



PRUDENTIAL COMMITTEE

FIRE DISTRICT #2

20 Woodbridge Street, South Hadley, MA 01075

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

September 10, 2019

Prudential Committee Meeting

Convened: 6:00 p.m.

Adjourned: 6:47 p.m.

Prudential Committee Chair: Kenneth McKenna - Absent

Present:

Members: James Menard and Kenneth LeBlanc

South Hadley District #2: Chief Scott Brady

Asst. Chief Todd Calkins

Treasurer Barbara Miller

Others Present: Mike O'Neill

Linda Young

Meeting called to order by Jim Menard. He announced that the meeting is being recorded.

K. LeBlanc made a motion to approve the minutes of August 20, 2019, motion seconded by J. Menard. The motion passed with a unanimous vote.

Payroll and Vendor Warrants were reviewed by J. Menard and K. LeBlanc. Per Sections 57-58 of the Municipal Modernization Act and PC vote of 12/15/2016 warrants were previously approved by K. McKenna PC Chair.

K. McKenna has not been available to sign the warrants; therefore K. LeBlanc made a motion to approve the warrants as presented, second by J. Menard. Motion passed with a unanimous vote.

Chief Brady, Report

Chief Brady reported that we are at 56 calls for the month which is still ahead of the prior year by over 30 calls. Discussed call breakdown as indicated in Chiefs monthly report.

Chief reported that, as requested by PC, he spoke with Chief Gunderson and Chief Authier regarding communications. Meeting with Chief Gunderson later this week and will begin initial communication with the Town. He spoke briefly with Chief Authier last week.

Chief provided general information regarding fire departments leasing vehicles in a lease towards ownership. He has someone that can come in and speak on leasing. Numbers show the current interest rate is 2.9 which is below bond rates and below what the current [purchase price] increase would be per annum. His thinking is, if we are going to put away \$30,000 per year just put it right into the lease so we get the usage of a quality vehicle and not lose money to the increase in purchase price. B. Miller asked for confirmation regarding stabilization funds, stating that based on the \$40,000 payment previously discussed it appears they would be using \$300,000. Chief agreed. Minimal discussion regarding advantages to leasing. Further discussion and visit from Pierce representative will wait until the full board is present.

PC Chair Discussion Items

J. Menard asked for details regarding procedures when taking ambulance out on a fire call. Chief provided detailed explanation of multiple scenarios explaining the benefits and why, given the

departments limited resources, using the ambulance as the first response vehicle is beneficial. I.e. when a call turns out to be a non-emergency, the ambulance is immediately back in service. Chief explained that had we taken people to the fire in the engine the ambulance is back at the station out of service and doesn't go back into service until we get the people back to the station. It requires thinking of the ambulance changing its function where it is. This was a lengthy, thoughtful discussion (video recording available upon request).

MHC Update

Discussion regarding K. LeBlanc and B. Miller to begin meeting with Mount Holyoke College representatives. K. McKenna had planned to make introductions. K. LeBlanc to contact K. McCaffrey and let him know that K. McKenna is ill and that we will wait for McKenna's return before scheduling a meeting.

Treasurer Report and Discussion Items

B. Miller stated that J. Menard had suggested a review of the personnel policy. Which she said is more of an employee handbook than a personnel policy. Adding that there are currently two: one which is used by the Water Department and one which is used by the people under the Prudential Committee. It's her understanding that several years ago there was a review of the handbook and the Water Commissioners used the town's and reworded it to fit our needs. She believes they presented it to the PC and it was never approved by the PC. So currently, the WD is using their revised version dated July 1, 2008 and the PC is still using the older version although it is dated as December 9, 2011, so there must have been some revisions after the WD policy was adopted. This all occurred prior to her time with the District. J. Menard explained that his interest derives from his experience with the housing authority and their outdated policy. The housing authority got involved with the state and their own lawyer and came up with a new personnel policy which includes the updated laws and has a section on reviews. He feels ours should be looked at. Chief said that in the last budget he purchased a program from Lexapol; an operational policy and procedures manual for the fire service. He's working on it currently to make sure it lines up with our existing policies and procedures. It doesn't include hiring or employee benefits but it does include behavior within the department. It's updated on a regular basis and includes an app on everyone's phone which sends out alerts when any updates are made and they then have to read it and acknowledge the updates.

Career Track

B. Miller plans to attend a Career Track Human Resources class in Springfield on October 9th.

List of Documents

Chief Brady Report for 8/1/2019 thru 8/31/2019

Informational information from Chief Brady:

Leasing Fire Trucks Gaining Greater Popularity by Alan M. Petrillo

All Kinds of plans for all kinds of department, Pierce Financial Solutions

South Hadley Fire District No.2 Employee Handbook & Benefits Package (December 09, 2011)

South Hadley Fire District No. 2 Water Department Employee Handbook & Benefits Package (July 1, 2008)

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

- The next Prudential Committee meeting will be Tuesday, October 8, 2019 at 6:00 p.m.

Respectfully submitted,

Barbara Miller, Treasurer

Minutes approved _____