

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

Monthly Meeting Minutes for April 14, 2015

1. Call to Order:

Chairperson Janet Raymond called the operating committee meeting to order at 7:03 PM.

Members present: Board Members: Janet Raymond (Chairperson), Jenn Zuba, Gerry Lapierre, Bettie Hatzell and Paul Wright. Others: Christine Chretien (District Clerk), Robert Howe (Chief), Chip Mainville (Fire Marshal), John Mainville (Tax Collector) (7:17 PM), Ron Lapierre (Treasurer) (7:12 PM). Absent: Michael Gingell (Interim Chief), Bob Allard (due to illness), Michael Pichie (due to illness).

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.

2. For the good and welfare of the district.

- Janet Raymond welcomed the new Chief, Robert Howe.
- Bettie Hatzell reminded everyone about the 75th Anniversary banquet coming up on May 2nd that will be held at The Village Haven restaurant.

3. Old Business

- a. **Labor Negotiations** - Bettie Hatzell made a motion to go into executive session based on RI General Law 42-46-5(a)(2) regarding Labor Negotiations. Jenn Zuba seconded the motion. Executive session began at 7:07 PM and ended at 7:21 PM. No votes were taken. Operating Committee meeting resumed at 7:23 PM.
- b. **February 2015 Chief's Report** – The Chief's report from February 2015 was reviewed and there were no questions. Bettie Hatzell made a motion to approve the report. Gerry Lapierre seconded the motion. All were in favor and the motion passed.
- c. **February 2015 Fire Marshal's Report** – Chip Mainville presented his report for February 2015 and there were no questions. Bettie Hatzell made a motion to approve the report. Paul Wright seconded the motion. All were in favor and the motion passed.
- d. **Third Party Billing** – Janet Raymond reported that total charges for March 2015 were \$20,866 and total collections were \$5,469.03.
- e. **Hiring Committee Update** – Gerry Lapierre reported the hiring of two fill-in personnel: Joseph Heeps and Amanda Morra.
- f. **Building Maintenance** – Gerry Lapierre reported that the side door had been looked at and it needed a new part which has been ordered. Gerry will look to see if the door is still under warranty because the door is not that old. An electrician is coming in to install a GFI as well as hooking up the dryer. Removal of the sand from the parking lot will cost \$100.00. Gerry will also review the past bids received for painting the building and report back to the committee next month.
- g. **Bid for Third Party Receivables** – Discussion tabled until next month.

4. Receive Tax Collector's Report

John Mainville presented the Tax Collector's. Tax collections for March were \$8,483.14. Total deposits for the month were \$10,479.52. Net Activity for the month of \$8,683.14 which factors in two redemptions in the month. Net Collections YTD of \$300,928.47. Total percentage collected YTD is 84.7%. Tax Sale in conjunction with the Town will be in June and he will have preliminary dates for the District tax sale next month but it will probably be held in September. Oceans State Power is in mediation and he did not have an update. Bettie Hatzell made a motion to accept the Tax Collector's Report and the motion was seconded by Gerry Lapierre. All members approved the motion and the motion was passed.

5. Receive Chief's Report

Chief Howe presented the monthly report for March due to the absence of Interim Chief Gingell. The Chief also reported about some repairs that are needed and being done to some of the vehicles. Bettie Hatzell made a motion to accept the Chief's report and the motion was seconded by Gerry Lapierre. All members approved the motion and the motion was passed.

6. Receive Fire Marshal's Report

Fire Marshal presented his report for month of March 2015. He discussed the status of Compton Products and the detail at Wright's Farm Restaurant. Bettie Hatzell made a motion to accept the Fire Marshal's report and the motion was seconded by Paul Wright. All members approved the motion and the motion was passed.

7. Approve minutes from the previous month's meeting

The minutes from the March 2015 monthly district meeting were submitted for review. A motion to accept these minutes was made by Bettie Hatzell and seconded by Jenn Zuba. All members approved the motion and the motion was passed.

8. Consider, review, and approve Bills & Receipts

Bills were reviewed by the committee and the only question was asked by Paul Wright regarding the quarterly pest control bill. A motion to pay the bills was made by Bettie Hatzell and seconded by Paul Wright. All members approved the motion and the motion was passed.

9. Receive the Treasurer's Report

Ron Lapierre presented the Treasurer's report. Ron reviewed the payroll report and was asked for a brief synopsis of those individuals over the allowed amount for a payroll period. April schedule had been done prior to the new Chief starting but he will be completing the schedule for May. Ron and Chief Howe reviewed the new policy regarding scheduling and the issue should be corrected going forward. Bettie Hatzell made a motion to approve the Treasurer's Report. Jenn Zuba seconded the motion. All members approved the motion and the motion was passed.

10. New Business

- a. **Clerk Stipend** – will have discussion in future regarding stipend, number of meetings attending and job functions.
- b. **Physical Performance Assessment** – discussion regarding agility test for personnel. Chief suggested creating 3 classifications for personnel. Decision was made that the Hiring Committee will meet and come up with the job classifications and pay scale and will report back to the Operating Committee.
- c. **Nasonville Fire District Employee Handbook** – Gerry Lapierre proposed that an employee handbook be created that is separate from policy and procedure manual that can referenced by all employees. Subcommittee (Employee Handbook Committee) will consist of Chief Howe, Gerry Lapierre, Mike Pichie, John Mainville and Jenn Zuba.

11. Adjournment

There being no further business, Bettie Hatzell made a motion to adjourn at 9:00 PM and Jenn Zuba seconded the motion. All members approved the motion and the motion was passed.

Respectfully Submitted,

Christine A. Chretien
District Clerk