

**HOPE VALLEY/WYOMING FIRE DISTRICT
996 MAIN STREET
HOPE VALLEY, RI 02832**

**MONTHLY BOARD MEETING
NOVEMBER 13, 2014
7:00 P.M.**

Those present: Board Members: Chairman, David Holt, Vice-Chairman, Pasquale DeBernardo, Georgia Ure, Elwood Johnson, Paul Schaarschmidt; Chief, Frederick Stanley; Treasurer, Deborah Nicotra; District Clerk, Julie Kelley

Those not present: Auditor, Pete Stefanski; Tax Collector, Susan Bok

The meeting commenced and was called to order by Chairman, David Holt at 7:00 p.m. with a salute to the flag and a moment of silence.

MINUTES

The minutes of the October 9th Monthly Board Meeting were presented. Mr. Johnson motioned to accept the minutes as presented and Ms. Ure seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Johnson-yes; Mr. Schaarschmidt-yes

TAX COLLECTOR'S REPORT

The Tax Collector's report was presented for October 2014. The report reflects a total of \$593,480.27 received to date from Richmond and Hopkinton. Chief Stanley informed the board that there would be a Tax sale coming soon. Ms. Ure motioned to accept the Tax Collector's Report as presented and Mr. Johnson seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Johnson-yes; Mr. Schaarschmidt-yes

TREASURER'S REPORT

The Treasurer's report for October 2014 was presented. The Treasurer informed the board that she would like to address the questions brought up during the last meeting. In reference to Ms. Bok coming up twice on the report, Ms. Nicotra informed the board that Ms. Bok has elected to be in the defined benefit and the defined contribution retirement plans based on classification of employees. In reference to the Diamond T Encumbered amount, the current balance is zero.

If you look at the summary page of the report, the park funds have been transferred to Acct. #1600 - Miscellaneous Income, and for expenditures we now have a separate line item under Acct. 6240 – Park Grounds.

Chairman Holt brought to the attention to the board that the tower rental income was suppose to begin in January, but due to zoning board issues, it may be delayed. Chief Stanley spoke to the Attorney at Verizon and they are very upset about this delay as well. We do anticipate that Acct. # 1300 – Inspections may get a little extra money. We may also receive additional funding due to the solar panels.

Mr. Johnson motioned to accept the Treasurer's Report for October and Ms. Ure seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Johnson-yes; Mr. Schaarschmidt-yes

CHIEF'S REPORT

The Chief's report was presented for October 2014. The board discussed the following points of interest:

Chief Stanley has been appointed to a statewide committee representing all state emergency agencies to draw up standard operating procedures for handling Ebola victims. Within the packets this month was Ebola preparedness' as well as CDC attachments. These documents discuss our responsibility we have as a district especially with Haz Mat and Route 95, it is important to be prepared when something happens. It was discussed that is a very scary virus but

difficult to transmit. Chief Stanley informed the board that they have had several meetings on this subject. They have met with the State Police, Haz Mat team, and a few Chiefs on this every Monday. They also discussed who would take the lead, it was agreed that Mr. John Washburn would be taking the lead on this. As a result of these meetings, it was discussed that they need to expand and have more photographs on how to put masks and protective suits on. There will be a couple more meetings to ensure they feel ready and secure if they were required to act due to an outbreak. It is important that EMA and Health Departments take inventory and ensure that everyone is equipped with the right equipment. The main concern is for our personnel and our Haz Mat team traveling between Route 95 from New York to Boston and being involved in a major accident and not being able to identify an Ebola victim. It would be important to know where to quarantine people. Every agency in the State is represented within this committee. Dr. Fine, the head of the RI Department of Health, has informed everyone not to go overboard until we have a problem. We have to be prepared as within this area there are many Africans attending URI and within the state of RI, there is very high Liberian population.

There is information on our Insurance represented in the report. There are some savings and then we are over budget on others. Chief Stanley will be meeting with Mr. Brad Preston by January 21st to finalize the benefits for Medical. If we change the medical benefits it could be an increase of 94%, if we stay with our current numbers then it would be an increase of 25%.

Our insurance may change to a yearly basis vs. a 3-year proposal. This would allow the insurance company to access each department based on their individual losses. It is mostly on-the-job injuries. Chief Stanley will be appointing a committee to meet in January to finalize the benefits. We must have a final proposal to the Insurance Company by March. Our Vice-Chairman, Mr. Pasquale DeBernardo offered to be a representative for the board on this subject.

There was a School safety conference. The Chariho Regional School District was well represented. There is a letter within the packets from the Chief to the Superintendent and the Director of RIEMA.

Chief Stanley has accepted the low bid for heating fuel from the Chariho Regional School District's bid list. The lowest bidder this year was from Superior Plus Energy Services of Providence at a price of \$.0483 over the Port of Providence. Last year the lowest bid was Gingers at \$.05, this year the price was \$.10 over the Port of Providence. Superior Plus Energy Services also works on air conditioning.

The board recognized the great job done by Hopkinton and Richmond EMA directors in working with the areas public safety agencies.

The water shut down went well. The new meter is accurate. It was decided that we might want to check the water meters before flushing the hydrants. Our current ISO rating is still at a Level 4. Richmond and Hopkinton Town Managers agreed that they couldn't take a reading in the middle of the year. Usually in January there is a flat rate bill and in July there is an excess bill.

It was discussed that for the District, it might be beneficial to borrow the meter and hook it up to the hydrant for flushing. Flushing out 10 hydrants uses approximately 40K gallons of water. On the main they do have a bypass but never put in a shut down valve when they installed the system.

The Board of Engineers is still working on obtaining a Firefighter grant for the replacement of hoses.

The current drought situation is still a problem.

The Camp Yawgoo truck's new poly tank will be picked up on Tuesday, November 18th.

Ms. Ure had asked Chief Stanley to look into Gross earning taxes on all public utilities. We should be tax exempt on some of these cases. She became aware of this through a recent Energy audit at another business where they were paying for taxes when they should have been tax exempt. Chief Stanley believes the district's tax exempt status is for materials that are purchased for the district only.

Mr. DeBernardo and Mr. Johnson motioned to accept the Chief's Report for October 2014 and Ms. Ure seconded the motion. With no further discussion from the Chief's report, all in favor, all aye, motion passed unanimously (5-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Johnson-yes; Mr. Schaarschmidt-yes

CORRESPONDENCE

Incoming:

1. Letter addressed to Rhode Island clients, from VFIS, Mr. Brad Preston, CRM, CIC, Senior Vice President, announcing the expansion of their staff and reassigning some roles.
2. Email addressed to Mr. Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, from Ms. Sarah McGuinness, Project Manager, VitalSite Services, Inc., regarding Verizon Wireless Update.
3. Email addressed to Mr. Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, from Ms. Michele Gertsch, VFIS, Account Manager, regarding VFIS – Renewal Policies – Hope Valley/Wyoming Fire District 11/13/14.
4. Letter addressed to RI Southern Firemen’s League, from Mr. Brad Preston, CRM, CIC, Sr. Vice President & Principal, regarding VFIS Accident and Sickness Coverage for Injuries-on-Duty.
5. Email addressed to Mr. Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, from Ms. Sarah McGuinness, Project Manager, VitalSite Services, Inc., regarding Hope Valley/Verizon Wireless.
6. Email addressed to Mr. Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, and Mr. David Holt, Pasquale DeBernardo, from Ms. Kimberly Prasinis, Productivity Project Director, State of RI, Division of Municipal Finance, regarding First quarterly report and tax certification forms due.
7. Email addressed to Mr. Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, from Ms. Kimberly Prasinis, Productivity Project Director, State of RI, Division of Municipal Finance.
8. Meeting attendance sheet with Red Cross regarding sheltering and services, and the American Red Cross Role in providing Disaster Relief.

Outgoing:

1. Letter addressed to Chariho Regional School District, Mr. Barry Ricci, Superintendent, from Mr. Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, regarding District Safety Team Meeting.
2. Certificate of Compliance to the State of Rhode Island, Department of The Attorney General, from Mr. Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, Section A, to be completed by Chief Administrator, Section B, to be completed by Certified Personnel, regarding Certificate of Compliance access to Public Records Act Section 38-2-3.16 Compliance by Agencies and Public Bodies.
3. Letter addressed to Chariho Regional School District, Mr. Barry Ricci, from Chariho Regional School District, Mr. Brian P. Stanley, Director of Administration & Finance, recommending the award to the Fuel Bid to Superior Plus Energy Services at a Fixed add per Gallon price of \$.0483.
4. Letter addressed to Mr. William Grimes, Grimes Auto Body, from Mr. David C. Holt, Chairperson, Hope Valley/Wyoming Fire District, expressing appreciation and acknowledgement of a “Job Well Done”.
5. Letter addressed to Chariho Regional School District, Mr. Barry Ricci, Superintendent, from Mr. Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, regarding 2014 School Safety Conference Attendance.
6. Letter addressed Chariho Regional School District, School Safety Committee, from Mr. Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, regarding School Safety Conference.
7. Letter addressed to RI Emergency Management Agency, Ms. Jamia R. McDonald Executive Director, from Mr. Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, regarding 2014 School Safety Conference.
8. Letter addressed to Town of Richmond, Mr. Loren Gengarella, Building Inspector, from Mr. Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, regarding Charberts Mill, 299, Church Street, Wood River Junction, RI requesting written report to any repairs made or barricades to the facility.
9. Letter addressed to Mr. Frederick A. Stanley, Hope Valley/Wyoming Fire District, from Ms. Julie Kelley, District Clerk, Hope Valley/Wyoming Fire District, regarding notification pursuant to RI General Laws § 42-45-5(a)(1), to discuss the performance, character, or physical or mental health in executive session.

PUBLIC FORUM

No public forum this evening.

EXECUTIVE SESSION UNDER RI GENERAL LAWS §42-46-5 (a)(1)-(9)

The board then convened into Executive Session under RI General Laws section (5) in order to have a discussion with personnel, Chief Frederick A. Stanley. A letter has been sent and Chief Stanley has notified the district that he requested a closed meeting.

Ms. Ure motioned to go into Executive Session in accordance with RI General Laws §42-46-5 (a)(1)-(9) and Mr. Johnson seconded the motion to enter into a closed Executive Session. The Executive Session was entered at 7:35

p.m. The minutes while in Executive Session will remain sealed until further notice. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Johnson-yes; Mr. Schaarschmidt-yes

Mr. DeBernardo motioned to close the Executive Session in accordance with RI General Laws §42-46-5 (a)(1)-(9) and Mr. Johnson seconded the motion. The Executive Session was closed at 7:50 p.m. No votes were taken while in Executive Session. The board discussed that they would like to meet again next month in Executive Session, then after that meeting, the board might plan to meet for a workshop meeting. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Johnson-yes; Mr. Schaarschmidt-yes

Open Meeting Discussion on Qualifications Required to become the District Fire Chief

Chairman Holt passed out the following handouts to the board for their review:

- Section 6. Sections (A), (B), (C), (D), (E), and (F) of Article XI in chapter 171 of the Public Laws of 1982, as amended, entitled “ An Act Creating the Hope Valley/Wyoming Fire District” as amended.
- Resume of Frederick A. Stanley, District Fire Chief/Administrator of the Hope Valley/Wyoming Fire District.
- Hope Valley/Wyoming Fire District Employment Agreement/Contract
- Fire Chief, Job Description, Job Functions, and Salary Ranges
- Salary Ranges of Fire Chiefs as of 2013 listed by City/Town

ADJOURN

A motion was made to adjourn at 8:07 p.m. by Mr. Johnson and seconded by Mr. DeBernardo. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Ms. Ure-yes; Mr. Johnson-yes; Mr. Schaarschmidt-yes

Respectfully submitted,

Julie Kelley
District Clerk