

**Date of Meeting: November 18, 2014 Time of Meeting: 7:00pm**

**Place of Meeting: Manville Fire Department**

**112 Old Main Street**

**Manville, RI 02838**

**1. Pledge of Allegiance**

**Opening by the Chairman at 7:00 PM**

**2. Roll Call of Officers by Chairman Lake**

**Present: Bob Lake**

**James Akers**

**Ron McKenna**

**Jerry St Germain**

**Paul McKeon**

**Clerk – Lee Lamothe**

**3. Motion to approve previous meeting minutes**

**Chairman Lake explains how he has put a packet together of two meeting minutes, one that was not posted by the former board due to the fact that there was no Clerk, Chairman Lake explains that only Warden McKeon and he were on the board for the meeting of 9-17-14 they are the only ones that can vote on them. These minutes were for the budget preparation meeting. Warden McKeon says that he has reviewed all the minutes and is ready to approve them.**

**Chairman Lake makes a motion to accept the September 17, 2014**

meeting minutes as they are written. Warden McKeon seconds. No Discussion. Approved 2 (Lake, McKeon) Abstained 3 (McKenna, StGermain, Akers)

Warden St Germain makes a motion to accept the meeting minutes of the October 8, 2014 Regular Meeting. Warden McKenna seconds the motion. No Discussion. Approved 4 – Abstained 1 (Akers – due to meeting absence)

#### **4. Reports**

##### **a. Chairman report & Communication**

Chairman Lake explains that most of the items he intends to address occur later on in the agenda so he has no formal report.

##### **b. Treasurer & Tax Collector**

Ron McKenna explains that for the month of November there was a collection of approximately 27% of the outstanding tax bills or \$95437.28. 53 properties are delinquent

and in January the Tax Collector will proceed with due notice that these properties will go to tax sale by February 10. Two of the properties are in bankruptcy and can not be collected. As far as vehicle taxes the list of delinquencies has been sent to the DMV.

80% of the tax bills that we send out are for cars with a valuation of less than \$20. He says maybe we should re-evaluate how car taxes are calculated. Warden St. Germaine makes a motion to accept the Treasurer's Report and Warden McKeon seconds. No Discussion.

**Approved 4 – Abstained 1 (McKenna)**

**c. Chief report**

**Chief Adam gives stats for the number of runs and training for last month. Chief Adam offers to put any additional items on his report that the board wants to know about.**

**Warden St Germain makes a motion to accept the Chief's Report and Warden McKenna seconds. No Discussion. Approved Unanimously.**

**d. Auditors report**

**Chairman Lake speaks tells the audience that the MFD needed to appoint auditors and he tried to seek people who were not on the board but was unable to find anyone willing to help. He explains that Warden Paul McKeon and Clerk Lee Lamothe were asked to conduct a Petty Cash Audit before the next meeting. Lee Lamothe reads the results of the Petty Cash audit to the board. She explains that the petty cash is held in a locked location accessible only to the Chief all funds and receipts (\$300) were in order when the audit was conducted on October 30, 2014. The auditors will also conduct an audit at a future date on the small change fund (\$150) in Tax Collector McKenna's office. Motion by Warden St Germaine to accept the auditors report seconded by Warden McKenna. Approved 4 – Abstained (McKeon)**

**5. Payment of Bills**

**Warden Mckenna explains that the payment report contains several**

items that were on last years budget . The Chief mentions that many of the bills on this payment list are from last year's budget. Warden McKeon asks about a check for service to gas pumps. Chief explained the pumps are. Warden McKeon asks about the CPR Class and if it is part of their required training. Chief said yes. Warden McKeon asks about practice foam and Chief explains what it is. Chairman Lake asks if we are backing up all the computers with Carbonite. Chief explains backup process.

Warden St Germain makes a motion to accept and pay the bills as presented. Warden Mckenna seconds the motion. The board discusses and decides to have this listed. No Discussion. Approved Unanimously.

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## **6. Old Business –**

a. **Schedule of Monthly Meetings - Chairman Lake and Wardens discuss possible meeting schedule. The 2014/2015 Schedule is agreed upon**

**Annual Meeting will be the 2nd Tuesday of September  
@7:00 PM @ MFD 112 Old Main Street, Manville**

**November 18, 2014**

**December 9, 2014**

**January 13, 2015**

**February 10, 2015**

**March 10, 2015**

**April 14, 2015**

**May 12, 2015**

**June 9, 2015**

**July 14, 2015**

**August 11, 2015**

**September 8, 2015 6:30 PM Regular Meeting**

**September 8, 2015 7:00 PM Annual Meeting**

**October 13, 2015**

#### **b. Policies and Procedures**

**The Chairman asks for action of Wardens on 3 policies. He has spoken to Warden McKenna and the chief and is asking to table these for the next meeting so the Wardens can review them, especially the Purchasing Policy (Expenditure Guidelines). Warden St Germain makes a motion to table and Warden McKenna seconds. Approved Unanimously.**

**The Public Record Act Policy should be revised and Chairman Lake asks the Clerk to review and recommend changes to our policy.**

**The Chairman decides just to review these two policies.**

**c. Ladder Truck update and discussion**

**The Chief and Warden McKenna met with all the vendors that originally submitted specifications for the truck. All vendors have to recalculate their numbers. We are looking at a year for delivery. General discussion of options. Chairman Lake would like it noted that he recently read about the rapidly escalating prices of American LaFrance parts and the Smeal truck could end up being an issue with parts. They are now saying there is an option to change the chassis to Smeal rather than American LaFrance. Price is \$747,600.**

**Chairman Lake explains that the MFD Attorney has recommended that we appoint a purchasing agent for the ladder truck. The burden of proof is on the purchasing agent to show that the results of the procurement would have been the same if we had gone out to bid again. Allow Chief to develop a plan, money aside. The Wardens and public can then vote.**

**Warden St. Germain makes a motion to appoint a purchasing agent. Warden McKenna seconds. Discussion. Warden McKenna was asked by the Chair but declined. Roll Call to appoint purchasing agent – Akers – yes. McKenna – yes, McKeon – yes, St Germain – yes, and Lake – yes. Approved Unanimously.**

**Warden McKenna make a motion to appoint Chairman Lake as the purchasing agent seconded by Warden St Germain. Approved 4 – Abstained 1 (Lake)**

**d. ADA Building Study**

**Chairman Lake has asked for opinions on for possible ADA Compliance. Some very expensive and some not. The board needs to look at what is reasonable.**

**e. Attorney Communication**

**The Attorney General's office has communicated with out attorney and is going to let the MFD correct any issues moving forward with regards to Open Meetings violations. We must comply going forward.**

**7. New business**

**a. Meeting Site**

**Possible future meetings at St James School. Chief is still looking into it.**

**Motion to table by Warden St Germain, seconded by McKeon.**

**Approved Unanimously.**

**b. Discussion/Vote Holiday Appreciation Dinner**

**Chairman Lake mentions that in the past we have had a holiday**

dinner for all the volunteers. Warden McKenna feels that this important for good moral and asks the Chief to make the arrangements. Warden McKenna would like to accrue the balance from last year with this years budget amount to make this possible.

Warden McKenna makes a motion to sponsor an appreciation dinner for \$500 or under. The motion is modified by McKenna ...to not exceed \$600. Seconded by McKeon. Approved Unanimously.

### **c. Discussion/Vote-Audit vs. Compilation**

The cost is \$7000 for an audit vs. \$4000 for a compilation. Motion made by Warden St Germain to do a compilation. Seconded by Warden McKeon. Akers – Yes, McKeon – yes, St Germain – yes, McKenna – abstain, Lake – yes. Approved 4 – Abstained 1 (McKenna)

### **Not on Agenda – Point of Information**

d. Issues with tax bills are noted by the tax collector. This is being looked into.

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### **8. Public Comment**

A taxpayer mentions a billing issue that occurred to her and it appeared to be a zip code issue.

**Warden St Germain makes a motion under new business that the MFD make a \$100 to the Canteen Truck from the Chief's accounts. Seconded by McKeon. Approved Unanimously.**

**Comment by Paul Armstrong – He would like a copy of the spreadsheet of expenditures for the year**

**- He asks why legal fees are not noted specifically – will be fixed next month**

**- He mentions a problem with his car tax bill. The tax collector will look into it**

**- He talks about high cost of American LaFrance truck parts**

## **9. Motion to Adjourn**

**Motion to Adjourn made by Warden Mckeon, seconded by Warden St Germain. Approved unanimously.**

**Date Agenda Posted: 11/6/14**

**Date of Meeting: 11/18/14**

**Date approved by MFD Board:12/09/14**

**Approved Minutes posted on SOS:**

\_\_\_\_\_ **Bob Lake** \_\_\_\_\_

\_\_\_\_\_ **Lee**

**Lamothe** \_\_\_\_\_

**Chairman Clerk**