

## Warden's Workshop Meeting

April 18, 2010

Union Fire District Office

Attendance: Warden Boisvert, Warden Ciccone, Warden Steere, Warden McClaron, Warden White, Chief Perry, DC Carney, DC Pinch, DC Collinson, DC Quinn

The meeting was called to order at 10:14 AM.

### AGENDA

#### New Business

##### I. Duty Warden Schedule

Duties of the Duty Warden Schedule were discussed. There was a determination of 3 levels of duties would be implemented:

Level 1, minor decisions made on the spot (i.e. Purchase Orders).

Level 2, polling of other Wardens would be necessary for some decisions.

Level 3, major decisions would have to wait for a full vote of the Board.

The following Duty Warden Schedule was introduced:

Warden Ciconne – May 2010

Warden Boisvert – June 2010

Warden Steere – July 2010

Warden McClaron – August 2010

Warden White – September 2010

Further discussion included:

Vacation notification schedules should be communicated in advance.

Internal Communications, both system and specific telephone calls needed to be streamlined. Chief Perry to discuss internal communications and posting of vacation schedules in advance with Administrator Marco.

##### II. Discuss Job Descriptions: Chief and Deputies

Discussion of job descriptions ensued.

##### III. Training Ground Use Fees For Outside Burns

Discussion of training ground fees ensued. The committee reviewing such fees has scheduled a meeting for May 19, 2010 at 7 PM at the UFD office. The committee will make recommendations to the Board of any changes in the training ground usage fees.

##### IV. New Apparatus

Discussion of the option to Lease/Purchase of 2 Class A pumpers ensued. The terms of the agreement being considered will cover 3 years. Maintenance records were also discussed.

Meeting adjourned 12: 14

Respectfully submitted,

Deputy Chief Kevin D. Quinn

Union Fire District of South Kingstown