



PRUDENTIAL COMMITTEE FIRE DISTRICT #2

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

Minutes of April 13, 2023

Convened: 5:31 p.m.

Adjourned 6:39 p.m.

Present

Prudential Committee Chair: Kenneth LeBlanc

Members: Robert Bak

John Moriarty

Clerk/Treasurer: Barbara Miller

Fire Chief: Todd Calkins

Water Superintendent: Tim Cauley

Other Attendee: Linda Young

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 March 23, 2023 made by J. Moriarty, second by R. Bak. Motion passed with a unanimous vote.

Water Superintendent

Tim Cauley, Water Superintendent, informed the Prudential Committee of changes to the Water Department billing structure, changes to rates and upcoming projects. The changes will provide a stable revenue source for the Water Systems Improvement Fund. The changes were implemented, in part, due to DEP regulation changes.

The PC reviewed the Water Dept. budget, with T. Cauley providing input regarding specific line items.

Fire and Ambulance Report

Chief Calkins reported that he plans to increase the detail rate invoiced from \$42/hour to \$60/hour, if the PC agrees. Detail wages are initially paid to the employee from the District, we invoice it and are reimbursed upon payment of the invoice. The increase will include an hourly rate increase and a 10% handling charge for the District.

Ambulance calls numbers remain high, which reinforces the need for a strong data collection software. The data goes in for Fire, EMS, Fire Prevention, etc and is used for National Fire Incident Reporting and other reporting. The current software company is being merged so the Chief is looking into possible options to combine services.

Chief Calkins provided an update regarding how well the per-diem system is working. He is working on the Policies and Procedures and provided the job description for the EMS Coordinator and EMS Director. There was discussion regarding MHC related outstanding ambulance billing. There was a brief discussion regarding an annual per student EMS fee. Chief attended the first of what is to be monthly School Safety meetings.

PC Chair Discussion Items

Budget Review

The PC reviewed the budget and discussed the increase to the Ambulance Director/EMS Coordinator. The ambulance receipts have exceeded the amount required for the budget, including \$25,000 going in the Ambulance Stabilization Fund. B. Miller provided the warrant articles for PC review.

J. Moriarty made a motion to approve the budget for FY2024, second by R. Bak. The motion passed with a unanimous vote.

B. Miller explained a few articles on the warrant. There was a brief discussion.

J. Moriarty made a motion to accept the warrant articles for the Fiscal Year 2024 and the Annual District Meeting, second by R. Bak. The motion passed with a unanimous vote.

K. LeBlanc determined the Personnel Policy and the MOAs for the Clerk/Treasurer and Fire Chief will be addressed at the next meeting.

The next Prudential Committee meeting will be Thursday June 15, 2023 at 5:30 p.m.

Respectfully submitted,

Barbara Miller, Treasurer

Minutes approved _____