

Fire District #1 Prudential Committee

Open Session August 29, 2013

Call to order @6pm

Members present- Kevin Taugher, Ray Miner & Greg Sheehan

Signing of the Warrants

Approval of the 4/19/2013minutes

- GS- Motion
- RM - 2nd
- Unanimous Affirmative

Approval of the 6/20/2013 Minutes

GS – Motion

RM- 2nd

Unanimous Affirmative

District Clerks Report

Monica Walton said that the Town Clerk / Treasurer gave her back the election reimbursement check previously approved by the PC and said it should be made payable directly to her

KT- suggested that a PC member meet of discuss the situation with the TA to determine if that was allowable or common practice

GS agreed to contact the TA to discuss

Ambulance Director's Report

GS- motion to adjust the June ambulance receipts by \$52,423.73

RM- 2nd

Unanimous Affirmative

GS- motion to adjust the July ambulance receipts by \$66,945.42

RM- 2nd

Unanimous Affirmative

Captain Schencker presented a snapshot of the July ambulance billing in a report given to him by the billing agency. It had more information than we had in the past but still lacked clarity

KT- expressed concerns around the vagueness of the report

There was a brief discussion about how we were going to track the aging reports going forward.

KT/GS- suggested that perhaps a due diligence review of billing services were in order. Something as simple as contacting other providers and asking for an example of the reports they can provide to their clients.

KT- thinks that we need to have a procedure in place for abating ambulance bills for patients. There was the suggestion of an abatement application

Chief's Report

The generator bid will have to go out to bid again. It appears the wrong bid specs were sent out and the bids came back way above expected. Tighe and Bond are redoing the bid specs (supposedly at no cost because the initial error was their fault) and we expect the bids back by late September.

Extraordinary events

- There were a few, the drowning off of Cove Island road
- Brunelles Marina fire

Fire Inspections

Chief submitted a report that only identified inspections for the month of July. It appeared there were only 20 inspections done.

GS- asked for the comprehensive report that the PC has been asking seeking for the past year. This report should have detailed the number of inspections done, needed. The frequency of inspections needed for certain businesses. We were initially told in June that this level of detail did exist but that Captain Stark was on vacation and the reports were not available to the Chief at that meeting. Now it is 2 months later and the Chief is telling the PC that these reports are now being worked on by FF Simmons.

GS- asked where the reports that Captain Stark was working on were. Apparently they did not exist. This led to a discussion about what exactly the Chief and day Captain were doing during the day if they weren't inspecting. There was concern that the Chief requested a 5th Captains position specifically for inspections and yet there were no reports that could show the specific inspections that were complete. The entire PC was given was a number. When questioned, the Chief could not tell us how many inspections there were in district #1, yet he was the person doing the inspections in conjunction with the day Captain. There was a concern that there has not been a formal process in place for tracking

inspections by the Chief or day Captain yet it is the Chief who is responsible for training FF Simmons on the process.

Chief said there was an apparatus failure of the fire truck at the Brunelles fire. He said the batteries died because the truck was not being properly maintained prior to him assuming the position. GS- thought after 2 ½ years on the job that the days of blaming the previous Chief would be long gone

KT- asked if it truly was an apparatus failure or not. The PC didn't see batteries dying as apparatus failure. It was suggested that apparatus failure is more the actual equipment not being able to perform its capabilities.....ex a ladder truck not being able to deploy the ladder etc. Not necessarily the batteries dying.

Community Outreach

The department is still doing blood pressure clinics at the COA. There has also been some Fire education in the community at various locations.

Budget YTD

Everything seemed to be on track, even with the extraordinary events for the month.

GS- motion to ensure that the Chief is reviewing all warrants subject to the Fire and Ambulance budget and acknowledging in writing on the form that they are within budget.

RM- 2nd

Unanimous Affirmative

GS- motion to delegate the responsibility from the PC to the Chief of supplanting the standard monthly meeting notice in accordance with open meeting law to include any extra agenda items from the District Clerk, PC or from the Chief and to ensure the notice is posted in accordance with open meeting law.

RM- 2nd

Unanimous Affirmative

GS- motion that any staffing changes that have any budgetary considerations must be received by and have prior approval of the Prudential Committee

RM- 2nd

Unanimous Affirmative

Discussion of PC goals

- Evaluation of the long term pension and healthcare cost
- Discussion of the 5yr capital plan

Chief's objectives for FY14

- Collecting more ambulance receipts
- Raising permitting fees
- Repair the roof
- Fiber optic use with other departments
- Update on the employee handbook being worked on
- Training- including elder teaching and rescue swimmers
- Chief said he had a training committee that was looking at including a rescue swimmer to the dive team in light of the Cove Island road incident

Discussion followed and the PC listed their priority of objectives for the Chief in FY 14

- Fire and Ambulance budget forecast/ receipts
- FF Handbook
- Fire inspections report detail
- 21st century communications
- Training (core curriculum)

Chief submitted a (DRAFT) proposed process for filing a complaint from a FF to another FF

- From FF to the Chief
- From the FF to the PC
- No vote taken. KT suggested that we be notified about disciplinary actions

Chief asked that we consider paying call FF on a monthly basis instead of a quarterly basis because of the amount of overtime that was being worked. Because the amounts of the checks were getting more significant a number of FF could use the money on a monthly basis.

Next meeting date 9/19/2013

GS- motion to adjourn

RM- 2nd

Unanimous Affirmative

Respectfully Submitted



Greg Sheehan

Prudential Committee Clerk