

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

August 12, 2014

1. Call to Order:

Chairperson Janet Raymond called the operating committee meeting to order at 7:00PM.

Members present: Board Members: Janet Raymond (Chair), Gerry Lapierre, Renee Boiteau (arrived 7:09 p.m.), Paul Wright, Bettie Hatzell, Dick St. Sauveur. Other district members: Interim Chief Mike Gingell, Deputy Chief Al Boiteau and Atty Jeff Kasle. John Mainville, and Ron Lapierre were asked to arrive later after the closed session.

Members not present:

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.

On behalf of herself and the members of the board, Janet welcomed Mike Gingell as Interim Chief. The chief shared some of his experiences with Nasonville and would further expound during his report.

9. Old Business

- Executive Session-A motion to convene into Executive Session pursuant to RI Gen Laws 42-46-5 (a) (1)-(10) was made by Janet and seconded by Jenn Zuba at 7:04 p.m. All members approved the motion and the motion was passed. The board returned from Executive Session at 7:48 p.m. and there was no vote taken. Janet made a motion to seal the minutes and the motion was seconded by Paul Wright. All members approved the motion and the motion was passed.

5. Receive Fire Marshal Report

To: Chief Michael E. Gingell

August 12, 2014

From: Norman D. Mainville, RI ADSFM

Re: Fire Marshal Report for the Month of July, 2014

First, I would like to congratulate you in your recent appointment as the Fire Chief. If there is anything I can do to make this transition period easier, please feel free to let me know.

During the month of July, 2014 there were three (3) residential smoke/CO inspection(s) conducted for a total of two (2) residential title change(s) within the fire district. Also, a final acceptance test was completed for an addition to an existing building (residential)

This month I am continuing to post mileages in the EMS reports and review them for the billing company. Some time is spent conducting this "temporary" assignment as requested by the previous Chief.

While reviewing inspection reports from the various vendors in regards to fire alarm systems and services, it was identified that there was an outstanding issue found at 49 Club Ln (aka Country View Golf Course) in regards to the suppression system for the hood/duct work within the kitchen. In have been in contact with the general manager from the

facility and he is actively getting this issue corrected in a timely manner. One of the holding tanks was out of date in regards to the hydro-test.

On July 8th, the RI Fire Safety Board of Appeal and Review conducted a walk-thru of Compton Products to make decisions in regards to their request for relief from the provisions. The town's building official along with the mechanical inspector was also present to get a professional opinion on certain issues found during the original inspection. There is an extensive decision on file in regards to time lines needed to create a plan and to execute the plan. The owner was notified that day if they do not meet the said guidelines established, the file will be turned over to the prosecution office at the State of RI Fire Marshal's office. All findings during the initial inspection were upheld and the owner shall comply. There were no variances given due to structural hardship.

On July 26th, we were able to meet with the owner of the property on Braided Brook in regards to the cistern located on the property. Boundaries were established in regards to the tanks location and he advised he would clear the area need to begin filling. Richard Hartley was asked by you and me to lead the task of filling this tank. He welcomed the idea and will utilize the time in training the newer firefighters in regards to driver/pump operator at the same time.

During the month of August, I will be following up with the Western Hotel in regards to issues found during my initial inspection of the property. Also I will be monitoring the progress of Compton Products. There are a couple of outstanding reports and I am hoping to have those completed also by the end of the month.

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

Respectfully Submitted,

Norman D. Mainville

RI Assistant Deputy State Fire Marshal

Attachments: July Event Log

Norman Mainville

July 2014 Report

<u>DATE:</u>	<u>EVENT:</u>
7/2/2014	Smoke/CO Inspection - 95 Gig Rd - FAILED
7/2/2014	Follow up with 49 Club Lane (Country View Golf Course) in regards to an outstanding violation found during a kitchen exhaust hood inspection - ONGOING
7/8/2014	On-Site walk-thru of 1160 Mt. Pleasant Rd (Compton Products) with members of the RI Fire Safety Board of Appeal and Review. And other public officials. Refer to narrative.
7/11/2014	Smoke/CO Inspection - 95 Gig Rd - PASSED
7/22/2014	Smoke/CO Inspection - 40 Fortier Ave - PASSED

- 7/26/2014 Meet with property owner for Braided Brook development regarding cistern - access to and location of the tank, plan established to fill tank by fire department.
- 7/28/2014 Smoke/CO Inspection for addition to existing building at 840 Tarkiln Rd.
PASSED

Issues Pending for August

Annual Inspection reports for Wrights Farm Restaurant and Condos
Follow- Up inspection at 810 Douglas Pike - Western Hotel
Monitor progress at 1160 Mt. Pleasant Rd (Compton Products)

Chief Gingell further remarked about Wrights Farm Restaurant and how Deputy Chief Al Boiteau provided staffing for the restaurant. The chief also commented on Atlas Pallet and how good they were to work with regarding fire safety.

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

4. Receive Chief's Report

NASONVILLE FIRE DISTRICT

AUGUST 12, 2014

FIRE CHIEF'S MONTHLY REPORT

FOR JULY 17, 2014 – JULY 31, 2014

Spoke to Owner/Operator of Nasonville Sunoco on Douglas Pike about needing fuel for apparatus on an emergency basis. There is a 30 day billing cycle only as approved by the Fire Chief. Not allowed as a routine matter the contact person is Steve Biron, owner and operator.

Met with owner of Monty's Diner, Marcel Fontenault Jr a former Nasonville Fire Department Chief.

Met business representative for Atlas Pallet on Douglas Pike.

Donna Allard of John Street, Nasonville asking the where abouts of the plaque that was in the last rescue. The plaque was in memory of Former chief John Pacheco. Donna asked that a picture of the last rescue be obtained and attached to the plaque and posted in John's Memory.

Met with the neighbor to the left of the Fire Station. He asks for quiet time each day before 9:00 AM and after 9:00 PM. He understands emergency work may interrupt this time frame. He was given my cellphone number.

As a recommendation and in conversation with the Deputy Chief a fence be re-installed along the property line with the house to the left of the Fire Station.

Have met briefly with Fire Chiefs from North Smithfield, Harrisville, Pascoag, and Smithfield.

Also met briefly with the following people; North Smithfield Deputy Chief, Fire Marshal and Oakland/Mapleville Fire Department Captains.

Note: Have spoken briefly to Oakland/Mapleville Chief. His schedule and mine has not allowed a sit down meeting, but that will take place as soon as each of our schedules allow and this is a priority for both of us.

Also met briefly with Colonel Lynch of the Burrillville Police Department.

Hot topics to be discussed with Oakland/Mapleville Chief will include but not limited to dual responses and manpower coverage.

Apparatus Update:

E-32 has 2 oil leaks and Scott's Mobile has parts and will six ASAP.

E-31 has questionable damage on 24" ladder that may not pass safety inspection. Information: replacement data enclosed with this report.

Command 3 pulls to the left. Need State inspection in September 2014. Scott's Mobile to handle both and then State Inspection will be completed at Western Hill Auto.

Medic 3 at Coastal International, Warwick for report (warrantee). Crack at manifold and bad turbo. Diagnosed by Scott's Mobile at no charge.

Chairperson Janet Raymond reports Medic 3 needs to be repainted. This is a 6-8 week project. She is working with "PL" on this matter.

A note of thanks to Oakland/Mapleville Fire District as they continue to allow Nasonville Fire District to use the Oakland/Mapleville Fire District reserve rescue.

State EMS inspections will need to be completed. Per RI EMS Office they are delayed until Medic 3 returns from repair shop.

Per RI EMS Office, the EMS Licenses are extended and valid.

A Get Well card was sent to Fire Department Member Rick Reilly. Many members were able to sign the card.

Card of Sympathy signed by many department members sent to Jen Zuba on the loss of her Dad. Some Department Members attended the calling hours.

A check in the amount of \$260.00 from North Cumberland Fire District was forwarded to Chairperson Raymond. Date of check was 6-9-14

Open nights remain on overnight shifts as volunteers are unable to fill the shifts.

District Clerk of the works has been advised that the toilet in the large bathroom self-flushes sometimes. Also he was advised the lights in the truck bay are not shutting off and the light motion sensors must be malfunctioning.

I attended the following classes; air ambulance (helicopter) safe practices and landing zones. Also, Open Meeting Laws and Public Records sponsored by the RI Attorney General's Office.

Finally and most important, I have worked with Deputy Chief Boiteau on Department operations. I also have had the privilege to take time to meet members of the Department.

In conclusion, I note in most cases a sincere care for the Department they represent. It is my goal to establish a Fire Department Structure that ensures a well-trained fire and EMS organization and ready to serve the needs of the residents of Nasonville and visitors alike.

Immediate goals:

1. Have Department Meeting with the Officers.
2. Work with Board Members regarding Budget.
3. Work on staffing: overnight shift and allowable hours for regular employees.
4. Training for Department Members.

Respectfully Submitted,

Michael E Gingell
Interim Chief Nasonville Fire District

The chief apologized for not having the similar format of the chief's report as in the past. He was not given full clearance of the software but this problem will be rectified. Paul Wright made a motion to accept the chief's report and was seconded by Dick St. Sauveur. All members approved the motion and the motion was passed.

3. Receive the Tax Collector's Report

The tax collections for the month of July were \$19,843.14 and the total deposited for July was \$22,216.64. Our total year-to-date collections through July was \$305,707.81 which has resulted in 95% of our budgeted tax collections. There is a meeting scheduled at CCRI on July 30th regarding the new state reporting requirement. Also there are new state income tax reporting requirements. Another meeting is scheduled on August 26th for senate and legislators. There were two redemptions this month. The 90 day notices went out as well as the 40 day notices. A motion to accept the tax collector's report was made by Jenn Zuba and seconded by Paul Wright. All members approved the motion and the motion was passed.

6. Approve minutes from the previous month's meeting

The minutes from July's monthly district meeting and the July 17th special meeting minutes were submitted for review. A motion to accept these minutes was made by Paul Wright and seconded by Jenn Zuba. All members approved the motion and the motion was passed.

7. Consider, review, and approve Bills & Receipts

Upon review of the monthly bills, Jenn Zuba made a motion to pay the monthly bills and was seconded by Gerry Lapierre. All members approved the motion and the motion was passed.

8. Receive the Treasurer's Report

We have a balance sheet and an income & expense report for June 30, 2014. Lastly we have a balance sheet for July 31, 2014.

Account Balance Sheet as of June 30, 2014

"NFD Budget Report for period 10-1-2013 to 9-30-2014."

Income FY 2014: Actual Income YTD:

	NFD Budget Report	
INCOME		
	3rd Party Billing	\$ 53,405.57
	Paid Detail	9,319.10
	75 Anniversary (Calendar Ad)	(420.00)

	Interest Income	212.32
	Tax Collection	281,240.23
	Tax Collection Adds	
	Tax Collection Recording Fees	
	Tax Collection Postage	
	Tax Collection Title Company	
	Total Redemption	(1,781.18)
	Total Tax Collection	279,459.05
	Total Income	\$342,026.04
EXPENSE		
	Total Building Expenses	18,909.16
	Total Capital Expense	1,734.65
	Total Firefighting Expense	7,986.42
	Total Operating Expense	62,576.18
	Total Paid Coverage	164,441.56
	Total Rescue Expense	9,066.90
	Total Stipends	17,000.00
	Total Utilities	7,948.55
	Total Vehicle	16,209.73
	Total Expenses	\$305,873.15
	Overall Total	36,152.89
ASSETS		
	Cash & Bank Accounts	
	BOA Business Economy Chk 2230	4,213.85
	Navigant 2002-00 savings	6,422.91
	Navigant 2010 01 checking	504.63
	Navigant 2028-02 3rd party	7,737.89
	Navigant 5132-10 Rescue	121,579.77
	Total Cash & Bank Accts	\$140,459.05
	Other Assets	
	District Station Assets	532,900.00
	Rescue 3rd party A/R	185,379.77
	Taxes in Arrears Prior Years	17,606.90
	Total Other Assets	735,886.67
	Total Assets	\$876,345.72
	Liabilities	.00
	Overall Total	\$876,345.72

Balance sheet for July 31, 2014

ASSETS	Cash & Bank Accounts	
	BOA Business Economy Chk 2230	\$ 4,009.87
	Navigant 2002-00 savings	22,635.35

	Navigant 2010 01 checking	9,159.16
	Navigant 2028-02 3rd party	5,122.17
	Navigant 5132-10 Rescue	101,438.82
	Total Cash & Bank Accts	\$142,365.37
	Other Assets	
	District Station Assets	532,900.00
	Rescue 3rd party A/R	185,379.77
	Taxes in Arrears Prior Years	17,606.90
	Total Other Assets	735,886.67
	Total Assets	\$878,252.04
	Liabilities	.00
	Overall Total	\$878,252.04

The payroll reports were reviewed for 6/8, 6/22 and 7/6/2014. Highlighted were the overage in hours. Jenn Zuba made a motion to accept the Treasurer's report and seconded by Paul Wright. All members approved the motion and the motion was passed.

9. Old Business

- 3rd Party Subcommittee Update-Janet Raymond
 - We were behind in charges as there were no charges for June. The charges for June/July were \$41,983.40 and payments for July were \$4,989.52. Janet is waiting to get the bad debt information from the billing company to go forward. Jenn Zuba made a motion to have Alpha Recovery Corp review our bad debt and see if they can collect on them. The motion was seconded by Gerry Lapierre. All members approved the motion and the motion was passed.
- Building Maintenance-Dick St. Sauveur
 - Bathroom-Dick came down & check out the toilet and it seemed to be running fine. It might need a filter change.
 - Light in bay-Electrician to straighten out the lights in the bay.
 - Building Painting-We have 3 quotes for painting including power washing, labor & painting- \$3,350/RFD Painting, \$7,250/Brizzard and \$11,985/All American. We will obtain references and pics from the vendors and table the decision until next month.
 - .Storage Unit-We only have the one quote on this item. This will be tabled until next month.
 - Ceiling leak-Water pipes are leaking and it appears it could be caused by condensation. The solution may be to wrap the pipes.
- Hiring Committee Update-Gerry Lapierre

Gerry is still in the recruiting process. Some have applied who are not qualified. There was much interest in the clerk's position. Gerry received 12 applications. The Hiring Committee would like to narrow it down to 4 candidates. The committee would like the board to allow them to choose the four final candidates. Gerry Lapierre made a motion for the board to accept the 4 candidates the Hiring Committee will choose and also allow the them to select the final candidate. The motion was seconded by Paul Wright. All members approved the motion and the motion was passed.
- Hose testing-This has already been done this year. We will look at it in the future. The chief said hose testing was not what it was in the past. He recommended a hose tester but manpower becomes an issue.

10. New Business

- Election of meeting moderator-In the past we had Mr. Clarke who retired and relocated south. Last year he could not make the meeting and it has been difficult trying to get in touch with him. As a result we need to find someone in this area. Jenn Zuba made a motion to nominate Mike Crane as moderator for the annual meeting. This motion was seconded by Paul Wright. All members approved the motion and the motion was passed.

Don Pariseau asked about the paperwork submitted last month regarding union dues being a payroll deduction. The chief responded by saying that this had been discussed and a response will be made in writing to him either from the chief or the chairperson.

11. Adjournment

There being no further business, Gerry Lapierre made a motion to adjourn at 9:38 p.m. and Jenn Zuba seconded the motion. All members approved the motion and the motion was passed.

Respectfully Submitted

Elizabeth A. Hatzell
Acting District Clerk