PRUDENTIAL COMMITTEE

 **TURNERS FALLS FIRE DISTRICT**

 226 MILLERS FALLS ROAD

 TURNERS FALLS, MA 01376

 Phone: 413-863-4542 Fax: 413-863-3175

**Prudential Committee Meeting Minutes**

**Date of Meeting:** Jan 6, 2025

**Time of Meeting:**  3:00 PM

**Location:** Turners Falls Fire Department

 226 Millers Falls Road

 Turners Falls, MA 01376

**Present at meeting:**

 Leon Ambo, Prudential Committee Chair

 David Zamojski, Prudential Committee

Eric Meals, Prudential Committee

 Todd Brunelle, Fire Chief

Eduard Bublik, District Accountant

**Prudential Committee Meeting:**

Nov Minutes and December meeting minutes have been accepted

**Accountants Report**

**Budget Balance as of Dec 31, 2024**

**General Gov’t** - $342,827 or 33% Remaining

**Fire Dept**. - $858,409 or 56.5% Remaining

**Ambulance** - $121,279 or 43.8% Remaining

**Nov Coastal Billings Collections**$16K

**Payroll Fraud:**

Just over $10,000 in payroll fraud was detected, where funds were misdirected to a scammer instead of the intended employee. The fraud has been reported to both the police and the insurance company. To prevent future incidents, any changes to payroll forms must be submitted in person rather than via email.

**W-2s:** The w-2s will be sent out this week.

**Fire Chiefs Report December 2024**

1. **Total Runs Sep** =153

 Fire = 55

 EMS = 98

 Transports TFFD =40

 Other EMS agency = 38

 Refusal of transport =17

 Other = 3

1. **Fire prevention**

 Fees collected $550.00

26– Inspections / enforcement/ compliance interactions.

1. **EMS** - QCI/QCA of approximately 98 Patient Care Report with 40 of those being TFFD transports that in turn were submitted to Coastal Medical for appropriate billing.

In process of working with Unipay and Coastal Medical Billing on establishing an online payment system for the Fire District to create another avenue for bill collection.

Working with Community 911 on upcoming training and also QCI/QCA training.

 4. **Child Passenger Safety Seat program:**

A total of 4 car seat installations and inspections occurred throughout **December** with an additional 3 communications explaining Massachusetts laws regarding child passenger safety seats.

Planning a Car Seat Check Event for 01/10/25 in coordination with Montague Police and Baystate Health. Time will be from 1000 to 1400 with appropriate set up.

**5. Public Education – Interacted** with over 4,171 Facebook Page followers as well as 799 Instagram followers with multiple posts and shares of happenings within Turners Falls Fire. Our social media has reached an estimated 21.5K people over the month of December. The top post reached 5.9K people.

31 new followers joined over the month of December.

**6**. **IT**- Will be applying for the Massachusetts Community Compact Information Technology Grant opening 1/6/25

**7**. **Training –** The month of December members trained on radio communications, and chimney fire operations. Members also trained with Montague center Fire on rescue operations on the fire ground.

**8**. **Public Education -** The 2025 student and senior SAFE grant application was completed and sent into the state. A confirmation email was sent on 12/2/24 stating the email was received.

Captain Ellis and FF. Breault installed smoke detectors in the address after the Deputy inspected the new boiler in the home and found they needed new ones. Provided through the SAFE program 3 smokes and 3 carbon monoxide detectors were installed into the home.

**Probationary Fire Fighter Resignation**

Mathew Bosworth sent an email dated 1/4/25 resigning from Probationary Fire Fighter Position.

**Other discussion**

**Unipay:**

A separate UniPay bank account should be set up to ensure that water bill payments and ambulance receipts are kept in separate accounts. This separation is necessary to avoid difficulties in distinguishing between the payments. Additionally, bank fees should be charged to the payee.

**Probationary Firefighter Position:**

A posting will be made to hire a probationary firefighter. The chief is currently preparing the job posting.

**Sick Time Form**

The Chief has created an injury report form to document incidents, identify preventive measures, and ensure thorough record-keeping. Once completed, the form will be reviewed by the Health and Safety Officer for accuracy and completeness.

Next meeting will be scheduled for Feb 4th, 2025 3PM.

**Agenda for next meeting**

**1) Call to Order**

**2) Approval of last District meeting minutes**

**3) Old Business**

**4) Department report – Fire/Accounting**

**5) New Business**

**6) Adjournment**

**F. Meeting Adjourned at: 4:35 PM**

**G. Meeting Minutes submitted by:** Eduard Bublik, District Accountant