

**Nasonville Fire District
2577 Victory Highway
Nasonville, Rhode Island 02830**

April 8, 2014

1. Call to Order:

Chairperson Janet Raymond called the operating committee meeting to order at 7:14PM.

Members present: Board Members: Janet Raymond (Chair), Gerry Lapierre, Renee Boiteau, Jen Zuba, Paul Wright, Bettie Hatzell, Dick St. Sauveur. Other district members: Chief Gus Eddy

Members not present: John Mainville, Ron Lapierre.

Opening Statement

To the best of our ability we are conducting this meeting in a truthful and proper manner for the residents of the Nasonville Fire District.

2. For the good and welfare of the district.

Bettie Hatzell mentioned that she had problems when transcribing the minutes for the last 3 months. There were sections of the tape that went very low and sometimes were inaudible. I would ask that anyone speaking, please speak loud and clear. Also, I would ask that there be minimal background noise such as speaking while someone is addressing the committee. This also makes it difficult to understand on the tapes. Renee Boiteau requested that if any committee members have left their position, the district members should be made aware of this.

3. Receive the Tax Collector's Report

The Tax Collector was absent for this month's meeting; therefore, there was no report given. The report will be tabled until next month.

4. Receive Chief's Report

Monthly Incident Activity Report:

***Summary:**

Mutual aid received:	2
Automatic aid received:	5
Mutual aid given:	7
Automatic aid given	27

Total 59 calls for the month.

Please refer to your handout for more details.

Truck Maintenance

Tanker 33 had two dump valve shoots not opening. New England was called and new switches were ordered.

Fire Training

We will be co-training with Oakland Mapleville.

Chowder and Clam Cakes

April 27th will be the Chowder and Clam Cake fundraiser. Anyone interested in helping out that day, let me know.

Gerry Lapierre inquired about the response time on an emergency call at Uncle Ronnie's Restaurant. The chief said the response time was about 30 seconds. A gentleman coded and by the time the chief got on site, the patient was being placed into the rescue. A motion to accept the Chief's report was made by Renee Boiteau and seconded by Gerry Lapierre. All members approved the motion and the motion was passed.

5. Receive Fire Marshal Report

During the month of March, 2014 there were four (4) residential smoke/CO inspections conducted for a total of 3 residential title change (s) within the fire district. One rough inspection was completed with a minor deficiency noted (residential).

Early in the month, the fire department responded to 10 Braided Brook Lane for a propane emergency. The situation was mitigated quickly. During my discussions with the responders, it was determined that the property was occupied without approval from this office (certificate of occupancy was never endorsed by the fire department). I checked in with the building official's office and was notified that a certificate of occupancy was given to the property owner. After further investigation it appears that the property owner "misinformed" the building official's office that we went out to the property to inspect. This was not the case. I immediately went out to the house to inspect it and it did pass but there is concern in regards to why a C of O was issued without the FD signature. I have spoken to the building official and advised him of our concerns. No further action was taken and/or needed at this time. I will keep you advised if any other events occur like this in the future. I felt it is important enough to make you aware of the situation.

I met with the representative of County View Golf Course in regards to the fire alarm final acceptance test (minor deficiency) and also conducted a follow-up inspection of the property while I was there. Some violations are still outstanding and we will be working aggressively during the next few months to get these issues rectified.

Inspection notices were sent out, however all inspections have been postponed due to a couple of issues (unforeseen). I am hoping to get to them during the month of April.

Notice of violation was served to the owner/operator of the property located at 605 Douglas Pike (Country Farms), all minor violations at this time and a timeframe has been established to have the issues corrected.

I have been working aggressively on the report for 1160 Mt. Pleasant Road in regards to the several violations found during the February inspections. This is where I spent most of my time this month. It is about completed and will be sent off to the State Fire Marshal's office for their approval (this is done due to their assistance during the process). I am hoping to serve them notice at the beginning of this month (hopefully this week). I have been in contact with the building official's office, requesting assistance as needed. The building official has offered his assistance in regards to inspections of mechanical equipment (heating, plumbing, electric, etc.).

As always, I remain ever available for any questions or concerns you may have.

March 2014 Report

3/3/14	Investigate 10 Braided Brook Lane in regards to Certificate of Occupancy
3/5/14	C of O inspection-10 Braided Brook Lane – Passed
3/10/14	Meet with representative from 49 Club Ln (aka Country View GC) in regards to the final acceptance test for the new fire alarm system. Notice of violation served.
3/10/14	Conduct follow up inspection notices sent out for: 35 Dion Dr. (St. Theresa Church) 50 Old Mill St. – Atlas Pallet 84 Inman Rd. – Wrights Farm Restaurant
3/10/14	Meet with/notice of violation served at/to 605 Douglas Pike (aka Country Farms)
3/12/14	Smoke/CO Inspection 266 Barnes Road – Passed
3/14/14	Rough inspection – 553 Ironmine Rd – Minor deficiency found
3/25/14	Smoke/CO inspection 635 Joslin Rd – Failed
3/26/14	Smoke Co inspection 635 Joslin Rd – Passed

Issues Pending for April

Inspection reports for: 610 Douglas Pike (40% completed)
2692 Victory Hwy
50 Old Mill St – Fire Alarm Final
1160 Mt Pleasant Road – Priority!

A motion was made by Renee Boiteau to accept the Fire Marshal's report and seconded by Jenn Zuba. All members approved the motion and the motion was passed.

6. Approve minutes from the previous month's meeting

The minutes from January, February, and March 2014 were completed and reviewed. A motion to accept the last three months' minutes was made by Paul Wright and seconded by Gerry Lapierre. All members approved the motion and the motion was passed.

9. Old Business

- 3rd Party Subcommittee Update-Janet Raymond
There is no updated information for this month.
- Building Maintenance-Gerry Lapierre
-The outside kitchen needs painting and Jake Hagerty is willing to paint it before the Chowder & Clam Cake fundraiser. We will need about 4 gals. Costing about \$150-\$200.
-There is junk that needs to be disposed of in the kitchen also before the fundraiser
-Also we need a new door to that outside kitchen. Gerry to donate a used door that should fit that kitchen.
- Hiring Committee-Gerry Lapierre
The committee interviewed two candidates and Gerry presented their resumes to the board. Discussions ensued on the qualifications regarding the agility test. Based on the present qualifications, these candidates do not meet the requirements. Because of this requirement, our present volunteers have not applied. The committee would like to hire from within so all those volunteers who want to apply, should be able to do so. There was much discussion on changing the agility requirement so that the present volunteers would have an opportunity to apply. In light of this, Jenn Zuba made a motion to amend the job description allowing candidates to be hired but must pass the agility within the year. Since they are employees at will, if they do not pass their agility within 1 yr., they will be terminated. This motion was seconded by Renee Boiteau. All members approved the motion and the motion was passed.

Further discussions continued on training for new hires. This goes back to looking within the department to save on gear & training. A comment was made by Bob Allard regarding the candidates that were just reviewed by the hiring committee. These candidates presently work for fire departments and Mr. Allard feels they are trained already & would require much less training on our apparatus than someone totally new.

Issues regarding the scheduling of hours between the existing staff came up for discussion and how many men do we need to hire to bring the scheduling back to 24 hrs. weekly per staff. We would need to hire two additional staff. The issue of training came into discussion once again & they on duty personnel do not want to take the responsibility of training new hires. Don Pariseau made the comment that it was not in his job description to do the training. At this point, Paul Wright asked about a job description.

As a board, Jenn Zuba felt we needed to change the job description and entertain the resumes of those volunteers first and get back to the two applicants & tell them that we have candidates from within that we are considering.

- Updated Department List/Roster-Gerry has not seen a roster of department. Chief said the President had a meeting and Secretary is making a roster. This will be tabled until next month.
- Fire Marshal's Inspection fees-tabled until next month since Treasurer is not present.

7. Consider, review, and Bills & Receipts

Although the Treasurer was not present at this month's meeting, a motion to pay the monthly bills was made by Paul Wright and was seconded by Dick St. Sauveur. All members approved the motion and the motion was passed.

8. Receive the Treasurer's Report

This month's Treasurer's report is tabled until next month since the treasurer was absent for this monthly meeting.

10. New Business

- Appointment of Interim District Clerk-Janet Raymond
Janet has a candidate for the interim period until October's meeting. This candidate is Sandy McKay who is a former teacher and lives in the district. Bettie has been Acting District Clerk but cannot remain in this role since she is a board member. Bettie mentioned that the candidate needs to be computer literate. It will be tabled until the next meeting. A suggestion was made to ask people when they came in at the Special Meeting.

9. Old Business

- Convene to Executive Session pursuant to RI Gen Laws 43-46-5 (a) (1)-(10)-Janet made a motion to convene into Executive Session pursuant to RI Gen Laws 43-46-5 (a) (1)-(10) at 8:36 p.m.

The committee returned from Executive Session pursuant to RI Gen Laws 43-46-5 (a) (1)-(10) at 9:20 p.m. with no vote being taken.

Janet mentioned to the staff in attendance of the district meeting that their present job descriptions indicate that they will participate in training. It further states that they will do other duties including custodial and mechanical. Additionally, the board decided to pull the chief off the schedule and put use him during his 20 hrs. at the station as a trainer and will oversee the department to insure the new hires/volunteers get the necessary training.

Don Pariseau stated he will check with their representative on the aspect of the job description regarding training.

11. Adjournment

There being no further business, Renee Boiteau made a motion to adjourn at 9:34 p.m. and Gerry Lapierre seconded the motion. All members approved the motion and the motion was passed.

Respectfully Submitted

Elizabeth A. Hatzell
Acting District Clerk

