

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

**Monthly Meeting Minutes for February 9, 2016**

**1. Call to Order:**

Chairperson Jenn Zuba called the Operating Committee meeting to order at 6:15 PM.

**Members present:** Board Members: Jenn Zuba (Chairperson), Bettie Hatzell (Vice Chairperson), Bob Allard, Janet Raymond, Gerry Lapierre (6:22PM), Norm Dalpe (6:29) and Paul Wright.

**Others:** Christine Chretien (District Clerk), Robert Howe (Chief), John Mainville (Tax Collector), Ron Lapierre (Treasurer) (7:04 PM).

**Absent:** Chip Mainville (Fire Marshal, working).

**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.**

- Mr. & Mrs. Steven Foy, Nasonville residents were also in attendance. Mr. Foy was elected as an auditor at the 2015 annual meeting.

**3. Receive Tax Collector's Report**

John Mainville presented the Tax Collector's report. Tax collections for January were \$186,480.33. Deposits in February YTD were \$4,267.29. Total Collections through January were \$294,043.67. Total Collections YTD are \$298,310.96 and of that, \$5,175.38 are Taxes in Arrears collected to date are \$5,175.38. Tax Collector also noted that there were no redemptions. There is nothing new to report on National Grid and the paperwork to settle Ocean State Power is being signed. Janet Raymond 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 report for the month of January. Bettie Hatzell asked if there was a monthly requirement regarding attendance at calls to be a volunteer. Also, do more members respond to EMS calls vs Fire calls? Starting at the next monthly meeting, the Chief will provide a report that shows participation activity over the prior three months. He will also provide a list of equipment. 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.

**5. Receive Fire Marshal's Report**

The Fire Marshal's report for the month of January was presented by Chief Howe due to the Fire Marshal's absence. There were no questions asked by the Operating Committee. Janet Raymond made a motion to accept the Fire Marshal's report. The motion was seconded by Bettie Hatzell. All members approved the motion and the motion was passed.

**6. Approve minutes from the previous month's meeting**

The minutes from the January 2016 monthly district meeting were submitted for review. A motion to approve the minutes was made by Janet Raymond and seconded by Bob Allard. All members approved the motion and the motion was passed.

**9. Old Business**

- a. **Third Party Billing Update** – Jenn Zuba indicated that she had received another spreadsheet from Dawson and it still did not contain the information she was looking for. Research on other companies will be completed and will be presented to the Operating Committee at the April monthly meeting. A committee will be put in place to review recommendations regarding handling the third party billing and a new company. Committee will consist of Chief Howe, Jenn Zuba, Bettie Hatzell and Janet Raymond.
- b. **Hiring Committee Update** – Gerry Lapierre had nothing new to report.

- c. **Building Maintenance** – Gerry Lapierre indicated he received a report that water is seeping through the floor tiles in the restrooms. This problem is common during the winter. He also received a complaint regarding odor coming from the floor drains in front of the trucks.
- d. **Bid For Third Party Receivables** – Addressed as part of item a above and will be addressed at the April monthly meeting.
- e. **Fire Marshal's Report for November 2015** – Tabled until Fire Marshal is present at meeting.

## 10. New Business

- a. **Selling of District Assets** – Chief to get written confirmation from the district that owns the boat that they are ok with NFD selling it. Chief will also put a list together of other assets in the station that he feels are no longer needed that the board may want to consider selling. Committee will need to review by-laws in order to comply with requirements.
- b. **Discontinuation of Cleaning Service** – motion made by Gerry Lapierre to table this discussion until spring. Motion was seconded by Norm Dalpe. All were in favor and the motion was passed.
- c. **Personnel Hours** – Gerry Lapierre made a motion to table the discussion until more information was gathered. Bob Allard seconded the motion. All members were in favor and the motion was passed.
- d. **Clarification of IOD VFIS reimbursement** – Various reimbursement percentages were discussed and the policy documentation on hand was reviewed. It was determined that more definitive information was needed from the agent and more research would be done.
- e. **Cost Analysis of COB agreement going forward** – It was determined that more information was needed in order to have a productive discussion. Any deficits due to the COB that were not considered need to be determined, such as paid holidays, replacement coverage if a member is out. Ron Lapierre and John Mainville to put together information as to how contract is impacting budget. Input from Chief Howe will be needed.
- f. **Potential shortfalls in budget as a result of COB agreement** – addressed as part of item e above.
- g. **Review of prior shift schedules in comparison to current** – addressed as part of item e above.
- h. **Labor Attorney discussion** –Gerry Lapierre made a motion that research be done in order to possibly hire a new labor attorney. Bob Allard seconded the motion. A suggestion was also made to consult with the district's attorney. All were in favor and the motion was passed.
- i. **Discussion with Chief & Operating Board regarding scheduling and qualifications** – Committee discussed current qualifications for Firefighter I & Firefighter II positions as well as part timers in order to maintain proper coverage on all shifts and help out with replacing any open shift due to IOD. Currently there is only one person that can fill a shift and they do so when possible. Chief indicated that a lot of the time someone will have part of the qualifications but not all of them. Current qualifications must remain because there is no room to move them lower. Gerry Lapierre made a motion that the committee explore using interns to fill shifts in order to save money. Norm Dalpe seconded the motion. Jenn Zuba, Paul Wright, Janet Raymond and Bettie Hatzell approved the motion. Bob Allard voted no.
- j. **Discussion regarding Fire Marshal position/duties** – Position will reach budget cap shortly. Paul Wright questioned having Chief complete residential certs. Chief indicated it will cost the district \$4,000 in order to renew his certification. The State of RI has adopted NFPA qualifications and a Fire Marshal will require 160 CCE credits. Board has requested enhanced reporting to show was charges and fines are being assessed and hours being used in the capacity as Fire Marshal.
- k. **Third Party Billing Refund – Ed Raposa** – It was determined that a former firefighter was charged incorrectly by third party billing. Janet Raymond made a motion that Mr. Raposa be reimbursed by the district. Norm Dalpe seconded the motion. All members approved the motion and the motion was passed. Gerry Lapierre made a motion that board seek reimbursement from Dawson for the payment. Norm Dalpe seconded the motion and the motion was passed.

## 8. Receive the Treasurer's Report

Ron Lapierre presented the Treasurer's report. Bob Allard asked about how we would borrow money if necessary and Ron Lapierre explained that money could be moved from different line items. Gerry Lapierre asked if there were any part timers working more than 24 hours and this was addressed by Ron Lapierre and Jenn Zuba. He also asked about full timers and hours worked. Jenn Zuba made a motion that those qualified candidates that are on a waiting list be contacted and brought on to help fill the void in order to keep all part timers and full timers on the agreed upon schedule. Bob Allard seconded the motion and the motion was passed. Janet Raymond 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.

**7. Consider, review and approve Bills & Receipts**

Paul asked a question regarding a small legal bill which was answered by the Chairperson. Bettie Hatzell made a motion to approve and pay the bills. Bob Allard seconded the motion. All members approved the motion and the motion was passed.

**11. Adjournment**

There being no further business, Jenn Zuba made a motion to adjourn at 9:12 PM and Bob Allard seconded the motion. All members approved the motion and the motion was passed.

Respectfully Submitted,

Christine A. Chretien  
District Clerk