

**MINUTES OF OFFICERS MEETING
OF THE
MISQUAMICUT FIRE DISTRICT**

July 18, 2012

The Officers' Meeting of the Misquamicut Fire District was called to order by the Moderator, William Bingham, at 4:30 p.m. on July 18, 2012.

Members present were: William Bingham, Mary Delisio, Louis Misto, Frances Myszka, Russell Ryan, William Sisco, Michelle Vacca, and Dianne Vumback. John Toscano, Solicitor, was also present.

The Notice of the Meeting of the Misquamicut Fire District was read by the Clerk.

A motion was made by Michelle Vacca and seconded by Louis Misto to accept the 2012 Annual Officer's Meeting Minutes of June 9, 2012 with one change, pending taxpayers' approval.

VOTED: That the Board accept the 2012 Annual Officer's Meeting Minutes of June 9, 2012, with one change, pending taxpayers' approval. (Delisio, Misto, Myszka, Ryan, Sisco, Vacca, Vumback – Yes).

The meeting began with the new Moderator expressing his gratitude to board members and his excitement with his new position.

OFFICER REPORTS

TREASURER

- Financial reports attached – June 30 – will be forwarded to the Auditors.**
- A request was made that the Fire Chief have the Fire Department's bookkeeper have books, records and mileage on the truck in Treasurer's office prior to the end of this month.**

A motion was made by William Sisco and seconded by Michelle Vacca that the under-expended funds in the following budget item (Beach Account #6134 in the amount of \$2,380.98) be applied to the following over-expended accounts (Misc. Repairs/Replacement Account #6043MR in the amount of \$364.32; Workmen's Comp Account #6082 in the amount of \$343.00; Taxes Account #6152 Town of Westerly in the amount of \$164.58; and Taxes Account #6153 Payroll Tax Expense in the amount of \$1,509.08).

VOTED: That the Board move the under-expended funds in the following budget item (Beach Account #6134 in the amount of \$2,380.98) be applied to the following over-expended accounts (Misc. Repairs/Replacement Account #6043MR in the amount of \$364.32;

Workmen's Comp Account #6082 in the amount of \$343.00; Taxes Account #6152 Town of Westerly in the amount of \$164.58; and Taxes Account #6153 Payroll Tax Expense in the amount of \$1,509.08). (Bingham, Delisio, Misto, Myszka, Ryan, Sisco, Vacca, Vumback – Yes)

TAX COLLECTOR

- First deposit for 2012 tax year today (including that, we have collect \$448,880).**
- Uncollected to date: \$34,971.**
- 98% collected**
- Arrears list: there are two properties under consideration for tax sale. Trying to avoid tax sale and trying to contact them.**
- Is Mr. Hartford, Town Manager, delinquent in his current taxes?**
Asked by Mr. William Sisco.

If these two properties don't come forward and pay their taxes, a tax sale shall commence. Two letters from the Solicitor have been mailed.

A motion was made by Michelle Vacca and seconded by Mary Delisio that if there is no response by July 31st, after last effort to contact them by phone, MFD will begin tax sale proceedings.

VOTED: That the board begins tax sale proceedings if there is no

response by July 31st, after last effort to contact them by phone.
(Bingham, Delisio, Misto, Myszka, Ryan, Sisco, Vacca, Vumback –
Yes)

FIRE CHIEF REPORT

- Email regarding fire station house feasibility study: John from Lawrence & Associates has a good grasp on what we are looking for.
- Station has been busy with calls (little stuff).
- John noted possible asbestos in the basement. Approximate cost would be \$150 if not asbestos, \$500 if it is. Two plans requested – one to recover it and one to take it out.
- Emily robotic lifeguard – could be a good tool for us.
- Moderator has information regarding parking lots.

Committee – Fire Station House, reported by Russ Ryan

- Met with Lawrence and Assoc. and JLN and Associates
- Went over priorities with the existing fire house and what was wanted in terms of improvements. Companies wanted onsite measurements.
- Another meeting towards end of July/August and possibly two in August will probably occur.
- The committee is planning to have everything fine-tuned and all in agreement before their September 8th special meeting.
- Question: if we could do what we want with septic
- Suggestion was made that we show what it costs to run the FD to

the taxpayers

- **Moderator to take care of the post card.**

A motion was made by Michelle Vacca and seconded by Louis Misto that the MFD make an announcement on a postcard reminding taxpayers of the September 8, 2012, meeting regarding fire station house feasibility study.

VOTED: That the board MFD makes an announcement on a postcard reminding taxpayers of the September 8, 2012, meeting regarding fire station house feasibility study.

TAX ASSESSOR

- **Tax rate to be set by next month.**
- **Westerly Tax Roll is not cooperating.**

MODERATOR:

General Announcements

- **Transition? What transition? (Please be patient ... It's only been 18 days.)**
- **Moderator (n.); Decisionmaker. Then, everyone does whatever they want.**
- **Try to check your e-mail at least once each day for messages**
- **Business cards for Board members – Will forward for your approval**

Beach Parking Pass Sales

- 255 Season Parking Passes sold through 7/17/12 = \$ 51,000
 - 07 Weekly Parking Passes sold through 7/17/12 = \$ 525
-
- Total \$ 51,525

Basketball Court Renovation Update

- Cappy's Fence scheduled to install 8' high fence beginning on 7/19.
- Cherenzia Excavation retained to assist with pole/backboard installation.

 Dig out what remains of the old pole on 7/18

 Install & cement a new 56" deep pipe (10" diameter) on 7/18

 Install & cement new pole (8" diameter) with backboard, rim & net

- J.G. Coffey to resurface half-court, same as tennis court (green/blue)
-  They will plumb-bob from rim for accurate court measurements

 Then, we will remove the rim for 2-3 days while surface cures, to

discourage anyone from using the court until the surface is ready

- 1 day to power wash surface of dirt, debris and mold
- 1 (sunny) day required to fix and repair all surface cracks
- 1 (sunny) day required to resurface 60' x 47' half-court layout

- **2-3 days to cure**

- o **Project will be completed no later than 8/6 within allotted budget. (See spreadsheet attached)**

New Financial Procedures (Note: Preliminary and in process of being finalized)

1. PURCHASES: All purchases are made by, and shall be invoiced to, the Misquamicut Fire District. There should be few, if any, exceptions. Any invoices not complying with this policy may be returned, unpaid, to the vendor, and may ultimately become the responsibility of the individual MFD employee who authorized the purchase. Whenever possible, a written estimate should be requested in advance.

2. BILLING & INVOICES: All bills and invoices shall be addressed to the Misquamicut Fire District, and sent to the attention of the Moderator at PO Box 2962, Westerly, RI 02891.

3. MFD CREDIT/DEBIT CARD: We are looking into having one credit or debit card for use by the MFD. Should any vendor be unable or unwilling to bill the MFD for a purchase, they shall be instructed to contact the Moderator who will provide the appropriate MFD credit card information necessary to complete the purchase.

4. CHARGING TO THE MFD: Currently in the process of reviewing old

lists of MFD personnel authorized to charge at various local merchants (I would appreciate it if everyone would please provide me with a list of personnel who you authorize the ability to charge at various state and local outlets). No one is to authorize another MFD employee to “sign for them,” for a purchase. Also, no one shall be permitted to sign another MFD individual’s name for a purchase. All receipts shall be turned in on a weekly basis to the Moderator, or left in the Board Room, in order that they can be matched to charges on the monthly vendor invoices and statements.

5. FUEL CHARGES (Ginger’s): Only the three (3) licensed and registered MFD vehicles – 2 MFD fire trucks and MFD pick-up truck – plus gasoline cans for fuel for our tractor, jet-ski, ATVs and boat, shall be used to incur charges for fuel to the MFD. Brian, the manager at Ginger’s, has instructed his employees record either (or both) the vehicle and/or license plate number, or indicate that the purchase is a gasoline can, for every fuel purchase charged to the MFD. In an event they fail to do so, the MFD employee making the purchase is required to do so at the time of purchase. Any MFD employee charging fuel will please legibly sign and print their name on the receipt at the time of purchase. All receipts shall be turned in on a weekly basis to the Moderator, or left in the Board Room, in order that they can be matched to charges on the monthly vendor invoices and statements.

6. STATE OF RI TAX EXEMPTION: The MFD is a tax-exempt organization. A copy of our Exemption Certificate from the State of

Rhode Island Division of Taxation is included, and should be provided to all vendors whenever anyone is purchasing items on behalf of the MFD. Will look into whether this applies to state and local taxes on fuel purchases.

7. BIDS FOR PROJECTS: All MFD projects or purchases, determined to be in excess of \$10,000 shall first be put out for bids by, at least, two vendors before any purchase can be authorized or contract awarded.

8. INSURANCE DOCUMENTATION FROM INDEPENDENT CONTRACTORS: Any independent contractors retained by the MFD must provide proof, in writing or via a copy of an appropriate certificate or documents, of their W-9 Form (copy attached), along with all appropriate RI Worker's Compensation Insurance Coverage (or a DWC-11-1C form which has been filed with the RI Dept. of Labor & Training and lists the MFD as the hiring entity) and/or other required insurances in advance of being awarded a job, or commencing any work on behalf of the MFD. (Please refer to the attachment from the RI Workers' Compensation and Fraud Compliance Unit for additional details.)

9. SHIPPING: Whenever possible, any purchase made on behalf of the MFD shall be shipped to Misquamicut Fire District, PO Box 2962, Westerly, RI 02891. For large or bulk items, or if a supplier cannot or will not ship to a Post Office box, then have the item(s) shipped to the

MFD Fire Station. Please avoid having any item purchased for the MFD shipped directly to the home of an MFD employee.

OLD BUSINESS

- Reviewed procedure for how the fire department responds to fire calls.
 - o The FD would never not roll the truck when there is a potential for emergency.

NEW BUSINESS

- Beach committee needs to meet to discuss beach issues.
 - o Discussion to include interviewing process for beach employees
 - o Scheduling concerns
 - o Need for employees at the end of the season.
 - o We have a very good group of people working at the beach.

A motion was made and seconded to adjourn the meeting at 6:17 p.m. all were in favor. The next scheduled board meeting is August 15, 2012 at 4:30 p.m.

Respectfully submitted,

Dianne Vumback

Clerk