



## PRUDENTIAL COMMITTEE FIRE DISTRICT #2

20 Woodbridge Street, South Hadley, MA 01075

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### Minutes of March 18, 2020

Convened: 5:30

Adjourned 6:58 p.m.

#### Present:

Prudential Committee Chair: James Menard

Members: Kenneth LeBlanc and Robert Bak

South Hadley District #2: Asst. Chief Todd Calkins

Clerk/Treasurer Barbara Miller

Meeting called to order by Chairman Menard. He announced that the meeting is available via livestream on facebook, it is also being recorded and will be posted on the website.

#### Assistant Chief COVID-19 update

Asst. Chief Calkins provided an update regarding procedures for dealing with COVID-19. District 2 is following all CDC and MASSDPH guidelines, meeting with them multiple times per week. They have developed SOP (Standard Operating Procedures) and SOG (Standard Operating Guidelines) for COVID 19, all personnel have received the policies. The District has sufficient supplies, for now. Temperatures taken of all persons entering the building, the building is closed to the public and is sanitized once or more daily. The three chiefs, Gunderson, Authier and Calkins, are in communication daily. Specific dispatch procedures have been put in place. All drills and training have been canceled for now, with the exception of EMS required training which will be handled remotely. J. Menard expressed a wholehearted thank you from the Board and the District residents to everyone for all the hard work they have been doing.

#### Prudential Chair Discussion Items

##### Fire Chief Position

J. Menard stated that they had paused the Chief search process, due to the retirement of K. McKenna as it was determined that the new member should be part of the hiring process. J. Menard stated that he felt there were three options available to them:

Option #1- Continue the process with MRI, recruitment process, assessment, recommendations and the board vote.

Option #2- In house process with the job description that we have from MRI, review and interview candidates and vote.

Option #3- Offer Assistant Chief Calkins the position subject to negotiations of a Memorandum of Understanding.

There was discussion regarding the current COVID 19 situation and the need to get a Chief in place. The members expressed a desire to have a Memorandum of Understanding in place.

K. LeBlanc made a motion to enter into negotiations to offer Asst. Chief Calkins the position given the condition of the Memorandum of Understanding. R. Bak second. The motion passed unanimously.

The PC members reviewed a Memorandum of Understanding and job description which had been used in the past, updating the verbiage to suit the current needs of the District. The Clerk/Treasurer will update the document and send the updated copies to each of the PC members via email for review. Then it will be sent to Attorney O'Toole for his review.

The next Prudential Committee meeting will be Tuesday, March 24 at 5:30 p.m.

Respectfully submitted,

Barbara Miller, Treasurer

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