

WEST BARNSTABLE FIRE DISTRICT
PRUDENTIAL COMMITTEE MEETING – OCTOBER 18, 2017
REGULAR MEETING

Present: Prudential Committee members Ed Smith, Chrystal LaPine, Van Northcross, Chief Joe Maruca, Deputy Chief Dave Paananen, District Treasurer Ray Pirrone, District Accountant Kathleen Barrette

Pledge of Allegiance

Clerk's Report:

Draft Minutes of September 13, 2017 were accepted as written.

The following warrants were presented to the Prudential Committee and were signed by all members:

Deductions 18-04 \$8,215.67
AP 18-05 \$258,916.99
AP 18-06 \$37,060.20
PR 18-12 \$17,153.96
PR 18-13 \$15,586.43
PR 18-14 \$27,923.28
PR 18-15 \$12,286.70
PR 18-16 \$15,921.16

Treasurer's Report:

The new Treasurer for the town will be an appointed official if approved at the upcoming town election.

Treasurer Ray Pirrone advised that FY2017 year end is not completed. He is waiting for tax issues to be resolved with the town before year end can be closed.

Prudential Committee member Chrystal LaPine asked if the free cash amount was known. Treasurer did not know the free cash amount but will notify the members when he determines the amount. Mrs. LaPine asked if the audit was scheduled and Mr. Pirrone stated they are waiting for him to tell them when he is done with year end.

Status of FY 18 was reviewed and a quarterly report comparing FY 18 to FY 17 for the first quarter was reviewed. There are three issues to be concerned with the Treasurer stated. Legal expenses are high, the Treasurer's salary was higher than expected and ambulance revenue is down from last year. Ambulance revenue is running 12% below estimate for the quarter. This may be due to fewer EMS transports and Medicare.

Chief's Report:

The dispatch expense paid to the Sheriff's office has been determined for FY 19 and is \$24,330.00 per the Chief.

The ambulance should be delivered sometime in January and the final payment will be due then.

The new engine cab and chassis are finished and the fire truck body is under construction. The new truck will be in Attleboro probably by December.

Staffing:

Since January 1st WBFD has lost 10 people. They have gone to Sandwich, Auburn, Barnstable and a few have moved away or left for personal reasons. The effective force is the lowest it has been in 12 years. A new training class will start January 29, 2018. There are 11 candidates plus 2 from previous rounds. Interviews and PAT are upcoming.

The reduced staffing levels have impacted daytime calls between 10 am-3 pm. Daytime force is less accessible. People are available more after 5 pm. Daytime staffing is still an issue.

Four staffing scenarios were created to show possible additions to WBFD staffing and the costs associated with each proposal. (scenarios attached).

The chief reviewed each scenario and explained where new additions to staff would be fit in week's staffing coverage. Mr. Northcross asked if the lack of staffing has resulted in ambulance delays. Chief Maruca stated only one call on the weekend was delayed due to staffing in the last few months. The chief stated the extra staffing would help the overall mental health of the department.

Disposal of Tangible Property:

After consulting with the state, an auction is the best option if value is greater than \$10,000, best not to give it to the Association. The chief created an account with Municibid to sell the vehicles. The new ambulance company will not take the old ambulance in on trade. It was advised to set the reserve for the auction of the old ambulance at \$8,000.

The chief stated that a new policy for disposal of tangible property needed to be created to address the disposals. A new policy, 2017-55 was written and distributed. Upon review of the policy a motion to accept the policy was forwarded by Mr. Northcross. The motion was seconded by Mrs. LaPine. The motion was unanimously agreed to and the motion carried.

Mrs. LaPine made a motion to move that the District adopt the written policy for the disposal of surplus property as proposed by the chief and identified as "2017-55". Mr. Northcross seconded the motion. The motion was unanimously agreed to and the motion carried.

Mrs. LaPine made a motion to move that the District declare Engine 294, the 2002 pumper, as surplus property to be disposed of by the fire chief by public auction as soon as its replacement pumper is in service. Mr. Northcross seconded the motion. The motion was unanimously agreed to and the motion carried.

Mr. Northcross made a motion to move that the District declare Ambulance 293, the 2007 Chevy Lifeline ambulance, as surplus property to be disposed of by the fire chief, by public auction as soon as its replacement is in service. Mrs. LaPine seconded the motion. The motion was unanimously agreed to and the motion carried.

Emergency Call Activity:

There was a fire at the Post Office. Matches were mailed and arrived at the post office. When thrown into a bin, the matches combusted in the box and created smoke in the post office. WBFD did meet the standard of coverage for the call and met the standard for an effective response force.

There were 2 serious cardiac arrest calls in two days. Both started out as priority 2 medical calls and then they were upgraded to codes.

Administrative Policy Manual:

The chief distributed copies of a new Administrative Policy Manual for review. Mrs. LaPine suggested a signature sheet for those who receive it for accountability. The chief specifically called out the new workplace conflict administrative policy that was created in accordance with the recommendations of the workplace investigator.

Election:

On October 24, 2017 WBFD will be the location for the special election to vote on the Regional Technical School. The voting will take place in the training room. Voting is noon- 8 pm.

The next election is November 7th from 7 am-8 pm. There are no councilor seats up for election in West Barnstable.

With regards to the WBFD annual district meeting in April, it was suggested to continue using the Meetinghouse because of concerns about the construction schedule at the community building.

Firefighter exams are scheduled for November 5th. Half the staff will have exams. The company comes to the station to conduct the exams.

L-297 passed the UL testing. No deficiencies were found.

Staffing Changes:

Curtis Cottrell was promoted to XO of group 2. Rob Archibald left to go to Sandwich Fire Department.

Halloween Safety Day will be Sunday, October 29 from 11-1 pm in the apparatus bay.

The cistern at West Parish is out of service. This is a result of motor vehicle accident which was a hit and run. WBFD will ask the town of Barnstable for assistance with the cost of repairing it.

The meeting for November was discussed and because the Town of Barnstable Tax Assessor will be coming to meet with the Prudential Committee for the tax classification hearing at 4 pm on November 15th, it was agreed that the Prudential Committee meeting should take place right after the classification hearing.

Mrs. LaPine made a motion to go to Executive Session not to return at 8:45 pm. Mr. Northcross seconded the motion. The motion carried by roll call, all three members voting yes. The meeting adjourned at 8:45 pm.

Respectfully submitted,

DRAFT MOTIONS October 18, 2017

1. I move that the district adopt the written policy for the disposal of surplus property as proposed by the chief and identified as "2017-55".
2. I move that the district declare Engine 294, the 2002 pumper, as surplus property to be disposed of by the fire chief by public auction as soon as its replacement pumper is in service.
3. I move that the district declare Ambulance 293, the 2007 Chevy Lifeline ambulance, as surplus property to be disposed of by the fire chief, by public auction, as soon as its replacement is in service.
4. I move that the district declare Brush Breaker 295 as surplus property to be disposed of by the fire chief in accordance with administrative policy 2017-55.