



## PRUDENTIAL COMMITTEE FIRE DISTRICT #2

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

### Minutes of February 11, 2020

Convened: 5:30 p.m.

Adjourned 8:05 p.m.

#### Present:

Prudential Committee Chair: Kenneth McKenna

Members: James Menard & Kenneth LeBlanc

South Hadley District #2: Asst. Chief Todd Calkins

Treasurer Barbara Miller

#### Others Present:

Joel Prough  
Bob Bak

John Duda  
Kim Prough

Trevor McKenna

Meeting called to order by Chairman McKenna. He announced that the meeting is being recorded.

Payroll and Vendor Warrants were reviewed by J. Menard and Ken LeBlanc. Per Sections 57-58 of the Municipal Modernization Act and PC vote of 12/15/2016 warrants were previously approved by K. McKenna PC Chair.

J. Menard made a motion to approve the minutes of December 10, 17 and 30 of 2019, second by K. LeBlanc. Vote unanimous.

#### Assistant Chief Report

Asst. Chief Calkins provided the fire and EMS report and the AMBUPRO report showing ambulance calls up from 2018 to 2019. He showed the PC thank you letters received for coverage of Hadley station. FF/EMT/Paramedic C. Gavagan has left fulltime staff, she is now in charge of an equestrian stable, her lifelong dream. She will remain an on-call FF/EMT for the District. The applications for her position: FF/EMTs C. Mick, S. Lemanski and T. McKenna. Asst. Calkins, and his officers interviewed the candidates all three did very well. T. McKenna was chosen unanimously. It will be a smooth transition as he has been with us as an on-call FF/EMT and has worked part-time for a while.

Asst. Chief Calkins provided update re: Corona virus. He contacted Holyoke Medical and met with the infectious control and got their procedure and it will be part of dispatch at the PD to ask certain questions. It will help with level of protection needed. If they come in contact or potential contact, lose that staff member for 14 days. There will be an active threat training next week. Generator replacement cost for replacement, thirty to thirty-five thousand estimate for an exterior generator only. Additional cost for installation, some of the work may be done in-house. He met with MHC regarding crowd manager staffing for events. He has plans to revamp brush truck, with suspension work, body work and lettering. He has received a few applications for on-call.

#### PC Chair discussion Items

K. McKenna said M. Aiken received a budget estimate not to exceed \$30,000 for Elmer Brook property to do asbestos survey, obtain permit, demolish and remove building including foundation, backfill, loam and seed.

J. Menard provided an update for Fiber Optic. He stated that SHELD will be coming out with a phone system as well and they will come up with a price for that as well. We will put it off for now.

K. McKenna provided a plan for expanding the parking lot to provide a space for Capone's truck to park off the road to fill the water truck.

B. Miller stated that the OPEB Declaration of trust states that the Treasurer is the Trustee and it states that every new treasurer must acknowledge in writing to being the trustee. B. Miller said her memorandum of agreement will be updated to include being the trustee of the OPEB trust. It is still being reviewed by the attorney.

The on-call FFs that will be working the election need to complete disclosure forms as special employees. The forms need to be signed by a member of the PC. B. Miller requested the PC approve K. McKenna signing additional forms without presenting them at a meeting.

J. Menard made a motion to have the PC chair approve additional disclosure forms. K. LeBlanc second. Vote unanimous.

K. McKenna addressed an issue of ambulance collections in arrears which was brought to his attention by Asst. Chief Calkins and R. Moore Ambulance Coordinator. There was discussion regarding the balance, how it accumulated, what portion might be amounts that should have been written off as uncollectible and what portions should be billed to the college based on an MOU, what amounts should be sent to collection and what policies will be put in place to keep closer track of the arrears. K. McKenna stated that he has spoken with T. Calkins, R. Moore, B. Miller, Attorney O'Toole, the auditor T. Scanlon and is reviewing the process. Comstar, the ambulance billing company, handles all the money, no payments come into the District. K. McKenna said he thinks we will have an audit, specifically into the ambulance. B. Miller stated that there probably should have been one between each of the chiefs, now is perfect time to have one.

J. Menard made a motion to have an audit of the ambulance department. Second by K. LeBlanc. Vote unanimous.

K. McKenna said he has a meeting with the college on Monday and will report back. K. LeBlanc said he is happy to know there is something in place now. K. McKenna said that he wished to stress that they are not concerned about theft or pilfering, we just want to know what went wrong and correct it.

#### Fire Chief Position

J. Menard suggested we review the job description, advertise either in-house or locally. From the advertising compile a list of candidates. He still wants some form of testing, whether we do the assessment or an outside firm. Make sure they meet the qualification. Reduce the number of candidates, then have a final vote by the PC. K. LeBlanc feels we should hold off until after the election. He further stated the difference between the Housing Authority or the Treasurer and a

Fire Chief position, is there isn't a person in line being honed and trained, with an accumulation of knowledge. If we look in-house there still should be steps involved. B. Miller said that MRI has done in-house only assessments. J. Menard it has been put on hold but we have to continue thinking about it. K. LeBlanc reminded the board that there has been consideration of going back to a weak chief, if so, we need to wait until that is done before appointing a chief. There was discussion regarding current advertising from the agreement with MRI, it's on the District website. T. Calkins said that it is on FCAM also. There was discussion regarding the process used to hire Chief Brady. There was discussion regarding strong chief vs weak chief. Asst. Chief Calkins does not fall under the strong chief as Assistant Chief. K. McKenna said one of the benefits of the weak chief is better communication.

The next Prudential Committee meeting will be Tuesday February 25, 2020 at 5:30 p.m.

Respectfully submitted,

Barbara Miller, Treasurer

Minutes approved \_\_\_\_\_