

Manville Fire District Meeting Minutes

Date of Meeting: September 30, 2014

Time of Meeting: 7:00pm

Place of Meeting: Manville Fire Department

112 Old Main Street

Manville, RI 02838

1. Pledge of Allegiance – Acting Chairman McKeon opened the meeting promptly at 7 pm.

2. Roll Call of Officers – Wardens Paul McKeon, Robert Lake, in coming Wardens, Ron McKenna, James Akers and Jerry St. Germain all present. Tax Collector/Treasurer Ron McKenna present. District Clerk Ms. Lee Lemothe arrived at 7:20 due to a flat tire. Chief Adams joined the meeting briefly after he returned to the station after a dispatch call.

3. Nomination of Chairman - Mr. McKenna nominates Mr. Lake, second by Mr. McKeon, call form discussion, hearing none Mr. McKeon cast a single vote for Mr. Lake. Warden Lake assumes Chairman Position and thanks all for their support. Warden Lake nominates Ron McKenna as Vice-Chairman, second by Mr. St. Germain all in favor 4 yeah, opposed none) McKenna abstains and accepts. Mr. Lake asks for nominations for auditors. Warden Acker suggests the Chair appoint auditors. Lake appoints Mr. McKeon and St. Germain Auditors, no objections or discussion, so moved.

4. Review roles and responsibilities – Chairman Lake welcomes all new wardens as well as a single audience member Jessica from the

Valley Breeze. Mr. Lake thanked all board members and comments that everyone on this board has more experience with the district that he does. Lake Distributes a warden's orientation package which includes copies of selected pages from MFD website including photo's of all officers, fire fighters and the list of new board members. Also a copy of the charter & bylaws as well as related documents listed below. Warden Lake encouraged the board to review the entire package at their leisure but went on to highlight below listed documents. A copy of the package was available to attendees and a copy will be retained on file at the station. Mr. Lake also distributed a goals document which outlined important issues addressed by the last board and suggest this board add their comments and suggestions for use and reference.

5. Policies and Procedures – Mr. Lake mentioned he wants to formalize policy and procedures to establish expectations and guidelines for the future. There were two existing documents which include MFD request for documents which the former Chair did not want to use but past boards had used. He mentioned an old policy formerly used by previous boards relating to hardship procedure, it was only referenced in recent history and very unclear to the intent. Also a proposed draft of his proposal for monthly bill submission and approval process to make the board meetings more productive.

6. Old Business –

a. ISO Report dated June 30, 2014. Mr. Lake mentioned the latest ISO report dated June 30, 2014 was included and the fact that the Chief believes the districts rating could be impacted in the future by not

having a ladder truck in the district. Mr. Lake did not go into detail but encouraged all wardens to review the report directly with the Chief at the next meeting.

(1)

b. Ladder truck discussion – Chairman Lake advised and updated all members that former Chairman Auclair had received a written offer from the Smeal Apparatus Company offering the truck MFD specified and contracted for but did not take delivery because ALF went out of business. Smeal is proposing the same deal at this time because they bought the assets of ALF Aerial division. Lake provided copies to all as well as referenced questions posed by Auclair and Lake to the Smeal rep as well as their response received earlier today. Mr. Lake advised that Attorney McKinnon has been asked for a legal opinion regarding statutory requirements and a recommended approach if the new board/district wishes to pursue a new truck in the future.

c. Chief Adam goals – Mr. Lake commended Chief Adam for having a five year goal and efforts to controlling cost. His goals clearly outlined his wants and needs for the department as well as his proposed budget which contemplated no tax increases. Lake said we are in the fourth year of the Chiefs goal vision and encouraged all to review the document so we can discuss at our next meeting.

7. New business

a. Communication and personal contact information – Chair

distributed personal contact information and obtained phone numbers of new wardens. Mr. Lake reminded all members that board is subject to all open government regulations, guidelines and absolute compliance with the spirit of the need to conduct district business in advertised public meetings.

b. ADA Building Study – Mr. Lake explained the need to take a fresh look at accessibility and inclusion of all taxpayers. Mr. McKeon reported he the building met all requirements. Mr. Lake said it is in our best interest to identify any issues or concerns so we can plan for possible improvements as we look at the department’s physical needs such as a new boiler etc.

c. Compilation vs. Audit - Mr. Lake explained this will be a board decision; we set aside some funds if we want to pursue a full audit in addition to regular and routine spot audits.

d. Goals & expectations – Chair distributes draft goals document dated 9.30.14.

e. Open Meeting requirements – Mr. Lake commented on the high cost of non-compliance in the past. “We are still paying legal fees relating to a 2010 complaint which has extended until just recently. This cost can be avoided or minimized by good recordkeeping and posting clear and concise meeting minutes on SOS and MFD websites. It also streamlines request, when taxpayers ask for info, we/they can go to the web and print it.

f. Attorney communication – Mr. Lake advised Attorney cost need to be minimized and consulted only on an as needed basis. Attorney McKinnon would like to introduce himself to the board and

provide an overview presentation on APA and status of litigation. Warden McKenna asked if we would have to pay for this meeting. Mr. Lake will discuss with Mr. McKinnon. Mr. Lake asked all board members to route any questions or suggestions through the Chair or Vice Chair to minimize duplication of efforts and legal fees which can add up quickly.

h. Schedule of Monthly Meetings – Lake said we will need to agree on monthly meeting dates and post the schedule on SOS site.

(2)

i. Responsibilities of district clerk – Chairman Lake thanked Ms. Lemothe for volunteering for this important position. He committed to running an efficient and productive meeting and fully complying with Open meeting requirements and documentation.

10. Public Comment – none

11. Motion to Adjourn by Mr. McKeon, second by Mr. McKenna, all in favor 5-0 vote Meeting Ends at 7:50pm.

Date Agenda Posted: 9/27/14

Date of Meeting: 9/30/14

Date submitted to Board: 10/8/14

Date posted on SOS: 10/14/14

_____ Lee Ann Lamothe

Chairman

Clerk