

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

**MONTHLY BOARD MEETING
APRIL 14, 2016
7:00 P.M.**

Those present: Board Members: Chairperson, Pasquale DeBernardo, Elwood Johnson, Georgia Ure; Paul Schaarschmidt, John Weeden; Chief, Justin Lee; Treasurer, Deborah Nicotra; Tax Collector, Susan Bok; District Clerk, Julie Kelley.

Those not present: All present this evening.

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

The Open Session minutes of the March 10th Monthly Board Meeting were presented. Ms. Ure motioned to accept the minutes as presented and Mr. Schaarschmidt seconded the motion. With no further discussion, four (4) in favor, one (1) abstained, motion passed unanimously (4-1).

Mr. DeBernardo-yes; Mr. Johnson-abstained; Ms. Ure-yes; Mr. Schmarschmidt-yes; Mr. Weeden-yes

A workshop meeting was scheduled for March 17th at 6:00 p.m. Mr. Schmarschmidt motioned to suspend the workshop meeting scheduled for April 21st, 2016 until the next scheduled meeting to be held on May 19th, 2016 at 6:00 p.m., as the Chief, Mr. Day and a few board members would not be able to attend that evening. 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. Schmarschmidt-yes; Mr. Weeden-yes

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

The Tax Collector's report was presented for March 2016 reflecting all collected and outstanding taxes. To date \$719,298.85 has been collected. Chairman, Mr. DeBernardo, requested Ms. Bok to contact our attorney, Mr. Panciera to see if he plans on doing a tax sale and if so, when? Mr. Johnson motioned to accept the Tax Collector's report and Mr. Weeden 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. Schmarschmidt-yes; Mr. Weeden-yes

At this time, Chairman, Mr. DeBernardo indicated to the board that he would like to change the current agenda by moving up the Executive Session so that the members involved in the session will not have to wait until the end of the meeting. All board members were in agreement with this amendment.

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

A motion was made by Mr. Johnson to convene into Executive Session in accordance to RI General Laws §42-46-5 (a)(1) and to discuss retirement planning of employee(s) of the Hope Valley/Wyoming Fire District of which personnel issues, job performance, character, or physical or mental health may be discussed while in executive session. Ms. Ure seconded the motion. The employee(s) received a letter from the District Clerk informing them that the meeting was to convene in Executive Session unless they wished to have the meeting convene in open session. No response was received from them; therefore, the meeting was closed and convened in executive session. The Executive Session commenced at 7:05 p.m. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

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

A motion was made by Mr. Johnson to close the Executive Session in accordance with RI General Laws §42-46-5 (a)(1) and go into Open Session and Ms. Ure, Mr. Weeden, and Mr. Schmarschmidt seconded the motion. While in Executive Session, one (1) vote was taken to have the Chair sign letters received by the employees. The minutes will remain sealed until further notice. The Executive Session closed at 7:15 p.m. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

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

5. TREASURER'S REPORT – MONTHLY BILLS & EXPENDITURES

The Treasurer's Report was presented for March 2016. The board reviewed the reports.

Mr. Johnson motioned to accept the March Treasurer's Report as presented and Ms. Ure seconded the motion. Discussion: Ms. Nicotra indicated to the board that Blue Cross/Blue Shield is off on the Actuals vs. Budget report. It's a payroll issue that will be corrected. Acct. # 5300, Blue Cross ER is slightly over but it is not that amount. Ms. Nicotra also brought to the board's attention that under 51000 Account labeled "Special Handling-Payroll" is listed in the amount of \$20,410.00. This is because the payroll goes through the General Fund but will later be reimbursed by the Special Acct. for Haz Mat Training. At the end of page 2, Acct. # 9999 – Uncategorized Expenses in the amount of \$20,520.09, this is done intentionally as a non-payroll item that will be reimbursed.

Chairman Mr. DeBernardo inquired about having the Reserve Account report, as he would like to see the current balance. Ms. Nicotra stated that she couldn't print that report any longer from the program. She indicated that she could provide bank balances. From the recent audit report, it was reported that we had a balance of \$508,000.00 in Reserve or surplus money as of the June 30th report. Mr. DeBernardo would like the Treasurer to provide a quarterly report to the board, which will provide a number at that point in time.

With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

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

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

Chief Justin W. Lee's monthly report was presented for March 2016.

Dawson Group

We received our first check from the Dawson group in the amount of \$495.00. Total billed for accidents was \$550.00. The district receives \$495.00 and \$55.00 goes to the Dawson group.

Vehicle Maintenance

The district is still progressing on repairs on the vehicles, nothing major to report at this time.

The Chief indicated that he would like to start to carry Narcan on two of our units and in the Chief's vehicle due to the several fatal drug overdoses in this area. There would be no cost to the district as it is handled through the ambulance core. The only one that can administer Narcan is an EMT. There is no authorization needed to carry Narcan, as it is not a controlled substance. The district has five (5) EMT's including the Chief. VFIS would cover the district.

The board members congratulated the Chief on passing the Fire Marshal's exam. In accordance with NFPA requirements, the Chief is still required to complete seven (7) inspections in different occupancies types before receiving his certificate of completion.

Meetings

The Chief attended the New England Division of Fire Chiefs annual meeting and education seminar. There was a session on firefighter mental health, focusing on suicide prevention that he found to very helpful.

Maintenance/Park

Three (3) additional bids were received for push mowers, we received three (3) more bids from the following:

Pat's Power Equipment - \$2,600.00

Howard Johnson Inc. - \$2,600.00

Allen's Seed – \$2,900.00

It was discussed that the bid from Barrett's was the lowest that came in at \$2,150.00 for both the Husqavarna rider and push mower, but they are actually last years models. The funds will be coming out of the park account under this year's budget.

Verizon Tower

The tower is to commence soon. Checks have been coming but no date has been set to start construction.

Incidents

There were two to three building fires; we were able to save the building. It apparently, was caused by burnt food.

There was also a significant barn fire, which we attended as mutual aid with Exeter.

Budget

The Chief presented his preliminary budget to the board for their review. Chief commented that he looked at the expenses and reworked the budget i.e. Maintenance and tried to be frugal in other areas.

FY 15/16 Total Expenses \$834,921.00

This year also included Retired Chief Fred Stanley's severance.

Proposed FY 16/17 Total Expenses \$814,290.00

This proposal does not include pay increases.

Stipend Accounts

Acct. # 4140, Auditor, decreased by \$500.00, includes Mr. Civetti's services as well.

Acct. # 4250, New Office Equipment, decreased by \$1,200.00, includes two new laptops for Deputy Chief's

Maintenance

Acct. # 6110 – Truck, increased by \$10,000.00, trucks are older and still not where they need to be.

Acct. # 6130 – Portable Equipment, increased by \$1,000.00; Compressor Maintenance, AED and Maintenance of Equipment.

Acct. # 6220 – Hydrants, no change, Maintenance of the Hydrants, parts etc.

Acct. # 6310 – Fuel, decreased by \$750.00

Acct. # 6400 – Insurance, decreased by \$1,100.00

Fire Department

Acct. # 7110 – Fire Alarm Comm., increased by \$1,500.00, need to be portable ready, better gear for outdated equipment.

Acct. # 7120 – Protective Clothing/Uniforms, decreased by \$5,000.00, we are in good shape now.

Acct. # 7140 – New/Replacement Equipment, increased by \$1,000.00

Acct. # 7320 – Awards/Meetings – increased by \$1,000.00, to offset banquet cost.

Utilities

Acct. # 8150 – Cellular Phones, no change, Deputy Chief's and Captains get cell phones that are covered by Haz Mat, the Training officer and Fire Marshall are not covered under Haz Mat.

Others

Acct. # 9030 – Legal Expenses, increased by \$500.00, in anticipation of retirement of our current attorney.

Income

Acct. # 1300 – Inspections, increased by \$3,000.00, which will help offset taxpayers with ladder truck purchase.

Acct. # 2000 – Station Two Rental, increased for income from rentals.

Mr. Schaarschmidt commented that he feels an increase of \$10,000.00 in Acct. # 6110; Truck maintenance will not be enough. Mr. DeBernardo agreed with him but it was discussed that the budget cannot go up 5% to 6% in one year.

Mr. Johnson motioned to accept the Chief's report for March 2016 and Ms. Ure 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. Schmarschmidt-yes; Mr. Weeden-yes

7. CORRESPONDENCE – INCOMING & OUTGOING

Incoming:

1. Letter addressed to the Chief, Hope Valley/Wyoming Fire District, from Mr. Robert A. Peacock, regarding Southern League Executive Officers Request.
2. Letter addressed to Mr. Justin W. Lee, Chief, Hope Valley/Wyoming Fire District, from Ms. Lori Lambert, Chariho Early Childhood Coordinator, expressing appreciation for attending the 2016 Chairho Preschool Fair.

Outgoing:

1. Letter addressed to Senator Jack Reed, from Mr. Justin W. Lee, Chief, Hope Valley/Wyoming Fire District, regarding the district's strong concern with severe cuts to homeland security grant programs proposed in the President's FY 2017 budget.

2. Letter addressed to Retired Chief Frederick A. Stanley, from Ms. Julie Kelley, District Clerk, Hope Valley/Wyoming Fire District, inviting him to attend the board meeting to be held on April 14, 2016 and advising that the meeting may be held in Executive Session.
3. Letter addressed to Mr. David Dumsar, Captain, Hope Valley/Wyoming Fire District, from Ms. Julie Kelley, District Clerk, Hope Valley/Wyoming Fire District, advising that the meeting may be held in Executive Session.
4. Letter addressed to Retired Chief Frederick A. Stanley, from Pasquale DeBernardo, Chair, Hope Valley/Wyoming Fire District, regarding TIAA-CREF back payments and the defined contribution plan.
5. Letter addressed to Mr. David Dumsar, Captain, from Pasquale DeBernardo, Chair, Hope Valley/Wyoming Fire District, regarding TIAA-CREF back payments and the defined contribution plan.

8. REPORTS OF COMMITTEES

New Ladder Truck

No further discussion this evening.

Charter Committee

The meeting was suspended for April 21st and will reconvene for a workshop meeting on May 19th at 6:00 p.m.

9. APPOINTMENT OF COMMITTEES

No appointment of committees this evening.

10. OLD BUSINESS

No old business before the board this evening.

11. NEW BUSINESS

No new business before the board this evening.

12. PUBLIC FORUM

No public forum this evening.

13. OTHER BUSINESS

No other business before the board this evening.

14. ADJOURN

A motion was made to adjourn at 8:25 p.m. by Mr. Johnson and seconded by Ms. Ure. With no further discussion, all in favor, all aye, motion passed unanimously (5-0).

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

Respectfully submitted,

Julie Kelley
District Clerk