

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

Monthly Meeting Minutes for November 10, 2015

1. Call to Order:

Chairperson Janet Raymond called the Operating Committee meeting to order at 7:07 PM.

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

Others: Christine Chretien (District Clerk), Robert Howe (Chief), John Mainville (Tax Collector), Chip Mainville (Fire Marshal), Ron Lapierre (Treasurer) (7:41 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.

- Bob Allard made a comment regarding what he felt was a “poor performance” by the labor attorney in how he answered questions during the annual fire district meeting.
- John Mainville asked questions regarding the negotiating of the union contract. This topic was not on the agenda and will be added to the next monthly meeting as a topic of discussion.

3. Receive Tax Collector’s Report

John Mainville presented the Tax Collector’s report. Tax collections for October were \$841.92. Total Collections YTD are \$841.92. Total deposits for the month of October were \$841.92 with Net Activity of \$841.92. Total Deposits for the year were \$841.92. Tax Collector also noted that a check had been received from Cox Communications for about \$6,000 for tangible property. Tax bills will go out in about two weeks and he suggested a due date of January 16, 2016 before interest accrues. Gerry Lapierre asked a question about tangible property which was explained by the Tax Collector. The Tax Collector also provided an update regarding the tangible property value with Narragansett Electric (National Grid), an update about Ocean State Power and a district taxpayer that had an issue with going to tax sale and fees. It was the opinion of the Operating Committee that the taxpayer be billed for the appropriate fees. The taxpayer always has the opportunity to appeal the fees to the Operating Committee. Bettie Hatzell made a motion to accept the Tax Collector’s Report and the motion was seconded by Bob Allard. All members approved the motion and the motion was passed.

4. Receive Chief’s Report

Chief Howe presented his monthly report for October. Gerry Lapierre had a question regarding the 24 hour schedule. Chief Howe answered the question and will provide a copy of the November schedule to Gerry to show him how it works. Bob Allard 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.

5. Receive Fire Marshal’s Report

Fire Marshal presented his monthly report for October. Fire Marshal also explained about the meeting with the representative from ISO and what some next steps may be. Gerry Lapierre asked some general questions about what duties are performed by a Fire Marshal and what fees are charged for inspections for both residential and commercial properties. The Fire Marshal provided a fee schedule to all Operating Committee members which lists services and associated fees. The Fire Marshal will do some research regarding how fees are handled in other districts and by the state and report back to the Operating Committee. Bettie Hatzell made a motion to accept the Fire Marshal’s report and the motion was seconded by Bob Allard. All members approved the motion and the motion was passed.

6. Approve minutes from the previous month’s meeting

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

7. Consider, review, and approve Bills & Receipts

Bills were reviewed by the Operating Committee and there were no questions. A motion to pay the bills was made by Bob Allard 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. There were no questions regarding the report. Bettie Hatzell made a motion to approve the Treasurer's Report and Gerry Lapierre seconded the motion. 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 October 2015 were \$38,696.60 and total collections were \$2,392.36. Janet requested a billing summary but still has not received it.
- b. **Hiring Committee Update** – Gerry Lapierre requested that this item be tabled until the next meeting. Chief Howe indicated that a former employee approached him about being rehired. This is a decision that will need to be made by the Hiring Committee once a meeting is scheduled.
- c. **Building Maintenance** – Gerry Lapierre indicated that no needed repairs have been brought to his attention. At some point in the future, he thinks the cement block anchoring the sign needs to be cleaned up and non-skid paint should be applied to the floors in the truck bays.
- d. **Bid For Third Party Receivables** – Tabled until an aging report as well as a report for 61-90 denials is provided by Dawson. Numerous requests have been submitted for this information.
- e. **Sleeping Quarters** – Sleeping quarters have been provided in what was the Chief's office.
- f. **Zodiac** – Tabled until Chief Howe provides an estimate.
- g. **Quote for Signage** – Tabled until the next monthly meeting.
- h. **Communications Room** – Chief Howe answered question from Operating Committee about where the room would be located and what the purpose would be. Jenn Zuba made a motion that the discussion be tabled until Chief Howe has discussions with the appropriate Town official regarding wiring and is able to provide the Operating Committee with an estimated cost. Bettie Hatzell seconded the motion. All members approved the motion and the motion was passed.

10. New Business

- a. **Set Meeting Dates for New Fiscal Year** – Meeting dates for the new fiscal year are the following: 12/8/2015, 1/12/2016, 2/9/2016, 3/8/2016, 4/12/2016, 5/10/2016, 6/14/2016, 7/12/2016, 8/9/2016, 9/13/2016, 10/11/2016 and 11/8/2016. Budget workshops will be held on 8/30/2016, 9/27/2016 and 10/4/2016. The Annual Meeting will be held on 10/15/2016.
- b. **Election of Officers by Written Ballot**
 - i. Chairperson – Janet Raymond, Jenn Zuba and Gerry Lapierre were nominated by written ballot and all accepted the nomination. Jenn Zuba was elected Chairperson with 3 votes, Janet Raymond and Gerry Lapierre each received 2 votes.
 - ii. Vice Chairperson – Janet Raymond, Bettie Hatzell, Gerry Lapierre and Bob Allard were nominated by written ballot. All accepted the nomination except for Bob Allard, who declined. Bettie Hatzell was elected Vice Chairperson with 3 votes, Gerry Lapierre received 2 votes and Janet Raymond received 0 votes.
 - iii. Clerk of the Works – Gerry Lapierre was unanimously nominated and accepted the position.
- c. **Kitchen Stove** – Chief Howe made a request on behalf of some of the personnel that the commercial stove be moved out to the building in the back and be replaced with a small kitchen stove and add a small kitchen table with chairs so that any personnel on duty could cook a meal and have a place to eat. Matter was discussed by the Operating Committee and some members felt that moving the commercial stove would not allow them to run a fund raiser such as the Clam Cake and Chowder in an efficient manner. A motion was made by Bob Allard to leave the stove where it is. The motion was seconded by Gerry Lapierre. All members approved the motion and the motion was passed.
- d. **Fire Marshal Duty Status & Possible Contract** – Ron Lapierre asked for clarification on the duty status of the Fire Marshal position based on the recently approved CBA and wanted to make sure the district was in compliance with the contract. It was decided that this issue would be tabled until more information is gathered.
- e. **Deputy Chief** – Tabled to be discussed in conjunction with item d, Fire Marshal Duty Status & Possible Contract above.

- f. **Bylaw Change Regarding Posting of Notices** – District Clerk, Christine Chretien, discussed the requirements in the bylaws regarding posting of notices for any special meetings and the annual meeting. It was decided that notices can also be posted in Harrisville at Town Hall as well as the Harrisville post office so that the notices are not clustered in one area. No change needs to be made to the bylaws.
- g. **Change of Service Providers – Cox to Verizon** – Chief Howe outlined savings that would be realized by changing service providers. Jenn Zuba made a motion to make the change in service providers from Cox to Verizon and Gerry Lapierre seconded the motion. All members approved the motion and the motion was passed.
- h. **Purchase of Computer for Communications Room** – Tabled in conjunction with item h, Communications Room above.
- i. **Snow Plowing Bid** – Current vendor's bid did not increase for the upcoming year. Bob Allard made a motion to stay with the same vendor. Jenn Zuba seconded the motion. All members approved the motion and the motion was passed.
- j. **Define the Three Categories of Employment with Job Descriptions** – Motion was made by Jenn Zuba to table discussion in conjunction with items d, Fire Marshal Duty Status & Possible Contract and item e, Deputy Chief above. Gerry Lapierre seconded the motion. All members approved the motion and the motion was passed. Chief Howe will put a package together and email to all Operating Committee members for review prior to the next monthly meeting.

11. Adjournment

There being no further business, Bettie Hatzell made a motion to adjourn at 9:44 PM and Bob Allard seconded the motion. All members approved the motion and the motion was passed.

Respectfully Submitted,

Christine A. Chretien
District Clerk