

HARMONY FIRE DISTRICT

P.O. Box 360 – 194 Putnam Pike
Harmony, R.I. 02829

The regularly scheduled monthly meeting of the Harmony Fire District Executive Board was held at the Harmony Fire Station on **Wednesday, February 27, 2008.**

Present: Chief Stuart Pearson; Moderator - Raymond Fogarty, Jr.;
Treasurer - Sandra Owens; Tax Collector - Kimberly Barber;
Attorney - Fred Mason, Jr.;
Board Members - James Richards & Milton Huston

Absent: Board Members - Louise Michaels & George Kain
Clerk - Ann Dahlquist

I. – Meeting Called to Order: 7:08 pm by Moderator Fogarty.

II. - Approval of the minutes from the January 24th meeting.

Moderator Fogarty asked the board if there were any discrepancies to note on the minutes from the January 24th meeting. If not, he would like to call for a motion to accept them.

Milton made a motion to accept the minutes. Jim seconded the motion. The motion carried.

III. - Treasurer's Report:

Sandy presented her report for the month of January. Beginning balance January 1st \$286,585.42 and the ending balance January 31st \$275,722.79.

There were routine monthly expenses and some funds have been expended from the capital account to repair the boiler system. Ray suggested that we contact RISE to have the system tested for efficiency, then it can be determined if a new system should be budgeted for in next year's budget.

Jim made a motion to accept the January treasurer's report. Milton seconded it. The motion carried.

IV. - Tax Collector's Report:

Kim stated the taxes receivable balance is \$85,292.76 as of today's date. Taxes collected in the month of January were \$13,006.63.00, which includes monies collected for the tax sale properties. The money for the tax sale properties was paid by RI Housing the day before the Tax Sale was scheduled to be held, therefore it was canceled. Due to new legislation that has been passed, RI Housing has the right to first refusal on any tax sale properties. Third party billing monies collected in the month of January totaled \$7,754.75.

Shred-It came in recently and destroyed 19 boxes of assorted documents for us. *Certificates of Destruction* were filed with the RI State Archives & Public Records Administration as legally required. Now all of our storage closets in the Chief's bay have been cleaned out and we are working on properly preparing permanent documents for storage – binding, boxing and labeling, as well as making a list of them all and where they can be found if needed. Kim is also working on scanning documents into her computer, especially older ones that are

deteriorating over time. She is also looking into archive space the Chief told her is available for us to use at the Harmony Library. Ray suggested she call Iron Mountain and find out the fees they would charge for this type of service. Sandy asked what types of records we are required to keep. Kim said there are specific retention schedules for different types of records. For example meeting minutes and annual Chiefs reports are to be kept permanently. The Chief added that on the Fire/EMS side we are required to keep run reports until any minors would turn 18 years old. He stated that we are really starting to get a handle on the requirements now. Jim asked if there were any requirements as to how the permanent records had to be kept, hard copy, electronic, etc. Kim said the retention schedules only state how long they have to be kept.

Milton made a motion to accept the tax collector's report. Jim seconded it. The motion carried.

V. - Chief's Report:

The Chief started his report by informing the board of the passing away of Ray Norberg. Ray and his wife Barbara had been active members of the department for many years, Ray being a life member and Barbara having served on the district board, as well as being a member of the crew. A Maltese cross floral arrangement had been sent to the funeral home on behalf of the district and the Chief, as well as many of the crew, attended the calling hours. Barbara was very appreciative.

Next the Chief addressed the Kitchen Renovation project. On the afternoon of February 6th there was a meeting of the Building Committee to go over the design plan proposed by Aharonian & Associates. Attending were Milton, Deputy Chief Segee, the Chief and Kim. It was agreed that the plan was too cumbersome and needed to be rethought. After some discussion, new ideas were agreed upon. There were no drawings to present at this time to formally present the new ideas. But Aharonian & Associates will be preparing some for review. Ray asked that the original group that presented the project be present and give input on this new plan. The Chief told him that they are being involved in the process as it has been being worked on.

Throughout the last month the Chief has attended a couple of public safety meetings with other officials in the Town of Gloucester to address some town-wide issues.

Also, an unexpected event and expense has been the town dropping its e-mail server, GroupWise. We were not notified in advance that they were planning on doing this and when it happened, in order to be compatible with their new server, we needed to upgrade the software on all three computers here. So not only have we been without our town e-mail addresses for a couple weeks, but have needed to spend \$300 so far on software upgrades. Hopefully it will be resolved shortly.

For the past week and a half the crew has been working hard on the capital expenditure item of the bay ceiling tile replacement. It will probably be completed by the end of this week.

The Chief also noted that this coming Friday Lieutenant Donna DeConte and he will be attending a Career Day at the Ponagansett High School for the entire day.

There have been a few cases of the flu going through the department. But everyone is hopefully on the mend.

Also, the department's boat, the Zodiac, is out for repair. The warranty should cover everything being done, so there won't be a balance due.

Additionally, the Chief presented for the Board and Attorney Mason to review a *Deed of Easement* that he had been given by White Oak Estates, LLC. It was in regards to a cistern that had been installed for them on Snake Hill Road (Plat: 18 / Lot 328). Some discussion followed about cisterns and the legalities involved.

Jim made a motion to accept the chief's report. Milton seconded it. The motion carried.

VI. - Committee Reports:

- a. Building Committee – meeting held February 6th addressed in Chief's report.
- b. Strategic Planning Committee – meeting to be held after this monthly meeting's adjournment.

VII. - Old Business: Addressed throughout reports.

VIII. - New Business: Addressed throughout reports.

IX. - Public Input: None given.

X. – Executive Session: None called.

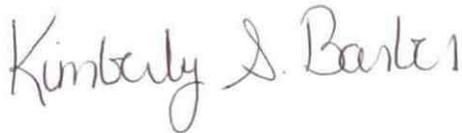
XI. – Adjournment:

Milton made a motion to adjourn the meeting. Jim seconded it. The motion carried.

The February meeting of the Harmony Fire District Executive Board was adjourned at 7:35 pm.

The next meeting of the Harmony Fire District Executive Board
is scheduled for 7:00 pm, Thursday, March 20, 2008 at the Harmony Fire Department.

Respectfully Submitted,



Kimberly S. Barber
Tax Collector/Secretary