

North Cumberland Fire District Board of Trustees

Minutes of June 20, 2012 Meeting

**Present: Philip Koutsogiane, Chair Others: Ghislaine Therien, Clerk
Michael Spaziani, Vice Chair Chief Brian Jackvony
John Patrick McCoy Martin Klara, Tax Collector
Duanne Guenard Robert Murray, Treasurer
Paul Lindquist Absent: Harry MacDonald Brian Campbell
Matthew Gannon**

OPENING

Chairman called to order the regular meeting of the North Cumberland Fire District (NCFD) at 7:02 p.m.

CLERK'S REPORT

Motion made by Mr. McCoy and seconded by Mr. Lindquist to accept the May 16, 2012 Minutes as presented. Motion carried by all present.

CORRESPONDENCE

- Mr. Lindquist submitted into the record a letter dated May 15, 2012 addressed to the Chairman requesting the Board's consideration for reappointment as Trustee for a four year term. No other correspondence received for the open position.**
- Chairman read into the record correspondence dated May 30, 2012 from Mayor Daniel J. McKee regarding consolidation of the districts.**

Chairman will reply to Mayor's letter.

TREASURER'S REPORT — May 2012

Mr. Murray submitted his report and highlighted the following:

NCFD Payroll and Overtime

- **May payroll was \$51,549.80; Overtime was \$14,176.90. YTD payroll is**

\$686,151.48 (adjusted for VFIS payment)

- **OT presents 22.01% of total payroll vs. 17.62% LY**
- **Total expenses through May \$1,624,536.00**

Month of May 2012 P/L

Income/Revenue:

- **\$1,933,387.57 YTD taxes collected/\$131,000 over budget**
- **Interest income \$7,034.01 YTD**
- **Various Fees \$2,079.13 YTD**

Expenses:

- **Total expenses for month \$114,284.23**
- **BC/BS \$194,215.56 YTD**
- **Total expenses YTD \$1,624,536.49**
- **12.07% of budget remaining**

May 2012 YTD Profit and Loss

- **Total Savings/Cash \$869,733.88**
- **Total Assets \$2,571,435.66**
- **Taxes Receivable \$239,771.74 (reflects all taxes owed as of 5/12)**
- **RI State Pension \$4,970.95**
- **Lease Obligation \$296,022.16**

- **Total Liability & Equity \$2,571,435.66**

Motion made by Mr. Gannon and seconded by Mr. McCoy to accept the Treasurer's report as presented to include April 2012 Treasurer's Report. . Motion carried by all present.

TAX COLLECTOR'S REPORT — March 2012

- **Taxes collected May \$47,521.58/YTD \$1,920,364.83**
- **Fees collected \$11.75**
- **Checks returned \$0**
- **Monies retained by Attorney Baker this month \$0**
- **Two refund checks to residents issued**
- **Needs total assessed values prior to Annual Meeting**

Motion made by Mr. Lindquist and seconded by Mr. Mac Donald to accept the Tax Collector's report as presented. Motion carried by all present.

TAX COLLECTOR'S REPORT — May 2012

- **Taxes collected in May \$16,126.62/YTD \$1,936,491.45**
- **Fees collected \$41.50**
- **Checks returned \$406.41**
- **Monies retained by Attorney Baker this month \$0**

Attorney Baker to send correspondence to delinquent accounts. Still pursuing residents not keeping payment agreements.

Motion made by Mr. Lindquist and seconded by Mr. Spaziani to accept the Tax Collector's report as presented. Motion carried by all present.

CHIEF'S REPORT/MONTHLY EXPENDITURES

Chief presented his monthly report for May 2012 and highlighted the following:

Emergency Calls:

- **The North Cumberland Fire Department responded to 125 incidents in the month of May. This represents 5 more than the same month in 2011.**

Personnel/Equipment:

- **Firefighter personnel responded to natural gas leak/van fire/smoke in May.**
- **Fire detail ordered (7 hours billed to resident)/EMT refresher course ongoing/assisted Cumberland Water Department with hydrant flushing.**

Buildings/Grounds:

- **Window replacement grant paperwork submitted to the Town.**
- **Repairs to Engine 5 overhead door.**

Equipment:

- **Engine 5: New tires/Triton for preventative maintenance and check engine light/discharge valve replacement/replace seat cover.**
- **Oxygen regulator repaired.**
- **New turnout gear ordered.**

Chief has received 30+ applications regarding sharing of the administrative assistant position.

Motion made by Mr. Spaziani and seconded by Mr. Guenard to accept the Chief's report as presented. Motion carried by all present.

COMMITTEE REPORTS

Financial Management, Budget, Taxes:

- **Daniel Rubiano's report dated June 7, 2012 received. \$2,500 was allocated for services rendered. Findings: They were able to trace cash receipts from deposit records to bank statements and account crediting for all 200 items tested. No exceptions were noted. They were not able to verify that payments were actually received from the property owner/account because copies of the checks were not maintained. Recommendation: That copies of checks be made prior to depositing or a scanner machine be acquired to allow for checks to be directly scanned and deposited into their account. This would allow the Tax Collector to maintain possession of the checks for audit trail purposes. New administrative assistant may be able to assist Collector with scanning the checks.**

Apparatus/Buildings/Grounds

- **Nothing to report**

Personnel/Labor Relations

- **Nothing to report**

Negotiations

- **Discuss in Executive Session.**

Consolidation

- **Will report under Old Business**

OLD BUSINESS

Update of Sharing Services with Valley Falls Fire District

- **Chairman/Mr. Spaziani will respond to Mayor McKee's letter. Last consolidation meeting was held in March. There is a need to move forward with Valley Falls only at this time and start a formal consolidation process in July.**

Annual Meeting

- **Date has been set as June 27, 2012 at the North Cumberland Fire Station**
- **Chairman will prepare final agenda/registered voter sign in sheet per By-Laws**
- **Chief, Chairman, Tax Collector and Treasurer will present summaries of past year expenses**
- **Need appoint Trustees for open positions. Mr. Lindquist has submitted his letter of interest.**

NEW BUSINESS - 2012-2013 Budget

Mr. McCoy will present new budget by line item at the Annual Meeting and address any resident concerns.

Motion made by Mr. Spaziani and seconded by Mr. Campbell to approve the budget as presented by Mr. McCoy. Motion carried by all present.

Mr. Guenard will post the budget on the North Cumberland website.

Mr. Spaziani thanked the Board for their time spent on the new budget preparation.

PUBLIC COMMENT

Yan Bielek – Why is the overtime amount so high? The value of his property has doubled and taxes have quadrupled since he moved into the district. Why is the Board asking for more money from the taxpayers? Chairman replied that the proposed budget will not increase over last year's budget. The Board needs to guarantee the district runs smoothly and the cost to operate the system has gone up. The tax rate is the same as last year – no increase. The District needs manpower to have firefighters available to provide services for the residents.

Art Lambi, 8 Hannah Drive, Cumberland, RI

Two years ago the District started the year with \$225,000 surplus in the checkbook. The District had a \$150,000 surplus last year. It was his understanding that the Board was supposed to use surplus monies to reduce expenses. The District is ending this year with an additional \$150,000 surplus. Why not give the residents a reduced tax rate due to the surplus monies in the account. The Board has done a wonderful job but residents deserve some of the surplus back. May need to explain the \$675,000 surplus to residents at the annual meeting.

Chairman stated the Board needs a cushion to operate during the

next four months and does not want to be on the low side. The proposed budget was thought out and the numbers reflected assures the need to be on the safe side. Mr. McCoy informed Mr. Lambi that the Fire Marshall position has not been removed and may still need to be funded and the tax sale held this year contributed to the surplus monies.

Motion made by Mr. Spaziani and seconded by Mr. Lindquist to adjourn into Executive Session. Motion carried by all present.

Motion made by Mr. Spaziani and seconded by Mr. Gannon to reopen public portion of the meeting. Motion carried by all present.

Motion made by Mr. McCoy and seconded by Mr. Lindquist to seal Minutes from the Executive Session, no vote having been taken during the Executive Session. Motion carried by all present.

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Adjournment

Motion made by Mr. McCoy and seconded by Mr. Campbell to adjourn the meeting. Motion carried by all present. Meeting adjourned at 9:29 pm.

Respectfully submitted,

Ghislaine D. Therien, Clerk