

## **Fire District #1 Prudential Committee**

### ***Open Session Meeting September 17, 2015***

Call to order @ 6:30pm

Members present- Kevin Taugher, Ray Miner & Greg Sheehan

### **Signing of the Warrants**

### **Approval of previous meeting minutes**

It was a short month, no minutes to approve

### **District Clerk agenda items**

Monica gave an update on the district cash position. Monica had the ambulance monies sitting in the subsequent year instead of pushing over to the current year which resulted in the swing in the free cash amount of est. 600k from the previous meeting. This is resulting in the free cash estimate of 1.6m not the 993k as previously thought.

### **Ambulance Director's report and recommendation for Ambulance Receipts, including update of receipts and adjustments by month**

We are still in an overlap between billing agencies. Medi-compts and Comstar which is expected during the transition process

### **Voting on adjustments to ambulance receipts**

- GS – motion to adjust the Comstar ambulance receipts in the amount of \$48,377.49 the month ending 8/31/2015
- RM- 2<sup>nd</sup>
- UA
- GS- motion to adjust the Medi-compts ambulance receipts in the amount of \$51,691.18 for the month ending
- RM- 2<sup>nd</sup>
- UA

### **Review and vote on Tighe & Bond memo to revise the roof contract to the 2<sup>nd</sup> 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. It was confirmed at \$51,321.

GS- asked if we could legally give the job to the next lowest bidder. It 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 2<sup>nd</sup> low bidder, R&H roofing in the amount of \$51,321.00 at the recommendation of Tighe & Bond
- RM-2<sup>nd</sup>
- UA

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

Chief was not present at the meeting but had handouts for his Chief's report-see attached

GS -had a question about the cost associated with the hydraulic leak in the Chief's report but no one had the answer

#### **Discussion and vote on Fire Department out-time tracking and record keeping**

KT had asked for a spread sheet showing tracked vacation and sick time for staff. It was provided to the committee but there were some discrepancies that couldn't really be explained by the Chief because of his absence.

There were concerns around the tracking of vacation and sick time. Monica stated she pays what she is given by the Chief. She does not have an idea if it is vacation, sick time etc.

It was noticed that Chief was not tracking his sick and vacation time in his own chart. It was pretty clear that the record keeping was not complete or completely up to date. This was an exercise the Chair initially called for because of the anticipated transition to a new Chief. There needs to be an accurate process in place for whoever steps into the role of Chief. The current process seems very fragmented which leaves it open to inaccuracy.

GS- asked if we could add for the minutes why the Chief was not present at the meeting. KT said that the Chief had sent a letter stating he wouldn't be able to attend because he was attending a Fire Science class that met on Thursday nights.

GS asked if that was a class the district was paying for. KT responded that he didn't know. GS asked if the chair had received a pre-approval request as required under the policy handbook. KT said he did not.

KT asked if it was possible to track this information through payroll. Monica said it was possible but there would be an additional cost. She said that both the Water and Fire departments didn't want to pay the additional costs.

KT asked if all the maintenance records for the equipment were up to date. It appeared that we need to get those up to date for the future Chief. We need to maximize the capabilities of our current technology to track these items.

#### **Continued discussion on plan and schedule for the fire Chief selection process, and vote if necessary**

KT had a few items to talk about, the schedule and process from the Chief search in 2010. Job duties in the contract that aren't in the job description. He suggested that we work with Sullivan & Hayes on eliminating any ambiguity in between job descriptions, contracts and strong Chief Law. We need to clarify the interpretation of language.

KT said it is likely that we will have to have an interim Chief and the by-laws are specific about that as well as the strong Chief Law. The strong Chief can appoint the person of their choosing in his absence to assume such duties. If he doesn't appoint someone then the bylaw says it should be the highest ranking officer and continue down the line.

KT discussed the process used for the last Chief search after Chief Judd retired. There are guidelines listed in the by-laws which we intend to use as a road map for the process ahead.

GS commented that he had spoken with Ed Wall about this to which he responded that Barry had coordinated most of the process. He did say that they advertised the position in the Boston Globe and Herald, a paper in Worcester, the Republican, The Hampshire Gazette as well as the Fire Chief's Association publication. He said they used a testing service to conduct testing and interviews and narrowed down the finalist for the committee to interview as well as make their own recommendations based on testing and interviews they conducted.

KT said that we should schedule another meeting with Fred Sullivan (Labor Counsel) to assist us with the process. Capt. Schenker commented that using Fred Sullivan for negotiations with the labor and now using him for help with the new Chief process seemed to him to be a conflict of interest. We commented that there wasn't and Capt. Schenker responded that he saw one "drastically".

GS then asked Capt. Schenker if it was the Capt.'s extensive training in labor law made him qualified to determine there was a conflict of interest when we had already asked Attorney Sullivan and he said there wasn't. He commented that he had as much training as Member Sheehan. GS responded that may be true but it wasn't GS that was making the accusation of a conflict of interest. GS asked the Capt. To specifically point out this "drastic" conflict of interest that was obvious to him but no one else including counsel. He declined to comment.

**New Business unforeseen 48hrs before this meeting**

- Gene Os asked for permission to use donated association funds to do some upgrades to the kitchen at no cost to the district.
- GS- motion to approve the request of the relief association to improve the kitchen in the station
- RM-2<sup>nd</sup>
- UA

**Next meeting date and confirmation of future agenda items**

October 1, 2015 @ 6:30pm at Fire Station

The next regular meeting would be October 15, 2015

- GS- motion to adjourn
- RM-2<sup>nd</sup>
- UA

Meeting adjourned at 7:49pm

A handwritten signature in black ink, appearing to read 'Greg Sheehan', written in a cursive style.

Respectfully submitted

Greg Sheehan  
Prudential Committee, Clerk