



PRUDENTIAL COMMITTEE FIRE DISTRICT #2

20 Woodbridge Street, South Hadley, MA 01075
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Minutes of October 19, 2023

Convened: 5:34 p.m.

Adjourned 6:20 p.m.

Present

Prudential Committee Chair: Kenneth LeBlanc

Members: Robert Bak

John Moriarty

Clerk/Treasurer: Barbara Miller

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 and J. Moriarty. 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 September 20, 2023 made by J. Moriarty seconded by R. Bak. Motion passed with a unanimous vote.

Fire and Ambulance Report

Chief Calkins reported, September was a busy month with 106 calls, 64% were medical related. Air packs and fill station were ordered. Per diem is averaging 100 hours per month. Chief asked if the PC wants a separate meeting to discuss his retirement, his last day will be 5/21/2024. New hires have completed the Core Six training. Chief Calkins and Superintendent Cauley are participating on the Hazardous Waste Committee. Chief provided Selectboard member Carol Constant with the list of District emails for the Know Your Town meeting on the history of the Districts. Chief provided a rough draft of the fire policy manual. He stated he has purchased the Fire Rescue Training Program which includes all kinds of departmental training including Diversity in the Workplace, Sexual Harassment, Alcohol Awareness, etc. There is an ambulance policy manual also which was updated by Captain Moore. Department will be doing live fire training in Granby. Captain Moore is in the Officer 3 class. Fire prevention week: Captain Moore, FT Firefighters Bailey and Mullane and On-call FF Mclean were in the schools; every classroom at Mosier School plus the daycares. The Winter Preparedness fair is coming up at the Council on Aging and they are doing more with TRIAD.

PC Chair Discussion Items

Performance Review Discussion

B. Miller said that last time the reviews were done, the PC asked the Clerk/Treasurer and the Fire Chief to write up their long- and short-term goals and objectives in advance of their individual meetings with the PC. Then they met and discussed everything. R. Bak stated that we should

review the previous year to see where we are at this point. K. LeBlanc said we should think about achievements and reflections on the past. Things that Chief may be concerned about with upcoming retirement. How it relates to the Department as a whole.

Memorandum of Agreement

The PC briefly reviewed the MOAs. There was discussion regarding adding steps for the fulltime fire department. There was discussion regarding the on-call firefighters' pay increases as they earn certifications.

PC will review the Memorandum of Agreements prior to the next meeting.
Performance reviews will be done at the next meeting.

Chief Calkins suggested, he will put together an action plan for the PC to review in order to have a transition period before his retirement.

The next Prudential Committee meeting will be Thursday, November 16, 2023 at 5:30 p.m.

Respectfully submitted,

Barbara Miller, Treasurer

Minutes approved _____