

WEST BARNSTABLE FIRE DISTRICT

PRUDENTIAL COMMITTEE MINUTES - SEPTEMBER 16, 2020

PRESENT: Prudential Committee member Chairman Van Northcross, Edward Smith and Stuart Schulman; Fire Chief Joe Maruca, Deputy Chief Dave Paananen, District Treasurer Ray

Pirrone, District Accountant Susan Rao, District Clerk Elaine Grace, Water Commissioner Mark Wirtanen, and guests via ZOOM, Sue Phelan and Stephen Seymour.

CALL TO ORDER:

Chairman Van Northcross called the meeting to order at 4:00 PM. The Pledge to Allegiance to the Flag was recited by all present.

CLERK'S REPORT:

Mr. Smith motioned, Mr. Schulman seconded, and it was unanimously voted to accept the minutes of August 26, 2020 as written.

PUBLIC COMMENT:

No public present to comment.

TREASURER'S REPORT:

The following warrants were approved for payment:

PR 21-08 15,854.18

PR 21-09 22,253.51

PR 21-10 24,978.11

PR 21-11	20,722.86
AP 21-06	62,148.70
AP 21-07	6,969.15

Mr. Pirrone noted the District is ahead on tax receipts. Expenditures are below budget. One time annual payments to Sheriff's Department, Barnstable County Retirement, and insurance coverage have been paid. Everything is on schedule and Mr. Pirrone has no concerns, nothing unusual. Today, he received the tax lien data from the Town Treasurer, so FY2020 can be finalized. The auditors are waiting for the OPEB report which won't be available until sometime in October. Due to increased efficiency and staffing in the Tax Collector's office, tax taking went from \$58,000 in June 2019 to \$129, 500 at the end of June 2020.

Recommendations in the Management Letter for FY2019 from the auditors, Lynch, Marini & Associates, Inc. are being addressed or have already been implemented - The Treasurer is bonded, the bank signers issue has been taken care of, the Treasurer and District Accountant Susan Rao will work on developing a check list of financial practices and internal controls. The Chief will work with the Treasurer on developing a draft Gift Acceptance Policy for Prudential Committee approval. The credit card issue has been resolved; Mr. Pirrone will see if the new audit firm has any suggestions on how to handle credit cards.

Ambulance revenue was significantly down in August, but overall revenue is holding.

WATER COMMISSIONERS-TOWN OF BARNSTABLE WELL TEST RESULTS IN WEST BARNSTABLE:

Water Commissioner Mark Wirtanen reported that the Town of Barnstable has received preliminary results of the testing of 7 wells in West Barnstable/Barnstable. A final report has not been issued. Significant PFOS was found in the area of Hinkley Lane. After discussion, consensus was to test the well behind the Fire Station again for PFOS, and also to test the domestic water well too. The Water Commissioners will hold a meeting when they receive the Town of Barnstable's final report.

Sue Phelan and Stephen Seymour expressed their concerns regarding the findings and stressed that there are Federal standards for testing - and “you can’t just shop around” for best results.

COVID19 REIMBURSEMENT:

District Accountant Susan Rao continues to stay in touch with her FEMA liaison. She expects to submit the filing for 75% (\$11,000) next week. Mr. Northcross mentioned that the District might be eligible to receive another 25% from the Town of Barnstable CARES money.

PERSONNEL POLICY AMENDMENT - SICK DAYS FOR PART-TIME PERSONNEL:

District Account Susan Rao noted a typo in the Personnel Policy Manual which provides for **20 hours** of sick leave for certain part-time employees rather than **2 hours**.

Mr. Smith motioned, Mr. Schulman seconded and it was unanimously voted to amend the West Barnstable Fire District Personnel Policy Manual in Section 6.1.3 by changing 20 hours to 2 hours, and that this change takes effect immediately.

COVID-19 OPERATIONAL REPORT:

Chief Maruca reported there has been a recent bump up in town wide and West Barnstable COVID19 cases - the virus is still here. The Fire Station remains closed to the public and continues to operate under COVID19 safety rules and regulations.

CHIEF’S REPORT:

- The Chief reported that the water shuttle drill has been impacted by COVID19. It’s been divided into three separate segments to maintain safety and compliance. The first was held last night, with four other departments participating; next Tuesday, another four departments will participate, and the last drill will take place with just West Barnstable personnel. It is exhausting to do the drill three times, but it’s good training for everyone.

- Training is still taking place outdoors; however, another plan is needed come colder weather. The department is bulking up on classes now; winter classes will be a challenge
- The Forestry truck is operational.
- Two former volunteers have returned to the West Barnstable Fire Department one from the military and one from Logan Airport - Eric Stewart and Colin Sylvester.
- The Strategic Planning Committee will begin meeting again through October and November and the Chief anticipates having the report ready by the end of the year.
- Six of our volunteers are currently in paramedic school - they are terrific EMTs.
- The first draft of the FY 2022 budget should be ready for the October meeting.
- The Quarterly Reports have been reinstated and provided to the Prudential Committee.

DEPUTY CHIEF'S REPORT:

- The used ladder truck in New York was too much money. Another truck in Alabama was sold out from under us. Still looking.
- Open Cape internet system is being installed at the station as a backup system; Comcast is still the primary system. Open Cape's fiber optic system and microwave pathways will ensure public safety official's access to essential communications in harsh conditions and power outages.

The next regular Prudential Committee meeting will be October 21, 2020. Anticipated: First Draft of FY2022 Budget, Timeline for Annual Reports, Distribution of Fire Chief Annual Review Documents to Prudential Committee, Setting of Tax Classification Meeting Date.

There being no further business,

Mr. Smith motioned, Mr. Schulman seconded, and it was unanimously voted to adjourn the meeting at 4:51 PM.

Respectfully submitted,

Elaine Grace, District Clerk