

WEST BARNSTABLE FIRE DISTRICT
PRUDENTIAL COMMITTEE MINUTES - APRIL 15, 2020

PRESENT: Prudential Committee members Edward Smith, Van Northcross, and Stuart Schulman; Chief Joseph Maruca; Deputy Chief David Paananen; District Treasurer Ray Pirrone; District Accountant Susan Rao; Nanette Jacobs, Records Access Officer; District Moderator Kate Mitchell; District Legal Counsel Charles Sabatt; District Clerk Elaine Grace; Water Commissioner and Precinct 11 Town Councilor Kris Clark. (The Chief, Prudential Committee member Ed Smith, and District Clerk Elaine Grace were present at the Fire Station; other attendees were present via ZOOM.)

CALL TO ORDER: Chairman Van Northcross called the meeting to order at 4:04PM.

CLERK'S REPORT: The minutes of the regular March 11, 200 Prudential Committee meeting was accepted as written. The minutes of the special April 2, 2020 and April 9, 2020 Prudential Committee meetings were also accepted as written.

The next regular meeting of the Prudential Committee will be May 13, 2020 at 4:00 PM. The motions for the Annual District meeting will be reviewed and assigned at that meeting.

PUBLIC COMMENT:

Kris Clark suggested the Chief put the links to the Barnstable County and the Town of Barnstable COVID-19 information on the Fire Departments website.

TREASURER'S REPORT:

The following warrants were approved for payment:

PR20-38	\$13,491.99
PR20-39	\$22,652.29
PR20-40	\$13,162.31
PR20-41	\$18,756.17
PR20-42	\$21,226.49
AP20-24	\$14,625.71
AP20-25	\$25,167.58
AP20-26	\$ 4,902.09

Mr. Pirrone reported that he has not heard from auditor Rob Lynch. The Audit RFP was delayed to allow Mr. Pirrone to negotiate with Mr. Lynch about preparing the FY2020 audit; however, Mr. Lynch declined the opportunity. He did want to receive the RFP letter.

Mr. Pirrone distributed copies of the RFP. He also connected with the auditor for the Hyannis and COMM auditor, but he was not anxious to respond, and indicated the budgeted amount was too light.

However, he will consider responding. Treasurer Judy Sprague at COMM thinks he might be retiring.

Chief Maruca was concerned that the RFP included West Barnstable and Cotuit and felt that it indicated a single fee, or a joint proposal. Mr. Pirrone will clarify that it will be two separate proposals.

Treasurer Pirrone advised that as of March 31, revenue was on target. However, tax receipts will probably decline radically in May and June, due to the pandemic. We will be facing many unknowns in the months ahead.

There was discussion regarding increasing the amount of the Reserve Fund for contingencies at the Annual District Meeting and whether an amendment could be solicited from the floor.

The warrant has been published and the Reserve Fund article calls for the amount of \$30,000. Attorney Sabatt felt it could be amended - he will investigate and have an answer by the May 13, 2020 meeting.

The Chief asked Mr. Pirrone what the District's FY2020 financial status would be if no more taxes were collected. Mr. Pirrone responded that there is sufficient cash and no drastic measures need to be taken - the District can operate until July with no problem. However, getting through July and August could be problematic and it's possible there will be unknown expenses, and so adding to the Reserve Fund should be considered as a protection.

The issue of amending the Reserve Fund article will be taken up at the May 13, 2020 meeting.

RECESS AND CONTINUATION OF ANNUAL DISTRICT MEETING:

On April 21, 2020, Moderator Kate Mitchell will declare the Annual District Meeting recessed and continued to May 20, 2020 at the West Barnstable Fire Station, with the Election Meeting to take place from 5-7 PM and the meeting at 7 PM. The Chief will send the appropriate letter to the Attorney General's office, notifying them of the need to recess and continue to the May 20, 2020 date.

The Clerk will post the new date - May 20, 2020 - with the Town Clerk's office.

Moderator Kate Mitchell and Legal Counsel Chuck Sabatt will physically meet at the Fire Station on April 29, 2020 at 7 PM and declare the Annual Meeting recessed to May 20, 2020.

The community will be notified via Facebook, the website, flyers, the community sign, a postcard sent to District voters and other messaging about the change of date.

COVID-19 OPERATIONAL REPORT & RECOMMENDATIONS:

Chief Maruca advised that Deputy Chief Pananen has been part of the Unified Command at the Cape Cod Community College testing site every day since it opened in March. Deputy Chief Pananen advised that the volume has slowed down. They are still using the standard testing - if they switch he anticipates the volume will increase again. He acknowledged Cape Cod Healthcare's proactive efforts. They have been ahead of the state and are doing a tremendous job, spending mega bucks to keep the community safe and informed.

Mr. Schulman asked about grants or reimbursements. The Chief said he anticipates no significant federal aid will be forthcoming. However, Ray and Susan are keeping track of COVID-19 expenses. Susan is on top of MEMA and FEMA thresholds and criteria.

WORKING AT HOME REPORTS:

Mr. Pirrone said it was an easy transition but things in general take longer. Not everyone else is working or able to be contacted.

Susan reported it's great - she has a nicer office! She was able to transfer the Vader system to a cloud base system - everything is going well.

Nanette said she misses the station - agreed with Deputy Chief Paananen about the testing station. She and Heather are working together on several projects.

Elaine has been working on revisions to the Annual Report booklet, continuing to pick up the mail daily and keeping in touch with Town Clerk Ann Quirk.

CALL VOLUME:

Chief Maruca reported that call volume has decreased - people don't want to go to the hospital.

They have transported COVID-19 patients. The supply of PPE and gloves is adequate - Kim Sylvia, Deputy Chief Paananen and Heather Scozzarella have stayed on top of supplies.

Staff has been broken into smaller groups - the reserve staff is not participating. The Chief has segregated call groups to avoid cross contamination and will do another staff realignment next week to rest the troops. Training is being done via on-line training. Andy Mandel will be leaving soon. A couple of other staff also will be leaving for other departments. There are 10 new recruits and a 3 hour orientation training class will be held on Zoom for them. Kim Sylvia has developed a PowerPoint presentation. The department is functioning but there is a lot of anxiety - it's difficult. There is no routine anymore - we keep inventing as we go.

As of today, there were 110 COVID-19 cases in the Town of Barnstable and 2 deaths.

The next regular Prudential Committee meeting will be on May 13, 2020 at 4 PM.

There being no further business, the meeting was adjourned at 5:10 PM.

Respectfully submitted,

Elaine Grace, District Clerk