

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

Prudential Committee REGULAR Meeting Notes

Meeting Date: September 27, 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 (RA) Kurt Schenker (KS) Corey Briere, (Complete IT Solutions, District Contractor)

Call to order

- Signing of warrants authorizing payroll and expense payments
- Review and approval of minutes of meetings
 - Regular meeting of 8/15: Moved: KT, Second: MIW Approved: 2-1 (BP Nay)
- Report and recommendation for adjustments of ambulance receipts
 - The ambulance receipts adjustment for the month of August 2018 was \$189,819.10. KT moved to adjust ambulance receipts by the amount of \$189,819.10. BP seconded. Motion approved 3-0.
- Discussion on the procurement of a replacement of the 2006 ambulance
 - KS provided an estimate that a new ambulance would cost between \$250,000 and \$310,000.
 - Southampton just bought an ambulance for \$350,000 for a unit similar to what we are looking for, but with a number of special add-ons and a 'fancy' track system for the stretcher. The track system alone was \$50,000 and is not something we are looking for.
 - KS said that if can find one that is pre-built, the cost will be closer to the \$250,000 figure.
 - KS would like to purchase a "Lifeline" make of ambulance, since their reputation for robust electrical systems that are virtually maintenance free is a major advantage over our experience with other makes.
 - KS wants to move forward with the procurement process. KT asked if a specification had to be written or where Lifeline products available on an approved suppliers' list. "Combuys" was mentioned as such. Lead time on an ambulance procurement is six to nine months.
 - There is currently \$266,000 in reserve for the purchase of an ambulance. There may be a trade-in or resale value.
 - KT moved that the PC request KS to pursue the purchase of a Lifeline ambulance, and report back to the PC with a quotation and the likelihood of trade-in or resale value of the ambulance being replaced. BP seconded. 3-0 vote in favor.

- KS also took the opportunity to inform the PC that he is in the process of collecting and analyzing data regarding ambulance mutual aid provided to District No. 2, Granby, Hadley, Chicopee and Holyoke. He presented some numbers on actual calls but had not characterized them as transport, intercept, or cancelled. He will develop details and report back.
- Discussion and update on FEMA grant for the procurement of equipment such as a power lift stretcher, and other equipment.
 - MIW asked about FEMA grant for a power stretcher. KS said that he would only consider acquiring one if the grant was approved.
 - MIW asked if we had put anything together for the grants.
 - RA said that three firefighters have attended grant writing class and just came back one and half weeks ago.
 - MIW said that the FEMA grant period was open (from September 24 to October 26), he did not want to lose this opportunity, and wanted to ensure we submitted grants on time. He asked if we are in a position to file that.
 - RA said yes.
 - KS said that vehicle grants are very unlikely. Financial conditions are very influential, and the District has put funds aside for an ambulance.
 - MIW wanted to know what grant applications were being considered.
 - KS said we're not looking for vehicles, but power stretchers and truck bay ventilations systems have been identified. Also, dive team equipment such as a boat, scuba gear, or lessons.
 - MIW says we have to move on this.
 - RA said that the ambulance grant is already written, so the framework is there. Depending on what you're looking for, you just have to change a little of the framework and add it in. The meat is already there.
 - MIW asked RA to email him copies of the grant applications for the ambulance and the equipment as soon as they put together. RA agreed.
- Update and discussion on computer hack of SoftRight software
 - MW said that CB and his team were in the office today, installed the new hardware into the new server which is in the closet of the Treasurer's office.
 - Through the insurance company, there is a quote for a forensics IT company to review our systems to determine if we were breached. If we were breached, that will trigger a much greater response by the District to comply with breach of personal information to comply with legal requirements. The quote is for \$8,000 and our insurance deductible is \$10,000.
 - MW reports that the server is up and running with new hardware and software. There is no remote access at this point but will be restored next week.
 - SoftRight will not be able to install their software until next week. They will load the financials up through June 30, 2016 that had not been corrupted.
 - Scanlon Accounting will then provide the account balances and other information to reflect the actual June 30, 2018 closing. MW will then have to manually reconstruct the financials from July 1 to present time.
 - None of the payroll data was affected by the hack. The encrypted data from July 1, 2016 through June 30, 2018 is only available on paper. The electronic data was corrupted.

- KT said that to fully recover from the loss of the FY 2017 and FY 2018 data, we will need to manually enter all the data from that period.
- MW will find out the implications of capturing the new data, and to ensure it would not delay the progress of restoring the FY 2019 data according to her plan.
- MW will investigate the reconstruction of the missing data from July 1, 2016 through June 30, 2018 and report back on what costs and efforts will be required. The insurance coverage for this effort is also subject to a \$10,000 deductible.
- Any costs associated with this effort will be charged to an existing IT account.
- MW said that as part of the response to the hack, we now have in place an external backup plan in place. The data will be backed up to the cloud every night
- A written backup plan will be in place, suitable for the PC policy manual.
- CC confirmed that any advancements into the backup security system will be incorporated into the backup policy as they develop
- MW said that she has no ability to print checks. KT suggested that an alternative software be considered to print checks. MW said she intends to contact the bank to see if they can issue blank checks for the District to use in the meantime
- Jeff Cyr suggested that the District's vendors be contacted to alert them that payments may not be as timely as normal.
- CC said that there is a new, very secure password scheme in place. It includes password changes on a regular basis, and a temporary lockout after a short number of tries. This will prevent the kind of hack that we experienced, where 30,000 passwords were tried in about 30 minutes.
- Daily, weekly and monthly backups both onsite and offsite have been established. The offsite backup system will store backups for 30 consecutive days, which cannot be deleted by others.
- KT moved and BP seconded approving the strong recommendation of MW to sign the contract with Envista, the forensics IT company, to proceed with the forensics investigation in the amount of \$8,860. 3-0 approved.
- Merger Discussion Update – Water Commissioners & Water Superintendent Invited
 - A memo was distributed at the meeting by RA, correspondence he received from the FD No. 2 Fire Chief. It was RA's understanding that this memo was read at the last meeting of the District No. 2 PC meeting.
 - MIW wants to get a consensus from the PC and the Water Commissioners on how we should proceed with discussions and actions concerning a potential merger of the two fire districts.
 - MIW reviewed a document he composed with the assistance of Chief Authier and his management staff.
 - BP asked if the options projected in MIW's document had any type of business plan identifying the costs associated with the different options. The costs associated with any plan would be the major deciding factor in the voters' decision. MIW said that no costs have been determined.
 - MIW stated in the document that a merger must generate a combined savings of \$250,000 to \$300,000 to be feasible.
 - KT stated that the actual demand for ambulance service and the current overlaps have not been studied, leaving actual required staffing levels undetermined. KS provided statistics from calendar years 2016 and 2017 that indicated District No. 1 responded to 166 calls from District

No. 2 for mutual aid. Breakouts between intercepts, transports, and cancelled calls had not yet been determined.

- Detailed ambulance calls and classification of those runs have not been received from District No. 2. RA indicated that it was his understanding that when a District No. 2 ambulance is called out, a backup team is called into service. Both the initial call-out and the backup team are counted as ambulance runs, effectively two runs counted for one actual run.
- Explanation was made of the finances of the ambulance service for District No. 1, receipts reserved for ambulance service, and how the ambulance service is funded.
- Jeff Cyr suggested that a third party be contracted to study all the data to determine what a “right-sized” fire and ambulance service should be to adequately service all of the residents of South Hadley.
- MIW stated that there may be an option for the Pioneer Valley Planning Commission (PVPC) to conduct a merger study. To enable PVPC participation, the study would have to be requested by the Town of South Hadley. They won’t look at any new projects until November and would not get started until sometime in 2019.
- General discussion on whether to involve the Town in order to proceed with a merger study.
- MIW wants to get agreement between the elected officials of District No. 1 in order to proceed.
- Jeff Cyr stated that the issue of merging the water districts should be fairly straightforward, with the only issue being the District No. 1 contract with MWRA.
- BP asked that we table the discussion on merger until we can get a better understanding of the District No. 2 position on MIW’s document. Consensus was to table this until the next PC meeting.
- Discussion & vote on Amendment No.4 To Water Tower Lease Agreement
 - KT moved that we approve the amendment no. 4 to the water tower lease agreement with CellCo partnership dba as Verizon Wireless at the recommendation of the Water Superintendent. Seconded by BP. Jeff Cyr said that Verizon was adding new equipment. Motion passed 3-0.
- Update on Opioid lawsuit
 - MIW contacted Mike Sullivan, SH Town Administrator, and was given a document which identified what was covered in the lawsuit.
 - MW had not been able to go through the document but would meet with RA and KS to assess the impact of providing the documentation. They will provide a decision on whether or not to pursue.
 - MIW will add to the agenda for the next meeting.
- Discussion and update on free cash & other financial reports
 - MW said that we are not far from free cash. She contacted Tom Scanlon and Tom said he would be able to do free cash from what he has on hand.
 - MW said that she has data on paper for the other State reports and should only take a couple weeks for her to get together with Tom Scanlon to generate the required reports.
- Discussion and vote on changing District bylaws to be able to put binding and non-binding resolutions on District Election Ballot
 - MIW brought this up because Mark Beauregard said this would require a bylaw change. To change the bylaw, the procedure would be for the PC to vote to make the change, and then get

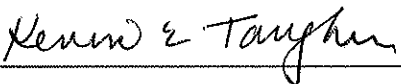
- an affirmative vote of the annual district meeting to accept the change in the bylaw, and then petition the MA legislature to allow the change.
 - Mark Beauregard also said that he didn't want to deal with this until the pending voting approvals were put to bed.
 - KT suggested that MIW contact Mark Beauregard to determine if a binding resolution could be approved that would permit a bylaw change that would not require approval at the annual district meeting.
 - MIW decided we should table this for now.
- Update on Special Legislation to align District Elections to Town Elections along with update on using voting machines for District elections
 - The District is waiting on the legal language required to have the state legislature consider our petitions to use electronic voting machines and to have the District elections concurrent and co-located with the Town annual elections.
 - MW will send an email to Mark Beauregard next week asking him for an update on the progress.
- Discussion on setting a formal review for the Fire Chief
 - MIW said its time to work out the procedure on how to proceed. To comply with the Open Meeting law on performance reviews, each PC member should complete a written review, using the document provided by MIW. Then, at an open meeting, the three reports can be reviewed with the Chief and then the Chief will have time to review the evaluation forms and respond in writing to the evaluation forms. All the review processes will be rendered in writing.
 - The evaluation forms will be distributed tonight; the PC members will review the forms and come back to the October meeting with any clarifications needed regarding the forms. Once the clarifications have been made, the PC will then submit the completed evaluation forms at the following month's PC meeting. The forms will be provided to each member and the Chief. The Chief will then have until the next monthly PC meeting to review the evaluation forms and provide his comments in return. Once the PC could review the Chief's response, the PC will close out the evaluation process by compiling a composite evaluation form including the comments of both the PC members and the Chief.
 - The question of not observed came up. Not observed must be considered as a neutral comment and not a negative outcome.
- Chief's report
 - RA presented the report
 - OSHA – The insurance company does not provide a “walk through” to assess the District's compliance with the OSHA requirements
 - KT asked that due to our focus on mutual aid support for neighboring cities, towns, and District No. 2, that the report elaborate on the details of our own ambulance calls (transports, refusals, etc.) the mutual aid calls (transport, intercept, cancellations, refusals) for both fire and ambulance. Running totals could then be captured from the monthly reports.
 - RA reviewed the routine inspections for the previous months and community support activities.
 - The floor reinforcement project is finishing up. A small punch list has been generated to close out the job.
 - RA is seeking out more information on the implications of the OSHA compliance. He is getting checklists on what applies to fire departments. A big one will be an evaluation of more exhaust

ventilation for the garages to manage exhaust fumes for the vehicles. There may be requirements for physicals for employees. RA will review contract implications of implementing OSHA standards.

- KT has learned that the new Town building inspector wants to go to all electronic building permit documentation. RA stated that paper copies are needed by the fire department, since they use the plans for inspection markups and training of personnel. KT suggested that the Chief send a memo to the building inspector that the fire department does need full size paper copies and to state all the reasons why the fire department needs the full size documents. The Chief should also confirm in writing how the questions have to be communicated to the permit applicant and how and when they get posted in View Permit.
- New business unforeseen 48 hours or less before this meeting
 - There is a need to clean up and paint the ceiling. The quote received is within the original budget of the reinforcement project. KT said that this additional work should be considered as within the scope of the original project, and that a change order would be the appropriate way to fund this additional scope.
 - KT moved to approve the contract adder of \$11,249 to clean and paint the ceiling of the basement garage. BP seconded. Motion passed 3-0.
- Confirmation of agenda items for future meetings and next meeting date
 - Noted in the minutes above
 - Left over from the August meeting:
 - Policy on writing off ambulance receipts
 - Follow up on mutual aid including mutual aid agreement
 - OPEB liability – need to scrub our budgets to free up funds to cover OPEB
 - MIW indicated he will be out of town from October 27 to November 12
 - The next meeting will be Thursday October 25, 2018 at 6:30 pm at the fire station.
- Motion to adjourn
 - BP moved and MIW seconded a motion to adjourn the meeting. Motion passed 3-0.
 - Meeting adjourned at 8:16 pm.

Voted and approved by the Prudential Committee on October 25, 2018.

A true copy, attest:



Kevin E. Taugher, Clerk