

**WEST BARNSTABLE FIRE DISTRICT**  
**PRUDENTIAL COMMITTEE MINUTES – JULY 19, 2017**

Present – Prudential Committee: Edward Smith and Chrystal LaPine  
Absent – Prudential Committee: Van Northcross

Present – Staff: Fire Chief, Deputy Chief, Treasurer and Accountant

Guests: None

Chairman Ed Smith called the meeting to order at 7:00 PM

**Pledge of Allegiance**

**Clerk's Report:**

Edward Smith motioned to accept the minutes of the June 28, 2017 meeting with one correction in the last paragraph changing "Alpine" to "LaPine". Seconded by Chrystal LaPine. Approved 2-0.

Chrystal LaPine motioned to accept the minutes of the April 26, 2017 minutes, as written. Seconded by Edward Smith. Approved 2-0.

Chrystal LaPine motioned to ratify and confirm the actions of the June 28 2017 meeting to appoint Joseph V. Maruca as temporary clerk , due to the absence of Clerk Elaine Grace, for the July 19, 2017 Prudential Committee Meeting and until the District Clerk returns. Seconded by Edward Smith. Approved 2-0.

**Treasurer's Report:**

The following warrants were approved for payment:

AP 17-20	27,612.09
PR 17-53	19,727.30
PR 17-54	1,484.53
PR 18-01	4,413.22
PR 18-02	14,432.17
PR 18-03	11,303.55
AP 18-01	198,078.72
WD18-01	9,782.32

Ray Pirrone Treasurer reported the he was deferring a detailed review of the FY 2017 budget to the August meeting when we will have final close out data.

Ray Pirrone, Treasurer reported that the district had \$37,000 of unanticipated legal fees in FY 2017 and that the Prudential Operations Budget/Legal Fees was over by about \$22,000. He recommended moving additional funds from the reserve account and the gift of funds account.

Edward Smith motioned to rescind the motion adopted at the June 23, 2017 meeting to authorize the Treasurer to transfer sufficient funds from the Special Revenue Gift Fund to General Fund District Operations Budget to cover the extra legal expenses incurred in FY 2017. Not to exceed Ten Thousand Dollars (\$10,000). Seconded by Chrystal LaPine. Approved 2-0.

Chrystal LaPine motioned to authorize the Treasurer to transfer up to Twenty Thousand Dollars (\$20,000) of General Fund District legal expense to the Special Revenue Gift Fund to cover the unanticipated legal expenses incurred in FY 2017. Edward Smith seconded. Approved 2-0.

Chrystal LaPine motioned to authorize the Treasurer to transfer Six Thousand Dollars (\$6000) from the Reserve Fund to the General Fund District Operations Budget to cover the extra legal expenses incurred in FY 2017. Edward Smith seconded. Approved 2-0.

Ray Pirrone, Treasurer, explained that the District was closing out a Wildland Fire Grant from Barnstable County and that there were excess funds. The Chief had offered to return the excess funds but the County said to keep the funds for any lawful district purpose. The funds amounted to \$979.23.

Chrystal LaPine motioned to authorize the Treasurer to close the Barnstable County Wildlife Grant Fund and accept the County's offer to utilize the unused funds of \$979.23 for any lawful district purpose. Edward Smith seconded. Approved 2-0.

Ray Pirrone, Treasurer, explained the financing process and payments due for the purchase of the new fire engine. The first payment is expected in August and final payment will be when the truck is delivered probably in December. The district is selling a State Note through the Commonwealth in the amount of \$300,000 to fund part of this project.

Chrystal LaPine motioned to authorize the execution of documents related to the sale of a State Note in the amount of Three Hundred Thousand Dollars (\$300,000) for the purpose of purchasing a fire engine. The Sale of the Note having been approved as Article 14 of the April 27, 2017 Annual District Meeting. The Prudential Committee authorizes the Temporary Clerk, Clerk and the Treasurer to take such action and execute such documents so as to efficiently consummate this transaction with appropriate State and Bank offices. Seconded by Edward Smith. Approved 2-0.

The Prudential Committee, Treasurer and Temporary Clerk then executed the documents for the sale of the note in the amount of \$300,000.

#### **District Business:**

The Prudential Committee conducted the Fire Chief's Annual Performance Review. See attached review document for detail.

The Prudential Committee reviewed the fire chief's proposed staff policy manual for the district.

Chrystal LaPine motioned to approve the West Barnstable Fire District Personnel Policy Manual as written, effective July 1, 2017. Edward Smith seconded. Approved 2 -0.

#### **Fire Chief Report:**

The fire chief provided and reviewed the ambulance billing, write-offs and transport data from June 2017. Ambulance revenue in FY 2017 ran about 10% higher than projected.

The fire chief reported a new volunteer paramedic joined the department, Laura Wildman. She will be generally volunteering on the Monday dayshift at the 3<sup>rd</sup> member of the ambulance crew.

The fire chief reported that Part-Time FF/Mechanic Ryan Smith took a career firefighter job at the Barnstable FD and already started his new job. His new position will not allow him to continue as a firefighter at the Wbfd, but he can work as vendor – mechanic.

The fire chief reported that the Wbfd has is starting its Volunteer FF Recruit Class on August 3, 2017 with eight new volunteers, and that the Wbfd has reserved spaces in the BCFRTA Recruit Class starting in January 2018.

The fire chief provided ethics disclosure forms for two trips. The first trip is to the NFPA 1917 Ambulance Technical Committee Meeting in Nashville in August and the second trip is to the NVFC Board of Directors Meeting in Nebraska in September.

Chrystal LaPine motioned that the chief's travel to Nashville did not constitute a conflict of interest and be authorized as beneficial to the district. Edward Smith seconded. Approved 2-0.

Chrystal LaPine motioned that the chief's travel to Nebraska did not constitute a conflict of interest and was beneficial to the district. Edward Smith seconded. Approved 2-0.

The fire chief reported that the new ambulance and ambulance stretcher system had been ordered and that delivery was expected in January. The new ambulance will have all-wheel drive.

Chief informed everyone that they are all invited to the Change of Command Ceremony at the HyFD on Monday, July 24, 2017 at 9AM.

The schedule of the next meeting was discussed. Both the chief and deputy chief will be out of town on August 14. It was determined to schedule the next meeting on August 23, pending a review of everyone's schedule.

**Executive Session:**

Chrystal LaPine motioned that the Prudential Committee go into Executive Session for Purpose 2, Collective Bargaining related to grievance procedures and Purpose 6, Litigation Strategy related to a terminated employee arbitration and that the Prudential Committee would not return to public session at the conclusion of the Executive Session. Edward Smith seconded. Chrystal LaPine voted Yes. Edward Smith voted Yes.

Meeting was adjourned at 8:10 PM.

Respectfully submitted,

Joseph V. Maruca, Temporary District Clerk