

**UNION FIRE DISTRICT BOARD OF WARDENS  
MEETING MINUTES  
131 ASA POND RD., PEACE DALE, R.I.  
JULY 2, 2007 6:00 PM**

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

Chiefs: DC Carney, Collinson, and Pinch

Others: District Clerk, Ms. Flowers, Ms. Butler, Ms. Lambert, and Ms. Clarke

Mr. May called the meeting to order at 6:00PM.

Mr. May explained that the purpose of the meeting was to determine the clerical needs of the District. Discussion ensued regarding staffing and job duties in the tax office, reception, and the need for data entry. The consensus is that we need to decide on what program will be used, and then decide what additional staffing may be necessary.

APPROVAL OF MINUTES OF PREVIOUS MEETING: Mr. Steere moves to dispense with the reading of, and approve, the minutes of the June 18, 2007 meeting. Mr. Boisvert seconds. All in favor. Motion carries.

CORRESPONDENCE:

A letter from Firemen's Relief, requesting donations. The letter is filed for information only.

COMMITTEES & REPORTS:

**STATION 5 BUILDING COMMITTEE REPORT:** Mr. Ciccone reports that the next meeting will be on July 12. Not much is going on this week, due to the holiday, but he is impressed with the progress that is being made. The first payment was approved and forwarded to the treasurer for payment.

NEW BUSINESS:

**APPROVE REVISED SOG's:** Two more SOG's, for mutual aid to Narragansett, and training ground usage by outside agencies, were presented.

**MOTION 07-7-1:** Mr. Boisvert moves to approve the revised SOG's. Mr. Steere seconds. All in favor. Motion carries.

**STATE SENATE GRANT NARRATIVE:** The Wardens have considered the possible uses for the grant funds. Discussion. The clerk is directed to investigate the cost of upgrading the phone system and report back to the Board at the next meeting.

**DUMPSTERS:** The Clerk explains that a statement was received from the trash people, with two extra charges on it, which were for dumpsters at two stations. These were not ordered through the office. Discussion regarding dumpsters for the stations.

**MOTION 07-7-2:** Mr. Ciccone moves to have the administrator send a memo to the stations, reminding them that all requests for trash removal should go through the office, and if extra trash is generated from a station sponsored affair, the station is responsible for the expense of having it removed. Mr. Steere seconds. All in favor. Motion carries.

**AWARD BID FOR STATION 2 CONCRETE WORK:** The job was advertised in the local papers, and specs were sent out to three concrete contractors, but only one bid was received, from South County Concrete Foundations, for a total of \$3933.00.

**MOTION 07-7-3:** Mr. Boisvert moves to award the job to South County Concrete Foundations, for a cost not to exceed \$3933.00. Mr. Ciccone seconds. All in favor. Motion carries.

CHIEF'S LIST:

**ORDER HAY FOR TRAINING GROUND:** Chief Perry has requested permission to buy hay for the burn building, for a total of \$1000.00. Discussion regarding Kingston Fire District paying for hay, and whether three price quotes are necessary for this purchase.

**MOTION 07-7-4:** Mr. Boisvert moves to allow the purchase of the hay, for a cost not to exceed \$1000.00, after three quotes have been obtained. Mr. Ciccone seconds. All in favor. Motion carries.

**REVIEW SPECS/GO OUT TO BID FOR TG SHELTER:** DC Collinson has presented plans and specifications to all Wardens for the shelter at the training ground.

**MOTION 07-7-5:** Mr. Steere moves to allow DC Collinson to go out to bid on the plans and specs as presented. Mr. Boisvert seconds. All in favor. Motion carries.

**ADD BILL BILLINGS, STATION 9, TO DRIVER LIST:**

**MOTION 07-7-6:** Mr. Ciccone moves to add Bill Billings to the driver list. Mr. Boisvert seconds. All in favor. Motion carries.

COMMENTS FROM CITIZENS/FIREFIGHTERS:

**MOTION 07-7-7:** Mr. Steere moves to add to new business discussion of obtaining an electric lock release for the hallway door. Mr. Boisvert seconds. All in favor. Motion carries.

Mr. Steere feels that, if the door to the hallway is to remain locked at all times, we should install an electronic release so the receptionist doesn't have to keep opening the door when people come to the offices. Lengthy discussion regarding the locked door and interruptions in the code enforcement office.

**MOTION 07-7-8:** Mr. Steere moves to table this, and add it to the agenda for the next meeting. Mr. Boisvert seconds. All in favor. Motion carries.

Mr. Boisvert moves to adjourn. Mr. Steere seconds. All in favor. Meeting adjourned at 7:56 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 July 2, 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