

TOWN OF BARNSTABLE

NOTICE OF MEETINGS OF TOWN DEPARTMENT AND ALL TOWN BOARDS
As Required by Chapter 28 of the Acts of 2009 which amends MGL Chapter 30 A

NAME OF PUBLIC BODY – PRUDENTIAL COMMITTEE WEST BARNSTABLE FIRE DISTRICT

DATE OF MEETING: March 18, 2026

TIME: 4:00 P.M.

PLACE: West Barnstable Fire Station – Training Room
2160 Meetinghouse Way (Rte.149), West Barnstable, MA 02668

TOPICS FOR DISCUSSION:

1. Clerk's Report
 - a. Approval of Minutes/Correspondence
 - a. Discussion of Annual Reports/Warrant, Report Book & Mailing
2. Public Comment – No Deliberation (except emergencies)
3. Discussion Regarding Warming Center at West Barnstable Community Center
4. District Meeting Planning (articles, motions, logistics)
5. Review of Final Warrant for Annual Fire District Meeting
6. Treasurer's Report:
 - a. FY 2025 Closing/Audit Status
 - b. FY 2026 Budget Status
 - c. Cash Reconciliations
7. Ambulance Billing/Revenue Report
8. Overtime Report – Review
9. Building Committee Update
10. FY 2026 Fire District Budget
11. Fire Chief Review
12. Fire Chief's Report – (No Prudential Actions)
 - a. Personnel Changes
 - b. Community Events
 - c. Training
13. Deputy Fire Chief's Report – (No Prudential Actions)
 - a. Building & Facilities Update
 - b. Grant Status Updates
 - c. Apparatus Updates
14. Such Other Matters Not Reasonably Anticipated by the Chair

ELECTRONIC PARTICIPATION NOTICE: **ELECTRONIC PARTICIPATION NOTICE:** This meeting of the WBFD Prudential Committee will not be conducted electronically for remote participation. If you wish to participate, please attend the meeting in person at the address above. For more information, please email District Clerk, Dan Furbush at DFURBUSH@WBFDEMS.ORG

The list of matters, are those reasonably anticipated by the president/chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. It is possible that if it so votes, the sub-committee may go into executive session.

PERSONS INTERESTED ARE ADVISED THAT IN THE EVENT THAT ANY MATTER TAKEN UP AT THE MEETING THAT REMAINS UNFINISHED AT THE CLOSE OF THE MEETING, IT MAY BE PUT OFF TO A CONTINUED SESSION OF THIS MEETING WITH PROPER POSTING.

For your information, the section of the M.G.L. that pertains to postings of meetings is as follows: Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. For meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.

WEST BARNSTABLE FIRE DISTRICT

PRUDENTIAL COMMITTEE MEETING MINUTES MARCH 18, 2026

PRESENT: Chief Dave Paanenen; Prudential Committee Members Edward Smith (Chair), Daniel Dewey, and Chris Maki; District Clerk Dan Furbush; District Treasurer Ray Pirrone; District Accountant Mary Carnevale; Deputy Chief Brian Morrison was absent; Public attendees were Kim Sylvia-Riker, Pablo Almeida, Shane Ryder, Austin Moloney, Elaine Grace, Len Clark, Kris Clark, Mark Wirtanen, Rusty Gage, and Mark Begley

CALL TO ORDER:

Mr. Smith called the meeting of the Prudential Committee to order at 4:00 PM. The Pledge of Allegiance was recited by all present.

CLERK'S REPORT:

The Clerk provided Minutes from the February 18, 2026 Prudential Committee meeting. **Mr. Dewey motioned, Mr. Maki seconded, and it was unanimously voted, in a roll call vote, to approve the minutes of the February 18, 2026 Prudential Committee meeting, as printed.**

The Clerk provided Minutes from the February 25, 2026 Prudential Committee meeting. **Mr. Smith motioned, Mr. Dewey seconded, and it was unanimously voted, in a roll call vote, to approve the minutes of the February 25, 2026 Prudential Committee meeting, as printed.**

The Clerk indicated that although agenda items for Warrant, Motions and Annual Budget discussion were provided separately, he would be combining them into his presentation and discussion of them as one item, as long as there was no objection from the Committee. Absent any objection, he provided copies to the Committee of the final Election Ballot, final Budget, final Warrant, and a draft of the Motions to be used at the Annual District Meeting, saying that he had taken the liberty of assigning the reading of individual articles in the motions to the three PruComm members. There was no objection from the members and the Clerk indicated that he would finalize the Motions for review at the next monthly meeting in April.

PUBLIC COMMENT:

There was no public comment.

DISCUSSION REGARDING WARMING CENTER AT WEST BARNSTABLE COMMUNITY CENTER:

Kris Clark read from a document entitled “West Barnstable Community Building – Warming Center” Notes for the Prudential Committee meeting on March 18, 2026 at 4:00 pm”. The document outlined her understanding of the Town’s position on establishing a warming center during times of extended power outages and that the Town is looking for a reliable third party to staff and monitor the facility during those outages. She continued that the primary beneficiaries of such an arrangement would be the residents of West Barnstable, given that when power is lost, the residents have no ability to run their water well pumps, resulting in loss of basic health and sanitary needs. She also cited that the shelter at the West Barnstable Intermediate School is also available to residents with greater needs if necessary. She said the Town is looking for a reliable and responsible party to take the lead in staffing the proposed center during times of power outages.

She continued, quoting the definition of a warming center from the Barnstable County website and emphasizing that such a facility is not intended as an overnight facility. She said that the concept is to provide limited relief services at the facility and provide an alternative to the West Barnstable Fire Station so that it may operate without impediment during such emergencies.

She indicated that when she opened the facility during the recent storm-related power outage, it was sparsely utilized because of lack of information about its availability, but well-appreciated by those who availed themselves of the resource.

The long-awaited generator installation at the West Barnstable Community Center is supposed to take place in April, 2026 she said, citing the Town Manager as her source. She said that if overtime needed to be paid to West Barnstable Fire personnel to staff the facility, the added expense would be worth it to the residents who fund the department.

Chairman Smith said he supports the idea but thought a committee should be established to address the myriad details necessary to establish the warming center.

Chief Paananen said he also supported the concept but was unsure of the need for a committee. Mr. Maki said he disagreed with the concept of using the resources of the fire department to staff such a facility, saying the focus of the department should be elsewhere during an emergency. He said it is the Town’s Emergency Manager who needs to determine the responsibility to staff such a facility, not the fire department’s.

Chief Paananen said that a meeting had been held recently that included all Barnstable fire department Chiefs, the Police Chief who is the town’s emergency manager, and town officials. He said that all agreed that only the Emergency Manager can direct that a facility be opened. While again, agreeing with the concept, he said the department already provides the services at the fire station during power outages. If the needs outstrip the capacity of the department to deliver the services, the Emergency Manager is

contacted to determine what needs to be done with the department perhaps providing transportation to other facilities. He said shelters are not simply warming facilities but also provide food, medical and counseling services. He said the department has always been there to support the residents and that will never change.

Ms. Clark responded that volunteers would provide staffing so there are no financial implications. She said that Yarmouth had a shelter/warming station open as did Dennis and reiterated that with no water for many residents, it is even more important to do so in West Barnstable.

Mr. Maki repeated that his position is that it is not a Prudential or fire department responsibility to staff such a resource, saying that the town wants the district to assume all liability and that is not something he would do.

Ms. Clark said the West Barnstable Civic Association should not be relied upon to staff the facility and that many West Barnstable residents do not have the resources to purchase generators. Mr. Maki agreed and said he did not know why the town cannot staff the facility. Ms. Clark said they are looking for a formal agreement with West Barnstable that determines the operational details of such a facility.

Mr. Dewey asked how many people took advantage of the facility after Ms. Clark opened it and she said that seven people used it, but its availability was not advertised or communicated to residents. He responded that it is worthy of further discussion.

Mark Wirtanen said that he had been without power for seventy-eight (78) hours and that he said that the YMCA was open and could have been used. He mentioned that Cape Cod Community College is a far better location but wondered why it has not been considered for such. He continued that if the facility needs trained personnel and if town is afraid of liability, overtime should be provided for any professionals who might staff the facility.

Mr. Smith advised that the topic is too complex to solve at the meeting and again suggested a small group look further at the issues of staffing and liability. Ms. Clark said she would try to enlist a few volunteers. Len Clark asked if the Prudential Committee would be involved and Chief Paananen answered that it would. Len Clark and Rusty Gage said they would support the group and act as volunteers as well.

Treasurer Ray Pirrone offered that any discussion regarding a warming center at the West Barnstable Community Center that involved the Prudential Committee would require a review of the organization's charter since this kind of activity may be outside of what is allowed. Also, the issue of insurance needs to be included in any discussion.

The discussion of the issue was closed by the Chair.

DISTRICT MEETING PLANNING:

Addressed under Clerk's Report

REVIEW of FINAL WARRANT FOR ANNUAL DISTRICT MEETING:

Addressed under Clerk's Report

TREASURER'S REPORT:

Fiscal Year 2025:

The Audit Report is complete, and Mr. Pirrone is waiting for the Representation Letter to be signed. There was one audit adjustment of forty-six thousand dollars (\$46,000) for missing accrued wages. He advised he will send the Governance Letter and Audit Report when he receives them later in the week. He said that if the PruComm plans on having an April meeting, it would be prudent to schedule an agenda item to meet with the auditors at that time.

Fiscal Year 2026:

At two-thirds through the year, revenue is two hundred ninety-seven thousand (\$297,000) over the 67% budget target for February and expenditures are two hundred twenty-seven thousand (\$227,000) below the February target. Comprising the strong revenue performance is a complete catch-up on tax collections to seventy percent (70%) of the target, complimented with very strong lien redemptions. Ambulance receipts, although down thirty-four percent (34%) from last year, are also ahead of the target at seventy-four percent (74%). Finally, interest continues to be strong despite the drop in rates.

Expenditure articles are all below the budget target for February. However, there are line item exceptions within the articles. For example, Treasurers' wages are three thousand (\$3,000) over budget and likely to continue that way with the July BAN work still to do. Professional costs are five thousand (\$5,000) over the full year budget due to more use of Charles Marshall's assistance than planned. Finally building maintenance is just about at its full budget authorization due to the plumbing issue the Deputy spoke about in the last meeting. Finally, medical insurance appears over the target but is actually slightly under due to the duplicate monthly payments in July.

Mr. Pirrone pointed out that on page two of his report, the fund cash balances are listed. All are reconciled to their statement balance with the exception of the operating account. When he rolls the FY25 balances, cash variances show up, so he is re-doing each month's reconciliation, to ensure all variances are identified and corrected. Noting the brokerage and idle cash balances, he purchased two five hundred thousand dollar (\$500,000) T-bills – one for 30 days and one for 60 days. These yield three point three percent (3.3%) and three point five percent (3.5%) respectively.

He pointed out the Special Article activity to date, saying an adjustment was made to move some PPE expenditures from the special article to operations, leaving ten thousand dollars (\$10,000) for future PPE requirements. Initial expenditures for the Fire Station occurred in February.

AMBULANCE BILLING / REVENUE REPORT:

Transports for December totaled 16 trips. Calls included twelve (12) medical calls, and four (4) motor vehicle accidents with services provided to seven (7) residents and nine (9) non-residents. All transports were to Cape Cod Hospital. Receipts for the month totaled nineteen thousand one hundred ninety dollars and seventy-three cents. (\$19,190.73.)

REVIEW OVERTIME REPORT & SICK/VACATION LEAVE REPORT:

There was no overtime report provided but the Chief estimated that it would be around six hundred ninety-three (693) hours due to overtime for the recent severe storm. Mr. Smith asked if any of the overtime was reimbursable from the state. The Chief said it was unlikely that the department would meet the extremely high threshold for state reimbursement, but that he would look into doing so.

BUILDING COMMITTEE UPDATE:

Chief Paananen informed the Committee that he had a meeting with the architects to review plans and that the total square footage of the facility was increased to fifteen thousand six hundred fifty-five (15,655) square feet on the plans. Aside from needed changes they discussed, a preliminary cost estimate is eight million nine hundred seventy thousand dollars (\$8,970,000) for the renovation.

To completely replace a facility of that size would be twelve million four hundred seventy-seven thousand five hundred dollars (\$12,477,500). Mr. Dewey asked if there was context for the numbers and the Chief said there is but of greater concern is the Facility Condition Index (FCI) that the architects introduced. He advised the Committee that the FCI for the station is at seventy-two percent (72%), way over the level at which a remodel / replace decision is recommended. He will be meeting with the Building Committee on March 26th to express his concern that the remodeling will only postpone the necessary replacement of the facility and is not a sensible financial decision. Mr. Dewey asked if changes to the plans could reduce the FCI to an acceptable number and the Chief thought it improbable. At this point he would not commit to moving forward with the renovation of the facility.

FIRE CHIEF ANNUAL REVIEW:

The Clerk advised the Committee that he had still received only two responses to the review document sent to Committee members for their input. He indicated the need to move the item to April.

FIRE CHIEF'S REPORT:

The Chief informed the Committee that he had added five new recruits to the staff. The plan was to send them to train at the Bridgewater training facility, but the class was closed out. So, training will likely be done at West Barnstable although the intent is to send five people every six months to the Bridgewater facility for training. The next Fire Academy class in Bridgewater begins in January and the department can send a limit of five people. The five who had planned to go are still undergoing physical exams and background checks.

Mr. Dewey asked if it was worth pursuing the training at the state facility and the Chief said it was as it afforded a much better training environment, even though the commute to the facility was a bit longer than optimal.

The department will present a Home Emergency Preparedness class on March 22nd. The department will also be attending a similar event on March 28th and 29th at the YMCA. Also, six people from the department attended a Professional Development Conference in Worcester.

With the Deputy Chief's absence, the Chief informed the Committee that he would provide the Deputy's report. He said a second sump pump needed replacement, but it would not be done until some budget money was freed up.

Apparatus updates include a warranty repair to Tender 1, ball joint replacement and spark plug replacement of Car 2, and all vehicles had the undercarriage washed clean of accumulated road salt in order to prevent corrosion.

There is no ongoing grant activity.

There being no further business to conduct, **Mr. Dewey motioned, Mr. Maki seconded, and the motion to adjourn was unanimously approved in a roll call vote.** The meeting was adjourned at 5:01PM.

DOCUMENTS USED IN THIS SESSION:

Public Sign-in Sheet

Meeting Notice and Agenda

Minutes from February 15, 2026 Meeting

Minutes from February 25, 2026 Meeting

Treasurer's Report for February, 2026

Final Warrant for FY2027

Ambulance Activity and Receipts Report

Budget FY 2027

Draft Motions for ADM

West Barnstable Community Building – Warming Center

Notes for the Prudential Committee meeting on March 18, 2026 at 4:00 pm

Respectfully submitted,

A handwritten signature in blue ink, reading "Daniel R. Furbush". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Daniel R. Furbush, District Clerk