

Cumberland Fire District

Est. November 10, 2014

Headquarters @ Station Four
3502 Mendon Road Cumberland, RI 02864 401.658.0544
www.cumberlandfire.org

AGENDA OF THE REGULAR MEETING OF THE CUMBERLAND FIRE DISTRICT
TUESDAY, JANUARY 13, 2015 AT 7:00 P.M.
CUMBERLAND TOWN HALL, EVERETT "MOE" BONNER, JR. TOWN CHAMBERS
45 BROAD STREET, CUMBERLAND

REGULAR MEETING

- 1. Call to Order**
- 2. Moment of Silence and Pledge of Allegiance**
- 3. General Announcements**
Captain Charlie Delisle
Swearing in Ceremony
- 4. CONSENT AGENDA**
 - a. Approve minutes from 12/22/14
 - b. Note: Financials will be due the Chairman by 01/22/2015 for posting and review.
- 5. OLD BUSINESS**
- 6. NEWBUSINESS 02**
 - a. FC-BR-2015-01 Commissioner's stipend
 - b. FC-R-2015-01 Relating to the position of Finance Director
 - i. Financial control proposal
 - c. FC-R-2015-02 Relating to Clerk's position
 - d. 30 day goals from Chief Finlay, report and discuss
 - e. MOA with Local 2722
 - i. Regarding Assistant Chief position
 - ii. Regarding Employment Contracts
 - f. FC-R2015-03 Organization of finance and tax records
 - g. FC-R-2015-04 Work schedules and hours
 - h. FC-R-2015-05 Badge Order
 - i. FC-R-2015-06 Sales of Car 20
 - j. FC-R-2015-07 Purchase of SCBA
 - k. FC-R-2015-08 District legal representation
 - l. FC-R-2015-09 District labor legal representation
- 7. PUBLIC INPUT**
- 8. ADJOURNMENT**

Bruce A. Lemois
Chairman

Phillip Koutsogiane
Vice-Chair

Christopher Parent
Commissioner

Cynthia Ouellette
Commissioner

Ronald Champagne
Commissioner

Jim Scullin
Commissioner

Frank Matta
Commissioner

Kenneth Finlay
Chief of the Department

Station One
555 High Street
401.722.5992

Station Two
1530 Mendon Road
401.333.1421

Station Five
50 Arnold Mills Road
401.333.2244

Posted January 10, 2015

Mission Statement

The mission of the Cumberland Fire District is to provide exceptional public safety services in a safe, compassionate, cost effective and professional manner.

Cumberland Fire District Monthly Fire Committee Meeting

Minutes December 9, 2014 7:30pm Cumberland Town Hall Chambers

The meeting was called to order at 7:35 pm, a moment of silence and the Pledge of Allegiance was recited.

Present: Chairman Lemois, Commissioners Scullin, Champagne, Ouellette, Parent and Koutsogiane. Absent; Commissioner Frank Matta, the Chair noted that the Commissioner is on vacation.

Commissioner Champagne moved to accept the November 25th minutes, second by Commissioner Koutsogiane.

Chairman Lemois requested that the line for the adjournment be amended to "Commissioner Parent made a motion to end the meeting" Commissioner Champagne moved to make the amendment, second by Commissioner Parent. Vote on the amendment passed 6-0.

There was no further discussion and the motion accept the 11/25/14 minutes passed 6-0.

Old Business: Item FC-R-2014-02 concerning budgets was tabled from the November 25th meeting. This item has since been withdrawn.

New Business:

6A&B – Chairman Lemois stated we are still getting our scheduling to sync between the treasurers and tax collectors. As some could not attend to report the reports will be forwarded to the committee with the minutes. There is no cash flow issues at this time.

C. Update from the Chief search committee. This committee met last week and there was a pre-interview package made for the applicants and the process was established. The interviewing will start next week for this position. There will be a committee meeting on December 22 to select a Chief.

D. Commissioner Ouellette addressed the meeting about the strategic planning and how it works. This committee is to establish a vision and a mission statement. Where does the district want to go not for just this next year but for long term? This is something that will not happen right away. It will take some time. Chairman Lemois distributed a handout further explaining strategic planning.

E. Resolution FC-R-2014-03: Video Recording policy. This resolution is to establish a policy to record all meetings to be put on the internet and the web site as needed for transparency. Chairman Lemois then gave details on how and what equipment would be needed. He has investigated some equipment and costs. Commissioner Champagne moved to approve investigating the costs and what is needed for the Video policy, second by Commissioner Parent. Commissioner Koutsogiane questioned if this is the time to invest in this at this time in the process as he thought the cost was reported to be too high. Chairman Lemois explained the 12,000 cost is what it would be if we used the Town's system. The cost we are looking is approximately \$2,000 to \$3,000. Further explained that it was moved to approve the Chair to investigate costs not to buy. The motion was voted on and passed 6-0.

F. Resolution FC-R-2014-04: Is to establish a policy for the department to go paperless. Chairman Lemois explained that it is more efficient and cost effective to go paperless. Chairman Lemois was seeking approval to cost estimate the equipment needed for the committee and key employees. Commissioner Champagne moved approval, second by Commissioner Ouellette. The motion was voted on and passed 6-0.

G. Resolution FC-BR-2014-01: Budget Resolution. The Valley Falls station (station #1) had work done on their roof prior to the merger. This work was approved by the past board. During this work there was a cost overrun. This resolution is to approve the cost overrun of those added roof repairs. The work was done by the WF Holmes Company and Chairman Lemois gave details concerning the extra work. The total cost for the extra work is \$5,972.73. Commissioner Scullin moved approval, second by Commissioner Champagne. The cost will come from line 630 of the Valley Falls budget. The motion was voted on and passed 6-0.

December 9, 2014 Fire Committee minutes continued

H. Resolution FC-R-2014-04: This item is to establish a maximum amount an authorized person can commit the district to pay without board approval. Chairman Lemois suggested that the maximum would be \$1,000.00 and asked for any input. There was discussion and Commissioner Champagne suggested to change the maximum to \$2,500.00. Commissioner Koutsogiane asked that this be for items not budgeted. Commissioner Lemois and Commissioner Champagne explained gave examples. Commissioner Champagne moved to amend the resolution and raise the limit to \$2,500 and that this be reviewed in six months, second by Commission Parent. Under discussion the Chairman requested that the Chief's the Chair if this situation ever is used. Amendment was passed 6-0 Commissioner Champagne moved approve FC-R-2014-04 as amended, second by Commissioners Ouellette and Koutsogiane. The motion was voted on and passed 6-0.

I. This item is to review the RIEGOV process. Commissioner Lemois passed this question to Diane the tax collector from the Cumberland Hill department. Diane addressed the meeting and gave details on how the taxpayers pay their bills through the RIEGOV with their credit cards. The taxpayer can logon into the website and pay their bill and the 3% charge to use this website is paid by the taxpayer. Once Diane downloads the payment and posts it then she can send a receipt. There was more details given and discussion. The Cumberland Hill district has been using this process for several years and are very satisfied.

Chief Jackvony then addressed the board about sending his administrative assistant to the Assistant Deputy Fire Marshal course coming up from January 5 through March 19th at the cost of \$300.00. He feels that this would be a good addition to the department for better customer service to the taxpayers. He also gave details on how this would be completed in conjunction with the normal scheduled work. There was discussion and questions concerning the need to add another person as there are several throughout the district that have passed this course. Commissioner Ouellette stated that she feels that this is important at this time to keep the district up to date with fire codes etc. Chairman Lemois expressed concern making such a large commitment when the organization of the district even next month is unknown. Commissioner Koutsogiane moved approval, second by Commissioner Ouellette. Roll call vote: Commissioner Scullin aye, Commissioner Champagne nay, Commissioner Ouellette aye, Commissioner Parent nay, Commissioner Koutsogiane aye, Chair voted nay. Vote was 2-2 motion fails.

Commissioner Lemois then addressed the meeting about how the meetings will run and how important it is for all to keep an interest in the new district. He also thanked all that keep attending the meetings.

Ghislaine Therien who was the clerk for the North Cumberland fire commissioners then addressed the board about being interested in the clerk's position for the new district. The Chairman thanked her for her interest and that until there is a reorganization all clerks are still employed by the district. At such time a change is to be made all would be welcome to apply.

Commissioner Koutsogiane moved to adjourn second by Commissioner Ouellette, passed 6-0.

Respectfully Submitted:



Nancy Nixon
Temporary Clerk for the
Cumberland Fire Committee

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FC-BR-2015-02

CUMBERLAND FIRE DISTRICT

RESOLUTION: To initiate stipend for Fire Committee

BE IT RESOLVED BY THE CFD COMMITTEE AS FOLLOWS:

WHEREAS: The Fire Committee is paid a stipend.

WHEREAS: All four districts have budgeted for stipends

WHEREAS: The stipend is paid quarterly

NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND FIRE DISTRICT AS FOLLOWS:

RESOLVED: The treasurer from CFD will send out stipends to the seven commissioners in the amount of \$800 and\$880 for the Chairman.

RESOLVED: That the four Districts will pay equal shares.

RESOLVED: That NC, VF and CH will forward their share to CFD

Approved this 13th day of January, 2015.

Bruce A. Lemois, Chairman

_____, Clerk

CUMBERLAND FIRE DISTRICT

RESOLUTION: To create the position of Finance Director

BE IT RESOLVED BY THE CFD COMMITTEE AS FOLLOWS:

WHEREAS: Currently the CFD has 3 Tax Collectors and 3 Treasurers

WHEREAS: Currently there are many financial responsibilities handled by many people.

WHEREAS: There will be many more financial responsibilities as a larger district

WHEREAS: The budgeting process will be more complicated with a much more complex and extensive planning process

WHEREAS: Cash flow management will become a prominent process.

WHEREAS: Tax anticipation note planning, structuring and planning for elimination will be important process.

WHEREAS: There are many municipal responsibilities and duties that current positions are not experienced with or in.

NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND FIRE DISTRICT AS FOLLOWS:

RESOLVED: The CFD will create, fill and fund a position for a Finance Director

RESOLVED: The requirement(s) for the Finance Director will include items such as:

- A Bachelor's in finance
- Multiple years of municipal finance management experience
- An established reputation and position within the State of RI municipal finance industry
- Be able to demonstrate how to create a new department of finance in the CFD
- Be able to communicate with the Fire Committee, Chief of the Department and outside agencies.

RESOLVED: The CFD Finance Director' position will be of vendor status until reviewed again in June of 2015.

Approved this 13th day of January, 2015.

Bruce A. Lemois, Chairman

, Clerk

Cumberland, Rhode Island Fire District

PROPOSED PLAN:

INITIAL DEVELOPMENT AND LONG-TERM MANAGEMENT OF FINANCIAL SYSTEMS, CONTROLS AND REPORTING

SUBMITTED TO THE HONORABLE MEMBERS OF THE DISTRICT FIRE COMMITTEE



**SUBMITTED BY THOMAS M. BRUCE, III
106 FARM DRIVE
CUMBERLAND, RI 02864
401-474-6281
tomellb1@aol.com
December 19, 2014
(PROPOSED PLAN DOCUMENT IS SUBJECT TO CHANGE)**

**PRINTED FOR RON CHAMPANGE
DECEMBER 22, 2014**

This plan is presented with both a definition of certain immediate priorities on page 7 as well as listings of various permanent policy and other financial management duties and objectives which are defined as responsibilities of the proposed position of Finance Director. The plan has been developed based upon the assumption that it will be subject to frequent adjustment, update and improvement.

On the last page of the document, cost analysis, with my proposed terms of the position, is presented in regard to the planned part time position of Finance Director.

I would like to initially join the management team of the Fire District as an independent vendor, however, at the July 1, 2015 start date of the next fiscal year, it would be my hope that, based upon sound management performance and progress between now and July 1, that I be considered by the Fire Committee as a permanent direct employee.

I wish to thank Bruce Lemois for providing information which was very valuable in the development of this initial document draft.

Thank you for your consideration in this matter.

Sincerely,

Thomas M. Bruce, III

December 19, 2014

Proposed Responsibilities and Duties of the Finance Director

- a. Provide oversight and direction over recording of financial transactions to ensure integrity and accuracy in financial reporting.
- b. Receive periodic fund trial balance reports from a member of the District fiscal staff and review for data accuracy and correct expense classification as well as any types of management by exception issues identified in the accounting data. Based on approved trial

balance reports and data, prepare financial statements required by external parties and necessary internal management reports in a timely manner.

c. Provide for all reports and data required by the annual independent audit process and insure that the annual audit report is completed by the statutory annual December 31 deadline date.

d. Generate and continually update effective cash flow and cash management reports. Plan and manage borrowing activity in terms of confirmed cash deficiencies requiring the issuance of Tax Anticipation Notes (TANS).

e. Responsible for the timely preparation and approval of required payroll reports to ensure compliance with all applicable IRS and State of RI requirements.

f. Provide assistance, oversight and direction to all district administrative staff members regarding accounting system, bookkeeping, purchasing, payroll, invoice payment and revenue collection processes to insure compliance with local government requirements and best industry practices.

g. Manage the annual budget preparation process in accordance with the directives and fiscal objectives of the Fire Committee. Encourage and accomplish an effective use of the zero base budgeting approach by the entire district management team including the members of the Fire Committee in order to insure that all funds are appropriated and subsequently expended with appropriate justification of critical need.

h. Produce periodic fiscal year-to-date budget to actual reports and provide for a reasonable fund surplus or deficit projection as early in the fiscal year as possible.

i. Maintain with the Fire Committee and district management team an effective and approved five year capital asset budget and asset protection plan. Insure District compliance in response to GASB Statement 34 fixed asset and infrastructure reporting requirements.

j. Review all payment and payroll activity and provide signed approval prior to the disbursement of payroll and prior to the Fire Committee periodic approval process of accounts payable bill payments in excess of \$2,500. Ensure that all hiring related and payroll expenditures have received appropriation approval from the Fire Committee prior to the related incurrence of the actual personnel expense. Complete the review and signed approval of all adjusting general journal entries, as well as adjustments applied to

subsidiary accounts receivable including all abatements and adjustments to Fire Tax amounts.

k. Develop necessary fiscal policies in terms of compliance with appropriate internal control standards and various service and financial objectives as defined and approved by the Fire Committee.

l. Ensure integrity of data entry standards, internal controls over financial reporting and compliance with fund accounting and internal control standards and requirements.

m. Ensure compliance with A-133 single audit reporting of Federal and inter-governmental funds and all other grant requirements.

n. Complete, or from time to time, delegate and manage the completion of critical accounting and administrative functions such as insurance renewals, completion of surveys, work papers and footnotes, and the preparation and drafting of audited financial statements and supporting schedules and reconciliations.

o. Prepare, certify and maintain all required filings related to debt service, such as bond ratios, arbitrage calculation, debt repayments and analysis.

p. Insure the sound maintenance of the general ledgers of the District in accordance with applicable laws, guidelines, standards and best practices for municipal accounting, including but not limited to General Accepted Accounting Principles (GAAP), pronouncements of the Governmental Accounting Standards Board (GASB), and best practices and advisories of the Governmental Finance Officers Association (GFOA).

q. Insure the sound maintenance of fixed asset records.

r. Monitor the maintenance of accounting subsidiary ledgers and supporting schedules to support account balances in the general ledger.

s. Perform monthly bank reconciliations and coordinate the completion of reconciliations with the District Accountant, a position to be proposed to the Committee.

t. Identify and maintain records and accounting for all grants and capital projects.

- u. Analysis, reconciliation and approval of debt service transactions, including budget preparation, verification of budget postings, payments, inter-fund transfers, year-end reconciliations of short-term and long-term debt and general ledger balances.
- v. Prepare and provide requested information, schedules and reports for the auditors for year end and interim reporting as well as special audits as needed.
- w. Cooperate and assist Town, State or District grant coordinators as needed in fulfilling all obligations that accompany grants from various funding sources or during any particular grant application process.
- x. Complete periodic internal audits.
- y. Monitor District revenues and prepare analytical reviews.
- z. Monitor and report on the timely collection of all monies due to the District.
- aa. Identify and analyze revenue and expenditure trends and variances, and report findings to the Fire Committee.

- The Finance Director will maintain the skills, manage and participate in financial software implementation, trainings and conversion. The Director will provide and execute recommendations for improvements in internal control, accounting processes and systems.
- Research current and relevant trends and laws that might have an impact on the Fire District and provide communication to the District management team and Committee in regard to changing conditions or legal requirements which impact the organization.
- Perform other accounting responsibilities not specifically defined in the position specification.
- Manage all general insurance and risk management activity.
- Prepare the annual budget based on cooperative interaction with all personnel, attend budget meetings and prepare and distribute corresponding budget reports documents. Consistently adopt and exhibit a leadership role throughout the District annual budget and audit processes.
- Properly manage any existing and new District investments.
- Subject to related and proposed policy adoption by the Fire Committee, all employees handling cash and conducting banking and investment processes, should satisfactorily pass a national BCI background check by the Cumberland Police Department prior to the start employment and need to be bonded at the beginning of their employment period.
- Attend District management meetings and other public meetings as directed by the Fire Committee or requested by fellow management team members.
- Prepare and provide monthly financial reports to the Fire Committee and acquire Committee approval of the periodic reports. Complete and submit all RI Department of Revenue reports prior to establish due dates.
- Accommodate outside reporting to various agencies.
- Supervision of department employees, including evaluations.

Initial Tasks Requiring Immediate Action

1. Certain tasks and projects related to the current 2014-2015 fiscal year and initial development of the finance structure need to be addressed in the near term, including:
2. Organizing and pulling apart the detail of each of the four existing division budgets. The resulting consolidated budget with year to date data will be valuable for processes such as the development of the FY 2015-2016 budget by management and the Committee.
3. With the assistance of the Treasurers, the Finance Director needs a detailed understanding the actual expenditures which have been historically charged to each detailed line item account in each division. Reliability of accounting data and reports will be more easily acquired if the district adopts and sustains best practice of uniform and consistent classification of expenses.
4. It would be of significant value if the District adopts certain practices, budget report formats and supporting itemization of account transactional detail in the same or nearly the same manner or form which are currently being utilized by the Town departments and Council as well as the general public.
5. The Finance Director needs to support the management team preparation of the upcoming employee collective bargaining processes with the preparation of reports detailing all personnel costs. Consideration of developing and utilizing a position control system with applicable salary and benefit costs defined per each employee should be a priority for the FY' 16 budget development process. Salary levels need to be "equalized" in regard to the combined single district employee positions.
6. Planning and related tasks, coordinated with the Town Finance Department, needs to start soon in regard to the approximate May 1, 2015 production and distribution of property tax bills, related reporting and public disclosure as well as the RI Department of Revenue approval required of our Town wide tax levy which will now be inclusive of the Fire Tax levy. Other tax bill matters need to be addressed such as establishing procedures related to the planned Town administration of Fire District tax/fee collections. Our attorney will need to examine our original enabling legislation and other aspects of RIGL and the

Town Charter regarding the extent, if any, that the District Fire Committee has to define and adopt tax exemptions related to the Fire Tax levy.

7. New banking structure, consolidating the existing structure of each of the four divisions, needs to be established as well as the completion of new account signature cards. And authorizations to utilize online transfer, ACH, wire transfer and other online banking capabilities need to be appropriately established.
8. It is of my primary concern that our banking vendor has strong capabilities to provide the latest in reliable collection technology such as electronic retail lockbox capability and remote deposit equipment. The deployment and consistent use of competitive state of the art capabilities maximizes revenue collection performance and is typically funded by our earning credits which accrue from the bank funds held and the volume of daily cash float balances. I would prefer to seek competitive proposals from the major Rhode Island located banks which have proven to offer reliable and effective technology services such as Webster, Bank of America, and Washington Trust.
9. Completion of a district wide cash flow statement preferably projecting out over the next eighteen months needs to be completed as a prerequisite to our upcoming and probable need to issue TANS in order to acquire short term cash financing of some amount of our costs to operate the newly consolidated district.
10. Finance needs to prepare to report to the State DOR Finance representatives, including Susanne Greshner and Rudy Falcone, that our Fiscal 2015-2016 cost structures may include certain unusual, uncontrollable or new one time and reoccurring requirements related to debt, staff related cost equalization adjustments and expenses resulting from the merger process.
11. All outstanding debt, historically incurred by the four divisions, has or will be transferred to the newly established district for management and reporting purposes including lease obligations for vehicle and other items as well as OPEB liabilities. The Finance Director will soon need to acquire an accurate and complete understanding of all outstanding debt.

Other divisional current year budget issues need to be examined and potentially need to be addressed.

12. The district needs to seek competitive proposals for the required annual audit process, preferably for a multiple year period. Bid specifications and the selection of an audit firm are required to be approved by Dennis Hoyle, RI Auditor General. We would should proceed to utilize the sample RFP specifications maintained and offered by his department.

Cumberland Fire District
Fiscal Note
For FC-BR-2015-01

Proponent: Chairman Lemois

Description of budget resolution: To create the position of Finance Director.

Cost(s) of: For the fiscal year of 2014 the cost will be billed as a vendor at \$75 per hour without benefits.

Are said costs/revenue budgeted? If so please note. If not, where shall the appropriation originate? The position will be funded in 2014 with a savings from the commissioner's stipend as well as the amount saved by removing the interim chief's pay at station two. This amount is approximately \$19,000. There will be other savings to offset the cost for the balance of 2014.

The position will be budgeted in 2015 and we will fund this with savings in both the administrative and acting Chief's payroll savings.

Effect on the Tax Rate of the District: No change to the 2014 rate(s) and will be budgeted as part of an overall savings of the administrative infrastructure to be budgeted in 2015

Sources(s) of Data: Current budget

Bid Information: This is an executive hire exempt from bidding process

Proponent Signature: _____

Chairman Bruce Lemois

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FC-R-2015-02

CUMBERLAND FIRE DISTRICT

RESOLUTION: To advertise for the CFD Clerk's position

BE IT RESOLVED BY THE CFD COMMITTEE AS FOLLOWS:

WHEREAS: The CFD has a need for a clerk to act as the district's recording agent

WHEREAS: The CFD has a need for a clerk to be the recording secretary at any and all meetings of the Fire Committee

WHEREAS: This clerk shall ensure all records; financial, legal and otherwise are secured at headquarters

WHEREAS: Ensure the CFD is meeting all of the mandates associated with the Open Meeting Law

NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND FIRE DISTRICT AS FOLLOWS:

RESOLVED: The CFD post for the position of Clerk by a posting in the four stations.

RESOLVED: The CFD will request the Town of Cumberland Town Clerk to assist in the writing of the posting as well as the interviewing process.

RESOLVED: That the Chairman confer with the Cumberland Town Clerk after the interviews and come back to the full committee with a recommendation.

RESOLVED: The pay for the District's Clerk will come from the lines budget for this position in an equal amount from each District Budget.

Approved this 13th day of January, 2015.

Bruce A. Lemois, Chairman

_____, Clerk



CUMBERLAND FIRE DEPARTMENT

3502 MENDON ROAD
CUMBERLAND, RI 02864

Kenneth A. Finlay
Chief of Department

Phone:(401) 658-0544
Fax:(401) 658-2198
Cell:(401) 474-0314
kfinlay@CumberlandFire.org

Thirty Day Goals for the Cumberland Fire District

1. Articulate the purpose of our mission
2. Ending product – neutral time for implementation- starting point
3. Create an atmosphere of ownership
4. Issue Standard Operating Procedures
5. Issue Rules and Regulations
6. Redistrict the response areas to provide a more efficient delivery of service
7. Develop a great working relationship with Mayor Murray and staff
8. Open a dialogue with the Lt. Governor and staff to assist in the creation of a regional dispatch operation
9. Issue Chief Officer designations for continuity of operations
10. Designate apparatus numeration and response procedures
11. Develop job responsibilities for all officer positions- such as building and grounds, apparatus, personnel, fire prevention, future needs, reassigning equipment,
12. Assist in conducting a swearing in of the entire department
13. Assist in the development of a mission and vision statements
14. Appoint Captains to be in charge of Stations they are assigned to
15. Assemble Chief Officers at Headquarters, and assign duties
16. Arrange to handle all of finance at headquarters
17. Conduct an exit interview with Capt. Delisle before his final shift

MOA

Assistant Chief's position is not in the union

We are waiting on a MOA from the local.

Memorandum of Agreement

This Tentative Agreement was made and entered into on the ____ day of November, 2014 by and between **the Cumberland Fire District** ("District") and **Cumberland Fire Fighters Local 2722, International Association of Fire Fighters, AFL-CIO** ("Union").

WHEREAS, the Union has filed a grievance challenging the District's right to have pre-employment contracts with applicants for the position of firefighter extend beyond the period of time when the applicant becomes a member of the Union and subject to the terms of the collective bargaining agreement; and

WHEREAS, the District believes its ability to enter into a pre-employment agreement with an applicant for a firefighter position can legitimately extend past the applicant's membership in the Union and being subject to the collective bargaining agreement; and

WHEREAS, the parties hereto desire to codify their mutual agreement and understanding and be bound by the same;

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the District and the Local agree as follows:

1. The parties agree that effective with the execution of this Memorandum of Agreement by both parties any pre-employment agreement entered into between the District and a new employee/firefighter will have a term that will expire with the date the new firefighter's probationary period ends (including any agreed upon extensions of the probationary period regardless of the reason).

2. The parties further agree that to the extent the District currently has any pre-employment agreements in place with any probationary firefighters the terms of those pre-employment agreements are hereby modified and changed to reflect an expiration date consistent with the date the probationary firefighter's probationary period ends (including any agreed upon extensions of the probationary period regardless of the reason).

3. The Union agrees, as part of the settlement of this matter, to withdraw with prejudice its grievance and demand for arbitration in AAA Case Number: 01-14-0001-6762. Any costs of the Arbitrator associated with the withdrawal of this matter shall be shared equally between the parties.

4. The parties agree that this Memorandum of Agreement is unique to this particular situation and is not applicable to dissimilar situations. The parties agree that the entry of this Memorandum of Agreement is without practice or precedent as to any other pending or future matter or issue between these parties and this Memorandum of Agreement will not be used as evidence in any other proceeding by either party except to enforce the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed on the part of the District by its Chairman and on the part of the Local by its President.

Cumberland Fire District

Local 2722, IAFF

Chairman, Board of Commissioners

President, Local 2722

Witness

Witness

Date:_____

Date:_____

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FC-R-2015-03

CUMBERLAND FIRE DISTRICT

RESOLUTION: Organization of records

BE IT RESOLVED BY THE CFD COMMITTEE AS FOLLOWS:

WHEREAS: The CFD currently has 3 Treasurers, 3 Tax Collectors and one person with dual offices.

WHEREAS: In the past operations it was approved to remove records from the main office of each district

WHEREAS: The CFD needs to collect, organize and certify both financial and tax records.

WHEREAS: The CFD has established the headquarters of the CFD be at Station 4.

NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND FIRE DISTRICT AS FOLLOWS:

RESOLVED: The CFD is requiring that all Treasurers and Tax Collectors collect and allow all records, for which they are responsible, to be transported from their respective stations to headquarters.

RESOLVED: The Tax Collectors and Treasurer are responsible to relocate from any remote location any and all records that are not current stored in their respective stations.

RESOLVED: That the Chief of the department will provide assistance in transporting the records from the respective stations to station 4. This would not include the relocation from remote locations.

RESOLVED: That this requested be completed by Saturday January 17, 2015

Approved this 13th day of January, 2015

Bruce A. Lemois, Chairman

, Clerk

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2 **FC-R-2015-04**

3 **CUMBERLAND FIRE DISTRICT**
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5 **RESOLUTION:** The CFD needs to realign working arrangements for Tax Collectors and
6 Treasurers

7 **BE IT RESOLVED BY THE CFD COMMITTEE AS FOLLOWS:**

8 **WHEREAS:** The Tax Collectors and Treasures work different types of schedules; some
9 from home and some at their respective stations

10 **WHEREAS:** All tax and financial records will be relocated to Headquarters

11 **WHEREAS:** The CFD needs to make new working arrangements/schedules for the tax
12 collectors and treasurers

13 **NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND FIRE DISTRICT AS FOLLOWS:**

14 **RESOLVED:** That station 4 will be the central working place for all Tax Collectors and
15 Treasurers.

16 **RESOLVED:** That CFD will provide for a work area for each tax collector and treasurer

17 **RESOLVED:** That the tax collectors and treasurers will continue to be afforded the
18 ability to meet the terms of their respective agreements as it pertains to
19 schedules, hours, and commitment the CFD taxpayers.

20 **RESOLVED:** That the CFD recognizes the dedication to their respective districts and
21 now the unified district

22 **RESOLVED:** That with all parties dedicated to the success of the CFD; work schedules
23 with be realigned as needed to ensure the success of the financial portion
24 of the merger.

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26 Approved this 13th day of January, 2015

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28 _____
29 Bruce A. Lemois, Chairman

, Clerk

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2 **FC-R-2015-05**

3 **CUMBERLAND FIRE DISTRICT**
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5 **RESOLUTION:** To allow the Chief to purchase new badges for the department

6 **BE IT RESOLVED BY THE CFD COMMITTEE AS FOLLOWS:**

7 **WHEREAS:** The CFD and the men have chosen and approved a new badge for the
8 department.

9 **WHEREAS:** As a merged department we current are using the old badgers

10 **WHEREAS:**

11 **NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND FIRE DISTRICT AS FOLLOWS:**

12 **RESOLVED:** The Chief shall place an order for new badgers with C&S Specialty in the
13 amount of \$ 3,812.50. Quote attached.

14 **RESOLVED:** That this amount will be distributed by four equal amounts among the
15 four district budgets.

16 **RESOLVED:** That the money shall be taken from uniforms line items.
17

18 Approved this 13th day of January, 2015
19

20 _____
21 Bruce A. Lemois, Chairman

_____, Clerk



CUMBERLAND FIRE DEPARTMENT

3502 MENDON ROAD
CUMBERLAND, RI 02864

Kenneth A. Finlay
Chief of Department

Phone:(401) 658-0544
Fax:(401) 658-2198
Cell:(401) 474-0314
kfinlay@CumberlandFire.org

To: Bruce Lemoi

Chairman. Fire Committee

Re: Purchase of badges

January 1,2015

Mr. Chairman;

I would like to request permission to enter into a purchase agreement with C & S Specialty for the production of badges for the entire department as specified and approved.

The total bid price is \$3812.50 and attached to this communication.

Thank you for your attention to this request,


Kenneth A. Finlay

Chief of the Department

Quotation



C & S SPECIALTY, INC.
1181 Old Smithfield Rd.
N. Smithfield, RI 02896

Quote Number:
1554

Quote Date:
Dec 19, 2014

Page:
1

Quoted to:

NORTH CUMBERLAND FIRE DEPT
50 ARNOLD MILLS ROAD
CUMBERLAND, RI 02864

Customer ID	Good Thru	Payment Terms	Sales Rep
NCUM01	12/31/14	Net 30 Days	SB

Quantity	Item	Description	Unit Price	Extension
5.00		BLACKINTON B538 GOLD PLATE BADGES	43.00	215.00
		W/PLAIN SEAL		
48.00		BLACKINTON B538 RHODIUM BADGES	34.50	1,656.00
		W/PLAIN SEAL		
5.00		BLACKINTON B484 GOLD PLATE HAT	39.50	197.50
		BADGES W/PLAIN SEAL		
48.00		BLACKINTON B484 RHODIUM HAT	30.50	1,464.00
		BADGES W/PLAIN SEAL		
7.00		BLACKINTON B38 RHODIUM BADGES	40.00	280.00
		W/PLAIN SEAL		

TO PLACE AN ORDER, PLEASE FAX OR
EMAIL A COPY OF THE QUOTE TO:
401-769-2270 or info@csspecialty.com

Customer Approval (Authorized
Signature)

Name Printed

Title

Date

Sales Tax

Freight

Total

3,812.50

3,812.50

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2 **FC-R-2015-06**

3 **CUMBERLAND FIRE DISTRICT**

4

5 RESOLUTION: To allow the Chief to sell Car 20

6 **BE IT RESOLVED BY THE CFD COMMITTEE AS FOLLOWS:**

7 WHEREAS: The CFD owns a Ford Expedition, known as car 20

8 WHEREAS: Car 20 is a spare vehicle and inspected until spring 2015

9 WHEREAS: It is understood that this vehicle has frame rot that will not permit it to
10 pass inspection without extensive and costly work

11 **NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND FIRE DISTRICT AS FOLLOWS:**

12 RESOLVED: The Chief shall be instructed to sell car 20 and obtain the most that the
13 market will allow.

14 RESOLVED: Once sold the amount of the sale will be reported back to the Fire
15 Committee for a final distribution.

16

17 Approved this 13th day of January, 2015

18

19 _____

20 Bruce A. Lemois, Chairman

, Clerk

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2 **FC-R-2015-07**

3 **CUMBERLAND FIRE DISTRICT**
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5 RESOLUTION: Allow Chief to purchase SCBA gear

6 **BE IT RESOLVED BY THE CFD COMMITTEE AS FOLLOWS:**

7 WHEREAS: The CFD is in need of air packs, SCBA bottles and mask.

8 WHEREAS: It is the concern of the CFD that equipment be upgrade and maintained
9 as budget allows.

10 WHEREAS: The CFD has the sole source quote from Shipmen's Fire Equipment of
11 Waterford, CT for all equipment needed for \$83,126.

12 WHEREAS: The CFD has a 90% grant obtained by VFFD in 2014 and this grant has
13 been converted to a CFD grant.

14 WHEREAS: The total cost to the CFD for this safety equipment will be \$8,312.60
15

16 **NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND FIRE DISTRICT AS FOLLOWS:**

17 RESOLVED: That the CFD approve the placement of the order with Shipmen's

18 RESOLVED: That the CFD complete needed documents to secure payment from the
19 grant for 90% of total cost of the equipment.

20 RESOLVED: That the CFD approve the 10% payment CFD is responsible for under this
21 grant.

22 RESOLVED: That the total cost of the 10% payment be paid by equal amounts from
23 each of the four budgets.

24 RESOLVED: That said monies will be taken from the line item equal to "upgrade and
25 purchase of equipment."

26 Approved this 13th day of January, 2015
27

28 _____
29 Bruce A. Lemois, Chairman

_____, Clerk



CUMBERLAND FIRE DEPARTMENT

3502 MENDON ROAD
CUMBERLAND, RI 02864

Phone:(401) 658-0544
Fax:(401) 658-2198
Cell:(401) 474-0314
kfinlay@CumberlandFire

Kenneth A. Finlay
Chief of Department

Bruce Lemois

Chairman, Cumberland Fire Committee

Re; SCBA Grant matching funds

January 7, 2015

Mr. Chairman Lemois;

Attached, please find the quote sheets for the purchase of twelve new air packs, scba bottles, and fifty two masks through a grant secured by Assistant Chief Jackvony, under the Valley Falls Fire Department. The grant has been amended to include all stations in the Cumberland Fire Department. The grant totals \$83,126, of which ninety percent is covered by the grant. The District is responsible for a ten percent match, or \$8312.60, which equally distributed by the four stations would have an impact of \$2078.15.

I am requesting permission to place the order with Shipman Fire Equipment, a reputable dealer which has serviced our current air packs for many years. The District would need to appropriate \$8312.60 to cover this purchase.

Respectfully submitted,

Kenneth A. Finlay

Kenneth A. Finlay

Chief of Department

**Shipman's Fire Equipment Co., Inc.**

PO Box 257
172 Cross Road
Waterford, CT 06385-0257
Tel: 800-755-7332 Fax: 860-444-7395

Quote No	Quote Date	Page
9270	11/3/2014	1

Bill To

Valley Falls Fire Department
555 High Street
Cumberland, RI 02864
US

Ship to

Valley Falls Fire Department
555 High Street
Cumberland, RI 02864
US

Customer No	Slspn	Payment terms
V22011	109	Net 30

Loc	PPD/COL	Ship via	Ship Date
CT		OUR TRUCK	A.S.A.P.

Qty Ordered	UOM	Item No	Unit price	Disc	Extended price
12.00	EA	X3314021200302 Scott 4.5 X3 Air Pak Standard Harness,Dual EBSS,Pak-Tracker	5,274.00		63,288.00
12.00	EA	804721-01 SCOTT 4500 PSIG, 30 MIN., CARBON CYLINDER & VALVE ASSY. INCLUDED IN ABOVE PAK PRICE.	0.00		0.00
12.00	EA	201215-02 Scott AV-3000 HT 2013 NFPA Mask Assy, Size Medium INCLUDED IN ABOVE PAK PRICE.	0.00		0.00
12.00	EA	804721-01 SCOTT 4500 PSIG, 30 MIN., CARBON CYLINDER & VALVE ASSY.	700.00		8,400.00

THE QUOTE TOTAL MAY NOT REFLECT MISCELLANEOUS CHARGES, FREIGHT OR SALES TAX

Quote Total
71,688.00

**Shipman's Fire Equipment Co., Inc.**

PO Box 257
172 Cross Road
Waterford, CT 06385-0257
Tel: 800-755-7332 Fax: 860-444-7395

Quote No	Quote Date	Page
9310	11/7/2014	1

Bill To

Valley Falls Fire Department
555 High Street
Cumberland, RI 02864
US

Ship to

Valley Falls Fire Department
555 High Street
Cumberland, RI 02864
US

Customer No

V22011

Slspns

109

Payment terms

Net 30

Loc

CT

PPD/COL**Ship via**

OUR TRUCK

Ship Date

A.S.A.P.

Qty Ordered**UOM Item No****Unit price****Disc****Extended price**

2.00

EA

201215-02

Scott AV-3000 HT 2013 NFPA
Mask Assy, Size Medium

245.00

490.00

1.00

EA

200266-04

Scott Pak-Tracker Hand Held
Receiver

1,240.00

1,240.00

1.00

EA

200433-01

Scott Pak-Tracker Hand-Held
Truck Charging System 12V DC

398.00

398.00

THE QUOTE TOTAL MAY NOT REFLECT MISCELLANEOUS CHARGES, FREIGHT OR SALES TAX

Quote Total**2,128.00**

**Shipman's Fire Equipment Co., Inc.**

PO Box 257
172 Cross Road
Waterford, CT 06385-0257
Tel: 800-755-7332 Fax: 860-444-7395

Quote No	Quote Date	Page
9309	11/7/2014	1

Bill To

Valley Falls Fire Department
555 High Street
Cumberland, RI 02864
US

Ship to

Valley Falls Fire Department
555 High Street
Cumberland, RI 02864
US

Customer No

V22011

Slspn

109

Payment terms

Net 30

Loc **PPD/COL**

CT

Ship via

OUR TRUCK

Ship Date

A.S.A.P.

Qty Ordered

38.00

UOM Item No

EA 201215-02

Scott AV-3000 HT 2013 NFPA
Mask Assy, Size Medium

Unit price **Disc**

245.00

Extended price

9,310.00

THE QUOTE TOTAL MAY NOT REFLECT MISCELLANEOUS CHARGES, FREIGHT OR SALES TAX

Quote Total

9,310.00

2

3

4 RESOLUTION: To establish and advertise for the CFD Standard Legal Representation
5 (Solicitor)

7 WHEREAS: CFD is in need of legal representation on general matters from time to
8 time.

11 WHEREAS: CFD is need of legal representation on any non-labor related contracts
12 and/or agreements.

15 RESOLVED: The CFD will create the position of solicitor which will be a vendor status
16 position.

19 RESOLVED: Prior to going to contract/agreement with any provider a fiscal note shall
20 be presented to the Fire Committee.

23 RESOLVED: That though this position will an approved expenditure any one invoice
24 exceeding \$2,000 shall be approved by the Fire Committee.

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29 Bruce A. Lemois, Chairman , Clerk

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FC-R-2015-09

CUMBERLAND FIRE DISTRICT

RESOLUTION: To establish the position of Labor Legal Representation and advertise for this position.

BE IT RESOLVED BY THE CFD COMMITTEE AS FOLLOWS:

WHEREAS: The CFD is in need of specialized legal representation on labor issues.

WHEREAS: This representation will assist and provide support for CBA negotiations.

WHEREAS: This representation will be available for general labor issues.

NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND FIRE DISTRICT AS FOLLOWS:

RESOLVED: The CFD will create the position of Legal Labor Representation which will be a vendor status position.

RESOLVED: The labor lawyer position will be established on an as need and charge per hour need.

RESOLVED: Prior to going to contract/agreement with any provider a fiscal note shall be presented to the Fire Committee.

RESOLVED: The CFD Personnel Committee shall establish a RFQ for distribution amongst the legal field.

RESOLVED: That though this position will an approved expenditure any one invoice exceeding \$2,000 shall be approved by the Fire Committee.

Approved this 13th day of January, 2015.

Bruce A. Lemois, Chairman

_____, Clerk