

**UNION FIRE DISTRICT BOARD OF WARDENS' MEETING
MEETING MINUTES
131 ASA POND RD., PEACE DALE, R.I.
NOVEMBER 20, 2006 7:00 PM**

WARDENS PRESENT: Mr. May, Mr. Ciccone, Mr. Smith, Mr. Boisvert
and Mr. Gray

PERSONNEL PRESENT: DC Carney, and Quinn

OTHERS PRESENT: District Clerk, Ms. Hogan, Ms. Flowers, and Mr. DeSista

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

APPROVAL OF MINUTES OF PREVIOUS MEETING:

Mr. May moves to dispense with the reading of, and approve, the minutes of the November 6, 2006 meeting. Mr. Smith seconds. All in favor. Motion carries.

COMMITTEES:

STATION 5 BUILDING COMMITTEE BID AWARD: Mr. Smith reports that the committee met again and contacted the two low bidders regarding their final bids.

MOTION 06-11-1: Mr. Smith moves to award the building renovations and addition to High Tech Construction, Inc. for a \$656,800.00 base cost and add alternate #1, with the provision that the committee can make changes to the contract as needed, but not to exceed \$740,000.00 total that was authorized by the taxpayers. Mr. Gray seconds. Mr. May asks if there is a time frame for completion, and if there is a defined payment schedule. Mr. Smith states there is a 90 day time frame, except when the weather is too cold, the job can be completed in the spring. Ms. Hogan explains that there are monthly progress payments written into the contract. All in favor. Motion carries.

MOTION 06-11-2: Mr. Gray moves to execute a construction agreement between the District authorizing the Chairman of the Board to sign the contract on behalf of the District, subject to legal counsel review. Mr. Smith seconds. Mr. May asks if there are any stipulations in the contract for incentives to improve upon pricing as the job goes forth, or adverse effect for the job running over. Ms. Hogan explains that this will be reviewed and appropriate changes will be made, to be negotiated between the Board and the contractor. Mr. May asks if there is a construction manager. Mr. Ciccone advises that will be the committee and the architect. All in favor. Motion carries.

PERSONNEL HANDBOOK REVISIONS:

MOTION 06-11-3: Mr. Smith moves to move this item to the bottom of the agenda. Mr. Boisvert seconds. All in favor. Motion carries.

OLD BUSINESS:

REQUEST FOR TRUCK DONATION FOR FIRE PREVENTION: Mr. Ciccone has spoken to the mechanic, the Chief, and the Administrator, and has been assured that SS3 can tow the trailer when needed. There is no need for another vehicle at this time. Mr. Boisvert agrees. Mr. May asks what the District policy is regarding donations. Discussion ensued.

TRAINING GROUND SHELTER: DC Collinson has obtained three quotes for concrete footings, and one quote for asphalt. We have not received approval from the building inspector yet, to go ahead with the project. Discussion.

MOTION 06-11-4: Mr. Smith moves to table this issue until the next meeting. Mr. Boisvert seconds. All in favor. Motion carries. Mr. May directs the Administrator to assist DC Collinson so all paperwork will be in order for the next meeting.

COMMUNITY SERVICE POLICY: Ms. Hogan presents a memo to the Board listing questions that should be addressed, as well as a copy of a letter to the Driver Retraining Section, declining participation in the program at this time. The proposed policy should be reviewed by the Board, and then be placed on the agenda for the December 18 meeting for further action. Discussion regarding community service.

NEW BUSINESS:

JERRY BROWN FARM/SOUTH JERRY COVE SETTLEMENT: Ms. Flowers has been asked by the treasurer of the association if the UFD will follow the Town's decision as regards settlement for over-taxation of the association property. The District's abatement will amount to \$2331.52. Discussion.

MOTION 06-11-5: Mr. May moves to approve the abatement of \$2331.52. Mr. Boisvert seconds. All in favor. Motion carries.

FULL TIME CODE ENFORCEMENT PERSON: Applications have been received in response to the newspaper advertisement; it is time to schedule interviews. Mr. May asks if there is a detailed job description; if not, he asks Mr. Emmott and the Administrator to put one together for approval at the next meeting. Mr. Smith suggests that if the job description is approved at the December 4 meeting, the interviews can take place on December 7th, and the appointment can be made at the December 18th meeting. Discussion regarding makeup of interview board. The interviews will be done by Tony Ciccone, Jon Smith, Bob Emmott, Bruce Rice, and Bob Perry, if he is interested in sitting in.

REQUEST FOR MDA FUNDRAISER: Keith Maine would like to do a "Fill the Boot" fundraiser for the MDA on Friday. Discussion regarding how the drive will be done. The Board approves the fundraiser.

APPROVE PAYMENT FOR NEW SH1: Mr. Ciccone advises that the new apparatus is in North Smithfield, and should be ready for delivery within two weeks. He would like to make sure the payment is ready upon delivery and inspection of the truck.

MOTION 06-11-6: Mr. May moves to approve payment for the apparatus upon delivery and acceptance, not to exceed \$400,000.00. Mr. Smith seconds. All in favor. Motion carries.

MOTION 06-11-7: Mr. May moves to add fire detail coverage to the agenda for discussion purposes. Mr. Boisvert seconds. All in favor. Motion carries.

Bob Emmott has advised the Board that firefighters on details will not be covered by our insurance if they are paid by the organization requesting the detail, instead of being paid by the UFD. Discussion ensued. This item will be placed on the agenda for the next meeting.

TAX COLLECTOR'S REPORT/ABATEMENTS:

Mr. Smith moves to approve the report as presented. Mr. Gray seconds. All in favor. Motion carries.

COMMENTS FROM CITIZENS/FIREFIGHTERS:

Chris Cummiskey has raffle tickets for the Lions Club fundraiser, and would like to let everyone know that if they are interested in buying any, they can contact him.

DC Carney states that the new door in the basement of station 3 will block the fire alarm box, and the box will need to be moved. Tom Browning says he is aware of the situation, and will take care of it.

Mr. Ciccone advises that the boiler at station 1 was being installed today, and should be completed by now.

PERSONNEL HANDBOOK REVISIONS: Sections 2.4 through 5.2 were reviewed and discussed. The employee benefits were discussed at length, with no resolutions. The Board will continue the discussion at the next meeting.

Mr. Smith moves to adjourn. Mr. Boisvert seconds. Meeting adjourned at 10:12 PM.

Respectfully submitted,
Bette Marco
District Clerk

Date Amended _____
Date Accepted _____

I, Bette Marco, District Clerk, do hereby certify that the attached Minutes are a true and accurate copy of the Minutes of the November 20, 2006 meeting of the Board of Wardens of the Union Fire District, and that they have not been amended except as cited above.

Bette Marco, District Clerk