



PRUDENTIAL COMMITTEE FIRE DISTRICT #2

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

Minutes of November 16, 2023

Convened: 5:30 p.m.

Adjourned 6:46 p.m.

Present

Prudential Committee Chair: Kenneth LeBlanc

Members: Robert Bak

John Moriarty

Clerk/Treasurer: Barbara Miller

Fire Chief: Todd Calkins

Others: Ira Brezinski

Joseph Fernandes

Meeting called to order by Chairman LeBlanc.

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 October 19, 2023 made by J. Moriarty seconded by R. Bak.

Motion passed with a unanimous vote.

Public Comment

Prudential Committee Chair K. LeBlanc recognized Ira Brezinski.

I. Brezinski began by referencing the District 1 and District 2 Cooperation agreement, stating this was a good time to put it into practice, with both Fire Chiefs retiring soon. He suggested the D2 PC request to be on the D1 PC Agenda for their December 1st meeting. He said he was not talking about merger; he was specifically talking about sharing services of one fire chief between the two Districts. He stated that he is working for the PVPC and they are currently taking applications for their District Local Technical Assistance Program Projects for 2024. The application deadline is December 8, 2023. He also discussed the states Community Compact Best Practices for Regionalization/Shared Services program; the FY2025 application process opens January 6th and closes in February. He suggested Granby might be included as well. He gave Blandford/Chester sharing a Water Dept. employee as an example of a successful shared service program. There was discussion regarding pros and cons of a shared chief and further discussion regarding other ways the programs might benefit the Districts. K. LeBlanc said he would begin by giving Bruce. Perron, D1 PC Chair, a call.

Fire and Ambulance Report

Chief Calkins reported, the calendar year to date ambulance call numbers were nearing 900 and provided the monthly reports to the PC with his comments.

PC Chair Discussion Items

Performance Reviews

Chief Calkins provided his review packet which included the department mission statement, overview and his goals and objectives. He touched on each of the items listed and provided an update as to the status of each. There was discussion by the PC on several of the items. Chief Calkins emphasized the importance of continuing to apply for available grants. The District has received over \$400,000 in grant funding since he was appointed Chief in 2020.

The Chief expressed his wish to have a three month overlap for the transition period prior to his retirement in May. There was a brief discussion.

B. Miller provided her goals and objectives with two primary goals: Formalize the District's documents to create a professional appearance overall and to prepare for her eventual semi-retirement/retirement. She discussed her thoughts on a combined benefit package handbook, the review she has done with other district's bylaws and whether any changes should be made to the current D2 bylaws and creating a PC approved policies binder. She updated the PC on the progress made in documenting all work processes in preparation of her eventual retirement. She discussed her hope to eventually hire a part-time person to train and over the course of two years work into the fulltime Clerk/Treasurer position. The plan would be for the new person to start part-time in the beginning and then that person would go full time and B. Miller would retire, then come back part-time for a year or two to continue the training as there are several areas of the job that are only done once a year.

Memorandum of Agreements

There was a brief review of the Memorandums of Agreement. B. Miller stated that she had added accepting the office of Trustee of the South Hadley Fire District No. 2 OPEB Trust to the job description as it was written into the Trust document. B. Miller also added that the Fire Chief agreement had an education incentive and she would like to add that verbiage into her MOA. K. LeBlanc asked if the other PC members were ok with that and they agreed it was fair. No vote for final approval of the agreements was taken.

The next Prudential Committee meeting will be Thursday, December 14, 2023 at 5:30 p.m.

Respectfully submitted,

Barbara Miller, Treasurer

Minutes approved _____