

**WEST BARNSTABLE FIRE DISTRICT**  
**PRUDENTIAL COMMITTEE MEETING**  
**June 19, 2019**

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

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. Smith motioned, Mr. Northcross seconded, and it was unanimously voted to approve the minutes of May 22, 2019 as written.***

The Chief noted that Charles Sabatt, District Legal Counsel, confirmed that the approval of the Annual Meeting minutes is part of next year's annual meeting.

The Chief noted that he needs to review certain Executive Session minutes with the Clerk when she returns from vacation to ascertain whether they can be posted on the District's website.

**Public Comment**

No members of the Public were present.

**Water Commissioners' Report**

No Water Commissioners were present.

**Treasurer's Report**

The following Warrants were approved for payment:

PR19-50	484.76
PR19-51	22,404.78
PR19-52	17,204.10
PR19-53	18,973.26
PR19-54	15,709.03
AP19-32	30,771.67
AP19-33	8,450.73
AP19-34	6,457.65

Treasurer Ray Pirrone reported that overall revenues are in good shape and are 101% of the budget for through the end of May. He projects Prudential Committee salaries and operations to be slightly over-budget for the year and requested the approval of the Prudential Committee for the transfer of \$5,000 from the General Reserve (Article 9) to Article 5 (\$3,000) and Article 6 (\$2,000) to cover the expected shortfall. Mr. Pirrone is forecasting that all remaining Articles, including the Fire Department Salaries

and Operations, will come in under or at budget. Overall, Mr. Pirrone noted that the District is in on solid footing heading into year-end.

***Mr. Northcross motioned, Mr. Schulman seconded, and it was unanimously voted to approve the transfer of \$5,000 from the General Reserve (Article 9) to Article 5 (\$3,000) and Article 6 (\$2,000).***

Mr. Pirrone reviewed the cash reconciliation process and noted that cash reconciliations are up-to-date and completed through May 31<sup>st</sup>.

The Chief requested that Mr. Pirrone schedule a meeting or call with the auditors to discuss the proposed policy for credit card use to ensure that the proposed policy would remediate the auditors management letter recommendation.

#### **Insurance Renewals**

The Chief noted that our insurance renewals for FY 2020 came in less than what the District budgeted and recommended that the District utilize the differential to increase the current medical expense benefit coverage limit of \$150,000 per incident under its Accident & Sickness insurance policy. The Chief reviewed two options for increasing the per incident coverage and recommended increasing the coverage to \$250,000 per incident, which would result in an additional premium of \$6,555, but will still be within the approved budget for FY 2020.

**Mr. Norcross motioned, Mr. Schulman seconded, and it was unanimously voted to approve the District increase the Medical Expense Benefit of its Accident & Sickness Insurance Policy with Volunteer Fire Insurance to \$250,000 starting in FY 2020.**

#### **Prudential Committee Operating Policies and Procedures Manual Draft**

The Chief distributed a draft Prudential Committee Policy Manual Draft for review by the Prudential Committee. It was agreed that the committee members would review the document and provide comments at the July meeting. The Chief will include this as an agenda item for the July meeting.

#### **District Official Reappointment Schedule**

The Chief distributed a draft monthly timeline of Prudential Committee routine/repetitive actions to utilize as a guideline for setting the agenda for each monthly meeting in FY 2020 and beyond. The Chief and his staff will continue to work on this draft and will present it at the July meeting. The draft included suggested dates for annual reviews and reappointments required by the by-laws.

#### **Massachusetts Paid Family Leave Act**

The Chief noted that effective implementation date for the MPFLA has been delayed until October 1<sup>st</sup> by the Legislature. However, he noted that as a municipality we are exempt from this Act unless we specifically vote to adopt. This was confirmed by external legal counsel, who advised that we not adopt. It was agreed that the District will not take action to adopt.

#### **Records Access Officer**

The Chief presented a proposal to hire a part-time Records Access Officer (“RAO”). This position would work one day per week and would fulfill the District’s obligation under the Public Records Access law as

well as work on more efficient methods for retaining and storing records and to maintain overall compliance with records retention statutes. It was agreed that at the July meeting, the Chief will present a formal proposal for approval, which will include how the cost of this position will be covered under the existing FY 2020 budget.

In the interim, it was noted and agreed that someone needed to be appointed as the acting Records Access Officer. It was agreed the District Clerk, Elaine Grace, should be appointed as the Records Access Officer.

**Mr. Schulman motioned, Mr. Norcross seconded, and it was unanimously voted to approve the appointment of Elaine Grace as the acting Records Access Officer effective immediately.**

#### **WBFD Strategic Planning Process**

The Chief is looking for 3 to 5 members of the West Barnstable community to be a part of the Planning Committee for the strategic planning process. This would be the third time the District has embarked on this process, which is done every 5 years. The time commitment would be meeting one to two times a month, starting in July and finishing up in January. The members of the committee would meet with stakeholder groups in the community, including fire department staff, Civic Association, police and other public safety groups and local businesses to solicit ideas on 3 to 5 areas of focus over the next 5 years. The Chief asked the members of the Prudential Committee to think about community members who might be interested and to spread the word.

#### **Execute Collective Bargaining Agreement**

The Chief had a finalized Collective Bargaining Agreement with the Union and presented the document for signature by the Prudential Committee. All members of the Prudential Committee signed the agreement. The agreement is for three years and is effective commencing July 1, 2019. The Agreement provides for a 3% increase in FY 2020 and a 2.5% annual increase in FY 2021 and FY 2022.

#### **Fire Chief's Report**

- a. **Year End Purchases** – The Chief reviewed several planned year-end purchases he had been holding off on pending confirmation of budget status. Given the good shape the District is in with respect to the budget, the Chief informed the Committee of several items he plans to purchase before year-end, the two most significant being the badly needed replacement of the carpeting in the meeting room (\$3,400) and a diesel filter system for Tanker 286 (\$10,000).
- b. **Emergency Calls** – Things continue to be quiet. WBFD responded to a call of a fire at the CCCC gym. There was smoke, but it turned out not to be a fire. A malicious discharge of a fire extinguisher caused the smoke and triggered the alarm. Seventeen firefighters responded to the call, including a truck from Barnstable Village.
- c. **Community Events** – Flag Day Ceremony with music and appropriate readings was held at Meetinghouse Farm on June 14<sup>th</sup> at 6:00 PM –a flag retirement ceremony followed hosted by the West Barnstable Fire Department. Attendance was decent but down from last year, but Flag Day fell on a Friday this year, which may have been cause of lower attendance.
- d. **Software Update** – The department completed a software change for Incident Reporting to Image Trend. The new software is more compatible with the Sheriff's Office and the hospital. It will also provide for a much more seamless process for uploading to our ambulance billing provider and the Massachusetts statewide EMS reporting system. The Chief noted a special thanks to Lt. William Murray, who spearheaded the implementation.

- e. **Fourth of July** – The department conducted a joint exercise with the staff at Sandy Neck in preparation for July 4<sup>th</sup> activity. The Chief will be on vacation and out of state for the first two weeks of July and Deputy Chief will be in charge.
- f. **Grant Applications** – An application has been submitted for an AmeriCorps intern to work primarily on updating and coordinating the Long Range Plan. We expect to hear about the grant any day now.
- g. **Village Fest** – The department will not be doing an open house for Village Fest this year. Last year only 52 visitors came to the station all day and it is not worth the man hours required for that level of visitors. However, the department will be participating in Village Fest in some fashion, including a “touch a truck” hour or two.

**Deputy Chief's Report**

- a. **Apparatus Updates** – A new radio arrived for the truck, but it has to be authorized by the State Police and programmed by the Sheriff, before installation.
- b. **De-Clutter Project** – Andrew Mandel has spent many hours purging and reorganizing the shop and Station 3.
- c. **Smoke Detectors** – The newly installed smoke detectors at the station have been acting up. The cause of occasional chirps in the basement was determined and fixed, but random chirping and now going into alarm status is occurring elsewhere in the station. At this point, an electrician needs to look at the issue.

**Next Meeting/Items for Agenda**

The next Prudential Committee meeting will be July 17, 2019 at 4:00 PM. Items for agenda include approval of salaries for appointed officials for FY 2020 and review of draft Prudential Committee Operating Policies and Procedures.

There being no further business, the meeting was adjourned at 6:00 PM.

Respectfully submitted,

Susan Rao, District Accountant