

Fire District #1 Prudential Committee

Open Session Meeting August 25, 2015

Call to order @ 7:00pm

Members present- Kevin Taugher, Ray Miner & Greg Sheehan

Signing of the Warrants

Approval of previous meeting minutes

- GS- motion to approve the open session meeting minutes of the May 4, 2015
- RM-2ND
- UA

- GS- motion to approve the open session meeting minutes for May 7, 2015
- RM-2ND
- UA

- GS- motion to approve the open session meeting minutes from the August 5, 2015
- RM-2ND
- UA

Review and vote on Tighe & Bond memo to revise the roof contract to the 2nd low bidder

Chief Authier explained that he had received a letter from the original company WPI that they do not have the proper insurance to perform the job to the specified requirements of the bid. There was a back and forth between insurance companies. Tighe & Bond determined that WPI didn't have the proper insurance coverage. Tighe & Bond then reached out to the next lowest bidder R&H roofing and confirmed that they could still complete the project for their initial bid cost. This was confirmed at \$51,321.

GS- asked if we could legally give the job to the next lowest bidder. That was confirmed that we could. GS also asked where the difference in cost was going to come from which was determined to be from the building improvement fund. There were adequate monies to cover the difference in the new costs. There is approximately 40k in the building improvement fund which did not include the cost of this project.

- GS- motion to award the contract to the 2nd low bidder, R&H roofing in the amount of \$51,321.00 at the recommendation of Tighe & Bond
- RM-2nd
- UA

Review of the 2015 actual spending vs. budget, balances of reserve funds and preliminary free cash

Monica handed out an expenditure report that highlighted monies that weren't spent that went back to free cash. Then any money appropriated for the ambulance that was not spent goes back to the ambulance fund. See handout

KT –review of accounts that were over spent, utilities were over spent by 5%. This is not a big deal as energy costs are always hard to predict with complete accuracy. KT just asked that the Chief look at the FY16 budgeted number and let us know if we start trending higher.

There were a couple of other accounts that were over by minimal dollars. Most of which we have no control over like vehicle maintenance where there were some unexpected repairs associated with the ambulances.

Monica said that free cash at the end of last year was 1.6m and at the end of this year it was 993,000. This created a little concern among members because this was about a 600k swing. These are rough estimates at this point. KT was hopeful that as Monica went through the books we would pick up additional monies into free cash. Monica said she should have a solid free cash number by the end of September.

KT wants to be able to identify any trends on spending that may be contributing to such a swing in free cash.

GS- asked about the actuarial report on the unfunded pension liability. Monica said that she was still gathering data but had to go back to years before her time because the last study was done before her time. KT put a soft date of the end of October for the actuarial report to be completed.

Ambulance Directors report and recommendation for ambulance receipts, including update of 2014/2015 receipts and adjustments by month

Captain Schenker reported that he doesn't have anything from last month because we had just started with Comstar which was a new billing agency the district approved for FY2016. There tends to be a lag in data when first making the switch. This was anticipated by the Prudential Committee.

No adjustment on ambulance receipts because of the time of monthly meeting, August had not been closed out yet.

Update on the transition to Comstar LLC for ambulance billing services

There were very minor transition issues which have been taken care of. Really back office connectivity issues that come initially with making a switch. All anticipated and since addressed.

Chief's monthly update on events, spending vs. plan, administrative, interactions with town departments, inspections

Chief reported monthly fire calls as well as ambulance calls-see attached

Chief also reported monthly fire inspections- see attached

Chief reported that both fire trucks passed their water pumping inspection and Ladder 1 passed its Aerial
test. Ladder Inspection

Chief reported that his fire vehicle was struck in the parking lot on the driver's side rear door by the representative from the American Red Cross. Proper reports were filed and repairs will be made through their insurance.

KT asked how the new Plains School was doing, Chief said that inspections were completed but there were additional system inspections in the computer rooms and teacher's lounge. They were given a temporary CO but there are small loose ends that need to be tied up and we are ready to inspect once completed.

GS asked what the time frame was for getting the new pick- up truck that was approved at the annual meeting. Chief responded that there was no time frame because he wasn't going to make that purchase if he is not the Chief come 1/1/2016. He suggested that the new Chief decide what the needs of the district were going to be in regards to the type of vehicle purchased.

KT mentioned that on the surface, given the information shared on potential free cash balances that it appears that there are a number of questions that need to be answered so we can assess the impact on future spending. This is especially important given the potential 600k difference in free cash. That being said, KT had concerns about where we stand going forward. KT suggested that until we know how things are going to play out and where we are headed he would like to be a little more cautious about what we spend money on.

GS echoed these concerns and suggested that given the status of our labor negotiations and finding a new Chief, that perhaps we should impose a temporary hiring freeze because we can't even represent what the job will be to any potential hire. This is not to say that the Chief can't come back at any time, but more to say that we really need to look at the needs before approving any expenditure for hire.

- GS made a motion to have a hiring freeze on any personnel for the fire district without prior approval of the Prudential Committee
- RM- 2nd
- UA

Capt. Schenker asked if this would affect the hiring of new call men because they were running short and wanted to bring some new people on board. Chief said that the motion now kept them from hiring anyone and that idea was out. KT responded that it just meant that the Prudential Committee needed to approve all future expenditures for staff going forward until we are comfortable we have our arms around the finances.

No need for Executive Session

Discussion on plan and schedule for the Fire Chief Selection process

GS said that based on the last meeting KT was going to provide the committee with the current job description, current Chief's contract and current strong Chief statue as a starting point.

KT said he does have copies of all of those documents for the committee which were handed out. KT thought from his perspective we should work to get these integrated. There was also some thought about the coordination of this with our current union negotiations and consideration of that process.

KT suggested that the members review the documents before the next meeting and mark up any changes, concerns or questions that arise while reviewing as a topic of discussion at the next meeting.

KT also suggested that we look into some kind of search process. He asked RM if he remembered what the committee did the last time since he was a member at that time. RM said that Ed Wall, Chair at that time and Barry Delcostelio handled most of the process.

KT asked Monica and the Chief for any costs incurred during the process as well as any advertising that was used that may help us begin our process

KT also wanted members to give some thought to how we may want to address the potential for an interim Chief if our process wasn't completed by 12/31/2016

GS commented that he could see this taking a couple of tracks. One being the start of the process being engaged this evening. Second is the ongoing labor negotiations and whether we wanted to complete that process before on boarding a new Chief and third the possibility of an interim Chief so that the process isn't rushed.

KT suggested that we be open to additional meetings specifically around this issue to help with moving the process along.

New Business unforeseen 48hrs before this meeting

- No new business discussed

Next meeting date and confirmation of future agenda items

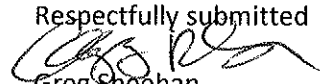
September 17 @ 6:30pm at Fire Station

Normal agenda items plus any thoughts or concerns around the new Chief process and interim Chief status.

- GS- motion to adjourn
- RM-2nd
- UA

Meeting adjourned at 7:44pm

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Greg Sheehan', is written over the printed name.

Greg Sheehan

Prudential Committee, Clerk