

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

Monthly Meeting Minutes for October 13, 2015

1. Call to Order:

Chairperson Janet Raymond called the Operating Committee meeting to order at 7:04 PM.

Members present: Board Members: Janet Raymond (Chairperson), Bob Allard, Gerry Lapierre (7:05 PM), Jenn Zuba, Bettie Hatzell and Paul Wright.

Others: Christine Chretien (District Clerk), Robert Howe (Chief), John Mainville (Tax Collector) (7:40 PM), Chip Mainville (Fire Marshal), Ron Lapierre (Treasurer) (7:48 PM)

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.

- Christine Chretien reminded Operating Committee members that any reports being presented for the Annual Meeting need to be provided to her by Saturday, October 17, 2015.

4. Receive Chief's Report

Chief Howe presented his monthly report for September. Paul Wright had a question regarding the agility test that some of the crew had taken. The Chief indicated that the requirement for taking the agility test was hurting recruitment. Jenn Zuba stated that based on the union contract it was necessary for the Operating Committee to define what the three categories are for personnel in the station. Any specific personnel issues with passing/failing the agility test need to be addressed at the appropriate time and place. Bettie Hatzell made a motion to accept the Chief's report and the motion was seconded by Jenn Zuba. All members approved the motion and the motion was passed.

5. Receive Fire Marshal's Report

Fire Marshal presented his monthly report for September. Fire Marshal gave an update regarding the new business that will be going in next to Roots and Shoots on Route 102 and answered a question from Paul Wright regarding the number of businesses that are inspected in the district. According to the Fire Marshal, there are approximately 38 businesses to be inspected within the district. Bob Allard made a motion to accept the Fire Marshal's report and the motion was 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 the September 2015 monthly district meeting were submitted for review. A motion to approve the minutes was made by Bettie Hatzell and seconded by Bob Allard. All members approved the motion and the motion was passed.

9. Old Business

- a. **Third Party Billing Update** - Janet Raymond reported that total charges for September 2015 were \$16,826.60 and total collections were \$8,380.62.
- b. **Hiring Committee Update** – Gerry Lapierre indicated that he had one application and had others interested but was waiting for information to be completed. Once he has complete applications, he will schedule a meeting of the Hiring Committee.
- c. **Building Maintenance** – Gerry Lapierre indicated that no needed repairs have been brought to his attention. At some point in the future, non-skid paint will be applied to the floors in the truck bays.
- d. **Bid For Third Party Receivables** – Jenn Zuba asked that an aging report as well as a report for 61-90 denials be provided at the next monthly meeting. Chief will provide report of what is submitted for billing.

3. Receive Tax Collector's Report

John Mainville presented the Tax Collector's report. Tax collections for September were \$11,379.56. Total Collections for the year were \$371,473.67 which needs to be reconciled with the Treasurer. Total deposits for the month of September were

\$21,447.99 with Net Activity of \$11,479.56. Total Deposits for the year were \$391,947.80. 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.

7. Consider, review, and approve Bills & Receipts

Bills were reviewed by the committee. There were no questions from the Committee. A motion to pay the bills was made by Bettie Hatzell and seconded by Jenn Zuba. All members approved the motion and the motion was passed.

8. Receive the Treasurer's Report

Ron Lapierre presented the Treasurer's report. Paul Wright had a question regarding the accounting for the Wright's Farm detail which was answered by Ron Lapierre. A motion was made by Gerry Lapierre to move \$7,200 line item into Capital Expense. Jenn Zuba seconded this motion. All members approved the motion and the motion was passed. Jenn Zuba made a motion to approve the Treasurer's Report and Bettie Hatzell seconded the motion. All members approved the motion and the motion was passed.

9. Old Business (continued)

- e. **Sleeping Quarters** – Discussed moving Chief's office to area where couch and television are now situated. This will free up the old office to be used as sleeping quarters. (See further discussion under New Business, item c).
- f. **Zodiac** – Chief will provide estimate at November's monthly meeting.
- g. **Quote for Signage** – tabled until the next monthly meeting.

10. New Business

- a. **Potential By-Law Changes Regarding Annual Reporting/Audits** – John Mainville informed the Operating Committee about discussions with the Auditor General regarding references to the word "auditors" in the by-laws and what the implications are regarding audits and tier designations. It was decided that the word "auditors" will be replaced by the word "reviewers" in the by-laws. John will send a copy of the changes to the Operating Committee and then send to the Auditor General's office for review.
- b. **Part-Time Administrative Position** – Ron Lapierre asked that the Operating Committee consider beginning discussions regarding creating a part-time administrative clerk position. He proposed that the position would take over some of the functions of the Clerk, Treasurer and Tax Collector and that the position be funded by the stipends currently paid to each of these positions. John Mainville voiced his concerns regarding the position taking over the Tax Collector duty. Position discussion will be added to the Warrant for the Annual Meeting to get tax payer input.
- c. **Fire Chief's Office** – Chief presented a sketch and preliminary quote for construction of a new Chief's office. Operating Committee discussed at length the cost of this construction, changes to the floor plan and if the changes are necessary. A motion was made by Jenn Zuba to approve construction of the new Chief's office and authorization of no more than \$1,000 being spent, excluding a door. Bettie Hatzell seconded the motion. Bob Allard and Paul Wright voted against the construction. Gerry Lapierre and Janet Raymond approved the construction.
- d. **Communications Room** –tabled until next month. Chief will provide an estimate.
- e. **Fire Chief's Contract** – Terms agreed to when the Chief was hired in April were finalized and drawn up in a contract. Gerry Lapierre questioned if the Chief would receive any sick days. Chief indicated that he would use a PTO or would not be paid for a day not worked. Jenn Zuba made a motion to approve the Chief's contract. Motion was seconded by Gerry Lapierre. All members approved the motion and the motion was passed.

A question was asked about the Warrant for the annual meeting. Clerk, Christine Chretien, reviewed the items that were approved at September's monthly meeting. In addition to those approved items, 5 Year Plan, By-Law Changes and Part-Time Position will also be added. Gerry Lapierre made a motion to approve adding these items. Bob Allard seconded the motion. All members approved the motion and the motion was passed.

11. Adjournment

There being no further business, Bettie Hatzell made a motion to adjourn at 9:05 PM and Jenn Zuba seconded the motion. All members approved the motion and the motion was passed.

Respectfully Submitted, Christine A. Chretien, District Clerk