



PRUDENTIAL COMMITTEE FIRE DISTRICT #2

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

Minutes of January 26, 2021

Convened: 5:34 p.m.

Adjourned 6:44 p.m.

Present remotely via GotoMeeting link

Prudential Committee Chair: James Menard

Members: Kenneth LeBlanc

Robert Bak - Absent

Clerk/Treasurer: Barbara Miller

Fire Chief: Todd Calkins

Ambulance Director: Ryan Moore

Others Present:

Linda Young

Meeting called to order by Chairman Menard. It was announced that the meeting is being recorded.

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

Chief Report

Chief Calkins received a quote to replace the entry door for the Water Department employees, \$5,500. He also received a quote of \$9,000 for the downstairs heaters that need to be replaced, he's confident between the water department employees and firefighters the job can be done in-house for \$3,000.

The three access points in the building need replacing, Suite three has two options \$90 per month with repair and/or replacement included or one-time cost of \$1,455 for three access points plus an optional POE injector for \$105 without the maintenance option.

K. LeBlanc made a motion to go with the recommendation to purchase. J. Menard second. The motion passed with a unanimous vote.

There was discussion regarding the door and heaters.

K. LeBlanc made a motion to replace the door on north side entering into lower level and three unit heaters. J. Menard second. The motion passed with a unanimous vote.

Chief Calkins stated that Lt. O'Neill has been in contact with Plymovent and reworked the upstairs design and incorporated the downstairs for a service bay and received an estimate for a ventilation system to improve air quality, \$74,000. District portion would be \$18,500 if we get the AFG grant. The grant application is due February 12th. There was discussion to ask the Water Dept. if they are interested in participating. The additional cost to do the downstairs added approximately \$10,000 to the total so the most we would ask from water is \$2,500. B. Miller suggested free cash as a funding source for this one-time project. R. Moore said the AFG grant is a big if, so we may get denied, but most departments already have ventilation systems which may put our Plymovent grant request near the top of the list. B. Miller suggested doing this as a

special article and make it a special project, so the money is separate from the maintenance account. She stated by using free cash, we aren't taxing for something that may not happen. There was discussion regarding whether to use free cash or taxation as the funding source. J. Menard asked L. Young, as a taxpayer what her opinion was. She said free cash. T. Calkins said that we are going to look for as many grants as we can for the many large items, the generator for example. He asked if grants come up in the middle of the year would there be money available. J. Menard said that we would need a special district meeting. There is an air pack grant they want to look into next year; we have a new FF with experience in grant writing and we want to take advantage of any grants we can get. J. Menard said to prioritize the grant writing process.

K. LeBlanc made a motion to take money from free cash to cover the 25% for ventilation if we get the grant. J. Menard seconded the motion. The vote passed with a unanimous vote. J. Menard to call the Water superintendent.

Ambulance Budget

J. Menard said that everything is pretty much the same, the supply line is up \$1,000 and software went up \$1,400. He said that Chief Calkins is requesting an increase to the ambulance education stipends. Initially it was \$49 weekly for the six fulltime fire department people. Chief Calkins stated that the stipend has been at \$49 for approximately ten years. In order to retain your EMT certification you need to maintain your Mass. and national registration, which requires con-ed hours, state, local and national core curriculum which is 40 continuing education hours for basic. Chief Calkins requested the stipend be increased to \$55 per week or \$2,950 annually. There was discussion regarding requirements and the logistics.

K. LeBlanc made a motion to increase the stipend to \$53 per week. J. Menard second. The motion, passed with a unanimous vote.

Chief Calkins requested an increase to the equipment line from \$7,000 to \$8,000, there are some larger ticket items that you don't buy each year, ie laptops and AEDs. There was discussion regarding Care Act and FEMA monies.

K. LeBlanc made a motion to approve the ambulance budget as determined. J. Menard second. The motion passed with a unanimous vote.

Prudential Budget

There was discussion regarding the Prudential Committee budget with an increase to the maintenance budget for the door and heaters, estimate of 8-10% for general insurance. J. Menard asked for an update regarding estimates to use a payroll service. B. Miller stated that a rough estimate is \$4,000 it is difficult to be certain due to the fluctuations in our payrolls. We currently pay about \$2,000 for the payroll software. She stated that she is not opposed to a payroll service but she doesn't know that this is the year, we've been struggling to keep the budget numbers down. There are benefits ie tax liabilities, ability to get payroll processed if she isn't available. K. LeBlanc stated that he felt we could think about it some more.

K. LeBlanc made a motion to approve the Prudential Committee budget with noted changes. Second by J. Menard. Motion passed with a unanimous vote.

Insurance Percentages

K. LeBlanc to contact Joe Shea of the HCGIT

District Agreement

J. Menard to meet with the District 1 Prudential Committee to discuss the District Agreement and would like it posted to the District 2 website once it is signed. Also he would like an article in the Reminder to let the residence know that not only the Fire Departments, Treasurer and Water Superintendent Departments but also both boards are interested in learning from each other.

Reorganization of the Board

J. Menard made a motion to have K. LeBlanc as chair of the Prudential Board. He stated that he thinks the chair should change every year so that everyone gets a chance to know what's involved. K. LeBlanc seconded the motion. The motion passed with a unanimous vote.

The next Prudential Committee meeting will be Tuesday, February 9, 2021 at 5:30 p.m.

Respectfully submitted,

Barbara Miller, Treasurer

Minutes approved _____