

**WEST BARNSTABLE FIRE DISTRICT**  
**PRUDENTIAL COMMITTEE MEETING**  
**JULY 17, 2019**

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

**Call To Order:**

The meeting was called to order at 4:00 PM by Acting Chair Van Northcross.

The Pledge of Allegiance was recited by all present.

Van Northcross, re-elected as a Prudential Committee member at the April 24, 2019 Annual District meeting, was sworn in by District Clerk, Elaine Grace.

**Clerk's Report:**

***Mr. Schulman motioned, Mr. Northcross seconded, and it was unanimously voted to approve the minutes of June 19, 2019 as written.***

Executive Session minutes for public release are being reviewed by the Chief and the Clerk.

**Public Comment**

There was no public comment.

**Board Re-organization**

***Mr. Schulman motioned, Mr. Northcross seconded, and Mr. Northcross was unanimously voted as Chair of the Prudential Committee for FY2020.***

**Water Commissioners:**

No Water Commissioners were present at the meeting.

The Chief noted that Charles Sabatt, District Legal Counsel, has not received any update from the Town regarding the status of the well easement.

**Treasurer's Report**

The following Warrants were approved for payment:

PR 19-55	\$ 26,008.12
PR 19-56	\$ 23,819.33
AP 19-35	\$ 19,865.58
PR 20-01	\$ 356.87
PR 20-02	\$ 16,554.40
AP 20-01	\$199,666.77

Treasurer Ray Pirrone reported that the District is over budget in revenues for FY2019 and an additional \$40,000 can be added to free cash. FY2019 expenditures are in balance and in surplus status and an additional \$190,000 plus can also be added to free cash. Bank reconciliation is completed as of June 30, 2019, although adjustments are not yet booked, except for recording OPEB \$6,000. Other adjustments are minor. It was a good year – with no surprises!

FY2020 has begun.

District Accountant Susan Rao has developed a spread sheet to track on going monthly credit card reimbursements on the Chief's credit card. Many items are reoccurring expenses, i.e., Google Drive data management, fuel from Barnstable Airport for small engine repairs, etc. The department will continue to follow its Credit Card policy and reimbursement forms and receipts will provide specifics on purchases.

Mr. Pirrone noted that ambulance revenue was huge this year. The Chief responded that calls are heavy this month – there were five calls today.

The salaries of the Chief, Deputy Chief, Clerk, Treasurer and Accountant were set for 2020.

***Mr. Northcross motioned, Mr. Schulman seconded, and it was unanimously voted to set the Chief's salary at \$114, 770; the Deputy Chief's salary at \$103,403; and the Clerk's salary at \$6,000 for FY2020.***

***Mr. Northcross motioned, Mr. Schulman seconded, and it was unanimously voted to increase the District Account and District Clerk hourly rate by 2.5% for FY2020.***

#### **Critical Illness Stabilization Fund Policies and Procedures**

***Mr. Schulman motioned, Mr. Northcross seconded, and the Critical Illness Stabilization Fund Policies and Procedures were approved as written.***

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

The Chief asked that the draft be reviewed for discussion at the August meeting so that the manual can be finalized at the September meeting.

#### **Records Access Officer**

The Chief presented a proposal for hiring an additional RAO to work one day a week at the Fire Station. The position would entail assisting the public with public records requests, posting public records on the District website, and maintaining the District filing system.

#### **Strategic Planning Process**

The Chief asked the members of the Prudential Committee to think about community members who might be interested and to spread the word.

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

- a. ***Grant Applications*** –The department received the AmeriCorps grant for this year.
- b. ***Activity*** – The department has been busy; bad rollover the other night. There was an issue on Sandy Neck over the July 4<sup>th</sup> weekend. The department participated in the procession honoring Barnstable Police Sgt. Sturgis.

- c. **Promotions** – Bill Murray and Troy Jewett have been promoted to Captains; Kim Sylvia and Curtis to Lieutenants. Luke Walsh will be Engineer. The Departments trainees have been promoted to full firefighter status; the 12 new recruits will be responding to calls as trainees.
- d. **Insurance Rating** – It's time again for the Department to submit data to receive an ISO rating. The Chief's goal is to bring the Department from a Class 2 and Class 4 to Class 1 and Class 3. The Department will hold their water drill in October. This provides the ISO with valuable data on the department's ability to move water.

**Deputy Chief's Report**

- a. **Apparatus Updates** – 287 has some electrical issues – rear lights, blowing fuses which affects instrument. Have spent seven hours trying to diagnose problem. 294 is at Line X, having some rust exposure problems resolved. The ladder truck can only be certified as a pumper – may affect ISO rating.
- b. **Cape Light Compact** – Contracts have been signed for replacement LED's and weather-stripping.

**Next Meeting/Items for Agenda**

The next Prudential Committee meeting will be **August 14, 2019 at 4:00 PM**. Items for agenda include review of draft Prudential Committee Operating Policies and Procedures.

There being no further business, the meeting was adjourned at 5:41 PM.

Respectfully submitted,

Elaine Grace, District Clerk