

Exeter Fire District

(June 16, 2005)

Call to Order

Chairman Peter Lacouture called the June 16th meeting of the Exeter Fire District to order at 7:02PM. Present were Commissioners Vergano, Lacouture, Nievera, Wilbur, Swanson, Walker and Reed. Also present were six members of the public.

Public Comment

Chief Kettelle announced that Station #1 would host a fundraiser to benefit the Exeter War Veterans Memorial Plaque Fund. Chowder and clam cakes will be served on July 9th between 4PM and 8PM. Ticket prices are yet to be determined.

Previous Month's Minutes

Mr. Walker moved (Mr. Reed second) acceptance of the minutes from the June 2nd meeting. The motion carried unanimously.

Treasurer's Report

Ms. Vergano reported a balance of \$6776.00 remains in the checking account, after checks totaling \$1314.54 had been written. Mr. Nievera

has reviewed the account and is satisfied with its accuracy.

Communications

Ms. Vergano stated she had received the completed contract from Opal Data. The contract will be kept with the clerk's files. Mr. Nievera produced an invoice for "inside telephone work" for the line recently installed.

Old Business

Ms. Jean McMahon was introduced, and welcomed, as the district's first tax collector.

Mr. Lacouture stated he had spoken with the other candidates for the collector's position and informed them of our decision. He thanked them for their interest, and reported all were gracious and offered any assistance they were able to give.

A lengthy discussion on the hours that the collector would work prompted a motion from Mr. Nievera (Mr. Wilbur second) to instruct Ms. McMahon to hold public hours, during collection periods, on Wednesday and Thursday mornings from 9:00 AM until noon. Additionally on the Saturday immediately preceding the 15th of a collection month, (August, November, February and May) the collector will hold public hours from 10:00AM until 2:00PM. During

the non-collection periods the collector will hold public hours on Wednesday mornings from 9:00AM until noon. The remainder of Ms. McMahon's work time, during non-public hours, will be used to answer e-mails, return phone calls, post and process tax bills received via US Mail and otherwise perform her duties as tax collector for the district. The motion carried unanimously.

Ms. Vergano mentioned to the need to establish a Municipal Lien Certificate (MLC) fee. The town of Exeter currently charges \$25/lot. It was agreed that the district would charge the same. The topic of a returned check fee was then discussed. Ms. Vergano will confirm the current cost to the district for deposited checks with insufficient funds. It was agreed that the fee would be set @ \$25 unless it was discovered that our costs would exceed that amount.

A lengthy discussion over the content of the back of the tax bill followed. After it was corrected (see attached), inserts to the town bill as well as our district bill were discussed. Ms. Vergano advised the board that the town collector intends to place an italicized notice on the town bill informing the recipient of a separate bill to cover fire district taxes. Ms. Vergano will create an insert for our bills that explain the public hours, payment due dates, etc.

Ms. Vergano and Mr. Nievera will coordinate the schedule for the Opal Data training. Training for Ms. McMahon, Ms. Vergano and Mr. Nievera will take place during the last week of June. Mr. Nievera will

also ask Opal Data to install the software into our computer as soon as it has been delivered to the office.

Mr. Reed reported he had received a quote of \$212.00 for a “Dutch” style door and associated hardware, including a lockset, for the tax office. Mr. Nievera moved (Mr. Walker second) to purchase the door as soon as possible. The motion carried unanimously.

Chief Kettelle stated he wants the access to the fire station limited so that no one conducting business with the tax collector would be allowed into any other portion of the station. Mr. Nievera will make two door signs restricting access by non-firefighting personnel.

Chief Kettelle requested several modifications (see attached) to the agreement allowing the district to use office space in station #1. Mr. Nievera moved (Mr. Walker second) approval of Chief Kettelle’s conditions. The motion carried unanimously. Mr. Lacouture will revise and execute the modified agreement. Ms. Vergano asked whether Mr. Conroy had vacated the office. Chief Kettelle indicated he had but, his desk remains and could be removed by Saturday, June 18th.

Ted Ives (Old Voluntown Rd.) has offered to review the battery back-up equipment used by the public safety organizations. Mr. Ives has offered to update the equipment at no cost to the district through his employer, American Power Conversion. Ms. Vergano will co-ordinate this effort with Mr. Nievera.

Chief Kettelle gave a short presentation covering where his station was relative to ISO requirements. (His presentation is attached.) Chief Kettelle noted that the last visit from ISO was in 1991 and that we are overdue for a re-evaluation. Exeter #1 is on schedule to complete their preparation for an ISO review by December 2005 and request the review/audit in early 2006. Chief Franklin produced a letter (also attached) that stated, in part for the lack of stable funding, as well as the need for qualified personnel, his station would not have the required three years of records required by ISO until 2007. Chief Franklin also noted he has some records from 2004, however they are not complete. Ms. Vergano asked if “civilians” could perform the required data entry work. Chief Kettelle responded that it would take some amount of training to become familiar with terminology and data entry on particular forms but it was a possibility. Ms. Vergano inquired if an audit could be performed, and what the outcome would be, if only one side of town was ready for an ISO review. Chief Kettelle will get a definitive answer when he goes to ISO seminar in Baltimore next month. Ms. Vergano asked if Fire #2 could submit a written ISO plan similar to that of Chief Kettelle, preferably by the next board meeting. Mr. Lacouture will ask Chief Franklin to submit a written status report, much like that of Chief Kettelle, to the Board of Commissioners.

New Business

There was no new business discussed.

Next Meeting

**The next regularly scheduled meeting of the district will be at 7:00pm
July 14, 2005 at the Exeter Public Library.**

Adjournment

**Mr. Swanson moved (Mr. Reed second) adjournment at 9:48PM. The
motion carried unanimously.**

Respectfully submitted,

Bill Nievera, Clerk

Exeter Fire District