



## PRUDENTIAL COMMITTEE

### FIRE DISTRICT #2

20 Woodbridge Street, South Hadley, MA 01075

Tel: (413) 534-5748 - Fax: (413) 517-6054

**December 10, 2019**

#### **Prudential Committee Meeting**

Convened: 5:00 p.m.

Adjourned: 7:30 p.m.

#### **Present:**

Prudential Committee Chair: Kenneth McKenna

Members: James Menard and Kenneth LeBlanc

South Hadley District #2: Chief Scott Brady

Asst. Chief Todd Calkins

Treasurer Barbara Miller

#### **Others Present:**

Ryan Moore

Joseph Fernandes

Scott Libby

Brian Fay

Sam Bernash

Mike O'Neill

Kyle Liguori

Chad Coderre

Chrysanthi Gavagan

Michael Cote

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

J. Menard made a motion to approve the minutes of November 12, 2019, second by K. McKenna. Motion passed with a unanimous vote.

Chief Brady provided a letter stating that he would be retiring effective January 16, 2020. PC members congratulated him. He stated that he will be using accrued vacation time through January 15, 2020.

J. Menard made a motion to accept the letter of retirement of Chief Scott Brady as submitted 12/10/2019, second by K. LeBlanc. Motion passed with a unanimous vote.

J. Menard made a motion to make Rescue Vehicle 2 a fire dept. vehicle and not the Chief's vehicle. Second by K. LeBlanc. Motion passed with a unanimous vote.

J. Menard made a motion to return the R6 pickup truck to the state. Second by K. LeBlanc. Motion passed with a unanimous vote.

J. Menard made a motion to have the Assistant Chief take over the duties of the Fire Chief's office on a temporary basis. Second by K. LeBlanc. Motion passed with a unanimous vote.

PC discussed the process of hiring a new Chief. J. Menard stressed his desire to have an evaluation process. K. McKenna stated, several options: accept applications from within the department, can go outside the dept., and/or bring in a company for an exam process. The Fire Chief is the responsibility of the PC. K. LeBlanc agreed there should be a vetting process. J. Menard said he thinks we should have someone from the outside. K. McKenna stated that Brian

Duggan was used for the hiring of Chief Keefe and Barbara Miller. They discussed keeping the search local.

J. Menard made a motion to set up an exam and hiring process for replacement of the Fire Chief position and hire a consultant. There was discussion regarding the process used when B. Miller was hired through Municipal Resources Inc. and the process used when Chief Brady was hired. K. McKenna seconded the motion. The motion passed with a unanimous vote.

Chief Brady stated that Asst. Chief Calkins had prepared the monthly report. He stated that he would recommend Chief Calkins as his replacement and/or a process similar to that used for his hiring. He stated his reasons for staying within the district and recommended a structured system giving points for years of service to the District if the decision is made to go outside.

B. Fay stated that he recommends talking with the Fire Dept. to work with the PC. K. McKenna said he understands that they are family but said that it is the PC's responsibility.

#### Asst. Chief Calkins, Report

Assistant Chief Calkins recognized Chief Brady for all that he has done for the department. He provided the monthly report of calls. There was discussion regarding the number of career and on-call FF and the process for hiring the on-call people. Asst. Chief Calkins reported that maintenance is on going, \$600 in batteries in R4. He continued the report stating that there had been a fatality accident in the District. They brought in a critical incident team. The meeting went well, there was also community outreach. S. Bernash completed Hampshire Core Six. Lieutenant promotions, Lemanski, Fay and O'Neil. Lt. O'Neill, FF Mick and FF McKenna are now certified Fire Prevention Officer 1. He stated his desire to be Chief of the department. There was clarification that he was to take over the duties of the Fire Chief on a temporary basis under his title as Assistant Chief. There was discussion regarding the Lt. promotions, the process, funding from the current budget, etc.

K. McKenna asked to have the budget broken down into three sections, each to be approved separately: Personal Services, Other Expenses, Capital Outlay. It defines the budget and limits spending to within each area, unless you go to the Finance Board. The Finance Board in the District (which is stated in the Treasurer's agreement) is the Chairman of each, the Prudential Committee and Water Commissioners.

T. Calkins asked if he should create a list of questions for the temporary position. K. McKenna stated that they could meet tomorrow.

#### PC Chair Discussion Items

##### SHELD Fiberoptic

Stated that the fiberoptic is a little more expensive but well worth the expense. There was discussion regarding benefits, cost and whether it is needed currently. K. LeBlanc asked for more information before we approve it. J. Menard suggested K. LeBlanc could go to SHELD and speak with Sean.

##### Elmer Brook

J. Menard stated, Tighe and Bond met with the sub-committee and discussed an RFP for the Elmer Brook property. They will get back to them regarding options, cost and defining the RFP and the process. SHELD is to be involved if it goes forward. They expect to do another public meeting if it goes forward.

#### Tax Classification Hearing

The tax rate once approved will be \$2.76 which is down four cents. The average single family home tax bill is expected to increase \$14 over last year due to increase in valuations.

#### Baystate Forestry Report Review

J. Menard stated that Baystate Forestry did an assessment of the Elmer Brook property, Lot 20. 83% of the trees are white pine. Little value in logging. The report (which was provided at the last PC meeting) provides valuable information regarding the maintenance of the property.

#### Fire Truck

J. Menard stressed that he wants to find a way to pay for the truck without leasing or bonding. Considerable discussion regarding different options of purchasing and the pros and cons to purchase now and avoid the price increase and additional repair costs vs the expense of leasing/bonding. K. McKenna discussed any potential value of E4. He also stated that he is no longer interested in the \$250,000 truck, his concern is the money we have put into the trucks. B. Miller suggested the benefit of having a group discussion with a financial profession (ie P. Frazier from Hilltop Securities) regarding what the District has in debt, income, and stabilization and where the interest rates may go in the next several years. B. Miller pointed out that the truck is just under \$675,000 and she thinks some additional should be added for borrowing costs etc. K. McKenna's thoughts: take \$470,000 from stabilization account and the \$65,000 that was agreed would be added annually which leaves \$200,000 to bond or to lease. Payment from college of \$20,000, use it to pay a truck bond payment. He said there are areas of the budget that can be reduced, dispatch for one. He said that he spoke with B. Perron, Chairman of D1 PC and he thinks there is some interest and he needs more information from us. He stated that with a new truck there would be fewer repair costs and therefore the \$20,000 from the college could be used for the payment. Chief Brady stated that they have banked on the Equipment fund from MHC replacing the aging out SCBA bottles (\$8,200 per SCBA times 16) and the PBE [Protective Breathing Equipment] \$5,000 per person. K. McKenna reviewed the budget lines and stated that if they run out of money there are reserve funds that could be voted. K. McKenna asked B. Miller to bring in P. Frazier to discuss options for funding the truck. T. Calkins agreed that we should work to reduce the budget to help pay for the truck but explained that we are currently replacing specific numbers of equipment annually to prevent the need for large purchase all at once when items age out. K. McKenna stated that we could take money out of the capital account if needed.

The visual/audio recording ended at this point. (Battery power depleted)

#### Treasurer Report and Discussion Items

##### Nomination Papers

B. Miller informed the PC that Nomination Papers will be available December 23, 2019 through January 13, 2020 and an ad has been sent to The Reminder.

##### OPEB Trust

B. Miller stated that she had provided the PC members with a final draft of the OPEB Declaration of Trust, either via email or in their mailbox, for their review with the intent of approving it at the next regular monthly meeting.

##### Free Cash

B. Miller stated that the Free Cash number as of July 1, 2019 is \$116,725.

##### Ambulance

There was discussion regarding dispatching costs and whether they should be coming from ambulance revenue or taxation. B. Miller said that she would like to have a warrant article to set up an Ambulance Stabilization fund to be funded from ambulance revenue.

List of Documents

- Asst. Chief Calkin Incident Report for 11/1/2019 thru 11/30/2019 and the Daily Log of Inspections for 1/1/2019 thru 12/31/2019
- Fiber Optic Leased Line, Services & Equipment Agreement

**For additional details, video recordings of the meetings may be viewed upon request.**

- The next Prudential Committee meeting will be Tuesday, December 17, 2019 at 5:00 p.m.

Respectfully submitted,

Barbara Miller, Treasurer

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