

## **Chepachet Fire District**

### **Executive Committee – Monthly Meeting**

**October 15th, 2014**

**The Chepachet Fire District monthly meeting was held at the Chepachet Fire Station on Wednesday, September 17th, 2014. Chairman Earl Newman called the meeting to order at 6:30 pm. Members present were Robert Lohr, Eric Croft, George Leonhardt. Also present were Treasurer David Steere, District Clerk/Secretary Darlene Shields, Chief Robert Dauphinais. Absent were Lynda Martone, Tax Collector Patricia Svansson and Deputy Chief Dennis Huestis.**

#### **Secretary's Report:**

**All members have received copies of the minutes for September 17th, 2014 Monthly Meeting Minutes and the September 22nd, 2014 Meeting for the Special meeting to Award the Bid for the Repainting of Engine.**

**Motion made by Mr. Lohr to accept the minutes for both the September 17th and September 22nd Meetings as presented, second by Mr. Croft and passed 4 – 0.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman X**

**George Leonhardt X**

**Lynda Martone ABSENT**

**Eric Croft X**

**Tax Collector's Report:**

**In Mrs. Svansson's absence Mrs. Shields provided the board with an update on the Tax Sale that was held on Sept. 19th. Mrs. Shields advised that Tax Sale went well and there were 8 properties up for Tax Sale and RI Housing used its' right of first refusal on 2 properties. That left 6 properties on the Tax Sale List and all 6 properties were sold at the Tax Sale.**

**Motion made by Mr. Leonhardt to accept the Tax Collector's Monthly Report, second by Mr. Croft and passed 4-0.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman X**

**George Leonhardt X**

**Lynda Martone ABSENT**

**Eric Croft X**

**Treasurer Report:**

**Mr. Steere passed out the Treasurer's Monthly Report for the month of September. Expenses are at 15% for the year to date. Major expenses in the last month were for insurance . All the accounts are inline. On hand we have \$723,500 of which \$397,000 is dedicated funds leaving operating expenses at about \$326,000. The September report shows 3rd Party collection was \$11,00 for the month and in total for the last 3 months we have collected \$41,000 averaging \$13,700 per month.**

**Mr. Newman questioned if we should have the account numbers on the reports. Board was in agreement that the account numbers should be removed for security safety.**

**The first State quarterly reports are now due. Both the Treasurer and Chairman has signed the reports and Mrs. Shields will send the into the state.**

**Motion made by Mr. Leonhardt to accept the Treasurer's Monthly Report as presented and to pay the monthly bills, second by Mr. Lohr and Passed 4-0.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman X**

**George Leonhardt X**

**Lynda Martone ABSENT**

**Eric Croft X**

**Chief's Report:**

**Chief Dauphinais read and submitted the August 2014 and September 2014 Chief's Reports to be placed on file.**

**Motion made by Mr. Croft to accept the Chief's Monthly Reports for August 2014 and September 2014, second by Mr. Leonhardt and passed 4-0.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman X**

**George Leonhardt X**

**Lynda Martone ABSENT**

**Eric Croft X**

**Committee:**

**Charter Committee: Tabled**

**Personnel Policy Committee: Tabled**

**Rescue Committee: Tabled**

## **Old Business:**

### **1. Open Sealed Bids for Septic Upgrade:**

**Chief Dauphinais indicated that 1 sealed bid was submitted by S.H. Winsor.**

#### **A. S.H. Winsor Construction Company**

**1. Check Sheet indicates that they are 100% complaint with Bid Specs and the bid amount is \$28,986. Chief indicated he would review the bid as presented but it looked to be compliant with the Bid Specifications. The Bid also indicated that the electrical work and repaving of the parking lot are not included in the bid. The estimated cost for the electrical work is \$600-\$800 and there is an attached quote for the repaving of the back parking lot for the area that will be dug up. The quote is from MLM Asphaltting in the amount of \$3200.00. Mr. Lohr will check with Nulook for a cost for the repaving of the parking lot. The salt water system also needs to be looked into as it will not work with the new septic system. Chief will let clerk know when he has reviewed the Bid and to set up special meeting to award the bid.**

### **2. Street Lights:**

**A. Chief advised the board that for months we have tried to get some street lights repaired. Several letters were sent to different offices within Nationalgrid advising them until the lights that have been requested to be repaired in March are fixed the Monthly bills will not be paid until all repairs are done.**

**1. Update on State Reports and Audit Requirements:**

**Mr. Steere indicated we could be a Tier II as long as the organizational documents don't require an audit. Mr. Steere mentioned that he reviewed our By-Laws indicate that an Annual Audit is required. In the Chepachet Fire District's By-Laws it states that an audit be done annually by a RI Certified CPA. Mr. Steere stated we will fall at the state's mercy as to what type of Audit they will require us to do due to our By-Laws requiring an audit. The State has not finalized their specifications in the audit requirements as of yet.**

**Mr. Steere also mentioned that the District will have to go out to bid and it will most likely be a 3 year deal. Mr. Steere asked Darlene to contact the Fire Districts that State of RI provided her with a list of that are Fire District's that are similar to size of the Chepachet Fire District and to contact them with what their annual costs are for a GASB Audit. Mrs. Shields was able to talk with 2 out of the 4 Fire Districts. North Kingston Fire District's annual cost for GASB Audit is \$7900 and Oakland Mapleville Fire District's annual GASB Audit is**

**\$5,000. Oakland Mapleville uses Carlucci and Dugan as their CPA. Mr. Steere feels that a company coming in doing a real audit the way the state wants it done the first year the cost will be significant. A list of all the assets needs to be created and that will take a lot of time. This year Audit can be done the same way next year's Audit will need to meet the new state requirements**

## **New Business:**

### **1. Communications System:**

**A. Chief stated the three District's are requesting RFP's in the next Observer.**

**The next meetings will be the Monthly Board Meeting on November 19th, 2014 at 6:30pm.**

**With no further business at this time, motion made by Mr. Lohr to adjourn, second by Mr. Leonhardt and passed 4-0. Meeting adjourned at 7:02pm.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman X**

**George Leonhardt X**

**Lynda Martone ABSENT**

**Eric Croft X**

**Respectfully submitted, ~~~~~~**

**Darlene L Shields**

**Darlene L. Shields**

**District Clerk / Chepachet Fire District**

**Chepachet Fire District**

**Executive Committee – Special Meeting for Septic Upgrade**

**Award Bid**

**October 22nd, 2014**

**The Chepachet Fire District Special meeting was held at the Chepachet Fire Station on Wednesday, October 22nd , 2014. Chairman Earl Newman called the meeting to order at 6:300pm. Members present were Robert Lohr, Eric Croft, George Leonhardt, Lynda Martone, George Leonhardt. Also present was District Clerk/Secretary Darlene Shields, Chief Robert Dauphinais and Deputy Chief Dennis Huestis.**

## **New Business:**

### **1. Award Bid for the Septic Upgrade:**

**Chief indicated that there was only 1 Bid submitted and it has been reviewed. Bid submitted bid was from S.H. Winsor Construction Company. Bid submitted indicated that Asphalt and Electrical work are not included in the bid. S.H. Winsor submitted an asphalt quote from MLM in the amount of \$3200.00. Chief estimated electrical work would be around \$600-\$800.**

**S.H. Winsor's bid for the septic upgrade is in the amount of \$28,986.**

**Chief mentioned the tax payers approved \$30,000 at the Annual Meeting for the Septic Upgrade and the Bid falls within the approved amount.**

**M. Croft questioned how long the project would take. Chief said about 2 weeks and he is looking to start immediately if awarded the bid.**

**Mr. Newman stated that with only one bid being submitted and it falls within the \$30,000 the tax payers have already approved and S.H. Winsor's bid is compliant with the Bid Specifications. He asked where the funds would be used from for the additional cost of the repaving of the parking lot. Chief mentioned there is enough money**

**in either Capital Improvement or Building Maintenance that could be used towards the cost of the repaving and any electrical work that needed to be done.**

**Motion made by Mr. Croft to accept the bid submitted by S.H. Winsor Construction Company in the amount of \$28,986.00 for the Septic Upgrade, second by Mr. Leonhardt and passed 5-0.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman X**

**George Leonhardt X**

**Lynda Martone X**

**Eric Croft X**

**The next meetings will be the Monthly Board Meeting on November 19th at 6:30pm.**

**With no further business at this time, motion made by Mr. Croft to adjourn, second by Mr. Leonhardt and passed 5-0. Meeting adjourned at 6:36pm.**

**VOTER YES NO Abstaining**

**Earl K Newman, Chairman X**

**Robert Lohr, Vice Chairman X**

**George Leonhardt X**

**Lynda Martone X**

**Eric Croft X**

**Respectfully submitted, ~~~~~~**

**Darlene L Shields**

**Darlene L. Shields**

**District Clerk / Chepachet Fire District**