

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

**MONTHLY BOARD MEETING
OCTOBER 8, 2015
7:00 P.M.**

Those present: Board Members: Vice-Chairperson, Pasquale DeBernardo, Georgia Ure, Elwood Johnson, Paul Schaarschmidt, John Weeden; Chief, Justin Lee; Tax Collector, Sue Bok; District Clerk, Julie Kelley

Those not present: Treasurer, Deborah Nicotra

1. CALL TO ORDER

The meeting commenced and was called to order by Vice-Chairperson, Pasquale DeBernardo at 7:00 p.m. with a salute to the flag and a moment of silence.

2. SWEARING IN OF NEWLY APPOINTED BOARD OF DIRECTOR

The District Clerk, Julie Kelley, swore in the newly appointed Board of Director, Mr. John G. Weeden. Mr. Weeden was presented with a badge of office identification card and a Board of Directors' License Plate. Everyone present at the meeting congratulated Mr. Weeden.

3. DISCUSS/APPOINT OFFICERS (CHAIR & VICE-CHAIR) OF THE BOARD FOR FISCAL YEAR 15-16

Mr. Schaarschmidt motioned to elect Mr. DeBernardo as Chair of the Hope Valley/Wyoming Fire District and Mr. Johnson seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

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

Ms. Ure motioned to elect Mr. Schaarschmidt as Vice-Chair of the Hope Valley/Wyoming Fire District. Mr. Schaarschmidt declined the offer. Ms. Ure then motioned to elect Mr. Johnson as Vice-Chair and Mr. Schaarschmidt seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

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

4. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

The Open Session minutes of the September 10th Monthly Board Meeting were presented. Mr. DeBernardo noted a correction to be made on page 3, under section Correspondence Incoming & Outgoing, under number 3 with a change from...on behalf of the recent passing of his Mother, to ...on behalf of the recent passing of her Mother. Ms. Ure motioned to accept the minutes as amended and Mr. Schaarschmidt and Mr. Johnson seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

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

The Executive Session minutes of the September 10th Special Board Meeting were presented. Mr. Johnson motioned to accept the minutes and Ms. Ure and Mr. Schaarschmidt seconded the motion. The minutes are to remain sealed until further notice. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

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

5. TAX COLLECTOR'S REPORT – COLLECTED AND OUTSTANDING TAXES

The Tax Collector's report was presented for September 2015 reflecting all collected and outstanding taxes. Ms. Bok reported that as of today, the district has collected \$637,690.89 to date. The board inquired whether or not this year the taxes received to date were ahead of schedule or about the same as last year. Ms. Bok indicated that taxes received to date were a little better than last year at this time. Ms. Bok indicated that she has not heard from Mr. Panciera as yet. Chairperson, Mr. DeBernardo asked if Ms. Bok could give him another call and if she heard nothing to let him know and he would call as well. Mr. Johnson motioned to accept the Tax Collector'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. DeBernardo-yes; Mr. Johnson-yes; Ms. Ure-yes; Mr. Schaarschmidt-yes; Mr. Weeden-yes

6. TREASURER'S REPORT – MONTHLY BILLS & EXPENDITURES

Due to the Treasurer not being present this evening; Mr. Johnson motioned to table the Treasurer's report for September 2015 until the next monthly board meeting and Mr. Schaarschmidt and Ms. Ure seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

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

The board discussed the recent request of the Treasurer to increase the second signature requirement from \$5,000.00 to a higher amount due to rising costs. The board discussed as to how long it usually took to obtain two (2) signatures. On average, the Treasurer had to wait usually 2 to 3 hours for a second signature on a check. The board discussed that it wasn't very often that a check would exceed \$5,000.00. It was discussed that they felt \$7,500.00 would be a reasonable amount in today's economy.

Mr. Johnson motioned to increase the second signature requirement from \$5,000.00 to \$7,500.00 and Mr. Schaarschmidt seconded the motion. Discussion: Ms. Ure doesn't believe this to be necessary, as it has not happened very often. With no further discussion, four (4) in favor, one (1) opposed.

Mr. DeBernardo-yes; Mr. Johnson-yes; Ms. Ure-no; Mr. Schaarschmidt-yes; Mr. Weeden-yes

The board discussed further updates with the Audit consultant. Mr. Nadeau came in last Tuesday and worked with Ms. Nicotra for six (6) hours. He is very familiar with Mr. Civetti and feels we are making good progress. The Audit deadline is December 31, 2015, which should not be an issue.

7. DISCUSS AND POSSIBLE APPOINT/SWEAR IN TWO NEW CAPTAINS FOR THE FIRE DISTRICT

The Board of Engineers met and during their last meeting they found it acceptable to recommend the promotion of Mr. Patrick Hawkins and Mr. Michael Deniger to the positions of Captain. These positions are based on a probationary period of six (6) months.

The District Clerk, Julie Kelley, swore in the newly appointed Captains, Mr. Patrick Hawkins, and Mr. Michael Deniger. Family and close friends had the honor of pinning the badge on each of the newly appointed Captains. Everyone in attendance congratulated the Captains.

Chief Lee noted that a letter of resignation from Lieutenant Keith Williams was recently received. The district will work off a current list that they have from the last exam given in the spring which is good for two years.

8. CHIEF'S REPORT – EQUIPMENT, BUILDING, SEMINARS

Chief Justin W. Lee's monthly report was presented for September 2015.

Incidents

There was a fatal incident on Interstate 95. Deputy Chief Brian Champlin was in charge of a very difficult situation. We have provided for a stress team to talk to our members. This was a major incident for the month.

Chief Lee met with Ms. Kimbely Dawson of the Dawson Group to discuss billing for MVA accidents. This is where they bill your insurance company for the equipment, manpower, and materials used during an accident. The Dawson group handles most of the paperwork and they get paid 10%. The District would have to update our Accident Reports to have a little more narrative to make it easier especially during a call at 2:00 a.m. There is a contract that would be needed but with no yearly commitment.

Equipment/Vehicle Maintenance

Maintenance has continued to be an issue with our apparatuses. Our trucks have not been inspected for two years. We are doing what we can in house especially with Captain Dumsar back. We are doing what is essential in order to have the trucks pass state inspection and for the public safety of our officers. We are looking to see where we can defer making some repairs until all major repairs have been completed.

The new car is scheduled for delivery to MHQ this week. Hopefully the car will be here by next week.

The board discussed the lettering on the vehicle. Chief Lee wanted to refrain at this time until closer to the end of the budget year. Ms. Ure stated that she would like to see the vehicle lettered now so that the people of the town can see what they purchased and for the Chief to have a presence within the community. The cost to letter the car is approximately \$800.00. The board was in full agreement that the lettering should be done when the vehicle arrives.

Building Maintenance/Park

The park maintenance is good at this time. This will be part of our Strategic plan for the future.

Social Media and Photography Policy

Chief Lee discussed that he feels a need to have a policy for Social Media and Photography as we do not currently have a plan. No formal policy has been developed at this time.

Verizon Tower

The bid to construct the tower was awarded to J. Lee Associates. The building permit is at the Hopkinton Building Department and still needs to be picked up.

Retirement System

It has been discovered that former Chief Fred Stanley and Captain David Dumsar should have been paying into the TIAA CREF system 1% of their salary for the last 3 years. The mix up was because TIAA CREF thought they were in the public safety plan, which does not contribute to CREF and the state thought that they were enrolled.

The board discussed the resolution to have the Municipal Employee's Retirement System (MERS) look into the potential cost. Mr. Johnson motioned to approve the Resolution to have the Municipal Employee's Retirement System (MERS) perform an Actuary Study to look into the cost associated with participating in the system and Mr. Johnson seconded the motion. With no further discussion, all in favor, all aye, motioned passed unanimously (5-0).

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

A motion was made by Mr. Ure to remove the Former Chief as the Public Records Officer and replace it with the current Chief, Justin W. Lee as the primary records officer and District Clerk, Julie Kelley as the secondary records officer. Mr. Johnson and Mr. Schaarschmidt seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

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

Open House/Fire Prevention Week

The board discussed the recent open house during Fire Prevention week. The board discussed their appreciation for all the efforts to make this day creative and a fun day of learning. There were new incentives that the children enjoyed such as knocking over cones with water, a remote control robot, and even a hands on fire extinguisher trainer. Trophies were awarded to the poster contest winners and it was a great time for everyone who attended. Chief Lee commented that this year we had 100% parent participation for the awards, which he appreciated and felt this event was very important for the community.

Mr. Johnson motioned to accept the Chief's report for September 2015 and Mr. Schaarschmidt seconded the motion. With no further discussion, all in favor, all aye, motioned passed unanimously (5-0).

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

9. CORRESPONDENCE – INCOMING & OUTGOING

Nothing to report.

10. REPORTS OF COMMITTEES

New Ladder Truck

Due to a loss of a parent of a committee member, the meeting did not take place. This item is to be tabled to next month for further discussion at that time.

11. APPOINTMENT OF COMMITTEES

No appointment of committees this evening.

12. OLD BUSINESS

During the last meeting the board discussed that there was no official written policy in reference to a Smoke Free Policy on the grounds of the District. The board reviewed the newly written policy, hereby, making it official to keep the grounds smoke/tobacco free.

Mr. Johnson motioned to accept the newly written policy this evening to officially have the grounds of the Hope Valley/Wyoming Fire District smoke/tobacco free. Ms. Ure and Mr. Johnson seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

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

13. NEW BUSINESS

A date has been set for the Christmas Party this year, please mark your calendars for December 12th at 6:00 p.m., to be held at the Richmond Country Club.

14. PUBLIC FORUM

No Public Forum this evening.

15. OTHER BUSINESS

No other business came before the board this evening.

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

No Executive Session this evening.

17. ADJOURN

A motion was made to adjourn at 7:52 p.m. by Mr. Johnson and seconded by Mr. Schaarschmidt. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

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

Respectfully submitted,

Julie Kelley
District Clerk