

EXETER FIRE DISTRICT BOARD OF COMMISSIONERS REGULAR MEETING

May 14, 2015 - 7:00 PM

**MEETING MINUTES**

Meeting Location: Exeter Public Library  
773 Ten Rod Road  
Exeter, RI 02822

1. Call to Order

The meeting was called to order at 7 p.m. by the Vice-Chair, Kevin Rooney.

2. Roll Call

Members Present: Robert Johnson; Charles Franklin; Robert J. Pacheco, Jr.; George Lieb;  
Kevin Rooney.

Members Absent: Andrew Slater

3. Public Comment

No public comment was offered by those in attendance.

4. Approval of Minutes (02/26/15), (03/12/15), (4/16/15)

Mr. Haas made a motion to approve the Commissioners meeting minutes of 2-26-15, 3-12-15, and 4-16-15; the motion was seconded by Mr. Franklin. The motion passed unanimously by all members present.

5. Treasurer's Report/turn in records

Ms. Patricia Whitford, whose term as a Commissioner recently expired, turned in records, notes, the Fire District's official stamp, meeting minutes and a printing invoice to Board. Ms. Whitford also returned the keys, books of accounts and reports of the recently resigned Treasurer, Pauline MacDonald to the Commissioners.

It was also noted that the several accounts of the District will need to be updated and new signature cards will be required to transfer all the accounts' authorizations.

6. Acknowledgement of New Commissioner, Representative of Exeter Fire Dept #1

Mr. George Lieb was welcomed as the new Commissioner representing Exeter #1.

7. Re-organization

Pursuant to the District's Charter and the By-Laws, the Commissioners re-organized the officers of the organization by nomination and unanimous vote of all the members present, as follows: Mr. Rooney – Chair; Mr. Franklin – Vice-Chair; Mr. Pacheco – Clerk/Secretary

8. Appointment of Treasurer/ Tax Collector for the ensuing year

Motion was made by Mr. Hass, seconded by Mr. Johnson to appoint Peter D'Orsi as the Treasurer of the Fire District, pursuant to the scope, provisions and terms outlined in his letter of interest to the Commissioners, dated May \_\_, 2015. The motion passed unanimously by the members present. In addition, the Commissioners authorized Mr. D'Orsi to undertake any and all actions necessary and prudent to conduct the duties and obligations of the Treasurer. The Commissioners further authorized the Chair to take any and all actions, sign such documents as necessary in furtherance of this Resolution of the Commissioners.

Motion made by Mr. Franklin, seconded by Mr. Johnson to appoint Jeanne McMahon as the Tax Collector for the Fire District.

9. Communications

None were received.

10. Old Business

A. Archiving records Rescue

Chief Lawrence of the Rescue Division explained the need to sort, catalog and destroy all the old records of the Exeter Rescue Corps., Inc. now in storage at the Rescue building. The Commissioners recommended Chief Lawrence work in concert with the shareholders of the Rescue Corps to coordinate the records sorting and destruction.

B. State Police Location/Parking

Daniel Patterson, Town Council member liaison to the Fire District provided a report on his effort, along with several volunteers, to install a new wall partition in the rescue building to accommodate the State Police sub-station. Mr. Patterson explained the necessary permits had been obtained from the Town for the work and was inspected for code compliance by the Town Building Official's office.

The Commissioners were also informed that the Town Department of Public Works was scheduled to make improvements to the off-street parking at the rescue building to accommodate rescue staff and the State Police officers assigned to the sub-station. The work is schooled to proceed in the near future.

C. 401K Trustee/Plan

After an update by Mr. Rooney, and discussion among the Commissioners regarding the establishment of a 401k plan for the rescue division employees, and a review of the documents forming the trust, a motion was made by Mr. Haas, seconded by Mr. Johnson to appoint Peter D'Orsi as Trustee of the plan for the Fire District. Mr. D'Orsi accepted the appointment. The vote on the motion was unanimous by the members present.

D. Budget 2015-16

It was reported by the Chair that the FY2016 Budget for the Fire District was approved by the voters at the Annual Meeting.

11. New Business

A. Phoenix House/EMS Runs

A lengthy and detailed discussion ensued regarding the frequency and call volume of rescue runs to the Phoenix House facility. It was agreed that Chief Lawrence and Mr. Haas would collect data, contact the Dawson Group to determine runs and insurance reimbursement collection rates, and other such relevant considerations. It was agreed that a report would be presented to the Commissioners at a future meeting regarding this subject for further consideration and possible actions.

- B. Two resolutions of appreciation were read by Mr. Rooney; one for Ms. Pauline MacDonald for her volunteer work as the District Treasurer; and another for Ms. Patricia Whitford for her contributions as a Commissioner. Both were unanimously approved for release by the Commissioners, as read by the Chair.

12. Reports

A. Attorney

No report was provided.

B. Status of Tax Office

Mr. Johnson explained he had meet with the Tax Collector, has been reviewing office policies and procedures and will report in the future to the Commissioners with recommended actions to improve collections and allow the Tax Collector's office to function more efficiently.

It was also reported a tax sale was schooled for June 5, 2015. Seventeen properties were originally listed in the tax sale, ten remain on the list on this day.

The Tax Collector requested a one week vacation beginning on June 17, 2015; motion was made by Mr. Johnson, seconded by Mr. Rooney to approve the vacation request. The motion passed unanimously by those members present.

C. EMS Chief/consent billing

Chief Lawrence reported that operations were running well, patient care was improving and at a high level, and that the new ALS service is making significant improvements in patient care and well-being. Chief Lawrence also reported that the office construction for the State Police sub-station was going well, and that the rescue staff had successfully relocated their common area to the former meeting room in the rescue building.

D. Exeter Fire Dept #1

Chief Chamberlin reported that testing was underway at Station #1 for a new recruit class of Fire-Fighter #1, which Station 1 was hosting for several regional volunteer fire departments. Chief Chamberlin also reported several grant applications were submitted and that he hoped to obtain a BLS license from the State for non-transport care to assist with the rescue division in medical care and assistance.

E. Exeter Fire Dept #2

Chief Franklin reported that fire season was still in place and while Station #2 had few brush fire calls. Chief Frankly also reported two recruits were in the Fire-Fighter #1 class and was hopeful they would become members of the Station and encourage other young recruits to enroll. Chief Franklin also mentioned Station #2 applied for grants.

13. Administrative Issues

It was discussed that the minutes of the Fire District meeting need to be made available at the Fire District's administrative office for public review and copying.

It was announced that the next meeting of the Commissioners would be on June 11, 2015 at the Exeter Public Library.

The meeting adjourned at 8:50 pm.

Respectfully submitted,

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Robert J. Pacheco, Jr.