

## Fire District #1 Prudential Committee

### ***Open Session March 2, 2015***

Call to order @ 6:30pm

Members present- Kevin Taugher, Ray Miner & Greg Sheehan

- Signing of the Warrants

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

- GS- Approval of the February 2, 2015 regular meeting minutes at 7:30pm meeting
- RM-2<sup>nd</sup>
- UA

### **Update on 2016 budget process**

Committee reviewed the budget, KT clarified whether Monica's increase in salary covered by the water department would be the same as the other employees increases raised by taxation. The water commissioners approved an increase for their department of 3% which would mean that the water department's portion of Monica's salary would also increase by the same 3%. The committee was in agreement that it was their understanding as well

GS asked if the water Superintendent was aware that it was the prudential committee's impression that Monica's portion covered by the water department would also go up by the 3%. Monica said that she was not sure. KT said that he would confirm with the water Superintendent.

GS- made a motion to approve the full time elected official and administrative assistant that are paid for by fire district taxation revenue to increase by 1.5%

- KT-2<sup>nd</sup>
- 2 yes votes
- 1 abstention

### **Ambulance Director Report and recommendation for Ambulance Receipts, including update of 2014 receipts and adjustments by month**

Capt. Schenker did not have the updated matrix that the committee requested on the running totals for the ambulance for 2014. He said that he was working on it that afternoon and got called away because the ambulance was in an accident during a transport.

- GS- motion to adjust the ambulance receipts for the month ending January 31, 2015 in the amount of \$58,655.70
- RM- 2<sup>nd</sup>
- UA

Capt. Schenker told the committee that the district is going through its revalidation process for the ambulance and he is working with the proper authorities on the process. He said it is a lengthy process that takes place every 5-6 years. This is the first revalidation for the district since it started running the ambulance free from the town oversight. The heavy lifting is being done by our billing service. They also required the district to have a Cori policy for all personnel at any time. Medicare had a templet for the policy that the department could use that needed to be sent for approval. KT asked if this is something that will need to be added to the new personnel manual. Chief said that once it approved by Medicare it could be dropped into the manual.

KT had concerns about how this is going to be monitored, what if someone doesn't sign the form, what are the sanctions. Clearly still many questions to be answered.

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

- New Medic 1 needs a few minor technologies to be up and running, like docking stations. Chief expects that those upgrades will be completed within the week.
- Chief said he needed to purchase lights for his truck so that he is better identified in cases of emergencies.
- See attached report for ambulance runs and fire inspections
- Some building issues, leaking in Monica's office windows. They called Yankee Glass and they fixed it.
- The district is benchmarking their fees against surrounding communities to see where revenue opportunities may exist or need updating.
- KT asked that LT. Houle finishes his research that he comeback to the board with his findings and recommendations.
- Budget for salaries is on track nothing major to be worried about.
- Review and vote on Chief's performance evaluation process

KT – said to comply with the open meeting law and give the Chief the best process during the performance review he suggested the Chief site his performance accomplishments since the last performance review. The improvements, changes etc. and then the committee can then add comments or identify things along those lines and then a follow up meeting for feedback from the Chief on some of our comments.

KT's suggestion is to take the last performance review and have the Chief share some of the observations he made at the time and show the Committee action/steps he has taken to improve in the areas that needed work. Then the committee can add some of our observations as well from the last

performance review to the present. Then that would give the Committee the status on what has changed and then after we had time to digest that we would schedule a follow up meeting to make sure if there is anything the Chief wants to bring to the committees attention he has the opportunity to do so on the record in an attempt to make sure everyone is on the same page.

KT- said that performance reviews have to be part of the public record and KT doesn't want it to be perceived that the committee lists a number of concerns without the Chief having the ability to respond and then we find out later that what was an initial concern no longer exists because the Chief took action to correct them. This way everyone has input including the Chief and we can have a final document that identifies the areas of accomplishment as well as deficiency that we all agree upon.

The next meeting will cover routine business with more time allotted for starting the Chief's review. The date of the next meeting is March 19, 2015 @ 6:30pm

**No New Business**

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

Meeting adjourned at 7:06pm

Respectfully submitted



Greg Sheehan  
Prudential Committee, Clerk