

Chepachet Fire District

Executive Committee – Monthly Meeting

August 17, 2005

The Chepachet Fire District monthly meeting was held at the Chepachet Fire Station on Wednesday, August 17, 2005. Chairman Earl Newman Jr. called meeting to order at 6:30pm. Members present were Robert Lohr, George Leonhardt, Lynda Martone. Also present were District Clerk/ Clerical Assistant Darlene Shields Tax Collector Patricia Svansson, Treasurer David Steere, Chief Robert Dauphinais, Deputy Chief Dennis Huestis.

Secretary's Report:

All members have received copies of the minutes for the following meetings:

June 13 – Special Meeting for Interview for Tax Collector Position

June 13 – Closed Session Meeting for Interviews for Tax Collector

June 15 – Monthly Meeting

June 22 – Special Meeting to Finalize Slate of Officers and Ms. Svansson decision to stay on as Tax Collector

July 2 – Special Meeting to Canvass the Voting List

July 9 – Monthly Meeting

Motion made by Mr. Leonhardt to accept minutes as presented, second by Mrs. Martone and passed 4-0.

Tax Collector:

Mrs. Svansson has an update on the tax sale accounts from last year. There are 2 accounts paying on account and the remaining 8 have been sent back for small claims court and are pending. 20 more accounts will be sent shortly to Mr. McCormick office for collections for this year's taxes. Mr. McCormick's office submitted reports for the months of June and July for monies collected. Total amount collected was \$36.02 minus Mr. McCormick fee of \$10.84 amount due to the Chepachet Fire District is \$25.18.

Mrs. Svansson has been to the Town Hall and has picked up the Tax 2005 Tax Roll. She will be in contact with Mr. Chase and Mr. Freeman to start assessing process.

Mrs. Svansson received an email from George Loxley regarding a printer his company is getting rid of. They are giving it to us free of charge and should be an improvement over the one we currently using. Mrs. Svansson received a resume from Karen Coutu and we will send her a letter acknowledging her resume and inform her that the position has been filled and that her resume will be kept on file. Also, Mr. McCormick office submitted a letter in request for business cards for a terminally ill child, who is trying to be entered into the Guinness Book of World records. Mrs. Shields and Mrs. Svansson will work on collecting the business cards.

Motion made by Mr. Lohr to accept the Tax Collector's Report as presented, second by Mr. Leonhardt and passed 4-0.

Treasurer Report:

Mr. Steere passed out copies of his report to all members present. Mr. Steere pointed out that a Motor Vehicle Phaseout check has been received in the amount of \$14,147.56 and the accounts are in good standing. \$43,000 of the third party account will be used in this towards the 2005-2006 Budget.

Motion made by Mrs. Martone to accept report as submitted and pay the monthly bills, second by Mr. Leonhardt and passed 4-0.

Chief's Report:

Chief Daphinai read his report for the months of June and July and submitted written reports to place on file. Chief Dauphinai reported

that the old Tanker should be picked up sometime in September and would only be released when a couple of minor repairs were made to the new tanker.

Motion made by Mr. Leonhardt to accept reports as presented, second by Mr. Lohr and passed 4-0.

Committee Report:

A. Building Committee: Progress on the back building. Siding on the back building started.

Old Business:

A. Third Party Billing Procedures: postponed until September's monthly meeting

B. Chief Dauphinais submitted proposal on paving of new parking lot of \$20,750.00.

\$13,000 to be used from Capital Improvement CD and \$10,000 to be used from the

2005 -2006 Budget. Traffic Control not included in proposal.

Motion made by Mr. Newman to approve new drive way and accept bid under Town Bidding for repaving of entire lot not to exceed

\$20,750.00 not including traffic control, second by Mr. Leonhardt and passed 4-0.

Motion made by Mr. Newman that remaining balance of CD to be renewed, second by Mr. Lohr and passed 4-0.

New Business:

A. Re-Organization of Board:

Motion made by Mr. Leonhardt that Earl Newman Jr. to remain Chair and Robert Lohr remain Vice-Chair, second by Mrs. Martone and passed 4-0

B. Mrs. Svansson submitted a Thank Card to the members of the Board.

C. Mr. Newman suggested that a letter of appreciation to Mrs. Ruth Cole for her years of service to the Chepachet Fire District.

D. Mr. Steere submitted a guideline for retaining records from Mr. Malo's office.

Motion made by Mr. Newman to use guideline and to properly dispose

of old record, second by Mrs. Martone and passed 4-0.

E. Mr. Steere would like Mr. Norman McKedsy from Citizen's Bank to attend October's Monthly meeting to discuss monthly bank reports and other banking options.

Mr. Lohr excused himself for the remainder of the Monthly meeting at 7:13pm.

F. Deputy Chief Huestis will be starting the State Fire Marshall's class this September and October and inquired into reimbursement of his time and travel for attending this class.

Class will be September 6 until the end of October and will be held 2 nights a week and Saturdays. September 2004 Monthly meeting motion made by Mr. Hainsworth that Mr. Huestis be reimbursed for 116 Hours @ \$15.00 per hour and \$20.00 per week for travel expenses.

G. Ms. Shields suggested saving backup to Quickbooks monthly to a portable USB and to be updated monthly prior to the Monthly Meeting. She suggested that Treasurer Mr. Steere to keep portable USB and bring to Monthly Meeting to be updated.

Mr. Newman suggested that a second portable USB to be purchased and kept by Mrs. Shields to store backup to Quickbooks, Minutes and Agendas to portable USB and Mr. Newman to have a CD backup of Minutes and Agenda to be updated monthly. Mr. Newman suggested getting prices on a scanner to be used to scan documents.

Motion made by Mr. Newman that the Treasurer Mr. Steere to keep portable USB of Quickbooks and, second by Mrs. Martone and passed 3-0.

H. Mrs. Shields suggested emailing the Minutes of the Meeting to the members of the Board members. Mr. Newman asked that it be brought up at the next monthly meeting when all members could be present.

I. Chief Dauphinais mentioned that the Three Fire Chiefs, Police Chief and the Town in its entirety are discussing the possibility of having all the computers networking together. The benefits would be having a security system and fire wall protection as well as the ability to obtain information on the response time of the calls and the possibility that the Tax Collector could look up information that pertains to her department.

J. Mr. Newman suggested start looking into getting Snow Plow Bids for 05-06 Winter Season.

Dispense of Executive Session at this time.

Next scheduled meeting is September 21, 2005 at 6:30 PM.

With no further business at this time, motion made by Mrs. Martone, second by Mr. Mr. Leonhardt passed 3-0. Meeting adjourned at 7:28pm.

Respectfully submitted Ruth Cole,

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**Darlene Shields**

**District Clerk**

**Chepachet Fire District**