

PRUDENTIAL COMMITTEE MEETING  
FIRE DISTRICT NO. 1

MEETING DATE: January 21, 2010 6:00 pm

LOCATION: Fire Headquarters, 144 Newton Street, So. Hadley

ATTENDANCE:

Prudential Committee: Edward Wall, Chairman  
Raymond Miner, Clerk  
Absent-Raymond Hopfe

Treasurer/Clerk: Meg St. Martin

Fire Chief: Bill Judd

OTHERS: Kurt Schenker, Mark Beauregard, Barry DelCastilho and Firefighters;  
Tom S, Brian M, Bob B, Jim B, Brian Mc, Gene O, Joe S., D. Hogan

MINUTES: The minutes of December 17, 2009 were reviewed and approved; Edward Wall made a motion to approve, seconded by Raymond Miner. Motion carried.

WARRANTS: Payroll and Bill Warrants were signed and approved by all attending board members.

CONSULTANT, HANDBOOK,

INSURANCE: Ed Wall made a list of projects that he would like to see an outside consultant review and advise the board on. The list is as follows:

1. Evaluate existing administrative flow/procedures inside fire/ambulance department
2. Review By-laws- Check for inconsistencies, outdated policies and procedures
3. Evaluate Sick policy
4. Evaluate operations management-productivity, personnel management; assist in implementing firehouse mgmt. software.
5. Identify any other opportunity for efficiencies and improvement inside the fire/ambulance service
6. Evaluate GIC health system vs. current system

Ed Wall made comments that he would like to see the communication and flow of things between fire and treasurer's office improve and to have a liaison between Fire Chief and Prudential Board.

Ray Miner agreed with Ed on all projects. Mark Beauregard also feels that it is important to have independent eyes look at all the above projects.

Barry DelCastilho joined the meeting, as a candidate for a consultant, to hear the board discuss the above projects.

Barry stated he has the experience to help and advise on many of the projects. Especially, the administration projects. Some are not his expertise and he knows of other individuals that might be more appropriate. Barry will put together a contract for the board and send it to Ed Wall. Barry would like to start with speaking individually to board members, and head department members.

Ray Miner voiced that he does not object to meeting individually but that all individual discussions are to be available to all the board members. He also stated the he wants to see the Firefighters involved in all decisions and/or changes that might be made in the department.

#### NEW HIRING POLICY:

Chief Judd suggested making a policy on whose responsibility it is to pay for Physicals and the State Physical Abilities Test (P.A.T.) for new hires. Chief Judd recommends that the Fire Department pays for these physical since they are a requirement for hiring. Also when the Fire Department pays the results are sent directly to and are the property of the Fire Department. The physical's approximate cost is \$700.00 once that is complete and passed they then take the P.A.T approximate cost \$150.00.

Pending correct wording and review by Mark Beauregard. Ed Wall made motion to create a policy in which the Fire Department pays of the physical and P.A.T. for new hires. Seconded by Raymond Miner. Motion carried.

#### FEDERAL GRANT HIRING:

Jeremy Simmons is starting February 1. A second person is starting mid February.

#### ROOF:

The roof is complete. Fire department is still waiting for the warranty from Adam Quenville Roofing.

#### TOWN AMBULANCE ACCT:

On January 12, 2010, the Town Selectmen and the Prudential Committees of both Fire Departments met to discuss the town ambulance account. The districts are asking the town for the money or a portion of. The town will be sending out a letter requesting more financial information from both Districts. Ray Miner suggests that the District drops the request for the money. Ed Wall and everyone else at the meeting January 21, 2010 feels the districts should continue with the request as long as both districts are in agreement.

Chief Judd made a recommendation that the districts ask for a portion of the money and not the whole amount. Chief Judd made the following three recommendations:

1. The town pays the districts dispatch fee for a certain amount of years.  
OR
2. The town buys each district a new ambulance  
OR
3. Split the money with the town and districts.

Everyone came to agreement that the districts need to meet and decide on a proposal to make to the town. And that the districts need to get an article, most likely by petition, put on the next town meeting. Ed Wall will call John Morarity of district 2 to schedule a meeting.

WEB SITE: The district web site is almost complete. Chief Judd is working with Virtual Town Hall to supply additional information required. Prudential Board is hoping to see the web site up and running in the next 30 days.

AMBULANCE: State Ambulance inspector is coming tomorrow to inspect ambulances.

Kurt suggests that the consult also looks into the current abatement policy.

District 2 is looking to increase their ambulance rates. Kurt suggested to Chief Keefe that both districts should charge the same. Chief Keefe brought his recommend chart of new rates to Kurt today. Kurt and Chief Keefe will discuss further and Kurt will make a recommendation at a later date.

OTHER: Chief Judd has submitted his letter of retirement. His last day will be August 1, 2010.

MOTION TO TO ADJOURN: Ed Wall made a motion to adjourn, motion seconded by Raymond Miner Motion carried.

ADJOURNMENT: Meeting adjourned at 7:25 p.m.

PRUDENTIAL COMMITTEE

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Raymond Miner, Clerk