

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

Prudential Committee REGULAR Meeting Notes

Meeting Date: June 21, 2018

Location: Fire District Headquarters, 144 Newton Street

This session is being recorded

Call to Order: 6:30 p.m.

Prudential Committee Members Present: Michael Wozniak, Chairman (MIW)
Kevin Taugher, Clerk
Bruce Perron, Member
Other attendees: Monica Walton (MW) Chief Authier

- Call to order
- Signing of warrants authorizing payroll and expense payments
- Review and approval of minutes of meetings

Regular meeting of 5-24: Moved: KT Second: BP Approve: 3-0

- **Bonding Update**
 - Bond review meeting on Monday, June 25 at 6:00 p.m. MIW and KT will attend
 - MW presented a signatory page that was requested by the bond underwriter for the bond purchase agreement, in preparation for accepting bond bids on June 25th. It will be held in escrow.
- KT moved and BP seconded a motion for the PC to sign the bond purchase agreement, which will be held in escrow until June 25th. Motion approved 3-0.
- **Vote on and sign Amendment No.4 to Water Tower Lease Agreement**
 - MW provided the subject document for PC review and approval.
 - KT moved to approve the lease agreement and for the PC to sign. Seconded by BP. Motion approved 3-0

- Vote on and sign the final MOU with Mt. Holyoke College
 - MIW presented the revised MOU which incorporated the revisions recommended by Mark Beauregard, District counsel. The MOU had already been signed by Shannon Gurek, MHC VP of Finance.
 - There were no questions from the PC regarding the content of the MOU.
 - KT moved for the PC to sign the MOU. BP seconded. Motion approved 3-0.
- Review and discuss the May 25th, 2018 billing from Sullivan, Hayes & Quinn
 - MIW presented the subject invoice and questioned what direct contact with Fred Sullivan is appropriate. MIW cited a charge for 54 minutes initiated by BP.
 - MIW stated he doesn't want the PC going in different directions.
 - KT stated that all contact with Sullivan, Hayes should be channeled through the Chair. BP said that sounds prudent.
 - MIW wanted to confirm that the PC was good with all contacts to Sullivan, Hayes going through the Chair.
 - KT said that from now on, anyone with a concern would have to go through Mike, and since it would be considered a deliberation, the request would have to be at a meeting. Also, the Chief has occasional need to contact Fred for legal advice. The Chief has to alert MIW of the need to contact Sullivan, Hayes.
 - It was agreed that any correspondence with Fred, written or oral, has to go through MIW.
- Report and recommendation for adjustments of ambulance receipts
 - The ambulance receipts adjustment for the month of May, 2018 was \$180,665.85.
 - KT moved to adjust ambulance receipts by the amount of \$180,665.85. BP seconded. Motion approved 3-0.
- Update on Opioid lawsuit
 - MW had no update. She has emailed the individual regarding what information is required from the District to track expenses. The individual has not responded.
 - MIW will add to the agenda for the next meeting.
- Discussion on FEMA grant for ambulance equipment (include on Chief's Report)
 - MIW did not see any update on the Chief's report. MIW asked the Chief for any information.
 - The Chief responded that he didn't know what ambulance equipment was being talked about.
 - The Chief spoke with Ashley Duggan, who has been assisting on the ambulance grant part of FEMA. He brought it to her attention that we wanted to pursue ambulance equipment. Ashley wanted to finish the ambulance grant process.

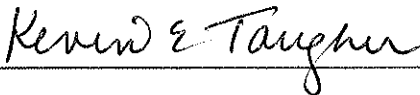
- MIW indicated his concern that since the 'poverty level' for the District was likely to exclude us from an award, the thought was that we could go after other more unique equipment for which the 'poverty level' would not exclude us.
- KT suggested that if the ambulance grant application is close to being ready for submittal, that we should go ahead and submit it regardless of the likelihood of award. We would get feedback of some value, even if we are unsuccessful.
- MIW said that Kurt Schenker had suggested power lifts for the ambulance. Should we submit two grants, one for the ambulance and one for the equipment. We could write our own grant for the equipment using the ambulance grant as a template.
- The Chief will keep plugging away at the ambulance grant.
- KT mentioned that our Dive Team is the only one in Western Mass, so that may be another grant that should be pursued.
- The Chief stated that FF Eric Stratton has experience writing grant applications for police-type equipment, so the Chief could enlist his support to go after a water safety grant.
- KT suggested we ask the Chief to brainstorm within the Dept. for different grant efforts, and to return with a list at the August meeting for the PC to review what should be pursued. MIW agreed, the Chief agreed.
- Chief's update on "exit interview" policy including discussion on contract policy changes
 - MIW asked for a status on this effort
 - The Chief responded that guidance he received from Fred Sullivan was to set this effort aside until the unfair labor practice charge has been settled.
 - KT moved that we table the effort on the exit interview process until the unfair labor practice is settled. Seconded by BP. Motion approved 3-0.
- Discussion on procedure for developing a formal review process for the Fire Chief
 - MIW passed out some generic review forms for consideration.
 - KT suggested that the Chief seek out some 'fire chief specific' review forms through the fire chief's association.
 - The PC agreed that the Chief seek out such forms, and report back at the next meeting on his suggestion for a performance review form.
- Chief's report
 - The Chief's report was sent to MIW, but MIW did not forward to the PC. It was decided that for all future reports from the Chief, the Chief will copy all members of the PC.
 - The Chief presented his report regarding fire and ambulance calls, inspections, lockdown drills at the schools, labor costs, and budget.
 - The labor budget moved some OT costs for ambulance to the fire budget to avoid 'overspending' the ambulance OT. KT asked that the budget be restated, allocating the ambulance costs to the ambulance budget, even if it overruns. The salary accounts are

all included in one line item, so there is no need to move the funds between accounts in an attempt to balance them.

- MIW asked for a floor update, which was not on the Chief's report. The Chief reported that the contractor started dropping off his equipment that day.
 - Ladder 5 was on loan to Chicopee for the past two weeks, since the Chicopee ladder was out of service.
 - MW noted a discrepancy in the ambulance labor budget, in that Kurt Schenker includes on-call funds with the stipend calculation. This results in the stipends being overstated and the labor costs being understated. This has to be corrected for the next budget and should be restated for the current budget to improve accuracy between budgets and actuals.
 - KT stated that having more accuracy in the budget numbers is very important going forward, since we need to scrub the budgets to try to set aside more funds for OPEB and pension liabilities. These two issues were part of the evaluation by Moody's and we must be prepared to set aside more funding for those items. MIW agreed that we need to take a hard look at that.
 - MW said that the Chief's pay will go over budget due to holiday pay he has applied for.
- New business unforeseen 48 hours or less before this meeting
 - MIW wanted to move forward on the District merger issue. It was agreed that MIW and the Chief would schedule a meeting with their counterparts in District no. 2 and ask D2 to write up a plan on what their vision is for a merger.
 - The next meeting will be August 15, 2018 at 6:30 pm at the fire station.
 - KT moved and BP seconded a motion to adjourn the meeting. Voted 3-0 in favor.
 - Meeting adjourned at 7:28 pm.

Voted and approved by the Prudential Committee on August 15, 2018.

A true copy, attest:



Kevin E. Taugher, Clerk