

**UNION FIRE DISTRICT BOARD OF WARDENS
MEETING MINUTES
131 ASA POND ROAD, WAKEFIELD, R.I.
SEPTEMBER 21, 2015
7:00 PM**

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

Chiefs: Chief Carney, Deputy Chiefs Pinch, Collinson, Whaley and Cinquegrana

Others: District Clerk and Mr. DeSista

Mr. Steere called the meeting to order at approximately 7:08 PM.

APPROVAL OF MINUTES OF PREVIOUS MEETING:

Motion 15-9-1: Mr. Sloan moves to approve the minutes from the meeting held on August 17, 2015. Mr. McClarnon seconded the motion. All in favor; motion carries.

COMMITTEES & REPORTS:

BUILDING COMMITTEE REPORT: Deputy Chief Pinch reported that the Building Committee met tonight and discussed setting up a subcommittee to look at renovations at Station 2, renovations to Station 1 has begun and bids will be going out for the Workshop Storage building project. The next Building Committee is scheduled for November 2, 2015 at 6:00 PM.

TRAINING COMMITTEE REPORT: Deputy Chief Collinson then advised that Firefighter Level 1 class has been ongoing and is in the fourth week, the Ladder class will be finishing up next week and training is going well for the District.

NEW BUSINESS:

APPROVE PURCHASE OF CLASS A FOAM: Motion 15-9-2: Mr. McClarnon then made a motion to approve the purchase of Phos-Chek class A foam from Lakes Region Fire Apparatus Inc. for the sum of \$653.72 in accordance with the District purchasing policy. Mr. Ciccone then seconded the motion. Discussion then ensued about the need for additional five gallon buckets of the class A foam. Further discussion ensued regarding how much money if available in the present foam budget. Deputy Chief Collinson then discussed increasing the purchase of the five gallon class A foam buckets to thirty buckets in total. Mr. McClarnon then amended the motion from five buckets of five gallons of class A foam to thirty buckets of five gallons of class A foam along with shipping costs. The amended motion was seconded by Mr. Ciccone. All in favor; motion carries.

APPROVE PURCHASE OF IN LINE FOAM EDUCATORS: Motion 15-9-3: Mr. McClarnon then made a motion to approve the purchase of four Task Force Tips In Line Foam Educators from Shipman's for the total sum of \$2,300 in accordance with the District purchasing policy. Mr. Sloan seconded the motion. All in favor; motion carries.

APPROVE PURCHASE OF FOAM EXPANSION TUBES: **Motion 15-9-4:** Mr. McClarnon then made a motion to approve the purchase of four Elkhart foam expansion tubes from Firematic for the total sum of \$720 in accordance with the District purchasing policy. The motion was seconded by Mr. Sloan. All in favor; motion carries.

AWARD HOSE BID: Discussion ensued regarding the hose bid. **Motion 15-9-5:** Mr. McClarnon then made a motion to award the hose bid to the Firematic, low bidder, for the total sum of \$3,544 in accordance with the District purchasing and bid policy. The motion was seconded by Mr. Sloan. All in favor; motion carries.

AWARD AUDIT SERVICES BID: Discussion ensued regarding the audit services bid. **Motion 15-9-6:** Mr. Ciccone then made a motion to award the audit services bid to Robert J. Civetti, CPA, LLC over a three year period for a total of sum of \$21,350 in accordance with the District purchasing policy. The motion was seconded by Mr. McClarnon. All in favor; motion carries.

AWARD PURCHASE OF NFPA FIRE PREVENTION WEEK MATERIALS: **Motion 15-9-7:** Mr. McClarnon then made a motion to approve the purchase of NFPA Fire Prevention week materials from NFPA for the sum of \$625.50. The motion was seconded by Mr. Sloan. All in favor; motion carries.

DISCUSS SKEMS USE OF UFD MEETING ROOM: Deputy Chief Pinch then discussed a request by SKEMS to use the District classroom for an EMT refresher class during the months of October and November. Deputy Chief Pinch further advised that SKEMS have recertified District EMT's in the past at no charge. **Motion 15-9-8:** Mr. McClarnon then made a motion to approve this request and which was seconded by Mr. Sloan. All in favor; motion carries.

DISCUSS WARDEN COMMITTEES/LIASIONS/ASSIGNMENTS: Discussion ensued regarding the present Warden Committees/Liaisons/Assignments and which have been in place since September 19, 2011. There were no changes made to the assignments and which remain the following:

- Administrative Wardens – Mr. Ciccone and Mr. Boisvert
- Building Maintenance – Mr. Steere and Mr. Boisvert
- Vehicle Maintenance – Mr. McClarnon and Mr. Sloan
- Training/Training Ground – Mr. Steere and Mr. Boisvert
- Equipment – Mr. Boisvert and Mr. Steere
- Computer Programs – Mr. McClarnon and Mr. Sloan
- New Truck Committee – Mr. Ciccone and Mr. Sloan
- Strategic Planning Committee – Mr. Ciccone and Mr. Boisvert
- Accounts Receivables/Payables – Mr. McClarnon and Mr. Sloan

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

TAX COLLECTOR'S REPORT/ABATEMENTS: **Motion 15-9-9:** Mr. Ciccone moves to accept the Tax Collector's report as presented. The motion was seconded by Mr. Sloan. All in favor; motion carries.

COMMENTS FROM CITIZENS/FIREFIGHTERS: Deputy Chief Pinch then advised that the Firefighter's Parade will be held this Sunday (September 27, 2015) and a Touch a Truck event will be held on Saturday (September 26, 2015) at the Wakefield Mall parking lot. Mr. Ciccone then advised that he authorized New England Fire Equipment and Apparatus (NEFEA) to take Engine 21 to a nearby Connecticut State Firefighters League event this past weekend. Mr. Ciccone further advised that Engine 21 was being repaired at the NEFEA shop and that NEFEA would provide a driver and be responsible for any equipment that was on the truck. Mr. Ciccone then advised that he later spoke with the Chief regarding the request and authorization. Mr. Ciccone further advised that there was another request by NEFEA to bring one of the new trucks, Engine 21 or Engine 18, to the Rhode Island Fire Chiefs Association Vendor Show at the Richmond Country Club on Thursday, September 24, 2015. This request was authorized as well.

ADJOURNMENT: **Motion 15-9-10:** Mr. Ciccone moves to adjourn the meeting at approximately 7:33 PM and which was seconded by Mr. McClarnon. All in favor; motion passes.

The next Wardens' meeting is scheduled for Monday, October 5, 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 September 21, 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