

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: August 20, 2025

TIME: 4:00 P.M.

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

TOPICS FOR DISCUSSION:

1. Clerk's Report
 - a. Approval of Minutes/Correspondence
 - b. Review of Executive Session Minutes for Release to Public
 - c. Certifications of Open Meeting Law Training for District Officials
2. Public Comment – No Deliberation (except emergencies)
3. Treasurer's Report:
 - a. FY 2025 Budget Status
 - b. FY 2026 Budget Status
 - c. Cash Reconciliations
4. Ambulance Billing/Revenue Report
5. Overtime Report - Review
6. Fire Chief's Report – (No Prudential Actions)
 - a. Personnel Changes
 - b. Community Events
 - c. Building Renovation Update
7. Deputy Fire Chief's Report – (No Prudential Actions)
 - a. Building & Facilities Update
 - b. Grant Status Updates
 - c. Apparatus Updates
8. Such Other Matters Not Reasonably Anticipated by the Chair

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 AUGUST 20, 2025

PRESENT: Chief Dave Paanenen; Deputy Chief Brian Morrison; Prudential Committee Members Edward Smith (Chair), Daniel Dewey, and Chris Maki; District Clerk Dan Furbush; District Treasurer Ray Pirrone; District Accountant Mary Carnevale; Kim Sylvia Riker and Joe Brady attended as members of the public

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 July 16, 2025 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 July 16, 2025 Prudential Committee meeting, as printed.**

The Clerk presented the Committee with a list of released and restricted executive session meeting minutes, indicating pertinent dates, subject matter, and status. After discussion, it was agreed that all members should review the actual minutes instead of a summary to be able to better decide on releasing or holding the minutes. Members asked the Clerk to provide the restricted minutes, and the Clerk said he would do so quickly in order to provide sufficient time for review at the next meeting. **Mr. Smith motioned, Mr. Maki seconded, and it was unanimously voted in a roll call vote, to defer the review of executive session minutes until the September 17th meeting.**

Finally, the Clerk provided an updated Crisis Contact and Business Continuity document to be used internally in the event of an unusual incident.

PUBLIC COMMENT:

There was no public comment

TREASURER'S REPORT:

The Treasurer informed the Committee that the year-end reconciliations and verification of accruals will be ready for the September meeting and that he did not expect much deviation from the earlier estimates. He advised that the annual audit was scheduled for January as usual and that the tax classification hearing should be planned for the October or November meeting.

He indicated that tax collections were off to a very good start with an aggregated 12.9% of budget while ambulance collections were below budget at 6%. Interest revenues were 30% of budget, reflecting the low budget figure for interest revenues. Expenditures and debt service were under budget or at budget while benefits were over budget due to the annual payments made on July 1st for retirement and insurance. Funds are not reconciled.

A list of prior fiscal year articles that can be closed will be provided by Chief Paananen at the September meeting for action by the Prudential Committee.

Mr. Dewey asked the treasurer about a review of funding for the Whelden Memorial Library. He said that he had heard concerns from many West Barnstable residents. The Chief responded that an audit report had been provided to the Prudential Committee and a review found nothing unusual or concerning in the report. He asked the Clerk if he had the report to provide to Mr. Dewey, but Mr. Furbush said he had never had a copy or reviewed the document personally. Chief Paananen said he would request another copy for an updated copy to be sent to Mr. Furbush and reviewed at the September meeting.

AMBULANCE BILLING/REVENUE REPORT:

The Chief provided both the fiscal year 2025 annual report and the current monthly revenue report for the ambulance from July 31, 2025. The annual report indicated ambulance revenues for the fiscal year were two hundred seventy-six thousand, twenty-two dollars and sixty-six cents.(\$27,022.66). Activity for July included twenty-five (25) trips, eighteen (18) of which were medical and seven (7) for motor vehicle accidents. July payments were twenty-seven thousand, three hundred ninety-one and eighty-nine cents (\$27,391.89).

REVIEW OVERTIME REPORT & SICK/VACATION LEAVE REPORT:

Overtime report for July showed five hundred twenty-nine (529) hours of overtime with the greatest contributors being shift coverage. The Chief advised the Committee that he expected overtime to be higher this year than last due to the larger staff and the staff's contractual ability to return to the station for emergency calls and tone calls. He said that callbacks may need to be addressed in new contract or amendment to the current agreement. The report for Sick/Vacation leave was unavailable for the meeting.

FIRE CHIEF'S REPORT:

The Chief advised the Committee that one member is leaving for the Yarmouth Fire Department on August 22, 2025 and that there will be a temporary absence for one member and a leave of absence for another, both in September. He also advised the Committee that the Records Access Officer had left for a similar position, and he was attempting to temporarily backfill the open position with current staff until a new Records Access Officer could be brought onboard.

He said the department had participated in the West Barnstable Village Day and commended the quality of the event. A Kids Day at Barnstable High was also attended and the Chief remarked that it is a fun day with team activities. Each event had great attendance.

The Chief advised the Committee that the Building Committee was making slow progress but still with the goal of having financial information to present at the Annual District Meeting in April, 2026.

DEPUTY FIRE CHIEF'S REPORT:

Deputy Chief Morrison said that plants had been added to the exterior of the firehouse in order to enhance the visual appearance of the building. He reported that the mini splits that supply heat and air conditioning to the building required repair and that the magnets for the door locks had been repaired. The fire alarm control panel was serviced as well.

The flag at Station 3 was adjusted so that it no longer wrapped itself around the pole and that Bartlett Tree Service was engaged to provide necessary tree trimming and maintenance. Also, the department's lawnmower had broken, and a new part was ordered.

The nineteen sets of wildland gear, acquired via a grant, had been distributed.

Apparatus repairs and maintenance included a new deck gun installation on Engine 296 as well as tire pressure monitors.

Six batteries had been replaced on Engine 294 and the spotlight on the air trailer was repaired, along with an upgrade to electronic recording of struck status, replacing the manual method.

All vehicles passed inspections on August 18th.

There being no further business to conduct, **Mr. Maki motioned, Mr. Smith seconded and the motion to adjourn was unanimously approved in a roll call vote.** The meeting was adjourned at 4:32 PM.

DOCUMENTS USED IN THIS SESSION:

Public Sign-in Sheet

Meeting Notice and Agenda

Minutes from July 16, 2025 Prudential Committee Meeting

Listing of Executive Session Minutes and Status

Certification of Receipt of Open Meeting Law Materials from Committee Members

Business Continuity and Contact Information

Treasurer Report for July, 2025

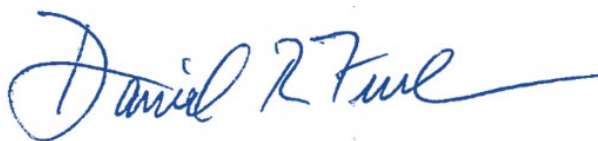
Ambulance Annual Payments Received Report for Fiscal Year 2025

Ambulance Activity and Payments Received Report for July, 2025

Overtime Report for July, 2025

Disclosure of Travel Expense by Deputy Chief

Respectfully submitted,



Daniel R. Furbush, District Clerk