

**UNION FIRE DISTRICT BOARD OF WARDENS
MEETING MINUTES
131 ASA POND ROAD, WAKEFIELD, R.I.
AUGUST 17, 2015
7:00 PM**

Wardens: Present: Mr. Steere, Mr. Ciccone, Mr. Boisvert, Mr. McClarnon and Mr. Sloan

Chiefs: Deputy Chiefs Collinson, Whaley and Cinquegrana

Others: District Clerk and Mr. DeSista

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

APPROVAL OF MINUTES OF PREVIOUS MEETING:

Motion 15-8-1: Mr. McClarnon moves to approve the minutes from the meeting held on July 20, 2015. Mr. Sloan seconded the motion. All in favor; motion carries.

COMMITTEES & REPORTS:

BUILDING COMMITTEE REPORT: Mr. Steere reported that the Building Committee met tonight and reviewed design drawings for the Workshop Storage building. Mr. Steere further reported that the District heard from the South Kingstown Land Trust regarding the land swap proposal and which is still pending legal review.

TRAINING COMMITTEE REPORT: Deputy Chief Collinson then advised that Firefighter Level 1 class will be starting on September 1st and classes will be held on Tuesdays and Thursdays at the District offices until finishing on December 29th. Deputy Chief Collinson further reported that a HAZMAT training class will begin once the Firefighter Level 1 class is completed. Deputy Chief Collinson further reported that the District will also be holding an (NFPA 1002) Aerial training class which is scheduled to start in late August.

NEW BUSINESS:

DISCUSS SOUTH KINGSTOWN FIREFIGHTERS PARADE AND RELIEF FUNDS: Mr. Munson then requested that funds be released for the South Kingstown Firefighter's Parade which will be held on Sunday, September 27, 2015. Mr. Munson further advised plans are in the works to host a Touch a Truck event at the Wakefield mall parking area on the day prior to the parade. Mr. Munson then inquired if either Station 3 or the Training grounds could be used for post parade refreshments as the Elks Hall was unavailable on that date. Mr. Boisvert then inquired if the parade route had been changed for this year. Mr. Munson then advised that present plans are to start the parade on Holley Street and to travel onto Main Street to High Street with the parade ending at the Wakefield Elementary School. Mr. Munson further advised that there is a meeting on Thursday to finalize the parade plans and which could include the parade starting at the Wakefield Elementary School and ending on Holley Street if refreshments were going to be served at the Forestry Fire Station. Mr. Ciccone then discussed

potential parking issues as persons attending the 12 noon mass at Saint Francis Church often park at the Wakefield Elementary School. Discussion ensued regarding utilizing either the Administration building or Forestry Station and it was agreed that Forestry location was better as it was closer to the parade route but either location could be used for post parade refreshments. **Motion 15-8-2:** Mr. Ciccone then made a motion to authorize the release of funds for the Annual Firefighter's Parade and the annual contribution to the Firefighter's Relief Association. The motion was seconded by Mr. Sloan. All in favor; motion carries.

APPROVE PURCHASE OF AED EQUIPMENT: **Motion 15-8-3:** Mr. McClarnon then made a motion to approve the purchase of an AED from HeartSmart.com for the sum of \$1,368 in accordance with the District purchasing policy. The motion was seconded by Mr. Boisvert. All in favor; motion carries. **Motion 15-8-4:** Mr. McClarnon then made a motion to approve the purchase of six (6) AED batteries from Allied 100 for the sum of \$659.10 in accordance with the purchasing policy. The motion was seconded by Mr. Sloan. All in favor; motion carries.

APPROVE RE-LETTERING FIRE APPARATUS: Discussion ensued regarding the re-lettering of six (6) District apparatus. **Motion 15-8-5:** Mr. Sloan then made a motion to approve the re-lettering of District fire apparatus from Quinn Signs for the total sum of \$1,875 in accordance with the District purchasing policy. The motion was seconded by Mr. Ciccone. All in favor; motion carries.

APPROVE MICROWAVE LINK REPAIR AT TEFFT HILL: Discussion ensued regarding pending microwave link repairs at Tefft Hill Tower and which repairs were estimated at \$26,763.36. Further discussion included that Kingston Fire Chief Barrington was looking into grant funding from RIEMA and the microwave repairs costs would be shared by the Kingston Fire District, Union Fire District and the Town of South Kingstown. **Motion 15-8-6:** Mr. Ciccone then made a motion to approve the repairs to the microwave with the estimated cost share for the Union Fire District at \$8,921.12 as per the District purchasing policy. The motion was seconded by Mr. Sloan. All in favor; motion carries.

APPROVE PURCHASE OF COMPUTER SWITCHES: Discussion ensued regarding the purchase of this equipment and which is needed for the fiber optic connection to the Administration Building and the Maintenance Garage. **Motion 15-8-7:** Mr. McClarnon then made a motion to approve the purchase of the computer switch equipment from CDW-G for the total sum of \$1,664.73 in accordance with the District purchasing policy. The motion was seconded by Mr. Sloan. All in favor; motion carries.

APPROVE PURCHASE OF COMPUTER SPAM FILTER: **Motion 15-8-8:** Mr. Sloan then made a motion to approve the purchase of computer spam filter from Secure Future Technology for the annual fee of \$600. The motion was seconded by Mr. Ciccone. All in favor; motion carries.

APPROVE TELEPHONE EQUIPMENT LEASE TO PURCHASE: Discussion ensued regarding the telephone equipment lease to purchase. **Motion 15-8-9:** Mr. Boisvert then made a motion to withdraw the agenda item. The motion was seconded by Mr. Ciccone. All in favor; motion carries.

APPROVE IP PHONE SERVICE: Discussion ensued regarding the IP phone service. **Motion 15-8-10:** Mr. Boisvert then made a motion to withdraw the agenda item. The motion was seconded by Mr. Ciccone. All in favor; motion carries.

APPROVE PURCHASE OF 6TH EDITION ESSENTIALS OF FIRE FIGHTING BOOKS AND STUDY GUIDES: **Motion 15-8-11:** Mr. Boisvert then made a motion to approve the purchase of 6th Edition Essentials of Fire Fighting books and study guides from the Connecticut Fire Academy for the total cost of \$2,297.24. The motion was seconded by Mr. McClarnon. All in favor; motion carries.

DISCUSS REQUEST FOR USE OF DISTRICT FACILITIES FOR FEMA DISASTER RECOVERY CENTER: Discussion ensued regarding a request by RIEMA for use of the Union Fire District Administration Building as a Disaster Recovery Site in the event of an emergency. **Motion 15-8-12:** Mr. Boisvert then made a motion to approve the request by FEMA to utilize the Administration Building as a Disaster Recovery Site. The motion was seconded by Mr. Sloan. All in favor; motion carries.

DISCUSS UFD SOG'S: Discussion ensued regarding the access of District SOGS's. The District SOG's are available on all District computers and information as to how to access the SOG's was sent out on the District blast e-mail.

APPOINTMENTS: **Motion 15-8-13:** Mr. Ciccone then made a motion to appoint Fire Chief Jack Carney, Deputy Chief Steve Pinch, Deputy Chief Richard Collinson, Deputy Chief Lance Whaley, Deputy Chief Tony Cinquegrana, Legal Counsel Margaret Hogan, Treasurer Richard DeSista and Clerk John Blessing. The motion was seconded by Mr. McClarnon. All in favor; motion carries.

DISCUSS LETTER FROM HOPE VALLEY-RICHMOND FIRE DISTRICT: Mr. Steere then discussed a letter received from Hope Valley-Richmond Fire District and which thanked the Union Fire District for provided coverage during Chief Stanley's retirement dinner.

DISCUSS LETTER FROM LAKE MISHNOCK FIRE DEPARTMENT: Mr. Steere then discussed receiving a letter from the Lake Mishnock Fire Department and which thanked the Union Fire District for the recent use of a reserve engine.

APPROVE PURCHASE OF DIVE TEAM EQUIPMENT: **Motion 15-8-14:** Mr. Ciccone then made a motion to approve the purchase of dive team equipment for the total sum of \$12,000 from Scuba Shack in accordance with District purchasing policy. The motion was seconded by Mr. Boisvert. All in favor; motion carries.

TREASURER'S REPORT: Mr. DeSista had provided copies of the treasurer's report for the Wardens.

TAX COLLECTOR'S REPORT/ABATEMENTS: **Motion 15-8-15:** Mr. Ciccone moves to accept the Tax Collector's report as presented. The motion was seconded by Mr. McClarnon. All in favor; motion carries.

COMMENTS FROM CITIZENS/FIREFIIGHTERS: Deputy Chief Collinson then inquired if there were any budgeted funds for outside landscaping improvements at the

Administration building. Discussion ensued regarding this matter and this matter to be placed on the next Wardens' meeting agenda for further discussion.

ADJOURNMENT: **Motion 15-8-16:** Mr. Ciccone moves to adjourn the meeting at approximately 7:29 PM and which was seconded by Mr. McClarnon. All in favor; motion passes.

The next Wardens' meeting is scheduled for Monday, September 21, 2015 at 7:00 PM.

Respectfully submitted,

John P. Blessing
District Clerk

Date Amended _____

Date Accepted _____

I, John P. Blessing, District Clerk, do certify that the attached minutes are a true and accurate copy of the August 17, 2015 Meeting of the Board of Wardens of the Union Fire District of South Kingstown and that they have not been amended except as cited above.

John P. Blessing
District Clerk