

WEST BARNSTABLE FIRE DISTRICT
PRUDENTIAL COMMITTEE - MINUTES MARCH 11, 2020

PRESENT: Prudential Committee members Van Northcross and Stuart Schulman, Chief Joseph Maruca, Deputy Chief David Paananen, District Treasurer Ray Pirrone, District Clerk Elaine Grace, District Moderator Kate Mitchell, Kris Clark, Precinct 11 Town Councilor and Water Commissioner, Mark Wirtanen, Water Commissioner.

CALL TO ORDER:

Chairman Van Northcross called the meeting to order at 4:05 PM. The Pledge of Allegiance to the Flag was recited by all present.

CLERKS'S REPORT:

Mr.Schulman motioned, Mr. Northcross seconded, and the minutes of the regular February 19, 2020 meeting were accepted as submitted.

PUBLIC COMMENT:

No public present at the meeting.

Mr. Wirtanen noted that a fallen tree was inhibiting access to the water supply at Garrett's Pond. He also mentioned that the hydrants at Cape Cod Community College and the YMCA were two different colors. Chief Maruca said that the red hydrants belonged to COMM Water District and the blue hydrants were Barnstable Water District.

TREASURER'S REPORT:

The following warrants were approved for payment:

PR 20-34:	18,622.33
PR 20-35:	14,612.75
PR 20-36:	510.88
PR 20-37:	26,630.20
PR 20-38:	13,491.99
AP 20-22:	19,687.92
AP 20-23:	14,546.48

District Treasurer Ray Pirrone advised that real estate tax revenue is down, but still on budget. Ambulance revenue is also down from last year, but still ahead of budget. Transports are up 10%.

Salary expenditures in the Prudential Committee budget are below budget; however, legal expenses are up. Fire Department overtime expenditures are significantly lower, and the total budget is spot on.

Street lights continue to be well below budget. The Fire Department has received \$90,000 from the Federal Grant, with another \$30,000 anticipated, following Federal on-line approval. A verbal approval has been received.

Treasurer Pirrone advised he called Rob Lynch at Lynch Marini & Associates, our current auditors, but has not received a call back. At the present time, we have no date for the completion of the audit.

Treasurer Pirrone advised the Chief found an appropriate RFP for audit services. Mr. Pirrone made some revisions to the RFP and feels it suits our purpose. Mr. Pirrone also contacted some of his peers, the DOR, and the MA Society of CPA's and found four firms competent in municipal audits. The RFP will be sent to two of the firms - Scappini & Pina PC, Norwell (currently audit Barnstable Fire and Town of Chatham) and Clifton Larson Allen LLP, New Bedford (clients include Towns of Bourne, Mashpee, and Eastham). Our current auditor Lynch Marini & Associates will also be sent the RFP.

Mr. Pirrone noted cash has been reconciled through February. District Account Susan Rao is waiting to receive a couple of bank statements.

Draft FY2021 Budget/Warrant Recommendations:

The final budget and warrant articles were reviewed.

Mr. Northcross motioned, Mr. Schulman seconded, and the Warrant Articles were approved and are attached to the minutes. The motions for the Annual District Meeting will be reviewed at the April 15, 2020 Prudential Committee regular meeting.

Continuity of Operations Plan - Covid-19:

Governor Baker declared a state of emergency in Massachusetts on March 10, 2020 in response to the coronavirus outbreak to go into effect on March 11, 2020.

Chief Maruca will be initiating a contingency plan for the Fire Department/District to ensure essential functions will be carried out regardless of the impact of Covid-19.

The Chief advised there is no good guidance out there as yet and suggested everyone practice common sense and proper self-care and hygiene. The Department is taking the usual precautions and screening callers to prevent exposure as well as possible.

Fire Station 3 Farmer's Market:

Mr. Northcross is awaiting information from Barnstable County Cooperative Extension and other entities.

Chief's Report:

- Eight new volunteers will undergo orientation on April 2, 2020 at 4 PM.
- Andrew Mandel is going to Sandwich as of May 1, 2020. He is a strong player and has a wide range of skill sets - big loss for the department.
- Two volunteers are also leaving - one to Hyannis, the other to Brewster.
- The Chief advised that Sandwich, Cotuit, Mashpee and West Barnstable are working to acquire a spare ambulance to share. The ambulance would be housed in Sandwich, who will also pay for licensing and maintenance.

Deputy Chief's Report:

- Used engine - not much movement
- Working to finalize grant for replacement tanker - plan to submit on Thursday, March 12th

Mr. Schulman and Mr. Northcross would like to put Voluntary Revenue as a topic for discussion at a future Prudential Committee meeting. Chief Maruca suggested placing it on the agenda for the May 20, 2020 meeting.

Next Meeting: Review Warrant motions and script for Annual District Meeting on April 29, 2020.

Respectfully submitted,

Elaine Grace, District Clerk