

**UNION FIRE DISTRICT BOARD OF WARDENS  
WORKSHOP MEETING MINUTES  
131 ASA POND RD., PEACE DALE, R.I.  
NOVEMBER 1, 2004 7:00 PM**

Wardens: Present: Mr. Holland, Mr. Smith, and Mr. Gray  
Absent: Mr. Ciccone, Mr. Sprague

Chiefs: Chief Boisvert, DC Carney, Pinch, and Perry

Others: District Clerk

Mr. Holland called the meeting to order at 7:02 PM.

APPROVAL OF MINUTES OF PREVIOUS MEETING: Mr. Smith moves to dispense with the reading of the minutes of the October 18, 2004 meeting. Mr. Gray seconds the motion. All in favor. Motion carries.

COMMUNICATIONS:

A memo from Peter Holland to all personnel, advising them that they need to follow the speed limit on Asa Pond Road.

A copy of a letter to Ms. Hogan from the R.I. Ethics Commission, advising that we will have a hearing on December 7 regarding the question of firefighters receiving discounts and incentives.

A memo from DC Pinch, advising that the Chiefs recommend that the District convert to 4.5 Pak Fifty SCBA's with thirty minute cylinders. This change will require changing the SCBA brackets in all apparatus.

COMMITTEES & REPORTS:

None.

OLD BUSINESS:

ORGANIZATIONAL CHART/JOB DESCRIPTIONS: The new organizational chart was discussed at the last meeting. Mr. Holland asks for any comments. Ms. Flowers feels the tax office should be separate. Discussion ensued.

**MOTION 04-11-1:** Mr. Gray moves to accept the chart as presented. Mr. Smith seconds. All in favor. Motion carries. The Clerk is directed to post the chart on the bulletin board.

Discussion ensued regarding the job descriptions written up by Ms. Hogan for the District Tax Collector, District Clerk/ District Administrator, District Mechanic, and District Receptionist. Mr. Holland wants to change the receptionist title to secretary. The Clerk points out that this change could result in higher job

standards, and thus higher pay scale if the District needs to fill the position in the future.

**MOTION 04-11-2:** Mr. Smith moves to approve the job descriptions of District Clerk/Administrator, Tax Collector, Mechanic, and Secretary, with the change that the Mechanic position reports to the Administrator for any administrative problems, and the Tax Collector reports to the Administrator on administrative issues, and supervises the tax office staff. Mr. Gray seconds. All in favor.

Motion carries.

Mr. Holland adds that the Chief's and Deputies' job descriptions are still under review.

SCBA PROGRAM: Mr. Holland reiterates that DC Pinch has recommended conversion to Pak Fifty 4.5 SCBA's with thirty minute bottles.

NEW BUSINESS:

HYDRANTS ON PRIVATE ROADS: Chief Boisvert has been approached regarding hydrants in a new development on Tuckertown Road. He is seeking the Board's guidance as to whether they feel that we should place a hydrant on the private side of the entrance to the development, or the public property side. Discussion ensued. The Board agrees that the hydrant at the entrance should be placed on public property.

NEXTEL PHONE ACCOUNT: Mr. Smith has gone through the bill with the administrator and code enforcement, and has corrected misunderstandings about the billing. He recommends that we put two more of the phones on the 300 minute plan, to offset the overage charges. Discussion ensued. Mr. Gray wants to investigate other phone plans.

HIRE NEW TAX OFFICE STAFF: Ms. Flowers needs another staff person for the tax season, and she recommends Jean Clarke for the position.

**MOTION 04-11-3:** Mr. Smith moves to approve Jean Clarke as new part time tax office staff. Mr. Gray seconds. All in favor. Motion carries.

QUOTES FOR INSTALLING RADIO IN NEW ENGINE 3: DC Carney has obtained one quote from Seaport for installing the radio in the new engine, at a cost of \$768.00. He is waiting for a quote from CyberComm. If that comes in lower, he will go with the lower quote. Discussion regarding what account will pay for the charges. The Board will discuss with Ricky DeSista which account will be affected.

CHIEF'S/DEPUTIES' REPORTS:

The Chief would like to add Mike Rogers and Travis Armstrong, both from Station 9, to the driver list.

**MOTION 04-11-4:** Mr. Gray moves to add Mike Rogers and Travis Armstrong to the driver list. Mr. Smith seconds. All in favor. Motion carries.

FIRE PREVENTION:

No report.

TRAINING GROUND REPORT:

DC Perry would like to use \$3000.00 from the burn building repair account to add a fourth bottle to the compressor downstairs. Mr. Holland advises him to put a proposal together, with a requisition, so the Board can take action on it. Discussion ensued regarding repairs to the burn building and the tower.

**SHELTER AT TRAINING GROUND:** DC Perry would like to go out to bid for the shelter. Mr. Holland explains that he has the blueprints and a material list, and he is ready to go out to bid, but first he wants to show them to Ms. Hogan to get specs drawn up. Discussion.

STATION REQUESTS:

**STATION 9-BREAKFAST AT STATION ON NOVEMBER 21:** Captain Collinson would like permission to have a breakfast at the Station on November 21.

**MOTION 04-11-5:** Mr. Gray moves to allow the request. Mr. Smith seconds. All in favor. Motion carries.

COMMENTS FROM CITIZENS/FIREFIGHTERS:

The Clerk advises that the agenda for the monthly meeting will close on Wednesday, November 10, at noon, because Thursday, November 11 is a holiday.

DC Perry reports that there was a "line of duty death" program last week that was very well received. Also, there was a walkthrough at Buckley Heating yesterday, which was very informative, and the first probationary class was held last Thursday night.

Mr. Holland asks how close we are to having the new truck in service. Chief Boisvert estimates within the next week to ten days.

Mr. Smith moves to adjourn. Mr. Gray seconds. Meeting adjourned 7:55 PM.

Respectfully submitted,

Bette Marco  
District Clerk

Date Amended \_\_\_\_\_

Date Accepted \_\_\_\_\_

I, Bette Marco, District Clerk, do certify that the attached minutes are a true and accurate copy of the November 1, 2004 Meeting of the Board of Wardens of the Union Fire District and that they have not been amended except as cited above.

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Bette Marco, District Clerk