

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: July 16, 2025

TIME: 4:00 P.M.

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

Original Agenda Posted On July 7, 2025 at 11:26 AM

Revision: Revised for additional agenda item

TOPICS FOR DISCUSSION:

1. Clerk's Report
 - a. Swearing In of Elected Officials
 - b. Approval of Minutes/Correspondence
 - c. Board Reorganization (Board Elects Chair)
2. Public Comment – No Deliberation (except emergencies)
3. Treasurer's Report:
 - a. FY 2025 Budget Status
 - b. FY 2026 Budget Start
 - c. Cash Reconciliations
 - d. Rollover of BAN – Borrowing
4. Disclosure for Deputy Chief Travel Expenses required by 930 CMR 5.08(2)(d)(1)
5. Ambulance Billing/Revenue Report
6. Review Overtime Report & Sick/Vacation Leave Report
7. Fire Chief's Report (No Prudential Actions):
 - a. Personnel Changes
 - b. Community Events
 - c. Building Addition Status Update
 - d. Building Addition Working Group
 - e. ASHER Meeting
 - f. Activity Update
8. Deputy Fire Chief's Report (No Prudential Actions):
 - a. Building & Facilities Update
 - b. Grant Status Updates
 - c. Apparatus Updates
9. 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 JULY 16, 2025

PRESENT: Chief Dave Paanenen; Deputy Chief Brian Morrison; Prudential Committee Members Daniel Dewey, Edward Smith, and Chris Maki; District Clerk Dan Furbush; District Treasurer Ray Pirrone; Austin Moloney attended as a member of the public

CALL TO ORDER:

Mr. Smith, acting as temporary Chair, 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:

First order of business for the new fiscal year was to swear in new Committee Member Daniel Dewey and that was completed.

The Clerk provided Minutes from the June 18, 2025 Prudential Committee meeting. **Mr. Smith motioned, Mr. Maki seconded, and it was unanimously voted, in a roll call vote, to approve the minutes of the June 18, 2025 Prudential Committee meeting, as printed.**

A reorganization of the Board requiring the election of a new Chair was discussed among all members. **Mr. Maki then motioned, Mr. Dewey seconded and in a roll call vote, the election of Mr. Smith as Chair was approved unanimously**

PUBLIC COMMENT:

There was no public comment

TREASURER'S REPORT:

The Treasurer informed the Committee that the BAN note would fund that day (July 16, 2025) with the existing old note paid off on July 17, 2025.

Mr. Pirrone advised the Committee that the training of Mary Carnevale was concluded and that she began her appointment as District Accountant on July 1, 2025.

The Fiscal Yr 2025 preliminary report as not available as the required tax records were not yet received from the Town and that encumbrances would remain open until July 31, 2025.

He advised the Committee that FY 2025 was a very good year with revenues at two hundred eighty-two thousand dollars (\$282,000)above budget and that expenditures were seven hundred three thousand dollars (\$703,000) below budget which forecasted a FY 2026 free cash amount of approximately nine hundred thousand dollars (\$900,000).

All cash accounts are reconciled with the investment in CD's specific to a single account for reconciliation of interest purposes. Mr. Smith commended the Chief on his management of the budget saying it would provide some leeway for the FY2026 budget.

Mr. Pirrone said that the FY 2026 budget is being loaded into Vidar and will be in place for the August meeting.

DISCLOSURE FOR DEPUTY CHIEF TRAVEL EXPENSES REQUIRED BY 930 CMR 5.08(2)(D)(1):

Deputy Chief Morrison is on the Board of Directors of the IAFC Company Officers Section and will be attending a meeting in August in Orlando, FL in his official capacity. He presented the Board with the required disclosures and requested the Committee's approval. **Mr. Smith motioned, Mr. Dewey seconded and in a roll call vote, it was unanimously voted to approve the travel expenses for Deputy Chief Morrison.**

AMBULANCE BILLING/REVENUE REPORT:

The Chief provided the current revenue report for the ambulance from June 23, 2025. It was absent the detailed activity, but revenues were twenty-two thousand, two hundred thirteen dollars and five cents (\$22,213.05).

REVIEW OVERTIME REPORT & SICK/VACATION LEAVE REPORT:

The overtime report for June showed four hundred fifty-two (452) hours of overtime with the greatest contributors being shift coverage. 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 Falmouth Fire Department and that all recruits are added to groups with each group getting two or three new members.

He reinforced the need for fire house renovations, indicating that there were thirteen people on duty during a recent night shift and they had to be crammed into sleeping quarters in the bunk room. He said that the department is at peak capacity with no loss of full or part-time staff and is staffing multiple trucks. Mr. Dewey asked what is a normal night staffing level and the Chief said it was five to eight people with an absolute minimum of two. Mr. Maki added that volunteer firefighters do not get compensated for their service unless they are called out to an incident.

The Chief added that the number of people attending a training event the previous evening was thirty-eight (38). Asked by Mr. Dewey what the steps in training comprise, he explained the process from recruitment to group assignment, adding that training never stops. Mr. Dewey asked the Chief what the number or percentage of new recruits typical attrit from the department and the Chief answered two or three from groups.

He said the department had participated in the Fourth of July parades in Barnstable and Cotuit sending engine 296 to each. Each event had great attendance. Also attending the Bourne Centennial on July

12th, he said that many other departments were there as well as DCR. Planned events are Kids Day on August 13th and a senior adults safety event at the Barnstable Senior Center on August 24th.

The Chief advised the Committee that he had met with the Cotuit Fire Department to learn about the process they employed for the renovation of their station. As a result, he thought that he has been too optimistic in his estimation for cost and timing for the renovation of the West Barnstable fire house. He indicated that he had established a Building Committee to address the planning requirements for the renovation. Mr. Dewey asked what they are, and the Chief said they cannot use the requirements currently held by the department and need to rebid everything included in the process. The Building Committee members are Chief Paananen, Deputy Chief Morrison, Andy Lee, Matt Sykes (sp?), and Joe Grady.

Mr. Maki asked if the funds already appropriated will be sufficient to accomplish the planning phase and the Chief responded that they are, but drawings and design plans will not be covered by the already-appropriated funds.

Mr. Maki asked if funding for the design phase will be included in the next Annual District Meeting (ADM) and the Chief said it will be, although there are challenges with the lot configuration that may affect septic requirements, which will be a crucial part of the project. He said he had spoken to the company that last performed septic installation work at the property, and they advised him that the current configuration is the largest that can be accommodated by the lot size and configuration. Mr. Maki asked if a construction cost estimate would be available for the next ADM and the Chief replied that it would be available.

The Chief said the department participated in an ASHER drill at Cape Cod Community College along with many other agencies and departments.

The Chief updated the Committee on mutual aid activity saying that there have been thirty-nine (39) medical mutual aid calls and seven (7) motor vehicle accident calls in the fiscal year including a call for a hand crew by Falmouth.

DEPUTY FIRE CHIEF'S REPORT:

Deputy Chief Morrison said that Silva Asphalt had performed the parking lot repairs and striping and that a spotlight had been repaired. There is also an ongoing "nozzle project," the attention to which has not been done since probably the 1960's.

The central vacuum motor has been replaced and a new hose added.

The Deputy said that hazardous materials that were no longer used were brought to a HazMat Collection Day for disposal and that a septic company had unclogged the rear floor drain. Finally, the new compressor and air dryer have been installed.

He updated the Committee on grant status saying that nineteen (19) sets of turnout gear for wildlands fires were purchased under the DCR grant.

Deputy Morrison indicated to the Committee that vehicle maintenance work continues with a leak repaired for Engine 294. He said that Engine 288, the forestry truck, was back at the station after being temporarily stationed at Sandy Neck Beach for the Fourth of July. Engine 290 needs a fuel line replacement and Engine 297 had an air leak repaired but requires further work for a rear air cannister. Finally, Engine 286, the Tender, has a small leak in the tank which requires repair.

Mr. Maki asked if the West Barnstable Deer Club could advertise an event on the community information sign outside the fire station and Deputy Chief Morrison said he would contact them.

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 4:53 PM.

DOCUMENTS USED IN THIS SESSION:

Public Sign-in Sheet

Meeting Notice and Agenda

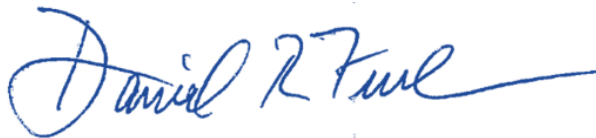
Minutes from June 16, 2025 Prudential Committee Meeting

Ambulance Receivables from Billing of June 23, 2025

Overtime Report for June, 2025

Disclosure of Travel Expense by Deputy Chief

Respectfully submitted,



Daniel R. Furbush, District Clerk