



## PRUDENTIAL COMMITTEE FIRE DISTRICT #2

20 Woodbridge Street, South Hadley, MA 01075

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### Minutes of March 23, 2023

Convened: 5:36 p.m.

Adjourned 6:25 p.m.

Present

Prudential Committee Chair: Kenneth LeBlanc

Members: Robert Bak

Fire Chief: Todd Calkins

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

Payroll and Vendor Warrants were reviewed by R. Bak. 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 K. LeBlanc, PC Chair.

#### Minutes

Motion to approve the minutes of February 9, 2023 and February 15, 2023. made by R. Bak, second by K. LeBlanc. Motion passed with a unanimous vote.

#### Fire and Ambulance Report

Chief Calkins reported that FF McDonnell is back and doing very well. Chief Calkins, Cpt. Moore and AFC Moriarty attended a professional development conference in Worcester, one of the topics was reading smoke. Cpt Moore also attended an MFA conference; Shaping the Future in Fire Service. The department purchased an inflatable boat which fills completely with one container from an air pack. The air bottles were all hydro tested and inspected, five were lost that would have aged out next year. All D2 vehicles were state inspected. A small repair is needed for 337 Hadley Street, the ambulance hit the corner of the fascia and soffit; repairs are estimated at \$400, no damage to the ambulance. The Emergency Reporting System (ERS) is now used to prepare payroll for the Treasurer, to track all runs, all inventory and all inspections. It is being purchased by First Due. The Chief is investigating other systems to determine if there is one system that would do the work of both ERS and Ambupro, the patient care reporting system used currently. Chief is on the NICE (Neighborhood Improvement through Code Enforcement) Committee, the plan is to meet quarterly. The Chief provided the mutual aid stats of FY2022 and FY2023. The new truck should be delivered tomorrow.

Chief Calkins reported the Ambulance receipts were very good this month. He is watching the college's outstanding ambulance billing and is a bit concerned, due to personnel changes at MHC.

#### PC Chair Discussion Items

Employee Policy / Handbook

R. Bak said the policy/handbook is still being reviewed. Chief stated that he has obtained a Fire Department policy/handbook that he is working with and asked R. Bak to meet and review it

with him. K. LeBlanc asked for the status of the disciplinary procedure policy, Chief said that is part of what he has.

K. LeBlanc stated that we are a small town but we have to start looking at the bigger picture. Due in part to state regulations and federal gov't not distinguishing between small town and big city. Chief said there was discussion at the Legislative breakfast: small town fire departments still need PPE, air packs and trucks, fortunately there is mutual aid and grants but it isn't enough.

#### Budget Review

R. Bak said he didn't see any issues with the current reports other than the type-o in the elected officials line. K. LeBlanc said that J. Moriarty, who was unable to attend, had sent him one question to be asked of the Chief regarding the Ambulance Director increase: "what is the funding for the EMS or taxation and where was the pay scale compared to?" Chief responded that he researched departments that were similar to ours, some were hourly and some were salary, and the Ambulance Director position was given a 4% COLA and a 4% adjustment. Regarding EMS or taxation, Chief said that would be a good discussion to have.

The Memorandum of Agreements for Chief Calkins and B. Miller will wait until the full PC is in attendance.

Chief offered to put something together for the District meeting regarding the adjustment for the Ambulance Director. He will also have something prepared for a discussion regarding the Per-Diem line.

There was discussion regarding the new truck and the things that will be done after it is received i.e. logo, detailing and equipment to be added.

The next Prudential Committee meeting will be Thursday April 13, 2023 at 5:30 p.m.

Respectfully submitted,

Barbara Miller, Treasurer

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