

**BARNSTABLE FIRE DISTRICT
1841 PHINNEY'S LANE
BARNSTABLE, MA 02630**

PRUDENTIAL COMMITTEE MEETING JUNE 11, 2024

The meeting was called to order at 4:00 PM by Prudential Committee Chairman William Jones at the Water Department Office, 1841 Phinney's Lane, Barnstable. Also, in attendance was Prudential Committee members Peter Eastman and Andrew Miller, Water Commissioners Stephen Whitmore and David Mason, Water Department Superintendent Sean Anderson, Fire Chief Christopher Beal, Deputy Fire Chief Kevin Brailey, Treasurer Rick Buffington, Moderator Peter Eleftheris and Clerk Charles Eager.

Motion made, seconded and passed unanimously to accept the minutes of April 9, 2024.

Water Department

- Water Department is on budget for FY 2024. Having spent 91% over 94% of the year.
- Flushing has been completed.
- Hydrant on Shoot Flying Hill/Route 132 has been fixed and placed back in service. Hydrant on Indian Trail hit is scheduled to be repaired on June 24.
- New septic permit has been issued for the new Treatment Plant at wells 2 and 5. Building permit was issued today.
- No communication on Hanover/Hyannis II.

Fire Department:

- FY2024 is on budget for the year.
- No update for the Regional Emergency Communication Center grant.
- The ISO review has been completed to determine the Fire Department class. Won't hear anything until the late fall.
- All the equipment purchased through the state equipment grant has been received. All gear is service.
- There has been a change in staffing at USCG Cape Cod Canal Station. They are no longer 24/7 search and rescue station. They have shifted to a scheduled patrol/ law enforcement unit working 40 hours a week. The Department is expecting an increase in marine incident calls for service with the change. They have entered into an automatic aid agreement with Dennis, Yarmouth and Sandwich Fire Departments. Prudential Committee asked the Fire Chief to draft a letter to the Coast Guard expressing our concern in the change.
- Hanover/Hyannis 1 Complex has started occupying Building 1 & 2. Building 3 will be inspected this month with an expected occupancy date by the end of June. They are expecting to be fully occupied by middle of July 2024. They have hired a planning company to determine impact on Fire Department. Chief said on Hyannis 2 they want to be done within three years.
- Call volume is steadily increasing. Expecting to have well over 2,000 calls for calendar year 2024.

- Interviews for the new day position were held June 4th. The position was offered and accepted by Andrew Riley. His expected start date will be early August after completing all the pre-employment screening.
- Department has been awarded \$7,200 for the Student Awareness Fire Education and \$3,600 Senior SAFE Grants. Captain Tyson utilized the demographics for both the Barnstable Fire District and West Barnstable Fire District. The Department will be working with the West Barnstable Fire District to deliver programs to the BWB Elementary School, a preschool in West Barnstable and to purchase public education material for both departments.

Treasurer:

- Treasurer on track to finish FY 2024 under budget.
- Open enrollment for insurance has ended. New rates will be reflected in the July 3rd payroll
- Cashbook has been reconciled to the bank and general ledger for March.
- Please send encumbrances to Treasurer as soon possible
- Treasurer says for FY/2026 we may need to raise the ambulance fees from \$20,000 to \$22,000 based on 2024 expenses. He will keep an eye on FY/2025 expenses and report back.
- Treasurer asks approval to write-off \$160,794 of ambulance account receivables. **Motion made, seconded and passed to write-off \$160,794 ambulance uncollectible accounts receivable.**
- There will be a split payroll for period ending 7/18/2024. There will be 2 days in FY/2024 and 12 days in FY/2025.

Clerk:

- Only topic will be discussed under the Prudential discussion.

Prudential:

- Steve Rizzo, Owner's Projects Manager said the Fire Station Building Committee has been negotiating a contract with the architect. The architect has signed a copy and it being sent to the District. Mr. Rizzo has three motions for the Prudential Committee if they are in agreement dealing with the contract. The first motion is to accept the contract. **Motion made by the Prudential Committee to approve and issue the design contract for Architectural and Engineering Design Services to Context Architecture. Motion was seconded and passed unanimously.** The second motion is Notice-to-Proceed. **Motion made by the Prudential Committee approve the issuance of a Notice-to-Proceed by the Prudential Committee for Architectural and Engineering Design Service to Context Architecture. The scope of the design services is to design services is to design a new Fire Station based on Option 4 of the Needs Committee Report and subsequent Request for Qualifications and Context Architecture Proposal. Motion was seconded and passed unanimously.** Third motion is to survey the proposed Fire Station Site. **Prudential Committee accepts the proposal from Bracken Engineering dated May 28, 2024, for a fixed fee of \$5,000. The purpose of this survey is to survey the site of the proposed Fire Station providing both the as found field topography, existing structures and existing utilities. This survey plan will be provided to the Architect for use in the design of the new Fire Station. Motion was seconded and passed unanimously.**
- Prudential Committee and Treasurer sign previously negotiated Treasurer's contract.

- Next was an assessment of the Annual Meeting. The first suggestion was how to better engage and educate the voters of the District. The first suggestion was to use visuals so voters understand the motions being read. The next suggestion is to give the voters a copy of the motions being proposed prior to the meeting. Third suggestion was to hold a Warrant Night to educate the voters what is being voted on. This could be held a couple of weeks before the Annual Meeting. Could use the Village Association to help publicize and hold the Warrant Night. Finally, the District could hold something similar to the Town's Citizen Academy and introduce the voters to the Fire District. This could be held in January.
- The next issue to come out of the meeting is how to control the running of the meeting. Control people talking about thing other than the article up for a vote.
- Moderator Peter Eleftherakis asked about the continuance By-law Committee. Prudential Chairman Jones said to keep going. The Moderator requested each Committee and Department to look through the by-laws to see if they have any suggestions.

Motion made, seconded and passed to adjourn the meeting.

Next Meeting is July 9, 2024