

PRUDENTIAL COMMITTEE FIRE DISTRICT #1
144 Newton Street
South Hadley, MA 01075

Prudential Committee REGULAR Meeting Notes

Meeting Date: March 12, 2019

Location: Fire District Headquarters, 144 Newton Street

This session is being recorded

Call to Order: 6:30 p.m.

Prudential Committee Members Present:	Michael Wozniak, Chairman (MIW)	
	Kevin Taugher, Clerk	
	Bruce Perron, Member	
Other attendees:	Chief Authier (RA)	Kurt Schenker (KS)
	Monica Walton (MW)	Brendan Hughes

- Call to order
- Signing of warrants authorizing payroll and expense payments
- Review and approval of 2/13/19 PC meeting minutes
 - BP moved and KT seconded approval of the minutes as written. Passed 3-0
- Discussion on eliminating benefits for future part-time elected officials
 - MIW sent the proposed wording from the last meeting to District counsel for review. The District counsel responded in writing.
 - KT read the following excerpts from correspondence submitted by Mark Beauregard, District Counsel, on March 12th:
 - “It is my opinion that the Prudential Board has the authority to establish District Policies and to amend same, if necessary, from time to time. For example, the District’s employee handbook contains numerous employee related policies all of which have been adopted by the Board.”
 - “In addition, you have asked me for some suggested language that might be added to the policy in order to “grandfather” the current elected officials who receive their medical insurance from the District. Therefore, at the end of the very last paragraph of Kevin’s material you might add the following language : “ Notwithstanding the foregoing, this policy shall not apply to those elected officials who, at the time of the adoption of this policy, are currently serving on either the Prudential Board or Water Commission and who are currently receiving their medical insurance from the District. This exemption from this policy for said elected officials shall only be for that period of time in which said elected officials serve on said board(s). “
 - MIW said that we will grandfather anyone that is on it now.
 - KT said that we are spending a lot of money on this that we should be setting aside for OPEB liability. This insurance is costing the District close to \$15,000 for the Fire and an unknown amount for the Water.

- BP said that he's heard different numbers, and that KT's numbers are not accurate. BP said that Monica's not here to verify.
- KT suggested that the current participants in the insurance plan, who would not be eligible if the new policy is approved, be allowed to remain in the plan until the end of the fiscal year.
- KT said that retirees over age 65 can only choose the MEDEX plan, which costs the District quite a bit less than the other insurances.
- KT asked if BP should be participating in discussions regarding a benefit he obtains from the District.
- BP stated that as a matter of fact, since we are discussing that benefit, it's a benefit program that is offered to the district, and that we're in open meeting I'm letting you all know that I do participate in it, so that you all know that as I continue voting here, that I am a recipient of this particular package, and that covers the legality of it.
- MIW noted that Bill Schenker is also a participant in the insurance plan. MIW stated that he and KT were not on the District health insurance plan.
- BP said that he sees going forward to make changes, but he doesn't want to rush into it.
- BP said that MGL Ch. 268a, section 19 the law prohibits you from taking any official action affecting your own financial interest, however, there is a caveat to that, once you make knowledge to the public that you participate in it, it's covered to vote. So, we have the authority for all three to vote, and in doing that, to make sure that we're not overstepping our bounds, not stepping into it.
- MIW said we also have the elections coming up.
- BP said that we don't have a record of when the insurance policy was initially established.
- MIW said that it doesn't matter. Our District Counsel has stated it is a policy of the PC, and the PC can update the policy at their discretion.
- KT said that the way we are bleeding to death on OPEB, it leaves us no recourse.
- BP asked MW for the individual HMO plan, is \$633.26 (100%, per month) and employee plus one (HMO) is \$1,474.70. A Family HMO plan is \$1,817.88. For PPO, single is \$729.84, family is \$1,993.26. MEDEX is \$355. The district pays 75% of each of these plans.
- MW said the total the District pays for last month was \$72,669.16.
- KT asked for Dental insurance rates.
- MW said the active plan for family is \$184.50. Single active is \$57.09. For retirees, the family plan is \$153.86, employee plus one is \$99.38, and the single plan is \$52.36.
- The meeting went into recess at 6:41 p.m.
- The meeting came out of recess at 6:45 p.m.
 - MIW asked for background information on a draft policy that had been submitted by KT.
 - KT said that the policy was taken right from the Town of South Hadley employee health insurance policy, only reworded to reflect District instead of Town. The Town did away with stipend-position insurance benefits several years ago. The Town appears to be following MGL on how to determine a part-time employee and active employees scheduled as full-time or scheduled to work more than 20 hours a week.
 - KT said we have to go after these savings because of our OPEB liability.
 - MW said that our yearly OPEB cost is well over \$320,000, and our total current liability is over \$7 million.

- MW said that she was in favor of the change in policy to deny benefits to District personnel who are not full time. She was in favor of grandfathering in the individuals who currently get the benefit and would not qualify under the new policy.
- KT asked if an employee was over 65, would they qualify for MEDEX. MW said they are not eligible if they are working.
- KT said we should determine what the District is currently paying for the insurance affected by this policy. KT asked MW what BP is subscribed to for health insurance and what the cost to the District was. MW said HMO employee plus one is \$1,474.70 at 100%.
- KT said that, 12 months at 100% is \$17,696, and then the District share at 75% is \$13,272, for just health insurance.
- KT asked MW for the dental amount. MW responded for dental employee plus one is \$99.38 at 100% per month.
- KT said that, 12 months at 100% is \$1,192.56 and then the District share at 75% is \$894.42. So, for a combined health and dental the District pays \$14,166, which is the District's cost for one member.
- So, by eliminating this one person's insurance we could put \$14,166 towards OPEB.
- MW read the draft version of the policy under consideration:
 - *Fire District Health, Dental and Life Insurance Benefits – The Fire District provides the following group insurance coverage for regular full-time employees and eligible part-time employees:*
 - *Group medical and hospital and dental insurance are offered to eligible employees and their families in accordance with MGL c. 32B. Such plans are contributory with the District paying a percentage of the premium and the employee paying the balance.*
 - *Group life insurance is offered to each regular full-time employee including coverage of \$5,000 with the District paying a percentage of the premium and the employee paying the balance.*
 - *Insurance coverage is subject to amendment from time to time as are the contributory amounts.*
 - *ELIGIBILITY Active Employees: Full-time permanent employees scheduled for 20 or more hours a week (as defined by law) are eligible for insurance coverage. New hires eligible for insurance will qualify for health, dental, and life insurance benefits the first month following thirty days from the date of hire. Premiums are paid to the provider in advance for the subsequent month of coverage. Employees with a separation in service are considered new hires under this policy.*
 - *Retirees: Retirees can receive health insurance benefits if elected to do so at the time of retirement.*
 - *Retirees who do not choose health insurance at the time of retirement will not be allowed back on to the plan after their date of retirement.*
 - *Retirees who are unable to have their insurance premium deducted from their retirement benefit must contact the Clerk/Treasurer at the time of retirement to*

make payment arrangements directly to the District. Non-payment in 30 days will result in termination of coverage.

- *In the event the retiree passes and they are enrolled in an individual plus one, family plan, or MEDEX plan, the surviving spouse/dependents are eligible to remain on the District sponsored plan.*
- *Payments will be due to the Benefits Office on a regular basis as determined by the Clerk/Treasurer, unless payment is made via a District pension.*
- **DEPOSITION OF INELIGIBLE EMPLOYEES CURRENTLY RECEIVING INSURANCE BENEFITS**
 - *District elected officials that do not meet eligibility requirements shall not receive a District contribution towards their insurance premiums effective July 1, 2019. They will have the option of paying 100% of the premium if they elect to receive insurance on the District plan. Since the District pays insurance premiums one month in advance, payments will be due in June 2019. The District Clerk/Treasurer will provide additional details on request.*
- MIW said that there was language stipulating grandfathering in elected officials that was read earlier.
- MW had comments about the proposed language. The District currently offers health insurance to begin on the first day of hire. New hires pay premiums on doubled up for the first several weeks until they are caught up.
- We have an existing policy that in order for a surviving widow or widower to continue receiving the insurance benefit, the District retiree had to have at least twenty years of full-time service to the District. There is also a policy on disabled children.
- MIW said that the policy document should be updated to incorporate the comments and amendments spoken to at this meeting.
- MIW said that this policy discussion is to be tabled for now, and brought back at the next meeting, to be scheduled before the April 9th election.
- Discuss and vote on by-law change to make the Treasurer/Clerk an appointed position vs. an elected position
 - MW said that the bylaw changes are included in the draft warrant document.
 - MIW identified it as article 40.
 - MW said she copied the language that was provided to her by the District Counsel.
 - MIW said that her term expires in April 2020.
 - BP asked MW how she felt about this article. MW said it's fine, I don't have a problem with it.
 - KT moved that we include article 40, as written in the draft copy of the warrant for April 2019, which would change the position of clerk/treasurer from an elected to an appointed position.
 - BP wanted to know what degree does the influence of the PC affect the independence of the clerk/treasurer. Right now she is independent.
 - MIW said he doesn't see any change.
 - KT said the clerk/treasurer has certain responsibilities that have to be performed, there's no assurance that MW will stay forever, the ability to get a qualified individual in an elected position is a challenge, the town has already gone to an appointed position, District 2 has gone to an appointed position, it's happening everywhere, and the bottom line is it's getting more complex; it used to be bookkeeping and taking a few notes. The town found out that qualified

- candidates don't want to run for the position, due to fear of losing the election or have to run every three years.
- BP seconded the motion. Motion passed, 3-0.
 - Discuss and vote on Annual Meeting warrant articles
 - MW said the only other not routine article is article 25, which has to deal with investing District funds for the OPEB trust and any other funds held long term.
 - KT said that the purpose of this article was to get buy in from the District meeting to approve more advanced methods of investing District funds in accordance with clerk/treasurer recommendations, PC approval, and in accordance with Mass General Laws.
 - KT moved to include article 25 as written in the draft warrant. BP seconded. Motion passed 3-0.
 - KT identified a typo on the last page.
 - The warrant can be signed at the next meeting.
 - KT moved to accept the draft warrant as written for the annual meeting. BP seconded. Motion passed 3-0.
 - Discuss and clarify wording of the Ambulance Report to be included in the 2018 Annual Report
 - KT identified some disparities between the support individuals identified in the ambulance report and the Chief's report. RA and KS indicated that the names were correct, because responsibilities had changed. The two reports are acceptable as presented.
 - Chief's Report
 - RA read through the Chief's report. It was a quiet month.
 - KT had a point to make regarding the content of the Chief's monthly report. Back at the September 27, 2018 meeting we had asked that, due to our focus on mutual aid support for neighboring cities, towns and fire district 2, that the report elaborate on the details of our own ambulance calls, transports, refusals, etc., the mutual aid calls, transports, intercepts, cancellations and refusals for both fire and ambulance. Running totals could then be captured from the monthly reports. That was asked for in the September meeting, as identified in the minutes. Is there a way we can collect that data? As we've heard, trying to go back and collect it retroactively is difficult, but if we collect it month-by-month we would have a better handle on it.
 - MIW asked KS for comments. KS said that he's actually been working on it. He has broken it down the best he could. He has the data for the last two months and 11 days; it took 5 hours. It's not guaranteed to be 100% correct. We were informed wrong by District 2, the numbers cannot be pulled from the computers. As far as what District 2 does, KS doesn't know, the District 2 numbers are inaccurate. KS says that his numbers are as accurate as he can get from District 1 records. KS reviews the reports every week, trying to deal with Ambupro, trying find out if there is a way to load the District 1 addresses separately into the program. Ambupro is looking into it. They have a new version to be released shortly.
 - KT said that his point was back in September was that if we were going to report on a monthly basis, and knew we were going to do it, it might be easier to delegate the work to have it done and not expect one person to do the task and take hours and hours to do it.
 - KS said the accuracy was affected by "garbage in garbage out" If he's not looking over someone's shoulder, he has no idea what they're putting in. KS discovered some errors in the last few days.

- MIW asked if KS had something that KS could share with us now.
- KT said that we are missing the point here, that we should really be asking the Chief to collect the data or assign someone to get the data so that there's no confusion over who is issuing the report.
- MIW said that he thought the Chief has assigned KS to do it.
- KT said that is not our decision, it's his decision, correct?
- MIW said, well yes it is the Chief's decision, but it's obvious that KS is doing the work.
- KS passed out a report. He said he did not write an explanation; he ran out of time.
- KT asked about tones. KS said tones is what District 1 toned out to cover the station because the on-duty staff are out of the station. KS explained some of the numbers.
- KT said that the Chief should work on a way that the total responses so there's a correlation in the breakdowns we would be more assured that the numbers were correlating properly. The tones aren't really a call, it's just identifying the fact that extra costs were generated because we made these ambulance calls, and these tones were generated while we were responding to District 2. It's one thing to say we have a call to D2, and the ambulance is out of the station for an hour and a half or two hours and it costs us, but if we have a call to District 2, and we have to call in extra people and there's overtime involved there and that drives up our costs, and the other issue is that at the end of the year we have 2,500 ambulance calls rolling out the door, and our costs are well over \$1.5 million, so another way to look at this is to divide the \$1.5 million by 2,500 calls and say that's what it costs us. So maybe that's what we should bill people. These are rough numbers, and I'm not expecting anyone to make this a policy, but that's why you need the details and the data.
- MIW said we talked a while back about raising the rates.
- KS gave the PC a sheet a while back about what an ambulance call costs.
- KT said at some of these meetings we run out of time to discuss the rate. It should go on the agenda for a later meeting when we have the time to spend on it.. KT said the the KS report is good, and it should be maintained on a monthly basis, so it won't be hours and hours trying to resurrect old data. Maybe there are ways people entering the data could highlight some of the data.
- KS said that if the Ambupro program was to allow addresses to be entered, it would help the data analysis
- MIW said he will put discussion and vote on the intercept rate on the agenda for a future meeting.
- KS said that we should also consider raising our ambulance rates as well. Comstar asks us on a yearly basis if we want to raise our ambulance run rates across the board.
- Discuss harassment charge made by Captain Schenker
 - KT read the following excerpt from the approved meeting minutes for January 23, 2019:
 - *“Kevin Taugher said that the costs associated with intercept service may involve more than an ambulance run, if station manpower must be reinforced by “toning” in more personnel to man the station. Kevin Taugher said that is why he has been looking for the intercept numbers for the last few meetings because if we are going to come up with solutions, we will have to know exactly what service we are providing and how much it is costing us.*

- *Kurt Schenker explained he is doing his best to capture the information required, but that it takes a lot of time. He has been working on it steady, to go over the data call-by-call, and he has to keep up with the regular stuff. He said he does this for free, and he said he is getting a little sick of the "B.S." here. You don't have the right to tell me what to do at any time.*
 - *Kevin Taugher said that if the Chief has assigned you to do it, fine.*
 - *Kurt Schenker said that he will have to file a harassment suit. He said he was really sick and tired of the "B.S."*
- KT asked to speak. KT said that it was his understanding that the union personnel in this department work for the fire chief. They are assigned work by the fire chief. The fire chief has been at every meeting where the PC has asked for reports to be made, and he is responsible according to the Strong Chief Law to issue the reports that we request. We have made it clear over the course of meetings since back in May that we are looking for this kind of data to deal with the merger. So, given the sense that KT had that Kurt was complaining about having to do too much work and not enough time, KT was kind of shocked that he wasn't consulting with the chief about how to rectify the situation, since that's who he works for. That should involve a grievance with the union contract and go through that process or at least have a meeting with the chief to say, "I've got a problem and I need some relief." That's the way KT thinks it should have been handled and KT was surprised it wasn't handled that way. KT was also surprised that unless Kurt was coming to us because he was afraid to talk to the chief, and that's why he brought it up at a meeting. That might be another the issue that KS could be concerned about. But it's up to Kurt to decide exactly what it amounts to. In all candor, Kurt is in the union, and he works directly for the chief, and the chief is at all our meetings where he is asked for these reports to be done, and if the chief wasn't aware that Kurt was being overstressed in what he was doing, then KT thought that there is a disconnect.
- MIW said the other issue is not getting paid, he should get paid for the work he puts in.
- KT said that here again, that's back to the chief.
- MIW said right. He has to authorize the work.
- KT said who submits the payroll, the overtime, is there other people who can be doing this work. KT said he had no idea but that's why we're just the policy board, looking for information, it's up the chief, to explain to the people what has to be done and take steps to make sure they're adequately prepared to get it done.
- KT said he'd like to point out that we've been asking for this information since May, or even earlier.
- MIW asked for input from Brendan Hughes, on this issue
- Brendon said to the extent he's (KS) alleging impermissible illegal harassment, there are policies in place by which he can file a complaint, he can either do that through workplace policy, or file a union grievance through consultation with his union representative, and if he does file such a formal complaint, it would be investigated in accordance with harassment policy and he would be afforded the opportunity to set forth his allegations in executive session. Brendan added that for it to be "illegal harassment", it would have to be on the basis the protected class, race, gender, age, etc. To the extent there is any insinuation that he is working above and beyond what his hours are, or beyond what is set forth in his stipend, that is something that he could

pursue if it was the case but there has to be mutual agreement as to what is constituted under his stipend, what his hours are and again that is something that would be more appropriate to speak with his bargaining representative about and pursue it with the union if he believes it is some sort of issue.

- MIW asked KS for comments.
- KS said he would rather talk about it in executive session.
- KT said you have the right to do that, but this came about in open session, KT thought things were a little hot, and it was included in the open meeting minutes for that meeting. KT said he thought KS should go back through the normal process that is outlined in the union contract and then move it through that process which gives you the ability to move it all the way back up to the PC, once you have identified what your concerns are. That would be KT's recommendation.
- KS said he didn't think the union has the right to do anything with the PC. He expressed his frustration about providing information back in previous months and people like the way it was broken out. KS expressed frustration with interactions with other previous PC's.
- KS said he wants to move on right now.
- KT said that's fine. KT said he wants to make sure that KS decide on what he wants to do. If KS wants to pursue it, he can speak to the Chief. If you (KS) have the frustration of having too much work to be assigned, that's another thing. The Chief is at every meeting. He is responsible for assigning the work. KS does not work for the PC. KS is protected by the union contract and you (KS) report to the Chief.
- KT referred back to the minutes of the May 24, 2018 meeting. It was stated at the meeting that not all ambulance responses were included in the reports provided. KS said he would do a deeper evaluation of D2 support for the last year, that is, actuals for 2017 calendar year. It was decided to table the review of this report until a future meeting.
- RA said it comes back at me some how.
- MIW said you're the supervisor.
- RA said it's the board members asking for the information.
- MIW said it's a legitimate request.
- RA said we've provided that for you numerous times. I think that's part of KS's frustration, as it is mine. It's never good enough. To say it's not been turned in, or never been given. I think we're stretching that.
- KT said in the May 24th meeting, right in the minutes, approved by the three board members that were here.
- RA said who takes the notes for that meeting.
- KT said it's on MW's recorder too.
- RA said okay, the question was who was taking the notes.
- MIW said KT is the Clerk.
- RA said handed in, submitted in, you've seen it again, because you got it a second time, dating back to whatever the date was, 2015 or so.
- MIW said 2015, what are you talking about.
- RA said we went all the way back for mutual aid, we've talked about mutual aid, fire, ambulance runs, reports given, with that.
- MIW said he didn't recall going back to 2015.

- RA said 2015 up to 2000 and I believe 17.
- KT moved that we just move on to the next item. I think that KS should decide what he wants to do, and go through normal channels, would be an appropriate step, and that's how we deal with that.
- MIW said to KS that he can't deal with what happened in the past, if part of it is a pay issue that shouldn't be an issue, you should be paid.
- KS said No, it's not a question about overtime, I give my time, I don't charge for everything, I don't the chief give some extra hours, he puts in a lot time, like driving down to Plainville
- MIW said that he appreciates KS efforts.
- KT said he didn't think anyone here doesn't appreciate KS efforts.
- KS said he gets approached by the public that they read something in the minutes that I don't think you asked for.
- BP confirmed with KS that it was okay to move on.
- BP seconded KT's motion to move on. Motion passed 3-0.
- 7:30 p.m. - Roll call to enter Executive Session in compliance with the provisions of MGL Chapter 30A Section 21(a), subparagraph 3, and return to open session at the conclusion of executive session for the purpose of Discussing legal strategy with respect to an asserted claim by the Fire Chief
 - MIW stated "I move that the Prudential Committee retire to meet in executive session pursuant to Chapter 30A, Section 21(a), subparagraph 3, of the Massachusetts General Laws, for the purpose of discussing legal strategy with respect to an asserted claim by the Fire Chief, following which the Committee shall reconvene in open session. An open meeting on this subject would have a detrimental effect on the litigating position of the South Hadley Fire District No. 1."
 - Roll call vote: MIW: Aye. BP: Aye. KT: Aye.
 - Entered into executive session at 7:37 p.m.
 - Returned to open session at 7:56 p.m.
- Begin the process of consolidating responses from the Prudential Committee and the Fire Chief as it relates to the formal review of the Fire Chief
 - MIW wants to consolidate the ratings from each PC member and the Chief onto one document. He will be adding three columns to the form he received from the Chief
 - KT asked MIW if the Chief had submitted any documentation to support the Chief's rating.
 - MIW said no. MIW said that he asked the Chief to submit the form with the numbers that in the Chief's mind they should be.
 - MIW asked for the numbers from BP for the ratings on the form.
 - MIW read his own numbers into the record.
 - MIW asked for the numbers from KT for the ratings on the form.
 - MIW collected all the numerical ratings and will issue the compiled data
 - A copy of the results is attached to these minutes.
- New business unforeseen 48 hours or less before this meeting
- Confirmation of agenda items for future meetings and next meeting date
 - The next meeting will be on March 28, 2019 at 6:30 p.m.
 - Agenda items will be health insurance policy review, ambulance fee review, next step for Chief's performance review.
- Motion to adjourn

- KT moved to adjourn, seconded by BP. 3-0 motion passed. Meeting adjourned 8:24 p.m.

Voted and approved by the Prudential Committee on April 24, 2019.

A true copy, attest:



Kevin E. Taugher, Clerk

South Hadley, Fire District #1 Position of Fire Chief - Performance Evaluation

Name: Chief Robert Authier Date of Hire: 1/3/2011 Review Date: _____

Period Covered: From April 2017 – Present Date of Last Review: 3/19/1015

Evaluation and Criteria

Using the following numerical scale, assign the appropriate value to the tasks listed below. Select the numbers which best reflects your appraisal of the Chief's performance and place it on the line. A rating of 1 or 5 must be justified in writing. Additional comments are encouraged for each section.

- | | |
|--------------------------|---|
| 5 – Outstanding | Performance is consistently superior |
| 4 – Exceeds Expectations | Performance is routinely above job requirements and expectations |
| 3 – Meets Expectations | Performance is regularly competent and dependable |
| 2 – Below Expectations | Performance fails to meet job requirements and expectations on a frequent basis |
| 1 – Unsatisfactory | Performance is consistently unacceptable |
| N/O | Not Observed |

Leadership Ability

B P	K T	M W	Chief		
3	1	2	1.	3	Visionary: Has the ability to identify, develop, and accomplish long term strategic goals
3	2	2	2.	3	Acts as a role model for tact and diplomacy; handles controversial issues with ease.
3	2	2	3.	4	Assures that all Chief's reports are turned in complete, accurate and on time.
3	2	ND	4.	4	Creates a proactive environment among team members.
3	2	ND	5.	4	Effectively manages subordinates and delegates tasks where appropriate.
3	2	2	6.	4	Is able to make District level decisions without supervisory input.
3	3	3	7.	4	Effectively manages the operational aspects of the District in the absence of direct supervision.
3	2	ND	8.	4	Applies a consistent form of discipline towards all members of the fire department.
3	3	3	9.	4	Develops policies and procedures that holds all staff accountable for attending and participating in departmental drills.
3	3	3	10.	4	The Chief is expected to identify the minimum education and certification requirements that are necessary for new hires, and ensure that these requirements are met and maintained by all employees.

Comments (Items 1 –10 above)

Safety and Workplace Environment

B P	K T	M W	Chief	
4	3	3	1. 4	The Chief provides a safe and non-threatening work environment.
4	3	3	2. 4	The Chief assures that appropriate safety equipment is worn/used in the work place.
4	3	3	3. 4	The Chief assures the safe operation of all department equipment and vehicles.
4	3	3	4. 4	The Chief assures that any work related injury is reported and documented in accordance with District policy.

Comments (Items 1 – 4 above)

Response and Performance on Fire/Ambulance Calls

B P	K T	M W	Chief	
3	2	3	1. 4	Ensures that Fire/Ambulance response times are made within departmental guidelines.
4	2	3	2. 4	Proactively responds to calls for the purpose of providing supervision.
3	2	ND	3. 4	Promotes a customer oriented environment when dealing with the public.
3	2	2	4. 4	Promotes positive interaction with other agencies including the Police Department, the School Department and Fire District #2.
3	3	3	5. 4	Ensures that proper radio procedures are followed making sure that radio transmissions are clear, concise and courteous.
3	2	ND	6. 4	Adheres to department policies while on fire scenes.

Comments (Items 1 – 6 above)

Public Relations & Communication

B P	K T	M W	Chief	
3	2	NO	1.	5 The Chief promotes the District and its mission in a positive manner when interacting with the public.
3	2	2	2.	3 Conveys ideas in a clear, concise manner both verbally and in writing.
4	2	2	3.	4 Has strong interpersonal skills using tact, diplomacy and persuasiveness.
3	2	2	4.	4 Gets along well with others; eliminates tension and conflict within the department.

Comments (Item 1 - 4 above)

Initiative/Attitude/Motivation/Adaptability

B P	K T	M W	Chief	
3	2	2	1.	4 Takes initiative to solve day-to-day problems.
3	2	2	2.	3 Meets deadlines and schedules.
4	2	2	3.	4 Has a positive attitude and demeanor.
3	2	2	4.	3 Continually seeks to expand capabilities and responsibilities.
3	2	2	5.	3 Recommends, initiates, accepts, and adapts to change.
3	2	2	6.	5 Displays commitment to the job and is highly motivated and enthusiastic.

Comments: (Items 1 – 6 above)

Performance Under Pressure

B P	K T	M W	Chief	
4	3	3	1.	4 Consistently responds positively to unexpected demands and pressure.
5	2	3	2.	5 Composure is maintained under stress
4	3	3	3.	4 Handles difficult situations in a very confident and professional manner.
3	2	3	4.	4 Uses good judgment by evaluating all reasonable options available.

Comments: (Items 1 – 4 above)

Prudential Committee Agenda and Meetings

B P	K T	M W	Chief
3	1	1	1. n/a
3	1	1	2. n/a
3	3	3	3. <u>3</u>

The Chief will manage the standard meeting agenda template and will add or remove agenda items from the standard template at the direction of the Chair.

In the event that no direction from the Chair is given, the Chief will post the standard template 72 hours prior to a scheduled Prudential Committee meeting.

The Chief will attend all Prudential Committee meetings unless excused by the Chair.

Comments (Items 1- 3 above)

Budgeting and Departmental Reports

B P	K T	M W	Chief
3	2	2	1. 3
3	2	2	2. n/a
3	1	1	3. <u>3</u>
3	2	1	4. 3
3	2	2	5. <u>3</u>
3	2	1	6. 3
3	2	3	7. <u>3</u>

The Chief shall prepare, present and provide a rationale behind the yearly budget, including the impact on the Fire District's tax rate.

The Chief shall provide up-to-date records of all department activities in electronic format in a reasonable time frame including, but not limited to: (a) an inventory of fire district property under the control of the Chief along with its condition, (b) an inventory of current hydrants and their condition, (c) an index of all personnel records, and (d) all compensatory, sick and vacation time for the fire department employees on a weekly basis, submitted to the District Clerk/Treasurer at the time of payroll submittal.

The Chief shall provide electronically the Prudential Committee members his "Chief's Report" and other agenda related documents within 72 hours of a Prudential Committee meeting.

Reports are submitted on time.

Fire, EMS, and departmental reports are legible, concise, and grammatically correct.

Reports and information are rarely returned for correction.

Reports contain all applicable paperwork, and attachments as necessary.

Comments: (Items 1 - 7 above)

Job Knowledge & Use of Technology

B P	K T	M W	Chief
4	2	3	1. 4 Displays a thorough knowledge of all aspects of the Chief's position.
4	3	3	2. 4 The Chief is well versed and stays current on local, state, and federal laws related to Fire Department operations.
3	1	3	3. n/a The Chief is well versed and knowledgeable with the Massachusetts Open Meeting Law.
3	2	2	4. 3 The Chief makes good use of technology and is well versed on the use of common software programs such as Microsoft Work, Excel and PowerPoint.

Comments: (Items 1 – 4 above)

Learning and Understanding

B P	K T	M W	Chief
3	3	3	1. 3 Consistently learns difficult procedures and tasks quickly; identifies and implements tasks/projects completely with excellent results.
3	1	1	2. 3 Attends continuing education courses on a regular basis as it relates to EMS administration and finance.

Comments (Items 1 & 2 above)

Productivity/Quantity of Work, Completeness of Assigned Tasks

B P	K T	M W	Chief
3	2	2	1. 3 Quantity of work consistently exceeds goal/objectives.
4	2	2	2. 3 Demonstrates effective planning and organization.
4	2	2	3. 4 Has the ability to multi-task and manage multiple tasks simultaneously.
3	1	1	4. 3 Consistently follows up on projects and pays attention to details.

Comments: (Items 1 – 4 above)

B P	K T	M W	Chief
3	3	3	1. 4
3	3	3	2. 4
3	3	3	3. 4
3	3	3	4. 4
3	3	3	5. 4
2	1	1	6. 3

Use, Care and Maintenance of Equipment

- Vehicles are not abused through poor driving habits.
- Equipment is not lost or damaged due to carelessness.
- Specified operating and safety procedures are followed in the use and maintenance of specialized equipment.
- Department vehicles are kept clean and serviced.
- Equipment is kept clean, well taken care of, and always in working condition.
- Chief's work area is kept clean and well organized.

Comments: (Items 1 – 6 above)

B P	K T	M W	Chief
3	2	2	1. 3
3	2	ND	2. 4
3	2	ND	3. 4

Compliance to Policies, Procedures and Regulations

- All District policies, procedures, along with instructions from the Prudential Committee are carried out in timely and efficient manner.
- The Chief ensures that sick leave is not abused
- The Chief ensures that leave time is used only as authorized or specified.

Comments: (Items 1 – 3 above)

B P	K T	M W	Chief
3	1	1	1. 4
3	1	1	2. n/a

Department Goals, Programs and Activities

- Is an active participant in goal setting, project planning and needs assessment of the fire department.
- The Chief will establish a list of objectives each year, based upon input from the Prudential Committee and will report progress towards completing each of the action items quarterly at a regularly scheduled Prudential Committee meeting.

Comments: (Items 1 & 2 above)

Personnel Assignment and Supervision

B P	K T	M W	Chief	
3	2	NO	1. 4	Assignments are made in a fair and impartial manner considering the needs of the department.
3	3	3	2. 4	Assures that manpower is scheduled in order to meet the needs of the fire department
3	2	2	3. 4	Limits overtime use.
4	3	3	4. 4	Assures that work and payroll records are accurate and complete prior to submission to the Treasurer/Clerk.
4	3	3	5. 4	Submits all payroll sheets on time.

Comments: (Items 1 – 5 above)

By my signature, I acknowledge that I have received this performance evaluation. I understand that I may respond in writing if I disagree with any part of this evaluation.

Signature of Chief: _____ Date: _____

Prudential Committee Signatures:

Michael J. Wozniak, Chair: _____ Date: _____

Kevin E. Taugher, Clerk: _____ Date: _____

Bruce Perron, Member: _____ Date: _____