Nasonville Fire District
2577 Victory Highway
Nasonville, Rhode Island 02830

October 14, 2014

1. Call to Order:
Chairperson Janet Raymond called the operating committee meeting to order at 6:18 PM.

Members present: Board Members: Janet Raymond (Chair), Gerry Lapierre, Paul Wright, Bettie Hatzell, Dick St. Sauveur, Jenn Zuba, Renee Boiteau,. Other district members: Christine Chretien (District Clerk)

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.

9e. Executive Session
Motion made by Jenn Zuba to go into Executive Session and seconded by Paul Wright. Executive Session began at 6:19 PM and ended at 6:55 PM.

General meeting resumed at 7:03 PM.

Members present: Board Members: Janet Raymond (Chair), Gerry Lapierre, Paul Wright, Bettie Hatzell, Dick St. Sauveur, Jenn Zuba, Renee Boiteau,. Other district members: Christine Chretien (District Clerk), Al Boiteau, Chip Mainville, John Mainville, Bob Allard, Ron Lapierre (7:05).

2. For the good and welfare of the district.
Paul Wright discussed sending an official letter to the Operating Board of the North Smithfield Fire Department to let them know the Nasonville Fire District is looking for EMT coverage.

3. Receive Tax Collector's Report
Tax collections for September were $9,026.69 bringing the total year-to-date collections at $327,776.50. Total redemptions as of September 30th were $9,317.52. No new information regarding Ocean State Power. Bettie Hatzell made a motion to accept the Tax Collector's Report and the motion was seconded by Renee Boiteau. All members approved the motion and the motion was passed.

4. Receive Chief's Report
Chief was not at meeting due to being away on vacation. His report was prepared and advance and presented by Chip Mainville.

Nasonville Fire District
2577 Victory Highway
Nasonville, RI 02830
(401)568-5020

MONTHLY REPORT…SEPTEMBER, 2014

FIRE RELATED…12 **TOTAL ALARMS FOR THE MONTH…57**

RESCUES…45 **TOTAL ALARMS FOR YEAR…524**

FALSE ALARMS…0

MUTUAL-AID RECEIVED FOR RESCUES…19 ***Oakland/Mapleville..17x**
Harrisville..x2

MUTUAL-AID RECEIVED FOR FIRES…0

MUTUAL-AID GIVEN FOR RESCUES…25 ***Oakland/Mapleville..23x, Harrisville..2x**

MUTUAL-AID GIVEN FOR FIRES…11 ***Oakland/Mapleville..7x, Smithfield..1x, Pascoag..1x, North Smithfield..1x, Millville..1x**

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REMARKS

***Note this report reflects the standing mutual responses between the Oakland/Mapleville Fire District and the Nasonville Fire District.**

1. **Front ramp emergency pull station reprogrammed to give detail information directly to Burrillville Fire Dispatch.**
2. **Chief attended several meetings and trainings state-wide.**
3. **Medic-3 involved in a no injury motor vehicle crash involving a fixed object returning from a hospital transport. Repairs made to the truck, which was out of service for about 5 hours as a result of the crash.**
4. **Repairs have been made and completed to the motion light sensors in the apparatus bay.**
5. **Repairs are on-going to complete work to the outside station generator which was in a state of disrepair.**
6. **R.I. Department of Health EMS inspected Medic-3, Engine 32, and Brush-3 for annual inspection and have passed and been licensed.**
7. **Efforts are ongoing to retain and recruit volunteers as well as train the current volunteer members along with per diem staff.**
8. **It must be noted that effective 09-30-2014 at midnight at the direction of the Nasonville Fire District Operating Committee, hour adjustments were made to the per diem staff to limit the work hours to 24 hours per week. The effects of this hour adjustment to the per diem staff has left the fire station unmanned and limited the ability for the fire department to respond to any and all emergencies. Plans are in progress and being developed and put into effect to respond to all emergencies in the Nasonville Fire District from sources outside of the fire district. The planned assistance from other area fire/ems emergency departments should be considered short term and this limited ability for the Nasonville Fire Department to respond needs to be addressed as a first concern by the Nasonville Fire District Operating Committee.**

Respectfully Submitted,

Michael E Gingell, Interim Fire Chief

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

5. Receive Fire Marshal Report

To: Chief Michael E. Gingell **October 2, 2014**

From: Norman D. Mainville, RI ADSFM

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

During the month of September, 2014 there were two (2) residential smoke/CO inspection(s) conducted for a total of two (2) residential title change(s) within the fire district.

This month 13 EMS reports were created to include: 10 ALS Transports; 3 BLS Transports; 0 Refusals; 0 No Treatment Required. This data is collected off of the EMS software. Reports were submitted to the billing company on two (2) different occasions this month.

Compton Products have been making progress in regards to correcting outstanding violations. We have been in contact and a timeline for most violations has been created. There is still no movement on a fire alarm system being installed for the property and they have been notified that this issue is being monitored closely. The state Fire Marshal's office has been briefed on the progress and will also continue to monitor this building.

I have meet with Chief of Inspections, Scott Caron at the State Fire Marshal's office in regards to 64 Nasonville Road. He has advised me that the property has been reviewed and ruled on in retards to the RI Fire Safety Board of Appeal and Review process. He state that the property will be sold shortly (if not already) and that all deficiencies, including the installation of a local fire alarm system, shall be corrected prior to anyone else moving into the apartments. Currently, there are apartments that are not occupied. Once all violations have been corrected, the file will then be turned back over to the local AHJ. Both Chief Caron and the assigned Deputy State Fire Marshal agreed that this file was above the local AHJ and supported the move to have it handled at the state level.

Recently, the report for Wrights Farm Restaurant (84 Inman Road) along with the apartments was completed. During the review of this report, it was found that occupant capacity signs are not in view for general public to see. During the attempt to post these signs, it was found that the measurements / formulas were found to be incorrect. I have reviewed the layout and the measurements and found that the numbers are off. As per our discussion, I am requesting assistance by you to review these numbers prior to posting. The owner of the property is aware of the issue and is awaiting our findings.

Occupant capacity signs were posted at 2692 Victory Hwy (Uncle Ronnie's Red Tavern). This was competed during the annual inspection. This is a property that is now being monitored for compliance due to having repeated violations (for the same items). The owner has been advised that all outstanding violations shall be corrected within 30 days of this inspection.

A Fire Alarm Acceptance Test was completed at 35 Dion Drive (St. Theresa's Church). This is a municipally connected system and all devices have been updated. A few issues were found during this inspection/test but corrected on the same day. The assigned radio box # is 3100. The town's fire alar superintendent assisted during this test and was a big help as usual.

As you are well aware, Fire Prevention week is from October 5-11 this year. Under your direction, crews have canvassed the district with fire prevention materials in the local businesses. Wright's Farm Restaurant is displaying the banner (like the one in the front of the station) for the moth. Also, we will be assisting with the fire prevention programs in the schools throughout the town.

As the fiscal year as come to an end, this office has completed 27 fire safety inspections (commercial and new construction); 33 smoke/CO inspections; 7 plan review; 3 final fire alarm acceptance tests (new systems); 2 appearances to the RI Fire Safety Board of Appeal and Review; 2 Fire Investigations; 3 Certificate of Occupancy Inspections; and various public outreach programs for fire prevention.

In the look ahead for the fiscal year 2014-15, I am hoping to finish the initial entry into the buildings that have never been inspected by this department. We still have 11 buildings in need of an initial inspection. The fire department has inspected a total of 19 buildings as of this date (most of them at various times).

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: September Event Log

Norman Mainville

September 2014 Report

DATE:	**EVENT:**
9/3/2014	Review construction concern submitted by homeowner at 550 Douglas Pike (new construction) – referred to building official's office.

9/3/2014	Continued work in regards to 1160 Mt. Pleasant Rd. – ongoing
9/6/2014	Inspection notices sent out for: 49 Club Lane (Country View Golf Course) 2731 Victory Hwy (Monty's Diner) 2692 Victory Hwy (Uncle Ronnie's)
9/6/2014	Continued work on Wright's Farm Restaurant annual report.
9/8/2014	Completed report for 84 Inman Rd (Wright's Farm Restaurant).
9/10/2014	Retrieved room/building capacity signs from State Fire Marshal's Office.
9/10/2014	Met with Scott Caron (SFMO) in regards to 64 Nasonville Road (refer to narrative).
9/10/2014	Received liquor license questionnaire from Town Clerk's Office.
9/12/2014	On-site meeting at 84 Inman Road in regards to inspection reports. Also, attempted to post room capacity signs (refer to narrative).
9/16/2014	Annual/Follow-up inspections at 49 Club Lane (Country View GC).
9/16/2014	Smoke/CO Inspection 1060 Mt. Pleasant Road – Passed.
9/16/2014	Establish final fire alarm acceptance test for 35 Dion Drive (St. Theresa's Church).
9/16/2014	Met with manager from 1160 Mt. Pleasant Rd. regarding outstand violations (refer to narrative).
9/18/2014	QA/QI EMS reports – submitted to billing company.
9/18/2014	Annual/Follow-up inspections ATTEMPTED at 2731 Victory Hwy (Monty's Diner) – rescheduled due to schedule conflict with owner.
9/22/2014	Smoke/CO Inspection 60 Old Nasonville Road – Passed.
9/22/2014	Continued work regarding 1160 Mt. Pleasant Rd. – Compton Products (refer to narrative).
9/24/2014	Annual/Follow-up inspection 2692 Victory Hwy (Uncle Ronnie's Tavern) outstanding violations found – follow-up inspection date set (refer to narrative).
9/26/2014	Occupant capacity signs posted at 2692 Victory Hwy (Uncle Ronnie's Tavern). File updated.
9/29/2014	Work on inspection report for 2692 Victory Hwy (Uncle Ronnie's Tavern).
9/29/2014	Inspection notice sent out – 165 Douglas Pike (Colonial Kennel).
9/29/2014	Inspection reports for 49 Club Lane completed (x's 3).
9/30/2014	QA/QI EMS reports – submitted to billing company.
9/30/2014	Final Fire Alarm Acceptance Test – 35 Dion Drive (St. Theresa's Church) – Passed – Municipal connected system now on-line.

Issues Pending for October

Meet with building representative – 49 Club Lane regarding Inspection Reports

Follow-up inspection at 810 Douglas Pike – Western Hotel

Monitor progress at 1160 Mt. Pleasant Rd (Compton Products)

Inspection reports for 2692 Victory Hwy (PRIORITY)

Inspection report for FA Final at 35 Dion Drive

Post Occupant capacity sign at Wright's Farm Restaurant

A motion to accept the Fire Marshal'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 September monthly district meeting were submitted for review. A motion to accept these minutes was made by Paul Wright and seconded by Renee Boiteau. All members approved the motion and the motion was passed.

7. Consider, review, and approve Bills & Receipts
Upon review of the monthly bills, there was a question regarding the large bill to restock the rescue. The question was answered by Ron Lapierre. Bettie Hatzell made a motion to pay the monthly bills and was seconded by Jenn Zuba. All members approved the motion and the motion was passed.

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7. Consider, review, and approve Bills & Receipts
Upon review of the monthly bills, there were questions as to why purchases such as toilet paper and other items were purchased from WB Mason and not Restaurant Depot. Ron to compare the 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

Account Balance Sheet as of September 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	$ 85,958.35
	Paid Detail	27,912.04
	75 Anniversary (Calendar Ad)	(420.00)
	Interest Income	493.95
	Tax Collection	342,508.09
	Tax Collection Adds	(22.20)
	Misc-reimburse rebates	1,924.10
	Transfer fund balance	(35,000.00)
	Tax Collection Title Company	
	Total Redemption	(11,364.22)
	Total Tax Collection	331,109.67
	Total Income	**$431,978.12**
EXPENSE		
	Total Building Expenses	21,047.70
	Total Capital Expense	1,734.65
	Total Firefighting Expense	9,742.69
	Total Operating Expense	82,748.89
	Total Paid Coverage	225,538.98
	Total Rescue Expense	13,314.21

	Total Stipends	20,500.00
	Total Utilities	9,932.18
	Total Vehicle	25,073.50
	Total Expenses	**$409,632.80**
	Overall Total	**22,345.32**
ASSETS		
	Cash & Bank Accounts	
	BOA Business Economy Chk 2230	3,848.33
	Navigant 2002-00 savings	13,423.61
	Navigant 2010 01 checking	17,571.00
	Navigant 2028-02 3rd party	3,865.94
	Navigant 5132-10 Rescue	99,631.53
	Total Cash & Bank Accts	$138,340.41
	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	**$874,227.08**
	Liabilities	.00
	Overall Total	**$874,227.08**

Ron explained that the BOA account was set up incorrectly by the bank and the District was charged fees on the account in error. BOA will be refunding the fees which amounted to about $2,000 over the 2 – 3 year period. Signatures will be required on documents to receive the reimbursement of the funds. Once the reimbursement is received, the account will be closed.

Third party receivables were discussed and it was decided that 2 packets of information will be put together and submitted to Alpha and to SAR for bids. Janet will get the records from Dawson.

A recommendation was made to reduce the amount of debt to $7,966.93 and to keep the difference as uncollected as a net receivable. Bettie Hatzell made a motion to make this change and Paul Wright seconded the motion. All members approved the motion and the motion was passed.

Dick St. Sauveur made a motion to accept the Treasurer's Report and Gerry Lapierre seconded the motion. All members approved the motion and the motion was passed.

9. Old Business

- 3rd Party Subcommittee Update - Janet Raymond
  The total collections for August were $7,512.01 and total charges were $49,300.80.
- Building Maintenance-Dick St. Sauveur
  -Reviewed the three references provided for Mark Brizzard. Agreed that topic of painting the exterior of the fire station will need to be discussed at the annual meeting.
  -Dick discussed call received regarding an issue with the toilet in the large bathroom. Issue was resolved the same day.
- Hiring Committee Update-Gerry Lapierre
  -There a four possible candidates to interview on Thursday (October 16th).
  -Dick St. Sauveur informed the Operating Committee that he will not be remaining on the committee and his position will need to be filled.

-A discussion was had about allowing the Hiring Committee to interview and hire qualified candidates to fill open positions. A motion was made by Bettie Hatzell to accept this change and was seconded by Jenn Zuba. All members approved the motion and the motion was passed.

10. New Business

- Snow Removal Bids – discussed need for snow removal bids. Jenn Zuba made a motion to keep current snow plow service as long as the rates for the upcoming season do not increase over last year. Paul Wright seconded the motion. All members approved the motion and the motion was passed.
- Social Media Policy – Janet Raymond discussed the need to implement a policy and to make it part of the hiring documentation. It was also discussed that the Social Media Policy will need to be signed/acknowledged by current personnel. Bettie Hatzell made a motion to implement this policy and Jenn Zuba seconded the motion. All members approved the motion and the motion was passed.
- Discussed the meeting minutes for last year's annual meeting. It was determined that the reports from last year's meeting were standard reports and can be recreated. The annual meeting minutes would be recreated to the best of the committee's ability and would be presented as a recreation. Ron will send meeting report copies to Bettie and Gerry would send the by-law changes to Bettie.

11. Adjournment

There being no further business, Bettie Hatzell made a motion to adjourn at 9:01 pm and Jenn Zuba seconded the motion. All members approved the motion and the motion was passed.

Respectfully Submitted,

Christine A. Chretien
District Clerk