

Chepachet Fire District

Executive Board – Monthly Meeting

January 20th, 2016

The Chepachet Fire District monthly meeting was held at the Chepachet Fire Station on Wednesday, January 20th, 2016. Chairman Earl Newman called the meeting to order at 6:30pm. Members present were Robert Lohr, George Leonhardt, Lynda Martone, William Cardin. Also present were Treasurer David Steere, District Clerk/Secretary Darlene Shields, Chief Robert Dauphinais, Deputy Chief Dennis Huestis and Tax Collector Patricia Svansson.

Secretary's Report:

All members have received copies of the minutes for November 19th, 2015 Executive Board Monthly Meeting for their review.

Motion made by Mrs. Martone to accept the minutes as presented, second by Mr. Leonhardt and passed unanimously.

Tax Collector's Report for November and December 2015:

Mrs. Svansson noted there were 3 deposits made in November totaling \$4,082.72 and 34 deposits in December totaling \$135,166.90.

Mrs. Svansson also mentioned that the credit cards and ACH payment service is up and running. There were 13 payments in total

using either credit cards or ACH and total amount received was \$3333.96.

Motion made by Mr. Lohr to accept the Tax Collector's Monthly Reports for November and December 2015, second by Mr. Leonhard and passed unanimously.

Treasurer Report for November 2015 and December 2015:

Mr. Steere presented the Monthly Reports for both November 2015 and December 2015. Mr. Steere referred the most up to date report which was December 2015. Over the last 2 months some of the big expenses were incentive payout in the amount of \$18,000 and the truck lease of \$50,000 which is a paper transfer which is shown on the last page of the report the \$50,000 in the truck investment account shows that transfer. The last page of the report shows \$742,000 in total funds \$392,000 restricted funds leaving \$349,000 in operating funds. It was a good month for third party payments total collected was \$17,840.00.

Motion made by Mrs. Martone to accept the Treasurer's Reports for November 2015 and December 2015, second by Mr. Lohr and passed unanimously.

Chief's Report for November 2015 and December 2015:

Motion made by Mr. Leonhardt to accept the Chief's Monthly Reports for both November 2015 and December 2015 and place the copies on file, second by Mr. Cardin and passed unanimously.

Committee: Charter Committee: Need additional member due to Mr. Croft's departure from the Board. Mr. Cardin agreed to be on the committee.

Rescue Committee: Truck expected to be ready around February 6th and Chief is expecting to be heading down to Winterhaven, Florida for inspection. The department is currently demoing heart monitors to be used in the new rescue. The current monitor is old and they are no longer making replacement parts for it.

Personnel Committee:

Mr. Newman read recommended changes in benefits for the Tax Collector's Position and Administrative Assistant.

Tax Collector:

Tax Collector

HOLIDAYS

• The following holidays shall be a day off and will receive 4 hours of pay for the following days:

o New Years

o Memorial

- o Fourth of July
- o Thanksgiving
- o Labor Day
- o Columbus Day
- o Christmas Day
- o Two (2) personal Days – Could be taken in hours. 8 hours.

Bereavement Leave

- Bereavement leave with pay as set out below.
- o Death of employee's husband, wife, child, father or mother - 16 hours
- o Death of employee's brother or sister – 12 hours
- o Death of employee's mother-in-law, father-in-law, grandmother, grandfather, grandchild – 8 hours
- o Death of employee's brother-in-law, sister-in-law, daughter-in-law, son-in-law, nephew, niece, uncle, aunt.- 4 hours

Vacation

- Vacation is accrued as listed below:
- o 6 months – 1 week (16 hours)
- o 2 years – 2 weeks (32 hours)
- o 5 years – 3 weeks (48 hours)
- o 10 years – 4 weeks (64 hours)

Administrative Assistant

HOLIDAYS

- The following holidays shall be a day off and will receive 5 hours of

pay for the following days:

- o New Years**
- o Memorial**
- o Fourth of July**
- o Thanksgiving**
- o Labor Day**
- o Columbus Day**
- o Christmas Day**
- o Two (2) personal Days – Could be taken in hours. 10 hours.**

Bereavement Leave

- Bereavement leave with pay as set out below.**
- o Death of employee's husband, wife, child, father or mother - 25 hours**
- o Death of employee's brother or sister – 20 hours**
- o Death of employee's mother-in-law, father-in-law, grandmother, grandfather, grandchild – 10 hours**
- o Death of employee's brother-in-law, sister-in-law, daughter-in-law, son-in-law, nephew, niece, uncle, aunt – 5 hours**

Vacation

- Vacation is accrued as listed below:**
- o 6 months – 1 week (25 hours)**
- o 2 years – 2 weeks (50 hours)**
- o 5 years – 3 weeks (75 hours)**
- o 10 years – 4 weeks (100 hours)**

Mr. Newman dismissed the Personnel Committee.

Old Business:

1. Street Lights:

Mrs. Shields received Prism's report/survey of the street lights approximately 2 hours prior to this meeting. She has printed a few copies and will email the report to the rest of the board members for their review.

2. Communication Upgrades:

Chief Dauphinais noted that three of the towers are up and running and there is 100% coverage in the town and there is already huge difference in communications. There are areas in town that there now was no coverage and now there is clear communications. They are now able to communicate in the schools where they had no communications before. The police dispatcher does not have to switch towers anymore. Once the last tower is up and running the system will be tested while there are leaves on the trees.

3. Heartland Payments:

This was mentioned above under the Tax Collector's Reports that the Credit Card and ACH payment service is up and running and no need for further discussion. Mr. Newman dismissed from agenda.

4. Snow Plow Bids.

Chief presented only one bid for snow plowing which was submitted by Deputy Chief Dennis Huestis. His rates will remain the same as the 2014/15 year.

Mr. Lohr made a motion to award the snow plowing bid to Dennis Huestis for 2015/2016, second by Mr. Cardin and passed unanimously.

5. Chief's Appointment:

Motion made by Mr. Newman to re appointment Chief Dauphinais for a 3 year term to expire in 2018, second by Mr. Cardin and passed unanimously.

NEW BUSINESS:

1. Personnel Committee to present recommends:

Personnel presented recommendation for changes to the benefits for both the Administrative Assistant and the Tax Collector under the committee portion of this meeting.

Motion made by Mrs. Martone to adopt recommended benefit changes for the Tax Collector and Administrative Assistant to be effective January 1st, 2016, second by Mr. Leonhardt and passed unanimously.

2. Financing for the new rescue:

Treasurer Steere reviewed financing options which will be in the amount of \$250,000 for the purchase of the rescue which the board to consider putting down at deposit in the amount of \$125,000 and financing the balance of \$125,000. Treasurer Steere had Mrs. Shields contact Navigant for their current interest rates which are as follows: 4 yr term at 4.4% with an annual payment of \$44,214 and 3 yr term at 4.2% with an annual payment in the amount of \$34,761. Our current Budget amount for truck investment is \$50,000 which if the board opted for a 3 yr term would cover the payment and leave a remaining \$4800.0 for truck investment.

Treasurer Steere recommended a 3 yr loan at the rate of 4.2% with a total interest to be \$10,643 compared to a 4 yr term with the total interest being a little over \$14,000 and to use \$50,000 from the unrestricted funds to put towards the down payment.

Motion made by Mr. Newman to used \$50,000 from unrestricted funds and to have Treasurer Steere secure a 3 yr loan in the amount of \$125,000 with Navigant at a rate of 4.2% toward the purchase of the new rescue, second by Mr. Lohr and passed unanimously.

3. Notices from the Chief –

Chief Dauphinais received a check in the amount of \$2,055 from the state of RI is have access to our parking lot during the construction of the new roundabout in the center of town.

Chief also noted the Department has put in for a grant with the Assistance to Fire Fighters that would be used towards the replace of the 16 Airpacks and 32 SBCA Bottles that will be replacement sue to NFPA guidelines. The cost of each pack is \$8,000. They should know in a few months if they have been awarded the grant.

The next meeting will be the Monthly Meeting on February 17th, 2016 at 6:30pm

With no further business at this time, motion made by Mr. Leonhardt to adjourn, second by Mrs. Martone and passed unanimously. Meeting adjourned at 7:06pm.

Respectfully submitted, ~~~~~

Darlene L Shields

Darlene L. Shields

District Clerk / Chepachet Fire District