

**UNION FIRE DISTRICT BOARD OF WARDENS  
MEETING MINUTES  
131 ASA POND RD., PEACE DALE, R.I.  
JUNE 18, 2007 7:00 PM**

Wardens: Present: Mr. Ciccone, Mr. Boisvert, Mr. May, Mr. Gray and Mr. Steere

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

Others: District Clerk, Mr. DeSista, and Ms. Hogan

Mr. May called the meeting to order at 7:00PM.

APPROVAL OF MINUTES OF PREVIOUS MEETING: Mr. Ciccone moves to dispense with the reading of, and approve, the minutes of the June 4, 2007 meeting. Mr. Steere seconds. All in favor. Motion carries.

COMMITTEES & REPORTS:

**STATION 5 BUILDING COMMITTEE REPORT:** Mr. Ciccone reports that there is a lot of progress. Mr. Boisvert states that the walls are on the way up.

NEW BUSINESS:

**THANKS FROM SPECIAL OLYMPICS:** All Wardens received copies of a letter of thanks from the Special Olympics for the use of station 3 for their awards ceremonies.

APPOINTMENTS:

**MOTION 07-6-1:** Mr. Ciccone moves to reappoint the Chief, Deputy Chiefs, Clerk, Treasurer, and Solicitor as is. Mr. Steere seconds. All in favor. Motion carries.

APPROVE NEW PERSONNEL HANDBOOK:

**MOTION 07-6-2:** Mr. Boisvert moves to move this item to the end of the agenda. Mr. Steere seconds. All in favor. Motion carries.

**DISTRICT CREDIT CARD:** Mr. Desista reports that the application has been signed, and is on his secretary's desk; he only has to deliver it to Washington Trust. We should have the card shortly. Discussion.

**APPROVE REVISED SOG's:** The Chiefs have revised the SOG regarding Rapid Intervention Deployment.

**MOTION 07-6-3:** Mr. Boisvert moves to accept the revised SOG. Mr. Ciccone seconds. All in favor. Motion carries.

**TRAINING GROUND USE POLICY:** An SOG for use of the training grounds was drawn up and presented to all Wardens.

**MOTION 07-6-4:** Mr. Boisvert moves to approve the policy as presented. Mr. Steere seconds. All in favor. Motion carries.

**APPROVE NEW MOBILE INTERCOM TOTAL:** DC Carney would like to alter the previously approved purchase of mobile intercoms from 5 to 6. There is money in the budget to cover this.

**MOTION 07-6-5:** Mr. Boisvert moves to approve the change in the approved purchase. Mr. Ciccone seconds. All in favor. Motion carries.

**MISSION/VISION STATEMENT:** The Chiefs present revised copies of the mission/vision statement that they have written to all Wardens. Discussion. A change is made in the last statement to change the word "to" to "of".

**MOTION 07-6-6:** Mr. Boisvert moves to adopt the statements, with the change as noted. Mr. Steere seconds. All in favor. Motion carries.

**STATE SENATE GRANT NARRATIVE:** The application for the State Senate grant has been received, and the Clerk is looking for direction as to how the Wardens would like the funds allocated. The Wardens will consider this and return with recommendations for the next meeting.

**AWARD FIRE ALARM INSPECTION CONTRACT:** The contract was advertised in the local papers, and copies were sent to three vendors. One quote was received from PAV Electric, for a total of \$3300.00 per year.

**MOTION 07-6-7:** Mr. Gray moves to award the contract to PAV Electric, for \$3300.00. Mr. Ciccone seconds. All in favor. Motion carries.

**APPROVE NE FIRE CHIEF SHOW REIMBURSEMENT:** Mr. Ciccone asks that the District reimburse any Chiefs, Wardens, or employees who wish to attend the show for admission, parking, and toll fees.

**MOTION 07-6-8:** Mr. Ciccone moves to approve up to \$125.00 to reimburse any Chief, Warden, or employee who wishes to attend the show, for admission, parking, and tolls. Mr. Steere seconds. All in favor. Motion carries.

**ENCUMBRANCES:** Discussion regarding when and how funds can be encumbered.

**APPROVE VAN FOR FIRE ACADEMY:** DC Quinn wants the Wardens to be aware that two vans will be rented from Yankee Chevrolet for the Fire Academy weekend. The funds have already been approved.

**DUTY ENGINE:** Mr. Gray explains that nothing was budgeted in the new budget for the duty engine, and asks DC Pinch if there will be monies left over from LOSAP to cover expenses. DC Pinch explains that we can encumber left over funds from the current budget to cover any costs. Discussion regarding how the funding is used for the duty engine, and how the system is working.

**LAWN CUTTING:** Mr. Gray states that the Board expects the same lawn cutting service as we received from the previous vendor. He will contact the person doing the mowing to explain that the lawns must be trimmed as well as mowed. Discussion.

**APPROVE NEW PERSONNEL HANDBOOK:** Ms. Hogan has reviewed the last draft of the handbook, and has no problems with the language. Mr. Hiener asks if the difference between appointees and employees was ever resolved. Discussion. On page one, the phrase "appointee to a" will be deleted.

**MOTION 07-6-9:** Mr. Boisvert moves to approve the new draft as the final copy, as corrected at this meeting. Mr. Ciccone seconds. All in favor. Motion carries.

**STATION REQUESTS:**

**STATION 9 ELECTRICAL REPAIRS:** Three quotes were received for the required work, and all were over budget. Discussion. All quotes will be discarded, and Mr. Steere will draw up specs for the work to be done.

**MOTION 07-6-10:** Mr. Boisvert moves to have Mr. Steere write up specs to do the appropriate job as needed to replace the bay lights and install cord reels. Mr. Ciccone seconds. All in favor. Motion carries.

**TAX COLLECTOR'S REPORT/ABATEMENTS:**

**MOTION 07-6-11:** Mr. Ciccone moves to accept the report as presented. Mr. Boisvert seconds. All in favor. Motion carries.

**MOTION 07-6-12:** Mr. Ciccone moves to add the maintenance job description to the agenda. Mr. Boisvert seconds. All in favor. Motion carries. Mr. Steere wants the salary range added to the job description. Discussion. The salary range of \$25,000 to \$35,000 will be included in the posting of the job.

**COMMENTS FROM CITIZENS/FIREFIGHTERS:**

Chief Perry states that the station 7 roof over engine 18 is leaking. The maintenance person will be advised.

Mr. Ciccone states he has heard rumors regarding the ladder truck and the new pumper, and explains that they are unfounded.

Mr. Boisvert moves to adjourn. Mr. Gray seconds. All in favor. Meeting adjourned at 8:10 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 June 18, 2007 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