

PRUDENTIAL COMMITTEE FIRE DISTRICT #1
144 Newton Street
South Hadley MA 01075

Prudential Committee Minutes

Date: 10-21-2020

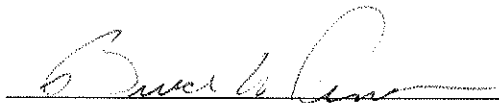
Call to order: 6:00pm

Members present: Kevin Taugher
John Wojciechowski
Bruce Perron
Terie Fleury
Kari Scytkowski
Robert Authier

- Reviewed and approved minutes of meetings for 06-04-2020, 08-06-2020, 08-13-2020, 09-17-2020. First three approved as written, 09-17-2020 approved as amended to add closing of the executive session that occurred at the end of the meeting. The Clerk will follow up with double-checking an adjustment and the amendments to the August minutes.
- Update on Clerk Treasurer's Report: year-end closing update: it is moving along, but Terie does not have the balancing of free-cash because there is a voided check that was voided in the incorrect year. She is working with the Soft Right Program to correct it, and then she will move forward with getting the free-cash filed with the state by next week. Terie will also send KT the trial balance.
- Budget vs. Actual for the first three quarters: some budget items appear to be off, and Bob will review the issues with Terie, and she will continue to work with Soft Right.
- FY 22 Budget Preparation Schedule: Terie will review the bylaws and report back on the overall schedule for elections and meeting dates, and will report back any discrepancies. KT would like a mutually-agreeable plan for a tentative schedule to be created and for Bob and Terie to report back at the November meeting.
- Bob reports the September calls for service as: fire: 45, and EMS: 158; the October calls for service as of 10-19-2020 as: fire: 44, and EMS: 125; and the year-to-date calls as: fire: 462, and EMS: 1785, for a total of 2,247 calls, comparable to last year where the total number was 2,234 for the same date. Bob also reports the September 2020 inspections as: business: 23, smoke/CO: 27 and lockbox: 3. Additionally, he gives a department update indicating that Firefighter Washington and Call Firefighter Biela received their paramedic certifications, and the department has gone back to group training. Drill time has been reduced from 4 hours to 2 hours. Bob further reports that

Firefighter <inaudible 00:14:52> completed Site Protection Through Observational Techniques, and Bob, along with Firefighters <inaudible 00:15:09> completed an urban water rescue considerations virtual delivery. He mentions that on 09-22-2020, the Fire District #1 Dive Team hosted a tow bar training, conducted by the Massachusetts State Police, participated in by Chicopee Police Dive Team, Southwick (? <00:15:30>) Police and Fire, Holyoke Fire Department, and the South Hadley team. One member is reportedly on extended sick leave. Bob also indicates that communications are occurring virtually, so meetings are still being held. Bob further reports that he has been given information indicating that the Fire District can meet in person, subject to the gathering order and limited to 25 people in attendance. The building must also be open to the public. Should a turnout larger than 25 people be expected, in order to be in compliance with the open meeting law, the prudential committee should offer a virtual option via audio and/or video. Sanitizing guidelines were not provided, but Bob suggests wiping down tables and chairs, taking temperatures at the door, and contact tracing.

- Bruce motions to return to open meetings in the building. The motion is not seconded.
- Development of a plan to update and expand prudential policies: KT suggests that they get guidance from Sullivan Hayes, and he would like a motion for the committee to ask Sullivan Hayes to come up with plans to accomplish items they have recommended.
- Bruce motions for the committee to consult with Sullivan Hayes to develop recommended policies for them to entertain, and hire them as such. John seconds the motion. 3-0 in favor. KT will send a letter to Brendan on 10-22-2020 saying the committee would like to use Sullivan Hays to work on the plans.
- Unforeseen business: KT relinquishes his role as Chairman, effective immediately. KT nominates John Wojciechowski for the position of Chairman, seconded by Bruce. 3-0 in favor. Effective at the close of the meeting, John will be the new Chairman.
- Agenda items for next meeting: a meeting is scheduled for 11-12-2020 at 4:30pm. On the agenda are getting a report from Terie on closing out the last fiscal year, reporting back from Bob and Terie on the budget and schedule process for FY 22.
- Bruce moved to adjourn at 6:36pm, John seconds, unanimous affirmation.



Bruce Perron

P.C. Clerk