

Central Coventry Fire District

November 21, 2006 - 7:00 pm

MINUTES

1.Call to Order Time: 7:00pm

2.Roll Call

President: Girard Bouchard – VP: Michael New

Joe Bonn - Richard Tellier - John Bowen - Robert Crowe

Treasurer – Tom LaColle

Tax Collector – Jeanne Graemiger

Linda Bennet - Chief Hoxie - Chief Seltzer - Asst. Chief Scott Tucker

Anna Mae Lapinski – on vacation

**3.Approval of Minutes of the previous Board of Directors Meeting –
9/19/06**

Motion: Mike New Seconded: Joe Bonn

4.Old Business

Alternate Storage Facility

Tracy Hall looked into off site storage but was unable to get any cost estimates because we don't really know how much we are going to be storing. There was some discussion of a Document Management System to scan and store documents electronically. This is a good idea however there will be some original documents that will need to be kept. This led to a discussion of online backup storage for all

computer files and programs. Chief Hoxsie said he had seen it offered for as little as \$10 per month for 50 gigabytes of storage. This would certainly cover what we have for files.

Info on Records Retention

We have a Records Retention Schedule from the State. Once the offices at Tiogue are finished the process of sorting records into what we have to keep and what we can store electronically or destroy will begin.

Info from Linda Bennet on paying off loans vs. investment

Linda read thru the attached report. There was some discussion as to which loans were better paid off and which were better to keep making payments. Tom is to look into the cash flow effects of paying off Washington Rescue 3.

Payoff loans for Harris Defibrillator and Harris Rescue 5 (approx. \$45,000)

Motion: Richard Tellier Seconded: Mike New

Motion Carries – Unanimous Vote

Update on Blue Cross

From Linda Bennet - In regards to an employee from Tiogue, Blue Cross won't make changes retro actively so even though his daughter was no longer on the plan, he was still covered under a family plan.

From Tom LaColle – Bob Paul is divorced not sure if he has to cover his ex-wife or if he should be single with 2 dependants.

Some discussion regarding how to keep track of enrollment to insure we are not paying more than we should. Per Chief Seltzer, he submits a renewal letter annually with a list of employees with proof of employment. Linda Bennett is to look into getting a list from Blue Cross of our employees and their status with Blue Cross.

Linda Bennett asked if the Treasurer's and Tax Collector's accounts had additional signers in case either was unavailable. Both accounts only have one signer. Tom LaColle said he would add whomever the Board recommends.

5. President's Report – accepted as presented

Motion: Mike New Seconded: Bob Crowe

Harris FD had Loan thru USDA that required an annual report. Tracy Hall to check letter received by Mr. Bouchard against a report already sent to USDA to see if the required report has already been filed.

Letter received from IRS in regards to Audit of Harris FD two years ago. Linda Bouchard is pulling out records to show the \$40,000 in FICA payroll taxes has already been paid.

Harris has closed their books this week. All outstanding bills have been paid and all accounts closed. \$1,758.79 is being given to Tom LaColle.

There has been a lot of activity at Station 4, looking to move into new offices there at the end of the year. Firefighters have been doing all the work.

Tax Collector has had some issues with taxpayers from the merged districts. All issues are being addressed; some issues will need attention from the Board. Mr. Bouchard would like to call meeting to discuss tax collection issues next week. Meeting set for Monday 11/27/06, 7:00pm.

6.Chief's report – accepted as presented

Motion: Mike New Seconded: John Bowen

Personnel

In addition to the listing in the report, Scott Murray has injured his shoulder. We are waiting on his doctor for his status.

Administration

2. Chief Seltzer would like to review the “Department Employee Polices” with the Board at the next meeting. Copy included with Chief's Report from 9/19/06.

3. Chief Seltzer is looking to start reimbursement process for Andrew Cady who is working toward a Fire Science Degree at CCRI. There was some discussion of the cost and if there was any time requirement for the employee. From Chief Hoxsie at WFD only

education with time attached was Paramedic. That was repaid over two years. An associate's degree usually takes 4-6 years to complete so by the time the degree is complete we've gotten the time. Mike New suggested we need to have a written education policy. Girard Bouchard noted the contract says that the district will reimburse the employee after successful completion of courses.

5. Brad Preston, VFIS, would like to come to Board meeting to explain the insurance policy.

Fire Prevention

1. During October & early November fire prevention programs completed in the Coventry Public Schools and some additional private schools. Joe Bonn said his son was a part of the program and he gives it a thumbs up!

Mike New requested monthly run numbers for 2005 to compare with this year. There was some discussion as to the difficulty in comparing the merged district and unmerged districts run numbers. Chief Seltzer said the FD Manager program that is being used can generate the run numbers easily. Mr. New asked if the information could be generated and given to Mrs. Bennett to analyze.

7. Treasurer's Report – accepted as presented

Motion: Seconded:

Under revenue we don't know what the cash flow is going to be like

yet. So there is no budgeted amount. As money starts to come in from Tax Collector that will get filled in and we can make comparisons next year.

Fuel variance not very controllable, depends on how many runs and the cost of fuel.

Medical Insurance has a negative variance as some employees have opted out of insurance and are getting paid a percentage of the premium. See Payroll- medical in lieu.

To get an accurate variance for Payroll you need to add the payroll lines together as the budget had one line item for payroll.

Pension Variance due to some issues getting all new people into the system properly so regular payments were not paid until that was all straightened out.

Chief Seltzer asked does the money coming from VFIS get recorded as income or go into the overtime account. Tom LaColle replied all goes into the overtime account.

Tom LaColle will be forwarding the December uniform allowance money to Matt Medeiros, treasurer for the Union. Uniform allowance for Chief Seltzer, Chief Hoxsie and Assistant Chief Tucker will go to Alan Weeks, RI Uniform & Supply.

8. Tax Collector's Report – accepted as presented

Motion: Mike New Seconded: Richard Tellier

Report Attached. Report is thru October. Abatements at the bottom of report are from the Town and uncollectible past due amounts older than 3yrs. Some discussion of issues with taxpayer's having problems with past payments. There will be more discussion at the meeting on 11/27/06.

Lucy Warner, 1516 Main St, and her daughter Susan DiCarlo had a question for the board regarding Mrs. Warner's tax bill. In the past she had received an exemption based on her income. She wanted to know why she was not getting it now and if there was anything that could be done about it. There was much discussion including the fact that the Board voted to not allow any exemptions. Chief Seltzer said that it was a State Law previously but he was not sure if that law was still in effect. Jeanne Gramieger had heard of this exemption before. Girard Bouchard said that the issue will be discussed at the meeting on 11/27/06 and she will be notified after that meeting.

9. Seek to Convene an Executive Session pursuant to RIGL 42-46-5 (a)(1)

Personnel

Motion: Richard Tellier Seconded: Joe Bonn

Into Executive Session – 8:40pm

9:04pm Motion for short recess – Robert Crowe Seconded – Mike

New

9:10pm Return to Executive Session

Motion: Mike New Seconded: Richard Tellier

Out of Executive Session – 9:50pm

Mrs. Bennett will be analyzing the numbers of Fire & Rescue calls. She will need runs for the four districts to 8/31/06 and the consolidated district from 9/1/06 to present. She will also be analyzing info on injuries for the past 3 years. The info needed will be type and cause of injury, how long the injured person was out. No personal info is to be included.

10.Introduction of new business to be considered at the next Board Meeting:

Review of Department Employee Policies

11.Adjournment

Motion: Mike New Seconded: John Bowen

Time: 10:15 pm