helped surrounding communities with their efforts as well as being featured at statewide sustainability conferences. This office will continue to work with City Departments, the Schools, and residents to increase awareness, educate and bring in a variety of programs that strive to conserve energy, water, and other natural resources while increasing efficiencies and reducing costs whenever possible. In addition, it will work to continu-

# Health Department (cont.)

ally promote environmental parameters by encouraging the use of environmentally friendly and healthy technologies and behaviors through organization, management, education, enforcement, and consultation of materials including hazardous materials.

## **FY 2014 GOALS & OBJECTIVES**

**Goal 1:** Maintain level services with the resources available to the Health Department

### **Objectives:**

- Maintain current level of services of Public Health in compliance with local, state and federal mandates including: disease and injury prevention, promoting and offering immunization programs, responding to bacterial illnesses, monitoring disease outbreaks, providing health education and prevention programs, providing health advisories promoting health, wellness, nutrition and fitness information, tobacco control programs, environmental protection, responding to health hazards, ensuring water quality, monitoring waste disposal, fighting noise and air pollution, promoting animal health, health monitoring, enforcement and ensuring of health and safety codes, assisting with healthcare access, and ensuring emergency preparedness and response

**Goal 2:** Investigate new insights and innovative solutions for shared or regional local public health services with surrounding communities to improve efficiency and generate cost savings

### **Objectives:**

- Continue to enhance the shared Animal Control Regional Shelter Services with surrounding communities
- To continue to research potential Regional Animal Control Services with additional surrounding Essex County communities

**Goal 3:** Diagnose and investigate public health problems and to continue to inform, educate and empower residents of Newburyport about public health issues

### **Objectives:**

- Continue to inform, educate and empower city residents on public health issues: Lyme disease, West Nile Virus, Influenza Virus, Eastern Equine Encephalitis, Pertussis, Bacterial & Viral Meningitis, Head Concussions in Sports
- Public service announcements (PSAs) will continue to be posted on the City Website and distributed through local media (newspapers, cable news, radio) to promote community awareness of situational or seasonal conditions such as emergency preparedness and planning, solid waste management, carbon monoxide and smoke detector safety, and bathing beach safety issues such as rip tide current, and beach water testing for coliform bacteria; as well as to instruct residents as to proper procedures for disposing of dangerous medical or biological waste. The Health Department will continue to generate and distribute educational brochures on communicable and infectious disease control, housing issues such as



landlord and tenant rights, food protection, and health and safety awareness for parents concerning recreational summer camps.

- The Health Department will sponsor and promote the fourth annual City of Newburyport Mayor's Health and Wellness Fair
- The Health Department will utilize the state required MAVEN Disease Control Monitoring Surveillance System to investigate, track and monitor all reported incidents of potential communicable and infectious diseases deemed dangerous to a community.

**Goal 4:** Research and report the public health status of the City to identify community health problems

**Objectives:**

- Investigate, research and analyze data of community health indicators and disease to gauge the health and wellness of the City of Newburyport as it compares with other communities in Essex County.
- Develop a City Health Department Community Health Assessment

**Goal 5:** Maintain and improve upon recycling, solid waste, composting, and sustainability services as well as the educational techniques for these services using all available resources

**Objectives:**

- Ensure that new compost/yard waste site is running efficiently for yard waste material management.
- Refine and restructure compost site drop off to ensure enough space for materials and ease of maneuvering as well as to finish off grading and top level on southwest side of site.
- Develop web pages for recycling, solid waste, composting, and energy in order to upgrade on-line presence of programs, regulations and policies
- Develop sources of relevant educational topics for all residents to take advantage of
- Working with City engineering to restructure site flow and finish grading and top layer
- Structure new webpages for City website that outlines overview of programs, policies and regulations, events, fees, and proper material handling for recycling, solid waste, composting, and energy.

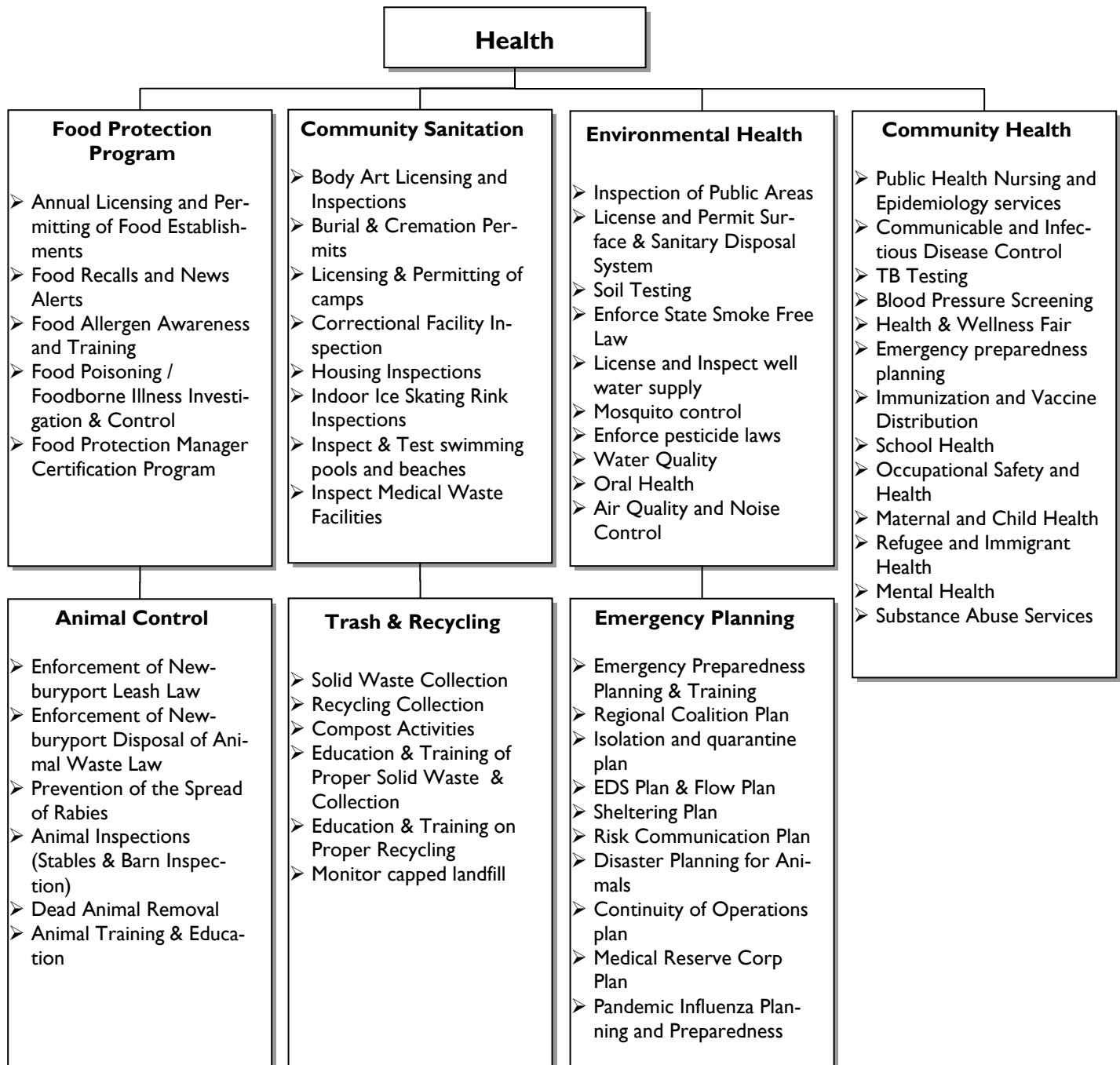
**Goal 6:** Develop policy or regulation that ensures recycling access to multi-family households that are consistent and fair to all taxpayers

**Objectives:**

- The Recycling and Energy office will evaluate recycling options for multi-family properties and develop appropriate policies and regulations based on findings

# Health Department (cont.)

## PROGRAMS & SERVICES



## PERSONNEL SUMMARY

HEALTH DEPARTMENT			
<u>Position</u>	<u>FY 2012 Actual</u>	<u>FY 2013 Actual</u>	<u>FY 2014 Budget</u>
Health Director	1	1	1
Administrative Assistant	1	1	1
Recycling Coordinator	1	1	1
Public Health Nurse	0.5	0.5	0.5
Animal Control Officer	0.5	0.2	1
Assistant Animal Control Officer	0	1	0.4
Compost Attendant	0.5	0.5	0.5
Compost Attendant	0.5	0.5	0.5
Sealer of Weight & Measure	0.2	0.2	0.2
<b>Total Full-Time Equivalents:</b>	<b>5.20</b>	<b>5.90</b>	<b>6.10</b>

# Health Department (cont.)

## HEALTH DEPARTMENT

	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
<b>001 - PERSONAL SERVICES</b>						
51101 HLH SAL HEALTH DIR	61,980	71,347	71,400	71,400	75,399	75,398.83
51103 HLH SAL ADMIN ASSIST	44,125	39,093	41,200	46,345	47,040	47,039.81
51164 HLH MINUTE TAKER	1,350	900	1,350	1,800	1,800	1,800.00
51166 HLH PER DIEM INSPECTORS	5,395	6,900	9,400	6,900	4,600	4,600.00
51169 HLH SAL WEIGHTS & MEASURERS	4,250	5,000	5,000	6,000	6,000	6,000.00
51403 HLH STIPEND RECYCLE ATTEND	1,093	0	0	0	-	0.00
51404 HLH TRAVEL EXP STPND	3,100	0	5,000	5,000	5,000	5,000.00
51405 HLH CLOTHING REIMBURSEMENT	850	850	250	250	250	250.00
51711 HLH SAL PUBLIC HEALTH NURSE	20,803	29,940	21,494	30,068	30,519	30,519.02
<b>001 - PERSONAL SERVICES Total</b>	<b>142,946</b>	<b>154,030</b>	<b>155,094</b>	<b>167,763</b>	<b>170,608</b>	<b>170,607.66</b>
<b>002 - PURCHASE OF SERVICES</b>						
52813 HLH CHIPPER SERVICE	7,496	25,184	103,000	0	-	0.00
52904 HLH ESSEX GREENHEAD	0	820	820	945	945	945.00
53204 HLH HEALTH CONSULTANT	1,000	1,250	997	1,000	1,000	1,000.00
53700 HLH TRAIN/TRVL/CONFR	450	5,262	2,114	2,300	2,300	2,300.00
<b>002 - PURCHASE OF SERVICES Total</b>	<b>8,947</b>	<b>32,516</b>	<b>106,931</b>	<b>4,245</b>	<b>4,245</b>	<b>4,245.00</b>
<b>004 - SUPPLIES</b>						
54200 HLH MISC EXPENSE	6,848	3,059	2,479	2,500	2,000	2,000.00
54201 HLH WGHTS/MEASURE EXP	0	0	0	0	500	500.00
55000 HLH MEDICAL & SURGICAL SUPP	2,126	2,225	1,498	1,500	1,500	1,500.00
<b>004 - SUPPLIES Total</b>	<b>8,974</b>	<b>5,284</b>	<b>3,977</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000.00</b>
<b>007 - OTHER CHARGES &amp; EXPENSES</b>						
57300 HLH DUES & MEMBERSHIPS	474	948	208	2,000	2,000	2,000.00
<b>007 - OTHER CHARGES &amp; EXPENSES Total</b>	<b>474</b>	<b>948</b>	<b>208</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000.00</b>
<b>Grand Total</b>	<b>161,341</b>	<b>192,778</b>	<b>266,209</b>	<b>178,008</b>	<b>180,853</b>	<b>180,852.66</b>

## SUSTAINABILITY

	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
<b>001 - PERSONAL SERVICES</b>						
51166 SUS RECYC PER DIEM INSPECTORS	0	0	0	0	2,300	2,300.00
51168 SUS COMPOST ATTEND	31,024	20,621	21,799	24,000	24,000	24,000.00
51160 SUS SAL ENERGY/ RECYCLE COORD	32,539	50,000	50,000	35,000	38,080	38,080.33
<b>001 - PERSONAL SERVICES Total</b>	<b>63,562</b>	<b>70,621</b>	<b>71,799</b>	<b>59,000</b>	<b>64,380</b>	<b>64,380.33</b>
<b>002 - PURCHASE OF SERVICES</b>						
52403 SUS MAINT OF VEHICLE	685	42	250	250	250	250.00
52905 SUS SOLID WASTE	981,103	976,357	1,086,149	1,116,149	1,116,149	1,116,149.00
53424 SUS HOUSEHOLD HAZARDOUS WAS	15,096	14,938	12,499	0	-	0.00
<b>002 - PURCHASE OF SERVICES Total</b>	<b>996,884</b>	<b>991,338</b>	<b>1,098,898</b>	<b>1,116,399</b>	<b>1,116,399</b>	<b>1,116,399.00</b>
<b>004 - SUPPLIES</b>						
54200 SUS MISC EXPENSE	6,848	3,059	2,479	2,500	500	500.00
54801 SUS FUEL/OIL VEHICLE	650	334	438	500	500	500.00
<b>004 - SUPPLIES Total</b>	<b>7,498</b>	<b>3,393</b>	<b>2,917</b>	<b>3,000</b>	<b>1,000</b>	<b>1,000.00</b>
<b>007 - OTHER CHARGES &amp; EXPENSES</b>						
57400 SUS GREEN INITIATIVES	0	1,655	0	0	-	0.00
<b>007 - OTHER CHARGES &amp; EXPENSES Total</b>	<b>0</b>	<b>1,655</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0.00</b>
<b>Grand Total</b>	<b>1,067,944</b>	<b>1,067,007</b>	<b>1,173,614</b>	<b>1,178,399</b>	<b>1,181,779</b>	<b>1,181,779.33</b>

## ANIMAL CONTROL

	FY2010 ACTUAL	FY2011 ACTUAL	FY2012 ACTUAL	FY2013 APPROVED	FY2014 PROPOSED	FY2014 APPROVED
<b>001 - PERSONAL SERVICES</b>						
51101 ANC SAL ANIM CONTRL OFCR 3/4	21,816	21,120	26,336	4,000	34,394	34,394.02
51102 ANC SAL ASSIST ANIMAL OFCR	6,313	805	0	28,183	12,340	12,340.00
51405 ANC CLOTHING ALLOWANCE	600	600	600	600	600	600.00
<b>001 - PERSONAL SERVICES Total</b>	<b>28,729</b>	<b>22,525</b>	<b>26,936</b>	<b>32,783</b>	<b>47,334</b>	<b>47,334.02</b>
<b>002 - PURCHASE OF SERVICES</b>						
52401 ANC BUILDING & GROUNDS	702	72	399	4,500	4,500	4,500.00
53009 ANC CARE OF ANIMALS	2,806	3,568	8,700	5,000	5,000	5,000.00
53010 ANC DEAD ANIMAL REMOVAL	0	0	840	340	340	340.00
<b>002 - PURCHASE OF SERVICES Total</b>	<b>3,508</b>	<b>3,640</b>	<b>9,938</b>	<b>9,840</b>	<b>9,840</b>	<b>9,840.00</b>
<b>004 - SUPPLIES</b>						
54801 ANC FUEL/OIL VEHICLE(S)	496	799	1,971	2,290	2,290	2,290.00
<b>004 - SUPPLIES Total</b>	<b>496</b>	<b>799</b>	<b>1,971</b>	<b>2,290</b>	<b>2,290</b>	<b>2,290.00</b>
<b>007 - OTHER CHARGES &amp; EXPENSES</b>						
57300 ANC DUES/LIS/SUBSCRIP	0	0	0	0	300	300.00
<b>007 - OTHER CHARGES &amp; EXPENSES Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300</b>	<b>300.00</b>
<b>Grand Total</b>	<b>32,733</b>	<b>26,964</b>	<b>38,845</b>	<b>44,913</b>	<b>59,764</b>	<b>59,764.02</b>