



PRUDENTIAL COMMITTEE FIRE DISTRICT #2

20 Woodbridge Street, South Hadley, MA 01075
Tel: (413) 534-5748 - Fax: (413) 517-6054

Minutes of April 14, 2020

Convened: 5:35

Adjourned 7:01 p.m.

Present:

Prudential Committee Chair: James Menard

Members: Kenneth LeBlanc and Robert Bak

South Hadley District #2: Chief Todd Calkins

Treasurer Barbara Miller

Moderator Christopher Pyle

Others Present:

Ira Brezinsky

Michael Cote

Lynda Young

Trevor McKenna

Mike O'Neill

Ryan Moore

Meeting Location: Due to the Current State of Emergency this meeting was held remotely via GoToMeeting.

Meeting called to order by Chairman Menard. Announced the meeting is being recorded. The recording will be posted on the website.

Per Sections 57-58 of the Municipal Modernization Act and PC vote of 12/15/2016 and 3/10/2020 warrants were previously approved by J. Menard, PC Chair.

Minutes

K. LeBlanc mad a motion to approve the minutes of January 30, 2020. R. Bak second. Motion passed unanimously.

Fire Chief COVID 19 Update

Chief Calkins said the staff is still healthy. All Town agencies continue to work together. They have been asked to work with the American Legion Post 266, they will be donating snacks, water bottles, cases of water and other donated items will go to the Holyoke Medical Center to a drop spot. He said \$25,000 in FY19 and in FY20 to date almost \$31,000 has been generated from smoke and CO certificates, sprinkler, fire alarm and open burning permits and plan reviews. He is requesting that a certain amount of that money be allocated to go to fire truck stabilization or a specific account for equipment. The Town has declared a State of Emergency and the Districts fall under the Town. Lt. Moore has logged us into the portal for federal reimbursement, all COVID 19 expenses are being tracked in a spreadsheet.

PC Chair Discussion Item

By-law changes

B. Miller said that we have the Town and District 1 (proposed) by-law verbiage and the letter from Attorney O'Toole which says that MGL states the term begins the day after the election. There was discussion regarding the two options. With the outcome being that District 2 will use the same verbiage as the Town.

There was discussion regarding whether a change should be made to the by-laws to eliminate the specificity of the meeting date within the by-laws, due to the difficulties arising from the State of Emergency this year. General consensus was that having the meeting specified within the by-laws is best.

Ambulance Update from Chief Calkins and Lt. Moore

Chief Calkins provided the details of the process which has been put in place regarding ambulance runs and billing. There is a specific sheet relating to MHC which is different than before. Chief Calkins and Lt. Moore spent half a day at Comstar learning a great deal more about the billing process. Comstar assisted in developing the proper procedures. Chief Calkins will provide reports to the PC every month. Lt. Moore said that he has been added as a recipient of the reports coming from Comstar. They are developing a written step by step process and Lt. Fay is training as a backup to Lt. Moore.

The Fire Department is working toward written procedures for ambulance, fire and the building. Chief Calkins said that he could provide the PC members with a login to google drive to make the sharing of documents easier.

Ambulance Coordinator

There was a discussion regarding the position of Ambulance Coordinator being changed to an Ambulance Director with increased responsibilities. Chief Calkins provided a Standard Operating Guide for the Ambulance Director position via email to the PC members prior to the meeting. J. Menard suggested that the document needs to be refined with additional detail regarding the ambulance billing duties. He also asked for additional detail regarding the breakdown of the wages, he isn't looking to cut wages he just wants to understand them better and asked to have numbers incorporated into the command chart previously provided by the Chief. Chief Calkins reviewed the command chart explaining the roles of fulltime and on-call.

Dispatch

J. Menard said that he and Chief Calkins have been discussing other ways of running the dispatch. He said that the people that have done it have done a great job but that line item in the budget is high and he would like to fund other things.

There was further discussion regarding the Ambulance Coordinator/Director position and the importance of acting in a timely manner. J. Menard said he just wants to be sure it is done correctly.

B. Miller stated that she would complete the legal warrant, provide a copy via email to the PC members and send it off to the attorney for his review.

K. LeBlanc made a motion to approve the warrant as presented with the addition of the article to specify the start of the term for newly elected officials.

The next Prudential Committee meeting will be Monday, April 20, 2020 at 5:30 p.m.

Respectfully submitted,
Barbara Miller, Treasurer

Minutes approved _____