

North Cumberland Fire District

Meeting Minutes

January 16, 2008

Present: Absent:

Edward LeBlanc, Chairman

John Aharonian

Robert Audette

Joseph Baglini

Brian Campbell

Matthew Gannon

Paul Lindquist

Robert J. Murray

Others Present:

Rene Gendreau, Chief

Fay Dakake, Clerk

Martin Klara, Tax Collector

Daniel Hamel, Treasurer

Opening

The regular meeting of the North Cumberland Fire District (NCFD) was called to order at 7:00 p.m. on Wednesday, January 16, 2008, by Chairman Edward LeBlanc.

A. Approval of Minutes

A motion was made by Mr. Gannon, seconded by Mr. Audette, to accept the Clerk's Report of December 19, 2007 as written. All in favor. So voted.

(Brian Campbell arrived)

B. Treasurer's Report

Treasurer Hamel was not in attendance. He had previously submitted his report dated 16-Jan-08 which included:

- Financial Summary December 2007**
- Tax Collections December 31, 2007**
- Cash Flow Forecast, Fiscal Year 2007-2008**
- Balance Sheet Prev Year Comparison As of December 31, 2007**
- Profit & Loss December 2007**
- Profit & Loss Budget vs. Actual, July through December 2007**
- Profit & Loss Prev Year Comparison, July through December 2007**

A motion was made by Mr. Lindquist, seconded by Mr. Murray, to postpone consideration of the Treasurer's Report until February 08. All in favor. So voted.

C. Tax Collector's Report

Tax Collector Klara submitted his report dated January, 2008. Mr. Klara requested guidelines for the upcoming tax sale.

(Joseph Baglini entered)

A motion was made by Mr. Murray, seconded by Mr. Lindquist, to accept the Tax Collector's Report dated January, 2008 as written. All in favor. So voted.

D. Chief's Report

Chief Gendreau submitted his report entitled Monthly Report for December 2007 and highlighted the following:

- NCFD responded to 110 calls in the month of December**
- Department personnel conducted fire extinguisher training for staff at Emerald Bay Manor.**
- Cumberland Fire Chief formulated SOP for use of cyanide meters at structure fires and all personnel familiar with policy. Two cyanide gas detectors were purchased by NCFD at the cost of \$1242.00**
- The arbitration hearing on the fire marshal position has been scheduled for 10:00 a.m. on Wednesday, March 5, 2008.**
- Septic system completed, just cosmetic work remains. (walkway etc.)**

Chairman LeBlanc questioned:

Receipt account #6030 (E-Bay Sales Transfer). Chief Gendreau explained it represents funds transferred from the sale of old pagers and portables.

Account #6200 (State Incentive). Chief Gendreau explained this incentive is received from the State of Rhode Island and distributed to members who have their associates or bachelors degree or are enrolled in the fire sciences.

A motion was made by Mr. Murray, seconded by Mr. Lindquist, to accept the Chief's Monthly Report for December 2007 with bills. All in favor. So voted.

E. Committee Reports

Financial Management, Budget, Taxes

Mr. Murray is working with the treasurer to complete the task of moving funds into various C.D.'s.

Tax collector Klara revealed to the Board that an agreement was made between the Chairman and Mrs. Russell to allow her to pay \$150.00 monthly to catch up on her delinquent taxes to avoid going to tax sale.

Chairman LeBlanc suggested that the Tax Collector contact a few collection agencies to help resolve the uncollected tax issue on tangible property. Mr. Murray suggested a law firm in Smithfield, Rossi and Associates.

Tax Collector Klara voiced his disappointment that he has not heard from attorney Al West regarding a recent Notice of Intent to Sell.

Apparatus/Buildings/Grounds

The Chief, Deputy Chief and Mr. Aharonian met with a representative from Pierce regarding the Pierce PUC. The representative was able to answer some but not all of their questions. He is willing to fly the Chief and Deputy to Wisconsin, to the factory where all their questions could be answered.

Personnel, Labor Relations

To be discussed in Executive Session.

Kyle Garon received a packet from NFPA outlining facilities that he is required to inspect in order to complete fire marshal training. Chairman LeBlanc encouraged Pvt. Garon and the Chief to work together to complete these inspections as quickly as possible.

Chief Gendreau announced that the Cumberland, Valley Falls, and the North Cumberland Fire Department will be conducting a joint recruit hiring examination in February, 2008. A copy (attached) of the ad placed in The Valley Breeze was circulated.

Negotiations

No comment.

Labor Management

Mr. Gannon stated no recent meetings have been held. Chairman

LeBlanc asked Mr. Gannon to review the resolution to acquaint himself to when the meetings are to be held.

A new grievance regarding overtime has been filed. Chairman LeBlanc feels this grievance is unfortunate and that it was an ideal issue for the Labor Management Committee to resolve before going to grievance. It will be discussed in Executive Session.

F. Old Business

Investment of Liquid Assets

Discussed during Committee Reports/ Financial Management.

Chairman LeBlanc clarified overtime payment to the tax collector as \$23.04 not \$23.00 as written in the Meeting Minutes dated December 19, 2008.

G. New Business

Consolidation of Fire District Policies

A copy of a letter written by Chairman LeBlanc to Marcel of the Cumberland Fire District dated January 10, 2008 proposing a discussion of the consolidation of fire district polices was circulated (attached).

E-Bay Policy

Chairman LeBlanc asked Chief Gendreau to prepare a proposed written policy regarding E-Bay transactions.

Forensic Audits

Job Descriptions

Chairman LeBlanc explained that the clerk and treasurer job descriptions circulated via e-mail (attached) were drafts. Clerk, Fay Dakake submitted a time study (attached) of her current duties as clerk to Paul Lindquist, the chairman of the Personnel Committee.

Chairman LeBlanc invited all those interested to attend a meeting with Stacy DiCola from the Secretary of State's office to review the Open Meetings Law Structure on Tuesday afternoon January 22 at 4:45 p.m.

H. Public Comment

Captain Charles Delisle suggested that a new recording device be purchased for the clerk.

Fire Fighter Kevin Clarke chose to have his grievance discussed during the public meeting. No Executive Session was held.

A packet of information (attached) outlining fire fighter Clarke's reasons for grievance was distributed to the Board this evening.

Chairman LeBlanc noted the packet being distributed tonight did not allow sufficient time for the Board to review and digest all of the information. Lt. Emerson explained Grievance 0709 was filed on behalf of fire fighter Kevin Clarke after he was informed by Chief Gendreau under the direction of the Board that he was being taken off of I.O.D. status and would have to use sick time for his recent absence from work due to a heart condition. A fact finding discussion ensued to help resolve the denial of Injury on Duty benefits by VFIS Insurance for fire fighter Kevin Clarke.

Points of discussion:

- A reported shoulder injury in 2003**
- Several day later the diagnosis and treatment of a heart condition.**
- Was fire fighter Clarke treated for a shoulder injury?**
- Did V.F.I.S. honor benefits for a shoulder injury? If so for how long?**
- Did V.F.I.S formally deny benefits for the heart condition? If so, why?**
- A request for fire fighter Clarke to obtain medical reports that link the training exercise, the shoulder pain and the heart condition in 2003 to the incident in October 2007.**

Chairman LeBlanc requested a timeline of events from both Chief Gendreau and fire fighter Clarke dating back to a reported shoulder injury in 2003.

Adjournment

A motion was made by Mr. Murray seconded by Mr. Audette and unanimously carried to adjourn the public meeting 9:10 p.m.

Minutes submitted by: Fay Dakake,

Clerk _____

Approved by: Edward LeBlanc,

Chairman _____