



Three Rivers Fire District
50 Springfield Street
Three Rivers, MA 01080

Prudential Committee Minutes

July 8, 2013

Chairman Domey called a meeting of the Prudential Committee to order at 7:03 p.m. The Pledge of Allegiance was recited.

IN ATTENDANCE:

Raymond Domey, Chairman	Diane Baldyga, District Secretary
Donald Reim, Vice Chairman	Patrick O'Connor, District Clerk
William Jalbert, Clerk	Scott Turner, Fire Chief
John Sasur, Water Superintendent	Dan Daigle, Fireman's Association
John Chmura, District Treasurer	

District Clerk O'Connor distributed a list of Prudential Committee Members and District Employees with each person's address, phone number, and email.

Approval of Minutes

The Committee reviewed the minutes from the meeting of June 10, 2013.

MOTION (JALBERT, REIM): To approve the minutes from the meeting of June 10, 2013. Approved 3-0.

Report of the Treasurer

Treasurer Chmura presented the Committee with an interim financial report for the month of June. Committee members accepted the report for consideration and review. Chmura commented that everything seems to be right on budget with no apparent irregularities. Chairman Domey stated that discussion regarding an annual audit will take place at the August meeting.

The Treasurer said Jeanne Bacauskas will run a report showing the activity on each account every month. He noted that some large accounts showed little activity over the past year. W.S. Sasur explained that these were articles that would be transferred from year to year. If not used after five years, the accounts would be examined. The money might then be transferred to appropriate alternative accounts if no longer needed. Chairman Domey suggested transferring the \$1,500 remaining in an account (Article 12-13) for the 100th Anniversary of the Three Rivers Fire Department to Free Cash.

MOTION (REIM, JALBERT): To dissolve the 100th Anniversary account returning the remainder of funds to the General Fund. Approved 3-0.

Chairman Domey asked District Clerk O'Connor to notify the Accountant of this transfer.

A discussion took place about the process by which bills are turned in and paid. Due to recent problems, a system needs to be in place about where bills should go, when they should be turned in, and who should check and sign them. Chairman Domey suggested:

- Renting a Post Office Box so bills coming into the District go there.
- Giving the Prudential Committee members and the District Treasurer access to the combination of the P.O. Box.
- Directing District bills to the District Treasurer after department heads verify the service.
- Having the Treasurer check the invoices for the department head's signature.
- Submitting bills weekly.

No action on acquiring a Post Office Box or implementing a standard operating procedure was taken.

Chairman Domey inquired about the annual revenue from selling water. The Water Superintendent said that it was included in the water receipts and that Toni MacKenzie has those records. John Chmura offered to get last year's records from her.

The amounts received from other Districts for the Capital Efficiency Study was discussed. The financial statements showed Bondsville paid \$3,585.60 and Thorndike paid \$3,926.80. W.S. Sasur explained that these were partial payments and that Thorndike had overpaid

at one point. The amounts each District paid were based upon the number of accounts in each District. The Committee asked to see the total cost of the Study and the amounts charged to each District. Treasurer Chmura will get the actual figures.

MOTION (JALBERT, REIM): To accept and approve the Treasurer's Warrant. Approved 3-0.

MOTION (JALBERT, REIM): To accept and approve the Treasurer's Report. Approved 3-0.

Report of the Fire Chief

Fire Chief Turner submitted the call report for the month of June 2013. A total of fifteen (15) calls were received: eleven (11) all calls and four (4) duty-officer calls.

The Fire Chief's office hours were discussed. Turner said office hours were from 9 a.m. to 4 p.m. He was asked to post a sign on the station's window if out of the office.

Turner sought the Committee's approval to host an Open House at the Fire Station Headquarters on Saturday, August 10, from 9 a.m. until 1 p.m. Among the activities planned include having the fire trucks in front of the station for children to explore. Firemen will supervise and help the children. A demonstration with the Jaws of Life and spreaders would take place. Clowns, face painting, and miniature gear for children to try on would be available. The Ladies Auxiliary will supervise a Bounce House at the Three Rivers Park. Hot dogs and snacks will be provided.

MOTION (REIM, JALBERT): To approve the Fire Department's plans for an Open House on August 10. Approved 3-0.

Dan Daigle and Pat Austin from the Firemen's Association have been restoring the Department's 1933 Mac Fire Truck. The truck frequently appears in local parades and is marking its 80th birthday this year. Daigle requested the Committee's support by approving funding for its restoration. Tires and painting are among the targeted necessities. He has learned that only 75 of these trucks were constructed between 1932 and 1936. Only two others are housed in Massachusetts. Daigle said he will get two or three quotes from local vendors for work needing to be done.

MOTION (REIM, JALBERT): To appropriate the funding for the restoration of the 1933 Mac Fire Truck. Approved 3-0.

Fire Chief Turner sought pre-approval of funds for a Rescue Vehicle from the Richmond, MA, Fire Department that will suit the Department's needs. The asking price of the vehicle is \$40,000.

MOTION (JALBERT, REIM): To approve funding for a used rescue vehicle. Approved 3-0.

Chairman Domey asked about the status of the Department's Operations Manual and other paper work and bills. He said that these items had to be done on time and as requested by the Accountant's office. The Fire Chief stated that he intends to have the Operations Manual completed within the week. He maintains that bills and paper work are being done on time.

MOTION (JALBERT, REIM): To accept the report of the Fire Chief. Approved 3-0.

Report of the Water Superintendent

W.S. Sasur had been requested by the Committee to give them an evaluation of the Water Department employee. Sasur prefaced his evaluation by stating that this was the first time a performance evaluation was requested and that he was not sure of the format that the Committee was looking for. Chairman Domey explained that as Scott Majka's one-year probationary period has been completed, it had to be determined if he is qualified as an Assistant Water Superintendent, meeting all of the qualifications set forth when advertising for the position that was funded. Domey reminded everyone that the funding appropriated was for an Assistant Water Superintendent. W.S. Sasur is of the opinion that since the employee has been paid out of that line item in the Warrant for the past year, he could continue as "probationary" for as long as the committee deems necessary much like "outside hire" or "general help" are used.

Domey voiced his concerns that the Water Superintendent is nearing retirement age and securing a competent replacement is imperative. He conceded that Scott was a great guy, but he asked if Scott could plan projects and do what had to be done if John was suddenly disabled, or would someone else need to be hired? W.S. Sasur said that he could probably get by, but marginally. The job involves a lot of math, and Scott is not skilled in math. Sasur said that he eventually comprehends things, but it takes him a little more time. At this point, he doesn't know if Majka will be able to do the job because he has not been in emergency situations with

responsibilities that are difficult to make. Although he understands most things, he has not been observed under pressure. Scott is still learning, and it takes a long time since every situation is different. Majka has been given more opportunities to make decisions.

Chairman Domey asked about the employee’s clerical aptitude in mapping and drawing plans. Sasur has not seen him drawing plans, but he has mapped. Vice Chairman Reim questioned the reference in the evaluation that “his performance is sometimes lacking.” Reim, too, wants to know if Majka is qualified and could he take over and do the job. Sasur said that he has the credentials to do the job. He will have his full license in one year. It is hard to determine how he will do. He compared the situation to someone who passes a driving test. Will he be a good driver? It might be more difficult for him than someone else, but Sasur thinks he could do it. The Committee will take the evaluation under advisement until the August meeting.

At the Water Department/District Office Building Committee meeting, Chuck McCabe offered to be chairman. He is on vacation until July 15.

Chairman Domey and W.S. Sasur will attend the next meeting in Bondsville regarding the Capital Efficiency Study. Thorndike has not contacted the Water Superintendent yet.

MOTION (JALBERT, REIM): To accept the report of the Water Superintendent. Approved 3-0.

Old Business

The Anderson Street Project has been sent out for bids. The deadline for bids is 5 p.m. on July 19. The Fire Chief was requested to write the time and date on bids received. The Committee will meet on July 22 at 7 p.m. to open bids.

Chairman Domey received an email regarding the need for a survey of the North Street property from Attorney Dennis Tully. He read his letter at the meeting. Attorney Tully recommended a perimeter survey of the property since the previous one is old and also to “avoid future potential boundary disputes.” However, in a phone call, Tully informed Domey that something was done by a firm in Watertown in April that may be adequate. He will contact them to see what was done on that property.

Chairman Domey said that Jeanne Bacauskas had marked and labeled the boxes going to storage at William B. Meyer, Inc. He has forms from the company to list what is in each box. No charge is incurred for taking the boxes to the storage facility, but it costs \$3.50 per box to return them. The cost for shredding a box is \$5.50. Domey feels that after determining what should be saved that it would be prudent to have the storage company shred what is no longer needed. On Tuesday or Wednesday (July 16 or 17), the Fire Department will transport files from the Accountant’s Office to the Fire Department for pick up by the storage company.

At the August meeting, the District Clerk should be appointed as custodian of records.

New Business

No New Business.

Having no further business to conduct in open session, Chairman Domey requested a motion to adjourn. The next regular meeting is scheduled for 7 p.m. on August 12, 2013.

MOTION (JALBERT, REIM): To adjourn from the Open Meeting at 8:10 p.m. Approved 3-0.

Submitted by:

Approved as to Form and Content:

Diane Baldyga, Recording Secretary

Raymond Domey, Chairman

Date: _____

Date: _____