

Manville Fire District – Minutes January 13, 2015

Date of Meeting: January 13, 2015

Time of Meeting: 7:00pm

Place of Meeting: Manville Fire Department

112 Old Main Street

Manville, RI 02838

1. Pledge of Allegiance – Lead by Chairman Lake

2. Roll Call of Officers-

Present – Warden Paul McKeon

Warden Jerry St Germain

Warden Ron McKenna

Warden James Akers

Chairman Bob Lake

Clerk Lee Lamothe

Absent – Chief Peter Adam

3. Motion to approve previous meeting minutes

Warden St Germain makes a motion to accept the minutes of the December 9, 2014 regular meeting as they are presented. Second by

Warden Akers. Approved 4 – 0 – 1 (McKenna)

4. Reports

a. Chairman Report & Communications – Chairman talks about attachments to the board package. These attachments contain a

revised Expenditure Guideline to provide guidance on all purchasing within the fire district and a revised Access to Public Records Act. There is also an attachment which is a copy of Lincoln Town Administrator, Joe Almond's comments regarding a study about a potential fire district consolidation/merger. The Chairman mentions a constructive talk with Mr. Almond about his vision for the future of the fire districts of Lincoln.

b. Treasurer and Tax Collector Report – Treasurer McKenna say that the fire district has collected 68.8% of the taxes it is owed for 2014. Delinquencies total \$163163.69 He says that this week he sent out delinquency notices to 37 property owners who are now delinquent for more than two years. Those owners have until February 10 to pay before their houses goes to tax sale. Notices also went out to 184 property owners who are now delinquent for more than 1 year. There are 976 delinquent taxes on motor vehicles that total \$73,655.23. The Treasurer has also included a statement of Assets which has a balance of \$755,050.97 for January 2015. He also presents a report that shows we have expended \$31360.99 from the current fiscal years budget.

1. Tax Collector McKenna states that he has received a number of complaints of tax bills not being received. All tax bills were mailed October 5. Some appear to have been lost in the mail. The Tax Collector says that according to vote at the Annual Meeting he is required to collect a \$25.00 fee on all delinquent accounts as of January 1. He has received a complaint from a resident that claims to have not received his tax bill and feels he should not have to pay the

\$25.00 fee. Tax Collector McKenna is bringing it before the board. There is general discussion about how to handle. Warden McKeon mentions that maybe we can extend the deadline for the receipt of late payments. Chairman Lake says that for now the best recourse may be for him to pay under protest and then it could be addressed by the board. Warden McKeon asks why we can't mail the bills from Manville Post Office. The tax collector tells Warden McKeon about how the tax bills are mailed from Cranston at a much discounted bulk rate. They also fold the invoices, then stuff and seal the envelopes. It saves the district over \$500 in postage. Warden St. Germain makes a motion to place an ad in the Valley Breeze to extend tax amnesty until February 14, 2015. Warden McKeon questions if we would have to give back the fees already collected. Tax Collector McKenna says he will bring a list of people that have already paid the late fee before the board next month. Warden McKeon seconds to motion to extend the amnesty. Approved 4-0-1 (McKenna). Motion made by Warden St Germain and seconded by Warden Akers to accept the Treasurer/Tax Collector reports with the amended amount of \$162963.69. Approved 4-0-1 (McKenna)

c. Chief's report – The Chief is out sick so Chairman Lake reads Chief Adam's report.

There were 58 runs – 48 in Manville, 8 in Albion, 1 Woonsocket, 1 Cumberland

32 EMS, 2 MVA, 21 Fire Calls, 3 Others

Average response of 7.6 firefighters per call

No training in December.

c. Auditors report – No Auditors report

5. Payment of Bills

Chairman Lake reads all the bills out loud.

Warden McKeon asks about fees that MFD paid to Baseline Realty for a tax sale. Tax Collector/Treasurer McKenna explains that we get a check from the tax sale and then we have to pay whoever purchases the tax lien (Baseline Realty) and the Town of Lincoln to record the sale. All the money that comes in, goes out, except for a \$75 fee.

Warden McKeon then asks about a check to the Town of Lincoln. Tax Collector/Treasurer McKenna says this was the recording fee he just explained. He explains that this fee is paid from the Town of Lincoln to the State of RI.

Motion made by Warden St Germaine to pay the bills in the amount of \$14605.14. Warden McKeon seconds. Payment of Bills is Approved 5-0-0

6. Income

Total of \$60.00 of income for smoke detector inspections.

Motion made by Warden McKeon and second by Warden St Germain to approve the income report.

Approved 5-0-0

7. Old Business

a. Policies and Procedures

Chairman Lake tells the audience that he has asked the board to review some policies. The first procedure attached is the Expenditure Guidelines. Chairman Lake explains that he drew up the initial draft and then received input from Chief Adam and Tax Collector/Treasurer McKenna. Chairman Lake explains the procedure as it is written for the wardens and audience. Warden St Germaine moves to approve the Expenditure Guidelines as they are written and Warden Akers seconds. Approved 5-0-0

The next procedure before the board is the Access to Public Record Act Procedure. Chairman Lake explains that the last board had a very stringent procedure and now we are moving towards a less stringent but still well documented procedure. He asked the Clerk, Lee Lamothe, for input on this policy as she has had some experience with this. The Clerk tells the Chairman that she has made a small modification in the final copy of the procedure to include contact information. The Chairman says that this is good and says he that he would like to eliminate the print on the request form that says a request may be made verbally. He wants it to be required that it be in writing. Warden McKeon agrees. The Chairman wants there to be a paper trail. He briefly goes describes some of the procedure to the board and audience. Motion to adopt with the changes discussed (striking verbally) by Warden McKenna and seconded by Warden St Germain. Approved 5-0-0.

b. ADA Building Study – Update

Chairman Lake says that we are studying various options to improve building accessibility. We are currently in compliance but we should continue to review this in order to make access to the building better long term. We don't want to spend money on a short term fix. Chairman Lake explains that he has been fortunate to locate someone who donated time to developing building plans. There was \$1500 approved in the budget to do this study but hopefully we will be able to get it done for much less.

Warden McKenna makes a motion to take the Agenda items out of order and take 8a. Credit card points next on the agenda. Second by Warden St. Germain. Approved 5-0-0

8 a. Credit Card Points

Treasurer McKenna explains that for years he has paid the MFD credit card bill on time. He noticed on a recent statement that we had accumulated 44,000 points. He called the credit card company, Bank of America. He was able to get a cash back award of about \$420. That money has been received in and deposited in misc. income. Warden McKenna felt that it was an appropriate to bring this up before Agenda Item 7c. Appreciation Event.

7 c. Appreciation Event

Warden McKenna makes a motion to use all the money received from the credit card points towards the Appreciation Dinner. Motion

seconded by Warden McKeon. Warden McKeon asks when this dinner will be. The Chairman says the Chief is working on it.
Approved 5-0-0

9. Public Comment

The Chair acknowledges Paul Armstrong - Mr. Armstrong questions why this is the first time in two and one half (2 ½) years that the ladder truck is not on the Agenda and he is wondering why. The Chairman answers that it was just not put on the agenda. Mr. Armstrong asks if it is still active. The Chairman says that he cant talk about it because it is not on the Agenda. Mr. Armstrong has a question on the Expenditure Guidelines under Emergency Repairs. He said it is a violation of our bylaws because it is over \$3000. The Chairman disagrees and says that because this is a budgeted item the Chief can approve it. Paul Armstrong asks the Tax Collector if we received as many complaints about lost bill before we started taking them to Warwick (Cranston). The Tax Collector says we have been using this service for 5 years.

Dennis Lacombe asks about taking the truck to Hartford for repairs. The Chairman explains that most of the time the repairs are done right at the station. The company that does the repairs coordinates with other local fire districts to save travel time on the district invoice. The costs are shared.

10. Executive Session

. Motion by Warden McKenna to go into Executive Session per RI General Law Subsection 42-46-4, litigation issues. Seconded by Warden St. Germaine. Approved 5-0-0.

8:13 pm Motion to return to open session by Warden St Germaine and second by Warden McKeon. Approved 5-0-0

The Chairman notes that no votes were taken in Executive Session. Warden McKenna makes a motion to seal the minutes of Executive Session. Second by Warden St Germain. Approved 5-0-0

11. Motion to Adjourn

Motion by Warden St.Germain at 8:14 PM to adjourn. Seconded by Warden McKeon. Approved 5-0-0

Date Agenda Posted SOS: 1/09/15

Date of Meeting: 01/13/15

Posted : MFD Station, Manville Post Office, Lincoln Town Hall

Minutes submitted to Board: 2/10/2015

Approved Minutes posted on SOS: 2/12/15

____Bob Lake_____

____Lee

Lamothe _____

Chairman

Clerk