

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

**MONTHLY BOARD MEETING
MAY 14, 2015
7:00 P.M.**

Those present: Board Members: Chairman, David Holt, Vice-Chairman, Pasquale DeBernardo, Georgia Ure (arrived at 7:06 p.m.), Elwood Johnson, Paul Schaarschmidt; Treasurer, Deborah Nicotra; District Clerk, Julie Kelley

Those not present: Chief, Fred Stanley; 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 April 9th Monthly Board Meeting were presented. Mr. Johnson motioned to accept the minutes as presented and Mr. Schaarschmidt 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 April 2015. A total of \$679,852.07 has been collected as of this report. Collections still owed are approximately \$62,009.24. The board discussed that two (2) years is the earliest when having a tax sale. Mr. DeBernardo 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 April 2015 was presented. Ms. Nicotra apologized to the board noting that there was an error on the Transaction Detail by Income/Expense Account report as it reflected both March and April on the report. The Actual vs. Budget report is correct through today. The board inquired about Acct. # 9020 Chase Card Services in the amount of \$54.65. After review, it was believed to be in the wrong account and should have been entered into Acct. # 6110 Truck Maintenance. Ms. Nicotra will review this at further length with Chief Stanley. It was also noted that Acct. # 5400 FICA reflects the account at 100%, but when broken out with Payroll Taxes it only reflects it at 77.1%. Next year this should be broken out as separate line items. Ms. Nicotra also noted as shown on the report with an asterick that Acct. # 9999 in the amount of \$51,132.20 is actually a holding account but will reflect zero in May 2015 as these monies have been reimbursed.

Mr. Johnson motioned to accept the Treasurer's report 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

OPENING OF LAWN MOWING BID

The Invitation to bid for Mowing and Trimming went out to bid once again since no bids were received previously.

Only one (1) bid was received:

Samuel Beil Landscaping, LLC

2 Pellegrino Road

Stonington, CT 06378

Total Amount: \$5,370.00

Payments to be made as follows:

Due May 31st, \$950.00

Due June 30th, \$560.00

Due July 31st, \$700.00

Due August 31st, \$560.00

Due September 30th, \$950.00

Due October 31st, \$700.00
Due November 30th, \$950.00

Mr. Johnson motioned to accept the bid and award it to Samuel Beil Landscaping, LLC in the amount of \$5,370.00 for a one (1) year contract and Ms. Ure seconded the motion. Discussion: Mr. Schaarschmidt inquired as to how the Fertilizer and the Mowing and Trimming would be coordinated due to two (2) different companies performing separate services. It was discussed that the Chief Administrator would be responsible to coordinate their efforts. It was also discussed that Jason Caswell knew both parties and recommended both to submit bids to the District. 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

AUDIT PROPOSAL REVIEW

The Board discussed their thoughts on the audit packages recently received. Chairman Holt discussed that we would be choosing an Auditor based on the numbers but would also be hiring another firm to recommend and bring us to the point where we would be able to provide the proper accounts and trial balances, which will be required for the new audit procedures. In addition, timesheets need to be done as well as vacation and sick time need to be recorded properly. Purchase Orders, vouchers, receipts, utility of payment by Chief Executor, all have to have a proper procedure. Ms. Nicotra as well as the board, felt comfortable hiring two (2) firms. One to be hired on an hourly basis to get the proper accounts, records, trial balances, ready for audit, budgeting approximately \$5,000.00. The board then reviewed the score results from three (3) reviewers as per the requirements. (Refer to Fire District's Summary Proposal Evaluation Grid for the Hope Valley/Wyoming Fire District). The board also discussed their appreciation of Mr. Robert J. Civetti for his attendance and interest during the meeting when opening the bids. The board felt he would be a very good candidate for consulting work. The board also discussed the qualifications of each of the auditors, considering factors such as whether or not they have had previous fire experience or municipal experience.

Ms. Ure motioned to accept the bid from Mr. Robert J. Civetti, CPA, LLC and hire him as a consultant in a not-to-exceed hourly rate of \$110/hr. to assist the Hope Valley/Wyoming Fire District in preparation of documents required for an audit under GASB standards. Mr. Johnson seconded that 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 April 2015. The board discussed the following points of interest:

Captain David Dumsar is still currently out on leave. Chief Stanley recommended he file for TDI. It was discussed that the policy allows for fifteen (15) days approved but no more than thirty (30) days. At the end of thirty days, Mr. Dumsar will be out of sick leave. VFIS Insurance is still to determine whether his condition is job related or not. At this time we have no policy in place. In addition, the district is paying a substitute driver but at a lower rate of pay. It was discussed that as part of our new Audit requirements, Timesheets, Sick leave, Holiday and Personal Time will be required for better documentation as of the new fiscal year beginning July 1st.

Ms. Ure motioned to accept the Chief's report for April 2015 and Mr. Johnson and Mr. Schaarschmidt 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

Fire Chief Position

Four (4) Fire Chief applicants have taken the written exam, the exam lasted four (4) hours. Two (2) Board of Engineers were asked to serve on the committee to review the exam, Deputy Brian Champlin and Captain John Vuono. In addition, Chairman Holt would like two (2) members of the board to be on the committee for evaluation of the exams. The exam itself was an essay exam and may be subjective to grade. It may take anywhere between 4 – 8 hours to evaluate all four (4) exams. What is being evaluated is actually the candidates thought process. A spreadsheet of candidates reflecting their certifications and licenses will also be reviewed.

Ms. Ure and Mr. Johnson volunteered to be on the committee to assist in the evaluation of the exams. Mr. DeBernardo motioned to appoint on the committee, Deputy Brian Champlin, Captain John Vuono, Ms. Georgia Ure, and Mr. Elwood Johnson. Mr. Schaarschmidt seconded the motion. Discussion: It was discussed that Saturday, May 30th would be a viable date to review the exams.

Budget Review

In review of the current salaries for the district, Chairman Holt distributed a spreadsheet reflecting wages from Yr 2010 to Yr 2016. The proposed salaries were noted in Yr 2016 for this current budget. The wages were discussed: The Tax Collector's salary was increased based on 1570 hrs/yr. with a 2% annual raise. The Treasurer's salary was increased due to base hour increasing from 780 hrs/yr to 1040 hrs/yr. with a 2% raise. The Maintenance/Driver salary was increased based on 2% annual raise. The District Clerk's salary was increased based on Avg. 15 mtgs./yr. to Avg. 18 mtgs./yr. with a 2% raise. After further discussion from the board, it was discussed that the Treasurer's salary and the District Clerk's salary be increased with the Treasurer's salary to \$21,112.00 and the District Clerk's salary to \$4,000.00.

Mr. Johnson motioned to accept these budgetary changes as amended in the 2016 budget and Mr. Schaarschidt 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

CORRESPONDENCE

Incoming:

1. Invitation to Bid – Mowing & Trimming, from Samuel Beil Landscaping, LLC in response to the bid request of the Hope Valley/Wyoming Fire District.
2. Email addressed to Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, from Mr. Andrew Pearsall, Real Estate Consultant, Verizon Wireless, regarding Verizon Wireless & Hope Valley RI Fire Department Tower replacement / Tower area cleanup request.
3. Letter addressed to Mr. Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, from Mr. Bruce W. McIntyre, President, Rhode Island Bar Association, expressing his appreciation for nomination of Richard Panciera, Esq. for the Rhode Island Bar Association 2015 Dorothy Lohmann Community Service Award.
4. Hope Valley/Wyoming Fire District Pay Schedule, submitted by Mr. David C. Holt, Chairman, Hope Valley/Wyoming Fire District.

Outgoing:

1. Letter from Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, in reference to the 2015 Dorothy Lohmann Community Service Award on behalf of nominating Attorney Richard Panciera.
2. Letter from Mr. David C. Holt, Chairman, Hope Valley/Wyoming Fire District Board of Directors, addressed to Mr. David E. Caswell, expressing his appreciation and receipt of application for the position of Fire Chief.
3. Letter from Mr. David C. Holt, Chairman, Hope Valley/Wyoming Fire District Board of Directors, addressed to Mr. Jason B. Caswell, expressing his appreciation and receipt of application for the position of Fire Chief.
4. Letter from Mr. David C. Holt, Chairman, Hope Valley/Wyoming Fire District Board of Directors, addressed to Mr. David J. Dumsar, expressing his appreciation and receipt of application for the position of Fire Chief.
5. Letter from Mr. David C. Holt, Chairman, Hope Valley/Wyoming Fire District Board of Directors, addressed to Mr. Justin W. Lee, expressing his appreciation and receipt of application for the position of Fire Chief.
6. Letter from Mr. David C. Holt, Chairman, Hope Valley/Wyoming Fire District Board of Directors, addressed to Mr. Donald L. Johnson, expressing his appreciation and receipt of application for the position of Fire Chief.
7. Letter from Mr. David C. Holt, Chairman, Hope Valley/Wyoming Fire District Board of Directors, addressed to Mr. Robert J. Civetti, CPA, of Robert J. Civetti, CPA, LLC, expressing appreciation for submitting a proposal in response to our solicitation for auditing services.
8. Letter from Mr. David C. Holt, Chairman, Hope Valley/Wyoming Fire District Board of Directors, addressed to Mr. Paul L. Dansereau, CPA, of Baxter Dansereau & Associates, LLP, expressing appreciation for submitting a proposal in response to our solicitation for auditing services.
9. Letter from Mr. David C. Holt, Chairman, Hope Valley/Wyoming Fire District Board of Directors, addressed to Mr. James F. Dugan, CPA, of Carlucci & Dugan, expressing appreciation for submitting a proposal in response to our solicitation for auditing services.
10. Letter from Mr. David C. Holt, Chairman, Hope Valley/Wyoming Fire District Board of Directors, addressed to Mr. E. Duncan McNeil, of Dittmar McNeil & Ferolito, expressing appreciation for submitting a proposal in response to our solicitation for auditing services.

11. Letter from Mr. David C. Holt, Chairman, Hope Valley/Wyoming Fire District Board of Directors, addressed to Mr. Bernard A. Poirier, CPA, of Parmelee, Poirier & Associates, LLP, expressing appreciation for submitting a proposal in response to our solicitation for auditing services.
12. Letter from Mr. David C. Holt, Chairman, Hope Valley/Wyoming Fire District Board of Directors, addressed to Mr. Jeffrey D. Wadovick, CPA MST, of Nadeau Wadovick LLP, expressing appreciation for submitting a proposal in response to our solicitation for auditing services.
13. Letter from Mr. David C. Holt, Chairman, Hope Valley/Wyoming Fire District Board of Directors, addressed to Ms. K. Elise vonHousen, CPA, of Hoyt, Filippetti & Malaghan, LLC, expressing appreciation for submitting a proposal in response to our solicitation for auditing services.
14. Letter from Ms. Julie Kelley, District Clerk, Hope Valley/Wyoming Fire District, addressed to Ms. Susan Bok, Tax Collector, Hope Valley/Wyoming Fire District, regarding Open Meetings Act and discussions of job performance during a public meeting.
15. Letter from Ms. Julie Kelley, District Clerk, Hope Valley/Wyoming Fire District, addressed to Mr. David Dumsar, Hope Valley/Wyoming Fire District, regarding Open Meetings Act and discussions of job performance during a public meeting.
16. Letter from Ms. Julie Kelley, District Clerk, Hope Valley/Wyoming Fire District, addressed to Ms. Deborah Nictora, Treasurer, Hope Valley/Wyoming Fire District, regarding Open Meetings Act and discussions of job performance during a public meeting.

PUBLIC FORUM

The Memorial Day Parade is scheduled for Sunday, May 24th. Chief Stanley has been requested to be the Grand Marshal of the Parade and he has accepted that honor. This will be Chief Stanley's last Memorial Day Parade as the Chief of this District. The Diamond T has been restored and will proudly be displayed at the parade this year with Chief Stanley sitting in the front seat of the vehicle. All were invited to attend.

Tickets for the retirement party are not out as yet. The Retirement party is scheduled for Saturday, July 18th, 2015, to be held at West Valley Inn, Warwick, RI. We will start selling tickets and putting names on a list soon. We anticipate 300 – 400 people to attend this event.

ADJOURN

A motion was made to adjourn at 9:21 p.m. by Mr. Johnson and seconded by Ms. Ure and Mr. Schaarschmidt. 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