

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

### ***Open Session December 18, 2014***

Call to order @ 6:30pm

Members present- Kevin Taugher, Ray Miner & Greg Sheehan

- Signing of the Warrants

### **Approval of the minutes**

- GS- Motion to approve the minutes of the 11/20/2014 regular meeting as presented
- RM- 2<sup>ND</sup>
- UA

### **District Clerks Report**

Monica had John Garish present for the meeting. John is a group benefits broker. Monica was having some service issues with the current dental provider as well as some administrative issues. Monica said that Sun Life had reduced some of their coverages and the dentists were now billing the patient for the balance. Kevin asked if balance billing was now legal, Monica said yes, Kevin asked her if she was sure and she wasn't. Kevin suggested if we weren't getting the coverages that we were paying for with Sun Life we contact counsel to advocate on behalf of our employees. Kevin asked Monica to look into that and she said she would. Monica had asked John Garish of B.R Fox & Associates to do a market scan and put that business out to bid. Mr. Garish gave the committee and the water commissioners a good crash course on how the benefits work, in the network, out of the network. Mr. Garish went through his proposal in great detail so that everyone could understand the differences between Sun Life and Guardian. John Garish was presenting a cost and benefits comparison between the district's current provider Sun Life and Guardian. The end result is that Guardian can give the district better coverage at almost a 25% discount.

GS- asked if we could get even a bigger discount if we included District#2 in the move. Or would there be a significant increase for District #2 if we were not part of the Sun Life group.

KT – Suggested that Monica ask the D2 clerk if this is something they may want to explore and report back to the committee at the next meeting.

In the interim, Chief Authier and Jeff Cyr the Water Superintendent were going to put together a spreadsheet and poll their employees as to whether or not there are coverages or Doctor's they would be losing by making a change, or at a minimum give them a heads up that this change may be coming so if there are any procedures that are in process they will have time to get the completed.

### **Review correspondence & request from Water Dept. to approve Sprint Lease Agreement for Alvord St**

Jeff Cyr passed out amendments to the lease. They are renewing at 10% increase every 5 years for a 20 year term. This is consistent with the current terms of the existing agreement

KT confirmed that the water commissioners have reviewed the contract with counsel. Water Commissioners are on board.

- GS-Motion to approve water tower lease agreement with sprint
- RM-2<sup>nd</sup>
- UA

### **Update on FY 16 budget development and approval process**

Monica said that her budget has stayed pretty much the same.

The overall budget went up by about 7k overall. Chief said he was looking to hire some call fire fighters because they are a little short right now. They have made offers and done interviews but the candidates had taken other offers.

KT asked if there were any retirements, Chief said no but Captain Pula was probably next in line

GS –asked about a line item for a new truck for 40k. The current pick- up truck is a 1999. Other than that there were minor adjustments to a few different line items.

An additional sheet was added with the current salaries and the numbers with a 1, 2 and 3% raises.

KT – asked what percent raises were included in the final number, Monica said 3%

### **Ambulance Director's Report**

- GS- Motion to approve the ambulance receipts adjustments in the amount of \$34,454.49
- RM- 2<sup>nd</sup>
- UA

New ambulance bids came back from 3 companies. One of the companies did not meet specifications so they are out. Another bid was missing something's that Capt. Schenker wanted to have, like a side window. The best bid was from Bulldog Co. a 2012 4x4 ambulance with 12k miles. They met all specifications; Capt. Schenker was able to test drive. The 06 ambulance that we would be replacing has a retail value of about 20k if we sell it ourselves according to Capt. Schenker or we could use it as a rescue truck. Chief said if we can get what we are asking for on the 06 then he would be happy to keep the current rescue truck.

KT- asked the Chief to come back to the committee with a proposal for what to do with the 06, whether that is to sell or keep.

- GS- motion to approve the purchase of the new ambulance to Bulldog fire apparatus \$189,985.00
- RM-2<sup>nd</sup>
- UA

### **Chief's Report**

Chief passed out a report with all the fire calls and inspections for the month as well as updates on the roof project and a new policy handbook- See attached

Budget is tracking, a little off on the overtime due to increase calls but nothing major.

Update on the review process for the Chief:

Chief had sent a note to KT with some concerns around the process and the forms that GS had printed up for the 360 review portion of the evaluation process. KT said that the Chief had a drill and when the drill was over had asked if there was any other fire business that needed to be discussed at which time there was not. Chief said it was later reported by one of the Captain's that there were concerns around the wording on the evaluation about ( input from permanent fire fighters and what is the difference between full time and call firefighters). KT mentioned that this wording is identical to the form that we used in this process a year/year and a half ago, from which there were no questions. KT said that the Chief was in charge of the department and it would be up to him to set them straight on what was intended because the Chief was at the meeting when this process was approved. KT thought that the Chief should have referred to his notes from the previous meeting where it was discussed and voted that all full and call firefighters were going to have the opportunity to fill out a form.

The other issue was that not all the FF's received the form and some had the form but not the return envelope. Two members did not receive forms. KT thought that this is something that the Chief should have been able to handle. This is not a secret; he could have made copies and distributed them to those that did not have one. The other issue that someone had was the envelopes were being sent back to Greg Sheehan's house and not to the district and there were concerns that district business was being conducted in a private entity envelope so Kevin Taugher talked to Greg Sheehan and found out that Greg had a stack of envelopes that he could use and provide postage to in an effort to save the district time and money. Plus they were mailed to Greg's house in the previous survey.

Then there was a final concern that one of the Captain's was acting as a spokesperson for the board advising members of the date to return the evaluations and if they did not receive a form he would get on for them. KT said that the Captain is not our spokesperson the Chief is our spokesperson so the fact that a Captain took the initiative to contact Greg and enquire about a due date was probably a good thing but in any event leadership has to spread the word.

GS suggested if there was a concern that he was trying to save the district money by using his business envelopes then maybe we should look at starting the process over again. KT said he asked the Chief if he thinks the process has been compromised because of these issues then he needs to let us know and

we will start from scratch. Chief said if we have already received some of the evaluations back he didn't see the need to go back and start the process over again. KT didn't think it was a problem but if Chief hears or thinks otherwise then to let Greg know and we will start the process over.

Overall KT thinks at the January meeting that the committee should report where they stand on the evaluation report, whether or not the 360 results are ready to be reported and then we'll know and can schedule a meeting just to have the review. KT doesn't want to rush through the review just to get it done. KT said he wants to go through the review as group so that we can have a common rating. Chief asked if he would be able to get the review before the meeting. KT said the issue is how do we do it and still comply with public meeting.....KT will look at the law and get back to the Chief.

Discussion of construal of existing Fire Dept. handbook with respect to Strong Chief Statue:

KT said as we've learned over the last couple of years the handbook generated does conform with the Strong Chief statue so without getting into details he wanted to call people's attention to page 21. It says in the final paragraph, after a period of one year from the date of last issued warning, be it verbal, written, final written, and or suspension if an employee has complied with policies and/or workplace performance issues may have their warnings or suspensions removed from their employee record after a written request is made to the Chief to remove a disciplinary record from their file. It is at the discretion of the Chief but it didn't matter because it wasn't consistent with the Strong Chief Statue which says the Chief has "full and absolute authority" so KT wanted to say that the old handbook and the Chief say that if an employee has a disciplinary action removed from their file it is up to the Chief and not under the purview of the Prudential Committee.

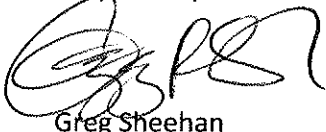
### **New Business**

Next meeting January 8 at 6:30pm and the primary focus of the meeting will be going over the budget process and a Chief's evaluation update.

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

Meeting adjourned at 8:06pm

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Greg Sheehan', written over a horizontal line.

Greg Sheehan

Prudential Committee, Clerk