

**West Barnstable Fire District
Prudential Committee
Operating Policies & Procedures
October 30, 2019**

I. PURPOSE

The Prudential Committee of the West Barnstable Fire District (herein after the "Board"), recognizing the need to codify the traditional and accepted working relationships among members of the Board, between the Board and the Fire Chief, and between the Board and other District boards, committees, officials, and citizens, as well as the need to consolidate District policies and procedures, have undertaken to create operating procedures for the Prudential Committee. Acceptance of the policies and procedures embodied herein shall supersede all previous policies and procedures accepted by past Prudential Committees. Unless otherwise noted, the term "Board" shall refer to the Prudential Committee of the West Barnstable Fire District.

II. NATURE OF POLICIES AND PROCEDURES

These policies and procedures shall address those topics that cannot be dealt with elsewhere. Its content should be considered supplemental and subordinate to language embodied in state statute and District By-laws. Subjects that are more appropriately addressed in statute, by-law or regulation shall not be included in this format, except in reference. The individual policies and procedures embodied herein are severable. If any of them are held to be unconstitutional or invalid, the remaining policies and procedures shall not be affected thereby.

These policies and procedures will be read, interpreted, and applied in a manner to be consistent with any relevant or related laws, by-laws, contracts and regulations.

III. PROCEDURE FOR ESTABLISHING POLICIES AND PROCEDURES

A policy may be initiated by a member of the Board, the Fire Chief or Deputy Fire Chief, a District employee, or by a citizen of the District by requesting that the Chairman provide for discussion of the proposed policy in the agenda of a regular meeting of the Board. The individual initiating the discussion shall provide the Board with a written draft of the proposed policy for distribution to the Prudential Committee . The Board may schedule any hearing or meetings it deems necessary for discussion. The Board may distribute a draft for comment to appropriate officials as it deems necessary, and shall notify of the discussion any District boards, committees, or employees who may be affected by the policy.

Except when the Board determines that time is of the essence, the Board shall not vote on a policy until the second meeting following its introduction. A vote by two of the board's three members shall be required for the adoption of a new or amended Board policy. A new or revised policy adopted by the Board shall take effect immediately unless otherwise voted, and it shall be carried out until it is rescinded or amended.

The District Clerk shall be responsible for the maintenance of all policies and procedures, for maintaining and updating a Policy Manual with new and amended policies, and for ensuring that copies of the Board's policies and procedures are distributed to newly elected Board members. Copies of the Policy Manual shall be made available to the public at Fire Headquarters and shall be posted on the District's Official Website.

IV. AUTHORITY AND ROLE OF THE BOARD

The Prudential Committee is an elected board and derives its authority and responsibilities from the statutes of the Commonwealth of Massachusetts, and from the by-laws of the West Barnstable Fire District. When a vacancy occurs on the Board or on the Board of Water Commissioners or in the office of Moderator, the Board shall fill the unexpired term or terms in accordance with Fire District By-Law ARTICLE I SECTION 6.

The Board is responsible for executive District policy development and review. The Board works with the Fire Chief on policy development, and oversees the Fire Chief in his role as chief of the fire department and Chief Administrative Officer and Business Manager of the fire district.

The Board, through the Fire Chief, is responsible for supervising the following functions of general government: Fire & EMS operations, street lights, fire inspection and code enforcement, facilities maintenance, finance, and other areas of responsibility as assigned. The Board will refrain from involvement in day-to-day operations. Before any Board member approaches a department head or a member of a department or committee on any matter that relates to any aspect of the operation of the department or committee, he or she shall first consult with the fire chief. Concerns or questions regarding the operation of departments, and suggestions for improvements should be addressed to the fire chief. The Board may be called upon to settle disputes that cannot be resolved by the fire chief.

No actions representing the Board shall be taken by a member or members of the Board without the prior consent of a majority of the Board. This shall be modified in the event of an emergency should immediate action be required, in which case the Chairman or any Board member shall call an emergency session of the Board prior to the emergency action.

A Board member wishing an in-depth inquiry into a department's policies, procedures, or operations must make such a request during a regular Board meeting in open session and receive approval by the Board by consensus or Board vote. Requests by Board members for written legal opinions must be channeled through the Chairman and the fire chief.

V. ROLE OF THE FIRE CHIEF

The Board is responsible for appointing a fire chief, who functions as the District's Chief Administrative Officer and Business Manager. The primary responsibilities of the Fire Chief are outlined in the District By-Laws, as well as his/her job description. The Deputy Fire Chief will perform the duties of fire chief in the absence of the fire chief.

The Fire Chief must maintain a close working relationship with all members of the Board. He/she shall brief the Board of all important issues in a timely manner.

VI. DUTIES, RESPONSIBILITIES AND OBLIGATIONS OF BOARD MEMBERS

A member of the Board, in relation to his/her responsibility to the community, shall:

- recognize that his/her primary role is to set policy, with responsibility for administration delegated to the fire chief;
- recognize that he/she is a member of a team, and shall abide by all Board decisions once they are made;
- be well informed concerning the duties of a board member on both state and local levels;
- remember that he/she represents the entire community at all times;
- accept the office of Prudential Committee as a means of unselfish public service, not to benefit personally or professionally from his/her Board activities;
- in all appointments, avoid political patronage by judging all candidates on merit, experience and qualifications only; and
- abide by the provisions established by the Commonwealth in MGLA Chapter 268A (Ethics) as they apply to municipal officials.

As a member of the Board, a Prudential Committee Member shall:

- endeavor to establish sound, clearly defined policies which will direct and support the administration for the benefit of the people of the District;
- recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration;
- give the Fire Chief full responsibility for discharging his/her decisions and solutions.

- not make statements or promises of how he/she will vote on matters that will come before the Board until he/she has had an opportunity to hear all sides of the issue at a Board meeting;
- make decisions only after all facts on a question have been presented or discussed;
- uphold the intent of executive session and respect the privileged communication that exists therein; and
- treat with respect the rights of all members of the Board despite differences of opinion.

VII. ORGANIZATION OF THE BOARD AND ELECTION OF THE CHAIR

The Chair of the Board shall be elected annually at the regularly scheduled July meeting of the Board. The election of Chair is by majority vote. If a vacancy occurs in the position of Chair the Board shall elect a successor at its next regular meeting.

The Board may at any time, by majority vote, remove the Chair.

In the event that the Chair is absent from a meeting, the senior member of the Board in attendance shall serve as Temporary Chair.

VIII. RESPONSIBILITIES OF THE CHAIR

The Chair shall: - preside at all meetings of the Board at which he/she is present. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes, and preside over the discussion of agenda items; - sign official documents that require the signature of the Chairman, following a vote of the Board; - call special meetings of the Board in accordance with the Open Meeting Law; - prepare meeting agendas with the Fire Chief; - represent the Board at meetings, conferences, and other gatherings unless otherwise determined by the Board or delegated by the Chair; - serve as spokesman of the Board at District Meetings and present the Board's position unless otherwise determined by the Board or delegated by the Chair; - make liaison assignments, as appropriate, and assign overview responsibilities for projects and tasks to Board members unless otherwise determined by the Board; and - arrange for the orientation of new members, unless otherwise noted. - ensure that the Board maintains a legal and open level of communication

- ensure that information is equally distributed to all members of the Board.

The Chair shall have the same rights as other members to offer and second motions and resolutions, to discuss questions, and to vote thereon.

IX. MEETINGS OF THE BOARD

Regular Board meetings are held on the third Wednesday of each month at 4:00 PM in the Training Room of the West Barnstable Fire Headquarters, unless otherwise determined by the Board. The Board shall not hold regular meetings on days which are designated legal holidays. The Fire District Clerk is responsible for the posting of all Board meetings in compliance with Open Meeting Law.

A meeting called for any time other than the regular meetings shall be known as "special meetings". The same rules as those established for regular meetings shall apply, unless an unforeseen emergency requires a special meeting to be scheduled on a legal holiday. Special meetings shall be called by the Chair, in consultation with the Fire Chief, and with the informal consent of a majority of Board members.

The Board may conduct informal "working session" meetings from time to time. Such meetings will be posted in accordance with the Open Meeting Law. A synopsis of transactions of informal meetings shall be made a part of the record of meeting minutes.

X. MEETING PROCEDURES

Board meetings shall be conducted in accordance with generally accepted rules of parliamentary procedure and the Open Meeting Law. It is the practice that application of said procedure may be on a relatively informal basis.

A quorum shall consist of two members of the Board. As a practical courtesy, action on critical or controversial matters, the adoption of policy, or the making of appointments shall be taken, whenever practicable, with the full Board in attendance. Actions and decisions shall be by motion, second, and vote. Split votes will be identified by name in the meeting minutes.

The Fire Chief (or Deputy Fire Chief) is expected to be in attendance at meetings of the Board. The Fire Chief shall attend in order to keep the Board informed and advised, and to recommend in all matters that fall within the jurisdiction of his/her office. He/she shall carry out the actions of the Board as they relate to the conduct and administration of District affairs under his/her jurisdiction.

Should the Fire Chief be unable to attend a meeting of the Board, the Deputy Fire Chief shall attend, and if the Deputy Fire Chief is also unable to attend, he/she shall delegate another individual for the purpose of assisting the Board with administrative matters during such meeting.

Each Prudential Committee Meeting will include a Public Comment period where persons in attendance can speak to any issues relevant to the fire district. Prudential Committee members may not legally comment (pursuant to the Commonwealth's Open Meeting Law) or discuss public comments, only receive them. (Except that the Prudential Committee may discuss those items that are on the agenda for that meeting.)

Members of the public, guests, and officials of other government entities are allowed, subject to the discretion of the Chair, to comment during discussions by the Prudential Committee of agenda items. Persons must be recognized by the Chair of the Prudential Committee in order to speak.

XI. BOARD MEETINGS: EXECUTIVE SESSIONS

Where practicable, executive sessions shall be scheduled at the end of the open meeting of the Board. Only items clearly allowed under the Open Meeting Law shall be included in executive session. Prior to calling for a motion to adjourn into executive session, the Chairman shall state the reasons for which an executive session is sought. The Chairman shall also state whether or not the Board will reconvene in

open session. A majority of the members present and voting must vote to enter executive session by roll call vote.

XII. AGENDA PROCEDURES

The Fire Chief bears primary responsibility for coordinating and planning the agenda for regular meetings of the Board. The Fire Chief, in consultation with the Chairman, shall approve the agenda. The Chairman shall have the ultimate authority in the determination of the meeting agenda. In order for items to be considered for the agenda, they must be submitted to the Fire Chief by 4:00 p.m. on the Wednesday of the week preceding the meeting. Items added to the agenda after this time will be considered out of necessity or due to being routine in nature. Agenda items shall be:

- Call to Order & Pledge of Allegiance
- Clerk's Report & Approval of Minutes
- Public Comment
- Treasurer's Report
- Hearings (as required)
- Issues & Discussion Items (Old/New Business)
- Fire Chiefs Report
- Deputy Fire Chief's Report
- Such Other Matters Not Reasonably Anticipated by the Chair
- Executive Session (as required)
- Next Meeting/Scheduling

Each agenda item shall state the action anticipated of the Board, as appropriate or anticipated.

The Board may vary the order of items on the agenda as a courtesy to guests and speakers.

Members of the Board, staff, the Clerk, the Fire Chief or others who prepare background materials for the meeting should have such material available for Board members by 12:00 Noon on the Friday before the meeting. If background information is insufficient or complicated or if complex memos or motions are presented at the meeting, which were not included in the Board's meeting packet, any Board member may request that the relevant item be tabled to allow Board members time for careful study of the material.

The agenda shall be available to the public and the press at the Fire Station by 12:00 noon on the Friday before the meeting. Completed meeting packets shall be made available at the Fire Station for collection by Board members by 12:00 Noon on the Friday preceding the Regular Prudential Meeting.

The District Clerk shall be responsible for posting of the meeting with the Town of Barnstable (Clerk's Office) in accordance with the Open Meeting Law.

XIII. MEETING MINUTES

The Fire District Clerk will take minutes of each Prudential Committee Meeting or Workshop. In the event that the Fire District Clerk is unable to attend a meeting, the Clerk shall appoint an individual to take minutes in his/her absence.

The Fire District Clerk shall ensure that draft written minutes are made available to Board members at least a week prior to the next regular meeting.

Minutes circulated to members of the Board on or before the agenda is set for the subsequent meeting shall be considered at that meeting. Changes in the text of minutes shall be reviewed and agreed upon by a majority of voting Board members. The Fire District Clerk shall periodically review and present for the Board's vote the minutes of meetings held in Executive Session which may be released to the public. The Board shall release minutes of Executive Session at the earliest opportunity without compromising the nature of the matter discussed therein.

Minutes shall contain a full statement of all items discussed and actions taken by the Board and of the disposition of all proposals for action. Approved minutes shall be recorded in a Minutes Book. Minutes of Board meetings held in Executive Session shall be kept separately and recorded in accordance with the procedures dictated above. Minutes (other than those of meetings in Executive Session which the Board has not voted to release) shall be open for public inspection.

The Fire District Clerk shall post minutes on the official District Website within one week of their approval.

XIV. TREASURER'S REPORT

The Fire District Treasurer will provide a monthly report at each regularly scheduled monthly meeting. This report will consist of at least the following:

A review of the current fiscal year revenue verses projections.

A review of the current fiscal year verses appropriation.

A review of the current fiscal year expenses and revenue verses prior year.

Quarterly account balances for free cash, gift of funds, Bailey Fund, stabilization, OPEB Trust Fund and other special funds.

Warrants for approval of the Board.

Cash reconciliation status.

XV. FIRE CHIEF'S REPORT

The Fire Chief will provide a monthly report at each regularly scheduled monthly meeting. This report will consist of at least the following:

Staff Updates

Significant Emergency Incidents

Quarterly Standard of Cover/Performance Reports

Strategic Plan Status (Annually)

Community Functions and Activities

XVI. DEPUTY CHIEF'S REPORT

The Deputy Fire Chief will provide a monthly report at each regularly scheduled monthly meeting. This report will consist of at least the following:

Apparatus Maintenance

Building Maintenance

Grant Management Status

XVII. CLERK'S REPORT

The District Clerk will provide a monthly report at each regularly scheduled monthly meeting. This report will consist of at least the following:

Minutes for Approval

Annual Election Calendar & Timeline – Status Reports

Annual District Meeting Preparations

Annual Report Booklet Timeline & Preparations & Mailing

Annual District Warrant Preparation

Legal Notices (as needed)

Fire District Correspondence

Open Meeting Issues/Training

Public Records Issues/Training

Swearing In Officials (Annually or As Needed)

XVIII. BOARD APPOINTMENTS & ANNUAL REVIEW

The Board shall make its annual review of the fire chief at its regular November meeting. Such review shall be in writing and held in open session.

The Board shall reappoint the Clerk and Treasurer every three years (ARTICLE I Section 2 of the By-Laws) at the regular June meeting to take effect as of July 1.

As part of the re-appointment process, the Board, at least sixty (60) days prior, will ask incumbents whose terms will expire on June 30 about their interest and ability to continue serving. The District Clerk will ensure that the Board receives a list of appointment vacancies to be filled by the Board. Interviews of applicants, including individuals requesting re-appointment, shall take place when there are more applicants for a position than available positions (seats).

The Board may from time to time appoint standing or advisory committees to aid on matters under the Board's jurisdiction. The use of such committees provides greater expertise and more widespread citizen participation in the operation of government. The Board will give each advisory committee a written charge, which shall include the work to be undertaken, the time in which it is to be accomplished, and the procedures for reporting to the Board. Each committee must report in writing at least annually to the Board. The Board shall be sent copies of all committee agendas and minutes. The Board will discharge committees upon completion of their work. In addition, each Committee shall be provided with information on parliamentary procedures and the conduct of meetings under the Open Meeting Law. The charges and membership of advisory committees shall be reviewed at least annually to assess the necessity and desirability of continuing the committee.

XIX. RELATIONS WITH CITIZENS

In recognizing that it both represents and is accountable to the residents of the District, it is the policy of the Board to make every effort to strengthen communications with citizens.

The Board will act to increase citizen participation, encourage citizen input into government decisions, and to keep residents informed of all actions contemplated or taken by the Board which will affect them. To this end, the Board will take the following steps:

- In addition to Public Comment, a resident or group of residents may request a meeting with the Board by contacting any member of the Board or the Fire Chief, stating the reason for the appearance and the Board action desired and by naming a spokesman for the group. As circumstances and time permit, such a meeting will be incorporated into the agenda of the next regularly scheduled Board meeting. Participants shall be allowed to make a reasonable presentation through the spokesman and to express opinions, and to ask for pertinent information. Residents making such presentations are encouraged to prepare written materials for the Board's review. - The fire chief will ensure that persons who will be directly affected by proposed Board discussion or action will be notified of the date and time of the meeting at which the matter will be discussed or acted upon by the Board. - If the Board is considering matters of citizens concern at a regular meeting, the public will be allowed to ask questions or make statements relative to the matter under consideration at the discretion of the Chairman. - The Fire Chief and Chairman will ensure that all citizen questions and complaints are answered promptly. Matters requiring the attention of the full Board shall be included in the agenda of the next regular Board meeting.

XX. HEARINGS BEFORE THE BOARD

Hearings before the Board shall be conducted in accordance with the following procedures, Modifications may be necessary to comply with statutory requirements applicable to particular matters.

- The District Clerk will ensure that the hearing is advertised and notice given to interested persons, such as abutters, as required by statute or as directed by the Chairman in the absence of statutory requirements. - Hearings will be held in open session unless otherwise voted by the Board in compliance with Open Meeting Law.

- At the time advertised for the hearing, the Chairman will announce the nature and purpose of the hearing, identify the particular matter, and recite the notice given. All questions shall be addressed to the Chair. - The order of presentation will be: presentation by the proponent; receipt of recommendations from any other board or officer; questions from Board members; and statements by opponents and members of the public. - At the conclusion of the hearing, the Board may render its decision or take the matter under advisement, announcing the intended date of decision.

XXI. DISTRICT MEETINGS

The Annual District Meeting warrant and any Special District Meeting warrant is the responsibility of the Board. The Board may insert articles in the warrant of the Board's initiative or by written petition signed

by ten (10) registered voters for the Annual District Meeting. The Board may also insert articles on the warrant at the request of another committee.

The Board may also insert articles on a warrant at the request of a vote of a multiple member body or committee, fire chief or Water Commissioners.

The Board will consult with the Moderator and District Clerk prior to calling a Special District Meeting.

XXII. STREET LIGHTS

The Board delegates to the fire chief all matters pertaining to the maintenance, location and repair of streetlights.

XXIII. DISTRICT WEBSITE

The Fire District Clerk shall post on a fire district website that provides the following information (minimum) to the public:

- A. Names and contact information for all elected district officials
- B. Names and contact information for the fire chief and deputy fire chief
- C. Name and contact information for the clerk, treasurer and accountant
- D. Fire District phone numbers and mailing address
- E. District By-Laws
- F. Meeting Agendas
- G. Meeting Minutes
- H. Prudential Committee Policies
- I. Annual Budget
- J. Election Calendar
- K. Annual Meeting Notice & Warrant
- L. Streetlight Repair Information
- M. Fire District Personnel Policy Manual
- N. Fire District Strategic Plan
- O. Fire District Community Risk Analysis
- P. Fire District Standards of Cover
- Q. Fire District Insurance Services Office (ISO) Rating
- R. Fire District Map

The Fire Department's Records Access Officer (RAO) shall review the website for compliance with this policy, and for compliance with any applicable state laws or regulations related to public records.

XXIV. CRITICAL ILLNESS FUND (adopted July 17, 2019)

The West Barnstable Fire District has created a Critical Illness Stabilization Fund to provide a benefit to its firefighters who receive a diagnosis of certain critical illnesses that are linked to firefighting. This benefit is in addition to any other health insurance or other benefits the firefighter may receive for such illness. The District shall make payments to firefighters in accordance with the following policies and procedures:

1. Any West Barnstable firefighter (volunteer, call, part-time, auxiliary, or career) who is diagnosed with any of the illnesses set forth in Massachusetts General Law Chapter 32 Sections 94, 94A, or 94B will receive a one-time payment from the District in the amount of ten thousand dollars (\$10,000).
2. In order to be eligible, firefighters must meet the following criteria:
 - a. Have passed an NFPA 1983 compliant medical exam upon entry into service with the West Barnstable Fire District or subsequent to such entry, which examination failed to reveal any evidence of such condition; and
 - b. Have served as an active member of the West Barnstable Fire Department for at least five years prior to the time that the illness was first discovered; and
 - c. Must apply, in writing, for this benefit within 180 days of the time the illness was first discovered; and
 - d. The illness must result in partial or total disability that would prevent the firefighter from serving as a firefighter, or result in death.
 - e. Be no more than sixty-six (66) years old.
3. Firefighters who have left the service of the West Barnstable Fire Department, after serving at least five years with the department are eligible for this benefit for illnesses discovered up to one-year after they leave the West Barnstable Fire Department.
4. Firefighters who have left the service of the West Barnstable Fire Department and have subsequently served as a member of another fire department are ineligible for benefits.
5. An active firefighter for purposes of this benefit means a firefighter who has been authorized to participate in emergency responses without a leave of absence or combined leaves of absence that equal more than one year in two year period of the five years prior to the discovery of the illness.
6. A doctor board certified as an Oncologist must confirm any diagnosis of cancer in writing.
7. A doctor board certified in Cardiology must confirm any diagnosis of heart disease in writing.
8. This benefit will not be payable:
 - a. For any injury or illness other than those covered in Massachusetts General Law Chapter 32 Sections 94, 94A, or 94B, even though such injury or illness may have been complicated by one of the covered illnesses;

- b. For any complication of Human immunodeficiency Virus (HIV) infection or any variance thereof including (but not limited to) AIDS and AIDS Related Complex;
 - c. For the use, existence or escape of nuclear weapons, material or ionizing radiation from or contamination by radioactivity from any nuclear fuel or waste from the combustion of nuclear fuel;
 - d. For the misuse of medication or the abuse of drugs or intoxicants;
 - e. For war or any act of war, whether declared or not.
9. This benefit is not required by law or by contract and is voluntarily provided by the District. The District reserves the right to alter, amend, or discontinue this benefit without notice at its sole discretion. Payment of this benefit is subject to appropriation.
10. This benefit will only be paid once regardless of whether the firefighter may have been or may be diagnosed with more than one of the covered illnesses or with the same illness at different times.
11. The District will strive to pay the benefit as soon as possible; however, the District reserves the right to delay payment to the next fiscal year if it is necessary to appropriate funds at the Annual District Meeting.

XXV. RETIREE HEALTH INSURANCE (Adopted December 19, 2018)

The West Barnstable Fire District will provide health insurance to its retirees and the spouse of its retirees in accordance with the following policies:

- 1. Retiree's health insurance provided from the district includes health insurance, dental insurance and \$2000.00 of life insurance.
- 2. For retired full-time staff who were hired on or before December 30, 2018, their spouse, their children or their other dependents, the district will pay seventy-five percent (75%) of the retiree's health insurance premium.
- 3. For retired full-time staff who were hired on or after January 1, 2019, their spouse, their children or their other dependents, the district will pay fifty percent (50%) of the retiree's health insurance premium.
- 4. In order to be eligible for retiree health insurance, a retiree must have been enrolled in the district's group health plan at the time of his/her retirement.
- 5. The district provides retiree health insurance to the spouse, children, or other dependents of a retiree, so long as the spouse, children, or other dependents were covered under the district's plan at the time of the retiree's retirement.
- 6. A retiree, spouse, child or dependent who is eligible or who becomes eligible for Medicare Part A at no cost to the retiree, spouse, child or dependent is required to enroll in Medicare Parts A and B and transfer from the group medical plan offered by the District to a Medicare supplement plan offered by the District.

7. In the event that a retiree becomes eligible for Medicare (pursuant to item 5 above), and his/her spouse is not yet eligible due to age, said spouse may remain on the district's group health plan but must change from a family plan to an individual plan, unless there are children or other dependents also covered under the plan.
8. A copy of this policy (as amended from time to time) shall be provided to each full-time employee at the time of its adoption or amendment, and upon hiring of a full time employee.

XXVI. PERSONNEL POLICY MANUAL

The District will maintain a written personnel policy manual applicable all district employees and volunteers. A copy of said personnel policy manual will be provided to all new employees and volunteers upon hiring. The personnel policy manual will be maintained on the fire district website for public and staff viewing.

The fire chief (or his/her designee) shall annually review the personnel policy manual and make proposals for revision or addition to the Prudential Committee. The fire chief may engage legal counsel for such review.

The fire chief shall be responsible for the interpretation and implementation of personnel policies. The fire chief may make interim changes to policies as he/she determines appropriate. The fire chief may add interim policies as he/she determines appropriate. Interim changes or new policies shall be reviewed and approved by the Prudential Committee at least annually in order to remain in force.

XXVII. PERMIT & INSPECTION FEES

The District charges a fee of \$25 for all permits and inspections, except that there will be no fee charged for open burning permits, agricultural burning permits and cook fire permits.

XXVIII. AMBULANCE TRANSPORT FEES

The Prudential Committee will annually review and set the fees charged for ambulance transport by the fire department. Typically, this review and fee setting will be done at the December meeting to take effect on or about January 1st of each year.

XXIX. FEES – GENERALLY

Except for ambulance transport fees and permit/inspection fees, the Prudential Committee delegates to the fire chief the setting of fees for services provided by the District.

XL. HEARINGS BEFORE THE PRUDENTIAL COMMITTEE

When the Prudential Committee holds a formal hearing pursuant to a collective bargaining agreement or to review a controversy or complaint the hearing shall generally be conducted in accordance with the following procedures. Variations may be necessary to comply with statutory or contractual requirements applicable to particular matters.

1. The hearing must be included in the meeting agenda.
2. Parties to the hearing shall be notified in writing of the time, place and topic of the hearing. Generally, this will be done by the Clerk using email.
3. Hearings will be held in open session unless otherwise voted by the Prudential Committee in compliance with the Open Meeting Law.
4. The Chair will announce the nature and purpose of the hearing and identify the particular matter.
5. The order of the hearing will be:
 - a. Statements by proponents
 - b. Receipt of recommendations from any District officer or department.
 - c. Statements by opponents.
 - d. Rebuttal statements by proponents and opponents.
 - e. Where appropriate, questions may be asked of any person making a statement after the statement is finished. Questions will be accepted first from members of the Prudential Committee.
6. The Prudential Committee may permit persons not desiring to speak to record themselves as in favor or against the proposed action. The Prudential Committee may take a non-binding show of hands.
7. At the conclusion of the hearing, the Prudential Committee may render its decision or take the matter under advisement, announcing the intended date of decision.

XLI. POLICIES FOR USE OF THE FIRE STATION BY OUTSIDE GROUPS OR INDIVIDUALS

The Prudential Committee delegates to the fire chief the authority for creating policies for the use of the fire station by outside groups or individuals and for setting any fees for such use.

XLII. WEST BARNSTABLE COMMUNITY INFORMATION SIGN

The District will maintain and operate a community information sign in front of fire headquarters alongside Route 149 for the purpose of providing a place for the Fire District and West Barnstable Community Organizations to post events or information relevant to the citizens of West Barnstable. The Prudential Committee delegates to the fire chief the authority for creating policies for the posting of messages on said sign. There shall be no fee for positing messages. Official Fire District messages, fire department messages and public safety messages shall take precedence over all other messages.

XLIII. CUSTOMER SERVICE & COURTESY

It is the goal of the West Barnstable Fire District staff, elected officials and volunteers to provide customers with responsive, consistent, and effective public services. The treatment of all persons should be courteous. Quality service will be delivered with respect for the needs and diversity of all customers. (A customer is broadly defined to include residents, taxpayers, staff, elected officials, volunteers and the general public.)

XLIV. USE OF DISTRICT SEAL

The non-official use of the District Seal is prohibited. Generally, the Fire District Clerk is the keeper of the District Seal and responsible for its official use.

XLV. RECONCILIATION AND REPORTING (Pending - Treasurer)

XLVI. OPEB TRUST FUND

The District will maintain an Other Post-Employment Benefits (OPEB) Trust Fund in accordance with state law and the District will use the Plymouth County OPEB Trust, a pooled fund, for its OPEB Trust Fund, and the Treasurer shall at the start of each fiscal year, deposit the funds appropriated to the OPEB Trust Fund into such pooled fund.

XLVII. CREDIT CARDS

The District's staff and volunteers may be reimbursed by the District for any District Expenses they incur on their personal credit cards. The fire chief shall review and approve all such reimbursements in advance of reimbursement.

In the case of the fire chief, the Prudential Committee shall semi-annually, generally at their July and January meeting, review the reimburses to the fire chief for the use of his/her personal credit card for district expenses in the prior six months. (This is in addition to the expenses and reimbursement being included as part of the regular warrants reviewed and approved by the Prudential Committee at its meetings.) The District Accountant will prepare and provide the list of the fire chief's reimburses to the Prudential Committee.

Receipts for any purchases in excess of twenty dollars (\$20) must be attached to any expense reimbursement request.

XLVII. CHIEF PROCUREMENT OFFICER

The Prudential Committee appoints the fire chief as the Chief Procurement Officer for the Fire District.

L. DISPOSAL OF SURPLUS PROPERTY

The fire chief shall be responsible for the disposal of surplus property in accordance with GL Chapter 30B Section 15 and the following policies:

1. Definitions:
 - a. Surplus Property: Any equipment, furniture, scrap or salvage materials, or other tangible property (and excluding real estate) that is no longer needed by the fire district regardless of its existing condition or estimated value.
 - b. Fire District Property: Any property or materials purchased with fire district funds, with grant funds, donated to the fire district, or acquired for the fire district through other means.
 - c. Insider Sales: Sales to fire district staff or their immediate family without the Surplus Property being offer to the general public in a businesslike manner.
2. Surplus Property of nominal value or scrap value may be sold for scrap, donated to charities, disposed of as trash, recycled, or donated to other government agencies as the fire chiefs determines.
3. Surplus Property with values greater than nominal value or scrap value, but with a value of less than \$10,000 will be disposed of at the discretion of the fire chief by:
 - a. Trade in of the Surplus Property toward the purchase of new items
 - b. Transfer or donation of the Surplus Property to another government agency
 - c. Public sale of the Surplus Property through normal established markets such as eBay, Craigslist, Classified Ads at a price reasonably within the range of its fair market value.
 - d. Insider sales to fire district staff are prohibited.
4. Surplus Property with a fair market value of \$10,000 or more shall be sold by public auction and sealed bids, or by trade in toward the purchase of new items, in accordance with GL Chapter 30B Section 15. The auction may be by eBay, MuniBid or other similar online/electronic auction site.

5. Unauthorized removal, disposal or expropriation of fire district property or Surplus Property is considered theft and constitutes a serious breach of fire district property. Unauthorized disposition could subject individuals to disciplinary action (including termination) and/or criminal prosecution.

6. Staff of the fire district may, at the discretion of the fire chief, retain obsolete, unserviceable or out-of-date firefighting items of nominal value that have personal or emotional value to them including (but not limited to) such things as helmets, helmet shields, badges, uniform elements and certificates.

These policies were adopted and/or ratified by the West Barnstable Fire District Prudential Committee at its meeting on September 18, 2019 to take effect as of its next meeting on October 30, 2019.

A handwritten signature in cursive script, appearing to read "Elaine Grace", is written over a horizontal line.

Elaine Grace, District Clerk