

PRUDENTIAL COMMITTEE
FIRE DISTRICT NO. 1
144 NEWTON STREET
South Hadley, Ma 01075

Minutes October 03, 2023

Location: Fire District Headquarters, 144 Newton Street

Attendance: Bruce Perron, John Wojciechowski, Kari Scytowski

Call to order: 4:30pm.

Chief's Report

September calls:

Fire: 52

EMS: 204

Total calls as of 10/03/2023:

Fire: 484

EMS: 1,862

Total: 2,346

Compared to last year:

Fire: up 72 calls

EMS: up 20

Total: 92

Last year: 2,254

September inspections:

Business inspections: 10

Smoke/COs: 14

Lockbox: 6

Oil burners: 2

Events:

Members volunteered for 6 days at the Big E

Conducted 4 home safety checks and fire alarm installations

Participated in a lockdown drill of law enforcement and school officials in the schools

Clerk / Treasurer's Report

August Comstar reconciliation:

For August 2023, motion by John to make ambulance adjustments in the sum of \$245,494.86.

Seconded by Bruce. Unanimous.

The paper delineating Shauna Condon's appointment as Assistant Clerk/Treasurer at the last meeting was given to the Prudential Committee to sign. Kari also noted that Shauna has now been bonded.

Kari notes that the current monthly cost for GoTo Meeting is \$13.30, totaling \$159.60 per year. However, the cost to pay annually is \$134.40. She recommends moving to the annual payment option if they plan to keep using the service, and the savings would be \$25.20. John motions to go to the annual subscription to GoTo Meeting in the amount of \$134.40. Bruce seconds. Unanimous.

The Gowrie Group gave Kari a 2023 sheet indicating we paid a \$10,000 deductible. However, the current year-to-date is \$3,410.16, so we are owed a refund from FY23. They recommended leaving some money in there to cover any late unpaid health claims. They also gave Kari a sheet from FY22 indicating we are due a refund of \$2,077.31. Bruce would like input from the Chief. Postponed until next meeting.

A Board member asked Kari about payroll services, how much we pay, and if we can get it cheaper. She reached out to Paychex, and we had prior quotes from Complete Payroll Solutions and Harpers Payroll Services. Paychex says they can lower the cost if we switch packages, and they can give us a 30% discount. Currently, we pay approximately \$225/week, and it would be lowered to approximately \$107/week. She notes that the employees would not see any changes if we were to switch packages. She explains that last year, we paid Paychex almost \$15,000. The proposal from Complete Payroll is from March. The difference is that the base charge for W-2s went from \$40.00 to \$50.00, and the charge per W-2 went from \$3.50 to \$5.00. She asked them for an updated proposal.

Harpers would be approximately \$111.00 per week. Annually, it would be around \$6,200.00. She notes that it would be best to start with a new company either at the end of a quarter or the beginning of the year.

John says he would like to look into this more before making a decision.

Kari notes the 30% discount from Paychex is good for a year, and if you call them when the year is about to end, they will honor the discount again.

Kari sent an email to the Board about the fire equipment account. Discussion regarding this issue. The Board will look into this further.

Approval of Minutes

John motions to accept the September 12, 2023 draft minutes with the correction [bolded] "John moved to appoint Shauna Condon as **the** [previously "he"] Assistant/Clerk". Bruce seconds. Unanimous.

New Business 24/48 Hours

Bruce explains that at the last meeting, a gentleman stated he was going to investigate what other boards' processes for things such as open comments, open questions, etc. Bruce received an email Monday from him stating that he was unable to find specific items from boards and towns he had access to. However, Bruce had a conversation with him before he came in. The gentleman said that nobody has had a chance to question or comment amount agenda items, noting that they

are sometimes unclear. Bruce states that what he would like to do, with John's approval, is open the floor for questions about the agenda items. John agrees.

Someone asks how they get a copy of the agenda. John states they are posted online. The same person states that the posting locations are idiotic. There is a brief discussion about posting them at other locations, including the library.

Someone asks how they get an item on the agenda. Bruce asked that they send an email or make a phone call to the Clerk/Treasurer.

Someone asks about the Assistant Clerk/Treasurer job requirement discussion agenda item and if the Assistant Clerk/Treasurer has a job description. Bruce says he thinks they need to create a job description.

Assistant Clerk/Treasurer Job Requirement Discussion

Bruce notes the job description is probably going to be a work in progress. He notes the most of it will come from Kari, and that his observation is that the Assistant Clerk/Treasurer's job is essentially a duplicate of the Clerk/Treasurer's job in case of an absence. The discussion will be tabled since Ken is not at the meeting.

Someone has a concern about the Assistant Clerk/Treasurer doing the minutes for the meetings since it would be a violation of a bylaw. Bruce asked them to specify which bylaw, and they did not specify.

Kari will find out exactly which minutes are missing.

Adjustment of Clerk Stipend

Tabled.

Meeting Scheduling Future Times/Dates

John suggests having the meetings on the same day each month. They will try to work together to come up with a consistent date. Tabled until next meeting.

Next Meeting

Tentatively November 1st.

Motion to adjourn at 5:48pm by John. Second by Bruce. Unanimous.

Respectfully submitted,
Shauna Condon, Assistant Clerk/Treasurer