DALTON
FIRE
DISTRICT

(413) 684-6118 Treasurer
(413) 684-6124 Water
(413) 684-0500 Fire
(413) 684-6126 Fax

20 FLANSBURG AVENUE
DALTON, MA. 01226

DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

July 28, 2020

Present: Chair Jim Driscoll, Camillus Cachat, Michael Kubicki, Fire Chief Cahalan, Water Superintendent Benlien, Clerk Cheryl Cachat
Public: Troy Baroli, Al Nadeau
Jim Driscoll called the meeting to order at 6:30 pm.

General Business:

- Minutes
  - Jim Driscoll made a motion to accept the minutes from May 26, 2020 as printed, Camillus Cachat seconded, approved unanimously
- Correspondence – None

Ambulance Report:

- Chad sent apologies and a written statement is attached

Fire Department:

- Reports attached
- Bay floor Project
  - Construction well underway and on schedule
  - Have changed locations of some fire trucks for easier access
- Barr & Barr general contractor for the high school building has been in contact, any issue or questions are addressed as they arise
  - Access to the old building is a concern
- Inspections for home sales are taking place and the inspections for large housing units are underway
  - Will be updating business contact information and performing inspections if allowed

Water Department:

- Hydrant flushing, backflow testing, 6 month meter reads are complete
- Annual Report & CCR Notice are complete
- During hydrant flushing found issues with 6 hydrants, all have been repaired or replaced
- Repaired road & drainage on Reservoir Road
- Yard repair from main breaks during winter at Haworth & Greenridge are complete
- Replaced hydraulic tank on backhoe
- New curb stop installed on Beverly Street
- Installing new connections to 3 residences on Prospect Street, were all combined, now all be separate
- New utility truck arrived and in use
- New pickup truck ordered, expect delivery at end of October
- New equipment purchased to streamline & speed up mowing procedures

Treasurer's Report:

- Jim Driscoll made a motion to appoint Cheryl Cachat District Treasurer for the fiscal year 2021
    - Mike Kubicki second, Jim Driscoll, Mike Kubicki in favor, Cam Cachat abstain, passes
- Jim Driscoll made a motion to appoint Cheryl Cachat District Clerk for the fiscal year 2021
    - Mike Kubicki second, Jim Driscoll, Mike Kubicki in favor, Cam Cachat abstain, passes
- Jim Driscoll made a motion to appoint Mike Kubicki Assistant District Treasurer for the fiscal year 2021
    - Cam Cachat second, Jim Driscoll, Cam Cachat in favor, Mike Kubicki abstains,passes
- A/R is currently at 100 outstanding accounts, $24,746
    - Last year at this time was 50 accounts, $10,442
    - Currently the State has a moratorium on shutoffs, talking with Adams treasurer to see if we can clearly identify when this will end
    - Will continue with invoices and mailings to attempt payment receipt
- Ed Denham has posted a timber sale. Windsor property that involves the use of Tim Crane land
    - Bid opening on August 11 at District Office
- Currently working on end of year reporting, annual financial audit, insurance audits
    - New this year is a compliance review for USRDA on civil rights
    - Will have to put an insert in the fall billing cycle
    - Employees will have a survey to complete
- Work on the new website has begun
    - Currently working backend of site
    - Will have a notice in the fall billing directing customers to site for information

Other New Business

- Bob stated the fire department was interested in using the 1 ton pickup that is being replaced this year and replacing the current truck used for forest fires
    - All Commissioners were agreeable as long as the current truck is discarded
- Cam Cachat wants to start meeting to decide the direction to take in hiring a new treasurer for next year when Cheryl retires
    - Mike asked about status of job descriptions
    - Commissioner were all given a notebook with updated information
    - All agreed to schedule a meeting for discussion
- Mike Kubicki questioned Chief on status of fire station painting
    - Chief reminded that at a prior meeting that the project was put on hold due to financial considerations
    - All were in agreement to go forward with painting & carpentry work for outside of building

Next meeting will be the annual meeting on August 25, 2020 at 6:30pm

Jim Driscoll made a motion to adjourn at 6:52 pm, seconded by Michael Kubicki, passed unanimously

Respectfully submitted,

Cheryl Cachat
Treasurer/Clerk

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20 FLANSBURG AVENUE
DALTON, MA. 01226

DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

August 25, 2020

Present: Chair Jim Driscoll, Camillus Cachat, Michael Kubicki, Fire Chief Cahalan, Water Superintendent Benlien, Clerk Cheryl Cachat
Public: Troy Baroli, Jordan Anderson, Chris Cachat, Al Nadeau
Jim Driscoll called the meeting to order at 6:30 pm.

General Business:

- Minutes
  - Jim Driscoll made a motion to accept the minutes from July 28, 2020 as printed, Camillus Cachat seconded, approved unanimously
- Correspondence –
  - Letter from Donald Cripps regarding "good work" by the water department, attached
  - Email from Ed Denham recommending high bidder for timber sale #48
- Timber Sale #48
  - Jim Driscoll made a motion to award the bid to Glaszcz Logging in the amount of $16,320.00
    - Seconded by Cam Cachat, approved unanimously

Ambulance Report:

- No Report

Fire Department:

- Report attached
- 643 calls
- Bay floor Project
  - Floor poured on August 7th, equipment restored in 14 days, trucks in 28 days
- Truck 1 and Engine 3 have been out for service
- 08/23 a COVID exposure at fire station, 4 on quarantine and station disinfected
- Part of a MEMA grant for PPE supplies
- Requested that a fulltime fire fighter be allowed to carry forward 4 vacation days from the prior year that were unused
  - approved unanimously

Water Department:

- Report attached
- Pittsfield running a Level 1 water conservation, we will follow suit
- Water main break on East Deming repaired but requires further work on valve
- Prospect St project is complete
- Pittsfield has a water main break that will affect Dalton factories when repair is performed, in contact with Pittsfield and Crane & Co
- Several other repairs completed

Treasurer's Report:

- Hourly payscale for Water & Fire department updated for FY21for handbook
- A/R is currently at 24 outstanding accounts, approx. $7,000
- Currently working on end of year reporting and annual financial audit
    - Final June report handed out, ending balance $4.3m
        - In line with past 3 years
- Continuing work on the new website

Next meeting will be the annual meeting on September 29, 2020 at 6:30pm

Jim Driscoll made a motion to adjourn at 6:47 pm, seconded by Michael Kubicki, passed unanimously

Respectfully submitted,

Cheryl Cachat

Cheryl Cachat
Treasurer/Clerk

AUG 0 3 2020

Thursday July 30, 2020

To: The Dalton Water Commissioners

20 Flansburg Avenue

Dalton, MA 01226

My name is Donald Cripps, I reside at 35 Beverly St.

I am writing to you today to express my **gratitude,**

for the awesome job done by your men.

Bob, Ryan, and Chris,

From my first conversation with Robert Belien, Superintendent, as I explained to him of a water pipe leaking in my basement on a Sunday evening. I cannot shut off my main shut off, in our basement. We changed it out Forty years ago, but it is shot again. I was fortunate to get a plumber that evening.

I apologize for my tale of woe. I mainly want to give recognition to the people who worked so diligently for a long day to Finally install a shutoff for our home. People have searched for the existing shut for the 48 years without any luck. But your guys did it!!! I am one happy resident, thanks again.

P.S. I enjoyed watching them work and seeing what they had to do on the previous attempts to locate what was thought to be my line. I was so impressed with the technology as well as the divining rod method.

Sincerely, Don Cripps Jr.

Don Cripps Jr.

DISTRICT MEETING 8-25-2020

8/25/2020 - Calls 643

8-6-20- - Truck 1 out for Service and Inspection repairs

08-7-20 - Slab floor poured. No driving on for 28 days. No equipment on for 14 days. Walking to commence in 7 days with no carrying.

8-18-20 - Engine 3 (2013-KME) through engine codes. Truck 1 returned from service, and is awaiting parts to be ordered and is in service. Engine 3 predicted to be back this week. Cummins found an After Market part that was injecting to much air causing an over fuel condition.

08-23-20 (Sunday) Notified of a "Possible " Covid exposure. Appropriate calls made, 4 on quarantine. Station disinfected at time of notification.

MEMA

~~6000~~ mys

- 3500 + MEMA SUPPLIES - PPE
- $9000 GRANT / PPE SUPPLIES

Commissioners Meeting, August 25, 2020
Water Department

1) The Massachusetts Dept of Energy and Environmental Affairs declared a level 2 drought. A "Code Red" reverse 911 message was sent out to the residents of Dalton informing them of the situation and requesting that they take water conservation measures. The Drought will be featured on the front page of The Berkshire Eagle tomorrow morning. A reporter from The Eagle called and asked if we would be implementing water conservation measures. I told them that because we are a consecutive system off of the City of Pittsfield that we would follow the same restrictions as Pittsfield.

2) At 12:00 am on Monday, Aug 17th there was a Water Main break on East Deming St. The Valve to the street was shut off but we could not get a good shut down. We were still able to get the water main repaired. i estimate that there was a flow of about 500 gpm. when we attempted to turn the valve back on we found that we could not get the valve to open. I notified the Fire Chief of the situation. We will be doing an exploratory dig to find out there is enough room to install an insertion valve.

3) On Wednesday, Aug 19th we repaired a curb stop that was leaking on Washington Mountain Rd.

4) All of the 3 properties on Prospect St. are connected to their own separate Curb stops and water lines. The plumber came in today and connected the last house to the new service inside the home while we connected the new water line to the curb stop.

5) The new utility truck has been lettered.

6) While boring for traffic light bases on the corner of Hubbard Ave. a contractor working for the state drilled into the 24" Pittsfield Transmission Main. They thought that they were going to have to shut down the water. I notified Emergency Management and Crane & Co. keeping them informed about Pittsfield's intentions. they have a consultant coming in tomorrow to assess the situation. He believes that they may be able to repair the water main without shutting down. I have tightened up the tank fill cycles in anticipation and have been in contact with the Pittsfield Water Superintendent for updates on a daily basis.

7) The repair on Beverly St. has been top soiled.

8) We patched the blacktop on Broadview Terrace.

9) We repaired the hydrant on West Housatonic St. in front of the Wahconah Mill.

WAGE SCHEDULE UPDATED ANNUALLY

The employer shall pay regular wages for non-salary employees as follows (subject to voter approval and updated annually):

Operator/Laborer – **FY 2021**

Step 1	21.76 per hour
Step 2	23.00
Step 3	23.10
Step 4	24.01
Step 5	24.51
Step 6	25.03
Step 7	25.52
Step 8	26.04

Assistant Superintendent/Foreman – **FY 2021**

Step 1	23.11 per hour
Step 2	23.70
Step 3	24.23
Step 4	24.68
Step 5	25.19
Step 6	25.70
Step 7	26.22
Step 8	26.73

These are based on positive performance evaluations.

Additional compensation may be obtained with the necessary licenses for:

Grade 2T **or** 2D	.25/hour for each
Grade 3T **or** 3D	.10/hour for each
Backflow tester	.15/hour
Backflow surveyor	.10/hour

WAGE SCHEDULE UPDATED ANNUALLY

The employer shall pay regular wages for non-salary employees as follows (subject to voter approval and updated annually):

Firefighter / EMT– **FY 2021**	
Step 1	18.73per hour
Step 2	19.70
Step 3	20.29
Step 4	20.90
Step 5	21.53
Step 6	22.17
Step 7	22.84
Step 8	23.99

These are based on positive performance evaluations.

Total Expenses	Year to date	June
Agency Account	$11,614.21	$7,305.58
Crane Grant	-$5,655.96	-$5,655.96
OPEB Fund	$0.00	$0.00
BAN	$0.00	$0.00
Petty Cash	$0.00	$0.00
Retirees Health/Dental Insurance	$12,171.91	$0.00
Abatement Refunds - Water	$1,303.01	$212.01
Abatement Refunds - Fire	$4,926.17	$127.43
Returned Checks	$0.00	$0.00
Commissioners	$5,946.00	$495.50
Administration	$97,649.14	$7,902.57
Capital Projects Admin	$963.00	$0.00
Capital Projects Water	$228,391.62	$131,387.60
Capital Projects Fire	$638,806.01	$4,933.12
Indebtedness Water Dept.	$405,886.04	$0.00
Withholdings	$134,470.92	$8,791.35
Fire Department	$269,921.19	-$28,506.38
Water Department	$522,582.53	$60,453.08
Total Expenses	**$2,328,975.79**	**$187,445.90**

Cash Recapitulation	
Beginning Balance prior month	$4,427,113.96
Income	86,243.56
Interest Stabilization Funds	274.68
Less Warrants Payable	
Less Warrants	-187,445.90
Total cash on hand 06/30/2020	4,326,186.30

Cash Balance per G/L 06/30/2020	
Petty Cash	50.00
General Cash	3,759,939.70
Trust Cash	566,196.60
Total per Ledger	4,326,186.30

Summary of Cash Accounts	
Checking	217,956.36
Savings	3,069,279.75
OPEB Funds	430,913.59
Stabilization	566,196.60
C.R. Account	41,790.00
Petty Cash	50.00
Total Reconciled Bank Balance 06/30/2020	$4,326,186.30

Respectfully submitted Cheryl Caclat

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20 FLANSBURG AVENUE
DALTON, MA. 01226

DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

September 29, 2020

Present: Chair Jim Driscoll, Camillus Cachat, Michael Kubicki, Fire Chief Cahalan, Water Superintendent Benlien, Clerk Cheryl Cachat
Public: Troy Baroli, Jordan Anderson, Chris Cachat, Al Nadeau, Richard Olsted, Thomas Murray, Dennis Tinker, Steve Perry, Nicole Woodard
Jim Driscoll called the meeting to order at 6:30 pm.

General Business:

- Minutes
  - Jim Driscoll made a motion to accept the minutes from August 25,2020 as printed, Camillus Cachat seconded, approved unanimously
- Correspondence –
  - Letter from Dalton Ambulance & Rescue, Inc regarding a request for discussion at a future meeting on the topic of the Dalton Fire District assuming operation of the ambulance for the town of Dalton, letter attached
- MA Clean Water Trust – Asset Management Grant
  - **Whereas**, Dalton Fire District, after thorough investigation,has determined that the work activity consisting of: Asset Management Planning is both in the public interest and necessary to protect the public health, and that to undertake this activity, it is necessary to apply for assistance; and
    Whereas, the Massachusetts Department of Environmental Protection (MassDEP) and the Massachusetts Clean Water Trust (the Trust) of the Commonwealth of Massachusetts, pursuant to Chapter 21 and Chapter 29C of the General Laws of the Commonwealth (Chapter 21 and Chapter 29C) are authorized to make loans to municipalities for the purpose of funding planning and construction activities relative to Water Pollution Abatement Projects; and
    Whereas, the Applicant has examined the provisions of the Act, Chapter 21 and Chapter 29C, and believes it to be in the public interest to file a loan application.
    NOW, THEREFORE, BE IT RESOLVED by Board of Water Commissioners as follows:
    That Water Superintendent is hereby authorized on behalf of the Applicant to file applications and execute agreements for grant and/or loan assistance as well as furnishing such information, data and documents pertaining to the applicant for a grant(s) and/or loan(s) as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application; That the purpose of said loan(s), if awarded, shall be to fund construction activities. That if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost.

    Jim Driscoll made the motion, Seconded by Mike Kubicki, approved unanimously

Ambulance Report:

- No Report

Fire Department:

- Fire Department Call Report attached
- 728 calls
- Truck Repairs
    - Engine 3 complete and in service
    - Truck 1 is waiting for parts
- Washer Extractor is installed and in service
- The District share of the PPE grant was valued at $9,500 of supplies
- Forestry truck has been turned over to DCR
- Quotes for carpentry & painting at fire station have been solicitated
- Bay floor Project
    - Lines were painted on Monday
    - Waiting for doors from bay area to office area to arrive

Water Department:

- Report attached
- Item #5 – free testing is in conjunction with DEP and will test for PFOA, no cost to District

Treasurer's Report:

- Financial
    - Free cash certified at $473,313
    - October residential bills mailed, $445,000
    - Waiting for auditors, behind due to all work being done remotely
- New website is live at www.daltonfiredistrict.org

Jim Driscoll made a motion to adjourn at 6:41 pm, seconded by Michael Kubicki, passed unanimously

Respectfully submitted,

Cheryl Cachat
Treasurer/Clerk

DALTON AMBULANCE & RESCUE INC.

SEP 29 2020
1:25 pm
CBC

September 29, 2020

To The Dalton Fire District Commissioners:

The purpose of this letter is to gauge the level of interest that the Dalton Fire District has in assuming operation of Dalton Ambulance & Rescue Association's ambulance.

Dalton Ambulance & Rescue has faithfully served the town residents and visitors in their time of need alongside the Fire District. Over the last several years, like many other non-profit ambulance services, we have found it increasingly difficult to operate a call/volunteer ambulance with the decreasing number of call/volunteers and limited insurance reimbursements. In addition, the management of the ambulance, including budgeting, billing, compliance, and quality assurance, has increased in complexity and has placed a significant burden on the members of the Association, many of whom have full time jobs and other commitments. This burden has resulted in an unsustainable workload for these members. It also reduces the available time that many of our members have to complete the most important task…helping the residents in their time of need whether it be a medical emergency, an auto accident, a service call, or a structure fire.

We are concerned over our ability to continue to provide an ambulance for the residents of Dalton and believe that the Fire District may be better suited in this role as the Fire District can leverage its existing infrastructure and personnel to better manage the day-to-day operations as well as the district has the ability to stabilize a revenue stream through the tax base. To that end, the Board of Directors requests an opportunity to discuss this matter in further detail during a regularly scheduled meeting of the Fire District.

Respectfully,

The Board of Directors
Dalton Ambulance & Rescue Association

Dennis Tinker
Director

Steve Perry
Director

David Thomas
Director

FLANSBURG AVENUE • DALTON, MASSACHUSETTS 01226
(413) 684-0500

CERTIFYING AUTHORITY TO FILE

I hereby certify that the **Board of Water Commissioners** of

(Name of Governing Body)

the **Dalton Fire District**

(Corporate Name of Local Government Unit)

(hereinafter referred to as the "Applicant"), at a meeting noticed and conducted in accordance with all applicable legal requirements, duly voted to authorize

Water Superintendent

(Title of Local Government Unit Official)

to act on behalf of the Applicant, as its agent, in filing applications for, executing agreements regarding, and performing any and all other actions necessary to secure for the Applicant such loan(s) for construction or planning of Water Pollution Abatement Projects as may be made available to the Applicant pursuant to the provisions of the Massachusetts Clean Waters Act (M.G.L. c.21, section 27-33E, inclusive, as amended) and the Water Pollution Abatement Revolving Loan Program (M.G.L. c.29C) for the following project:

Asset Management Planning

(describe project)

I hereby certify that **Robert Benlien** is the present incumbent of the

(Name of Person)

position referenced above, and do hereby certify:

1. That the attached resolution is a true and correct copy of the resolution as finally adopted at a meeting of the governing body held on the 29 day of September, 2020, and duly recorded in my office:
2. That said meeting was duly convened and held in all respects in accordance with law and to the extent required by law, due and proper notice of such meeting was given; and a legal quorum was present throughout the meeting, and a legally sufficient number of members of the governing body voted in the proper manner and for the adoption of said resolution; that all other requirements and proceedings under the law incident to the proper adoption or passage of said resolution, including publication, if required, have been duly fulfilled, carried out, and otherwise observed; and that I am authorized to execute this certificate:
3. That if an impression of a seal has been affixed below, it constitutes the official seal of the Applicant and this certificate is hereby executed under such official seal; but if no seal has been affixed, the Applicant does not have an official seal:

IN WITNESS WHEREOF, I have hereunto set my hand this

29 day of September, 2020

AUTHORITY TO FILE

Whereas, **Dalton Fire District**, after thorough investigation,

(Applicant)

has determined that the work activity consisting of: **Asset Management Planning**

(describe project)

is both in the public interest and necessary to protect the public health, and that to undertake this activity, it is necessary to apply for assistance; and

Whereas, the Massachusetts Department of Environmental Protection (MassDEP) and the Massachusetts Clean Water Trust (the Trust) of the Commonwealth of Massachusetts, pursuant to Chapter 21 and Chapter 29C of the General Laws of the Commonwealth (Chapter 21 and Chapter 29C) are authorized to make loans to municipalities for the purpose of funding planning and construction activities relative to Water Pollution Abatement Projects; and

Whereas, the Applicant has examined the provisions of the Act, Chapter 21 and Chapter 29C, and believes it to be in the public interest to file a loan application.

NOW, THEREFORE, BE IT RESOLVED by **Board of Water Commissioners**

(Governing Body)

as follows:

1. That **Water Superintendent** is hereby authorized on behalf

   (Title of Official)

   of the Applicant to file applications and execute agreements for grant and/or loan assistance as well as furnishing such information, data and documents pertaining to the applicant for a grant(s) and/or loan(s) as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application;
2. That the purpose of said loan(s), if awarded, shall be to fund construction activities.
3. That if said award is made the Applicant agrees to pay those costs which constitute the required Applicant's share of the project cost.

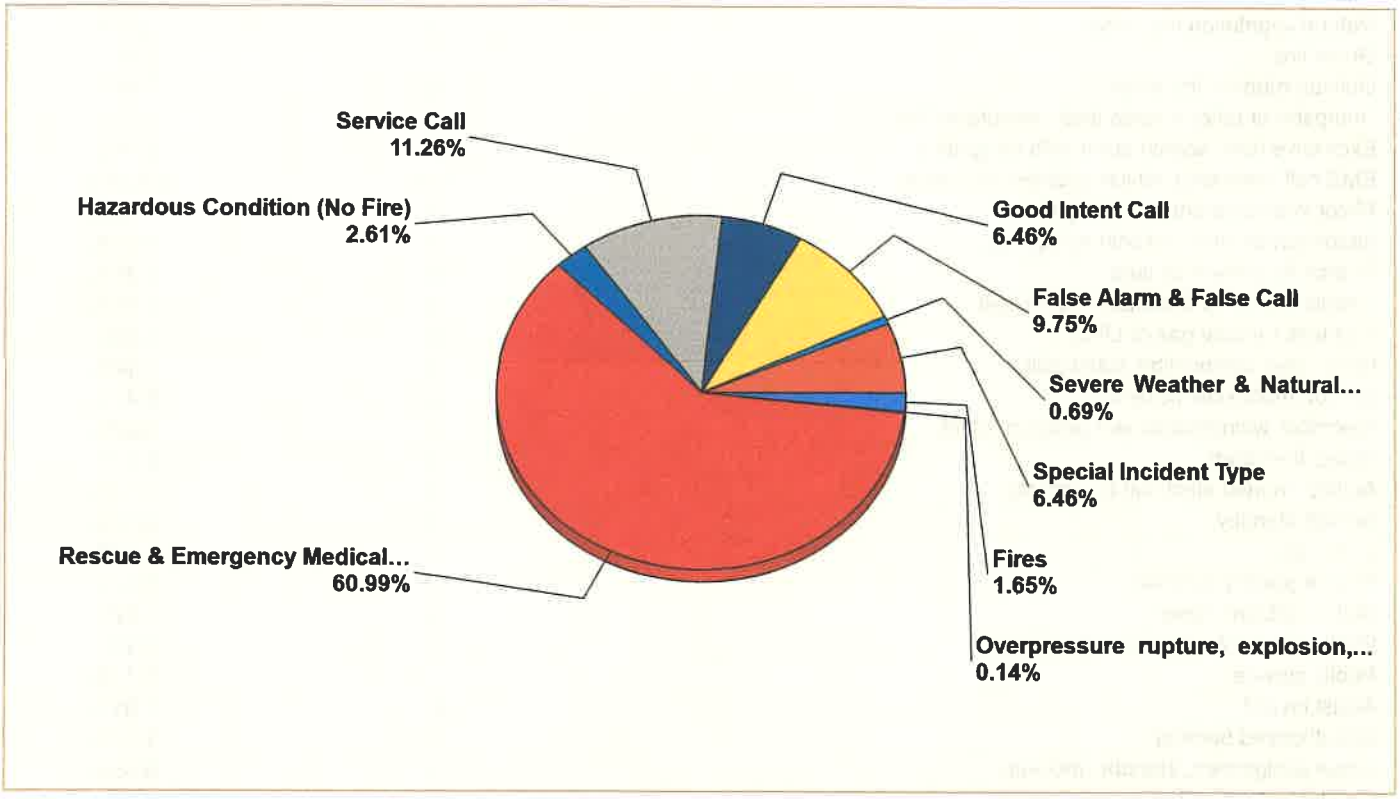
Dalton Fire Department

Dalton, MA

This report was generated on 9/29/2020 6:27:42 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2020 | End Date: 12/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	12	1.65%
Overpressure rupture, explosion, overheat - no fire	1	0.14%
Rescue & Emergency Medical Service	444	60.99%
Hazardous Condition (No Fire)	19	2.61%
Service Call	82	11.26%
Good Intent Call	47	6.46%
False Alarm & False Call	71	9.75%
Severe Weather & Natural Disaster	5	0.69%
Special Incident Type	47	6.46%
TOTAL	728	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	2	0.27%
111 - Building fire	3	0.41%
113 - Cooking fire, confined to container	1	0.14%
118 - Trash or rubbish fire, contained	1	0.14%
131 - Passenger vehicle fire	1	0.14%
140 - Natural vegetation fire, other	1	0.14%
143 - Grass fire	1	0.14%
150 - Outside rubbish fire, other	1	0.14%
154 - Dumpster or other outside trash receptacle fire	1	0.14%
251 - Excessive heat, scorch burns with no ignition	1	0.14%
321 - EMS call, excluding vehicle accident with injury	425	58.38%
322 - Motor vehicle accident with injuries	14	1.92%
324 - Motor vehicle accident with no injuries.	3	0.41%
341 - Search for person on land	2	0.27%
411 - Gasoline or other flammable liquid spill	4	0.55%
412 - Gas leak (natural gas or LPG)	4	0.55%
413 - Oil or other combustible liquid spill	1	0.14%
424 - Carbon monoxide incident	3	0.41%
440 - Electrical wiring/equipment problem, other	2	0.27%
444 - Power line down	3	0.41%
445 - Arcing, shorted electrical equipment	1	0.14%
462 - Aircraft standby	1	0.14%
511 - Lock-out	6	0.82%
512 - Ring or jewelry removal	1	0.14%
520 - Water problem, other	6	0.82%
550 - Public service assistance, other	3	0.41%
553 - Public service	1	0.14%
554 - Assist invalid	51	7.01%
561 - Unauthorized burning	10	1.37%
571 - Cover assignment, standby, moveup	4	0.55%
600 - Good intent call, other	5	0.69%
611 - Dispatched & cancelled en route	22	3.02%
622 - No incident found on arrival at dispatch address	1	0.14%
631 - Authorized controlled burning	4	0.55%
650 - Steam, other gas mistaken for smoke, other	1	0.14%
651 - Smoke scare, odor of smoke	13	1.79%
653 - Smoke from barbecue, tar kettle	1	0.14%
700 - False alarm or false call, other	42	5.77%
733 - Smoke detector activation due to malfunction	3	0.41%
735 - Alarm system sounded due to malfunction	3	0.41%
736 - CO detector activation due to malfunction	13	1.79%
740 - Unintentional transmission of alarm, other	1	0.14%
743 - Smoke detector activation, no fire - unintentional	5	0.69%
745 - Alarm system activation, no fire - unintentional	2	0.27%
746 - Carbon monoxide detector activation, no CO	2	0.27%
813 - Wind storm, tornado/hurricane assessment	4	0.55%
814 - Lightning strike (no fire)	1	0.14%
900 - Special type of incident, other	31	4.26%
911 - Citizen complaint	16	2.2%
TOTAL INCIDENTS:	728	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Commissioners Meeting, September 29, 2020
Water Department

1) Underwater solutions came in and cleaned both water tanks.

2) We patched Main St. where we had the water service repair earlier this year.

3) We have been working on locating the services that we don't have tie card on. this time will be used for the in kind service for the Asset Management Grant.

4) We changed out the recirculation pump at the filter plant.

5) I had filled out a survey and we were approved for the free testing. Charlie Kennedy from DEP has contacted me and is setting up the testing which they will be paying for.

PFOA

6) I contacted Liberty Chevrolet and the new truck has been built and will be delivered to them within the next few weeks. He said that it should be delivered by the end of October - Early November.

7) The water service job that we did on Prospect St has been completed.

8) All of the grass at all of the stations has been cut and weed whacked.

9) A mandatory drought restriction has been implemented and we have only had to give a verbal warning to a few residents.

10)

DALTON
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DISTRICT

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20 FLANSBURG AVENUE
DALTON, MA. 01226

DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

October 27, 2020

Present: Chair Jim Driscoll, Camillus Cachat, Michael Kubicki, Fire Chief Cahalan, Water Superintendent Benlien, Clerk Cheryl Cachat
Public: Richard Olsted
Jim Driscoll called the meeting to order at 6:30 pm.

General Business:

- Minutes
  - Jim Driscoll made a motion to accept the minutes from September 29, 2020 as printed, Camillus Cachat seconded, approved unanimously
- Correspondence – None

Ambulance Report:

- No Report

Fire Department:

- Fire Department Call Report attached
- 866 calls
- Basic Six Recruit Class is being coordinated which will be limited in size
  - First class to be held at Dalton Station
  - Sponsored by Berkshire County Chiefs
- Shane Hope has resigned from his position as full-time firefighter/EMT effective 10/29/2020
- Mike Kubicki asked for an update on bay door installation
  - The last correspondence was that they would be installed this week

Water Department:

- Report attached

Treasurer's Report:

- Financial
  - October residential billing at 49% collected
  - Audit is in process, auditors were in the building 3 days, rest of work remote
  - MIIA
    - Medex renewal received, no change in premium, policy runs Jan-Dec
    - Health insurance has been providing additional programs for employees
    - Premium holiday was given in July
- New website is live at www.daltonfiredistrict.org
  - Town of Dalton has linked to our site

New Business

- Meeting of Commissioners scheduled to plan for replacement of Treasurer due to retirement
- November 18 at 4:30 pm

Jim Driscoll made a motion to adjourn at 6:41 pm, seconded by Cam Cachat, passed unanimously

Next Monthly meeting scheduled for November 24, 2020 at 6:30 pm

Respectfully submitted,

Cheryl Cachat

Cheryl Cachat
Treasurer/Clerk

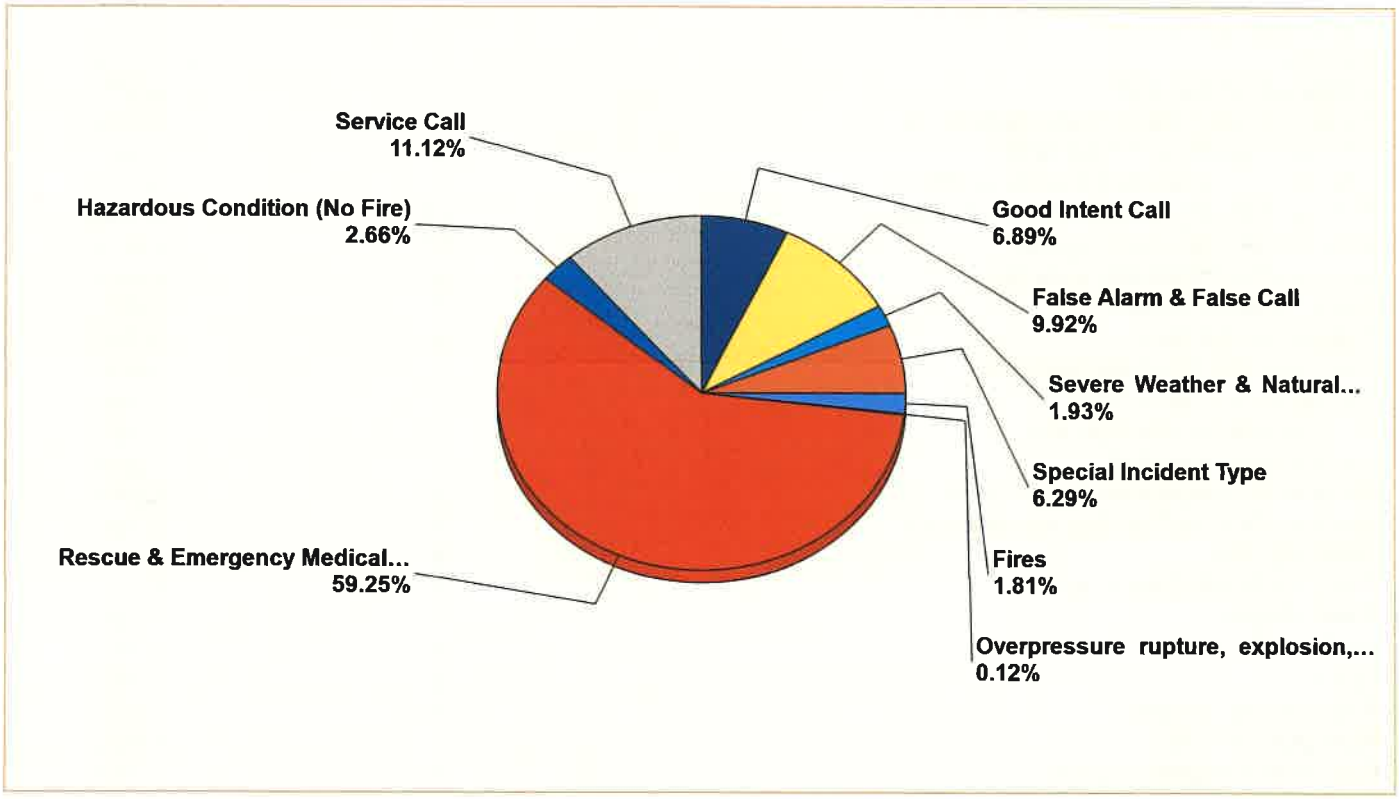
Dalton Fire Department

Dalton, MA

This report was generated on 10/27/2020 5:46:20 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2020 | End Date: 12/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	15	1.81%
Overpressure rupture, explosion, overheat - no fire	1	0.12%
Rescue & Emergency Medical Service	490	59.25%
Hazardous Condition (No Fire)	22	2.66%
Service Call	92	11.12%
Good Intent Call	57	6.89%
False Alarm & False Call	82	9.92%
Severe Weather & Natural Disaster	16	1.93%
Special Incident Type	52	6.29%
TOTAL	827	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	2	0.24%
111 - Building fire	4	0.48%
113 - Cooking fire, confined to container	1	0.12%
118 - Trash or rubbish fire, contained	1	0.12%
131 - Passenger vehicle fire	1	0.12%
140 - Natural vegetation fire, other	2	0.24%
143 - Grass fire	1	0.12%
150 - Outside rubbish fire, other	1	0.12%
154 - Dumpster or other outside trash receptacle fire	1	0.12%
170 - Cultivated vegetation, crop fire, other	1	0.12%
251 - Excessive heat, scorch burns with no ignition	1	0.12%
321 - EMS call, excluding vehicle accident with injury	466	56.35%
322 - Motor vehicle accident with injuries	17	2.06%
324 - Motor vehicle accident with no injuries.	4	0.48%
341 - Search for person on land	2	0.24%
372 - Trapped by power lines	1	0.12%
411 - Gasoline or other flammable liquid spill	4	0.48%
412 - Gas leak (natural gas or LPG)	5	0.6%
413 - Oil or other combustible liquid spill	1	0.12%
424 - Carbon monoxide incident	3	0.36%
440 - Electrical wiring/equipment problem, other	2	0.24%
441 - Heat from short circuit (wiring), defective/worn	1	0.12%
444 - Power line down	3	0.36%
445 - Arcing, shorted electrical equipment	2	0.24%
462 - Aircraft standby	1	0.12%
500 - Service Call, other	1	0.12%
511 - Lock-out	8	0.97%
512 - Ring or jewelry removal	1	0.12%
520 - Water problem, other	7	0.85%
550 - Public service assistance, other	3	0.36%
553 - Public service	2	0.24%
554 - Assist invalid	55	6.65%
561 - Unauthorized burning	11	1.33%
571 - Cover assignment, standby, moveup	4	0.48%
600 - Good intent call, other	9	1.09%
611 - Dispatched & cancelled en route	28	3.39%
622 - No incident found on arrival at dispatch address	1	0.12%
631 - Authorized controlled burning	4	0.48%
650 - Steam, other gas mistaken for smoke, other	1	0.12%
651 - Smoke scare, odor of smoke	13	1.57%
653 - Smoke from barbecue, tar kettle	1	0.12%
700 - False alarm or false call, other	47	5.68%
731 - Sprinkler activation due to malfunction	1	0.12%
733 - Smoke detector activation due to malfunction	3	0.36%
735 - Alarm system sounded due to malfunction	3	0.36%
736 - CO detector activation due to malfunction	16	1.93%
740 - Unintentional transmission of alarm, other	1	0.12%
743 - Smoke detector activation, no fire - unintentional	6	0.73%
745 - Alarm system activation, no fire - unintentional	3	0.36%
746 - Carbon monoxide detector activation, no CO	2	0.24%
813 - Wind storm, tornado/hurricane assessment	15	1.81%
814 - Lightning strike (no fire)	1	0.12%
900 - Special type of incident, other	35	4.23%
911 - Citizen complaint	17	2.06%
TOTAL INCIDENTS:	827	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Basic 6 Recruit Training

Recruit Program Basic 6 Overview

Overview – Program was developed with the Chief's input on what basic skills are needed to train new firefighters to be able to work on the fire ground safely. A 6 day training program was developed with a practical day of live fire. Each student will receive 42 hours of instruction. The following topics were identified for the program:

- Fire Behavior
- Personnel Protective Equipment
- Safety
- ICS
- Search & Rescue
- Ground Ladders
- Hose Operations
- Ventilation

Training will consist of face to face instruction in a classroom, with students receiving both cognitive and practical skills instruction. This method focuses on classroom instructional sessions supplemented by skills review, with formal and informal assessments over the duration of the course to monitor student progress with skill development.

Course Goals and Objectives – Students will be taught the topics identified from NFPA 1001, Standard for Fire Fighter Professional Qualifications, 2013. Instructional material used will be IFSTA's Essentials of Firefighting, 6th edition. Upon completion of the program students will receive a certificate of attendance.

Course Objectives – Learning objectives are indentified in each chapter which are detailed in the presentation. Chapters covered in this program are;

Chapter 2 - Firefighter Safety and Health
Chapter 5 – Fire Behavior
Chapter 6 – Firefighter Personnel Protective Equipment
Chapter 9 – Structural Search, Victim Removal and Firefighter Survival
Chapter 12 – Ground Ladders
Chapter 13 – Tactical Ventilation
Chapter 15 – Fire Hose

Practical Skills – below is an overview of practical skills that are practiced.

Donning and Doffing PPE
Donning and Doffing SCBA
Performing a Search
Hose handling 2 ½ and 1 ¾ lines
Ground Ladder deployment 28 ft and 16 ft

Commissioners Meeting, October 27, 2020
Water Department

1) We have been working on locating services that we didn't have tie cards for. All of this time will be used for the "IN-Kind" service for the Asset Management Grant.

2) Ryan rebuilt a dewatering pump that was up at the filter plant because it didn't work. He mounted wheels to it to make it more transportable. During the main break on E. Deming St. we had to borrow a pump from Hinsdale.

3) I have contacted EJP about installing an insertion valve on E. Deming St. They informed me that they no longer install them on AC Pipe. We will be doing an exploratory dig to determine if the pipe is AC or Cast Iron at the valve.

4) I have been working on the fall Backflow Device Testing.

5) 6 month and yearly meter readings are done.

6) We have started to install Hydrant Flags and Snow stakes.

7) I spoke to Kevin Nugent from Liberty Chevrolet and he said the truck is at J.C. Madigan's being outfitted. the truck should be delivered some time next week.

(413) 684-6118 Treasurer
DALTON (413) 684-6124 Water
FIRE (413) 684-0500 Fire 20 FLANSBURG AVENUE
DISTRICT (413) 684-6126 Fax DALTON, MA. 01226

DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

November 19, 2020

Present: Chair Jim Driscoll, Camillus Cachat, Michael Kubicki, Cheryl Cachat, Clerk
Public:
Jim Driscoll called the meeting to order at 4:30 pm.

General Business:

- Discussion of treasurer position replacement due to retirement
  - Will utilize the updated job description submitted by the treasurer
    - Will be updated again to include website maintenance
  - Discussed the number of working days remaining of the current treasurer
    - After discussion determined that the anticipated hire date would be April 1, 2021
    - This date will allow treasurer to be in the office for 6 months to facilitate transition
    - This will allow treasurer to utilize accumulated time off, while still being available for replacement
  - Schedule
    - January advertisement and receive applications
    - February interview
    - March final decision, offer position
  - Budgetary
    - Will be able to cover the expenditure for April thru June from current year budget
    - Will add to FY22 budget for 3 months of additional person
  - Treasurer will provide a salary survey from MA Collector & Treasurer Assoc to aid in salary research
  - Treasurer will update job posting
    - Add preference for 2 years plus experience in municipal accounting
- Correspondence –
  - Letter from Town of Hinsdale proposing the shared services of water superintendent in future
    - Questions raised of exact duties, manpower (would additional be needed), reporting
    - Determined first step would be to talk to Bob to see if he is interested in assuming this additional workload
    - Jim will contact Bob, if he is interested in assuming additional duties will go forward with conversation with Town of Hinsdale, otherwise will decline

Jim Driscoll made a motion to adjourn at 5:05 pm, seconded by Michael Kubicki, passed unanimously

Respectfully submitted,

Cheryl Cachat
Treasurer/Clerk

DALTON
FIRE
DISTRICT

(413) 684-6118 Treasurer
(413) 684-6124 Water
(413) 684-0500 Fire
(413) 684-6126 Fax

20 FLANSBURG AVENUE
DALTON, MA. 01226

DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

December 8, 2020

Present: Chair Jim Driscoll, Camillus Cachat, Michael Kubicki, Fire Chief Cahalan, Water Superintendent Benlien, Clerk Cheryl Cachat
Public: Richard Olsted, Thomas Murray, David Thomas, Steve Perry
Jim Driscoll called the meeting to order at 6:30 pm.

General Business:

- Minutes
  - Jim Driscoll made a motion to accept the minutes from October 27, 2020 and November 19, 2020 as printed, Camillus Cachat seconded, approved unanimously
- Correspondence
  - Letter to Dalton Emergency Manager, cc Dalton Fire District
    - Regarding release of water from Windsor Reservoir and the impact of lowering the water levels
    - Request for the Windsor & Hinsdale Conservation Commissions be involved in water level change decisions
    - Superintendent handed the Commissioners a letter in response from the Dalton Emergency Manager that Superintendent Benlien cosigned
      - Attempts will be made to contact the Windsor Emergency Manager
      - The best decisions are made with the information available at that time

Ambulance Report:

- A packet of financial information was handed out which summarized the past three years
  - Reports of call volume included
  - Reports from Comstar of billing/receipts
  - Packet of information reviewed by Dave Thomas
- Request a working meeting for open discussion once Commissioners have opportunity to review
- Meeting scheduled January 12th at 2:30 pm

Fire Department:

- Activities are cancelled due to COVID
- Bay Floor Project
  - Final door is in and will be scheduled for installation
  - Last item on checklist

Water Department:

- New truck is in and registered
  - Minor modifications being made
- Water service repair on Stockbridge Ave

- Crews working on locating services and updating tie cards
    - Time will be listed as in-kind service for AMP Grant
- AMP Grant kick off meeting with Tighe & Bond today
- Housatonic Street Pump Station pump out for repair

Treasurer's Report:

- Financial
    - Tax Rate for FY21set at .91 per thousand
        - Down from previous year due to increase in valuations
    - October residential billing 164 accounts outstanding / $34,700
        - Shut off notice being generated next week
- Budget
    - Budget timeline
        - Final dates for posting and annual meeting TBD at later date

New Business

Jim Driscoll made a motion to adjourn at 6:52 pm, seconded by Cam Cachat, passed unanimously

Next Monthly meeting scheduled for December 29, 2020 at 6:30 pm

Respectfully submitted,

Cheryl Cachat

Cheryl Cachat
Treasurer/Clerk

Dalton Ambulance and rescue
Profit & Loss
May 2017 through April 2020

	May '17 - Apr 18	May '18 - Apr 19	May '19 - Apr 20	TOTAL
Ordinary Income/Expense				
Income				
4010 · Subscription Drive	40	31,025	120	31,185
4020 · Donation in Memory of	3,393	3,165	985	7,542
4030 · Service Payments	142,644	229,540	235,286	607,470
4040 · Sports Wages	5,910	5,833	1,280	13,023
4050 · Interest Income	2,429	2,646	5,665	10,740
44800 · Indirect Public Support				
44820 · United Way, CFC Contributions	44	0	0	44
Total 44800 · Indirect Public Support	44	0	0	44
46400 · Other Types of Income				
46430 · Miscellaneous Revenue	0	0	8,142	8,142
46400 · Other Types of Income - Other	44	0	0	44
Total 46400 · Other Types of Income	44	0	8,142	8,186
47200 · Program Income				
47230 · Membership Dues	0	-100	0	-100
Total 47200 · Program Income	0	-100	0	-100
Total Income	154,504	272,109	251,478	678,090
Expense				
ALS Intercepts	28,780	79,735	45,792	154,307
Ambulance Equipment	3,960	6,958	7,114	18,032
Ambulance Licenses	1,025	0	200	1,225
Ambulance Maintenance	1,790	1,386	5,433	8,609
Ambulance Supplies	8,472	13,853	8,453	30,778
Bank Fees	120	20	7	147
Donation	1,685	6,563	100	8,348
Education	575	627	244	1,446
EMT Licenses	110	290	0	400
Fuel, Amb & Rescue	3,088	3,945	2,865	9,898
Game Wages	1,010	469	0	1,479
Insurance				
Insurance - Vehicle	0	878	8,934	9,812
Insurance - Other	11,729	12,591	3,325	27,646
Total Insurance	11,729	13,469	12,259	37,457
Interest Expense	0	0	6,727	6,727
Maintenance	6,798	156	301	7,255
Meet/Meals	107	735	10	853
Office Supplies	762	1,827	188	2,777
On Call Pay	34,165	58,566	78,298	171,029
Registration Fee(Vehicles)	815	175	260	1,250

Dalton Ambulance and rescue
Profit & Loss
May 2017 through April 2020

	May '17 - Apr 18	May '18 - Apr 19	May '19 - Apr 20	TOTAL
Rescue Equipment	738	0	0	738
60900 · Business Expenses				
60920 · Business Registration Fees	70	300	700	1,070
Total 60900 · Business Expenses	70	300	700	1,070
62100 · Contract Services				
62110 · Accounting Fees	1,935	1,845	0	3,780
62150 · Outside Contract Services	8,520	16,638	14,115	39,274
Total 62100 · Contract Services	10,455	18,483	14,115	43,054
62800 · Facilities and Equipment				
62810 · Depr and Amort - Allowable	1,862	0	0	1,862
62840 · Equip Rental and Maintenance	565	20	0	585
62800 · Facilities and Equipment - Other	221	346	0	567
Total 62800 · Facilities and Equipment	2,647	366	0	3,014
65000 · Operations				
65010 · Books, Subscriptions, Reference	5,433	4,958	4,804	15,195
65020 · Postage, Mailing Service	442	1,321	277	2,039
65030 · Printing and Copying	836	2,723	492	4,051
65040 · Supplies	5,462	1,898	4,719	12,080
65050 · Telephone, Telecommunications	912	801	596	2,308
Total 65000 · Operations	13,084	11,700	10,888	35,672
66000 · Payroll Expenses	75,233	179,215	164,524	418,972
68300 · Travel and Meetings				
68320 · Travel	9	9	0	19
Total 68300 · Travel and Meetings	9	9	0	19
Total Expense	207,229	398,848	358,478	964,554
Net Ordinary Income	-52,725	-126,739	-107,000	-286,464
Other Income/Expense				
Other Expense				
80000 · Ask My Accountant	0	0	0	0
Total Other Expense	0	0	0	0
Net Other Income	0	0	0	0
Net Income	-52,725	-126,739	-107,000	-286,464

DALTON AMBULANCE & RESCUE, INC.

Ambulance Billing Account Reconciliation Report
FY 2018

Prepared By: Comstar
5/18/2018

Month Ended:	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	YTD
Beginning Balance	**$77,730.06**	**$72,314.81**	**$72,929.89**	**$77,059.06**	**$76,083.70**	**$93,645.61**	**$88,197.92**	**$97,667.85**	**$92,228.20**	**$96,981.85**	**$88,896.71**	**$99,006.51**	**$77,730.06**
Gross Commitments	$15,724.00	$21,956.00	$27,294.00	$15,351.00	$42,653.00	$21,540.00	$37,581.00	$24,180.00	$37,887.00	$12,744.00	$39,870.00	$26,952.00	$323,732.00
Contractual Allowances	$9,257.91	$9,605.76	$13,922.97	$7,538.16	$18,276.29	$13,544.43	$11,741.91	$13,080.02	$20,760.49	$8,515.23	$13,166.94	$13,743.79	$153,153.90
Net Commitments	**$6,466.09**	**$12,350.24**	**$13,371.03**	**$7,812.84**	**$24,376.71**	**$7,995.57**	**$25,839.09**	**$11,099.98**	**$17,126.51**	**$4,228.77**	**$26,703.06**	**$13,208.21**	**$170,578.10**
Payments Rcvd By Comstar	$2,137.65	$1,649.89	$96.47	$945.71	$1,364.77	$3,301.25	$2,751.21	$5,687.86	$2,022.43	$4,526.84	$4,151.67	$3,264.41	$31,900.16
Payments Rcvd By Client	$9,743.69	$10,085.27	$9,145.39	$7,918.45	$5,778.54	$10,442.27	$12,953.87	$10,851.77	$10,350.43	$7,787.07	$12,839.32	$11,310.88	$119,206.95
Reimbursement / Retraction	$0.00	$0.00	$0.00	$75.96	$328.51	$300.26	$250.92	$0.00	$0.00	$0.00	$397.73	$880.98	$2,234.36
Net PMT Applied	**$11,881.34**	**$11,735.16**	**$9,241.86**	**$8,788.20**	**$6,814.80**	**$13,443.26**	**$15,454.16**	**$16,539.63**	**$12,372.86**	**$12,313.91**	**$16,593.26**	**$13,694.31**	**$148,872.75**
Write-Offs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$915.00	$0.00	$0.00	$0.00	$0.00	$0.00	$915.00
Ending Balance	**$72,314.81**	**$72,929.89**	**$77,059.06**	**$76,083.70**	**$93,645.61**	**$88,197.92**	**$97,667.85**	**$92,228.20**	**$96,981.85**	**$88,896.71**	**$99,006.51**	**$98,520.41**	**$98,520.41**

$ 148,872.75 — $ 12406.06 / month

DALTON AMBULANCE & RESCUE, INC.

Ambulance Billing Account Reconciliation Report
FY 2019

Prepared By: Comstar
5/11/2019

Month Ended:	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	YTD
Beginning Balance	**$98,520.41**	**$116,579.74**	**$108,288.25**	**$117,095.81**	**$127,915.47**	**$125,063.81**	**$130,941.93**	**$140,801.74**	**$159,790.17**	**$162,496.56**	**$155,995.81**	**$186,185.98**	**$98,520.41**
Gross Commitments	$56,538.00	$20,241.00	$52,456.50	$79,897.50	$53,762.50	$71,033.50	$69,435.50	$82,275.00	$65,705.00	$60,204.50	$99,784.00	$47,386.00	$758,719.00
Contractual Allowances	$24,741.94	$10,560.95	$29,978.48	$49,681.79	$41,858.70	$44,540.61	$38,922.95	$44,508.93	$35,581.63	$43,698.64	$57,188.16	$38,719.76	$459,982.54
Net Commitments	**$31,796.06**	**$9,680.05**	**$22,478.02**	**$30,215.71**	**$11,903.80**	**$26,492.89**	**$30,512.55**	**$37,766.07**	**$30,123.37**	**$16,505.86**	**$42,595.84**	**$8,666.24**	**$298,736.46**
Payments Rcvd By Comstar	$1,391.93	$2,813.34	$1,132.95	$3,193.78	$3,909.94	$6,914.24	$619.67	$6,172.39	$3,753.52	$8,021.88	$1,491.28	$2,838.55	$42,253.47
Payments Rcvd By Client	$13,021.74	$15,158.20	$11,622.51	$16,453.19	$11,152.06	$13,700.53	$20,033.07	$12,605.25	$23,967.04	$15,067.43	$11,218.13	$20,461.57	$184,460.72
Reimbursement / Retraction	$676.94	$0.00	$0.00	$250.92	$306.54	$0.00	$0.00	$0.00	$303.58	$82.70	$303.74	$76.80	$2,001.22
Net PMT Applied	**$13,736.73**	**$17,971.54**	**$12,755.46**	**$19,396.05**	**$14,755.46**	**$20,614.77**	**$20,652.74**	**$18,777.64**	**$27,416.98**	**$23,006.61**	**$12,405.67**	**$23,223.32**	**$224,712.97**
Write-Offs	$0.00	$0.00	$915.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$167.00	$1,082.00
Ending Balance	**$116,579.74**	**$108,288.25**	**$117,095.81**	**$127,915.47**	**$125,063.81**	**$130,941.93**	**$140,801.74**	**$159,790.17**	**$162,496.56**	**$155,995.81**	**$186,185.98**	**$171,461.90**	**$171,461.90**

$ 224,712.97 ~ $18,726.08 / month

DALTON AMBULANCE & RESCUE, INC.

Ambulance Billing Account Reconciliation Report

FY 2020

Prepared By: Comstar

5/18/2020

Month Ended:	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	YTD
Beginning Balance	**$171,461.90**	**$187,116.61**	**$182,659.42**	**$175,943.45**	**$190,420.86**	**$202,388.24**	**$200,178.48**	**$202,753.11**	**$221,370.29**	**$213,785.15**	**$195,990.69**	**$201,316.65**	**$171,461.90**
Gross Commitments	$70,199.00	$49,073.50	$60,360.50	$69,577.00	$71,171.00	$64,488.00	$89,493.50	$70,163.00	$66,995.50	$45,231.00	$37,824.50	$41,216.00	$735,792.50
Contractual Allowances	$38,381.93	$34,151.67	$44,971.19	$37,420.45	$36,241.58	$42,227.12	$64,882.44	$34,986.43	$46,568.69	$43,394.81	$22,301.82	$37,963.74	$483,491.87
Net Commitments	**$31,817.07**	**$14,921.83**	**$15,389.31**	**$32,156.55**	**$34,929.42**	**$22,260.88**	**$24,611.06**	**$35,176.57**	**$20,426.81**	**$1,836.19**	**$15,522.68**	**$3,252.26**	**$252,300.63**
Payments Rcvd By Comstar	$5,177.99	$6,157.76	$4,638.37	$4,104.54	$3,727.82	$4,139.18	$4,489.26	$6,690.18	$8,066.94	$2,668.59	$2,142.95	$7,740.23	$59,743.81
Payments Rcvd By Client	$11,381.43	$15,116.88	$16,509.02	$13,885.22	$19,312.78	$20,501.72	$17,547.17	$9,869.21	$21,871.37	$17,300.66	$8,053.77	$17,726.04	$189,075.27
Reimbursement / Retraction	$397.06	$1,895.62	$747.11	$310.62	$78.56	$170.26	$0.00	$0.00	$1,926.36	$338.60	$0.00	$1,153.48	$7,017.67
Net PMT Applied	**$16,162.36**	**$19,379.02**	**$20,400.28**	**$17,679.14**	**$22,962.04**	**$24,470.64**	**$22,036.43**	**$16,559.39**	**$28,011.95**	**$19,630.65**	**$10,196.72**	**$24,312.79**	**$241,801.41**
Write-Offs	$0.00	$0.00	$1,705.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,705.00
Ending Balance	**$187,116.61**	**$182,659.42**	**$175,943.45**	**$190,420.86**	**$202,388.24**	**$200,178.48**	**$202,753.11**	**$221,370.29**	**$213,785.15**	**$195,990.69**	**$201,316.65**	**$180,256.12**	**$180,256.12**

$241801.41 ~ $20,150.12 / month

DALTON AMBULANCE & RESCUE, INC.

Ambulance Billing Account Reconciliation Report

FY 2021

Prepared By: Comstar

11/16/2020

Month Ended:	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	YTD
Beginning Balance	**$180,256.12**	**$188,206.69**	**$200,790.23**	**$186,914.68**	**$190,181.56**	**$202,599.10**	**$200,536.74**	**$200,536.74**	**$200,536.74**	**$200,536.74**	**$200,536.74**	**$200,536.74**	**$180,256.12**
Gross Commitments	$32,117.00	$44,443.00	$25,546.50	$52,703.50	$53,151.50	$46,296.50							$254,258.00
Contractual Allowances	$17,761.56	$22,515.36	$20,360.87	$38,860.53	$24,592.11	$27,476.00							$151,566.43
Net Commitments	**$14,355.44**	**$21,927.64**	**$5,185.63**	**$13,842.97**	**$28,559.39**	**$18,820.50**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$102,691.57**
Payments Rcvd By Comstar	$692.69	$1,609.90	$5,182.36	$2,959.60	$1,526.20	$6,688.16							$18,658.91
Payments Rcvd By Client	$12,602.00	$9,529.68	$13,878.82	$7,616.49	$12,930.14	$14,494.67							$71,051.80
Reimbursement / Retraction	$6,889.82	$1,795.48	$0.00	$0.00	$0.00	$299.97							$8,985.27
Net PMT Applied	**$6,404.87**	**$9,344.10**	**$19,061.18**	**$10,576.09**	**$14,456.34**	**$20,882.86**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$80,725.44**
Write-Offs	$0.00	$0.00	$0.00	$0.00	$1,685.51	$0.00							$1,685.51
Ending Balance	**$188,206.69**	**$200,790.23**	**$186,914.68**	**$190,181.56**	**$202,599.10**	**$200,536.74**	**$200,536.74**	**$200,536.74**	**$200,536.74**	**$200,536.74**	**$200,536.74**	**$200,536.74**	**$200,536.74**

Avg 13454.24/month

AMBULANCE COVERAGE

	FY 2018 (5/17-4/18)			FY 2019 (5/18-4/19)			FY 2020 (5/19-4/20)			FY 2021 (5/20-4/21)		
	# Missed	# Calls	% Covered	# Missed	# Calls	% Covered	# Missed	# Calls	% Covered	# Missed	# Calls	% Covered
May	15	47	68.1%	13	60	78.3%	5	42	88.1%	30	54	44.4%
Jun	19	47	59.6%	18	54	66.7%	14	68	79.4%	27	64	57.8%
July	25	55	54.5%	22	57	61.4%	20	67	70.1%	17	37	54.1%
Aug	24	54	55.6%	16	59	72.9%	6	57	89.5%	28	61	54.1%
Sep	7	45	84.4%	3	34	91.2%	10	51	80.4%	20	49	59.2%
Oct	15	56	73.2%	5	54	90.7%	8	56	85.7%	22	46	52.2%
Nov	15	47	68.1%	11	55	80.0%	11	52	78.8%	12	22	45.5%
Dec	13	55	76.4%	10	57	82.5%	12	72	83.3%			
Jan	21	47	55.3%	11	54	79.6%	10	65	84.6%			
Feb	26	47	44.7%	4	49	91.8%	9	43	79.1%			
Mar	24	50	52.0%	12	70	82.9%	6	30	80.0%			
Apr	16	50	68.0%	7	41	82.9%	10	37	73.0%			
TOTAL	**220**	**600**	**63.3%**	**132**	**644**	**79.5%**	**121**	**640**	**81.1%**	**156**	**333**	**53.2%**

ACTIVITY TRACKING REPORT
BY PAYOR GROUPS

Company IS DALTON AMBULANCE & RESCUE INC.; AND Trip Date IS BETWEEN 07/01/2019 AND 06/30/2020; AND Show All

DALTON AMBULANCE & RESCUE INC.

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
Blue Cross	**29**	**$47,170.00**	**$47,170.00**	**$46,945.00**	**99.52%**
Medicaid	**53**	**$91,550.00**	**$17,526.98**	**$17,526.98**	**100.00%**
Medicare	**269**	**$487,243.50**	**$115,634.94**	**$113,739.22**	**98.36%**
Other Insurance	**29**	**$47,789.50**	**$44,606.63**	**$38,685.09**	**86.72%**
Totals >	**380**	**$673,753.00**	**$224,938.55**	**$216,896.29**	**96.42%**

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
100% Self Pay - Insured	**11**	**$17,880.00**	**$16,685.27**	**$1,231.15**	**7.38%**
100% Self Pay - Uninsured	**7**	**$11,410.00**	**$11,410.00**	**$0.00**	**0.00%**
Totals >	**18**	**$29,290.00**	**$28,095.27**	**$1,231.15**	**4.38%**

Grand Totals >	**398**	**$703,043.00**	**$253,033.82**	**$218,127.44**	**86.20%**

$548.06 / CALL

$0.31 / EVERY $1 BILLED

FY22 Budget Timeline

Budget Start 12/18/2020

A. Budget docs to be named with date included, mark each page with date of last revision

B. Handout General Fund Departmental

C. Treasurer to start Payroll & Benefits

January 2021

A. **Treasurer** to update Payroll & Benefits

   a. BC Retirement notice

   b. Unemployment Notice

   c. MIIA health insurance & property/casuality

   d. Life (check with town)

B. 01/15/2021 - 01/31/2021

1. Meet with Water Dept Super
2. Meet with Fire Chief
3. Meet with Treasurer
4. All departments prepare for any capital project requests
   a. Cost
   b. Justification of need
      i. Time saving, cost saving, or legal requirement?

February 2021

A. 02/01/2021 - 02/15/2021

1. Capital Project requests review
   a. Meet with Fire Chief
      i. Follow Up Meeting?
   b. Meet with Water Superintendent
      i. Follow-up meeting?
2. Update Budget docs with any new information recv'd

March 2021

A. **Treasurer** to update as needed

   a. Payroll & Benefits

   b. MIIA health insurance & property/casualty

   c. Life (check with town)

B. **March 1 - 31** Meet to Review as needed

April 2021

A. Water Commissioners

   1. **April 1 thru April 9** Finalize Budget

B. Prudential Committee

   1. April 12 thru April 16

C. Post Warrant

   1. Date TBD

      a. Two weeks prior to meeting

May 2021

A. Annual Meeting

   1. Confirm **TBD**

DALTON
FIRE
DISTRICT

(413) 684-6118 Treasurer
(413) 684-6124 Water
(413) 684-0500 Fire
(413) 684-6126 Fax

20 FLANSBURG AVENUE
DALTON, MA. 01226

DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

January 12, 2021

Present: Camillus Cachat, Michael Kubicki, Fire Chief Cahalan, Clerk Cheryl Cachat
Prudential Committee: Richard Olsted, Thomas Murray
Ambulance Board of Directors/Rep: Dennis Tinker, Steve Perry, Dave Thomas, Troy Baroli
Mike Kubicki called the meeting to order at 2:30 pm.

General Business:

- Opening remarks
  - Mike K. explained that meeting would be informal for an open discussion and exchange of information
- Mike K. asked what is line item 4040 on income, payment for sports games, then paid out to member covering game
- Mike K. what is ALS intercept, payment to County or Action for intercept of ambulance when needed
  - Dalton then bills insurance due to fact Dalton is the transporter.
- Mike K. explain on call pay
  - Dave T. - 1099 pay or misclassified by previous treasurer
  - At this time anyone covering ambulance shift is payroll item
  - At one time there were employees that were "oncall" not in station
    - Discussion of transition of different types of coverage over the past 10 years
  - Payroll cost to be calculated might be a combination, but due to misclassifying might not be correct
    - Dave T. to calculate payroll would be better to develop staffing plan and calculate not look at the past numbers.
- Cam C., interest in where we go from here
- Mike K., what is COMSTAR
  - Dave T., billing agency
  - Bills based on billing rates submitted by the association.
  - Mike K. how does billing rate compare with other communities
    - Dave T. in process of analyzing based on reports from COMSTAR
    - 3 rates
      - $1,425 BLS, EMT
      - $2,200 ALS1, Paramedic
      - $3,000 ALS2, Paramedic with add'l services
      - That is the total amount charged per call, plus $35 per mile.
      - In process of bumping rates to $1500, $2450, $3571
      - Most cases will not receive full amounts Medicare has set rates, money recv'd from private insurance carriers
      - Based on patient/protocols if ALS1/ALS2 is called we bill higher rate and then in turn pay County/Action $285.00
      - Rule is transporting agency is the one to bill insurance carrier.
      - Note: a medicare call payment is $469.70
      - The average payment recv'd is $548.06/or 0.31 for every $1.00 billed.
      - Even if we go to call out of town, we bill as transporting agency.

    - Coverage rate is 50% of calls that come in are answered.
- Tom M. brought up need for figures to plan but communication with taxpayers if plan for ambulance to become a part of district and acknowledges that it will be an increase in taxes.
- Steve P. talked of how current method is not working and payroll numbers not true due to fact only answering 50% of calls.
    - Dennis T. gave an example of the Town of Becket providing 24/7 coverage and has a budget of $500,000 per year.
- Dennis spoke with Selectboard member Bob Bishop to inform him of the situation and he would like to sit down at joint meeting.
- Cam C. asked if a collaboration between towns had been considered.
    - Dennis T. great idea for future, but immediate need is right now, ambulance is currently running with 5 people answering calls
    - Steve P. says that collaboration has been discussed for years but never went forward
    - Chief Cahalan offered to contact Highland Ambulance to gather info
- Dave T. $135,000 on hand, $27,000 in debt for stretcher
    - Many old invoices have been paid off and current ambulance loan paid in full
    - Still outstanding is payroll penalty & interest to IRS, the payroll taxes due have been paid
    - Mike K asked what current burn rate is of the funds on hand?
    - Dave T. should be able to start tracking in January.
        - Dave T. not able to calculate previously due to payments being made on past due invoices.
- Mike K. asked what is the cause of only answering 50% of calls?
    - Dave T. staffing
    - Dave T. talked of other ambulance services supplementing income with doing private transport.
    - After discussion of transport services, Mike K. asked if the call volume in Dalton is sufficient to sustain the service?
    - **MIKE K.- so your opinion is that even if staffed full time there is not enough call volume to break even operating the ambulance? – Dave T. & Steve P. no there is not**
- Tom M. – what are EMT paid?
    - Dave T. we pay our EMT $14-$15,
        - County EMT $16-$21
        - County Paramedic $24-$26
        - County supplements income with transport service
        - County only required to have 1 ambulance available per Pittsfield contract.
- Tom M. questioned about County coverage for other towns, for example Lanesboro.
    - Chief Cahalan – Lanesboro was told by County they would cover calls at no charge to town, promised 85% coverage rate.
    - Lanesboro recognized that most calls answered by surrounding towns.
    - Charge to Lanesboro would have been $300,000-$500,000 if they wanted an ambulance dedicated to town.
    - Town of Washington is the same situation.
- Richard O. had gone to town years ago to ask for ambulance to be town sponsored on tax rate and the town refused.
    - Discussion of townspeople perception that town pays for fire & ambulance coverage.
    - Cam C. stated going forward need to educate.
    - Town meetings, tv, newspaper
- Dave T. stated that town has the responsibility to direct what ambulance service covers town.
    - Service agreement has been presented but never approved by town.
    - Plan has been presented many times over the years.
    - Mike K. does not think the town would move forward at this time due to no financial planning in place.

- Dave T. ask what the District would want in place for staffing.
    - Cam C. wants 24/7, start with EMT, transition to Paramedic.
    - Dave T. asks what designation for employees? FF/EMT, EMT
    - Staffing is hard to find with part time designation, the draw would be benefits, full time.
- If the District is going forward how to staff when the association has not had any luck with staffing?
    - Issue with hiring at this time, it is only part time work, most of the working EMT are better off doing overtime at current employer vs a part time position.
    - Full time with benefits would be the draw.
    - Discussion of all staff being transitory.
- Richard O. asked if ambulance was planning on being paramedic unit.
    - Reimbursement of the cost involved in licensing & supplies is not worth the cost of licensing, staffing, additional equipment needed.
- Mike K. would like a 5-7 year plan from association
    - With staffing levels
    - Profit vs loss amounts
    - If you could start from scratch what would your plan be
    - With business plan of costs
    - Dave T. the association does not have the ability to put that information together.
    - Mike K. is not comfortable going to town with no information just saying they don't want to do it anymore, a game plan to present is needed
    - It is not the District responsibly to run ambulance, it is the town responsibility.
- Cam C., can we spend money on the ambulance to cover costs if needed.
    - Cheryl C. if money is needed prior to July 1 would need special meeting to appropriate.
- Cam C. need a budget.
    - Need to set up a meeting with Selectboard.
    - Need to inform voters.
- Dave T. stated the decisions that need to be made.
    - Type of staff, hours, insurance
    - He does not want to make the decision on scheduling.
- Cheryl C.
    - Explains accounting and financing requirements will have to be researched.
    - Legality, if changes in District By-Laws necessary will be researched.
    - outlined a timeframe to put together info to include into FY22 budget on a fast track.
    - offers to help with developing a budget based on information in hand and with input and guidance from others
    - Budget would utilize similar standards used when hiring new staff within the district.
- Steve P. wants to know if District is seriously considering taking over.
    - Cam C. in favor but that it has to be a 24/7 coverage program.
    - Mike K. – in favor of the district seeing what can be done to support a district run ambulance but acknowledges there is a lot of work to be done: finance, management, policies, staffing, organization.
    - Discussion became more organization of staffing scenarios.
- Mike K
    - Asked for contact and scheduling to go thru Cheryl.

Michael Kubicki made a motion to adjourn at 4:08 pm, seconded by Camillus Cachat, passed unanimously

Respectfully submitted,

Cheryl Cachat

Cheryl Cachat
Treasurer/Clerk

DALTON FIRE DISTRICT
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DALTON, MA. 01226

DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

January 19, 2021

Present: Chair Jim Driscoll, Camillus Cachat, Michael Kubicki, Fire Chief Cahalan, Water Superintendent Benlien, Clerk Cheryl Cachat
Prudential Committee: Richard Olsted
Public: David Thomas, Steve Perry
Jim Driscoll called the meeting to order at 6:30 pm.

General Business:

- Minutes
  - Jim Driscoll made a motion to accept the minutes from December 8, 2020 and January 12, 2021 as printed, Camillus Cachat seconded, approved unanimously

Ambulance Report:

- No report

Fire Department:

- Reports attached to official minutes
  - Includes final totals for 2020
- 44 calls to date
  - Includes 1 building fire, underground propane tank top valve accident
- 1 new member for fire department
- Equipment
  - Engine 3 electrical issue repaired
  - Engine 2 ladder hydraulic motor to be replced

Water Department:

- 2 water main breaks have occurred and been repaired
  - Daly Ave & Claremont Rd
- Working on Asset Management Grant with Tighe & Bond
  - Started on inventory of all equipment at stations
  - Received the Ipad with GIS capability for connections to be used in the field
  - All reports will be stored electronically
- New Truck
  - In process of purchasing an invertor, better source of power than generator when truck is in use on site
  - Lettering of truck is scheduled
- Storm over the past weekend brought down trees near filter plant, assistance given by Town highway crew in removal
- Christopher Squires has been let go from district employment

Treasurer's Report:

- Working on budget for FY22, first draft was given to Commissioners
    - Working meeting scheduled for February 4, 2021 at 3pm
- End of year documents, W2 distributed, 1099 this week
- New Treasurer advertisement placed, gathering resumes
- A/R is approx. $20,000, shutoff letters to be distributed end of this week

New Business

- Ambulance members questioned next meeting for District & Association.
    - Jim wants to review and be up to speed prior to meeting
    - Questions regarding operating costs, revenue still to be ascertained
    - Next meeting around middle of February
    - Cam C spoke with Lee Ambulance, costs for their service will be covered by the insurance payments from calls covered
- Dick O. brought up concern with water quality on Flansburg Ave when the sprinkler system was flushed at the Stationary Factory
    - Fire Department was notified of flush, not water department
    - Over 24 hours for water to clear
    - Bob B will contact Steve Sears and ask to be notified when this will occur again
    - Dick O talked about frequent events of dirty water, will track times of dirty water
- Chief brought up an agenda item that was skipped regarding hiring second FF/EMT
    - Ambulance Association. agreed that they will honor the contract for the second FF/EMT
    - Discussion about position was going to be a part of ongoing ambulance discussions
    - Mike K.- Budget and snapshot of monthly expenses were to be put together prior to next meeting with the Association.
    - meeting will be scheduled for next month to review financial data
    - Will hold off on hire until after next meeting with Association.

Jim Driscoll made a motion to adjourn at 6:48 pm, seconded by Cam Cachat, passed unanimously

Next Monthly meeting scheduled for February 23, 2021 at 6:30 pm

Respectfully submitted,

Cheryl Cachat
Treasurer/Clerk

DALTON FIRE DISTRICT

(413) 684-6118 Treasurer
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20 FLANSBURG AVENUE
DALTON, MA. 01226

THE BOARD OF WATER COMMISSIONERS
WORKING MEETING FOR THE FY20 BUDGET
THURSDAY, FEBRUARY 4, 2021 AT 3:00 PM IN THE FIRE STATION.

Present: Jim Driscoll, Cam Cachat, Mike Kubicki, Cheryl Cachat

Jim called the meeting to order at 3:00 pm

1. Cheryl detailed the budget information pertaining to
    - Insurance benefits increase due to not having the final rates, new employees calculated at highest rate
    - Salary calculations and the assumptions of personnel to be paid used in building the budget
2. The administration budget was reviewed
    - Advised increased costs due to new treasurer and overlap with current treasurer
    - No major changes to the administration budget
3. A review of Water & Fire general budgets
    - Water budget
        - Level funded
    - Fire budget
        - Discussion of the reimbursement from the Ambulance Association not being available for FY22 and the increased cost for personnel
        - Level funded
4. Commissioners discussed budgets overall
    - Discussion of amount in budgets not used and returned at end of year
    - Debt service
        - Discussion of debt payback length, due to original loan
        - Possible in future to obtain bond rating to consolidate loans and put out to bid for a shorter term
    - Discussion of income
        - Water rates projections based on average over past 5 years
        - Interest rates still extremely low
    - Agreed to go forward with general fund as presented at this time
5. Commissioner will hold a working meeting on Thursday, February 18 to meet with Fire Chief and Water Super to discuss capital projects proposals

Jim made a motion to adjourn at 4:00, Mike seconded, passed unanimously

Respectfully Submitted,

Cheryl Cachat
Treasurer/Clerk

DALTON
FIRE
DISTRICT

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20 FLANSBURG AVENUE
DALTON, MA. 01226

THE BOARD OF WATER COMMISSIONERS
WORKING MEETING FOR THE FY20 BUDGET
THURSDAY, FEBRUARY 18, 2021 AT 3:00 PM IN THE FIRE STATION.

Present: Jim Driscoll, Cam Cachat, Cheryl Cachat, Mike Kubicki, Superintendent Benlien, Fire Chief Cahalan

Jim called the meeting to order at 3:00 pm

1. Superintendent Benlien proposed the following items for capital purchases in FY22
    - Replace the current two pickups (2011 & 2013)
        - Chevrolet 1500 Silverado work packages
        - One to have a fuel cell for transport, $37,648
        - One to have tool box $35,148
        - Replacement due to age, rust, impending repairs
        - Will trade in current vehicles
        - Will price out options to see if more affordable option is to have done locally to save money
        - Small discount if purchasing two
        - Will then be in position for vehicle rotation replacements
    - Replacement of roof at stockhouse
        - Was planned in FY20 but cost of filter bed roof replacement was higher than expected, no funds left for stockhouse
        - Has one estimate for a Klaus roofing system at $30,000
    - Asked the Commissioners to look at the step scale for improvements to salaries
        - Proposed $1.00 per hour increase for two current employees
        - Talked about time spent training, comparative rates in construction
        - Cost to replace if they leave for different position
2. Fire Chief Cahalan proposed the following items for capital purchases in FY22 (report attached)
    - Repair and blacktop of front apron at fire station
        - Has one quote, not binding due to blacktop costs not being set
        - Will need to update and get other quotes in April
    - Engine 51
        - Pump repair, tires, and misc. repairs
        - Thinks projected costs are estimated on the high side
    - Replace 1500ft of hose at a projected cost of $4,800
        - Approximately 1/3 of hose in station
        - Then start on a 5 year replacement plan
3. Commissioner review of projects as presented
    - Water
        - Approved purchase of 2 trucks
        - Approved roof replacement at stockhouse
            1. Maintain existing buildings
            2. Need quotes for asphalt and metal roofs for comparison
    - Fire
        - Approve hose replacement
            1. For next 2 years replace another 1/3 of hose

2. Then start replacement plan
   - Approve front apron replacement
     1. Necessary repair
     2. Want solid quote prior to budget approval
   - Approve Engine 51 repairs
     1. When voted to keep engine anticipated repairs
     2. Only truck non computerized in station
4. Commissioners asked for a $10,000 bonus to be included in budget for the current treasurer/clerk
   - When hired planned increases to raise salary based on knowledge, experience, work performance were never done

Jim made a motion to adjourn at 4:14, Cam seconded, passed unanimously

Respectfully Submitted,

Cheryl Cachat
Treasurer/Clerk

2021-22 CAPITAL PROJECTS

HOSE UPDATE:

1500 FT of 1 ¾" attack hose. Overall projected price:$4800. Book Price. For 30 50' rolls.

Supporting data: We have 3 pumpers and 1 reserve pumper. We have one quint. Each one of these vehicles carries at minimum 600' of attack hose in different length denominations. Roughly 3500ft of attack hose is committed to vehicles. Any remaining hose replaces out used hose after a fire and is rotated out. Yearly hose testing normally takes 200' (4 lengths out of service). With the age of the hose that number will grow. LDH (Large Diameter Hose) and 2 ½ " hose was replaced in a 2013 AFG Grant. During that period around 6 lengths (300ft) of 1 ¾" hose was also purchased.
Over ½ of the current inventory is over 12 years old and will fail in the upcoming years. For this reason I am requesting the funds to replace 1500ft which should set up the department for another 10years. Based on the life of the hose I feel it prudent not to replace everything at once. I figure 1/3 of the hose being replaced every ~~10~~ 5 years would keep a decent amount in service with the bad being replaced.

ENGINE 51 SAFETY UPGRADE

Up to $25,000 to upgrade Engine 51, 1989 Pierce Pumper to workable safety standards. Upgrades would include the following:

-Up to $15000 for pump upgrade.
- $$4120. to replace all tires
- The remaining amount to service the Brakes, Brake cans and air lines and replace light bar.

Supporting data: This vehicle was to be replaced by the new Pumper/Rescue. It was decided at a District meeting to keep the vehicle as a **reserve** piece. Insurance is still being paid on the piece and it is restricted to minimal use in town, as the tires are on their last leg and a consistent air leak has plagued the operation of the vehicle.
The last pump test was in 2017, the vehicle barely passed and was suggested that no further pump tests be done because it possibly would not pass the NFPA guidelines without an update. Over the last two years the air leak problem was addressed and has not been able to be fixed.
Due in part to maintenance needs of the Ladder Truck and the consistent problems with Engine 3 (2013 KME) funds that were going to be used to upgrade E51 have been depleted

- Over $6000 was spent on a fuel rail problem for engine 3 a few months ago. The engine shut down 2 weeks ago while pumping at a Mill fire and was taken immediately out of service for safety reasons. This vehicle is currently at the shop to find and alleviate the problem.
- Earlier in the year the ladder truck was to be taken out of service and have the non compliant issues with the certification inspection taken care of. This expense was looking like over $8000. I made the call to break it up into sections as parts

are difficult to locate making it difficult to fix in a timely matter. The engine 3 problem occurred putting the truck repairs on the back burner.

Due to these reasons, I feel that the reserve piece needs a lump sum in a capital funds project form to address the safety issues and make it road worthy and acceptable to the insurance company for coverage. With the basic budget it will more than likely never happen due to unforeseen circumstances.
**NOTE: This engine will never be fully NFPA compliant due to the age of over 25years. It does not meet the current standard of warning signals, (Open doors, seatbelts, etc.). The insurance company has stated, "So long as the vehicle is road worthy and safe" it will be covered.*
Tires: Tires at first look are well. During inspection it was noticed they are aged and dry rotted. Last year, Engine 2 blew a tire while going on a call. At that time, all tires were inspected. Eng 2 and Eng 51 were found to have the dry rotted tires. Eng 2 had the tires replaced as did Truck 1 that was also found to have deficiencies. The current tires are no longer made with tubes. Wheels/Tires are needed. (Quote attached)

Keeping in mind the current vehicles in service and the current number of volunteers, is this a necessity? Or send the 33 Y/O pumper on its way?

FRONT APRON

Asking for **SEE CURRENT QUOTE** to take out and install new asphalt apron to replace the current deteriorating ramp.

Supporting data: The current ramp has deteriorated beyond the capability to support the heavy apparatus that we have. Last year a scope of work included a concrete pad that proved to be cost prohibiting.

Current scope:
1. Excavate and dispose of existing blacktop 97' x 31'.
2. Replace and grade 18" of 1 ½' of dense graded in driveway and compact.
3. Install 3" of base blacktop and 2" Finish
4. Labor

Quote Date	Quote No.	Days Valid	Page
Feb 18, 2021 9:34 AM	149	30	1 /

CITY TIRE CO - PITTSFIELD
560 HUBBARD AVENUE
PITTSFIELD, MA 01201
(413) 445-5578
(800) 344-1184

To: DALTON FIRE DISTRICT
WATER DEPT.
20 FLANSBURG AVENUE
DALTON, MA 01226
(413) 684-6118

Year/Make/Model:
License:
Mileage:
Sales/Tech: PITTSFIELD-HOUSE

Description	Item	Qty	Type	Price	FET
Tires					
Better					
31580R22.5/20 SUMITOMO ST528 A/P	5532063	2		500.00	0.00
Good					
11R22.5/16 SUMO ST909 OS DRIVE	5533052	4		390.00	0.00
22.5x8 1/4 wheels rear	WOPT	4		210.00	0.00
22.5x9 front wheels	WOPT	2		360.00	0.00
Shop Supplies and Fees					
MISCELLANEOUS SHOP SUPPLIES	MSS		LABOR		

Subtotal:
Tax:
Total:

Engine 51 $4120.00

SCOTT CASELLA
STORE MANAGER
"STEERING YOU RIGHT SINCE 1927
OIL CHANGES · EXHAUST · BRAKES · ALIGNMENTS · STEERING · SUSPENSI
560 HUBBARD AVENUE · PITTSFIELD, MA · 01201 · PHONE: 413-445-5578
CITYTIREPITTSFIELD@GMAIL.COM · WWW.CITY-TIRE.COM

D.M. Intelisano

CONSTRUCTION
FILL • BLACK TOPPING • LOAM • SAND • STONE • GRAVEL
P.O. BOX #337 • DALTON, MA 01227
DMINTELISANOCONSTRUCTION.COM

FAX (413) 684-3603

TELEPHONE (413) 442-7218
FAX (413) 684-3603

Feb 15 2021

Dalton Fire Department.
10 Flansburg Ave
Dalton Ma. 01226
ATT. Chief

BACKHOE WORK
TRUCK RENTAL
SNOWPLOWING
SANDING & SALTING
OIL TANK REMOVAL
POWER SWEEPING

RE: Blacktop Driveway " Note Price is Not Guaranteed "

D.M. Intelisano Constrcuction hereby submits the following specifications and estimate for:

1. excavate and dispose of existing blacktop driveway surface, approximately 97 X 31ft.

2. Replace and grade with 18 inches of 1 1/2 " of dense graded in driveway and compack.

3. install 3 inches of bituminous base blacktop and top with 2 inch finished of mass top.

4. Note an added cost to hall blacktop to job is $ 95.00 a hour to and from job.

5. Any other work deemed necessary will be done at an added cost on a time and material basis with prior approval and authorization by the property owner.

We Propose hereby to furnish material and labor complete in accordance with above specifications for the sum of:

Thirty Eight Thousand Seven Hundred And No/100 $ 38,700.00
Terms of Payment ½ down upon signing, balance due upon completion

All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. And alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate, all agreements contingent upon strikes, accidents or delays beyond out control. Owner to carry fire, and other necessary insurance out workers and fully covered by workman's compensation insurance.

Authorized signature _____
Note: this proposal may be withdrawn by us if not accepted within 15 days.

Acceptance of Proposal- The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined above

Signature _____

Signature _____

Date of Acceptance _____ **Telephone Number** 413-684 6118

DALTON
FIRE
DISTRICT

(413) 684-6118 Treasurer
(413) 684-6124 Water
(413) 684-0500 Fire
(413) 684-6126 Fax

20 FLANSBURG AVENUE
DALTON, MA. 01226

DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

February 23, 2021

Present: Chair Jim Driscoll, Camillus Cachat, Michael Kubicki, Fire Chief Cahalan, Water Superintendent Benlien, Clerk Cheryl Cachat
Prudential Committee: Richard Olsted
Public: Nicole Woodard
Jim Driscoll called the meeting to order at 6:30 pm.

General Business:

- Minutes
  - Jim Driscoll made a motion to accept the minutes from January 19, 2021 as printed, Camillus Cachat seconded, approved unanimously

Ambulance Report:

- No formal report
- Working with Lanesboro Ambulance Director to mirror the set up to increase revenue stream
- Asked what information wanted for meeting next week
  - Total cost to operate last 2 years
  - Net loss? Last 2 years
  - Projections for 2 years operating cost / staffing report
- Cam asked if anything is needed by the Treasurer prior to meeting next week
  - Working with Nicole to project budget
  - Staffing idea from So Hadley

Fire Department:

- 136 calls to date
  - Includes 76 medical
- Station repairs quote status
  - Bid from George Morrell
    - Mike questioned whether it included everything that was listed on quote request
    - Ask G. Morrell to requote anything that is not as requested
    - Mike asked if Don Winslow quoted?
    - Meeting will be set up to review and compare all quotes received
  - Overhead doors
    - Quote received from Overhead Door Co.
    - Will have scheduled, funded from FY21 budget
- Safer Grant
  - Application period is open
  - Chief will apply, last time utilized a grant writer, not available this time
- Staff
  - Full time day person will be leaving in March/April
  - Will need to hire replacement

Water Department:

- Report Attached

Treasurer's Report:

- Final insurance rates received for FY22
  - Small increase
  - MIIA offering a Premium Holiday for the month of July
  - New numbers inserted into budget documents for FY22
- Currents project budget, A/P, ambulance

New Business

- Review of resumes received for the Treasurer/Clerk position
  - Decision was made to interview three candidates
  - Clerk will call and schedule appointments

Jim Driscoll made a motion to adjourn at 6:47 pm, seconded by Mike Kubicki, passed unanimously

Respectfully submitted,

Cheryl Cachat
Treasurer/Clerk

Commissioners Meeting, February 23, 2021
Water Department

1) Ryan and Jamie have been doing a great job taking care of the plowing, snow removal and clearing snow from hydrants.

2) We put an advertisement on Berkshire Jobs for a new employee and so far we have only 4 applicants that responded.

3) Ryan and Jamie are both taking an online, self paced T-2 Drinking water Class.

4) We were called in for 2 freeze ups. Both were inside of the homes. We told the homeowner that they would have to contact a plumber.

5) We had a 3000 watt inverter installed in the new utility Truck 50. this will allow us to run tools, lights and charge batteries for the cordless tools without having to run the generator / welder all night long.

6) I have started doing the 2020 Annual Statistical Report. It is due by April 8, 2021.

7) The results from the PFOA Testing that was done with the free grant that we received from DEP came in with all non-detects. This will put us in line for a monitoring waiver.

8) We have been working with Tighe & Bond on the Asset Management Plan. The plan includes 2 I-pad computers which when complete will have all of our tie cards in it along with the GIS mapping with the ability to add attributes to the mapping while in the field. Meter books, all of the Daily Sheets that we fill out at the stations, which will all be linked together so when you add a value to one sheet it will populate the other sheets with corresponding values. The SCADA system will also be accessible on this computer so that we will be able to assess alarms and monitor the system remotely. I have helped them with collecting the data required for a hydraulic analysis which is also a part of the plan. Historical data about main breaks has been sent so that they can figure out where the water main replacement funds would be best utilized. The Asset Management Plan will be a good tool in helping to receive future grants and loans. etc...

9) I received a quote from Liberty Chevrolet for 2 new trucks and I am looking into the options to see if there is a way to save some money.

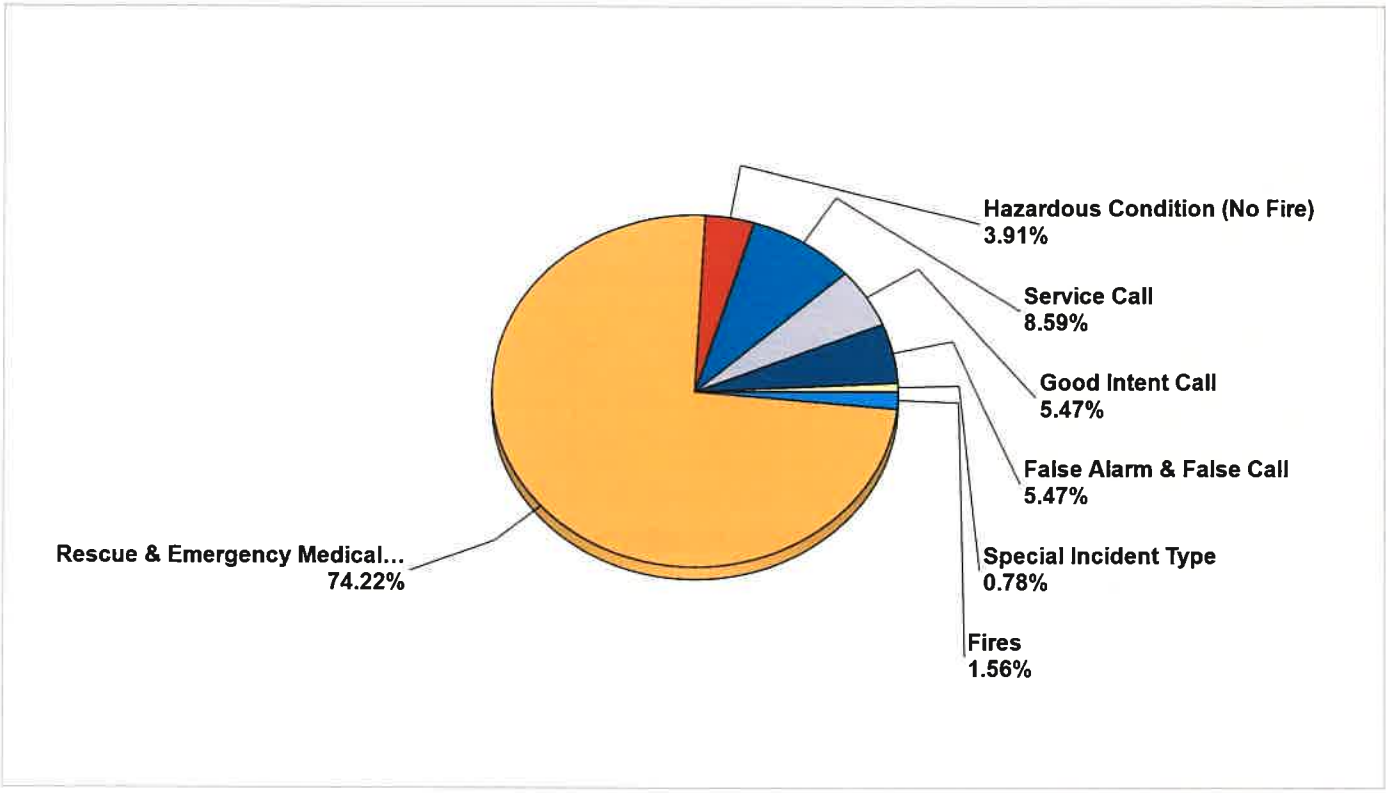
Dalton Fire Department

Dalton, MA

This report was generated on 2/23/2021 6:15:14 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2021 | End Date: 12/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.56%
Rescue & Emergency Medical Service	95	74.22%
Hazardous Condition (No Fire)	5	3.91%
Service Call	11	8.59%
Good Intent Call	7	5.47%
False Alarm & False Call	7	5.47%
Special Incident Type	1	0.78%
TOTAL	128	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	1.56%
321 - EMS call, excluding vehicle accident with injury	91	71.09%
322 - Motor vehicle accident with injuries	1	0.78%
324 - Motor vehicle accident with no injuries.	3	2.34%
411 - Gasoline or other flammable liquid spill	1	0.78%
412 - Gas leak (natural gas or LPG)	2	1.56%
424 - Carbon monoxide incident	2	1.56%
511 - Lock-out	3	2.34%
520 - Water problem, other	1	0.78%
551 - Assist police or other governmental agency	1	0.78%
553 - Public service	1	0.78%
554 - Assist invalid	4	3.12%
561 - Unauthorized burning	1	0.78%
600 - Good intent call, other	1	0.78%
611 - Dispatched & cancelled en route	4	3.12%
651 - Smoke scare, odor of smoke	1	0.78%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.78%
700 - False alarm or false call, other	3	2.34%
736 - CO detector activation due to malfunction	1	0.78%
740 - Unintentional transmission of alarm, other	1	0.78%
743 - Smoke detector activation, no fire - unintentional	2	1.56%
900 - Special type of incident, other	1	0.78%
TOTAL INCIDENTS:	128	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

DALTON
FIRE
DISTRICT

(413) 684-6118 Treasurer
(413) 684-6124 Water
(413) 684-0500 Fire
(413) 684-6126 Fax

20 FLANSBURG AVENUE
DALTON, MA. 01226

THE BOARD OF WATER COMMISSIONERS
WORKING MEETING WITH THE AMBULANCE ASSOCIATION BOARD
THURSDAY, MARCH 4, 2021 AT 3:00 PM IN THE FIRE STATION.

Present: Jim Driscoll, Cam Cachat, Mike Kubicki, Cheryl Cachat, Fire Chief Cahalan, Nicole Woodard, Steve Perry

Jim called the meeting to order at 3:00 pm

1. Jim opened with the reason for the meeting was to gather more financial information regarding the operation of the ambulance, turned the floor over to Nicole for presentation
2. Nicole Woodard
    - Contacted Comstar the ambulance billing company
    - Income report for March 2019 – March 2020
        - Show BLS (basic life support) revenue at $205,078
        - Shows ALS (advance life support) revenue at $41,965
            1. Mike asked for clarification of ALS
            2. Paramedic service which is provided by County or Action
        - 692 calls recorded, 460 answered
        - Of the 460 calls
            1. 372 BLS
            2. 88 ALS
            3. >90% of calls are BLS
        - ALS Cost to pay for paramedic
            1. $25,080
            2. Profit on ALS $16,920 ($41,965-$25,080)
        - Mike Kubicki asked: based on the volume of ALS calls is it cost efficient to staff as a paramedic service
            1. Nicole has spoke with Chief Brown (Lee Fire & Ambulance) which runs as an ALS service
            2. Not beneficial due to several factors
                a. Startup costs
                b. Medical supplies rotation and replacement
                c. Low volume of calls
                d. Proximity to hospital
                e. Additional cost for annual licensing & inspection
    - Nicole presented the statistics from Comstar for January 2020 to January 2021
            3. Shows the decrease due to COVID
            4. All ambulance services experienced similar decrease
        - BLS revenue $125,476
        - ALS revenue $32,208
            1. >75% BLS
3. Jim asked if she saw the ability to increase numbers after Covid restrictions are lifted
            1. Staffing used in prior year were outside contacts, several issues occurred using that modelof staffing
            2. If in house staff is setup and used, should be able to return to higher, cover calls that were previously missed which would increase statistics
4. Jim asked about expense cost, Nicole & Cheryl had worked together on a budget (documents handed out)

- Chief, Nicole, Cheryl collaborated
- Used So. Hadley Fire District 2 as a model
- Staffing 2 FF/EMT days (already in district budget/fire dept), 4 additional hires FF/EMT, Stipend overnight shift
    - Staffing proposal
    - Benefits calculated at family plan
    - Step 1 start $19.13
- Review of summary page
    - Insurance
    - Normal expense averages (utilized reports given to district previously)
    - Supplies, repairs
- Would need to add a stipend/payment for an Ambulance Director
- Summary carried over to tax rate calculation ambulance would cost approx. additional $0.27 (add to proposed FY22 budget total $1.34)

5. The plan presented adds 4 employees plus overnight stipend to have coverage 24/7
    - Planned to reduce number of missed calls/increase revenue
    - Current coverage issues are overnight and weekends
    - Schedule is still to be developed
    - Budget presented salary is based on 261 working days
6. Nicole – state requirement to maintain a minimum of 10 EMTS on roster
    - County wide shortage of EMT, Lanesboro same issue
    - 5 EMT in department currently active
7. Budget as presented would cover first year operating cost
    - Any excess revenue received due to increase in calls responded to would be utilized to offset budget following year
    - Excess would also be used to create a stabilization fund for future expenses
8. Cam asked about ambulance replacement, in past was every 3 to 5 years
    - Chief stated that was past procedure due to ability
    - Not necessary, state requires maintenance records to show ambulance is road safe
    - If providing 24/7 coverage how to perform maintenance
        - Keep current with regular, short time to perform
        - Utilize squad and call mutual aid
9. Jim would like to approach town and have the town contribute to anticipated cost
10. Ambulance subscription drive
    - Subscribers that would have had a balance due are not required to pay
    - A no collection policy in place
        - Any balance due is not collected
        - If no insurance, no collected
    - Should ambulance subscription be continued?
        - Prior years $36,000 revenue
        - Could it be a senior benefit
        - If a tax is already charged, cannot ask for donation
        - Chief stated that Chicopee funded by city does do a subscription
11. Steps are already being implemented to reduce costs
    - Agreement with BMC pharmacy
    - Supply vendors consolidated to single source
12. Cam asked if ambulance as part of district with FF/EMT would it now be eligible for grants
    - Chief said yes it would
    - Currently working on Safer Grant
        - Jim / Chief decide to apply for 4 staff and hope for 2 to be approved

13. Profit vs Loss
    - Not as large a loss as anticipated from prior reports

- Loss anticipated first couple of years
- Can reduce amount of tax increase by utilizing free cash to offset deficit
- Jim would like to use free cash to reduce anticipated tax increase by half
    - Feels the quicker that the income vs expenses hits a balance point of not increasing tax rate the better
    - Building up stabilization to have fund for large purchases

14. Cam asked what pay rates are for EMT
    - Dalton $15.00
    - County $13-$14
    - What would pay rate be? $19.13 FF/EMT full time with benefits should be able to recruit staff
    - Recruiting strategy might be a different shift structure
        - Schedule and pay structure to keep staff
15. Jim proposed going forward with the ambulance being part of district
    - Proactive with information to voters
    - Print / Eagle / IBerkshires
    - Inform association members that the district is proceeding
16. Legal clarification - Cheryl
    - Other sources state it is a simple vote as long as we have a charter
    - Waiting for response from S. Smithers
        - If we have will check with another attorney for motion wording
17. Nicole has been in touch with licensing agency regarding what was needed to transfer the current license
18. **Jim Driscoll**
    - **I make a motion that the Dalton Fire District move ahead with the transfer of Dalton Ambulance & Rescue to Dalton Fire District**
    - **Seconded Cam Cachat**
    - **Unanimous Approval**
19. Jim asked if Association would be able to maintain financially until July 1
    - Chief should fill one position and look for personnel to fill second position
    - If financial issues occur come to District for financial assistance
20. Chief asked about Ambulance Director position
    - Mike stated that the plan had been discussed as a FF/EMT that rides the ambulance but for additional pay amount would fill the director position
21. Question regarding staffing issues
    - County wide issue with filling position
    - Was coming along even prior to COVID
22. Mike asked that the Ambulance Association be informed of the decisions made so that there are no questions about what is happening with the process. He also stated if anyone had any questions they are welcome to contact any one of the Commissioners

23. Commissioners discussed that they would like to have a second interview with Deborah Levesque for the Treasurer/Clerk position and make an offer of employment
    - Cheryl will contact Deborah and set up meeting for Tuesday March 9 at 4:30

Jim made a motion to adjourn at 4:08, Cam seconded, passed unanimously

Respectfully Submitted,

Cheryl Cachat
Treasurer/Clerk

ACTIVITY TRACKING REPORT
BY PAYOR GROUPS

Company IS DALTON AMBULANCE & RESCUE INC.; AND Trip Date IS BETWEEN 03/01/2019 AND 03/01/2020; AND Call Types IS BLS OR BLS-224 OR BLS-Day OR BLS-Night OR BL

DALTON AMBULANCE & RESCUE INC.

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
Blue Cross	33	$53,640.00	$53,242.07	$53,242.07	100.00%
Medicaid	64	$104,850.00	$19,898.65	$19,898.65	100.00%
Medicare	222	$355,525.50	$90,832.80	$89,925.22	99.00%
Other Insurance	31	$52,347.50	$45,683.28	$37,132.51	81.28%
Sub Total >	350	$566,363.00	$209,656.80	$200,198.45	95.49%

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
100% Self Pay - Insured	12	$19,970.00	$19,970.00	$4,879.33	24.43%
100% Self Pay - Uninsured	10	$16,350.00	$16,350.00	$0.00	0.00%
Sub Total >	22	$36,320.00	$36,320.00	$4,879.33	13.43%
Grand Total >	372	$602,683.00	$245,976.80	$205,077.78	13.43%
Grand Totals >	372	$602,683.00	$245,976.80	$205,077.78	83.37%

ACTIVITY TRACKING REPORT
BY PAYOR GROUPS

Company IS DALTON AMBULANCE & RESCUE INC.; AND Trip Date IS BETWEEN 03/01/2019 AND 03/01/2020; AND Call Types IS NOT BLS OR BLS-224 OR BLS-Day OR BLS-Night O

DALTON AMBULANCE & RESCUE INC.

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
Medicaid	**7**	**$16,905.00**	**$2,135.74**	**$2,135.74**	**100.00%**
Medicare	**80**	**$192,384.00**	**$37,671.03**	**$37,418.98**	**99.33%**
Other Insurance	**1**	**$2,410.00**	**$2,410.00**	**$2,410.00**	**100.00%**
Sub Total >	**88**	**$211,699.00**	**$42,216.77**	**$41,964.72**	**99.40%**
Grand Total >	**88**	**$211,699.00**	**$42,216.77**	**$41,964.72**	**99.40%**
Grand Totals >	**88**	**$211,699.00**	**$42,216.77**	**$41,964.72**	**99.40%**

ACTIVITY TRACKING REPORT
BY PAYOR GROUPS

Company IS DALTON AMBULANCE & RESCUE INC.; AND Trip Date IS BETWEEN 01/01/2020 AND 01/01/2021; AND Call Types IS BLS OR BLS-224 OR BLS-Day OR BLS-Night OR BL

DALTON AMBULANCE & RESCUE INC.

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
Blue Cross	21	$33,880.00	$33,880.00	$29,782.79	87.91%
Medicaid	38	$61,535.00	$11,746.59	$11,476.43	97.70%
Medicare	148	$236,303.00	$62,612.02	$57,677.43	92.12%
Other Insurance	18	$28,940.00	$25,313.05	$22,509.17	88.92%
Sub Total >	225	$360,658.00	$133,551.66	$121,445.82	90.94%

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
Veterans Administration	1	$1,635.00	$1,635.00	$1,635.00	100.00%
100% Self Pay - Insured	8	$12,485.00	$8,725.06	$2,395.06	27.45%
100% Self Pay - Uninsured	5	$8,070.00	$8,070.00	$0.00	0.00%
Sub Total >	14	$22,190.00	$18,430.06	$4,030.06	21.87%
Grand Total >	239	$382,848.00	$151,981.72	$125,475.88	21.87%
Grand Totals >	239	$382,848.00	$151,981.72	$125,475.88	82.56%

ACTIVITY TRACKING REPORT
BY PAYOR GROUPS

Company IS DALTON AMBULANCE & RESCUE INC.; AND Trip Date IS BETWEEN 01/01/2020 AND 01/01/2021; AND Call Types IS NOT BLS OR BLS-224 OR BLS-Day OR BLS-Night O

DALTON AMBULANCE & RESCUE INC.

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
Medicaid	**11**	**$26,685.00**	**$3,951.54**	**$3,951.54**	**100.00%**
Medicare	**59**	**$140,746.50**	**$28,834.83**	**$27,763.59**	**96.28%**
Sub Total >	**70**	**$167,431.50**	**$32,786.37**	**$31,715.13**	**96.73%**

	Total Transports	Total Charges	Total Allowable	Total Collected	Percent Collected
100% Self Pay - Insured	**1**	**$3,175.00**	**$3,175.00**	**$492.82**	**15.52%**
Sub Total >	**1**	**$3,175.00**	**$3,175.00**	**$492.82**	**15.52%**
Grand Total >	**71**	**$170,606.50**	**$35,961.37**	**$32,207.95**	**15.52%**
Grand Totals >	**71**	**$170,606.50**	**$35,961.37**	**$32,207.95**	**89.56%**

COMSTAR ★

Bi-Monthly Deposit / Payment Summary Reconciliation

Prepared For: **DALTON AMBULANCE & RESCUE, INC.**

Date: 2/26/2021

For the Period: 02/13/21-03/12/21

Total Deposits		$	2,036.10

Reconciling Items:

EFT's:

ChampVA	01/08/21	$	87.64
Fallon	02/07/21	$	273.67
BCBS MA	02/10/21	$	88.86
Fallon	02/11/21	$	270.16
Harvard Pilgrim	02/12/21	$	88.41

ACH Credit Card:

Other:

Net Payment Applied:	**$**	**2,844.84**

ACH Credit Card Payments- patient credit card payments issued by Comstar to the client directly
EFT - Electronic Funds Transfers- Medicare, Medicaid, VA payments, etc.
FFR Payment- payments received from FFR collections. (First Financial Resources)
Foreign Check- payment applied using the exchange rate provided by client bank
Payment Received by Client- payments clients have received and deposited, forwarding remittance to Comstar for posting.
Payment Withheld by State-payments intercepted by government for outstanding balances owed by client.
Prior/Post Billing- payments received for prior/post billing that are deposited on clients behalf.
Reimbursement- monies for previous payments returned by client
Returned Checks- checks that have been returned and payment reversed.

Net Payments Applied for: DALTON AMBULANCE & RESCUE INC.

Post Date IS BETWEEN 02/05/2021 AND 02/19/2021; AND Deposit Date IS BETWEEN 02/26/2021 AND 02/26/2021; AND Company IS DALTON AMBULANCE & RESCUE INC.; AND Yes

Printed On: 2/19/2021 at 11:37:10AM

	Paid Amount	Net Payments
Check	2,036.10	2,036.10
EFT	808.74	808.74
Total	**$2,844.84**	**$2,844.84**

	Paid Amount	Net Payments
Client	808.74	808.74
Comstar	2,036.10	2,036.10
Total	**$2,844.84**	**$2,844.84**

		FY 2018	FY 2019	FY 2020	Projected FY2022	
Salaries						
1	Ambulance Director					
2	EMS Personnel				$ 196,274	
Total Salaries		$ -	$ -		$ 196,274	
Insurance						
3	Cty Retirement				$ -	1st charges will occur in FY23
4	Group Ins.				$ 113,386	MIIA Health& Dental/ Life
5	Medicare				$ 2,846	Calculation
6	Unemployment					1st charges will occur in FY23
7	Vehicle	$ -	$ 878	$ 8,934	$ 1,500	MIIA
8	Chubb Insurance				$ 2,000	
Total Insurance		$ -	$ 878	$ 8,934	$ 119,732	
Vehicles						
9	Gas & Oil	$ 3,088	$ 3,945	$ 2,865	$ 3,300	
10	Radio Maint.					
11	Tires & Repairs	$ 1,790	$ 1,386	$ 5,433	$ 2,500	
Total Vehicles		$ 4,878	$ 5,331	$ 8,298	$ 5,800	
Ambulance						
12	License & Fees	$ 1,135	$ 290	$ 200	$ 550	
13	EMS uniforms				$ 2,340	
14	Drug / Physicals					
15	Billing Agent					
16	ALS Intercept	$ 28,780	$ 79,735	$ 45,792	$ 30,000	
17	Training&Education	$ 6,008	$ 5,585	$ 5,048	$ 5,600	
18	Disposable Supplies	$ 8,472	$ 13,853	$ 8,453	$ 8,000	
20	Ambulance Equipment	$ 3,960	$ 6,958	$ 7,114	$ 6,100	
21	Software/Reporting					
Total Ambulance		$ 48,355	$ 106,421	$ 66,607	$ 52,590	
Total Fire Department		$ 53,233	$ 112,630	$ 83,839	$ 374,395	

Salary FY22		**FY22**
FF/EMT	New Hire	$ 39,943.44
FF/EMT	New Hire	$ 39,943.44
FF/EMT	New Hire	$ 39,943.44
FF/EMT	New Hire	$ 39,943.44
On call (Midnight)	365 x $100 - no benefits	$ 36,500.00
		$ 196,273.76

Benefits

Life Insurance	**FY22 Projected**
Total	$703.18
Dental Insurance	**FY22 Projected**
Total	$2,714.04
Health Insurance	**FY22 Projected**
Total	$109,968.32
Total Benefits	
	FY22 Projected
Ambulance	$113,385.54
	$113,385.54

Step 1

Budget Vote	$	374,395.26
Budget Vote		
Total Appropriation	**$**	**374,395.26**

Step 2

Appropriation	$	374,395.26
Abatement		
Total	**$**	**374,395.26**

Est. Local Receipts	$	203,000.00
Total	**$**	**203,000.00**

Step 3

Calculate tax to be raised

Appropriation	$	374,395.26
Less Income	$	203,000.00
Balance to be raised	$	171,395.26

Step 4

Tax Calculation

Valuation	$	633,020,677.00
Rate per 1000	$	0.27

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THE BOARD OF WATER COMMISSIONERS
WORKING MEETING FOR THE FY22 BUDGET
TUESDAY, MARCH 30, 2021 AT 7:00 PM IN THE FIRE STATION.

Present: Jim Driscoll, Cam Cachat, Mike Kubicki, Cheryl Cachat

Jim called the meeting to order at 7:00 pm

1. Cheryl detailed the budget information pertaining to funding the ambulance department
    - Ambulance would be a subsection of the fire department funded by:
        - Insurance revenue from calls
        - Tax rate
    - Anticipate an operating loss this year
    - 3 scenarios were discussed for the budget for covering deficit.
        - Full on tax rate
        - Partial on tax rate utilizing free cash and stabilization funds.
        - Fully cover any deficit utilizing free cash and stabilization funds
    - Discussion of majority of residents believe that ambulance is currently a part of fire department and already paying on tax rate.
    - Anticipate an increase in revenue due to increased coverage.
2. Jim Driscoll made a motion to accept the budget as presented utilizing a transfer from free cash and stabilization funds to fully cover any anticipated shortfall in the ambulance department, seconded by Michael Kubicki, passed unanimously.

Jim made a motion to adjourn at 7:20, Mike seconded, passed unanimously.

Respectfully Submitted,

Cheryl Cachat
Treasurer/Clerk

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DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

April 27, 2021

Present: Chair Jim Driscoll, Camillus Cachat, Michael Kubicki, Fire Chief Cahalan, Clerk Cheryl Cachat, Asst Clerk Deborah Levesque
Prudential Committee: Al Nadeau
Public: Nicole Woodard- Acting Ambulance Director, Peter Cachat
Jim Driscoll called the meeting to order at 6:30 pm.

General Business:

- Minutes
  - Jim Driscoll made a motion to accept the minutes from March 30, 2021 as printed, Mike Kubicki seconded, approved unanimously.

Ambulance Report:

- Working with Western MA EMS and MA DPH (Department of Health) to move forward with the license transfer pending voter approval.
  - The decision by MA DPH is to continue on with paperwork as a name change
- The application process requires a copy of District By-Laws, Articles of Organization, and Letter of Intent
  - Clerk will send all documents required

Fire Department:

- No report

Water Department:

- No Report

Treasurer's Report:

- Spring residential water billing collection is at approx 50%
- Working with new treasurer training, all is going well

The next meeting will be the annual meeting on May 11, 2021 at 7:00pm

Jim Driscoll made a motion to adjourn, seconded by Mike Kubicki, passed unanimously.

Respectfully submitted,

Cheryl Cachat

Cheryl Cachat
Treasurer/Clerk

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DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

May 18, 2021

Present: Chair Jim Driscoll, Camillus Cachat, Michael Kubicki, Fire Chief Cahalan, Water Superintendent Benlien, Clerk Cheryl Cachat
Prudential Committee: Al Nadeau
Public: Nicole Woodard- Acting Ambulance Director, Frank Barnes, Dennis Tinker, Melanie Roucoulet
Jim Driscoll called the meeting to order at 6:30 pm.

Personnel:

- Accepted the resignation of Deborah Levesque from the Treasurer/Clerk position
- Moved to adjourn to Executive Session at 6:31pm
  - Cam Cachat, Aye
  - Jim Driscoll, Aye
  - Mike Kubicki, Aye
  - Will reconvene in open session after completion of negotiations
- Accepted the resignation of Fire Chief Cahalan with the date set as on or before September 1, 2021
  - Does have vacation time available
  - Training necessary 1-3 months depending on experience
    - Ensure set up with WMFCA for assistance & grants
  - Recommends out of department hiring
- Scheduled a meeting for May 25 at 6:30pm
  - Prepare position advertisement
    - June 1st start with advertisement
  - Where to advertise
  - Salary range
    - Chief has requested a survey from WMFCA of salaries for reference

Water Department:

- Bob submitted a written report
- Jim stated the Board wanted to talk about procedures of daily operations, with staff starting and ending the workday at the stockhouse
  - Requests everything return back to normal operations prior to the COVID pandemic
- Bob stated the following list of daily procedures are followed
  - Jamie handles testing
  - Ryan does Dig Safes
  - Alex is doing hydrant flushing
  - Then all work together as needed
- Bob then reviewed everything that was listed on written report attached

Ambulance Report:

- Inspection of ambulance was on Wednesday and went well, small minor infractions
- Applications for transfer of operating license & med license are ready to mailed

- Transfers are requested to be effective on July 1st
- List of assets for formal transfer of ownership are needed
- Any debt that may be an issue
  - Only outstanding is the payroll tax issue with the IRS
- Staffing preparation
  - Advertising in process
    - Low volume of response
  - Cam C. asked if advertisement can be for just EMT?
    - Chief stated it could be just EMT, but with training for FF
    - If willing to be trained to FF, Chief asked if the Board is good with that, response was yes
    - During COVID no training or testing was offered
  - Chief is also willing to go other way hire FF, then train as EMT
  - Nicole, not just a Dalton issue of no EMT, issue is statewide
  - Pay scale based on qualifications
    - EMT or FF or both
  - Reasonable expectations if the hire is a FF of attaining EMT 6 months, Cost $2,200
    - Quick course available 18 days
  - Reasonable expectation if the hire is an EMT of attaining call/vol FF, 6-9 months, $0
    - Full time FF training 3 mos
- Mike asked if any stumbling blocks of transfer are seen
  - Nicole sees none
- Ambulance Director position
  - Wait till staffed
  - Nicole will continue during transition
- Advertise for FF/EMT
  - Currently website, Facebook, sent to other departments
  - Should we do Berkshire Eagle?
  - Word of mouth
-

The next meeting will be meeting on May 25, 2021 at 6:30pm

Jim Driscoll made a motion to adjourn at 7:11pm, seconded by Cam Cachat, passed unanimously.

Respectfully submitted,

Cheryl Cachat

Cheryl Cachat
Treasurer/Clerk

Commissioners Meeting, May 18, 2021
Water Department

1) I have been working with Tighe & Bond about getting some engineering started for Greenridge Park Water Main Replacement just in case there is a grant opportunity that comes up from the Infrastructure funding that Biden is pushing. They are working on a price for engineering and surveying. This way if they are looking for any "Shovel Ready Projects" we will be ready.

2) I spoke with the new Town Manager about the Dalton Division Road Project. I told him that I Wanted to be kept in the loop about any progress with that project.

3) I called the BRPC about the Dalton Division Rd Project and to voice my interest in any grant opportunities for infrastructure that may come up.

4) Received an e-mail from Town Manager about a "Congressional Directed Spending" Grant Opportunity. I left a message with Peter Valinski (Tighe & Bond) to give me a call to discuss The possibility of applying for this grant. I believe our share of the cost is 20%.

5) The 2020 Annual Statistical Report has been submitted and has been received by DEP.

6) I have been working on the 2020 Consumer Confidence Report. The only thing left to put into the report is Pittsfield's Water Testing data. I just received it on Friday. Pittsfield was supposed to have it available in April. The CCR is due by July 1st.

7) I called Liberty Chevrolet and ordered the trucks. They will go into Production in October with a delivery date of January.

8) Alex Martin has been out flushing hydrants and collecting data to be used in the asset management plan. He has been recording any problems with the hydrants. There have been some that require some minor repairs. I have ordered the parts needed to get a start on that. All of the time spent doing this goes towards our in kind service. The last in kind service spread sheet total was 132 Hours.

9) We changed out the Chlorine pump at the Well Site.

10) We walked the entire length of the Windsor Raw Transmission main and couldn't find any obvious leaks. I was hoping that it was a freeze-up from the winter and that it would thaw. I spoke with Tom Garrety from LB Corp about the issues with the transmission main that runs down Wahconah Falls Rd. He Agrees that it is most likely an obstruction and we need to find a way to clear it. We are working on trying to camera the beginning of the line but the camera only reaches 150 ft. We might try to pump out the gate house so we can get down to the valve and install a 90* fitting and a piece of pipe and connect a pump to increase the velocity of the water to flush out the obstruction.

11) I spoke with Duane LeVangie from DEP about the renewal request for the District's Water Management Act Registered Withdrawal. the form needs to be submitted by June 15, 2021.The form is filled out but due to the Unique Situation with our water system Duane suggested that I provide a narrative. This will be submitted by the end of the week.

12) Alex and Ryan repaired the steering on Army Truck which we are using for flushing and that the summer help will be using.

13) We have one summer help starting next week and I have one more that I'm waiting to get back to me.

14) The EPA is requiring that all water systems Review and Update the "Risk and Resiliency Plan" and the "Emergency Response Plan" and submit an assessment by June 30, 2021.

15) We are monitoring a possible leak on East St. there has been a wet area there for a few years now. When I listen to the hydrant I can't hear any noise indicating a leak. We will keep an eye on it for any changes.

16) I have begun scheduling for the next round of Backflow tests.

17) I spoke to Kurt Neylon about the SCADA Upgrades and new computers. They are still in the works.

18) We patched the Blacktop on Daly Ave and Claremont from the water main breaks that we had over the winter.

19) We went around town with Tighe & Bond performing Fire Flow Testing. This data will be used for calculating the Hydraulic Analysis. The hydraulic analysis will give us the flow rates to all of the hydrants in town. This along with the Hydrant Flushing Spread sheet will help us calculate the amount of water used for hydrant flushing.

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DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

May 18, 2021

Present: Chair Jim Driscoll, Camillus Cachat, Michael Kubicki, Clerk Cheryl Cachat
Public: Melanie Roucoulet
Jim Driscoll called the executive session to order at 6:31 pm.

Personnel:

- Move the meeting to an executive session for purpose of employment negotiations
- Vote: Jim Driscoll Aye, Cam Cachat Aye, Mike Kubicki Aye
- Jim Driscoll offers position of Treasurer to Melanie Douglas
    - Given letter outlining pay and benefits
    - Given Employee Handbook
    - Discussed position and will accept
    - Melanie will contact regarding start date

Jim Driscoll moved to return to open session at 6:41pm.

Respectfully submitted,

Cheryl Cachat
Treasurer/Clerk

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DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

May 25, 2021

Present: Chair Jim Driscoll, Camillus Cachat, Michael Kubicki, Clerk Cheryl Cachat
Prudential Committee:
Public:
Jim Driscoll called the meeting to order at 6:30 pm.

General Business:

- Open Discussion of the hiring process to be taken for the Fire Chief
  - Review samples of job postings
    - Reviewed requirements for education / experience
    - Combine two postings
    - One short post pointing to complete post on website
  - Discussion of residence
    - Mileage from station, set a range?
    - Will determine based on applicants
  - Discussion of salary
    - Based on salary survey given by Chief Cahalan
    - Range based on experience $62,000 - $82,000
  - Clerk will send redone posting to Commissioners for approval
  - Time frame:
    - Post in various locations, accept resumes to end of June – beginning of July
    - Interviews in July - August
    - Start date mid August
  - Form committee for interviews
    - Commissioners, 1 department officer, 1 fire chief
  - Discussion of necessity for special meeting at midyear point due to increase in salaries for new personnel hired

Jim Driscoll made a motion to adjourn at 7:17 pm, seconded by Mike Kubicki, passed unanimously.

Respectfully submitted,

Cheryl Cachat

Cheryl Cachat
Treasurer/Clerk

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DALTON FIRE DISTRICT BOARD OF WATER COMMISSIONERS' MEETING

June 29, 2021

Present: Chair Jim Driscoll, Camillus Cachat, Michael Kubicki, Fire Chief Cahalan, Clerk Cheryl Cachat, Asst Clerk Melanie Roucoulet
Prudential Committee: Al Nadeau
Public: Nicole Woodard, Frank Barnes, Steve Perry
Jim Driscoll called the meeting to order at 6:30 pm.

General Business:

- Minutes
  - Jim Driscoll made a motion to accept the minutes from April 27, 2021, May 18, 2021, May 18, 2021 Executive Session and May 25, 2021 as printed, Cam Cachat seconded, approved unanimously.
- Correspondence
  - Letter from Executive Office of Energy and Environmental Affairs regarding state and land owners commitment to maintaining conservation restriction's "CR" properties.

Ambulance Report:

- Nicole reported that she has received the email version of the license transfer approval and is awaiting the paper copy in the mail to complete the transfer within the Comstar system for billing and money receipts.
- The license for possession of controlled substances has also been received.
- Jim Driscoll made a motion to appoint Nicole Woodard Ambulance Director effective July 1, 2021
  - Cam Cachat seconded, approved unanimously.

Fire Department:

- Chief reported that George Morrell's crew will be starting building repairs on Wednesday.
- Tri Town paving was the only bid received for the front apron replacement.
  - Awarded bid to them, awaiting to hear a start date.
- The renovation of the brush fire truck is well under way.
- July 6, 2021 two new employees will be starting full time.
- Was informed of the availability of a 2009 Ladder Truck for $200,000.
  - Current truck is a 1991 and due for replacement.
  - Asked commissioners if he should pursue.
  - Commissioners said to research.

Water Department:

- Report attached.
- Discussion of probability of federal funds for shovel ready projects
  - Questions regarding time frame for project, Tighe & Bond time frame, anticipated reimbursement percentage.
- Pursue water connection upgrade at Betit property on Housatonic Street.

Treasurer's Report:

- The contract for the transfer of assets will need to be rewritten due to the need of two contracts.
    - Assets belong to both Dalton Ambulance & Rescue and Dalton Fireman Association need to be split.
- The Ambulance will be registered by the district on July 1, 2021 and placed into service.
- Spring residential water late bills have been mailed.
    - Approx. 145 accounts outstanding.
- Working with new treasurer training, all is going well.
- Jim Driscoll made a motion to appoint Melanie Roucoulet Assistant Treasurer effective May 26,2021
    - Seconded by Cam Cachat, approved unanimously.
- Jim Driscoll made a motion to appoint Melanie Roucoulet Assistant Clerk effective May 26, 2021
    - Seconded by Cam Cachat, Approved unanimously.
-

The next meeting will be July 27, 2021 at 6:30pm

Jim Driscoll made a motion to adjourn the regular meeting at 7:22 and move to Executive Session and not reconvene in public session, seconded by Mike Kubicki, passed unanimously.

Respectfully submitted,

Cheryl Cachat
Treasurer/Clerk