

WEST BARNSTABLE FIRE DISTRICT
PRUDENTIAL COMMITTEE MEETING
May 22, 2019

Present: Chief Joseph Maruca, Deputy Chief David Paananen, Prudential Committee members Ed Smith, Van Northcross and Stuart Schulman, District Treasurer Ray Pirrone, District Accountant Susan Rao, and District Clerk Elaine Grace.

The meeting was called to order at 4:00 PM by Chair Ed Smith.

The Pledge of Allegiance was recited by all present.

Clerk's Report

Mr. Schulman motioned, Mr. Northcross seconded, and it was unanimously voted to approve the minutes of April 17, 2019 as written.

District Clerk Elaine Grace distributed a draft of the April 24, 2019 Annual Meeting minutes for review. The question arose and there was brief discussion about who approves the Annual meeting minutes – the Prudential Committee, the District voters at the next Annual Meeting? The Chief will consult with District Counsel Chuck Sabatt. Typically, the Prudential Committee has reviewed the minutes at the May meeting, following the Annual Meeting. Overall, the consensus was that Annual District meeting went well. There were some new attendees this year and hopefully, more will come next year.

Water Commissioners' Report

No Water Commissioners were present.

Treasurer's Report

The following Warrants were approved for payment:

PR19-45	14,706.82
PR19-46	19,496.85
PR19-47	20,794.64
PR19-48	19,865.15
PR19-49	14,033.13
AP19-30	50,871.74
AP19-31	4,527.40

Mr. Pirrone requested the approval of the Prudential Committee for the closure of the Engine Purchase Project and transfer of remaining funds to the Ambulance Fund.

Mr. Northcross motioned, Mr. Schulman seconded, and it was unanimously voted to approve the closure and transfer of remaining funds in the amount of \$405.30 from the Engine Purchase Project to the Ambulance Stabilization Fund, in accordance with MGL Chapter 44, Section 20.

Treasurer Ray Pirrone reported that District tax collections are down compared to last year but interest collections are up, ambulance revenue is up 20% over last year and revenue was enhanced \$10,500 by the sale of vehicles. Mr. Pirrone noted that a new Director of Assessing has been hired by the Town of Barnstable. Fire Department payroll is down from budgeted – purchase of hose and personal protective equipment are over budget as is training. However, there are funds available from open articles and other budget lines to offset shortfalls. Mr. Pirrone advised the Chief there is room for end of the year encumbrances. Overall the budget is in good shape. Ambulance revenue is up 20% over last year. The audit has been completed, and Mr. Pirrone has been in touch with them for a meeting.

There was discussion regarding the use of credit cards and personal reimbursements. The Auditors suggested in their management letter that additional policies be put in place and reviewed on a regular basis. The Chief noted that this topic also came up in the MCPPO training class on May 14, 2019. The Chief will update the reimbursement form currently in use.

Mr. Northcross motioned, Mr. Schulman seconded, and it was unanimously voted that the Prudential Committee review the Chief's expense reimbursements at a minimum every six months. In addition, the Chief will provide a summary of those expenses for review.

The Treasurer advised that reconciliation of bank statements is up to date as of February 28, 2019 and going forward a monthly status update will be given to the Prudential Committee.

Mr. Schulman motioned, Mr. Northcross seconded, and it was unanimously voted that the Treasurer provide a monthly reconciliation status summary to the Prudential Committee

Inspector General Training Review (May 14th MCPPO Class)

- a. **Guidebook – Prudential Committee received guidebook provided at May 14th class, as well as copy of PowerPoint presentation.**
- b. **Update of Public Records Law – January 1, 2017 – Calls for appointment of Records Access Officer to respond to requests for access to public records, addresses changes with regard to electronic records, response time, fees, administrative appeals and the posting on website of certain records.**
- c. **Fraud Policies and Red Flags – Although the District works hard to prevent issues, it would be wise to have written policies in place.**
- d. **Open Meeting Law/Board Responsibilities/Meeting Materials Prior to Meetings/Review and Release Of Executive Sessions - The Chief and the Clerk will review Executive Sessions from 2017 through 2019 to date and the appropriateness of their release – in most cases, materials can be provided (i.e. minutes/agenda) prior to meetings so Prudential Committee can review.**

It was suggested that a Public Comment section be added to the agenda – however, the Prudential Committee cannot respond if the item brought up in public comment is not on the agenda. It can be considered for inclusion on the next meeting agenda. Also, anyone wishing to make public comment is not required to disclose their name or affiliation.

Mr. Northcross commented that the Prudential Committee needs to become more vigilant about changes and updates in the law and there is a lot to address. He suggested that these items be prioritized and that each be addressed monthly, one at a time.

Personnel Policy Changes and MEPA Compliance

The Chief advised MEPA Compliance involves pay equity and analysis of jobs and some positions are not easily categorized in MEPA guidelines.

- a. **Clerk's Position** – Job description only in bylaws – does not fall into MEPA categories, needs to be modernized and re-organized.
- b. **Personnel Policies** – The Chief has asked Attorney Sabatt if he will review policies – should be done every 3-5 years.
- c. **Annual Appointments – Clerk and Treasurer** – every 3 years; **Chief** – Annual Review every year.

Fire Chief's Report

- a. **Quarterly Performance Reports** – no discussion.
- b. **Emergency Calls** – Things have been quiet. WBFD responded to a call along with Sandwich Fire to a call on Sandy Neck – a bobcat had overturned and the operator was trapped in the vehicle.
- c. **Community Events** – Flag Day Ceremony with music and appropriate readings will be held at Meetinghouse Farm on June 14th at 6:00 PM – a flag retirement ceremony will follow hosted by the West Barnstable Fire Department.
- d. **Staff Updates** – A graduation ceremony was held on Saturday, May 19 at Cape Cod Community College for recruits graduating from the Barnstable County Fire Rescue Training Academy Firefighter I/II class. WBFD had nine graduates in the class. They will be taking the state exam in June. Staff moving on: Jen Kelleher will be going to Sandwich, John Mahoney to Sandwich. Akeem McPherson was seriously and permanently disabled in a motorcycle accident. A WBFD call firefighter declined a full time position at another department to stay with WBFD.
- e. **Barnstable County Fire Rescue Training Academy Update** – The Chief reported that the WBFD will be doing its own training classes in the near future. The Fire Academy's days are numbered given the problems with contamination and public outcry for closure.
- f. **Grant Applications** – An application has been submitted for an AmeriCorps intern to work primarily on updated and coordinating the Long Range Plan.

Deputy Chief's Report

- a. **Apparatus Updates** – 294 tailpipe damaged on Meadow Lane and issue was addressed with the driver – too much reliance on backup camera.
- b. **Ladder Truck Solution** – Committee still discussing possible resolutions
- c. **Light Audit** – The Deputy has been in contact with Rise Engineering and the contractor – should result in about a \$4000 savings with the use of LED replacement bulbs. The heating system should be addressed, as well as thermostats and heating zones – insulation in the apparatus bay should also be looked into.

Next Meeting/Items for Agenda

The next Prudential Committee meeting will be June 19, 2019 at 4:00 PM. Items for agenda include review/acceptance of Annual District Meeting minutes, review/release of Executive Session minutes from 2017-2019 to date.

There being no further business, the meeting was adjourned at 6:15 PM.

Respectfully submitted,

Elaine Grace, District Clerk

DRAFT