

AGENDA
Town Council
Town of East Greenwich
Regular Session
June 12, 2017 at 7:00 PM
Town Hall, 125 Main Street, East Greenwich, RI 02818

(Any matter listed on this agenda is subject to a vote by the Town Council.)

- (1) Call to Order and Pledge of Allegiance to the American Flag
- (2) Acknowledgements
 - (a) Nickolai Dieploltz for attaining the rank of Eagle Scout
 - (b) Colby Anderson for promoting school safety
- (3) Town Council Minutes
- (4) Reports and Communications
 - (a) Public Comment (15-minute time limit for items NOT on the agenda)
 - (b) April 2017 Finance Reports
- (5) Public Hearing
- (6) Consent Calendar
- (7) Unfinished Business
 - (a) An ORDINANCE in amendment of the Code of the Town of East Greenwich, Chapter 260, Zoning adopted July 25, 2000 as amended, to replace Article XVII, Affordable Housing, Sections 98 through 101 in their entirety and adding Sections 101.1 and 101.2 (THIRD READING).
 - (b) An ORDINANCE to amend the Charter and the Code of the Town of East Greenwich to strike and revise language throughout referring to the Financial Town Meeting which voters approved to eliminate at the November 2016 election (THIRD READING).
- (8) New Business
 - (a) An ORDINANCE in amendment of the Code of the Town of East Greenwich to ADD a new Chapter entitled "Fire Department" (FIRST READING AND INTRODUCTION).
- (9) Town Manager's Report
- (10) Council Comments

(11) Public Comments (15 minute time limit)

(12) Executive Session

- (a) Closed pursuant to RIGL § 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss the status of Pawtucket Credit Union v. East Greenwich, KC-2017-0084 with Solicitor, including discussion of case handling strategy.
- (b) Closed pursuant to RIGL § 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss Zoning Code enforcement options, including potential legal action(s) with Solicitor.

Posted June 9, 2017 in accordance with RIGL 42-46-6 at EG Town Hall, Swift Community Center, EG Town Website and Secretary of State website. Individuals requesting interpreter services for the hearing impaired must notify the Town Clerk's office at (401) 886-8604 via RI Relay #711 (800-745-5555 TTY) or in writing, at least forty-eight (48) hours in advance of the hearing date

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/12/2017**

1. Agenda item (List as it should appear on the agenda)
Nickolai Dieploltz for attaining the rank of Eagle Scout
2. Submitted by (List department and individual, if necessary)
Town Clerk
3. Provide a brief description of the item and why it is on the agenda
4. Contact person and phone number for questions
Sherri Dunwoody - 886-8602

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Nickolai Diepholz - Eagle Scout - Commendation	Commendation

State of Rhode Island and Providence Plantations

Town of East Greenwich

COMMENDATION

The East Greenwich Town Council congratulates

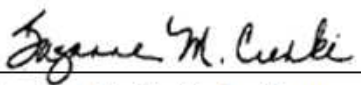
Nickolai Diepholz

on this singular honor of attaining the rank of

Eagle Scout

and wishes him the very best in all his future endeavors.


Attest the Seal of the Town Council
of the Town of East Greenwich
this 3rd day of June, A.D. 2017


Suzanne M. Cienki, President


Sean M. Todd, Vice President


Andrew F. Deutsch, Councilor


Nino M. Granatiero, Councilor


Mark Schwager, Councilor

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/12/2017**

1. Agenda item (List as it should appear on the agenda)
Colby Anderson for promoting school safety
2. Submitted by (List department and individual, if necessary)
Town Clerk
3. Provide a brief description of the item and why it is on the agenda
4. Contact person and phone number for questions
Sherri Dunwoody - 886-8602

ATTACHMENTS:

Description	Type
▣ Colby Anderson - School Safety - Commendation	Commendation

State of Rhode Island and Providence Plantations

Town of East Greenwich

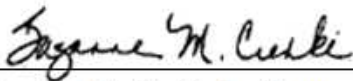
COMMENDATION

The East Greenwich Town Council wishes to recognize

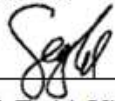
Colby Anderson

a student at East Greenwich High School for his extensive efforts in promoting school safety and participating in the Northeast Regional Conferences for School Safety.

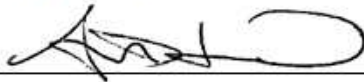
Attest the Seal of the Town Council
of the Town of East Greenwich
this 22nd day of May, A.D. 2017



Suzanne M. Cienki, President



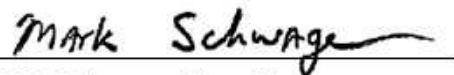
Sean M. Todd, Vice President



Andrew F. Deutsch, Councilor



Nino M. Granatiero, Councilor



Mark Schwager, Councilor

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/12/2017**

1. Agenda item (List as it should appear on the agenda)
April 2017 Finance Reports
2. Submitted by (List department and individual, if necessary)
Finance
3. Provide a brief description of the item and why it is on the agenda
4. Contact person and phone number for questions
Kristen Benoit 886-8609

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Cover Memo	Memo
<input type="checkbox"/> Receivables & Investments	Memo
<input type="checkbox"/> April YTD Cash vs Accrual	Memo
<input type="checkbox"/> April 2017 2 Year Budget to Actual Comparisons	Memo
<input type="checkbox"/> YTD Variance report	Memo

Memo

To: Town Council

Thomas E Coyle III, Town Manager

From: Kristen Benoit, Finance Director

Re: Monthly Financial Report April 2017

The following are highlights for the Monthly Financial Report for April 2017:

- Current year tax collections through April were \$43,605,970 equal to 78.09%.
- The School Bond Project had \$14,331.25 in expenses during the month of April. The project has total expenditures of \$46,984,135.48. The cash balance is \$1,919,451.37.

Departmental Expenditures:

Department of Public Works:

Page 15: Planting is over budget by \$480.12 and is as a result of open encumbrances for mulch and an unexpected expenditure to remove a tree at 982 Frenchtown Rd last July.

Fire Department:

Page 21: Hydrant rentals are over budget by \$30,111.20 and is as a result of a rate hike increase of 30% by KCWA approved by the PUC in December 2016 after we approved the budget in June 2016.

Please note that as we are 10 months into the fiscal year, it is expected that approximately 83.3% of departmental budgets should be expended. In reviewing the Budget to Actual – Two Year Comparison – Cash Basis, it has been noted that nearly all of the operating departments are under or at the expected 83.3%.

I have also included an excel spreadsheet that captures expense lines that are 25% over or under the expected 83.3% of the annual budget. Explanations have been provided.

TOWN OF EAST GREENWICH
MONTHLY REPORT
APRIL 2017

SCHEDULE OF INVESTMENTS

April 2017

INVESTMENT	TYPE	RATE	AMOUNT
WEBSTER BANK	MUNI INVESTMENT	0.0600%	5,499,744.47
			<u>5,499,744.47</u>

TOWN OF EAST GREENWICH
MONTHLY REPORT
APRIL 2017

**CURRENT YEAR TAX COLLECTIONS
COMPARATIVE 2016 TO 2017**

	FY 2016		FY 2017		
	TAXES RCVD	% RCVD	TAXES RCVD	% RCVD	% VARIANCE
TAXES - BUDGET	54,595,478		55,842,227		
JULY	62,670	0.11%	35	0.00%	-0.11%
AUGUST	5,349,551	9.58%	5,529,415	9.90%	0.32%
SEPTEMBER	10,525,470	18.85%	10,650,734	19.07%	0.22%
1ST QUARTER	15,937,691	28.54%	16,180,184	28.97%	0.43%
OCTOBER	606,288	1.09%	510,044	0.91%	-0.17%
NOVEMBER	2,627,115	4.70%	3,521,272	6.31%	1.60%
DECEMBER	10,180,931	18.23%	9,622,799	17.23%	-1.00%
2ND QUARTER	29,352,026	53.76%	29,834,300	53.43%	-0.34%
JANUARY	561,762	1.01%	721,105	1.29%	0.29%
FEBRUARY	3,032,140	5.43%	3,222,622	5.77%	0.34%
MARCH	9,058,207	16.22%	9,305,397	16.66%	0.44%
3RD QUARTER	42,004,134	75.22%	43,083,424	77.15%	1.93%
APRIL	495,666	0.89%	522,546	0.94%	0.05%
MAY	2,562,302	4.59%	-	0.00%	-4.59%
JUNE	9,192,775	16.46%	-	0.00%	-16.46%
TOTAL	54,254,877	99.38%	43,605,970	78.09%	-21.29%

TOWN OF EAST GREENWICH
MONTHLY REPORT
APRIL 2017

REAL ESTATE TAXES RECEIVABLE

YEAR	BALANCE June 30, 2016	BALANCE April 30, 2017
1996	-	-
1997	-	-
1998	-	-
1999	-	-
2000	-	-
2001	-	-
2002	-	-
2003	-	-
2004	-	-
2005	-	-
2006	11,549.03	6,784.36 *
2007	15,305.63	9,610.65 *
2008	15,642.89	9,318.56 *
2009	24,569.14	19,181.05 *
2010	39,363.96	30,966.73 *
2011	50,299.62	34,403.12 *
2012	52,450.32	35,593.81 *
2013	81,862.53	59,623.01 *
2014	79,558.46	63,740.95 *
2015	928,762.45	123,582.64
2016	52,864,066.01	12,723,882.90
TOTAL	<u>54,163,430.04</u>	<u>13,116,687.78</u>

*Represents deferred taxes.

TOWN OF EAST GREENWICH
MONTHLY REPORT
APRIL 2017

PERSONAL PROPERTY TAXES RECEIVABLE

YEAR	BALANCE June 30, 2016	BALANCE April 30, 2017
1996	-	-
1997	-	-
1998	-	-
1999	22,772.42	22,772.42
2000	22,142.51	22,142.51
2001	7,541.87	7,541.87
2002	14,814.83	14,814.83
2003	8,532.66	8,532.66
2004	4,662.44	4,662.44
2005	7,363.57	7,363.57
2006	9,976.09	9,976.09
2007	17,357.04	17,222.66
2008	14,344.03	13,945.05
2009	17,023.55	16,551.86
2010	9,403.54	9,403.54
2011	8,464.85	8,449.21
2012	35,412.72	31,633.72
2013	39,152.11	32,813.97
2014	36,252.23	31,235.13
2015	82,805.01	44,513.41
2016	1,860,198.07	299,698.52
TOTAL	<u>2,218,219.54</u>	<u>603,273.46</u>

TOWN OF EAST GREENWICH
MONTHLY REPORT
APRIL 2017

MOTOR VEHICLE TAXES RECEIVABLE

YEAR	BALANCE June 30, 2016	BALANCE April 30, 2017
1996	-	-
1997	-	-
1998	-	-
1999	49,799.31	49,799.31
2000	49,928.48	49,928.48
2001	49,915.75	49,915.75
2002	49,086.04	49,086.04
2003	45,589.84	45,292.15
2004	37,458.30	37,155.14
2005	32,040.31	31,735.45
2006	40,557.63	40,507.30
2007	40,113.78	40,113.78
2008	34,296.81	34,296.81
2009	20,831.35	20,826.27
2010	24,578.82	24,414.64
2011	41,518.04	39,555.34
2012	54,658.63	50,218.52
2013	75,807.70	69,836.19
2014	67,532.76	59,200.16
2015	139,043.99	86,393.88
2016	2,297,373.44	429,632.54
TOTAL		<u>1,207,907.75</u>

CASH EXPENDED BY DEPARTMENT

APRIL 30, 2017		CASH	AVAILABLE	PERCENTAGE
	BUDGET	YTD EXP	BALANCE	USED
TOTAL TOWN MANAGER & COUNCIL	279,815	222,787	57,028	79.62%
TOTAL TOWN CLERK	254,488	200,977	53,511	78.97%
			-	
TOTAL TOWN SOLICITOR	172,500	351,559	(179,059)	203.80%
			-	
TOTAL MUNICIPAL COURT	40,732	28,795	11,937	70.69%
			-	
TOTAL PROBATE JUDGE	5,500	5,042	458	91.67%
			-	
TOTAL EMPLOYEE BENEFITS	5,595,672	4,495,892	1,099,780	80.35%
			-	
TOTAL INSURANCE	412,977	364,347	48,630	88.22%
			-	
TOTAL CONTINGENCY	12,500	9,435	3,065	75.48%
			-	
TOTAL BOARD OF CANVASSERS	29,900	21,792	8,108	72.88%
			-	
TOTAL FINANCE	572,359	465,623	106,736	81.35%
			-	
TOTAL INFORMATION TECHNOLOGY	515,507	448,021	67,486	86.91%
			-	
TOTAL POLICE DEPARTMENT	3,460,103	2,626,794	833,309	75.92%
			-	
TOTAL DEPARTMENT OF PUBLIC WORKS	3,695,540	2,915,172	780,368	78.88%
			-	
TOTAL RECREATION	207,402	148,771	58,631	71.73%
			-	
TOTAL PARKS & GROUNDS	429,024	308,560	120,464	71.92%
			-	
TOTAL TEEN CENTER	12,500	10,038	2,462	80.30%
			-	
TOTAL TOWN PLANNER	198,562	158,477	40,085	79.81%
			-	
TOTAL EG FREE LIBRARY	520,235	390,176	130,059	75.00%
			-	
TOTAL SENIOR & HUMAN SERVICES	238,826	196,701	42,125	82.36%
FIRE DEPARTMENT	3,985,270	3,376,216	609,054	84.72%
			-	
TOTAL GRANTS & CONTRIBUTIONS	29,000	24,000	5,000	82.76%
			-	
TOTAL LAND TRUST	48,300	16,306	31,994	33.76%
TOTAL DEBT SERVICE	6,604,753	5,596,292	1,008,461	84.73%
			-	
TOTAL CAPITAL ITEMS	850,500	758,142	92,358	89.14%
			-	
TOTAL EDUCATION DEPARTMENT	34,018,906	29,734,414	4,284,492	87.41%
			-	
GRAND TOTAL	62,190,871	52,874,329	9,316,542	

CASH EXPENDED BY TYPE OF EXPENSE

APRIL 30, 2017		CASH	AVAILABLE	PERCENTAGE
	BUDGET	YTD EXP	BALANCE	USED
TOTAL SALARIES	10,115,008	8,080,518	2,034,490	79.89%
TOTAL OUTSIDE SERVICES	8,251,426	6,944,865	1,306,561	84.17%
TOTAL SUPPLIES	1,483,387	1,128,303	355,084	76.06%
TOTAL EQUIPMENT	113,076	83,889	29,187	74.19%
TOTAL COMMUNICATIONS	121,280	90,390	30,890	74.53%
TOTAL COMMUNITY SERVICE	632,535	457,515	175,020	72.33%
TOTAL DEBT SERVICE	6,604,753	5,596,291	1,008,462	84.73%
TOTAL CAPITAL	850,500	758,142	92,358	89.14%
TOTAL SCHOOL APPROPRIATION	34,018,906	29,734,414	4,284,492	87.41%
GRAND TOTAL	62,190,871	52,874,327	9,316,544	

ACCRUAL BY DEPARTMENT				
APRIL 30, 2017			AVAILABLE	PERCENTAGE
	BUDGET	YTD EXP	BALANCE	USED
TOTAL TOWN MANAGER & COUNCIL	279,815	223,828	55,987	79.99%
TOTAL TOWN CLERK	254,488	203,878	50,610	80.11%
			-	
TOTAL TOWN SOLICITOR	172,500	351,559	(179,059)	203.80%
			-	
TOTAL MUNICIPAL COURT	40,732	29,212	11,520	71.72%
			-	
TOTAL PROBATE JUDGE	5,500	5,500	-	100.00%
			-	
TOTAL EMPLOYEE BENEFITS	5,595,672	4,497,210	1,098,462	80.37%
			-	
TOTAL INSURANCE	412,977	365,410	47,567	88.48%
			-	
TOTAL CONTINGENCY	12,500	9,435	3,065	75.48%
			-	
TOTAL BOARD OF CANVASSERS	29,900	22,139	7,761	74.04%
			-	
TOTAL FINANCE	572,359	466,488	105,871	81.50%
			-	
TOTAL INFORMATION TECHNOLOGY	515,507	497,743	17,764	96.55%
			-	
TOTAL POLICE DEPARTMENT	3,460,103	2,655,390	804,713	76.74%
			-	
TOTAL DEPARTMENT OF PUBLIC WORKS	3,695,540	3,019,215	676,325	81.70%
			-	
TOTAL RECREATION	207,402	148,771	58,631	71.73%
			-	
TOTAL PARKS & GROUNDS	429,024	331,605	97,419	77.29%
			-	
TOTAL TEEN CENTER	12,500	10,038	2,462	80.30%
			-	
TOTAL TOWN PLANNER	198,562	160,127	38,435	80.64%
			-	
TOTAL EG FREE LIBRARY	520,235	390,176	130,059	75.00%
			-	
TOTAL SENIOR & HUMAN SERVICES	238,826	203,221	35,605	85.09%
			-	
FIRE DEPARTMENT	3,985,270	3,378,566	606,704	84.78%
			-	
TOTAL GRANTS & CONTRIBUTIONS	29,000	24,000	5,000	82.76%
TOTAL LAND TRUST	48,300	17,543	30,757	36.32%
			-	
TOTAL DEBT SERVICE	6,604,753	5,596,292	1,008,461	84.73%
			-	
TOTAL CAPITAL ITEMS	850,500	761,294	89,206	89.51%
TOTAL EDUCATION DEPARTMENT	34,018,906	29,734,414	4,284,492	87.41%
GRAND TOTAL	62,190,871	53,103,054	9,087,817	

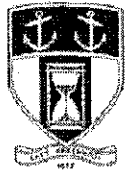
ACCRUAL BY TYPE OF EXPENSE

APRIL 30, 2017			AVAILABLE	PERCENTAGE
	BUDGET	YTD EXP	BALANCE	USED
TOTAL SALARIES	10,115,008	8,081,643	2,033,365	79.90%
TOTAL OUTSIDE SERVICES	8,251,426	7,003,153	1,248,273	84.87%
TOTAL SUPPLIES	1,483,387	1,265,161	218,226	85.29%
TOTAL EQUIPMENT	113,076	91,866	21,210	81.24%
TOTAL COMMUNICATIONS	121,280	104,261	17,019	85.97%
TOTAL COMMUNITY SERVICE	632,535	464,968	167,567	73.51%
TOTAL DEBT SERVICE	6,604,753	5,596,291	1,008,462	84.73%
TOTAL CAPITAL	850,500	761,294	89,206	89.51%
TOTAL SCHOOL APPROPRIATION	34,018,906	29,734,414	4,284,492	87.41%
GRAND TOTAL	62,190,871	53,103,051	9,087,820	



Town of East Greenwich Budget To Actual - Two Year Comparison

Cash Basis
Fiscal Year 2017 as of Period 10



Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
TOWN MANAGER & COUNCIL						
DIRECTOR'S PAY	123,235	100,010	81.2 %	120,819	98,979	81.9 %
TOWN COUNCIL	9,300	7,750	83.3 %	9,300	7,750	83.3 %
STAFF PAY	133,679	102,903	77.0 %	97,308	78,148	80.3 %
LONGEVITY	1,601	1,601	100.0 %	0	0	0.0 %
FUNCTIONS & MEETINGS	900	696	77.4 %	900	1,705	189.4 %
MEMBERSHIP DUES	6,200	6,534	105.4 %	6,200	5,807	93.7 %
INAUGURATION	3,000	1,338	44.6 %	500	0	0.0 %
BOOKS & SUBSCRIPTIONS	150	594	396.2 %	150	102	68.0 %
OFFICE SUPPLIES	1,750	1,360	77.7 %	1,750	3,343	191.0 %
	<u>279,815</u>	<u>222,787</u>	<u>79.6%</u>	<u>236,927</u>	<u>195,833</u>	<u>82.7%</u>

TOWN CLERK						
DIRECTOR'S PAY	76,346	61,957	81.2 %	74,849	61,318	81.9 %
STAFF PAY	149,004	120,335	80.8 %	141,020	114,966	81.5 %
LONGEVITY	8,438	8,613	102.1 %	8,083	8,084	100.0 %
ADVERTISING	1,000	407	40.7 %	1,000	323	32.3 %
CODIFICATION OF ORDINANCE	5,000	304	6.1 %	5,000	0	0.0 %
EQUIPMENT MAINTENANCE	750	0	0.0 %	750	158	21.1 %
MEMBERSHIP DUES	500	480	96.0 %	500	550	110.0 %
MICROFILMING	7,000	3,953	56.5 %	8,000	3,834	47.9 %
PRINTING	750	436	58.2 %	750	327	43.6 %
PROFESSIONAL SERVICES	3,300	3,375	102.3 %	2,900	2,200	75.9 %
DOG LICENSING	500	236	47.3 %	500	236	47.1 %
OFFICE SUPPLIES	1,900	881	46.4 %	1,900	1,427	75.1 %
	<u>254,488</u>	<u>200,977</u>	<u>79.0%</u>	<u>245,252</u>	<u>193,423</u>	<u>78.9%</u>

LEGAL						
CLAIMS RESERVE	2,000	250,817	##### %	2,000	468,294	##### %
FEES & LEGAL SERVICES	168,000	116,607	69.4 %	168,000	130,104	77.4 %
FUNCTIONS & MEETINGS	2,500	0	0.0 %	2,500	437	17.5 %
	<u>172,500</u>	<u>367,424</u>	<u>213.0%</u>	<u>172,500</u>	<u>598,836</u>	<u>347.2%</u>

MUNICIPAL COURT						
DIRECTOR'S PAY	5,000	4,583	91.7 %	5,000	4,583	91.7 %
STAFF PAY	32,915	22,877	69.5 %	32,270	26,286	81.5 %
LONGEVITY	1,317	1,152	87.5 %	1,291	1,291	100.0 %
PROGRAM COSTS	1,500	182	12.1 %	1,500	71	4.7 %
	<u>40,732</u>	<u>28,795</u>	<u>70.7%</u>	<u>40,061</u>	<u>32,231</u>	<u>80.5%</u>

PROBATE JUDGE						
DIRECTOR'S PAY	5,500	5,042	91.7 %	5,500	5,042	91.7 %

Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
	5,500	5,042	91.7%	5,500	5,042	91.7%
EMPLOYEE BENEFITS						
CONTINUING EDUCATION	10,000	249	2.5 %	10,000	24,238	242.4 %
DENTAL INSURANCE	133,339	92,577	69.4 %	133,860	103,461	77.3 %
EMPLOYEE AWARDS	4,000	3,395	84.9 %	4,000	4,941	123.5 %
HEALTH INSURANCE	2,595,972	2,197,261	84.6 %	2,643,873	2,364,388	89.4 %
LEGAL FUND-DPW UNION	6,500	4,445	68.4 %	6,500	4,589	70.6 %
RETIREMENT - FIRE	719,079	626,957	87.2 %	680,758	557,059	81.8 %
RETIREMENT-POLICE	617,734	555,266	89.9 %	586,146	535,452	91.4 %
DPW UNION PENSION	29,392	20,861	71.0 %	29,392	24,729	84.1 %
RETIREMENT-TOWN	245,320	180,230	73.5 %	244,867	217,084	88.7 %
SOCIAL SECURITY	826,878	645,662	78.1 %	798,686	668,415	83.7 %
GASB 45 CONTRIBUTIONS	350,000	350,000	100.0 %	350,000	350,000	100.0 %
TRAINING/CONFERENCES	15,000	7,791	51.9 %	15,000	11,456	76.4 %
UNEMPLOYMENT INSURANCE	15,000	10,754	71.7 %	15,000	21,640	144.3 %
HEALTH BUYBACK	27,458	12,370	45.1 %	27,458	12,255	44.6 %
	5,595,672	4,707,818	84.1%	5,545,540	4,899,706	88.4%

INSURANCE						
LIFE INSURANCE	36,700	21,504	58.6 %	35,701	35,257	98.8 %
PROPERTY INSURANCE	300,000	273,301	91.1 %	300,000	270,448	90.1 %
POLICE DISABILITY INSURANCE	1,027	864	84.1 %	1,027	672	65.4 %
WORKER'S COMPENSATION	75,250	68,678	91.3 %	70,000	64,014	91.4 %
	412,977	364,347	88.2%	406,728	370,391	91.1%

CONTINGENCY						
CONTINGENCY FUND	12,500	9,435	75.5 %	12,500	12,808	102.5 %
	12,500	9,435	75.5%	12,500	12,808	102.5%

BOARD OF CANVASSERS						
TEMPORARY HELP	2,500	1,628	65.1 %	2,500	1,087	43.5 %
ELECTION OFFICIALS	14,000	12,787	91.3 %	10,000	9,814	98.1 %
BOARD	3,700	2,400	64.9 %	2,800	3,100	110.7 %
ADVERTISING	1,000	54	5.4 %	1,000	543	54.3 %
POLICE DETAILS	2,500	1,600	64.0 %	1,500	2,160	144.0 %
FINANCIAL TOWN MEETING	1,700	0	0.0 %	1,700	1,289	75.8 %
FOOD	2,500	2,310	92.4 %	1,500	1,092	72.8 %
OFFICE SUPPLIES	2,000	1,013	50.7 %	1,500	729	48.6 %
	29,900	21,792	72.9%	22,500	19,815	88.1%

FINANCE						
DIRECTOR'S PAY	102,146	82,895	81.2 %	100,144	82,040	81.9 %
STAFF PAY	352,321	288,735	82.0 %	347,875	274,977	79.0 %
LONGEVITY	10,192	9,745	95.6 %	13,214	10,279	77.8 %
OVERTIME	600	463	77.2 %	600	656	109.4 %
ADVERTISING	300	20	6.8 %	300	0	0.0 %
MEMBERSHIP DUES	1,300	945	72.7 %	1,300	665	51.2 %

Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
PRINTING	1,500	980	65.3 %	1,500	343	22.9 %
TAX BOOK	1,000	884	88.4 %	1,000	700	70.0 %
TOWN AUDIT & ACTUARIES/G/	60,000	51,505	85.8 %	60,000	50,505	84.2 %
BOOKS & SUBSCRIPTIONS	1,500	1,278	85.2 %	1,250	518	41.4 %
OFFICE SUPPLIES	9,000	4,821	53.6 %	9,000	7,894	87.7 %
NEW EQUIPMENT	500	330	66.0 %	500	0	0.0 %
POSTAGE	32,000	23,739	74.2 %	32,000	23,786	74.3 %
	<u>572,359</u>	<u>466,340</u>	<u>81.5 %</u>	<u>568,683</u>	<u>452,364</u>	<u>79.5 %</u>

INFORMATION TECHNOLOGY

DIRECTOR'S PAY	77,828	63,160	81.2 %	71,400	58,493	81.9 %
STAFF PAY	60,000	53,683	89.5 %	58,150	41,258	71.0 %
LONGEVITY	3,502	3,113	88.9 %	2,856	2,856	100.0 %
SYSTEM ENGINEERING	17,000	21,540	126.7 %	22,000	15,287	69.5 %
HARDWARE MAINTENANCE	10,100	6,686	66.2 %	8,800	4,004	45.5 %
SOFTWARE MAINTENANCE	145,548	130,049	89.4 %	127,334	133,943	105.2 %
WEB SITE	4,080	1,590	39.0 %	7,600	3,300	43.4 %
MEMBERSHIP DUES	325	0	0.0 %	325	0	0.0 %
COMMUNICATION MAINTENANCE	25,468	13,660	53.6 %	25,468	15,423	60.6 %
COMPUTER SUPPLIES	18,000	14,485	80.5 %	18,000	15,589	86.6 %
OFFICE SUPPLIES	1,000	332	33.2 %	1,000	899	89.9 %
HARDWARE	15,500	16,216	104.6 %	23,500	23,965	102.0 %
SOFTWARE - EQUIPMENT	5,000	4,214	84.3 %	19,000	7,541	39.7 %
EQUIPMENT LEASE	46,576	35,751	76.8 %	42,912	39,048	91.0 %
TELECOMMUNICATIONS	85,580	67,676	79.1 %	83,670	65,357	78.1 %
	<u>515,507</u>	<u>432,156</u>	<u>83.8 %</u>	<u>512,015</u>	<u>426,963</u>	<u>83.4 %</u>

POLICE DEPARTMENT

DIRECTOR'S PAY	107,532	87,266	81.2 %	105,424	86,366	81.9 %
DEPUTY CHIEF	95,737	77,694	81.2 %	93,859	76,893	81.9 %
STAFF PAY	1,954,881	1,551,596	79.4 %	1,896,110	1,489,107	78.5 %
LONGEVITY	135,926	136,964	100.8 %	129,633	128,404	99.1 %
NON POLICE	350,214	267,846	76.5 %	348,797	274,013	78.6 %
OVERTIME	344,454	201,079	58.4 %	335,739	276,838	82.5 %
HOLIDAY PAY	156,700	97,613	62.3 %	107,100	99,940	93.3 %
COURT TIME	30,172	17,842	59.1 %	29,580	19,429	65.7 %
VACATION BUYBACK	47,564	48,419	101.8 %	35,000	51,879	148.2 %
OUT OF CLASS	3,113	1,602	51.5 %	3,113	654	21.0 %
HARBORMASTER	8,000	6,153	76.9 %	7,140	5,211	73.0 %
PHYSICAL ASSESSMENT	2,000	0	0.0 %	2,000	195	9.7 %
ADVERTISING	1,000	0	0.0 %	1,000	182	18.2 %
POLICE DETAILS	3,200	3,496	109.2 %	0	0	0.0 %
AUTO BODY REPAIRS	3,000	2,540	84.7 %	3,000	2,000	66.7 %
CONTINUING EDUCATION	20,000	20,297	101.5 %	0	0	0.0 %
DOG OFFICER EXPENSE	3,100	2,228	71.9 %	3,100	2,921	94.2 %
EQUIPMENT MAINTENANCE	13,000	3,908	30.1 %	13,000	5,338	41.1 %

Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
FACILITY MAINTENANCE	1,000	0	0.0 %	1,000	453	45.3 %
LAB TESTING	2,520	4,110	163.1 %	2,520	3,630	144.0 %
MEMBERSHIP DUES	800	751	93.9 %	800	726	90.8 %
SCHOOL EXPENSES	10,000	3,398	34.0 %	10,000	136	1.4 %
TRAINING SPECIAL OFFICERS	1,000	0	0.0 %	1,000	525	52.5 %
HARBORMASTER'S SUPPLIES	2,000	733	36.7 %	2,000	1,488	74.4 %
AMMO & EQUIPMENT	11,500	269	2.3 %	11,500	9,110	79.2 %
BCI SUPPLIES	11,000	1,087	9.9 %	11,000	5,619	51.1 %
CLOTHING	42,725	12,165	28.5 %	53,575	34,464	64.3 %
CLOTHING MAINT ALLOWANC	41,240	39,340	95.4 %	39,240	37,715	96.1 %
OFFICE SUPPLIES	7,000	6,148	87.8 %	7,000	4,485	64.1 %
PRISONER MEALS	280	126	45.0 %	280	37	13.3 %
REFERENCE MATERIALS	2,500	2,487	99.5 %	2,500	2,500	100.0 %
PROFESSIONAL DEVELOPMEN	1,000	79	7.9 %	1,000	188	18.8 %
UNIFORM REPLACEMENT	525	0	0.0 %	525	122	23.2 %
COMMUNITY POLICING	1,520	782	51.5 %	1,520	480	31.6 %
NEW EQUIPMENT	32,000	19,713	61.6 %	36,500	14,248	39.0 %
TACTICAL RESPONSE	10,000	4,901	49.0 %	10,000	7,486	74.9 %
POSTAGE	1,900	1,539	81.0 %	1,900	1,504	79.2 %
	<u>3,460,103</u>	<u>2,624,169</u>	<u>75.8%</u>	<u>3,307,455</u>	<u>2,644,285</u>	<u>79.9%</u>

DEPARTMENT OF PUBLIC WORKS						
DIRECTOR'S PAY	102,146	82,895	81.2 %	100,143	82,040	81.9 %
STAFF PAY	1,176,919	910,734	77.4 %	1,143,850	929,766	81.3 %
TEMPORARY HELP	8,000	6,005	75.1 %	0	0	0.0 %
LONGEVITY	51,455	50,505	98.2 %	51,380	46,352	90.2 %
OVERTIME	148,214	101,977	68.8 %	148,214	88,383	59.6 %
ADVERTISING	600	1,389	231.6 %	600	51	8.6 %
BLUEPRINTS & PHOTOS	800	146	18.2 %	800	800	100.0 %
COLLECTION REFUSE	724,057	589,873	81.5 %	707,854	518,705	73.3 %
CONTRACT COST-SOLID WAST	159,460	102,017	64.0 %	159,596	100,629	63.1 %
LANDFILL MONITORING	9,400	7,290	77.5 %	9,000	7,558	84.0 %
ELECTRICITY	163,700	125,977	77.0 %	154,500	123,650	80.0 %
EQUIPMENT MAINTENANCE	32,900	68,867	209.3 %	31,900	32,439	101.7 %
INSPECTION SERVICES	1,300	716	55.1 %	1,300	1,257	96.7 %
LITTER CONTROL SUPPLIES	700	412	58.8 %	700	0	0.0 %
MEMBERSHIP DUES	2,300	1,228	53.4 %	2,300	2,037	88.6 %
PRINTING	1,000	1,211	121.1 %	1,000	1,000	100.0 %
WATER	7,800	5,088	65.2 %	7,200	7,166	99.5 %
E.M.A.	8,000	11,350	141.9 %	8,000	6,494	81.2 %
LANTERN REPAIRS	12,000	8,914	74.3 %	12,000	10,026	83.5 %
STREET LIGHTS	237,500	185,667	78.2 %	237,500	189,817	79.9 %
AUTO PARTS & SUPPLIES	190,000	190,523	100.3 %	170,000	179,541	105.6 %
AUTO REGISTRATION	800	589	73.6 %	800	784	97.9 %
BOOKS & SUBSCRIPTIONS	900	303	33.7 %	900	327	36.3 %
BUILDING MAINT & PAINTING	83,300	68,948	82.8 %	69,300	74,139	107.0 %

Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
CLOTHING	18,600	16,650	89.5 %	15,600	9,802	62.8 %
DRAINAGE MAINTENANCE	7,000	6,334	90.5 %	7,000	8,165	116.6 %
ENGINEERING SUPPLIES	3,000	3,892	129.7 %	3,000	2,608	86.9 %
EQUIPMENT & SUPPLIES	1,500	477	31.8 %	1,500	1,378	91.8 %
FUEL-DIESEL	118,250	73,649	62.3 %	127,025	60,476	47.6 %
GASOLINE	123,694	56,038	45.3 %	128,166	58,156	45.4 %
HEATING FUEL	65,000	43,252	66.5 %	67,771	41,006	60.5 %
JANITORIAL SUPPLIES	34,000	27,067	79.6 %	32,200	28,761	89.3 %
STREET MARKINGS	21,000	19,382	92.3 %	19,000	17,619	92.7 %
OFFICE SUPPLIES	2,000	1,583	79.2 %	2,000	2,329	116.4 %
PLANT MIXED ASPHALT	45,000	26,657	59.2 %	45,000	37,706	83.8 %
PLANTING	10,300	7,178	69.7 %	10,300	5,175	50.2 %
SAND	96,945	84,238	86.9 %	96,945	76,309	78.7 %
SHOP SUPPLIES	10,000	6,202	62.0 %	10,000	6,139	61.4 %
SIGNS	9,000	7,928	88.1 %	9,000	8,236	91.5 %
SWEEPING MATERIALS	7,000	3,100	44.3 %	7,000	5,020	71.7 %
	<u>3,695,540</u>	<u>2,906,251</u>	<u>78.6%</u>	<u>3,600,344</u>	<u>2,771,842</u>	<u>77.0%</u>

RECREATION

DIRECTOR'S PAY	71,139	57,731	81.2 %	69,744	57,136	81.9 %
STAFF PAY	78,771	52,086	66.1 %	76,744	63,174	82.3 %
LONGEVITY	5,421	4,268	78.7 %	5,314	5,314	100.0 %
OVERTIME	500	568	113.6 %	500	335	67.1 %
INDOOR	26,416	18,779	71.1 %	25,390	17,158	67.6 %
ADVERTISING	200	7	3.5 %	200	112	56.2 %
MEMBERSHIP DUES	305	215	70.5 %	305	215	70.5 %
RECREATION PROGRAMS	7,000	6,192	88.5 %	7,000	5,925	84.6 %
TOWN CELEBRATIONS	6,000	2,150	35.8 %	5,200	2,710	52.1 %
BUILDING MAINT & PAINTING	5,000	3,077	61.5 %	5,000	3,075	61.5 %
COPY COSTS	3,200	3,194	99.8 %	3,000	3,054	101.8 %
OFFICE SUPPLIES	450	282	62.6 %	450	439	97.7 %
PROGRAM EQUIPMENT	3,000	222	7.4 %	3,000	60	2.0 %
	<u>207,402</u>	<u>148,771</u>	<u>71.7%</u>	<u>201,847</u>	<u>158,708</u>	<u>78.6%</u>

PARKS & GROUNDS

STAFF PAY	298,432	220,819	74.0 %	295,582	229,335	77.6 %
LONGEVITY	8,165	6,558	80.3 %	10,179	8,701	85.5 %
OVERTIME	4,600	4,348	94.5 %	4,600	3,053	66.4 %
OUT OF CLASS	1,500	730	48.7 %	1,500	366	24.4 %
CONTRACT SERVICES	5,200	2,028	39.0 %	5,200	3,107	59.8 %
ELECTRICITY	3,125	1,207	38.6 %	2,700	1,593	59.0 %
EQUIPMENT MAINTENANCE	8,000	5,182	64.8 %	8,000	4,466	55.8 %
LEASED LAND	5,154	0	0.0 %	5,114	0	0.0 %
LIGHTING REPAIRS	1,000	0	0.0 %	2,000	0	0.0 %
WATER	30,000	27,054	90.2 %	30,000	28,431	94.8 %
PORTABLE RESTROOMS	2,690	944	35.1 %	2,160	1,169	54.1 %

Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
CLOTHING MAINT ALLOWANC	7,438	7,532	101.3 %	6,238	5,950	95.4 %
FERTILIZER - SCHOOLS	24,000	14,248	59.4 %	28,000	15,601	55.7 %
FIELD LINING MATERIAL	5,300	3,025	57.1 %	5,300	3,753	70.8 %
LOAM	3,180	0	0.0 %	3,450	0	0.0 %
PARK SUPPLIES	8,000	5,939	74.2 %	7,500	4,848	64.6 %
SEED & SOD	8,240	6,050	73.4 %	8,240	5,500	66.8 %
WEED KILLER CHEMICALS	2,000	486	24.3 %	2,000	522	26.1 %
NEW EQUIPMENT	3,000	1,414	47.1 %	3,000	2,154	71.8 %
	<u>429,024</u>	<u>307,563</u>	<u>71.7%</u>	<u>430,763</u>	<u>318,548</u>	<u>73.9%</u>

TEEN CENTER

STAFF PAY	5,000	4,038	80.8 %	5,000	4,134	82.7 %
PROGRAM EQUIPMENT	7,500	6,000	80.0 %	5,000	3,730	74.6 %
	<u>12,500</u>	<u>10,038</u>	<u>80.3%</u>	<u>10,000</u>	<u>7,864</u>	<u>78.6%</u>

TOWN PLANNER

DIRECTOR'S PAY	89,335	72,498	81.2 %	87,583	71,750	81.9 %
STAFF PAY	88,101	70,655	80.2 %	80,010	64,207	80.2 %
LONGEVITY	6,951	6,951	100.0 %	6,134	6,530	106.4 %
ADVERTISING	300	365	121.7 %	300	110	36.7 %
MEMBERSHIP DUES	1,875	1,401	74.7 %	1,875	1,226	65.4 %
PRINTING	200	0	0.0 %	200	0	0.0 %
PROFESSIONAL SERVICES	9,900	5,950	60.1 %	9,900	4,774	48.2 %
BOOKS & SUBSCRIPTIONS	400	42	10.5 %	400	366	91.5 %
OFFICE SUPPLIES	1,000	615	61.5 %	1,000	502	50.2 %
NEW EQUIPMENT	500	0	0.0 %	500	0	0.0 %
	<u>198,562</u>	<u>158,477</u>	<u>79.8%</u>	<u>187,902</u>	<u>149,465</u>	<u>79.5%</u>

EG FREE LIBRARY

E G FREE LIBRARY	520,235	390,176	75.0 %	507,546	384,660	75.8 %
	<u>520,235</u>	<u>390,176</u>	<u>75.0%</u>	<u>507,546</u>	<u>384,660</u>	<u>75.8%</u>

SENIOR & HUMAN SERVICES

DIRECTOR'S PAY	53,492	43,411	81.2 %	52,444	41,321	78.8 %
SUBSTANCE ABUSE COORDIN/	71,583	55,339	77.3 %	70,180	55,015	78.4 %
STAFF PAY	67,499	57,241	84.8 %	70,230	54,573	77.7 %
LONGEVITY	8,152	8,152	100.0 %	8,204	7,319	89.2 %
MEMBERSHIP DUES	200	222	110.8 %	200	210	105.0 %
OFFICE SUPPLIES	1,100	1,100	100.0 %	1,100	1,005	91.4 %
NEWSLETTER	1,800	1,436	79.8 %	1,400	1,305	93.2 %
SENIOR PROGRAMS	20,000	15,752	78.8 %	17,500	13,519	77.3 %
PUBLIC ASSISTANCE	15,000	11,281	75.2 %	15,000	12,350	82.3 %
	<u>238,826</u>	<u>193,934</u>	<u>81.2%</u>	<u>236,258</u>	<u>186,618</u>	<u>79.0%</u>

FIRE DEPARTMENT

DIRECTOR'S PAY	102,642	82,910	80.8 %	100,629	82,438	81.9 %
DEPUTY CHIEF	95,516	77,156	80.8 %	93,644	76,715	81.9 %
NON FIRE	106,845	52,213	48.9 %	104,750	64,340	61.4 %

Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
STAFF PAY	2,192,854	1,704,956	77.8 %	2,071,173	1,636,145	79.0 %
LONGEVITY	151,795	141,138	93.0 %	145,529	136,841	94.0 %
OVERTIME	420,000	516,154	122.9 %	420,000	464,381	110.6 %
HOLIDAY PAY	197,581	142,127	71.9 %	133,368	108,932	81.7 %
COLLATERAL PAY	45,000	36,216	80.5 %	50,000	32,183	64.4 %
PENSION COLA APPEAL	21,567	21,566	100.0 %	20,509	3,400	16.6 %
PHYSICAL ASSESSMENT	5,000	4,242	84.8 %	5,000	4,637	92.7 %
CONTINUING EDUCATION	24,000	11,871	49.5 %	20,000	7,971	39.9 %
FIRE ALARM SCHOOL	750	0	0.0 %	750	0	0.0 %
EQUIPMENT MAINTENANCE	6,500	3,509	54.0 %	6,500	3,456	53.2 %
RESCUE BILLING FEES	23,625	18,124	76.7 %	23,625	18,744	79.3 %
MISC EXPENSE	2,000	1,850	92.5 %	2,000	1,831	91.5 %
SERVICE AGREEMENTS	16,500	12,831	77.8 %	18,000	16,536	91.9 %
DISPATCH SERVICES	163,240	130,920	80.2 %	139,600	115,069	82.4 %
EYE EXAM	2,500	670	26.8 %	2,500	1,000	40.0 %
HYDRANT RENTALS	246,155	276,266	112.2 %	242,810	241,892	99.6 %
FIRE PREVENTION & EDUCATI	3,500	2,599	74.2 %	3,500	2,567	73.3 %
STATION OPERATING EXPENSE	8,000	7,309	91.4 %	8,000	9,027	112.8 %
MEMBERSHIP DUES	1,500	1,411	94.1 %	2,500	818	32.7 %
SCBA REPAIRS AND PARTS	3,000	590	19.7 %	3,000	3,000	100.0 %
CLOTHING MAINT ALLOWANC	62,400	61,579	98.7 %	58,000	55,219	95.2 %
TURN OUT GEAR	17,000	16,387	96.4 %	17,000	6,941	40.8 %
BUILDING SUPPLIES	3,000	1,207	40.2 %	3,000	868	28.9 %
MEDICAL SUPPLIES	32,500	27,816	85.6 %	32,500	22,219	68.4 %
OFFICE SUPPLIES	9,000	5,314	59.0 %	10,500	7,709	73.4 %
DIVE TEAM	3,000	2,557	85.2 %	3,000	1,013	33.8 %
TRAINING AIDS	6,000	6,125	102.1 %	7,000	1,152	16.5 %
SCOTT AIR PACKS	4,800	3,975	82.8 %	4,800	4,730	98.5 %
HOSE & NOZZLES	7,500	4,369	58.3 %	7,500	4,585	61.1 %
	<u>3,985,270</u>	<u>3,375,956</u>	<u>84.7%</u>	<u>3,760,687</u>	<u>3,136,358</u>	<u>83.4%</u>

GRANTS & CONTRIBUTIONS

E G ANIMAL PROTECTION	7,500	7,500	100.0 %	10,000	10,000	100.0 %
EG CHAMBER OF COMMERCE	7,500	7,500	100.0 %	5,000	5,000	100.0 %
MAIN STREET ASSOCIATION	5,000	5,000	100.0 %	5,000	5,000	100.0 %
SUMMER'S END	5,000	0	0.0 %	5,000	0	0.0 %
ODEUM	2,000	2,000	100.0 %	2,000	2,000	100.0 %
HISTORIC CEMETERY COMMIS	2,000	2,000	100.0 %	2,000	2,000	100.0 %
	<u>29,000</u>	<u>24,000</u>	<u>82.8%</u>	<u>29,000</u>	<u>24,000</u>	<u>82.8%</u>

LAND TRUST

INSURANCE	1,000	0	0.0 %	1,000	0	0.0 %
PILOT	1,300	500	38.5 %	1,300	536	41.2 %
BUILDING MAINTENANCE	5,000	1,496	29.9 %	5,000	(1,033)	(20.7)%
BOESCH FARM REHAB	41,000	14,309	34.9 %	41,000	11,684	28.5 %
	<u>48,300</u>	<u>16,306</u>	<u>33.8%</u>	<u>48,300</u>	<u>11,187</u>	<u>23.2%</u>

Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
DEBT SERVICE						
OPEN SPACE	70,000	70,000	100.0 %	70,000	70,000	100.0 %
POLICE STATION	805,000	0	0.0 %	805,000	0	0.0 %
SCHOOL IMP 2004	620,000	620,000	100.0 %	620,000	620,000	100.0 %
LAND FILL	165,000	0	0.0 %	165,000	0	0.0 %
TOWN HALL	20,000	20,000	100.0 %	20,000	20,000	100.0 %
SENIOR CENTER	340,000	340,000	100.0 %	340,000	340,000	100.0 %
FIELDS	430,000	430,000	100.0 %	430,000	430,000	100.0 %
SCHOOL QSB BONDS	590,833	590,833	100.0 %	590,833	590,833	100.0 %
SCHOOL BONDS	1,015,000	1,015,000	100.0 %	980,000	980,000	100.0 %
PAVING -RICWA 2015	210,000	210,000	100.0 %	0	1,000	0.0 %
OPEN SPACE	8,062	5,356	66.4 %	10,688	10,687	100.0 %
POLICE STATION	30,987	15,494	50.0 %	61,974	30,987	50.0 %
SCHOOL IMP 2004	66,113	52,950	80.1 %	87,638	87,638	100.0 %
LAND FILL	6,358	3,179	50.0 %	12,716	6,358	50.0 %
TOWN HALL	2,450	2,450	100.0 %	3,150	3,150	100.0 %
SENIOR CENTER	35,350	35,350	100.0 %	45,450	45,450	100.0 %
FIELDS	123,388	123,146	99.8 %	140,587	140,450	99.9 %
SCHOOL BONDS	1,349,250	1,349,250	100.0 %	1,388,450	1,388,450	100.0 %
SCHOOL QSB BONDS	679,151	679,151	100.0 %	679,151	679,151	100.0 %
PAVING -RICWA 2015	32,811	31,383	95.6 %	0	17,064	0.0 %
BOND COUNSEL	2,500	350	14.0 %	2,500	0	0.0 %
FISCAL AGENT	2,500	2,400	96.0 %	2,500	3,095	123.8 %
	<u>6,604,753</u>	<u>5,596,292</u>	<u>84.7%</u>	<u>6,455,637</u>	<u>5,464,313</u>	<u>84.6%</u>
CAPITAL ITEMS						
CAPITAL ITEMS	850,500	718,062	84.4 %	773,163	834,788	108.0 %
	<u>850,500</u>	<u>718,062</u>	<u>84.4%</u>	<u>773,163</u>	<u>834,788</u>	<u>108.0%</u>
EDUCATION DEPARTMENT						
SCHOOL APPROPRIATIONS	34,018,906	29,734,414	87.4 %	33,267,555	29,214,090	87.8 %
	<u>34,018,906</u>	<u>29,734,414</u>	<u>87.4%</u>	<u>33,267,555</u>	<u>29,214,090</u>	<u>87.8%</u>
Grand Total	<u>62,190,871</u>	<u>53,031,323</u>	<u>85.27%</u>	<u>60,584,663</u>	<u>52,514,138</u>	<u>86.68%</u>



Town of East Greenwich Budget To Actual - Two Year Comparison

Accrual Basis
Fiscal Year 2017 as of Period 10



Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
TOWN MANAGER & COUNCIL						
DIRECTOR'S PAY	123,235	100,010	81.2 %	120,819	98,979	81.9 %
TOWN COUNCIL	9,300	7,750	83.3 %	9,300	7,750	83.3 %
STAFF PAY	133,679	102,903	77.0 %	97,308	78,148	80.3 %
LONGEVITY	1,601	1,601	100.0 %	0	0	0.0 %
FUNCTIONS & MEETINGS	900	948	105.4 %	900	2,141	237.9 %
MEMBERSHIP DUES	6,200	6,534	105.4 %	6,200	5,807	93.7 %
INAUGURATION	3,000	1,338	44.6 %	500	0	0.0 %
BOOKS & SUBSCRIPTIONS	150	594	396.2 %	150	102	68.0 %
OFFICE SUPPLIES	1,750	2,149	122.8 %	1,750	4,081	233.2 %
	<u>279,815</u>	<u>223,828</u>	<u>80.0%</u>	<u>236,927</u>	<u>197,007</u>	<u>83.2%</u>

TOWN CLERK						
DIRECTOR'S PAY	76,346	61,957	81.2 %	74,849	61,318	81.9 %
STAFF PAY	149,004	120,335	80.8 %	141,020	114,966	81.5 %
LONGEVITY	8,438	8,613	102.1 %	8,083	8,084	100.0 %
ADVERTISING	1,000	620	62.0 %	1,000	548	54.8 %
CODIFICATION OF ORDINANCE	5,000	304	6.1 %	5,000	0	0.0 %
EQUIPMENT MAINTENANCE	750	0	0.0 %	750	158	21.1 %
MEMBERSHIP DUES	500	480	96.0 %	500	550	110.0 %
MICROFILMING	7,000	5,821	83.2 %	8,000	5,441	68.0 %
PRINTING	750	656	87.4 %	750	430	57.3 %
PROFESSIONAL SERVICES	3,300	3,375	102.3 %	2,900	2,750	94.8 %
DOG LICENSING	500	236	47.3 %	500	236	47.1 %
OFFICE SUPPLIES	1,900	1,481	77.9 %	1,900	1,499	78.9 %
	<u>254,488</u>	<u>203,878</u>	<u>80.1%</u>	<u>245,252</u>	<u>195,979</u>	<u>79.9%</u>

LEGAL						
CLAIMS RESERVE	2,000	250,817	##### %	2,000	468,294	##### %
FEES & LEGAL SERVICES	168,000	116,607	69.4 %	168,000	130,104	77.4 %
FUNCTIONS & MEETINGS	2,500	0	0.0 %	2,500	437	17.5 %
	<u>172,500</u>	<u>367,424</u>	<u>213.0%</u>	<u>172,500</u>	<u>598,836</u>	<u>347.2%</u>

MUNICIPAL COURT						
DIRECTOR'S PAY	5,000	5,000	100.0 %	5,000	5,000	100.0 %
STAFF PAY	32,915	22,877	69.5 %	32,270	26,286	81.5 %
LONGEVITY	1,317	1,152	87.5 %	1,291	1,291	100.0 %
PROGRAM COSTS	1,500	182	12.1 %	1,500	71	4.7 %
	<u>40,732</u>	<u>29,211</u>	<u>71.7%</u>	<u>40,061</u>	<u>32,648</u>	<u>81.5%</u>

PROBATE JUDGE						
DIRECTOR'S PAY	5,500	5,500	100.0 %	5,500	5,500	100.0 %

Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
	5,500	5,500	100.0%	5,500	5,500	100.0%
EMPLOYEE BENEFITS						
CONTINUING EDUCATION	10,000	249	2.5 %	10,000	25,609	256.1 %
DENTAL INSURANCE	133,339	92,577	69.4 %	133,860	103,741	77.5 %
EMPLOYEE AWARDS	4,000	3,395	84.9 %	4,000	4,941	123.5 %
HEALTH INSURANCE	2,595,972	2,197,261	84.6 %	2,643,873	2,369,273	89.6 %
LEGAL FUND-DPW UNION	6,500	4,445	68.4 %	6,500	4,589	70.6 %
RETIREMENT - FIRE	719,079	626,957	87.2 %	680,758	557,059	81.8 %
RETIREMENT-POLICE	617,734	555,266	89.9 %	586,146	535,452	91.4 %
DPW UNION PENSION	29,392	20,861	71.0 %	29,392	24,729	84.1 %
RETIREMENT-TOWN	245,320	180,230	73.5 %	244,867	218,150	89.1 %
SOCIAL SECURITY	826,878	645,662	78.1 %	798,686	669,707	83.9 %
GASB 45 CONTRIBUTIONS	350,000	350,000	100.0 %	350,000	350,000	100.0 %
TRAINING/CONFERENCES	15,000	9,109	60.7 %	15,000	12,874	85.8 %
UNEMPLOYMENT INSURANCE	15,000	10,754	71.7 %	15,000	21,640	144.3 %
HEALTH BUYBACK	27,458	12,370	45.1 %	27,458	12,255	44.6 %
	5,595,672	4,709,136	84.2%	5,545,540	4,910,018	88.5%

INSURANCE						
LIFE INSURANCE	36,700	22,567	61.5 %	35,701	35,257	98.8 %
PROPERTY INSURANCE	300,000	273,301	91.1 %	300,000	270,448	90.1 %
POLICE DISABILITY INSURANCE	1,027	864	84.1 %	1,027	672	65.4 %
WORKER'S COMPENSATION	75,250	68,678	91.3 %	70,000	64,014	91.4 %
	412,977	365,410	88.5%	406,728	370,391	91.1%

CONTINGENCY						
CONTINGENCY FUND	12,500	9,435	75.5 %	12,500	12,808	102.5 %
	12,500	9,435	75.5%	12,500	12,808	102.5%

BOARD OF CANVASSERS						
TEMPORARY HELP	2,500	1,628	65.1 %	2,500	1,087	43.5 %
ELECTION OFFICIALS	14,000	12,787	91.3 %	10,000	9,814	98.1 %
BOARD	3,700	2,650	71.6 %	2,800	3,125	111.6 %
ADVERTISING	1,000	150	15.0 %	1,000	953	95.3 %
POLICE DETAILS	2,500	1,600	64.0 %	1,500	2,160	144.0 %
FINANCIAL TOWN MEETING	1,700	0	0.0 %	1,700	1,484	87.3 %
FOOD	2,500	2,310	92.4 %	1,500	1,496	99.8 %
OFFICE SUPPLIES	2,000	1,013	50.7 %	1,500	1,229	82.0 %
	29,900	22,138	74.0%	22,500	21,349	94.9%

FINANCE						
DIRECTOR'S PAY	102,146	82,895	81.2 %	100,144	82,040	81.9 %
STAFF PAY	352,321	288,735	82.0 %	347,875	274,977	79.0 %
LONGEVITY	10,192	9,745	95.6 %	13,214	10,279	77.8 %
OVERTIME	600	463	77.2 %	600	656	109.4 %
ADVERTISING	300	20	6.8 %	300	0	0.0 %
MEMBERSHIP DUES	1,300	945	72.7 %	1,300	665	51.2 %

Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
PRINTING	1,500	980	65.3 %	1,500	343	22.9 %
TAX BOOK	1,000	884	88.4 %	1,000	700	70.0 %
TOWN AUDIT & ACTUARIES/G/	60,000	51,505	85.8 %	60,000	50,505	84.2 %
BOOKS & SUBSCRIPTIONS	1,500	1,278	85.2 %	1,250	518	41.4 %
OFFICE SUPPLIES	9,000	5,686	63.2 %	9,000	8,986	99.8 %
NEW EQUIPMENT	500	330	66.0 %	500	0	0.0 %
POSTAGE	32,000	23,739	74.2 %	32,000	23,898	74.7 %
	<u>572,359</u>	<u>467,204</u>	<u>81.6%</u>	<u>568,683</u>	<u>453,567</u>	<u>79.8%</u>

INFORMATION TECHNOLOGY

DIRECTOR'S PAY	77,828	63,160	81.2 %	71,400	58,493	81.9 %
STAFF PAY	60,000	53,683	89.5 %	58,150	58,150	100.0 %
LONGEVITY	3,502	3,113	88.9 %	2,856	2,856	100.0 %
SYSTEM ENGINEERING	17,000	21,730	127.8 %	22,000	21,390	97.2 %
HARDWARE MAINTENANCE	10,100	6,686	66.2 %	8,800	4,004	45.5 %
SOFTWARE MAINTENANCE	145,548	152,749	104.9 %	127,334	135,143	106.1 %
WEB SITE	4,080	1,590	39.0 %	7,600	3,300	43.4 %
MEMBERSHIP DUES	325	0	0.0 %	325	0	0.0 %
COMMUNICATION MAINTENANCE	25,468	19,240	75.5 %	25,468	20,296	79.7 %
COMPUTER SUPPLIES	18,000	17,043	94.7 %	18,000	17,919	99.6 %
OFFICE SUPPLIES	1,000	332	33.2 %	1,000	899	89.9 %
HARDWARE	15,500	16,916	109.1 %	23,500	23,965	102.0 %
SOFTWARE - EQUIPMENT	5,000	4,214	84.3 %	19,000	16,611	87.4 %
EQUIPMENT LEASE	46,576	40,178	86.3 %	42,912	49,056	114.3 %
TELECOMMUNICATIONS	85,580	81,243	94.9 %	83,670	84,306	100.8 %
	<u>515,507</u>	<u>481,878</u>	<u>93.5%</u>	<u>512,015</u>	<u>496,388</u>	<u>96.9%</u>

POLICE DEPARTMENT

DIRECTOR'S PAY	107,532	87,266	81.2 %	105,424	86,366	81.9 %
DEPUTY CHIEF	95,737	77,694	81.2 %	93,859	76,893	81.9 %
STAFF PAY	1,954,881	1,551,596	79.4 %	1,896,110	1,489,107	78.5 %
LONGEVITY	135,926	136,964	100.8 %	129,633	128,404	99.1 %
NON POLICE	350,214	267,846	76.5 %	348,797	274,013	78.6 %
OVERTIME	344,454	201,079	58.4 %	335,739	276,838	82.5 %
HOLIDAY PAY	156,700	97,613	62.3 %	107,100	99,940	93.3 %
COURT TIME	30,172	17,842	59.1 %	29,580	19,429	65.7 %
VACATION BUYBACK	47,564	48,419	101.8 %	35,000	51,879	148.2 %
OUT OF CLASS	3,113	1,602	51.5 %	3,113	654	21.0 %
HARBORMASTER	8,000	6,153	76.9 %	7,140	5,211	73.0 %
PHYSICAL ASSESSMENT	2,000	0	0.0 %	2,000	195	9.7 %
ADVERTISING	1,000	0	0.0 %	1,000	182	18.2 %
POLICE DETAILS	3,200	3,496	109.2 %	0	0	0.0 %
AUTO BODY REPAIRS	3,000	2,540	84.7 %	3,000	2,000	66.7 %
CONTINUING EDUCATION	20,000	28,294	141.5 %	0	0	0.0 %
DOG OFFICER EXPENSE	3,100	2,859	92.2 %	3,100	2,921	94.2 %
EQUIPMENT MAINTENANCE	13,000	5,268	40.5 %	13,000	8,224	63.3 %

Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
FACILITY MAINTENANCE	1,000	1,000	100.0 %	1,000	453	45.3 %
LAB TESTING	2,520	4,110	163.1 %	2,520	3,630	144.0 %
MEMBERSHIP DUES	800	751	93.9 %	800	751	93.9 %
SCHOOL EXPENSES	10,000	3,398	34.0 %	10,000	286	2.9 %
TRAINING SPECIAL OFFICERS	1,000	0	0.0 %	1,000	525	52.5 %
HARBORMASTER'S SUPPLIES	2,000	956	47.8 %	2,000	1,659	83.0 %
AMMO & EQUIPMENT	11,500	3,818	33.2 %	11,500	9,110	79.2 %
BCI SUPPLIES	11,000	1,160	10.5 %	11,000	6,239	56.7 %
CLOTHING	42,725	23,700	55.5 %	53,575	44,354	82.8 %
CLOTHING MAINT ALLOWANC	41,240	39,340	95.4 %	39,240	37,715	96.1 %
OFFICE SUPPLIES	7,000	7,024	100.3 %	7,000	5,619	80.3 %
PRISONER MEALS	280	126	45.0 %	280	37	13.3 %
REFERENCE MATERIALS	2,500	2,487	99.5 %	2,500	2,500	100.0 %
PROFESSIONAL DEVELOPMEN	1,000	79	7.9 %	1,000	188	18.8 %
UNIFORM REPLACEMENT	525	0	0.0 %	525	122	23.2 %
COMMUNITY POLICING	1,520	782	51.5 %	1,520	880	57.9 %
NEW EQUIPMENT	32,000	21,063	65.8 %	36,500	15,824	43.4 %
TACTICAL RESPONSE	10,000	4,901	49.0 %	10,000	7,486	74.9 %
POSTAGE	1,900	1,539	81.0 %	1,900	1,504	79.2 %
	<u>3,460,103</u>	<u>2,652,765</u>	<u>76.7%</u>	<u>3,307,455</u>	<u>2,661,137</u>	<u>80.5%</u>

DEPARTMENT OF PUBLIC WORKS

DIRECTOR'S PAY	102,146	82,895	81.2 %	100,143	82,040	81.9 %
STAFF PAY	1,176,919	910,734	77.4 %	1,143,850	929,766	81.3 %
TEMPORARY HELP	8,000	6,005	75.1 %	0	0	0.0 %
LONGEVITY	51,455	50,505	98.2 %	51,380	46,352	90.2 %
OVERTIME	148,214	101,977	68.8 %	148,214	88,383	59.6 %
ADVERTISING	600	1,389	231.6 %	600	51	8.6 %
BLUEPRINTS & PHOTOS	800	146	18.2 %	800	800	100.0 %
COLLECTION REFUSE	724,057	589,888	81.5 %	707,854	680,721	96.2 %
CONTRACT COST-SOLID WAST	159,460	102,017	64.0 %	159,596	103,487	64.8 %
LANDFILL MONITORING	9,400	7,290	77.5 %	9,000	7,558	84.0 %
ELECTRICITY	163,700	125,977	77.0 %	154,500	123,650	80.0 %
EQUIPMENT MAINTENANCE	32,900	74,237	225.6 %	31,900	37,082	116.2 %
INSPECTION SERVICES	1,300	716	55.1 %	1,300	1,257	96.7 %
LITTER CONTROL SUPPLIES	700	412	58.8 %	700	0	0.0 %
MEMBERSHIP DUES	2,300	1,228	53.4 %	2,300	2,037	88.6 %
PRINTING	1,000	1,211	121.1 %	1,000	1,000	100.0 %
WATER	7,800	5,088	65.2 %	7,200	7,166	99.5 %
E.M.A.	8,000	11,350	141.9 %	8,000	6,494	81.2 %
LANTERN REPAIRS	12,000	13,251	110.4 %	12,000	10,026	83.5 %
STREET LIGHTS	237,500	185,667	78.2 %	237,500	189,817	79.9 %
AUTO PARTS & SUPPLIES	190,000	196,107	103.2 %	170,000	179,990	105.9 %
AUTO REGISTRATION	800	589	73.6 %	800	784	97.9 %
BOOKS & SUBSCRIPTIONS	900	303	33.7 %	900	327	36.3 %
BUILDING MAINT & PAINTING	83,300	77,056	92.5 %	69,300	77,250	111.5 %

Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
CLOTHING	18,600	16,650	89.5 %	15,600	9,802	62.8 %
DRAINAGE MAINTENANCE	7,000	9,025	128.9 %	7,000	10,665	152.4 %
ENGINEERING SUPPLIES	3,000	3,892	129.7 %	3,000	2,608	86.9 %
EQUIPMENT & SUPPLIES	1,500	500	33.3 %	1,500	1,378	91.8 %
FUEL -DIESEL	118,250	73,649	62.3 %	127,025	61,926	48.8 %
GASOLINE	123,694	110,794	89.6 %	128,166	68,805	53.7 %
HEATING FUEL	65,000	43,252	66.5 %	67,771	44,093	65.1 %
JANITORIAL SUPPLIES	34,000	27,067	79.6 %	32,200	28,761	89.3 %
STREET MARKINGS	21,000	19,382	92.3 %	19,000	17,619	92.7 %
OFFICE SUPPLIES	2,000	1,583	79.2 %	2,000	2,329	116.4 %
PLANT MIXED ASPHALT	45,000	40,731	90.5 %	45,000	37,706	83.8 %
PLANTING	10,300	10,780	104.7 %	10,300	9,906	96.2 %
SAND	96,945	84,568	87.2 %	96,945	76,309	78.7 %
SHOP SUPPLIES	10,000	6,480	64.8 %	10,000	6,139	61.4 %
SIGNS	9,000	11,124	123.6 %	9,000	8,911	99.0 %
SWEEPING MATERIALS	7,000	4,180	59.7 %	7,000	5,020	71.7 %
	<u>3,695,540</u>	<u>3,009,695</u>	<u>81.4%</u>	<u>3,600,344</u>	<u>2,968,010</u>	<u>82.4%</u>

RECREATION

DIRECTOR'S PAY	71,139	57,731	81.2 %	69,744	57,136	81.9 %
STAFF PAY	78,771	52,086	66.1 %	76,744	63,174	82.3 %
LONGEVITY	5,421	4,268	78.7 %	5,314	5,314	100.0 %
OVERTIME	500	568	113.6 %	500	335	67.1 %
INDOOR	26,416	18,779	71.1 %	25,390	17,158	67.6 %
ADVERTISING	200	7	3.5 %	200	112	56.2 %
MEMBERSHIP DUES	305	215	70.5 %	305	215	70.5 %
RECREATION PROGRAMS	7,000	6,192	88.5 %	7,000	5,925	84.6 %
TOWN CELEBRATIONS	6,000	2,150	35.8 %	5,200	2,710	52.1 %
BUILDING MAINT & PAINTING	5,000	3,077	61.5 %	5,000	3,075	61.5 %
COPY COSTS	3,200	3,194	99.8 %	3,000	3,054	101.8 %
OFFICE SUPPLIES	450	282	62.6 %	450	439	97.7 %
PROGRAM EQUIPMENT	3,000	222	7.4 %	3,000	229	7.6 %
	<u>207,402</u>	<u>148,771</u>	<u>71.7%</u>	<u>201,847</u>	<u>158,877</u>	<u>78.7%</u>

PARKS & GROUNDS

STAFF PAY	298,432	220,819	74.0 %	295,582	229,335	77.6 %
LONGEVITY	8,165	6,558	80.3 %	10,179	8,701	85.5 %
OVERTIME	4,600	4,348	94.5 %	4,600	3,053	66.4 %
OUT OF CLASS	1,500	730	48.7 %	1,500	366	24.4 %
CONTRACT SERVICES	5,200	2,028	39.0 %	5,200	3,998	76.9 %
ELECTRICITY	3,125	1,207	38.6 %	2,700	1,593	59.0 %
EQUIPMENT MAINTENANCE	8,000	6,800	85.0 %	8,000	5,542	69.3 %
LEASED LAND	5,154	0	0.0 %	5,114	0	0.0 %
LIGHTING REPAIRS	1,000	0	0.0 %	2,000	0	0.0 %
WATER	30,000	27,354	91.2 %	30,000	28,654	95.5 %
PORTABLE RESTROOMS	2,690	2,084	77.5 %	2,160	2,429	112.5 %

Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
CLOTHING MAINT ALLOWANC	7,438	7,532	101.3 %	6,238	5,950	95.4 %
FERTILIZER - SCHOOLS	24,000	18,734	78.1 %	28,000	21,593	77.1 %
FIELD LINING MATERIAL	5,300	4,225	79.7 %	5,300	5,253	99.1 %
LOAM	3,180	1,050	33.0 %	3,450	900	26.1 %
PARK SUPPLIES	8,000	7,780	97.3 %	7,500	6,340	84.5 %
SEED & SOD	8,240	7,862	95.4 %	8,240	8,135	98.7 %
WEED KILLER CHEMICALS	2,000	486	24.3 %	2,000	522	26.1 %
NEW EQUIPMENT	3,000	2,914	97.1 %	3,000	2,158	71.9 %
	<u>429,024</u>	<u>322,510</u>	<u>75.2%</u>	<u>430,763</u>	<u>334,523</u>	<u>77.7%</u>

TEEN CENTER

STAFF PAY	5,000	4,038	80.8 %	5,000	4,134	82.7 %
PROGRAM EQUIPMENT	7,500	6,000	80.0 %	5,000	3,730	74.6 %
	<u>12,500</u>	<u>10,038</u>	<u>80.3%</u>	<u>10,000</u>	<u>7,864</u>	<u>78.6%</u>

TOWN PLANNER

DIRECTOR'S PAY	89,335	72,498	81.2 %	87,583	71,750	81.9 %
STAFF PAY	88,101	70,655	80.2 %	80,010	64,207	80.2 %
LONGEVITY	6,951	6,951	100.0 %	6,134	6,530	106.4 %
ADVERTISING	300	365	121.7 %	300	121	40.2 %
MEMBERSHIP DUES	1,875	1,401	74.7 %	1,875	1,226	65.4 %
PRINTING	200	0	0.0 %	200	0	0.0 %
PROFESSIONAL SERVICES	9,900	7,600	76.8 %	9,900	6,580	66.5 %
BOOKS & SUBSCRIPTIONS	400	42	10.5 %	400	366	91.5 %
OFFICE SUPPLIES	1,000	615	61.5 %	1,000	511	51.1 %
NEW EQUIPMENT	500	0	0.0 %	500	0	0.0 %
	<u>198,562</u>	<u>160,127</u>	<u>80.6%</u>	<u>187,902</u>	<u>151,290</u>	<u>80.5%</u>

EG FREE LIBRARY

E G FREE LIBRARY	520,235	390,176	75.0 %	507,546	384,660	75.8 %
	<u>520,235</u>	<u>390,176</u>	<u>75.0%</u>	<u>507,546</u>	<u>384,660</u>	<u>75.8%</u>

SENIOR & HUMAN SERVICES

DIRECTOR'S PAY	53,492	43,411	81.2 %	52,444	41,321	78.8 %
SUBSTANCE ABUSE COORDIN/	71,583	55,339	77.3 %	70,180	55,015	78.4 %
STAFF PAY	67,499	57,241	84.8 %	70,230	54,573	77.7 %
LONGEVITY	8,152	8,152	100.0 %	8,204	7,319	89.2 %
MEMBERSHIP DUES	200	222	110.8 %	200	210	105.0 %
OFFICE SUPPLIES	1,100	1,100	100.0 %	1,100	1,074	97.6 %
NEWSLETTER	1,800	1,740	96.7 %	1,400	1,305	93.2 %
SENIOR PROGRAMS	20,000	18,499	92.5 %	17,500	17,116	97.8 %
PUBLIC ASSISTANCE	15,000	14,750	98.3 %	15,000	12,600	84.0 %
	<u>238,826</u>	<u>200,454</u>	<u>83.9%</u>	<u>236,258</u>	<u>190,533</u>	<u>80.6%</u>

FIRE DEPARTMENT

DIRECTOR'S PAY	102,642	82,910	80.8 %	100,629	82,438	81.9 %
DEPUTY CHIEF	95,516	77,156	80.8 %	93,644	76,715	81.9 %
NON FIRE	106,845	52,213	48.9 %	104,750	64,340	61.4 %

Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
STAFF PAY	2,192,854	1,704,956	77.8 %	2,071,173	1,636,145	79.0 %
LONGEVITY	151,795	141,138	93.0 %	145,529	136,841	94.0 %
OVERTIME	420,000	516,154	122.9 %	420,000	464,381	110.6 %
HOLIDAY PAY	197,581	142,127	71.9 %	133,368	108,932	81.7 %
COLLATERAL PAY	45,000	36,216	80.5 %	50,000	32,183	64.4 %
PENSION COLA APPEAL	21,567	21,566	100.0 %	20,509	3,400	16.6 %
PHYSICAL ASSESSMENT	5,000	4,242	84.8 %	5,000	4,637	92.7 %
CONTINUING EDUCATION	24,000	11,871	49.5 %	20,000	8,471	42.4 %
FIRE ALARM SCHOOL	750	0	0.0 %	750	0	0.0 %
EQUIPMENT MAINTENANCE	6,500	3,539	54.4 %	6,500	3,456	53.2 %
RESCUE BILLING FEES	23,625	18,124	76.7 %	23,625	18,744	79.3 %
MISC EXPENSE	2,000	1,955	97.8 %	2,000	1,831	91.5 %
SERVICE AGREEMENTS	16,500	13,176	79.9 %	18,000	16,686	92.7 %
DISPATCH SERVICES	163,240	130,920	80.2 %	139,600	115,069	82.4 %
EYE EXAM	2,500	670	26.8 %	2,500	1,000	40.0 %
HYDRANT RENTALS	246,155	276,266	112.2 %	242,810	241,892	99.6 %
FIRE PREVENTION & EDUCATI	3,500	2,599	74.2 %	3,500	2,567	73.3 %
STATION OPERATING EXPENSE	8,000	7,460	93.3 %	8,000	9,176	114.7 %
MEMBERSHIP DUES	1,500	1,411	94.1 %	2,500	818	32.7 %
SCBA REPAIRS AND PARTS	3,000	590	19.7 %	3,000	3,000	100.0 %
CLOTHING MAINT ALLOWANC	62,400	61,579	98.7 %	58,000	55,219	95.2 %
TURN OUT GEAR	17,000	16,387	96.4 %	17,000	6,941	40.8 %
BUILDING SUPPLIES	3,000	1,418	47.3 %	3,000	868	28.9 %
MEDICAL SUPPLIES	32,500	28,038	86.3 %	32,500	22,318	68.7 %
OFFICE SUPPLIES	9,000	6,600	73.3 %	10,500	7,709	73.4 %
DIVE TEAM	3,000	2,557	85.2 %	3,000	1,013	33.8 %
TRAINING AIDS	6,000	6,125	102.1 %	7,000	1,152	16.5 %
SCOTT AIR PACKS	4,800	3,975	82.8 %	4,800	4,730	98.5 %
HOSE & NOZZLES	7,500	4,369	58.3 %	7,500	4,683	62.4 %
	<u>3,985,270</u>	<u>3,378,306</u>	<u>84.8 %</u>	<u>3,760,687</u>	<u>3,137,354</u>	<u>83.4 %</u>

GRANTS & CONTRIBUTIONS

E G ANIMAL PROTECTION	7,500	7,500	100.0 %	10,000	10,000	100.0 %
EG CHAMBER OF COMMERCE	7,500	7,500	100.0 %	5,000	5,000	100.0 %
MAIN STREET ASSOCIATION	5,000	5,000	100.0 %	5,000	5,000	100.0 %
SUMMER'S END	5,000	0	0.0 %	5,000	0	0.0 %
ODEUM	2,000	2,000	100.0 %	2,000	2,000	100.0 %
HISTORIC CEMETERY COMMIS	2,000	2,000	100.0 %	2,000	2,000	100.0 %
	<u>29,000</u>	<u>24,000</u>	<u>82.8 %</u>	<u>29,000</u>	<u>24,000</u>	<u>82.8 %</u>

LAND TRUST

INSURANCE	1,000	0	0.0 %	1,000	0	0.0 %
PILOT	1,300	500	38.5 %	1,300	536	41.2 %
BUILDING MAINTENANCE	5,000	2,546	50.9 %	5,000	(1,033)	(20.7 %)
BOESCH FARM REHAB	41,000	14,496	35.4 %	41,000	16,484	40.2 %
	<u>48,300</u>	<u>17,543</u>	<u>36.3 %</u>	<u>48,300</u>	<u>15,987</u>	<u>33.1 %</u>

Account	Current Year Budget	Current Year Actual	Percent Used	Last Year Budget	Last Year Actual	Percent Used
DEBT SERVICE						
OPEN SPACE	70,000	70,000	100.0 %	70,000	70,000	100.0 %
POLICE STATION	805,000	0	0.0 %	805,000	0	0.0 %
SCHOOL IMP 2004	620,000	620,000	100.0 %	620,000	620,000	100.0 %
LAND FILL	165,000	0	0.0 %	165,000	0	0.0 %
TOWN HALL	20,000	20,000	100.0 %	20,000	20,000	100.0 %
SENIOR CENTER	340,000	340,000	100.0 %	340,000	340,000	100.0 %
FIELDS	430,000	430,000	100.0 %	430,000	430,000	100.0 %
SCHOOL QSB BONDS	590,833	590,833	100.0 %	590,833	590,833	100.0 %
SCHOOL BONDS	1,015,000	1,015,000	100.0 %	980,000	980,000	100.0 %
PAVING -RICWA 2015	210,000	210,000	100.0 %	0	1,000	0.0 %
OPEN SPACE	8,062	5,356	66.4 %	10,688	10,687	100.0 %
POLICE STATION	30,987	15,494	50.0 %	61,974	30,987	50.0 %
SCHOOL IMP 2004	66,113	52,950	80.1 %	87,638	87,638	100.0 %
LAND FILL	6,358	3,179	50.0 %	12,716	6,358	50.0 %
TOWN HALL	2,450	2,450	100.0 %	3,150	3,150	100.0 %
SENIOR CENTER	35,350	35,350	100.0 %	45,450	45,450	100.0 %
FIELDS	123,388	123,146	99.8 %	140,587	140,450	99.9 %
SCHOOL BONDS	1,349,250	1,349,250	100.0 %	1,388,450	1,388,450	100.0 %
SCHOOL QSB BONDS	679,151	679,151	100.0 %	679,151	679,151	100.0 %
PAVING -RICWA 2015	32,811	31,383	95.6 %	0	17,064	0.0 %
BOND COUNSEL	2,500	350	14.0 %	2,500	0	0.0 %
FISCAL AGENT	2,500	2,400	96.0 %	2,500	3,095	123.8 %
	<u>6,604,753</u>	<u>5,596,292</u>	<u>84.7%</u>	<u>6,455,637</u>	<u>5,464,313</u>	<u>84.6%</u>
CAPITAL ITEMS						
CAPITAL ITEMS	850,500	721,214	84.8 %	773,163	839,912	108.6 %
	<u>850,500</u>	<u>721,214</u>	<u>84.8%</u>	<u>773,163</u>	<u>839,912</u>	<u>108.6%</u>
EDUCATION DEPARTMENT						
SCHOOL APPROPRIATIONS	34,018,906	29,734,414	87.4 %	33,267,555	29,214,090	87.8 %
	<u>34,018,906</u>	<u>29,734,414</u>	<u>87.4%</u>	<u>33,267,555</u>	<u>29,214,090</u>	<u>87.8%</u>
Grand Total	<u>62,190,871</u>	<u>53,251,348</u>	<u>85.63%</u>	<u>60,584,663</u>	<u>52,847,040</u>	<u>87.23%</u>

ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	SHB Used		
01404012	00043	CLAIMS RESERVE	2,000	250,816.53	0.00	-232,952	11747.60%	83.3%	11664.30%	As a result of litigation settlements.
01406012	00053	CONTINUING EDUCATION	10,000	248.78	0.00	9,751	2.50%	83.3%	-80.80%	\$7,997.03 in PD education reimbursements pending.
01406012	00174	IN LEIU OF HEALTH	27,458	12,370.00	0.00	15,088	45.10%	83.3%	-38.20%	2nd half paid in June.
01432012	00149	SCHOOL EXPENSES	10,000	3,398.00	0.00	6,602	34.00%	83.3%	-49.30%	Training for Police is generally held in the Spring.
01432012	00073	EQUIPMENT MAINTENANCE	13,000	3,908.31	1,359.91	7,732	40.50%	83.3%	-42.80%	This line is generally spent in the spring.
01432012	00053	COLLEGE CONTINUING EDUCATION	20,000	20,297.44	7,997.03	-8,294	141.50%	83.3%	58.20%	To be charged above to Town Continuing education
01432013	00206	BCI SUPPLIES	11,000	1,086.54	73.60	9,840	10.50%	83.3%	-72.80%	Historically BCI supplies are replenished in the spring.
01432013	00200	AMMO & EQUIPMENT	11,500	268.97	3,549.50	7,682	33.20%	83.3%	-50.10%	Ammo & equipment generally replenished in the spring.
01432013	00216	CLOTHING	42,725	12,164.59	11,535.08	19,025	55.50%	83.3%	-27.80%	Requests put In as needed.
01432014	00380	TACTICAL RESPONSE	10,000	4,900.86	0.00	5,099	49.00%	83.3%	-34.30%	This line is generally spent in the spring.
01445112	00073	EQUIPMENT MAINTENANCE	32,900	59,557.04	5,370.00	-32,027	197.30%	83.3%	114.00%	higher than expected due to repairs to PD & SenSvcs HVAC & TH Chiller.
01452012	00101	LEASED LAND	5,154	0.00	0.00	5,154	0.00%	83.3%	-83.30%	Reimbursement processed in the Spring.
01491011	000017	Non Fire	106,845	52,213.46	0.00	54,632	48.90%	83.3%	-34.40%	Clerk position not filled as of yet.
01491011	00008	OVERTIME	420,000	516,153.70	0.00	-96,154	122.90%	83.3%	39.60%	Higher than anticipated due to absences and vacancies in FD
01491012	00053	CONTINUING EDUCATION	24,000	11,870.65	0.00	12,129	49.50%	83.3%	-33.80%	Pending invoices for continuing ed.
01491012	00199	HYDRANT RENTALS	246,155	276,266.20	0.00	-30,111	112.20%	83.3%	28.90%	KCWA raised rates after 2017 budget adopted.
01501016	00446	SUMMER'S END	5,000	0.00	0.00	5,000	0.00%	83.3%	-83.30%	Request has not been submitted.

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/12/2017**

1. Agenda item (List as it should appear on the agenda)
An ORDINANCE in amendment of the Code of the Town of East Greenwich, Chapter 260, Zoning adopted July 25, 2000 as amended, to replace Article XVII, Affordable Housing, Sections 98 through 101 in their entirety and adding Sections 101.1 and 101.2 (THIRD READING).
2. Submitted by (List department and individual, if necessary)
Planning
3. Provide a brief description of the item and why it is on the agenda
The Planning Board and Planning Department have drafted updates to the Affordable Housing ordinance over the course of two years. The Board voted to advance the subject revisions to the Council last September. The changes are required as a result of the Comprehensive Plan update approved in 2014 and to accommodate language changes in state enabling statutes. First Reading/Introduction occurred on March 2, 2017 and the draft ordinance has been revised since that time. Second Reading/Public Hearing was originally scheduled for May 8 but that date was continued to May 22. Minor modifications to the text were made in response to dialogue and interaction with the public.
4. Contact person and phone number for questions
Lisa Bourbonnais 401-886-8644

ATTACHMENTS:

Description	Type
<input type="checkbox"/> DRAFT Ordinance	Ordinance

ORDINANCE NO:

ADOPTED:

AN AMENDMENT OF AN ORDINANCE ENTITLED “TOWN OF EAST GREENWICH, RHODE ISLAND ZONING ORDINANCE: ADOPTED JULY 25, 2000 AS AMENDED.”

The following would replace Article XVII, Affordable Housing, Sections 98 through 101 of Chapter 260 in their entirety and would add Sections 101.1 and 101.2.

Section 1. It is further ordained that the following text shall replace Article XVII, Affordable Housing, Sections 98 through 101 of Chapter 260 in their entirety and would add Sections 101.1 through 101.2 per below.

260 – 98 Purpose, Authority and Applicability

A. The purpose of this article is to:

- (1) Implement the Town’s Affordable Housing Plan contained in the State-approved Comprehensive Community Plan, as adopted by the Town Council and amended from time to time.
- (2) To promote the public health, safety and welfare by promoting the development of affordable housing within the Town of East Greenwich in accordance with the State mandate and to promote a full range of housing choices throughout the Town for households of all incomes, ages and sizes.
- (3) To promote housing that qualifies as “Low and Moderate Income Housing” under Rhode Island General Laws 45-53-3(9).

B. The authority for adoption and implementation of the Affordable Housing Plan is conferred by RIGL §§ 42-128-8.1(d)(2) and (3), and 45-22.2-6(6).

C. This article shall apply to all subdivisions and land development projects of five or more residential units, as classified under East Greenwich's Zoning Ordinance and Land Development and Subdivision Regulations, within zones where residential units are permitted.

D. All developers of the aforementioned projects shall be required to submit a “Yield Plan” defined as: A plan demonstrating a subdivision's or land development project's maximum density (maximum number of lots or units) taking into account all environmental, natural and man-made physical constraints to development, including but not limited to wetlands, topography, groundwater characteristics, and existing improvements. A yield plan shall meet all conventional zoning and subdivision requirements, including minimum buildable area requirements, and shall not assume that any waivers, variances or special use permits will be granted. On parcels located in areas not serviced by public sewers and not proposed for extension of public sewers, the yield plan shall include the location of an appropriate

onsite wastewater treatment system on each lot.

- E. For all applicable projects under the preceding, at least 20% of the proposed base developable yield must qualify as affordable housing as defined per Section 260-99(1)(C) above. Affordable units must be deed restricted to remain affordable to households with gross incomes at or below 120 percent of the Area Median Income, adjusted for family size, per Section 42-128-8.1(d)(1) of the Rhode Island General Laws.
- F. When a subdivision or land development project that creates fewer than five new dwelling units is approved on a portion of a parcel of land, leaving another portion of the same parcel undeveloped, the portion left undeveloped shall not be subdivided or developed for residential or mixed use unless the undeveloped portion is subject to the inclusionary requirements of this Chapter. The number of inclusionary units required in the later development shall be calculated as if the earlier development were part of it. This provision does not apply when an entire parcel receives Master Plan approval and is developed in phases.

260 – 99 Incentives & building requirements for production of Affordable Housing

- A. Consistent with Chapter 93 of the Town Code, “Fees,” Article II, Development Impact Fees, affordable housing units (those referenced in Section 260-99-1(C) above), are exempt from the Town’s Development Impact Fee and this fee waiver shall constitute a municipal government subsidy as defined in RIGL’s 45-53-3, The Rhode Island Low and Moderate Income Housing Act - Definitions.
- B. All projects subject to the provisions of this Ordinance wherein low and moderate income housing units are being provided on site as part of an approved development shall be entitled to a density bonus of up to 20% more units than otherwise allowed consistent with Item C below. Development of projects that include a density bonus shall require a Special Use Permit (consistent with the standards listed in Section 260-91 (D) of this Code) from the Zoning Board of Review that incorporates deviations from the ordinary dimensional standards. Such Permit can also be used to allow multiple residential structures on one lot.
- C. Additional units/lots allowed under this zoning incentive provision shall constitute a municipal government subsidy as defined in the RI Low and Moderate Income Housing Act. In addition to the Yield Plan required of each developer to show the maximum base number of units/lots, developers shall also be required to submit a second yield plan that includes the additional units as permitted with the zoning incentive. The Planning Board may require the modification via Special Use Permit of the building height cap and/or minimum dimensional standards including overall lot size, lot coverage, setbacks, and frontage requirements to accommodate affordable units. Lot size, coverage, setback, and frontage requirements can be reduced by up to 20 percent but only following an affirmative finding by the Planning Board that:
 - (1) Using a flexible zoning standard is in the best interest of good planning practice as evidenced by consistency with the Comprehensive Community Plan,

including the Housing Plan, and

- (2) Using a flexible zoning standard would not impair the purpose or intent of the Zoning Ordinance and meet the standards of review spelled out in Chapter 260 of the Town Code, Zoning Ordinance, Section 91(D).

D. A “Yield Plan” indicates the basic maximum number of units or lots a parcel can support. A minimum of 20 percent of all proposed lots or units shall be affordable to low or moderate income households as defined in Rhode Island General Law 45- 53. Where such calculation yields a fraction of a unit and such fraction is 0.5 or higher, the requirement shall be rounded to the next higher, whole number. Where such calculation yields a fraction of a unit and that fraction is less than 0.5, the requirement shall be rounded to the lower whole number.

E. All Affordable units provided within a development shall comply with all of the following requirements:

- (1) All Affordable units shall be dispersed throughout the development so as to ensure a true mix of market-rate and affordable housing.
- (2) All Affordable units shall be visually compatible with market-rate units in the same development. Affordable units shall be comparable to market-rate units in terms of location, type, quality, character, architectural style, and primary exterior building finishes and materials.
- (3) Except as otherwise authorized by the Town, all Affordable units shall contain one or more bedrooms. The mix of unit sizes and number of bedrooms per unit among the Affordable units shall be in the same proportion as the mix among the market rate units. If only one affordable unit is required and the other units in the development are of various sizes with varying numbers of bedrooms, the Affordable unit shall contain an average of the number of bedrooms located in the market rate units rounded to the nearest whole number.
- (4) In assessing the compatibility of character between the Affordable units and the market rate units within a development, the Planning Board may consider building elevations, renderings, models and any other materials it deems necessary to assess and compare building features including but not limited to overall height, roof pitch, building shape and footprint, exterior materials, structural massing and window pattern, style, and sizes.
- (5) The owners or renters of Affordable units shall have all rights, privileges and responsibilities accorded to market-rate owners or renters, including access to all non-fee amenities within the development.
- (6) Certificates of Occupancy (C/O’s) for Affordable units shall be issued prior to, or simultaneously with, the certificates of occupancy for market-rate units. In

phased developments, the Affordable units shall be phased, built, and occupied at least at the same proportionate rate as the market rate units. If the off-site exaction is exercised (See Section 260-102) and affordable units are rehabilitated or constructed at some other location, Certificates of Occupancy for the off-site units shall be issued at the same rate as Certificates of Occupancy for the market rate units in the development.

- F. Any dwelling units proposed to be deed-restricted and counted as Affordable units must be in full compliance with all applicable construction and occupancy codes, and shall be sufficiently maintained or rehabilitated so that all major systems meet standards comparable to new construction.

260 – 100 Substandard Lots of Record

- A. Complete applications for construction of affordable housing on substandard lots of record (nonconforming by dimension) will be reviewed as land development projects.
- B. Applications for development of two or more substandard lots of record shall include the complete Master Plan checklist in the Land Development and Subdivision Review Regulations.
- C. Applications for development of one substandard lot of record not abutting any other lot or parcel in the same ownership shall include the completed Master Plan Checklist in the Land Development and Subdivision Review Regulations, § **A263-17**, Subsection (a), Items 1 through 12, 14, 17, 18, and 23 and Subsection (b), Items (3) and (9).
- D. The Planning Board, with advice from the Technical Review Committee, shall recommend the dimensional requirements for these applications. The Zoning Board of Review retains purview over projects requiring variances and special use permits and any necessary relief shall be subject to their review and approval.

260-101 Affordability Requirements

- A. All affordable housing units constructed pursuant to this article must qualify as low- and/or moderate-income housing units as defined in Title 45, Chapter 53 of the Rhode Island General Laws. To accomplish this, an applicant shall, at a minimum, make the following submission in conjunction with the final plan:
 - (1) A Town Solicitor-approved monitoring service agreement with a qualified organization; and
 - (2) Town Solicitor-approved land lease and/or deed restriction to be in place not less than 30 years that includes the Town as a signatory, and grants to the Town enforcement authority and the right to notice.

260-101.1 Off-Site Exactions

- A. Purpose: It is acknowledged that not every subdivision proposal or project site will be compatible with the goals and requirements of this Affordable Housing Ordinance. Therefore, the Planning Board, with input from the Town Professional Staff and Technical Review Committee, may exempt a subdivision or land development project from the requirement to provide affordable units on-site, and instead require an off-site exaction. The Planning Board may allow off-site exactions when, in its determination, either of the following conditions are met.
- (1) It would not be feasible to provide affordable units on-site due to existing physical conditions that present unusual development challenges. These challenges may be environmental or regulatory and could impact the public safety or welfare. Examples include high water tables, presence of sensitive wildlife habitat, lot geometry, and surrounding traffic circulation patterns.
 - (2) The off-site alternative would be beneficial to the Town or to future residents of the units because it is more likely to produce housing that accomplishes the goals of the Town's Affordable Housing Plan which calls for, among other things, housing locations to be closely related to the presence of existing public services and facilities, jobs, transit and other amenities.
- B. Options: On-site affordable unit provision within a new development is strongly preferred. In special circumstances consistent with the above, the following off-site exactions may be allowed by the Planning Board in priority order:
- (1) Purchase, deed-restrict and rehabilitate existing buildings to create affordable units;
 - (2) New construction of off-site affordable units.
- C. Compatibility: Off-site units rehabilitated or constructed in other neighborhoods remote from the proposed development site shall be compatible in siting, style, character, quality, and scale with existing dwelling units in the surrounding area.
- D. Concurrent Development: Any required off-site affordable units shall be developed concurrently with the market rate units in the subject subdivision or land development project and Certificates of Occupancy (C/O's) for market rate units shall be issued at the same proportionate rate as C/O's for newly constructed or rehabilitated affordable units. Where only one affordable unit is required to be provided, the Planning Board shall impose a condition of final plan approval that stipulates the timing of the availability of the affordable unit. In no case shall the final C/O for a market rate unit in a development be granted before rehabilitation/construction of all required affordable units is complete.
- E. Rehabilitation: Existing housing units provided to satisfy the affordable housing requirement as described herein shall be rehabilitated consistent with the definition of

“Low or moderate income housing” found in the Rhode Island General Laws 45-53-3(9). Affordable off-site units provided without any rehabilitation shall not be accepted.

- F. Incentive: Pursuant to RI General Law 45-24-46.1 which requires a subsidy or financial incentive for all residential projects with an inclusionary component, the 20 percent density bonus over the base developable yield shall also be applied to projects pursuing an off-site exaction. As an example, if a parcel’s yield plan shows development potential for 6 units, the developer, taking advantage of the density bonus, could propose construction of 7 units on the project site but would also need to construct and deed-restrict, OR purchase, rehabilitate and deed-restrict an off-site unit as well. Consistent with Section 260-100 B above, projects including density bonus units shall require a Special Use Permit from the Zoning Board of Review that incorporates any necessary deviations from the ordinary dimensional standards.

260-101.2 Reports

- A. The local review board shall submit a report on affordable housing activities in each fiscal year to the Town Council not later than August 14 of the following fiscal year.
- B. The report shall include the following:
- (1) The number of applications to construct or rehabilitate affordable housing units submitted, accepted as complete, and rejected as incomplete.
 - (2) The total number of dwelling units proposed to be constructed or rehabilitated in applications that are accepted and the number of dwelling units that are proposed to be affordable in such applications.

Section 2. This ordinance shall become effective upon passage.

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/12/2017**

1. Agenda item (List as it should appear on the agenda)
An ORDINANCE to amend the Charter and the Code of the Town of East Greenwich to strike and revise language throughout referring to the Financial Town Meeting which voters approved to eliminate at the November 2016 election (THIRD READING).
2. Submitted by (List department and individual, if necessary)
Town Clerk
3. Provide a brief description of the item and why it is on the agenda
**Introduced June 5th
Public Hearing June 8th**
4. Contact person and phone number for questions
Leigh Carney 401-886-8604

ATTACHMENTS:

Description	Type
<input type="checkbox"/> DRAFT Ordinance	Ordinance

AN ORDINANCE TO AMEND THE CHARTER AND THE CODE OF THE TOWN OF EAST GREENWICH TO STRIKE AND REVISE LANGUAGE THROUGHOUT REFERRING TO THE 'FINANCIAL TOWN MEETING' WHICH VOTERS APPROVED TO ELIMINATE AT THE NOVEMBER 2016 ELECTION.

The Town Council of the Town of East Greenwich hereby ordains:

Section 1. The Charter of the Town of East Greenwich is hereby amended as follows:

~~§ C-26. Borrowing in anticipation of taxes.~~

~~Borrowing in anticipation of taxes shall require the approval of the Financial Town Meeting in accordance with existing state law.~~

~~§ C-27. Issuance of bonds.~~

~~The qualified electors of the Town may at an annual or special Financial Town Meeting authorize the borrowing of money and the issuance of bonds or notes pursuant to the statutes now or hereafter in effect.~~

§ C-33. Public hearing on recommended budget. [Amended 11-3-1992; 11-2-2004]

The School Committee shall hold a public hearing on its proposed budget on or before ~~March~~ **April** 1 of each year, and shall submit its budget to the Town Manager on or before ~~March~~ **April** 15 of each year. All other Town departments shall submit their proposed budgets to the Town Manager on or before ~~February~~ **March** 15 of each year. On or before ~~February~~ **March** 15 of each year, the Town will notify residents by newspaper of general circulation, and by the Town website or other electronic means, that a copy of the proposed Town budget will be available for review at the Town Hall and on the Town website by ~~April-15~~ **May 1** of each year. The Town Manager shall transmit the Town budget to the Town Council on or before ~~April~~ **May** 1 of each year. The Town Council shall hold a public hearing on the recommended budget on or before ~~April~~ **May** 15 of each year. The Town Clerk shall prepare sufficient copies of the budget to be available for public distribution prior to the hearing.

§ C-34. Recommended Budget. [Amended 11-3-1992; 11-2-2004]

The Town Council may revise the budget as submitted by the Town Manager and shall adopt a ~~recommended~~ budget ~~for presentation to the Financial Town Meeting~~ on or before ~~May-15~~ **June 10** of each year. Any changes following the public hearing on the recommended budget will be highlighted in the adopted budget. A copy of the adopted budget will be available for review at the Town Hall and on the Town website ~~no later than 15 days prior to the Financial Town Meeting~~. If the Town Council recommends an increase in the total expenditures as proposed by the Town Manager, it shall also provide for increasing the total anticipated revenues and shall indicate the

revenues necessary to maintain a balance between revenues and expenditures. No revenue from any source other than the tax levy shall be included in the budget as recommended by the Town Council unless the facts clearly warrant the expectation that such amount actually will be realized in cash during the budget year.

~~§ C-35. Electors not restricted.~~

~~The preparation of a proposed budget by the Town Manager and of a recommended budget by the Town Council shall not be construed to impair or restrict the powers of the electors in the Financial Town Meeting to impose a tax or for the expenditure of money in the Town, or as otherwise provided in this Charter.~~

§ C-36. Publication of budget.

A copy of the budget, as finally adopted ~~by the Town Council by Financial Town Meeting~~, shall be certified by the Town Clerk and filed in the office of the Town Treasurer. Sufficient copies of the budget shall be made available by the Town Clerk for the use of all offices, departments and agencies and for the use of interested persons.

~~ARTICLE VI~~

~~Financial Town Meeting~~

~~§ C-41. Time and purpose. [Amended 11-3-1992; 11-7-2000; 11-2-2004]~~

~~§ C-42. Notice.~~

~~§ C-43. Subjects requiring special notice.~~

~~§ C-44. Special meetings~~

~~§ C-45. Restriction of special meetings~~

~~§ C-46. Financial proposals. [Amended 11-7-2000; 11-2-2004]~~

~~§ C-47. Powers of electors.~~

~~§ C-48. Moderator.~~

~~§ C-49. Duties and powers of Moderator.~~

~~ARTICLE VII~~

~~Financial Town Meeting Procedures~~

~~§ C-50. Quorum. [Amended 11-7-2000; 11-2-2004]~~

~~§ C-51. Voting. [Amended 11-3-1992; 11-2004]~~

~~§ C-52. Vote by ballot.~~

~~§ C-53. Balloting on appropriation for the construction of schools, on the issuance of bonds for
——— school purposes and on appropriation for purchase of land for school purpose.~~

~~§ C-54. Adjourned meetings.~~

~~§ C-55. Notice of adjourned meeting.~~

~~§ C-56. Procedure of adjourned meetings.~~

~~§ C-57. Record of proceedings.~~

~~§ C-58. Recessed meetings [Amended 11-3-1992; 11-2-2004]~~

~~§ C-59. Procedure if budget is rejected. [Added 11-2-2004]~~

ARTICLE VIII

Town Council

§ C-65 Compensation.

Each member of the Town Council shall receive such individual compensation for the performance of his or her duties or for the expenses of his or her office as may be fixed from time to time by the ~~Financial Town Meeting~~ Town Council and in accordance with the Charter.

§ C-67. Powers and duties. [Amended 11-4-1986; 11-7-2000]

All legislative powers of the Town shall be vested in the Town Council except those delegated with this Charter. The Town Council may enact, repeal or amend ordinances relating to the Town's property, affairs and government subject to provisions of the State Constitution and laws enacted by the General Assembly in conformity with the powers reserved to the General Assembly. The Town Council may exercise all additional powers and authority that are consistent with this Charter, and have been granted to it by this Charter, **or by** the Constitution or laws of the state ~~or by the Financial Town Meeting~~. Without limiting the generality of the foregoing, the Town Council has and exercises the following specific powers:

- M. To take any action necessary ~~to give effect to any vote of the Financial Town Meeting~~ authorizing the issuance of bonds for any purpose, including borrowing in anticipation of taxes, and to complete all the details of the bond transaction in accordance with the laws of the state.

ARTICLE XIV

Town Clerk**§ C-89. Powers and duties of the Town Clerk.**

The Town Clerk shall be the ~~Clerk of the Financial Town Meeting~~, Clerk of the Town Council, Clerk of the Probate Court, Clerk of the Board of Canvassers and the Recorder of Deeds.

ARTICLE XXIII

Public Schools**§ C-123. School Committee.**

C. Compensation. The School Committee may receive such annual compensation as may from time to time be fixed by the Town Council and by the Financial Town Meeting in accordance with the Charter.

Section 2. The Code of the Town of East Greenwich is hereby amended as follows:

CHAPTER 34: BOARDS, COMMITTEES AND COMMISSIONS

ARTICLE VIII AFFORDABLE HOUSING COMMISSION

§ 34-30 Operation; powers and duties.

- A. The Town Manager or designee shall be responsible for the carrying out of the functions, duties and purposes of the Affordable Housing Commission and shall perform these and such additional duties as assigned by the Town Council.
- B. Budget. The budget of the Commission shall be approved at Financial Town Meeting by the Town Council and subject to all Town policies and procedures.

CHAPTER 143: LAND TRUST

§ 143-4 Rules and regulations; budget; release of funds.

- A. The Trustees shall adopt reasonable rules and regulations governing the conduct of Trust affairs, including the acquisition and management of its holdings, not inconsistent with the provisions of this chapter. All rules and regulations of the Trust are subject to the approval of the Town Council. Decisions of the Trustees shall be by a majority of those present and voting, excepting in decisions on the acquisition of land, easements, rights-of-way, and other uses referred to in § 143-1, which must be by a majority vote of all

ORDINANCE NO.

ADOPTED:

Trustees. The Trustees shall prepare a budget that must be sent to the Town Manager for review and, after his/her review, ~~be reviewed by the Town Council and then~~ be presented to the ~~Financial Town Meeting~~ Town Council for final approval.

Section 3. The passage of this ordinance is subject to approval of enabling legislation pending at the General Assembly.

DRAFT

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/12/2017**

1. Agenda item (List as it should appear on the agenda)
An ORDINANCE in amendment of the Code of the Town of East Greenwich to ADD a new Chapter entitled "Fire Department" (FIRST READING AND INTRODUCTION).
2. Submitted by (List department and individual, if necessary)
Town Clerk
3. Provide a brief description of the item and why it is on the agenda
Updating the Code to reflect the addition of the Fire Department as part of the municipality effective June 2013.
4. Contact person and phone number for questions
Russ McGillivray 401-886-8694

ATTACHMENTS:

Description	Type
<input type="checkbox"/> DRAFT Ordinance	Ordinance

AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF EAST GREENWICH,
ADDING A NEW CHAPTER ENTITLED “FIRE DEPARTMENT”.

The Town Council of the Town of East Greenwich hereby ordains:

Section 1. The Code of the Town of East Greenwich is hereby amended to add a new chapter as follows:

Chapter 100
Fire Department

GENERAL REFERENCES

Permanent Fire Department — See Charter § C-109.

Article I
General Provisions

§ 100-1 Authority of Chief.

The Chief shall be the executive and administrative head of the Fire Department, and he is hereby authorized, subject to the approval of the Town Manager, to make rules and regulations not inconsistent with law for the examination and qualification of applicants for appointment to the Department; for the discipline, control and removal of the members; and relating to reimbursement for expenses properly incurred in the performance of their official duties.

§ 100-2 Disciplinary authority of Council and President.

- A. The Town Manager may at any time suspend any member of the permanent fire department until the next regular meeting of the Town Council, at which time the Town Manager shall report any and all suspensions with the reasons therefor, and the Town Council may continue such suspensions until the next regular meeting following.
- B. Any member of the permanent fire department, including the Fire Chief and Deputy Fire Chief, shall be subject to reduction in rank or to removal from office by the Town Council at any regular meeting thereof for misconduct, incapacity; neglect of duty or insubordination of such character as the Town Council may deem a disqualification for the office.
- C. The provisions of the preceding subsections of this section relating to suspensions, reductions in rank and removal from office shall not apply to any fire officer or firefighter other than members of the permanent fire department of the Town.

§ 100-3 Request for charges in writing; hearing.

All reductions or removals by the Town Manager shall be upon charges made in writing, if requested by any such officer/firefighter, and of which the officer/firefighter complained about shall have notice and opportunity at the time appointed to be heard thereon.

§ 100-4 Solicitor to represent Department.

The Town Solicitor shall act as the legal advisor to the members of the Department in all

matters pertaining to their official duties, shall prosecute all suits and proceedings which they may be authorized to commence, and shall appear for and defend members of the Department in all suits and proceedings which may be brought against any one of them in his official capacity.

§ 100-5 Retirement of members of permanent Department.

The Town of East Greenwich will provide the twenty-five year retirement program as provided in accordance with Rhode Island General Laws § 45-21.2-22.

§ 100-6 Fire Department Standard Operating Guideline.

- A. The rules and regulations and standard operating guidelines of the Fire Department of the Town provide a guide for the proper performance of the duties imposed on firefighters of all ranks and grades.
- B. The good name and reputation of East Greenwich rests frequently on the way we on the Fire Department perform our duty. Therefore, it behooves all of us in the Department to act in a thoughtful and courteous manner.
- C. It is the natural desire of all members to rise to higher positions. Such advancement can only be made by superior work, intelligence and good conduct. As in all large groups, whether industrial, military, or commercial the great majority must be in the ranks at any given time. The members of the Department can see that all positions above them have been filled from the ranks, and the same opportunity is theirs if they but apply themselves studiously to the performance of their duties.
- D. Being a firefighter/EMT is honorable work. We are entrusted with the protection of life and property. We shall have the respect of the people of East Greenwich if we perform our duty in accordance with the highest standards of firefighting.

E. Firefighter Code of Ethics

Goal: To direct employees in the performance of their duties through broad behavioral guidelines, under which all employees are expected to conduct themselves while working for the Fire Department. A Code of Ethics also helps declare and define the mission of the Fire Department and moral obligations necessary of all members of the Fire Department to most efficiently fulfill that mission.

F. Rhode Island Code of Ethics in Government:

The Rhode Island Code of Ethics in government is comprised of a set of statutory and regulatory provisions which regulate the ethical conduct of elected and appointed public officials as well as state and municipal employees. All members of the Fire Department are obligated to adhere to the code and are reminded that, "It is the policy of the State of Rhode Island that public officials and employees must adhere to the highest standards of ethical conduct, respect the public trust and the rights of all

persons, be open, accountable and responsive, avoid the appearance of impropriety, and not use their position for private gain or advantage.”

G.

Ethical Conduct:

The Fire Department expects all employees to adhere to the highest standards of ethical conduct in the performance of their duties to the Fire Department, their fellow employees and the public.

Ethics is a general term for what is often described as the "science (study) of morality". It also encompasses:

1. philosophy, ethical behavior is that which is "good" or "right"
2. a set of moral principles or values
3. the study of fundamental principles that defines values and determines moral duty and obligation
4. system of moral principles, rules and standards of conduct
5. the study of right and wrong, good and bad, moral judgment, etc.

In this regard all employees of the Fire Department shall:

1. Conduct themselves at all times in such a manner as to create respect for themselves, as public servants, and the jurisdiction they represent.
2. Place the public interest above individual, group, or special interests and will consider their jobs as an opportunity to serve the citizens. This is especially important as Firefighter/EMT's have access to access box keys, citizen homes and citizen possessions. The public's trust must be maintained!
3. Not discriminate because of race, color, religion, age, sex, sexual orientation, handicap, political affiliation, or national ancestry. In his/her job capacity, each employee is to work to prevent and eliminate such discrimination while providing services, assigning work schedules, and in executing all personal actions.
4. Not accept any personal gift, favor, service, money or anything of value from the public that might reasonably tend to influence the impartial discharge of duties.
5. At all times, when in contact with the public, be fair, courteous, respectful and impartial. The majority of citizen complaints are not due to inappropriate treatment but rather due to the negative or rude behavior demonstrated by a Firefighter/EMT.

6. Refrain from using their position for personal gain and will keep confidential all information not available to all citizens, but that is available to the employee by virtue of their position in the organization.
7. Not drink any alcoholic beverage or take any drug that may incapacitate an individual while on duty. Employee safety is everyone's responsibility.
8. When in public, clearly distinguish/identify between all statements and actions made as an individual and as a representative of the Department.

Medical Code of Ethics:

H.

The professional status as a Firefighter/Emergency Medical Technician is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society and other medical professionals. Therefore, every Firefighter/EMT shall:

1. Be dedicated to conserving life, to alleviating suffering, to promoting health, to do no harm, and to encourage the quality and equal availability of emergency medical care to all members of the public.
2. Provide services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status.
3. Respect and hold in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.
4. Maintain professional competency, demonstrate concern for competence of others, and assumes responsibility for individual professional actions and judgment.

Article II

Rules and Regulations

§ 100-7 Introduction.

- A. **Summary.** The regulations in the Standard Operating Guidelines are adopted as a guide for the discipline and governance of the Fire Department. It cannot be expected that any set of regulations will cover all situations or emergencies which arise. In a role as complex as that of a fire officer or firefighter; intelligence and discretion will often be the only available guidelines.
- B. There is a need for standards of conduct and general rules in any organization, especially one in an area as important as firefighting. These Standard Operating Guidelines are formulated to meet that need and shall define the minimal expectations of all members and employees of the Fire Department. These are the policies of the Department for a variety of situations which may arise during an officer's/firefighter's tour of duty.
- C. Department members and employees are required to read and be familiar with the contents of the Standard Operating Guidelines. The purpose of this manual is not to provide the Chief or appointing authority with a tool for punishing officers/firefighters. Rather it is an attempt at improving the effectiveness of the Fire Department by making clear to all officers, firefighters and administrative employees what is expected of them and what they can expect of fellow officers, firefighters and administrative employees.

§ 100-8 Severability.

If any part of these regulations is rendered inoperable or declared illegal by any court or tribunal of competent jurisdiction, the balance of the entire manual will remain in full force and effect.

§ 100-9 Gender of words.

Every word importing the masculine gender only shall be construed to extend to and to include females as well as males.

§ 100-10 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

CHAIN OF COMMAND: The unbroken line of authority extending from the Fire Chief and through a single subordinate at each level of command down to the level of execution.

COMMANDING OFFICER: A superior officer or, in his absence, the most senior officer assigned to exercise command over a division, company or unit.

DEPARTMENT: The manner in which an individual behaves and conducts himself.

DETAIL: A fire/EMS assignment.

DISCIPLINE: A standard of orderly conduct based on obedience and conformity to a set of rules or regulations.

DIVISION: A major part of the fire department which encompasses a group or units.

DUTY: A sworn obligation to perform a firefighting/EMT action or service.

EQUIPMENT: Comprises nonexpendable items such as turnout gear, hose, nozzles, medical supplies, computers, Self-Contained Breathing Apparatus, etc.

FIREFIGHTER, PROBATIONARY: Prior to a firefighter's permanent appointment, he shall serve a period of not less than 12 months.

GENERAL ORDER: A directive published by order of the Fire Chief or Deputy Fire Chief applying to all members and civilian employees which has the force of a regulation.

HEADQUARTERS: A center from which orders are issued or plans formulated.

INCOMPETENCE: Incapable of the satisfactory performance of firefighter/EMT duties.

INSUBORDINATION: The willful disobedience of any order lawfully issued by a superior officer, or any disrespectful, mutinous, insolent or abusive language toward a superior officer.

MANUAL: An instructional publication which describes the most acceptable way of performing specified tasks.

MAY: Indicates permissive action.

MEMBER: Sworn firefighter/EMT, whether or not probationary, unless stated otherwise.

MEMORANDUM: An informal record of any proceeding or informal communication of any kind.

MISSION: Goal, objective or specified work.

NEGLECT OF DUTY: Failure to give suitable attention to the performance of duty.

OFFICER IN CHARGE: Any firefighter/officer who shall be in command of any organic unit or situation at any given time.

OFFICIAL CHANNELS: Through the hands of the superior officer in the chain of command.

OUT OF SERVICE: Whenever a member or piece of equipment is not in service or unavailable for firefighting activity.

PLATOON: A working shift or duty period.

PROCEDURE: A manner of taking action.

PROMULGATION: The act of making known officially.

PROPER AUTHORITY: The right or power to decide and command, when such right is specifically delegated.

RANK: Each class level of members of the fire department

RANKING OFFICER: The officer having the highest rank.

REGULATION: A mandate promulgated by the Fire Chief or Deputy Fire Chief, applicable to all members and employees.

SHALL: Indicates mandatory action.

SPECIAL ORDER: A directive published by order of the Fire Chief or Deputy Fire Chief applying to particular members and employees.

SUPERIOR OFFICER: A member above the rank of firefighter, may include “acting officer’s”

TOUR OF DUTY: an established work period.

UNIFORM OF THE DAY: The uniform specifically designated by the Fire Chief to be worn by uniformed members or employees of the Fire Department at any given time.

VERBAL ORDER: An oral directive by a superior officer to a subordinate.

§ 100-11 Firefighters; appointment generally.

- A. **Appointment and tenure.** All firefighter’s on the permanent fire department below the rank of Fire Chief shall be appointed or promoted, as the case may be, by the Town Manager with the approval of the Town Council and upon the recommendation of the Fire Chief, provided they shall have satisfactorily passed such qualifying tests. They shall hold their respective offices, during good behavior, until vacated by death, resignation or retirement, or until they shall be removed in the manner set forth in this chapter; provided, nevertheless, that all members of the force shall, at the time of their permanent appointment, have served for a period of not less than 12 months in a probationary status, during which probationary period they may be removed at any time by the Town Manager with the approval of the Town Council and upon recommendation of the Fire Chief, with or without cause.
- B. **Qualifications for appointment and promotion.** The Town Council shall provide standards for qualifications for appointment as a member of the permanent fire department and for promotion to the various ranks by it specified and, for this purpose, shall require appropriate tests.
- C. **Decrease in number of permanent fire department.** The Town Council shall have the right to decrease the number of officers/firefighters on the permanent fire department upon the recommendation of the Town Manager for the purpose of complying with and remaining within appropriations currently available for the payment of compensation within the Fire Department, and for this purpose shall, without making any charges and without cause, have the right to remove a officers or firefighters who are members of the permanent fire department. In any such case, the Town Council shall order the removal of the officer/firefighter having the lowest rank and seniority in service. Any officer/firefighter so removed shall have precedence in the order of their seniority over all other candidates for future appointments to the permanent fire department.
- D. **Oath of office on appointment.** All firefighters, including the Fire Chief, upon their appointment to the permanent fire department shall swear the following oath of office prior to assuming any duties:
- "I, _____, do solemnly swear (affirm) that I will support the Constitution and obey the laws of the United States of America and of the State of Rhode Island; that I will, in all respects, observe the provisions of the Home Rule Charter and ordinances of the Town of East Greenwich, and will faithfully discharge the duties of the office of _____ in the Fire Department of the Town of East Greenwich, so help me God. This affirmation I make and give upon pain of the penalty of perjury."
- E. **Appointment of probationary firefighter.**

- (1) Upon appointment as a probationary firefighter, every appointee shall swear the following oath:

"I solemnly swear (or affirm) that I will support the Constitution and obey the laws of the United States of America and of the State of Rhode Island; that I will, in all respects, observe the provisions of the Charter and ordinances of the Town of East Greenwich, and will faithfully discharge the duties of the office of probationary firefighter."

- (2) Probationary firefighters may be separated from the force at any time during the probationary period of one year without trial or hearing when the Fire Chief deems such separation to be for the good of the Department.

- F. **Appointment to permanent firefighter.** After successful completion of the probationary period, the Fire Chief may recommend to the Town Manager to appoint probationary firefighters to permanent status in the Department. Each appointee shall re-swear the oath described in Subsection E of this section. The Town Manager may approve the appointment to firefighter, may extend for a period not exceeding one year the probationary period, or may terminate the individual subject to these rules and the Town Charter.

§ 100-12 Professional responsibilities.

Firefighters are professionals and, as such, are expected to maintain exceptionally high standards in the performance of their duties. Effective and efficient performance of this duty requires that a firefighter maintain the respect and cooperation of this community. This requirement dictates that the conduct of all firefighters be above reproach in all matters both within and outside the Department. General professional responsibilities include taking appropriate action to:

- A. Protect life and property;
- B. Respond to all public emergencies;
- C. Endeavor to maintain good community relations;
- D. Perform any other duties as assigned by proper authorities; and
- E. Obey all statutes and ordinances as necessary.

§ 100-13 Conflict of interest.

Since the position of firefighter is a public trust, it is important to avoid all situations involving conflicts of interest whether in fact or only in appearance.

- A. **Membership in organizations.** A member or employee of this Department shall not affiliate with or become a member of any organization if such affiliation or membership would in any way interfere with or prevent him from performing his duty.

§ 100-14 Orders.

An order is a command or instruction, written or oral, given by a superior officer. All lawful orders, written or oral, shall be carried out fully and in the manner prescribed. All general orders, memorandums, special circulars or other orders printed upon authorized departmental

forms that have been approved by the Fire Chief shall have the force and effect of a Department regulation. All members of the department shall become familiar with the regulations and provisions thereof.

- A. **General orders.** General orders are permanent written orders issued by the Fire Chief or Deputy Fire Chief outlining policy matters which affect the entire Department. A general order is the most authoritative written order the Chief issues and may be used to amend, supersede or cancel any previous order. General orders remain in full effect until amended, superseded or canceled by the Chief. Arrangements shall be made to include general orders in the Standard operating Guidelines.
- B. **Special orders.** Special orders are temporary written orders issued by the Fire Chief outlining instructions covering particular situations. Special orders are automatically cancelled when their objective is achieved.
- C. **Unlawful orders.** No member shall knowingly issue an order in violation of any law or any departmental regulation. Unlawful orders shall not be obeyed. The officer/firefighter to whom the order was given shall notify the ordering officer of the illegality of his order. Responsibility for refusal to obey rests with the officer/firefighter to which the order was given. He shall be strictly required to justify his action.
- D. **Unjust or improper orders.** Lawful orders which appear to be unjust or improper shall be carried out. After carrying out the orders, the officer/firefighter to whom the order was given may file a written report to the Chief via the chain of command indicating the circumstances and the reasons for questioning the orders, along with his request for clarification of departmental policy.
- E. **Conflicting orders.** Should any order given by a superior officer conflict with any previous departmental order, the member to whom such order is given will call attention to the conflict. If the superior officer does not change his order to avoid such conflict, then his order will be obeyed, but the member obeying such order will not be held responsible for disobedience of the previous order. It should later be reported to the Chief in writing for clarification.
- F. **Complying with instructions from radio dispatcher.** All messages transmitted over the radio system by any member of the force shall be direct and concise and shall conform to all departmental radio procedures and the rules and regulations of the Federal Communications Commission. No member shall disobey or refuse to take cognizance of any communication transmitted through the radio dispatcher by a superior officer.

§ 100-15 Required conduct.

- A. In addition to the specific duties of each individual rank and assignment, the following provisions are applicable to all members of the Department:
 - (1) **Reporting for duty.** Report for duty whenever so ordered by proper authorities. Report for duty at the regularly appointed time and not absent himself from duty without leave. Every member of the department shall report for duty and be present at the time and place specified by his commanding officer. He shall be properly equipped and shall be clothed in the prescribed uniform of the day.

- (2) **Awareness of activities.** Upon returning to duty from any absence, inform himself about all new orders, regulations, memoranda and all other important matters governing his assignment. Every member of the department shall familiarize himself with all the laws, statutes, ordinances, regulations and protocols necessary for the proficient execution of his duty as a firefighter/EMT.
- (3) **Submitting reports.** Promptly and accurately complete and submit all reports and forms as required.
- (4) **Attention to duty.** Every member of the department who has occasion to handle any complaint, assistance call, or other duty shall attend to such duty with a businesslike dispatch and courtesy and without any unnecessary loss of time. He shall furnish information or render aid to all persons with due courtesy whenever such request is consistent with his duty.
- (5) **Address and telephone.** An officer/firefighter shall have a telephone in his residence and shall report any change of phone number or address to his superior officer within 48 hours.
- (6) **Truthfulness.** A firefighter shall truthfully state the facts in all reports as well as when he appears before any judicial, departmental or other official investigation, hearing, trial or proceeding. He shall cooperate fully in all phases of such investigations, hearings, trials and proceedings. A member or employee of the Department shall speak the truth at all times and under all circumstances. In cases in which he is not allowed by the regulations of the Department to divulge facts within his knowledge, he will decline to speak on the subject.
- (7) **Physical fitness.** Maintain good physical condition in accordance with a standard determined by the Chief. Every member of the force shall keep himself as physically fit as his age and the nature of his duties require. The Department physician shall have the responsibility, subject to the approval of the Fire Chief, for judicious interpretation of this regulation in individual cases.
- (8) **Physical examination.** A member shall submit to a physical exam at any time, at the expense of the Department, when so ordered by the Fire Chief.
- (9) **Communication.** Shall transmit communications to other members of the Department when required.
- (10) **Civil suits for personal injuries.** Any claims for damage to clothing or other personal property belonging to a member or employee caused by the performance of duty shall be made in accordance with current departmental directives. Members and employees shall not seek in any way, nor accept from any persons, money or compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Fire Chief in writing. Members or employees who have received municipal salaries for illness or for personal injuries sustained off duty shall notify the Fire Chief in writing of any intent to seek, sue, solicit or accept compensation as damages for such illness or injury. Notice shall be filed before the action is taken. It shall include the facts of the claims and the name of the defendant. The Chief shall be kept informed of the status of the case and the final court determination. This provision shall not apply to benefits

provided by private insurance policies held by members or employees for which premiums are not paid for in part or in whole by the municipality.

- (11) **Line-of-duty disability.** Any injury, illness or disability incurred in the line of duty shall be reported in writing by the concerned party to an officer; such report to be investigated by his supervisor. Final disposition as to line-of-duty injuries, illnesses or disabilities shall be made by the Chief after consultation with a physician. In each case of illness, injury or disability incurred in the line of duty, no firefighter shall be returned to duty until his ability to be placed on duty status is certified by proper medical authority, except that an officer may be returned to light duty by proper medical authority. Such light duty may be assigned by proper authority.
- (12) **Respect.** On or off duty, in uniform or out of uniform, a member or employee of the Department shall extend the proper courtesy and respect toward all superior officers of the Department.
- (13) **Instant action.** Every member of the department, regardless of rank or assignment, shall act instantly to protect life, liberty or property.
- (14) **Rendering assistance.** Department personnel shall render assistance to all persons and fellow firefighter's who request it, so far as such assistance is consistent with their duties. Personnel shall cooperate with all other agencies engaged in the administration of firefighting or public welfare, affording them all the aid and authorized information such organizations are entitled to receive.
- (15) **Duty to report information.** It shall be the duty of every member of the department to report to his commanding officer any information given to him in good faith by any citizen regarding matters that indicate the need for action.
- (16) **Assisting fellow members of the department.** Members of the department are expected to be firm and calm in their actions at all times and, at times of peril, shall act together to protect each other from danger.
- (17) **Knowledge of the Town.** Every member shall familiarize himself with the geography of the Town, including routes of public transportation, the location of streets, highways, bridges, public buildings and places, hospitals, courts, transportation offices and stations, prominent or important office buildings, large industrial plants or commercial establishments, and such other information as may be disseminated by superiors from time to time.
- (18) **Handling money and property.** All money or other property coming into the possession of any member of the department through the normal course of their duty which is not his own shall be delivered to the proper custodian of the Department or to a superior officer, and a report shall be made of the transaction.
- (19) **Knowledge of regulations.** Every member of the department shall have a copy of the standard operating guidelines of the East Greenwich Fire Department and shall be familiar with the provisions thereof.
- (20) **Duty status.** Although certain workday hours are allotted to every member of the

department for the performance of specific workday duties, a member of the department shall be in an on-duty status at all times for the protection of life and property. A member shall be prepared at all times and under all circumstances to perform immediately whether or not the member is in uniform or off workday duty whenever the member is cognizant of a need for assistance. A member of the department shall be fit for duty at all times except when carried on a sick or injured report.

- (21) **General knowledge and performance.** Every member of the department shall familiarize himself with all the laws, statutes, ordinances, regulations and protocols necessary for the proficient execution of his duty as a firefighter. Any member who fails to perform efficiently his assigned duty may be charged with neglect of duty.
- (22) **Reporting for duty.** Every member of the department shall report for duty and be present at the time and place specified by his commanding officer. He shall be properly equipped and shall be clothed in the prescribed uniform of the day.
- (23) **Bearing.** A member of the department shall carry himself as befits a firefighter and the representative of the Town of East Greenwich.
- (24) **Member to know identity of superior officers.** It shall be the duty of every member of the department to know the identity of his superior officers.
- (25) **Duty to report false information.** It shall be the duty of every member of the department to report to his commanding officer any Department reports or statements of which he has knowledge and which he believes or knows to be false in whole or in part.

§ 100-16 Prohibited conduct.

A. The following acts by a member of the Department are prohibited or restricted:

- (1) **Criminal conduct.** Commission of any misdemeanor or felony.
- (2) **Conduct unbecoming an officer/firefighter.** Any specific type of conduct which reflects discredit upon the member as an officer/firefighter, upon his fellow firefighters, or upon the Fire Department he serves.
- (3) **Neglect of duty.** Being absent from assigned duty without leave or failing to take suitable appropriate action when any incident requires his attention.
- (4) **Insubordination.** Failure or deliberate refusal to obey a lawful order issued by a superior officer.
- (5) **Unnecessary force.** The use of more physical force than that which is necessary to accomplish a proper purpose.
- (6) **Discourtesy.** Discourtesy, rudeness or insolence to any member of the public. An officer/firefighter shall be courteous and tactful in the performance of his duties and shall control his temper, exercising the utmost patience and discretion, even in the face of extreme provocation.
- (7) **Intoxicant, drugs, etc., possession.** A member or employee of the Department shall not

bring, place or permit to be brought or placed, or allow to be kept in any building, location or vehicle within the Department any intoxicant, exhilarant, hypnotic, hallucinogen, or narcotic, except in the strict performance of his duty as required by regulations or orders or when it is needed for prompt administration by a licensed physician.

- (8) **Use of intoxicants.** A member or civilian employee of the Department shall not drink intoxicating beverages or use intoxicants in any manner while on duty or in uniform. When off duty, the member or employee of the Department shall not drink intoxicating beverages to an extent that it would render one unfit for immediate duty.
- (9) **Use of drugs.** A member or employee of the Department shall not use or render himself unfit for duty through the use of narcotics, exhilarants, hypnotics or hallucinogens or other toxic drugs unlawfully administered.
- (10) **Undue influences.** Seeking the influence or intervention of any person outside the Department for purposes of personal preferment, advantage, transfer or advancement.
- (11) **Recommending private services.** Recommending or suggesting in any manner the employment or purchase of any particular professional or commercial service or product, such as lawyers, bondsmen, undertakers, towing services or burglar alarm companies, except in the transaction of personal business.
- (12) **Personal business.** Conducting personal business while on duty.
- (13) **Department letterhead.** Use of the departmental letterhead for private correspondence or sending official correspondence out of the Department without the permission of the Fire Chief. No member or employee of the Department shall send any written communication about departmental business to any person, firm or other law enforcement or public agency without the consent of the Fire Chief.
- (14) **Mailing address.** Use of the Department as a mailing address for private purposes, especially for the purpose of a motor vehicle license or registration.
- (15) **Possessing keys to private buildings.** Having keys to private buildings or dwellings without the permission of the Chief.
- (16) **Smoking.** A member of the department or a uniformed civilian employee shall smoke only in designated areas, but not while marching in uniform, standing in ranks, or under any condition which might bring discredit upon the Department.
- (17) **Notices.** Altering, defacing or removing any posted notice of the Department. No notice shall be posted on the Department bulletin board without the permission of the Fire Chief or the officer in charge. A member or employee of the Department shall not mark, alter, mar or deface any printed or written notice, memorandum, general order or directive relating to departmental business. A member or employee shall not mark, alter, mar or deface any notice posted on any bulletin board or blackboard maintained by the Department. All notices of a personal nature and/or of a derogatory character regarding any member or employee of the Department are prohibited.

- (18) **Lost or damaged Department property.** Members or employees of the Department shall promptly report in writing to their commanding officer the loss, damage or unserviceable condition of any Department property assigned to them or under their control. The commanding officer shall forward the report to the Fire Chief through channels with a copy for his commanding officer.
- (19) **Incompetence.** An officer shall maintain sufficient competency to perform his duty and to assume the responsibilities of his position. Incompetency may be demonstrated by the following:
- (a) A lack of knowledge of the statutes, ordinances, regulations and protocols;
 - (b) An unwillingness or inability to perform assigned tasks;
 - (c) The failure to conform to work standards established for the officer's rank, grade or position; or
 - (d) Repeated poor evaluations or repeated infractions of the rules and regulations.
- (20) **False information on records.** A member or employee of the Department shall not make false official reports, or knowingly enter or cause to be entered into any departmental books, records or reports, any inaccurate, false or improper information or material matter.
- (21) **Misappropriation of property.** A member or employee of the Department shall not appropriate for his own use any lost, found or stolen property nor convert to his own use any property of the Town.
- (22) **Statements concerning liability.** A member of the department shall not make any oral or written statements to anyone concerning liability in connection with the operation of fire apparatus or rescue vehicles or performance of other fire duties, unless specifically authorized to do so by the Fire Chief.
- (23) **Soliciting petitions for promotion or change of duty.** A member of the department shall not solicit a petition for his promotion to a higher rank or a change in duty status, for the promotion or change of duty status of any other member of the department, or for the appointment of anyone to the department; nor shall a member of the department promote or cause to be promoted any political influence to effect such an end.
- (24) **Distribution of cards, buttons, etc.** Members of the department, individually or representing fire organizations, are prohibited from issuing to persons, other than members of the department on the active or retired list, any card, button or other device which assumes or implies to grant to the person holding such credentials any special privilege or consideration so far as the business of the Fire Department is concerned. The distribution of any card, button or other device is prohibited unless authorized by the Fire Chief.
- (25) **Unnecessary radio transmissions prohibited.** A member of the department shall not transmit lengthy descriptions or details of other lengthy information over the radio system unless circumstances prevent the member from making such transmissions

known to the dispatcher by the use of a cell-phone or public telephone.

(26) **Release of telephone numbers.** No member or employee of the Department shall release to the public or any public agency the restricted home telephone number of any other member or employee of the Department without authorization from his immediate superior officer.

(27) **Incurring Department liability.** A member or employee of the Department shall not incur a liability chargeable to the Town unless with the knowledge and consent of the Fire Chief or a superior officer designated by the Fire Chief.

(28) **Dissemination of information.**

A. An officer/firefighter shall treat the official business of the Department as confidential and shall conform to the following guidelines:

a. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established departmental procedures.

b. An officer shall not remove or copy official records or reports from a station except in accordance with established departmental procedures.

c. An officer/firefighter shall not divulge the identity of a person giving information except as authorized by proper authority in the performance of their official duties.

d. A member or employee of the Department shall not divulge to any unauthorized person, in or out of the Department, (i.e., one who does not have an official "need to know"), any information concerning the official business of the Department if such information would impair the public service of the Department or improperly interfere with the due administration of criminal justice, unless authorized by the Fire Chief.

(29) **Feigning illness.** An officer shall not feign illness or injury, falsely report himself ill or injured, or otherwise deceive or attempt to deceive any official of the Department as to the condition of his health.

(30) **Recording devices.** Any device used to record voices shall not be carried on the person of an officer/firefighter unless such recording device is issued by the Department or authorized by the Fire Chief.

(31) **Out of service.** A member or employee of the Department shall not leave his station or responsibilities when not on official departmental business without first obtaining permission of the officer in charge and reporting his leaving to the dispatcher or commanding officer.

(32) **Public criticism.** A member or employee of the Department shall not publicly criticize or ridicule the Department, its policies, or any other member or employee by talking, writing or expressing in any other manner, where such public criticism or ridicule would tend to impair the operation of the Department by interfering with its efficiency, would tend to interfere with the ability of supervisors to maintain discipline, or where such public criticism or ridicule is made with knowing or reckless disregard to the truth or

falsity of the matters asserted.

§ 100-17 Uniforms and appearance.

Members shall be neat in appearance and well-groomed while on duty in uniform. All articles of clothing shall conform to the departmental uniform regulations as established by the Chief. Civilian clothing shall not be worn with any distinguishable part of the uniform.

§ 100-18 Departmental property and equipment.

Equipment issued to members of the Department shall remain the property of the Department. Members and employees shall maintain departmental property and equipment assigned to them in good condition. Damaged or lost property may subject the responsible individual to reimbursement charges and/or appropriate disciplinary action. Members shall sign receipts for all issued equipment.

- A. **Damaged inoperative property and equipment.** Members and employees shall immediately report to their commanding officer on designated forms any loss or damage to departmental property or equipment assigned to them. The immediate superior shall be notified of any defects or hazardous conditions existing in any departmental property or equipment.
- B. **Care of departmental buildings.** Members and employees shall not mar, mark or deface any surface in any departmental building. No material shall be affixed in any way to any wall in departmental buildings without specific authorization from a commanding officer.
- C. **Surrender of departmental property.** Members and employees are required to surrender all departmental property in their possession upon separation from the service or when otherwise ordered.
- D. **Departmental vehicles.** A valid Rhode Island state driver's license is required of all members. Members shall not use departmental vehicles without permission of the commanding officer.
- E. **Transporting citizens.** Citizens shall be transported in departmental vehicles only when necessary to accomplish a departmental purpose. Such transportation shall be done in conformance with departmental policy or at the direction of a commanding officer or immediate supervisor.
- F. **Authorized equipment.** While on duty, a member shall carry only such equipment as is issued by the Department or authorized by the Fire Chief.
- G. **Reporting accidents.** Accidents involving departmental property, personnel and/or equipment must be reported in accordance with procedures established by the Fire Chief.
- H. **Upkeep of Standard Operating Guidelines** All members and employees who are issued the Standard Operating Guidelines are responsible for its maintenance and knowledge of its contents, and they are required to make appropriate changes or inserts as issued by the Chief. The manual shall be considered departmental property.

- I. **Responsibility for items of identification.** Each member of the Department shall be responsible for the items of identification issued to him as a member of the department; badge, hat, name bar and identification card. He shall not permit any other person to borrow or use the items of identification issued to him by the Department. Any loss of such items shall be reported immediately by the member to his commanding officer, together with a written report of the circumstances leading to such loss.

§ 100-19 Regulations pertaining to the operation of fire apparatus.

- A. **License requirements.** No person shall operate a departmental vehicle of any kind unless he has a valid Rhode Island driver's license.
- B. **Authority to operate.** No person shall operate a departmental vehicle without receiving orders or permission from a superior entitled to give such orders or permission.
- C. **Safe driving of apparatus.** The driver of any piece of apparatus shall operate the vehicle in a reasonable and safe manner, exercising due caution and judgment, and shall operate the vehicle in compliance with the motor vehicle laws and traffic regulations, except when responding to an emergency, during which time he will strictly adhere to the driving procedures established for the operation of emergency vehicles.
- E. **Accidents involving fire apparatus.** All accidents involving any piece of apparatus shall be investigated by a superior officer who shall make a report and shall forward such report to the Fire Chief. The commanding officer of the operator involved in the accident shall subsequently submit a report to the Fire Chief setting forth his findings and recommendations relative to the responsibility or negligence on the part of the operator. This is in addition to any report and investigation conducted by the East Greenwich Police Department or other responding police department.
- F. **Injuries inflicted to persons or property.** Whenever a member or employee of the Department is involved in an accident while operating a piece of apparatus or in any way injures a person or damages property, the member or employee shall immediately notify the superior officer in charge of the station.
- G. **Responsibility for vehicle.** A member or employee of the Department who is assigned to duty as an operator of a departmental vehicle shall be responsible for the instant serviceability of the vehicle assigned to his use. Except when the vehicle is in emergency use, the member or employee shall inspect the vehicle when it is turned over to him and shall render a written report to his superior officer of any defect, damage or unserviceability of such vehicle. Furthermore, the member or employee shall inspect the interior of the vehicle for the presence of any unauthorized articles or things. Failure to inspect the condition of the vehicle upon receipt by the member or employee shall be regarded as neglect of duty.
- H. **Operation of departmental vehicles.** No person shall use a departmental motor vehicle for the purpose of pushing another vehicle, nor shall a departmental motor vehicle be towed by another vehicle except by the towing facilities provided by the Department. No person shall operate a departmental vehicle that has a deflated tire or when there is evidence of an apparent mechanical defect.
- I. **Unattended fire apparatus or vehicle.** The operator of a departmental motor vehicle

shall lock the ignition and remove the key from his vehicle upon dismounting and, when leaving the vehicle unattended for more than a brief period, he shall lock the doors of such vehicle.

§ 100-20 Miscellaneous regulations.

- A. **Fire week.** Each fire week will cover the period from midnight Sunday to midnight the following Sunday.
- B. **Return of personal property to rightful owner.** Whenever any member or employee of the Department has an occasion to return personal property held by the department to the rightful owner or to the owner's authorized representative, the member or employee shall obtain from either the owner or the representative his signature on a standard receipt form. The receipt form shall include a brief description of the property, the reported value, the case number and the signature of the member or employee who makes the transaction. If the property has been listed on the standard property form, the member or employee shall cause the rightful owner or authorized representative thereof to affix his signature to the three copies of the standard property forms.
- C. **Seniority.** A member's seniority status in the department for bidding purposes shall be determined according to the date of his appointment to his present rank. Where two or more members of the same rank are appointed on the same day, the member with the oldest original date-of-hire shall be the ranking member.
- D. **Use of Department reports, records and communications.**
- (1) All official communications to the Town Council or the Town Manager shall be forwarded through the Fire Chief.
 - (2) No written communication with reference to departmental business shall be made by any officer, firefighter or civilian employee to anyone, except upon the authority of a properly designated superior officer.
 - (3) Copies shall be made and filed of all correspondence sent from the Fire Department, and copies of all communications shall be retained in the office from which they are sent.
 - (4) A Department record shall not be removed from any building or office except with the permission of the Town Council, the Town Manager or the Fire Chief.
 - (5) Entries in Department records shall be made without unnecessary delay; they shall be accurate, concise and placed in chronological order by the person or persons designated to such duty. Erasures shall not be made, and, if corrections are to be made, an ink line shall be drawn through the incorrect matter and the corrections entered immediately above the deletion. The person making the correction shall affix his initials alongside the correction.
- E. **Design of Department books, records and stationery.** All books, records or other printed forms used by the Fire Department shall be of a style and type approved by the Fire Chief. All books, records and files necessary for the proper operation of each division, bureau or unit of the Department shall be efficiently maintained by the division, bureau or unit.

§ 100-21 Disciplinary actions.

The Fire Chief shall have the power to discipline the members and employees of the Department. The discipline shall be provided in accordance with the Standard Operating Guidelines, these rules and regulations and/or the General Laws of the State of Rhode Island. If a member is in a probationary status, he may be removed at any time with or without cause and without hearing by the Town Manager, with the approval of the Town Council and upon recommendation of the Fire Chief with no right of appeal. The Fire Chief shall be able to suspend without pay any officer or employee; however, any such suspensions over thirty days shall be subject to the Town Manager's approval.

Article III Duties by Rank and Assignment

§ 100-22 Intent of list.

- A. The following listed duties by rank and assignment are intended to list specific assignments which are delegated by the Chief to individuals within the Fire Department. They are not intended to preclude an individual from performing more than one assignment.
- B. Each rank and assignment may also be assigned further duties as required by the Chief or proper authority.

§ 100-23 Chief.

- A. **Summary.**
 - (1) The Fire Chief is the chief administrative officer of the Department and the final departmental authority in all matters of policy, operations and discipline. He exercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective performance of the Department.
 - (2) Through the Fire Chief, the Department is responsible for the enforcement of all laws coming within its legal jurisdiction.
 - (3) The Fire Chief is responsible for planning, directing, coordinating, controlling and staffing all activities of the Department. He is also responsible for its continued and efficient operation, for the enforcement of rules and regulations within the Department, for the completion and forwarding of such reports as may be required by proper authority and for the Department's relations with local citizens, the local government and other related agencies.
 - (4) The Fire Chief is responsible for training of all members of the Department. The Chief shall have general charge of the station house and all property of the Fire Department.
- B. **Appointment.** The Fire Chief shall be appointed by the Town Manager with the approval of the Town Council.
- C. **Rank.** The Fire Chief shall wear the insignia of that rank: 5 Gold Bugles on the collar of the uniform coat and overcoat and on the tabs of the shirt collar.
- D. **Authority.** Subject to all pertinent laws, these rules and regulations, Town ordinances,

and the orders of the Town Manager, the Fire Chief shall have authority over all divisions of the Town Fire Department and over all of its members and any other non-uniformed personnel assigned to the Department. The Fire Chief may also promulgate to the Department such orders or instructions, written or oral, which are not inconsistent with the law, these rules and regulations, or any orders or instructions of the Town Manager. Orders to the Department shall be issued by the Fire Chief, by direction or approval of the Town Manager. Directives and other means of conveying the policies and commands shall be issued in the following forms: these rules and regulations, general orders, special orders, memorandums, manuals, bulletins and verbal orders.

- E. **Succession.** In case of the extended absence or disability of the Fire Chief, the Town Manager shall appoint an acting Fire Chief with the approval of the Town Council.
- F. **General duties and responsibilities.** It is the duty and responsibility of the Fire Chief to:
- (1) Ensure compliance with all laws which the Department or its officers have the authority to enforce.
 - (2) Organize, direct and control all resources of the Department to protect life, persons and property.
 - (3) Develop a professional organizational structure for the Department.
 - (4) Establish a routine of daily duties to be performed by officers/firefighters. Designate an officer to serve as commanding officer in his absence.
 - (5) Assign, detail or transfer any member or employee of the Department to or from any unit or assignment whenever he shall deem such action to be in the best interest of the efficiency, discipline or morale of the Department.
 - (6) Institute an adequate and progressive program of training for members and employees of the Department.
 - (7) Ensure that all members have available to them copies of the Department's Standard Operating Guidelines.
 - (8) Promulgate all general and special orders of the Department and issue on his own authority orders, written and oral, not inconsistent with his powers, duties and responsibilities.
 - (9) Plan and execute programs designed to prevent fire, protect lives and property. Modify these programs to meet current trends.
 - (10) Provide for investigation into all cases of alleged or apparent misconduct by departmental personnel.
 - (11) Enlist the suggestions of members and employees of the Department to ensure maximum relevance and acceptance of all departmental regulations.

- (12) Keep himself informed as to the affairs of the Department, ensuring that the duties and responsibilities of members and employees are being properly discharged.
 - (13) Be responsible for the necessary delegation of authority to those under his command, commensurate with their duties and responsibilities.
 - (14) Exercise general supervision and inspection of all licensed public places within the community.
 - (15) Develop or adopt new techniques to improve effectiveness in the emergency response obligations of the Department.
 - (16) Be responsible for the preparation and justification of the annual departmental budget and for the control of all departmental expenditures.
 - (18) Maintain a personnel record system in which shall be kept all pertinent information on all departmental members and employees.
 - (19) Perform all other duties as assigned or required by the proper authority.
- G. **Reports to Town Manager.** The Fire chief shall, within 30 days from the close of the fiscal year, report in writing to the Town Manager on activities of the Department for the previous fiscal year. In addition, he shall report to the Town Manager on such matters as the Town Manager deems necessary.
- H. **Delegation of duties and responsibilities.** The Fire Chief may delegate some of his duties and responsibilities to appropriate persons within the Department, which delegation, in his opinion, will serve the best interest of the Town and the efficiency, discipline and morale of the Department.
- I. **Establishment of departmental boards.** The Fire Chief, with the approval of the Town Manager, may appoint various members of the Department to serve on personnel boards and disciplinary hearing boards.
- J. **Removal for cause.** Any member of the permanent fire force of the Town below the rank of Fire Chief may be removed for cause by the Town Manager with the approval of the Town Council and upon the recommendation of the Fire Chief.
- K. **Conflict with the Town Charter.** To the extent that there is a conflict with any section of these rules the provisions of the Town Charter shall take precedence.
- L. **Suspensions and demotions.** The Fire Chief, with the approval of the Town Manager, may demote any officer for cause. The Chief shall be able to suspend without pay any individual up to 30 days.

§ 100-24 Deputy Fire Chief.

- A. **Summary.** Subject to the direction and control of the Chief, the Deputy Fire Chief is responsible for the supervision and control of all officers and is responsible for their efficiency and effectiveness as members of the Department.

B. **Rank.** The Deputy Chief shall wear the insignia of that rank: 3 Gold Bugles on the collar of the uniform coat and overcoat and on the tabs of the shirt collar.

C. **General duties and responsibilities.** It is the duty and responsibility of a Deputy Fire Chief to:

- (1) Familiarize himself with the authority delegated to him. Understand the responsibilities of those under his command.
- (2) Coordinate the training of all members. Be sure that all officers/firefighters are knowledgeable of all new developments in federal law, state law and departmental regulations.
- (3) Obey and transmit promptly all orders of the Chief, ensuring uniform interpretation and full compliance.
- (4) Handle infractions of departmental standards. When a member of the Department has consistently refused to improve his conduct, despite efforts by the Deputy Fire Chief and other appropriate officers, a written report must be submitted. Full details of the incident or series of incidents shall be included in the report. Convey the report to the Chief with written comments on the situation and a recommendation for action to be taken.
- (5) Assist in the administration of the Collateral Duty.
 - (a) Organize and conduct departmental training programs.
 - (b) Improve working conditions as may be necessary.
 - (c) Use personnel records and performance evaluations for individual guidance and improvement.
 - (d) Ensure the proper and economical use of manpower, property and equipment.
 - (e) Promote personnel safety.
- (6) Examine reports for conformity with approved procedures as outlined by various departmental instructions.
- (7) Ensure prompt reporting to other municipal agencies and outside authorities of any important matter within their jurisdiction.
- (8) Keep members informed of all significant events or developments in firefighting which affect the Department. If changes or revision in any present practices of the Department seem advisable, submit an oral or written report to the Chief detailing recommendations.
- (9) Inform authorized personnel of any other significant events or developments affecting the Department.
- (10) Organize and assign duties to assure proper performance of division functions.

- (11) Perform such other duties as may be assigned by the Chief.
- (12) Secure all Department-owned equipment or property from the possession of any member of his command who resigns, retires or is suspended, dismissed or hospitalized, or from the effects of any deceased member.
- (13) Supervise departmental investigations.

§ 100-25 Captain

- A. **Summary.** Subject to the direction from the Chief, the Captain has direct control over all members and employees of his Platoon. He is responsible for the direction and control of personnel under his command to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures. He will provide for continuation of command and/or supervision during absence of his immediate superior.
- B. **General duties and responsibilities.** It is the duty and responsibility of a Captain to:
 - a. Captains shall have full control of the firefighters (members of the four platoon system) under their supervision and the apparatus and equipment therein contained, and shall report to the Chief of the Department at once any injuries sustained by any firefighter and any damage which their apparatus may have sustained.
 - b. They shall have full charge of their personnel and apparatus at all alarms to which they respond and will be responsible for the conduct of personnel under them at all times.
 - c. They shall be responsible for the completion of all daily apparatus & equipment checks and house cleaning chores as required. They shall see that the beds are properly aired and made up each morning in an approved manner.
 - d. They shall read all general and specific orders and SOP's and see that every member assigned to the station becomes familiar with the same. They shall have immediate command of their personnel; and be directly responsible for its discipline and condition; and also for the proper care of the apparatus and other equipment in his/her charge; assume command at fires or other emergencies when he/she is the first to arrive and exercise command and control until relieved by a superior officer or until the incident is terminated.
 - e. The Captain shall report in writing to the Chief of the Department all accidents that may occur, giving, if possible, the names of persons by whom the facts in the case can be proven. Accidents to personnel and any missed run to any alarm or other emergency shall be reported in like manner.
 - f. They shall see that all of the apparatus under their command whether in service or not, is kept in proper condition and ready for immediate use. In case any apparatus in his/her care is at any time in need of repairs, such fact shall be immediately reported to the Chief of the Department.
 - g. They shall assign each member of their shift to perform such portions of work at station quarters as he/she may consider proper, being careful to apportion to each member as equal a share as possible.
 - h. The Captain shall report in writing to the Chief of the Department any incapacity,

neglect of duty, insolence, disobedience of orders, inefficiency or violation of Department rules, regulation or order on the part of any member of which he/she may have knowledge.

- i. They shall see that electricity and fuel are used with economy and that lights are not burned in stations when unnecessary and shall be held responsible for any waste of either fuel, electricity or water.
- j. They shall conduct themselves in an exemplary manner at all times since his/ her example will determine the pattern followed by the personnel in his/her charge.
- k. They shall be responsible for all records and reports of all incidents to which they respond, prior to the end of their shift.
- l. They shall in cooperation with the Department Training Officer conduct or assist the training officer in conducting Department training and drill from time to time.
- m. The Captains shall perform such other and further legitimate duties as the Chief of the Department may determine.
- n. When the Chief and/or Deputy Chief are not present at the scene of an emergency, the permanent captain shall be in command of the emergency until such time as the Chief and/or Deputy Chief arrive at the scene.
- o. Perform such other duties as may be assigned by the Chief.

§ 100-26 Lieutenant.

A. Summary.

- (1) A Lieutenant occupies the first level of supervision in the Department. Their primary responsibility is exacting the proper performance of the firefighters assigned to duty within the area subject to their supervision. The Lieutenant is charged with ensuring compliance with the Department's regulations. They handle all infractions and report all violations to their superior.
- (2) They shall thoroughly acquaint themselves with the duties of firefighters and shall assist and instruct the officers under their supervision in the proper discharge of their duties. They shall be responsible for the proficiency, discipline, conduct, appearance and strict attention to duty of all firefighters under their supervision.

B. General duties and responsibilities. It is the duty and responsibility of a Lieutenant to:

- a. Lieutenants shall have the same duties and responsibilities as described above for Captains.
- b. The lieutenants shall perform such other and further legitimate duties as the Chief of the Department may determine.
- c. When the Chief, Deputy Chief and Captain(s) are not present at the scene of an emergency, the permanent lieutenant shall be in command of the emergency until such time as the Chief, Deputy Chief or Captain(s) shall arrive at the scene.
- d. Members of the East Greenwich Fire Department, up to the rank of Lieutenant who are ordered to assume the responsibilities of a higher rank shall be compensated for this service at out of rank pay which shall be the hourly rate of

the officer for whom said member is assuming the responsibilities for. In the case of a firefighter who assumes command of a platoon in the absence of a Captain, he shall be compensated at the rate paid a Lieutenant.

- e. Perform such other duties as may be assigned by the Chief.

§ 100-27 Fire Prevention, Inspection and Investigation Division (Fire Marshal)

A. Summary. Under the authority of the Rhode Island State Fire Marshal, the Fire Marshal shall enforce and perform the duties required by the Comprehensive Fire Safety Act, and all other provisions of the general and public laws insofar as such powers and duties relate to fires, fire prevention, fire protection, fire inspection, fire investigation, fire training and public education programs. The Fire Marshal also serves as the fire department representative at all Technical Review Committee meetings to ensure early development input. The mission of the Fire Prevention Division is the comprehensive, professional, and consistent enforcement of the Fire Safety Code to ensure that the minimum requirements necessary for fire and life safety are met. This requires the Fire Marshal to perform the roles of code enforcement official, fire investigator and educator.

Fire prevention activities that are provided by the Department are part of a comprehensive plan to protect life and property from fire and other hazards. Code enforcement, pre-construction plan review, public fire education and the investigation of fires are all components of the prevention plan. The Fire Marshal and other certified members are responsible for implementing and managing activities in this Division. The Office of State Fire Marshal certifies staff serving in these positions.

Inspections of commercial occupancies are conducted to monitor and rectify conditions that may cause fire situations or the spread of fire. The primary objective of these inspections is to ensure the safe egress of occupants or employees who may be endangered by fire or its byproducts. Personnel from the Fire Marshal's office work in cooperation with building, planning and zoning and, potential commercial and residential property owners in order to facilitate proper certifications for occupancy. It is also the responsibility of the Fire Marshal to enforce all aspects of local, state and federal regulations/codes pertaining to fire and life safety compliance.

B. Plan Review. Any person, including any partnership, corporation or association, undertaking the erection, extension, alteration, repair, or moving of a structure, or undertaking any changes that may affect the fire safety or fire alarm system of a building or any portion thereof, shall be required to make application for plan review to the East Greenwich Fire Prevention Division. Said application shall be made prior to the start of any construction or work, and shall be accompanied by the proper fee or fees as described in subsection hereof. All rough and final inspections, as necessary shall be considered as part of the plan review fee and will not be charged separately. No construction or work shall be started until the required application has been approved by the fire prevention office.

A plan review application must be submitted along with the initial plans. When filling out this application, be sure to fill out all sections completely before submitting. In his code enforcement role, the Fire Marshal conducts a review of all submitted plans to

determine the adequacy of the plans before starting a formal review. If the plans submitted are complete and satisfactory, they will be accepted and the formal review process will begin. All fees for such reviews shall be in accordance with RIGL 23-28.2-26 Plan review fees.

- In all matters relating to plan review, the interpretations and decisions of the Town's fire prevention division shall be binding. If the applicant disagrees with the decision of the fire prevention division, the applicant may request a variance or seek appeal to the Rhode Island Fire Safety Code Board of Appeal and Review.
- The fire marshal shall perform smoke and carbon monoxide detector inspections in all residential occupancies shall, at the time of inspection, be allowed to charge a thirty dollar (\$30.00) fee for the inspection of any residential occupancy. The responsibility of this charged fee will be borne by the seller on each occurrence before title to the property is transferred. A thirty dollar (\$30.00) fee will be allowed for any subsequent re-inspection of the same residential occupancy due to improper installation, wrong location, improper wiring method, or the seller's failure to maintain a mutually agreed upon appointment with the fire marshal. The fees collected by the fire marshal shall be used for fire prevention purposes.

The following residential/commercial/businesses are inspected by the East Greenwich Fire Marshal:

- All elementary, secondary and high schools (K-12).
- Private colleges
- Retail gas stations and service stations
- Apartment houses
- Theaters
- Hotels and motels
- Bed and breakfast buildings
- Lodging or rooming houses
- All industrial occupancies
- All private business occupancies
- All private mercantile occupancies
- All private storage occupancies
- All Town licensed and registered businesses per Town ordinance
- Rough and final commercial and residential inspections from plan review

- Complaints related to code violations

C. Investigations

The Fire Marshal is authorized by statute to respond to any fire or apparently attempted fire and investigate the cause or origin of the fire. He will also request the State Fire Marshal respond to every fire of suspicious origin and any fire that results in a fatality. The Marshal responds to all building fires as well as when requested by the responding fire officer. All investigators follow industry guidelines to establish the cause and determine whether the fire will be classified as accidental, incendiary, natural, or undetermined. Due to the complex nature of fire investigation, the Marshal often works closely with other local, state, and federal agencies.

The investigations of all fires are conducted to determine cause and origin of ignition. This information is required in order to prevent the occurrence of future fires or at the least, reduce the severity of such incidents. If a fire is determined to be of suspicious origin, a thorough investigation is intended to prosecute the guilty party. In this case, the investigation becomes a deterrent to the crime of arson. When necessary, the Fire Marshal may utilize the expertise of mutual aid fire investigators, members of the Rhode Island State Fire Marshal's Office or agents from the Bureau of Alcohol, Tobacco and Firearms or Federal Bureau of Investigation.

§ 100-28 Firefighter

A. Summary. Essential Job Functions of the Firefighter/EMTC

B. Physical Demands. The physical demands described herein are representative of those that must be met by a member assigned to the four-platoon system of the East Greenwich Fire Department.

- 1). Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet or legs and/or hands and arms.
- 2). Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow slippery surfaces.
- 3). Bending the body downward and forward by bending the spine at the waist.
- 4). Bending the legs at the knees to come to rest on the knee or knees.
- 5). Bending the body downward and forward by bending at the legs and spine.
- 6). Moving about on the hands and knees or hands and feet.
- 7). Extending the hands and arms in any direction.
- 8). Handling, seizing, holding, grasping, turning or otherwise working with the hand or hands (fingering not involved).
- 9). Picking, pinching or otherwise working with the fingers primarily (rather than with

the whole hand or arm as in handling).

10). Perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of the fingertips.

11). Considerable ability to lift ladders, lift and maneuver equipment and to maintain one's balance with heavy loads and under adverse conditions.

C. Firefighter Tasks (may use one or more of the above physical demands)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1). Use hose, bucket, sponge, brush and water to clean the exterior and interior of fire apparatus.

2). Use writing material for the purpose of maintaining the daily log and to record and document other pertinent information.

3). Read and comprehend complex technical manuals and Standard Operating Guidelines.

4). Read and quickly identify placarded materials at the scene of a fire or hazardous materials incident.

5). Use an appropriate wrench; operate the control nut on a fire hydrant for the purpose of starting and stopping the flow of water from the hydrant.

6). Given the appropriate personal protection uniform and clothing, rapidly don and remove this equipment.

7). Advance various size fire hose of various lengths into hazardous, undesirable, and normal atmospheres under normal and emergency circumstances.

8). Advance various size fire hose of various lengths over coarse and rugged terrain and into buildings of various heights and configurations.

9). Remove a smoke ejector from its storage place on the vehicle and carry it to where it will be utilized, including up stairwells and ladders.

10). Rapidly enter the area where the back step person will be riding on the vehicle while wearing full protective clothing, secure safe riding position and don the self-contained breathing apparatus, and safely exiting the apparatus.

11). Operate a fire department vehicle safely at a speed that may exceed the posted speed limit through traffic, which may be sparse or congested.

12). Communicate effectively and coherently over fire department radio channels while

initiating and responding to radio communications.

13). Direct a stream of water or chemical onto a fire.

14). Remove a ladder from a fire truck and position the ladder against a structure for the purpose of gaining access.

15). Use mathematical skills to determine ladder placement, hydraulics and pump pressure equations and other fire-related mathematical problems.

16). Using mechanical ability, determines proper nozzle selection, hose couplings and hose selection.

17). Climb a ladder to gain access to the upper levels of a building.

18). Assist individuals from a burning structure by stairway, elevator or ladder.

19). Use axe, chisel, power tool or other device to create an opening in buildings for the purpose of ventilation or gaining entrance.

20). Administer first-aid and mechanical or artificial respiration to persons overcome by fire, smoke or other toxins.

21). Using proper body mechanics and with the assistance of another person, remove, maneuver, manipulate mechanical stretcher.

22). With another person, using proper body mechanics, place the victim of an accident or illness on a mechanical stretcher and then manipulate, maneuver and pick up the stretcher and place it into the rear of a rescue vehicle.

23). Perform rescue operations which may involve quickly entering and exiting fire department vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling oneself over obstacles, ditches, streams; crawling in confined areas and or spaces; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

24). Climb the full length of ground and aerial ladders.

25). Climbing the full length of ground and aerial ladders carrying firefighting tools or equipment while ascending and descending.

26). Lift, drag, bend and fold various size hoses for the purpose of packing the hose beds of fire apparatus.

27). Using the appropriate tools, open ceilings, floors, walls to expose hidden fires and pull apart burning materials for the purpose of extinguishment.

28). Comprehend and interpret tables relating to hydraulics, flash temperatures, friction loss, etc.

29). Operate as both a member of a team and as an individual at situations of uncertain duration.

Spend extensive time outside exposed to the elements.

30). Tolerate extreme fluctuations in temperatures while performing duties. Temperatures may reach 400 degrees Fahrenheit in humidity that may reach 100%. Members shall be able to tolerate these conditions while wearing protective equipment.

31). Work in wet, icy, and muddy conditions.

32). Must be able to perform all duties on slippery or hazardous surfaces.

33). Work in areas that may pose serious health risks to an individual (toxic substances, infectious diseases, and other dangerous substances).

34). Be able to function in all of these listed duties while wearing protective clothing weighing approximately 50 pounds.

35). Perform physically demanding work while wearing positive pressure breathing equipment.

36). Perform complex acts and make life or death decisions in times of emergency conditions.

37). Perform functions in the face of grotesque sights and smells attributable to major trauma or burn victims.

38). Make rapid transitions from rest to near maximal exertion without warm-up periods.

39). Perform all duties while in conditions of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.

§ 100-29 Emergency Medical Services Division

A. **Summary.** The Department is licensed by the State of Rhode Island, Department of Health (RI DOH) to provide Advanced Life Support services to EMS incidents. This service is administered through the use of RI-DOH licensed Basic/Advanced Life Support Engine's and Rescue's. Every fire engine and rescue is equipped with the minimum level of supplies to provide either Basic or Advanced Life Support care or treatment as required by RI-DOH.

In accordance with the RI-DOH all personnel are certified to the levels of Emergency Medical Technician - Cardiac (EMT-C) or Emergency Medical Technician - Paramedic (EMT-P). Members assigned to the Operations Division are expected to perform all of the aforementioned fire service functions, as well as provide emergency care under the guidelines set forth in the RI-DOH Pre-Hospital Care Protocols and Standing Orders.

Requests for either fire or emergency medical assistance are channeled through the Department's Dispatch Center that is operated out of the Headquarters station; daily supervision of the center is through the command staff of the Department. The Department uses a standardized protocol to dispatch apparatus to Fire and EMS incidents.

B. Rescue Billing Fees

Each individual or medical insurer of such individual receiving emergency medical services in the Town shall be billed for such service in an amount to be annually adjusted by the Town Manager. Town residents will not be billed for services rendered beyond what is paid by their medical insurance. If a Town resident does not have medical insurance that Town resident will receive this service free of charge. Applications for relief due to personal hardship may be approved by the Town Manager or his designee

C. EMS Coordinator

Summary. To analyze, plan, design, implement, and administer EMS programs as well as other department and community oriented programs, including Advance Life Support (ALS), Basic Life Support (BLS), Quality Assurance/Quality Improvement (QA/QI), problem resolution, EMS certification, liaison to other EMS entities and other education and improvement programs. The EMS Coordinator shall have overall supervision and coordination of the East Greenwich EMS Division.

D. Supervision Exercised: Supervises all personnel involved with EMS operations or EMS training, either directly or through other subordinate officers or personnel.

E. Essential Duties and Responsibilities:

1. It shall be the duty of the EMS Coordinator to perform, conduct, and/or schedule ongoing emergency medical education and training for the department, provide EMT refresher training to the district employees, provide CPR re-certification to the department employees, assist in compiling and filing all rescue/medical billing, assist with all aspects of the EMS division to include the coordination of the preventive maintenance and repairs for all EMS vehicles and equipment, assist the apparatus/equipment committee in drafting specifications for all new EMS vehicles and equipment, train all employees on the safe and proper use of all existing and new EMS apparatus and equipment, provide and maintain an annual employee vaccinations program for communicable diseases, develop and maintain a risk control program for all aspects of infection control, blood borne and airborne pathogens.
2. Assist with investigating and follow-up on all service related complaints.
3. Develop SOP's and SOG's as needed to guide EMS operations.
4. Serve as a liaison between the Fire Department and hospitals, medical direction authorities and other outside agencies regarding EMS activities.
5. Maintain and purchase an inventory of expendable supplies for Town facilities, Police Department and Fire Department.
6. Maintain, purchase and rotate stock on supplies in all first aid kits, Automated External Defibrillator's
7. Performs related duties as assigned.

F. Peripheral Duties:

Attend training conferences and training meetings to keep abreast of current trends in the field; represent the Fire Department at all local, state and other meetings related to Emergency Medical Services.

G. Qualifications:

The EMS Coordinator must be a current RI EMS Instructor- Coordinator or must become a RI EMS Instructor- Coordinator by taking the next available class.

§ 100-30 Dispatcher.

A. **Summary.** It shall be the responsibility of the Dispatcher to receive emergency calls from the public and to promptly and accurately dispatch the right type and number of emergency apparatus to the scene of an incident.

1. The dispatcher shall be responsible for keeping track of the whereabouts of department apparatus at all times, whether on the air, in quarters, at the hospital etc. This is vitally important to efficient and accurate dispatching as well as to the safety and well-being of all personnel
2. The Dispatcher is to keep the Dispatch Office clean and orderly and keep all distractions in the office to a minimum. In order to maintain a distraction free environment there shall be no unnecessary loitering in this area. The duty dispatcher shall have the authority within reason to clear the room of any unnecessary personnel at any time in order to maintain this environment.
3. The Dispatcher shall be responsible for duties posted and all tasks as set forth by the Chief.
4. The dispatcher shall notify the Chief and Deputy Chief of all working fires and any major incident.
5. The Dispatcher shall be responsible for immediately notifying the Director of Communications of any abnormal condition, malfunctioning circuits, instruments or equipment, which might result in the impairment of receipt or transmission of alarms, this includes damage to utility poles with fire alarm and/or communications cable attached.
6. No member of this department shall tamper with any communications, fire alarm, or electronic equipment under the control of the Communications Division. No personnel shall try to repair or alter such equipment in any way. If a problem exists the Director of Communications or their designee shall be notified immediately. If neither can be contacted, a Chief Officer shall be notified.
7. The dispatcher shall be the only individual who answers the radio or dispatch phones. This is to prevent confusion and maintain continuity in communication. The only exception to this is when the dispatcher is occupied with an emergency phone call and additional calls are being received and when multiple dispatchers are posted during a major incident. When the dispatcher must leave the dispatch center, they shall ensure that someone is there to cover the assignment until they return.
8. The two recorded desktop Cisco Phones and the four back-up phones on the wall in the dispatch center are intended to be used for emergency calls and related business only. They shall not be used at any time for personal calls. The only

exception to this is when the dispatcher is unable to leave the desk to make a call elsewhere in the building.

Section 2. This ordinance shall become effective upon adoption.

DRAFT

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/12/2017**

1. Agenda item (List as it should appear on the agenda)
Closed pursuant to RIGL § 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss the status of Pawtucket Credit Union v. East Greenwich, KC-2017-0084 with Solicitor, including discussion of case handling strategy.
2. Submitted by (List department and individual, if necessary)
Legal
3. Provide a brief description of the item and why it is on the agenda
4. Contact person and phone number for questions
David D'Agostino 401-647-1400

TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/12/2017**

1. Agenda item (List as it should appear on the agenda)
Closed pursuant to RIGL § 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss Zoning Code enforcement options, including potential legal action(s) with Solicitor.
2. Submitted by (List department and individual, if necessary)
Legal
3. Provide a brief description of the item and why it is on the agenda
4. Contact person and phone number for questions
Dave D'Agostino 647-1400