



Michael J. Driscoll  
Town Manager

TOWN OF  
WATERTOWN  
*Office of the Town Manager*

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To: Honorable Town Council

From: Michael J. Driscoll, Town Manager

Date: May 21, 2020

RE: Agenda Item – Transfer of Funds Request

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Enclosed please find correspondence from Robert J. Quinn, Chief of Fire regarding the need for additional funding of the Fire Department Vehicle Maintenance Account for the remainder of Fiscal Year 2020.

Therefore, I respectfully request the attached transfer be placed on the May 26, 2020 Town Council Agenda.

Thank you for your consideration in this matter.

cc: Robert J. Quinn, Chief of Fire  
Thomas J. Tracy, Town Auditor/Assistant Town Manager for Finance

**TRANSFER AMOUNT \$35,000**

FROM: FY 2020 Fire Full Time Salaries  
0122051-510111

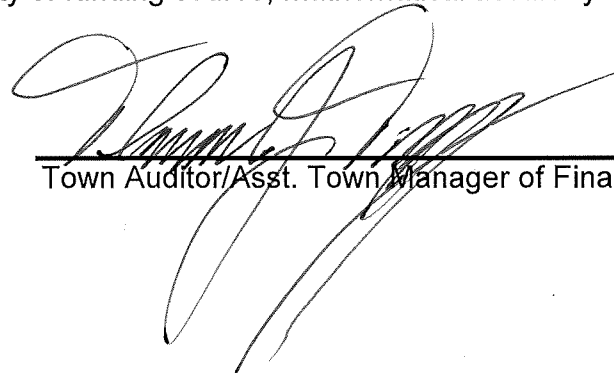
\$ 35,000

TO: FY 2020 Fire Vehicle Maintenance  
0122052-520245

\$ 35,000

I hereby certify to the availability, authority of funding source, mathematical accuracy and appropriate fiscal year.

5/21/2020  
DATE

  
Town Auditor/Asst. Town Manager of Finance



# WATERTOWN FIRE DEPARTMENT

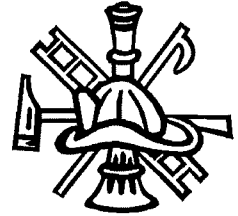
## OFFICE OF CHIEF OF DEPARTMENT

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[www.fire.watertown-ma.gov](http://www.fire.watertown-ma.gov)



**ROBERT J. QUINN**  
Chief of Department

### *Memorandum*

**To:** Town Manager Michael J. Driscoll

**From:** Chief Robert J. Quinn

**Date:** May 20, 2020

**Subject:** Transfer of funds to vehicle maintenance account

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As you are aware, the Town Council approved a Loan Order of \$1,100,000 at the September 10, 2019 Town Council meeting for the replacement of Ladder 1. The time frame from once the order is placed to when the ladder truck is ready for delivery takes approximately 13 months. Therefore the new Ladder 1 is scheduled to be delivered in early to mid-October 2020 but due to COVID-19 it should be here by the end of December 2020.

Meanwhile, the existing Ladder Trucks have needed significant maintenance work during FY 2020 which is summarized below:

On March 18, 2020 both our aerial ladder trucks underwent testing by an independent testing company. This testing is required annually for our aerial ladders to maintain certification. Several issues were found on both aerial ladders. On March 26, 2020 we sent Ladder 1 to Greenwood Fire Apparatus in North Attleboro for repairs. \$16,000 worth of repairs was completed on Ladder 1 at that time. More repairs are needed but parts for the repairs need to be ordered. The additional needed repairs for Ladder are \$8,000. On April 27, 2020 Ladder 1 was returned and put back into service and Ladder 2 went to Greenwood for repairs. It was discovered that Ladder 2 also needed more unanticipated repairs to maintain certification. These repairs for Ladder 2 are estimated at \$44,000.

Please be advised that the repairs of this magnitude for both ladder trucks were unexpected but the age of each of these trucks has created several major expenses in order to maintain certification and provide safe operations for the firefighters staffing the ladder. Ladder 2 is now at Greenwood undergoing some of the necessary repairs to maintain certification. In order to complete all of the necessary repairs to maintain certification, additional funding is needed in the Department's Vehicle Maintenance Account. Please be advised that the Vehicle Maintenance Account currently has approximately \$68,000 available to pay for these repairs to both aerial ladders. This is after we were able to internally transfer \$28,085 into the Vehicle maintenance account from other supplies and Services accounts

Therefore, I respectfully request a transfer of \$35,000 from our regular salary account to the vehicle maintenance account to help pay for these unanticipated expenditures as well as other ongoing vehicle maintenance that will and may be required prior to the close of FY 2020. Due to the numerous vacancies the department has encountered over the past year we have a surplus in the Full Time Salary account which can be used to assist with the ladder repairs. Approval of this transfer request will allow us to not put off any repairs of our apparatus and keep all trucks in service.

Thank you for your assistance with this matter. I appreciate your consideration with my request.