

**North Smithfield Fire/Rescue Service, Inc.**

**Board of Directors Meeting**

**September 9, 2014**

**Called to order at 6:31 p.m.**

**Roll call of Voting Members:**

**Chairman: Paul Shatraw**

**Vice Chair: Paul Lefebvre**

**Treasurer: Daniel O'Brien**

**Secretary: Brian VanHouwe**

**At-large: Pamela LaBarre(absent), Kathleen Shatraw(absent), Kenneth Thompson**

**Non-voting member: Chief Joel Jillson**

**Secretary's Report:**

**Minutes of the August meeting as emailed accepted with a motion by Mr. VanHouwe, seconded by Mr. Lefebvre. The motion passed unanimously.**

**Financial Report: as submitted (see packet) and explained in detail by Mr. O'Brien. Year ending 6/30/14 as well as month of August included in report. Advised Directors that accounting principles and actuaries established amounts needed to cover "liabilities". Mr. Thompson asked if other options (other than CD's) could be**

**considered for investment, echoed by Mr. VanHouwe... referred to New Business. Motion to accept the Financial Report by Mr. Lefebvre, seconded by Mr. VanHouwe. The motion passed unanimously.**

**Bills: (see attached). Mr. VanHouwe motioned to approve the payment of bills, seconded by Mr. Thompson. The motion passed unanimously.**

**Communications: Thank you notes received from Jordan's "Let It Go" Fund and Senior Services (attached). Request from N.S. E.M.A. (attached) referred to New Business.**

**Fleet:**

**Chief Jillson: Good. New Rescue specs readied after looking at four vendors. Will go to Town for bid process in one to two weeks. New Engine purchase next and future consideration of possible trade of underused Ladder Truck (worth \$50,000).**

**Facilities:**

**Chief Jillson:**

- 1. Removal of large oak tree at Station 1 completed.**
- 2. Cellulose insulation installed in front section of Station 2 roof above where ice dams occur. Related electrical work performed by Lt. Mathieu.**

## **Old Business:**

- 1. New Car 1 ready September 10th**
- 2. Chief Jillson asked if we should meet with standing Town Budget Committee regarding FY16 budget prior to usual time frame beginning in January. Mr. O'Brien suggested waiting.**
- 3. Insurance Service Organization (ISO) sent same representative as last time to assess North Smithfield fire service. Mr. Thompson asked Chief Jillson what the impact would be on our rating if the ladder truck was lost. Chief Jillson said he asked the ISO rep. that same question and he said it would be negligible.**
- 4. Chief Jillson questioned the efficacy and cost-effectiveness of Claim Strategies Service Contract for handling job-related injuries/illnesses. Referred to New Business.**

## **New Business:**

### **Chief Jillson:**

- (1) Annual Interlocal Risk Management Trust audit scheduled for September 10th.**
- (2) Short commemoration of "9-11" to be held at Station 1 at 9:00 a.m.**

### **Mr. Lefebvre:**

- (1) Daughter involved with "Unity Ball" and would like to approach this Board for a donation. Advised to submit a formal written request at a future meeting of the Board.**

**(2)After looking at By-Laws, could not find any mention of overtime being limited to one rank up or down. Chief Jillson responded that he thinks that is only under the time trade policy in Rules and Regulations. General consensus is that it should be spelled out in the C.B.A.**

**Mr. O'Brien:**

**(1)Submitted FY15 budget proposal. Motion by Mr. VanHouwe to approve said proposal, seconded by Mr. Lefebvre. The motion passed unanimously.**

**(2)Answering Mr. VanHouwe's question about restricted revenue accounts, he explained that those are the Fire Alarm account, Fire Prevention account, and Welfare account. He would like to move \$25,000 from two accounts (not Welfare) into operating accounts. Discussion followed including Chief Jillson saying there was minimal need for spending money from those accounts and that revenue keeps coming into them. Motion by Mr. VanHouwe to approve transfer of \$25,000 from Fire Alarm account and Fire Prevention account to appropriate operating accounts. Seconded by Mr. Thompson, the motion was voted and passed unanimously. Chief Jillson reminds the Board that \$138,000 bequest is being held in abeyance pending "in memoriam" project to be solidified. Also, Mr. Lefebvre initiated discussion of new bathroom needed at Station 1 and Chief Jillson said it would result in the loss of an apparatus bay.**

**(3)\$156,000 payroll reserve is not adequate to cover payroll liability. Mr. Thompson asked about short term bond investment vs CD's upon**

which Mr. VanHouwe concurred. Chief Jillson advised to give Mr. O'Brien time to re-structure the accounts and then we could look at investment options. Mr. O'Brien said he would advise the Board at the next meeting.

**Chief Jillson:**

**(1)submitted handout of recliners to replace old and secondhand furniture at both stations for consideration.**

**(2)Report of available options (see packet) for Claim Strategies. Discussion of pros and cons of contracting this service when history shows the system favors the employee and there is little that management can do, but that we should show "due diligence" (Chairman). Mr.Thompson made the motion to contract with the second option at \$650/\$150 instead of last year's premium of \$3200.00. The motion was seconded by Mr. O'Brien, voted and passed unanimously.**

**(3)Written email request from North Smithfield Emergency Management Agency for former Car 1 donation (see packet). Motion by Mr. O'Brien, seconded by Mr. Lefebvre to donate said car to E.M.A. in as is condition. Voted/Passed.**

**Personnel: Nothing to report.**

**Executive Session: Nothing to discuss.**

**The next meeting is scheduled for the second Tuesday of the month, October 14th, 2014.**

**Motion to adjourn at 7:32 p.m. by Mr. O'Brien, 2nd by Mr. Thompson.  
All in favor.**

**Respectfully submitted,**

**(signed)**

**Rose Zariczny**

**(Note: any "attachments" can be viewed by request during normal business hours in the Office of the Chief, 1470 Providence Pike, North Smithfield, RI)**