

FIRE DEPARTMENT

MISSION STATEMENT

The Mission of the Boxford Fire Department is to provide superior high-quality customer service to the residents of Boxford, visitors and neighboring communities. We are committed to serving and responding to emergency and non-emergency situations with the highest standard of integrity in a courteous manner to protect life, property and the environment.

CORE RESPONSIBILITIES, PROGRAMS, & SERVICES

Emergency Response

- Respond to various emergencies, including fires, accidents or medical events.
- Provide fire and medical training to firefighters.
- Ensure vehicles are ready to respond with appropriate equipment.
- Test and maintain our water resources.

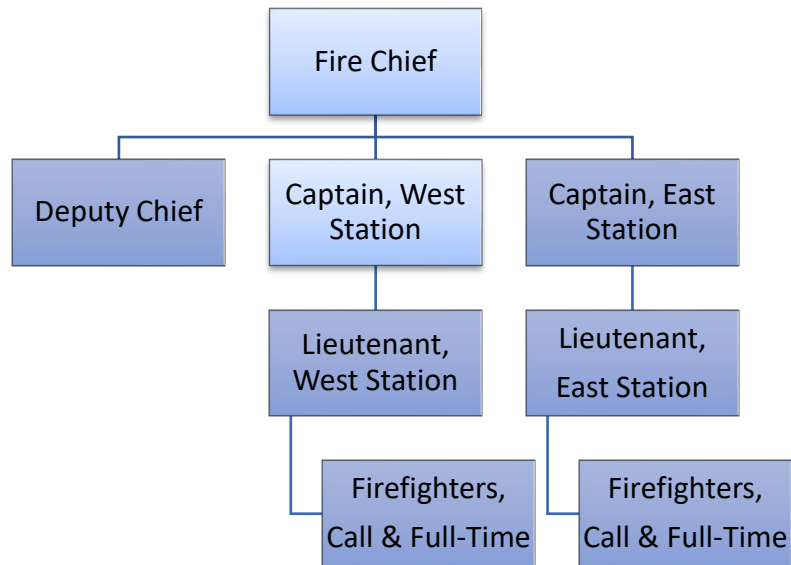
Fire Prevention & Education

- Manage permits, inspections and code enforcement.
- Field inspection of various Town properties, camps, schools or commercial businesses.
- Public education with focus on children and elderly.
- Hosting and conducting tours of the fire stations.

Fire Administration

- Develop best practices for emergency response.
- Management of all employees, both career and call.

ORGANIZATIONAL OVERVIEW



Position	FY2023 Actual	FY2024 Actual	FY2025 Budgeted
Fire Chief	1.0	1.0	1.0
Deputy Chief	0.5	0.5	0.5
Captains (2)	1.5	1.5	1.5
Lieutenants (2)	1.0	1.0	1.0
Firefighters, Full-time (4)	4.0	4.0	4.0
Firefighters, Call*			
TOTAL FTEs	7.5	7.5	7.5

*There are currently 35 call firefighters. In FY23, the hours worked for call firefighters totaled 9,628 hours.

PERFORMANCE MEASUREMENTS

Performance Indicator	Unit of Measure	Actual FY2021	Actual FY2022	Actual FY2023	Estimated FY2024
Total Emergency Calls	#	865	944	995	1050
Pct. that are Medical Calls	%	55%	59%	55%	55%
Inspections & Prevention Services	#	558	411	356	370
Fees Collected	\$	\$34,446	\$35,674	\$31,672	\$30,000
Staff with EMT Certification or Greater	%	91%	90%	90%	80%

RECENT ACCOMPLISHMENTS

Personnel

- We hired two new call firefighters in 2023, Jason Saglimbene and Merrick Bilodeau. Firefighters completed 55 hours of initial training and are now responding to emergency calls
- Several staff were awarded a EMS Unit Citation from Northeast Emergency Medical Service (EMS) Region III for the performance of duties of an in-home delivery of a healthy baby girl in September 2022. Staff receiving citation were Lt. Tammy Aghoian, Firefighter Kevin Foster, Firefighter Amy Grady, and Chief Brian Geiger.
- Successfully negotiated contract with Boxford Firefighters Local 5305.

Emergency Medical Service

- Received medical approval from Beverly Hospital to train and implemented new medications; Benadryl (allergy), Acetaminophen (pain), Ibuprofen (pain).
- Received medical approval from Beverly Hospital to train and utilize supraglottic airway device (Igel) for patients who are not breathing with no pulse. The Igel Airway device will maintain an individual's airway similar to what paramedics use in the field.
- Held a public information session with the Town's Public Safety Team on the Town's medical response capabilities.
- Collaborated on the creation of the Emergency Response Advisory Committee, the purpose of this committee is to advise the Select Board, through a comprehensive analysis, on the

Town's three-tiered emergency response program and identify strategies to improve service through efficiencies and reduced emergency response times.

- Successful completion of the Medical Response Pilot Program. The program creates overnight and weekend shifts for a dedicated firefighter who is required to respond to all emergencies from their home directly to the emergency scene in a department vehicle. The vehicle contains the same medical equipment, including medical drugs, as our current rescue vehicles. In addition, the vehicle carries fire equipment to assist home owners with fire alarms or carbon monoxide detection. It is now a fully funded component of Department's operating budget.

Apparatus

- The Department received delivery a new fire engine, designated as Engine 1. It is a 2023 HME capable of pumping 1500 gallons of water per minute with a 2500-gallon tank. It replaces a 2001 HME that only had 1000 gallons of water. The new engine is assigned to the West Fire Station.
- The Department finalized specifications and placed orders for a new Engine 4 and Engine 6.

Operations

- Responded to 995 emergency calls in Fiscal Year 2023.
- Our training division completed a series of trainings titled "Nozzle Forward". The training focused on changing how our firefighters advance hose lines into buildings, starting with how we store the hose on the trucks. The new techniques align with our current strategies of aggressive tactics while operating as safely as possible.
- The Department was awarded several grants:
 - The training division received a grant devoted to chainsaw safety, including how to drop trees during emergencies. The training was well received by the members who attended.
 - Fire Safety Equipment (Department of Fire Services) replaced the nozzles on the fire engines. Earlier, we had identified that the nozzles we owned were unsafe due to inaccurate pressure readings. The grant allowed us to purchase new nozzles for all lines.
- The Department launched a new Facebook page that provides helpful information about the Boxford Fire Department, as well as call statistics.

FY2024 TRENDS

The department continues to monitor trends in firefighting and medical response to provide our personnel with the best equipment, techniques, practices and training to insure the best service possible to the residents of and visitors to the Town of Boxford.

The Department continues to see an increase in the number of emergency calls, in particular calls that require medical services (EMS). The Boxford Fire Department has made several advancements to improve the Town's Emergency Medical Service (EMS) and response. Those include the implementation of the overnight and weekend medical response program, the addition of EMS skills, and application of additional medications in the field. The Department has also recently received delivery of two, Lucas CPR machines that were funded at Town Meeting. The CPR machines vastly improve the level of medical service during cardiac events and may save lives.

The Select Board has created the Emergency Response Advisory Committee (ERAC) to advise the Select Board, through a comprehensive analysis, on the Town's three-tiered emergency response program and identify strategies to improve service through efficiencies and reduced emergency response times. The Committee began meeting in December 2023 and will complete a comprehensive analysis that will include a review of patient care, including the capabilities of the Town's in-house First Responder and Emergency Medical Technicians, and the capabilities of the Town's contracted Basic Level Service, Advance Life Support, and Paramedic Support.

FY2025 GOALS & OBJECTIVES

GOAL 1: CONTINUE TO PROVIDE FIRE DEPARTMENT PERSONNEL WITH THE BEST TECHNIQUES, PRACTICES, AND TRAINING

Objectives:

- Continue Monday evening training series for all staff. Staff will complete 50 hours of training this year. This marks approximately 70% of scheduled training and should be achieved by 70% of the members.
- Enhance the driver education program

GOAL 2: CONTINUE TO IMPROVE OUR EMERGENCY MEDICAL CAPABILITIES

Objectives:

- Work with the Emergency Response Advisory Committee on Analysis of Town’s Emergency Response
- Develop long-term plan to increase staffing and coverage on nights and weekends.

GOAL 3: CONTINUE PROGRAM TO UPDATE THE DEPARTMENT’S EQUIPMENT, FACILITIES

Objectives:

- Implement the Communication Department’s new Computer Aided Dispatch Records Management Software (CAD-RMS), ProPhoenix.
- Oversee design assembly and delivery of new Engine 4 and Engine 6.
- Station improvements include new data wiring, keyless entry system, HVAC, and gender-specific facilities for West Fire Station

FIRE DEPARTMENT FY2025 PROPOSED BUDGET

	FY23 ACTUAL 6/30/23	FY24 ADOPTED BUDGET	FY25 PROPOSED BUDGET	vs. FY24	% Increase	Comments
FIRE						
Salaries:						
Chief	111,861	113,000	120,562	7,562	6.69%	Based on FY25 estimate from CBA
Permanent Positions	247,854	262,779	279,629	16,850	6.41%	negotiations
Callmen-Response	160,490	162,168	162,168	-	0.00%	Stipends and hourly call
Deputy Chief	2,805	2,861	2,861	-	0.00%	firefighter rates are currently
Captain	1,779	1,815	1,815	-	0.00%	being reviewed by Town
Lieutenants	2,428	2,477	2,477	-	0.00%	Administrator, Fire Chief, and Call
Training Director/EMS Officer	2,187	2,231	2,231	-	0.00%	Firefighters. A proposal will be
Maintenance Director	2,593	2,645	2,645	-	0.00%	brought to the Personnel Board
Callmen Training	64,294	86,244	86,244	-	0.00%	this Spring, which will be funded
EMT Stipend	16,351	17,956	17,956	-	0.00%	from the Salary Reserve.
Longevity	9,663	10,390	10,748	358	3.45%	
Overtime	48,388	47,195	51,462	4,267	9.04%	based on 5 year avg.
Subtotal	670,693	711,760	740,797	29,036	4.08%	
Non Salary Expenses:						
Repairs & Maintenance	47,575	32,000	32,000	-	0.00%	
EMT Training	3,996	5,000	5,000	-	0.00%	
EMS	9,151	19,000	19,000	-	0.00%	
Education	1,394	2,666	2,666	-	0.00%	
Other Supplies	3,616	3,565	3,565	-	0.00%	
Uniforms	10,256	15,000	15,200	200	1.33%	
Dues & Subscriptions	7,575	7,652	7,732	79	1.04%	
Coats/Boots Replacement	6,740	12,740	12,740	-	0.00%	
Replacements-Other	12,332	14,440	14,440	-	0.00%	
Medical Response Pilot Program	-	75,000	75,000	-	0.00%	
Subtotal	102,635	187,063	187,343	279	0.15%	
Department Total	773,328	898,824	928,139	29,316	3.26%	

FIRE DEPARTMENT FY2025 BUDGET SUMMARY

The Fire Department's FY2025 proposed budget is a level-services budget, with funding increases capturing the increased cost of employee salaries and benefits. Cost increases for Uniforms represents additional members and increases for Dues & Subscriptions represent an increase by the Essex County Fire Chiefs Association.