

Cumberland Fire District

Established
November 10, 2014

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

AGENDA

REGULAR MEETING OF THE CUMBERLAND FIRE DISTRICT

March 30, 2017 7:00 pm

**CUMBERLAND TOWN HALL, EVERETT "MOE" BONNER JR. TOWN COUNCIL CHAMBERS
45 BROAD STREET, CUMBERLAND RI**

1. CALL TO ORDER AND ROLL CALL
2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
3. GENERAL ANNOUNCEMENTS
4. CONSENT AGENDA
 - a. Approval of minutes from 01/24/2017
 - b. Approval of minutes from 02/28/2017
5. COMMUNICATIONS
 - a. Review of meeting with Department of Revenue Auditor General
6. NEW BUSINESS
 - a. Finance Reports
 - I. February 2017
 - b. Chief's Report
 - I. February 2017
 - c. FC-R-2017-04 Authorizing Tax Collector to abate tangible taxes in the amount of \$12,491.94
 - d. FC-R-2017-05 Establishing a Cumberland Fire District Rules and Regulations policy
 - e. FC-R-2017-06 Authorizing Finance Director to pay RALCO Equipment Co, Inc. an amount not to exceed \$3,444.35
7. PUBLIC INPUT
8. ADJOURNMENT

Fire Committee

*Cynthia Ouellette
Chair*

*Ronald Champagne
Vice-Chair*

Robert Archambault

Timothy Hogan

Dana Jones

Paul Santoro

James Scullin

*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

*Kelley Morris
General Counsel*

*Diane Karolyshyn
Finance Director*

This meeting location is accessible to the handicapped. Individuals requiring interpreter services for the hearing impaired or need additional information should notify Head Quarters at (401) 658-0544 no less than 48 hours before the meeting.

Posted: SOS Web Site

Cumberland Town Hall (45 Broad Street)
Cumberland Fire Department HQ (3502 Mendon
Road) Posted a minimum of 48 hours prior to
meeting

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.

1 **PROPOSED MINUTES**
2 **OF MEETING OF THE**
3 **CUMBERLAND FIRE DISTRICT**

4
5 **January 24, 2017**
6 **7:00 PM**

7
8 **CUMBERLAND TOWN HALL**
9 **EVERETT "MOE" BONNER COUNCIL CHAMBERS**
10 **45 BROAD STREET**
11 **CUMBERLAND, RI 02864**
12

13 **1. CALL TO ORDER and ROLL CALL**

14
15 The meeting was called to order at 7:00 p.m. by Chairperson Ouellette.

16
17 Commissioners Jones, Santoro, Archambault, Chairperson Ouellette, Hogan,
18 Champagne, and Scullin were present.

19
20 Also present were Chief Kenneth Finlay, Finance Director Diane Karolyshyn
21 and General Counsel Kelley Morris.
22

23 **2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

24
25 Chairperson Ouellette requests that everyone stand for a moment of silence.
26 Chairperson Ouellette asks that those present remember the 3 men coming
27 forward as fire fighters for the Cumberland Fire Department and wish them a
28 safe journey through their careers as firefighters and also how thankful we are
29 with our fire and police departments as we will see in the award ceremony that
30 evening.
31

32 **3. SWEARING IN CEREMONY FOR THE FOLLOWING FIRE FIGHTERS**
33 **COMMENCED:**

34 a. Jacob Rivello

35 b. Michael Soucy

36 c. William Sullivan
37

38 Chairperson Ouellette performs ceremony.

39 Chief Finlay introduces the new fire fighters and gives a brief personal history
40 and introduces the person/persons who then pins the fire fighter.
41

42 **4. FIRE FIGHTER LIFE SAVING AWARD**

43
44 Chief Finlay asks Mayor Murray to say a few words. The Mayor reiterates that
45 it is always a great honor for him to speak about the safety service the Town
46 has between the police, fire and rescue departments. He then thanks and
47 congratulates the men receiving the award. Chief Finlay thanks the Police
48 Chief and the Rescue Director who are present at the meeting. Chief Finlay
49 then reads the incident report for October 31, 2016. Chief Finlay states that the
50 first responders have earned the Fire Department Life Safety Award and an
51 Accommodation from the Rhode Island State Senate. Chief Finlay and
52 Chairperson Ouellette then give the awards to each first responder. Senator
53 Pearson gives a short congratulatory speech. Honor Guard leads members
54 from the room.

55
56 CHAIRPERSON OUELLETTE CALLS FOR A FIVE MINUTE BREAK

57
58 **5. GENERAL ANNOUNCEMENTS**

59
60 Chairperson Ouellette mentions the two previous Saturday meetings, which
61 were the tour of the fire stations and the round table discussion where goals
62 were set for the next two years.

63
64 **6. CONSENT AGENDA**

65 a. Approval of minutes from November 10, 2016

66
67 Commissioner Scullin questions the minutes of that meeting. Solicitor
68 Morris responds had she spoke with other solicitors and it was
69 determined that those members who were present at the meeting may
70 vote on the minutes and the majority will approve or disapprove of
71 those minutes. She suggests that someone make a motion to
72 approve, disapprove or amend the minutes and proceed on that basis.
73 Three people will take a part and the remainder will abstain. Again,
74 she states that it is a procedural matter and a vote can take place with
75 three members and a majority of the three will either approve or
76 disapprove of the minutes.

77
78 Commissioner Scullin makes a motion to table the minutes.
79 Commissioner Santoro asks a question regarding the minutes.
80 Solicitor Morris responds that the minutes are not an affirmation of
81 what happened at the meeting. It does not approve or disapprove of
82 anything that happened at that meeting. There was no second on the
83 motion to table the minutes.

84
85 Commissioner Champagne moves to approve the minutes;
86 Chairperson Ouellette seconds the motion to approve. Motion passes
87 2-1 with 4 abstaining.

Commissioner Scullin again objects to the motion because the minutes should not exist until the matter is settled regarding the legitimacy of the meeting. Discussion between Commissioners Scullin and Champagne ensued regarding the meeting. Chairperson Ouellette suggests additional discussion regarding the meeting be put on a subsequent agenda and asks Solicitor Morris for her opinion. Solicitor Morris states the reasons for her opinion and suggests that the by-laws that are being prepared can direct exactly when the swearing should happen going forward. There is discussion between Commissioner Scullin and Solicitor Morris regarding the meeting. Chairperson Ouellette asks Commissioner Scullin that they pick out the portions that concern him as opposed to just accepting the paper document and put it on the agenda for next month's meeting. Commissioner Scullin states he will file a challenge with the Cumberland Board of Canvassers. Additional discussion between members occurs.

b. Approval of Minutes from December 13, 2016 meeting

Commissioner Santoro makes a motion to approve the minutes; Commissioner Champagne seconds. Motion passes 7-0.

7. NEW BUSINESS

- A. Finance Reports for November 2016 and December 2016.
Director Karolyshyn states that she will take questions. No questions are asked. Motion to approve Financial Report for November 2016 is made by Commissioner Champagne; seconded by Commissioner Santoro. Voted 7-0 to approve.
- B. Motion to approve December 2016 Finance Report is made by Commissioner Champagne. Seconded by Commissioner Santoro. No discussion or questions were asked. Voted 7-0 to approve.
- C. Resolution 2017-53 to retain Kelley Morris as general counsel.
Solicitor Morris recuses. Motion to approve the Resolution is made by Commissioner Santoro; seconded by Commissioner Champagne. Commissioner Scullin states that the Resolution does not define duties or rate of payment. Chairperson Ouellette states that this is a resolution for re-appointment. Commissioner Santoro states that the Solicitor's appointment was an executive appointment and that the hourly rate is \$125.00 per hour and her job description is not extensive, but it states that she does all the board's representation but not including collective bargaining agreements, which was in the April or March 2015 minutes.

133 Commissioner Scullin makes a motion to amend Resolution 53 to
134 include Solicitor Morris' hourly rate, seconded by Commissioner
135 Santoro.

136 Roll Call Vote:

137 Commissioner Scullin- Yes

138 Commissioner Champagne-Yes

139 Commissioner Hogan-Yes

140 Commissioner Ouellete- Yes

141 Commissioner Archambault- Yes

142 Commissioner Santoro- Yes

143 Commissioner Jones-Yes

144 Motion to amend Resolution 53 is voted 7-0.

145 Motion to approve the Resolution is made by Commissioner
146 Champagne; seconded by Commissioner Santoro.

147 Voted to approve 7-0.

148 D. Chief Finlay then reads his Annual Report. Commissioner Hogan asks
149 a question regarding whether there is a charge for false alarms/false
150 calls. Chief Finlay responds that there is no charge in place at this time
151 and it is something he would be open to, as other communities do
152 have a charge in place for repetitive false alarms/false calls.
153 Commissioner Jones asks what a good intent call is. Chief Finlay
154 responds that it encumbrances many things, such as someone
155 needing assistance from getting out of their car to getting to their home
156 due to a short term disability, someone slipped and fell, flooded
157 basements, chirping smoke detectors, etc. Commissioner Champagne
158 questions the number of false alarms and states that it is a complex
159 situation. Commissioner Santoro asks the Chief about the recalled
160 smoke detectors. He states that there is a notice on multiple websites
161 and that he is compiling a public service. Motion to accept is made by
162 Commissioner Santoro; seconded by Commissioner Archambault.
163 Voted 7-0 to approve.
164

165 E. Chief Finlay reads report regarding purchase of metal building from H
166 V Collins Company. Solicitor Morris recuses. Chief Finlay gave short

167 history and description of metal building and stated that the purchase
168 of the building is no longer viable.

169
170 **8. PUBLIC INPUT**

171
172 No public comments were made.

173
174 **9. ADJOURNMENT**

175
176 Motion was made to adjourn by Commission Champagne; Seconded by
177 Commissioner Hogan. Voted 7-0 to approve adjournment.

1 **PROPOSED MINUTES**
2 **OF MEETING OF THE**
3 **CUMBERLAND FIRE DISTRICT**

4
5 **February 28, 2017**
6 **7:00 PM**

7
8 **CUMBERLAND TOWN HALL**
9 **EVERETT "MOE" BONNER COUNCIL CHAMBERS**
10 **45 BROAD STREET**
11 **CUMBERLAND, RI 02864**
12

13 **1. CALL TO ORDER**

14
15 The meeting was called to order at 7:00 p.m. by Chairperson Ouellette.

16
17 Commissioners Jones, Santoro, Archambault, Chairperson Ouellette, Hogan,
18 and Scullin were present.

19
20 Also present were Chief Kenneth Finlay, Finance Director Diane Karolyshyn,
21 and Solicitor Morris.

22
23 **2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

24
25 Chairperson Ouellette requests that everyone stand for a moment of silence.
26 Commissioner Santoro recognizes 5 year old Layla Charette who passed away
27 after a brief illness.

28
29 **3. GENERAL ANNOUNCEMENTS**

30
31 Commissioner Scullin stated that he had spoken with Senator Pearson and that
32 the Senator is moving to make legislation towards a Town Fire Department.
33 Chairperson Ouellette stated that she also spoke with the Senator and was told
34 the same thing. Commissioner Scullin also referred to the November 10th
35 meeting and that the records indicate that both boards were sworn in upon only
36 the Town's certification. He will ask this board at some point to overturn what
37 happened that night and that he is working on more information. Solicitor
38 Morris states that the By-laws subcommittee is working on the By-laws and one
39 item they are addressing is when a new board will be sworn in so that it is clear
40 when newly elected boards should be sworn in. Commissioner Santoro states
41 that there will be a meeting of the personnel subcommittee that night. Also,
42 Commissioner Santoro mentions that he spoke with the Chief and Cindy about

cancer incidents among the fire fighters and that he and Deputy Chief Feather will be doing research regarding that issue.

4. CONSENT AGENDA

a. Approval of Minutes from January 21 , 2017 round table meeting

Commissioner Santoro makes a motion to approve the minutes.
Commissioner Scullin seconds the motion to approve. No discussion.
Motion passes 6-0 approved.

b. Approval of Minutes from January 24, 2017 meeting

Solicitor Morris states that those Minutes are not before the Board and it should be tabled and addressed at next month's meeting.

c. Approval to rename Resolution FC-R-2017-53-A to
FC-R-2017 -1-A

Solicitor Morris explained that the re-naming is due to an error in the number assigned to the Resolution. Commissioner Scullin makes a motion to approve the minutes; Commissioner Archambault seconds. Motion passes 6-0 approved.

5. COMMUNICATIONS

a. Michelle Baker, Esquire makes a detailed presentation of the tax sale process. She then answered questions from the Board.

b. Solicitor Morris on an Opinion of the Attorney General's Office relating to the Complaint filed by former Commissioner Koutsogiane, which found that there was no violation of the Access to the Public Records Act. Commissioner Scullin states that the Board should not have to make requests to the Attorney General's Office for information and documentation. Solicitor Morris responds that she agrees that Board members should not have to put anything in writing, but that there were extenuating circumstances in this situation, which she explained.

6. NEW BUSINESS

a. Finance Report of January, 2017. Finance Director Diane Karolyshyn gives an overview. Motion to accept Finance Report is made by Commissioner Santoro; Commissioner Hogan seconds. Motion passes 6-0 approved.

84 b. Chief's Report of January, 2017. Chief Finlay gives an overview.
85 Motion to accept Chief's Report is made by Commissioner Santoro;
86 Commissioner Jones seconds. Motion passes 6-0 approved.

87 c. Resolution FC-R-2017-2 authorizing abatement request is read by
88 Chairperson Ouellette. There was no discussion. Motion to accept
89 is made by Commissioner Santoro; Commissioner Jones seconds.
90 Motion passes 6-0 approved.

91 d. Resolution FC-R-2017-3 repair to Engine 1 is read by Chairperson
92 Ouellette. There was no discussion. Motion to accept is made by
93 Commissioner Archambault; Commissioner Santoro seconds.
94 Motion passes 6-0 approved.

95 Request from Faiz and Susan Albatal to remove certain fees from
96 tax invoice. Mr. Albatal gives his explanation of the history of the
97 \$300.00 fine that was added on their tax bill. He stated they did not
98 receive any mailings until the certified letter from Attorney Michelle
99 Baker stating that their house is on the tax sale list. He asked that
100 the \$300.00 be removed from their bill. Chairperson Ouellette
101 states that it is her understanding that prior to the merger they
102 owed 2013 and 2014 taxes to North Cumberland District and after
103 the merger owed 2015 taxes. Mr. Abatal states that the taxes were
104 neglected and then paid. Commissioner Santoro asks the Albatal's
105 if they have any paid receipts. They produced receipts, which were
106 passed to Commission Santoro. Chairperson Ouellette goes over
107 the history. Mrs. Albatal states that she went to the tax office in
108 December to make the payment and was hoping that the \$100.00
109 would be taken off the bill. Discussion ensues regarding the
110 Albatal's bills, payments and fees. Commissioner Santoro makes a
111 Motion to lower the fee on the Albatal's tax bill to \$100.00 and
112 accept that as payment in full. Commissioner Scullin seconds. No
113 further discussion. Motion to lower fee to \$100.00 is 3-3. Fee will
114 not be lowered.

115 Commissioner Santoro asks the Finance Director Diane Karolyshyn
116 is there is anything that can be done to lower the fee. She
117 responds that she has done extensive research and contacted the
118 Rhode Island Tax Collectors regarding this situation. The
119 response she received is that they never rebate fees relating to late
120 payments and tax sales.

121 122 **8. PUBLIC INPUT**

123
124 Commissioner Santoro made comments regarding a recent 4-alarm fire in
125 Lincoln and the exemplary response of the Cumberland fire fighters. Chief
126 Finlay also made comments regarding the fire. Chairperson Ouellette extends
127 congratulations from the Board to all involved.

128
129
130
131
132
133
134

9. ADJOURNMENT

Motion was made to adjourn by Commission Archambault; Seconded by
Commissioner Scullin. Voted 6-0 to approve adjournment.



Cumberland Fire Department

Financial Report

Period Ending: February 2017

Presented: March 28, 2017

Presented by: Diane Karolyshyn, Finance Director

Cumberland Fire District

Pamela Fontaine Tax Collector

**3502 Mendon Road
Cumberland, RI 02864**

401.658.1921

TAX COLLECTOR REPORT

FEBRUARY 2017

TAX YEAR	OUTSTANDING	COLLECTED	% TOTAL
2013 & prior	\$ 13,611.01	\$ 161.66	1%
2014	\$ 4,752.03	\$ 110.97	2%
2015	\$ 9,091.57	\$ 15,261.50	17%
2016	\$ 917,591.56	\$ 147,674.98	16%

TOTAL TAXES COLLECTED \$ 163,209.11

INTEREST \$ 5,693.44

TOTAL TAXES AND INTER **\$ 168,902.55**

TOTAL NUMBER OF PAYMENTS POSTED: 600

TOTAL NUMBER OF CREDIT CARD PAYMENTS POSTED: 122 20%

Cumberland Fire District

Tax Collector

3502 Mendon Road
Cumberland, RI 02864
401.658.1921

TAX COLLECTOR REPORT

February 2017

A Tax Sale was held on Tuesday, February 7, 2017. We began with 187 properties consisting of taxpayers with no payments applied to their 2016 taxes and also having a balance of \$100 or more on their 2015 taxes. One property was removed due to a bankruptcy and another due to problems with the title. One hundred fifty-eight were paid either by the taxpayer or the mortgage company.

A total of twenty-seven properties remained on the list. Rhode Island Housing exercised their first right of refusal and acquired four properties. Of the twenty-three remaining, only one was not acquired. Further research indicated that the town had acquired that property through the tax sale process.

We collected just under \$150,000.00 in taxes, and approximately \$11,000.00 in interest.

The next tax sale process has begun for 364 taxpayers who have made no payments toward their 2016 taxes. Ninety-day notices will be sent once the title exams have been completed.

Respectfully Submitted,

Pamela J. Fontaine
Tax Collector

Cumberland Fire District
Balance Sheet
As of February 28, 2017

	Feb 28, 17
ASSETS	
Current Assets	
Checking/Savings	
1001 · Navigant GF Operating	346,549.54
1002 · FNB HRA Checking	5,571.77
1003 · FNB HRA Savings	100,440.91
1004 · FNB Fire Prevention	94,680.38
1005 · Navigant Savings MM	493,038.76
1007 · FNB Retiree HealthCare Fund	307,876.70
1008 · FNB Truck Fund	282,535.39
1009 · FNB FP Savings	100,225.78
1010 · Navigant Comm/Training	79,919.11
Total Checking/Savings	1,810,838.34
Other Current Assets	
1205 · Tax Receivable 2015 & Prior	26,906.64
1210 · Tax Receivable 2016	917,275.72
1300 · Collection/Returned CK Fees	35.00
1305 · Tax Sale Fees	102,076.25
1310 · Radio Box Fees	2,300.00
Total Other Current Assets	1,048,593.61
Total Current Assets	2,859,431.95
Fixed Assets	
1400 · Land	779,800.00
1500 · Buildings & Improvements	332,623.09
1505 · Vehicles & Equipment	2,761,433.28
1506 · Radio Equipment	76,354.12
1510 · Fire Prevention Equipment	542,147.84
1515 · Office Equipment	9,065.48
1520 · Furniture and Fixtures	17,022.90
1600 · Accumulated Depreciation	-4,347,921.00
Total Fixed Assets	170,525.71
Other Assets	
1050 · Petty Cash-Tax Collector	750.00
1055 · Petty Cash Fire Chief	500.00
1110 · Principal Payments	152,228.00
Total Other Assets	153,478.00
TOTAL ASSETS	3,183,435.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2013 · Payroll Tax SDI WH	7,846.71
2026 · AFLAC	154.95
2028 · P & F Insurance Assoc.	199.68
2250 · Deferred Tax Revenue 2015/2016	20,793.47
2251 · Deferred Tax Revenue 2016-2017	1,047,059.77
2280 · Misc Other Deferred Revenue	102,481.25
2285 · Deferred Radio Box Income	2,300.00
Total Other Current Liabilities	1,180,835.83
Total Current Liabilities	1,180,835.83
Total Liabilities	1,180,835.83

8:48 AM

03/16/17

Accrual Basis

Cumberland Fire District

Balance Sheet

As of February 28, 2017

	Feb 28, 17
Equity	
3200 · Unrestricted Net Assets	211,909.76
3300 · Fund Balance transfer from Old	694,361.47
Net Income	1,096,328.60
Total Equity	2,002,599.83
TOTAL LIABILITIES & EQUITY	3,183,435.66

1:28 PM
03/08/17

Cumberland Fire District Commissioner's Report

February 2017

Type	Num	Date	Name	Account	Paid Amount
Check	EFT	02/06/2017	London Health CDH	1002 · FNB HRA Checking	
				6410.03 · Healthcare Reimb. (HRA) -FF	-35.09
				6410.03 · Healthcare Reimb. (HRA) -FF	-131.39
				6410.03 · Healthcare Reimb. (HRA) -FF	-1,080.25
				6510.03 · Healthcare Reimb. (HRA)-R...	-209.76
				6510.03 · Healthcare Reimb. (HRA)-R...	-147.90
				6510.03 · Healthcare Reimb. (HRA)-R...	-30.19
				6610.03 · Healthcare Reimb. (HRA)-A...	-70.70
TOTAL					-1,705.28
Check	EFT	02/10/2017		1001 · Navigant GF Operating	
				4000.01 · Tax Revenue 2016	-334.00
TOTAL					-334.00
Check	EFT	02/21/2017	London Health CDH	1002 · FNB HRA Checking	
				6410.03 · Healthcare Reimb. (HRA) -FF	-595.00
				6410.03 · Healthcare Reimb. (HRA) -FF	-70.70
				6410.03 · Healthcare Reimb. (HRA) -FF	-559.75
				6410.03 · Healthcare Reimb. (HRA) -FF	-65.87
TOTAL					-1,291.32
Check	POS	02/01/2017	Amazon.com	1001 · Navigant GF Operating	
				6125 · First Aid Equip & Supplies	-49.90
TOTAL					-49.90
Check	POS	02/03/2017	All Hands Fire Equipment	1001 · Navigant GF Operating	
				6110 · Equipment Purchase & Upgrad...	-120.89
TOTAL					-120.89
Check	POS	02/03/2017	Amazon.com	1001 · Navigant GF Operating	
				6101 · Vehicle Repair & Maintenance	-85.58
TOTAL					-85.58
Check	POS	02/06/2017	Miradore Ltd	1004 · FNB Fire Prevention	
				7040 · Spec. Fund Fire Prevention Exp	-16.14
TOTAL					-16.14
Check	POS	02/06/2017	The Fire Store	1001 · Navigant GF Operating	
				6110 · Equipment Purchase & Upgrad...	-105.14
TOTAL					-105.14
Check	POS	02/06/2017	Amazon.com	1001 · Navigant GF Operating	
				6301 · Building Supplies & Maint.	-34.89
TOTAL					-34.89
Check	POS	02/14/2017	Amazon.com	1001 · Navigant GF Operating	
				6112 · Equipment Supplies & Repairs	-85.09
TOTAL					-85.09
Check	POS	02/14/2017	Amazon.com	1001 · Navigant GF Operating	
				6112 · Equipment Supplies & Repairs	-5.99
TOTAL					-5.99
Check	POS	02/17/2017	Amazon.com	1001 · Navigant GF Operating	
				6705 · Office Supplies & Expenses	-99.00
TOTAL					-99.00

1:28 PM
03/08/17

Cumberland Fire District
Commissioner's Report

February 2017

Type	Num	Date	Name	Account	Paid Amount
Check	POS	02/21/2017	M.O.M. 'South	1001 · Navigant GF Operating	
				6112 · Equipment Supplies & Repairs	-82.75
TOTAL					-82.75
Check	POS	02/23/2017	Adobe Systems Inc.	1001 · Navigant GF Operating	
				6705 · Office Supplies & Expenses	-64.16
TOTAL					-64.16
Check	POS	02/23/2017	Amazon.com	1001 · Navigant GF Operating	
				6112 · Equipment Supplies & Repairs	-28.42
TOTAL					-28.42
Check	POS	02/25/2017	CODE 42 SOFTWARE	1001 · Navigant GF Operating	
				6708 · Computer Development Program	-9.99
TOTAL					-9.99
Check	POS	02/25/2017	Postmaster	1001 · Navigant GF Operating	
				6706 · Printing & Postage	-22.08
TOTAL					-22.08
Check	1041	02/02/2017	Depault Ace Hardware	1004 · FNB Fire Prevention	
				7040 · Spec. Fund Fire Prevention Exp	-1.99
TOTAL					-1.99
Check	2989	02/02/2017	C & S Specialty, Inc.	1001 · Navigant GF Operating	
				6101 · Vehicle Repair & Maintenance	-255.70
TOTAL					-255.70
Check	2990	02/02/2017	S&D Road Service	1001 · Navigant GF Operating	
				6101 · Vehicle Repair & Maintenance	-798.71
TOTAL					-798.71
Check	2991	02/02/2017	EXXONMOBIL	1001 · Navigant GF Operating	
				6100 · Vehicle Gas & Oil	-260.30
TOTAL					-260.30
Check	2992	02/02/2017	Depault Ace Hardware	1001 · Navigant GF Operating	
				6301 · Building Supplies & Maint.	-97.90
				6101 · Vehicle Repair & Maintenance	-41.37
				6301 · Building Supplies & Maint.	13.63
				6112 · Equipment Supplies & Repairs	-55.48
TOTAL					-181.12
Check	2993	02/02/2017	Emergency Reporting	1001 · Navigant GF Operating	
				6145 · Shared Communications	-405.67
TOTAL					-405.67
Check	2994	02/02/2017	National Grid Elec Sta4L	1001 · Navigant GF Operating	
				6200 · Electricity	-38.91
TOTAL					-38.91
Check	2995	02/02/2017	National Grid Elec Sta5L	1001 · Navigant GF Operating	
				6200 · Electricity	-38.91
TOTAL					-38.91
Check	2996	02/02/2017	NAPA Auto Parts	1001 · Navigant GF Operating	

1:28 PM
03/08/17

**Cumberland Fire District
Commissioner's Report
February 2017**

Type	Num	Date	Name	Account	Paid Amount
				6101 · Vehicle Repair & Maintenance	-31.59
TOTAL					-31.59
Check	2997	02/02/2017	Purchase Power	1001 · Navigant GF Operating	
				6706 · Printing & Postage	-200.00
TOTAL					-200.00
Check	2998	02/02/2017	Simon's Supply	1001 · Navigant GF Operating	
				6301 · Building Supplies & Maint.	-947.26
				6301 · Building Supplies & Maint.	-13.89
				6301 · Building Supplies & Maint.	-1.62
				6301 · Building Supplies & Maint.	17.27
TOTAL					-945.50
Check	2999	02/02/2017	Video Artistry	1001 · Navigant GF Operating	
				6716 · Videographer	-180.00
TOTAL					-180.00
Check	3000	02/02/2017	VFIS	1001 · Navigant GF Operating	
				6701 · Insurances	-5,323.00
TOTAL					-5,323.00
Check	3001	02/02/2017	W.B. Mason Co., Inc	1001 · Navigant GF Operating	
				6705 · Office Supplies & Expenses	-14.19
TOTAL					-14.19
Check	3003	02/07/2017	Max Pollack & Co., Auctioneers, LTD	1001 · Navigant GF Operating	
				6725 · Tax Sale Fee	-300.00
TOTAL					-300.00
Check	3004	02/08/2017	Marco & Camalle Almeida	1001 · Navigant GF Operating	
				4003 · Tax Revenue Refund	-455.03
TOTAL					-455.03
Check	3005	02/08/2017	Rossi Law Offices LTD	1001 · Navigant GF Operating	
				7050 · Tax - Legal & Collection Fees	-197.43
				7050 · Tax - Legal & Collection Fees	-16.71
TOTAL					-214.14
Check	3006	02/08/2017	C & S Specialty, Inc.	1001 · Navigant GF Operating	
				6101 · Vehicle Repair & Maintenance	-1,160.00
TOTAL					-1,160.00
Check	3007	02/08/2017	TH Malloy & Sons, Inc	1001 · Navigant GF Operating	
				6100 · Vehicle Gas & Oil	-2,277.78
TOTAL					-2,277.78
Check	3008	02/08/2017	Sunny Communications, Inc.	1001 · Navigant GF Operating	
				1506 · Radio Equipment	-2,096.00
TOTAL					-2,096.00
Check	3009	02/08/2017	Agera Energy	1001 · Navigant GF Operating	
				6200 · Electricity	-749.79
TOTAL					-749.79
Check	3010	02/08/2017	Bay Business Machines, Inc	1001 · Navigant GF Operating	

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Type	Num	Date	Name	Account	Paid Amount
				6705 · Office Supplies & Expenses	-13.48
TOTAL					-13.48
Check	3011	02/08/2017	Blue Cross Blue Shield -MCA	1001 · Navigant GF Operating	
				6510.01 · Healthcare Insurance -Retir...	-894.00
TOTAL					-894.00
Check	3013	02/08/2017	Cumberland Pest Control, LLC	1001 · Navigant GF Operating	
				6301 · Building Supplies & Maint.	-25.00
				6301 · Building Supplies & Maint.	-30.00
				6301 · Building Supplies & Maint.	-25.00
TOTAL					-80.00
Check	3014	02/08/2017	ID Label Inc.	1001 · Navigant GF Operating	
				6705 · Office Supplies & Expenses	-948.37
TOTAL					-948.37
Check	3015	02/08/2017	Kelley Nickson Morris	1001 · Navigant GF Operating	
				6703.01 · Legal	-1,925.00
TOTAL					-1,925.00
Check	3016	02/08/2017	Landmark Medical Center	1001 · Navigant GF Operating	
				6906 · Medical Examinations	-71.00
TOTAL					-71.00
Check	3017	02/08/2017	Minuteman Trucks, Inc	1001 · Navigant GF Operating	
				6101 · Vehicle Repair & Maintenance	-376.41
TOTAL					-376.41
Check	3018	02/08/2017	National Grid Elec Sta1	1001 · Navigant GF Operating	
				6200 · Electricity	-780.88
TOTAL					-780.88
Check	3019	02/08/2017	National Grid Gas Sta1	1001 · Navigant GF Operating	
				6201 · Gas & Hot Water	-732.95
TOTAL					-732.95
Check	3020	02/08/2017	National Grid Gas Sta2	1001 · Navigant GF Operating	
				6201 · Gas & Hot Water	-599.94
TOTAL					-599.94
Check	3021	02/08/2017	Sterry Street Towing & Auto Transport	1001 · Navigant GF Operating	
				6101 · Vehicle Repair & Maintenance	-400.00
				6101 · Vehicle Repair & Maintenance	-450.00
TOTAL					-850.00
Check	3022	02/08/2017	The Valley Breeze	1001 · Navigant GF Operating	
				6725 · Tax Sale Fee	-230.00
				6725 · Tax Sale Fee	-230.00
TOTAL					-460.00
Check	3023	02/08/2017	Vose True Value Hardware	1001 · Navigant GF Operating	
				6301 · Building Supplies & Maint.	-10.78
TOTAL					-10.78
Check	3024	02/08/2017	Yazbak & Company LTD	1001 · Navigant GF Operating	

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Type	Num	Date	Name	Account	Paid Amount
				6714 · Payroll Processing Fees	-210.00
TOTAL					-210.00
Check	3025	02/08/2017	Apparel 2000	1001 · Navigant GF Operating	
				6110 · Equipment Purchase & Upgrad...	-577.50
TOTAL					-577.50
Check	3026	02/14/2017	Archambault, Robert A.	1001 · Navigant GF Operating	
				6605 · District Commissioner Stipends	-800.00
TOTAL					-800.00
Check	3028	02/14/2017	Hogan, Timothy E.	1001 · Navigant GF Operating	
				6605 · District Commissioner Stipends	-800.00
TOTAL					-800.00
Check	3029	02/14/2017	Jones, Dana L.	1001 · Navigant GF Operating	
				6605 · District Commissioner Stipends	-800.00
TOTAL					-800.00
Check	3030	02/14/2017	Ouellette, Cynthia M.	1001 · Navigant GF Operating	
				6605 · District Commissioner Stipends	-875.00
TOTAL					-875.00
Check	3031	02/14/2017	Scullin, James E.	1001 · Navigant GF Operating	
				6605 · District Commissioner Stipends	-800.00
TOTAL					-800.00
Check	3032	02/14/2017	Santoro, Paul W.	1001 · Navigant GF Operating	
				6605 · District Commissioner Stipends	-800.00
TOTAL					-800.00
Check	3034	02/14/2017	Champagne, Ronald R.	1001 · Navigant GF Operating	
				6605 · District Commissioner Stipends	-800.00
TOTAL					-800.00
Check	3035	02/14/2017	Michelle D. Baker, Esq.	1001 · Navigant GF Operating	
				6725 · Tax Sale Fee	-3,240.00
TOTAL					-3,240.00
Check	3038	02/16/2017	Cyber Comm Inc.	1001 · Navigant GF Operating	
				6120 · Radio Equip Upgrades & Maint	-1,304.31
TOTAL					-1,304.31
Check	3039	02/16/2017	Kevin Clarke	1001 · Navigant GF Operating	
				6510.01 · Healthcare Insurance -Retir...	-54.13
TOTAL					-54.13
Check	3040	02/16/2017	J.A. Appliance & Kitchen Design	1001 · Navigant GF Operating	
				1520 · Furniture and Fixtures	-599.95
TOTAL					-599.95
Check	3041	02/16/2017	Landmark Occupational Health Center	1001 · Navigant GF Operating	
				6906 · Medical Examinations	-954.00

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Type	Num	Date	Name	Account	Paid Amount
TOTAL					-954.00
Check	3042	02/16/2017	Landmark Occupational Health Center	1001 · Navigant GF Operating	
				6906 · Medical Examinations	-1,044.00
TOTAL					-1,044.00
Check	3043	02/16/2017	Narragansett Bay Comm Sta1	1001 · Navigant GF Operating	
				6210 · Sewer Assessment & Usage	-111.24
TOTAL					-111.24
Check	3044	02/16/2017	Narragansett Bay Comm Sta2	1001 · Navigant GF Operating	
				6210 · Sewer Assessment & Usage	-43.58
TOTAL					-43.58
Check	3045	02/16/2017	Narragansett Bay Comm Sta4	1001 · Navigant GF Operating	
				6210 · Sewer Assessment & Usage	-43.58
TOTAL					-43.58
Check	3046	02/16/2017	Northeast Rescue Systems	1001 · Navigant GF Operating	
				6110 · Equipment Purchase & Upgrad...	-172.00
TOTAL					-172.00
Check	3047	02/16/2017	National Grid Elec Sta4	1001 · Navigant GF Operating	
				6200 · Electricity	-669.68
TOTAL					-669.68
Check	3048	02/16/2017	National Grid Elec Sta5	1001 · Navigant GF Operating	
				6200 · Electricity	-500.33
TOTAL					-500.33
Check	3049	02/16/2017	National Grid Elec Sta2	1001 · Navigant GF Operating	
				6200 · Electricity	-458.69
TOTAL					-458.69
Check	3050	02/16/2017	National Grid Elec Sta5A	1001 · Navigant GF Operating	
				6200 · Electricity	-21.65
TOTAL					-21.65
Check	3051	02/16/2017	National Grid Gas Sta5	1001 · Navigant GF Operating	
				6201 · Gas & Hot Water	-504.06
TOTAL					-504.06
Check	3052	02/16/2017	National Grid Gas Sta4	1001 · Navigant GF Operating	
				6201 · Gas & Hot Water	-640.22
TOTAL					-640.22
Check	3053	02/16/2017	National Grid Gas Sta5A	1001 · Navigant GF Operating	
				6201 · Gas & Hot Water	-111.00
TOTAL					-111.00
Check	3054	02/16/2017	Prime Systems, Inc	1001 · Navigant GF Operating	
				6150 · Fire Alarm Testing	-56.00
TOTAL					-56.00
Check	3055	02/16/2017	Power Products Systems, LLC	1001 · Navigant GF Operating	

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Type	Num	Date	Name	Account	Paid Amount
				6101 · Vehicle Repair & Maintenance	-1,424.73
TOTAL					-1,424.73
Check	3056	02/16/2017	Ralco Equipment Co., Inc	1001 · Navigant GF Operating	
				6101 · Vehicle Repair & Maintenance	-127.44
TOTAL					-127.44
Check	3057	02/16/2017	Shipman's Fire Equipment	1001 · Navigant GF Operating	
				6110 · Equipment Purchase & Upgrad...	-380.50
TOTAL					-380.50
Check	3058	02/16/2017	Verizon Wireless	1001 · Navigant GF Operating	
				6202.02 · Air Cards	-160.04
				6202.02 · Air Cards	-320.08
TOTAL					-480.12
Check	3059	02/16/2017	Woonsocket Door	1001 · Navigant GF Operating	
				6301 · Building Supplies & Maint.	-210.00
TOTAL					-210.00
Check	3060	02/24/2017	A. Charpentier Power Systems	1001 · Navigant GF Operating	
				6301 · Building Supplies & Maint.	-195.00
TOTAL					-195.00
Check	3061	02/24/2017	Bulldog Fire Apparatus, Inc.	1001 · Navigant GF Operating	
				6101 · Vehicle Repair & Maintenance	-78.08
TOTAL					-78.08
Check	3062	02/24/2017	Blue Cross & Blue Shield	1001 · Navigant GF Operating	
				6410.01 · Healthcare Insurance	-71,330.34
				6510.01 · Healthcare Insurance -Retir...	-8,709.56
				6610.01 · Healthcare Insurance -Admin	-5,116.04
TOTAL					-85,155.94
Check	3063	02/24/2017	Cox Communications	1001 · Navigant GF Operating	
				6202.01 · Telephone	-940.10
TOTAL					-940.10
Check	3064	02/24/2017	C & S Specialty, Inc.	1001 · Navigant GF Operating	
				6110 · Equipment Purchase & Upgrad...	-277.42
TOTAL					-277.42
Check	3065	02/24/2017	Delta Dental	1001 · Navigant GF Operating	
				6410.04 · Healthcare -Dental	-5,578.50
				6510.04 · Healthcare -Dental -Retirees	-379.25
				6610.04 · Healthcare -Dental -Admin	-428.42
TOTAL					-6,386.17
Check	3066	02/24/2017	Janitech	1001 · Navigant GF Operating	
				6301 · Building Supplies & Maint.	-58.11
				6301 · Building Supplies & Maint.	-87.12
TOTAL					-145.23
Check	3067	02/24/2017	ICSC	1001 · Navigant GF Operating	
				6130 · Air Cascade Maintenance	-344.34
TOTAL					-344.34

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Type	Num	Date	Name	Account	Paid Amount
Check	3068	02/24/2017	i-800-Busy Dog	1001 · Navigant GF Operating	
				6301 · Building Supplies & Maint.	-416.00
TOTAL					-416.00
Check	3069	02/24/2017	Pawtucket Water Supply -Hydrants	1001 · Navigant GF Operating	
				6215.02 · Hydrant Fees - Pawtucket	-11,474.59
TOTAL					-11,474.59
Check	3070	02/24/2017	Pawtucket Water Supply Board	1001 · Navigant GF Operating	
				6211 · Water Usage Fees	-53.74
TOTAL					-53.74
Check	3071	02/24/2017	Ralco Equipment Co., Inc	1001 · Navigant GF Operating	
				6101 · Vehicle Repair & Maintenance	-52.24
TOTAL					-52.24
Check	3072	02/24/2017	RICOH	1001 · Navigant GF Operating	
				6705 · Office Supplies & Expenses	-254.24
TOTAL					-254.24
Check	3073	02/24/2017	Shell Fleet Plus	1001 · Navigant GF Operating	
				6100 · Vehicle Gas & Oil	-221.97
TOTAL					-221.97
Check	3074	02/24/2017	Tire Doctor LLC	1001 · Navigant GF Operating	
				6101 · Vehicle Repair & Maintenance	-26.50
TOTAL					-26.50

Cumberland Fire District

Income & Expenses Budget vs Actual

July 2016 through February 2017

	Jul '16 - Feb 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000.01 · Tax Revenue 2016	6,206,269.29	7,035,553.96	(829,284.67)	88.2%
4001 · Tax Revenue 2015 & Prior	83,218.37	218,688.00	(135,469.63)	38.1%
4003 · Tax Revenue Refund	(11,418.28)	0.00	(11,418.28)	100.0%
4007 · NSF Fee Reimbursement Income	170.00	100.00	70.00	170.0%
4010 · Interest Income- Past Due Taxes	27,062.42	40,000.00	(12,937.58)	67.7%
4015 · Fire Prevention/Plan Review	60,530.00	42,000.00	18,530.00	144.1%
4050 · Interest Income General Fund	5,808.38	10,000.00	(4,191.62)	58.1%
4055 · Interest Income HRA Fund	159.75	200.00	(40.25)	79.9%
4060 · Interest Income Truck Fund	458.80	25.00	433.80	1,835.2%
4065 · Interest Income Fire Prevention	160.00	0.00	160.00	100.0%
4070 · Interest Income-Retiremt Health	491.48	100.00	391.48	491.5%
4075 · Interest Income Comm/Training	0.00	25.00	(25.00)	0.0%
4103 · Grant Income	78,942.30	0.00	78,942.30	100.0%
4105 · Reimbursed Ins.-Former Employee	17,379.90	21,040.80	(3,660.90)	82.6%
4110 · Miscellaneous Other Income	3,734.55	5,000.00	(1,265.45)	74.7%
4110.1 · Revenue Rescue Income	8,467.05	8,000.00	467.05	105.8%
4110.2 · Insurance Reimbursement	1,233.00	0.00	1,233.00	100.0%
4110.3 · Detail Reimbursement	40,100.25	15,000.00	25,100.25	267.3%
4110.4 · IOD Ins. Reimbursement	61,199.99	0.00	61,199.99	100.0%
4110.5 · Fire Prevention Reimbursement	69.98	61,500.00	(61,430.02)	0.1%
4113 · Income Radio Box 2016	22,625.00	23,000.00	(375.00)	98.4%
4114 · Income Radio Box 2015 & Prior	250.00	0.00	250.00	100.0%
4115 · Tax Sale Fee Income	59,562.50	35,000.00	24,562.50	170.2%
4200 · Sale of Assets	0.00	0.00	0.00	0.0%
4300 · Transfer from Surplus (Cap Exp)	0.00	65,000.00	(65,000.00)	0.0%
Total Income	6,666,474.73	7,580,232.76	(913,758.03)	87.9%
Gross Profit	6,666,474.73	7,580,232.76	(913,758.03)	87.9%
Expense				
6100 · Vehicle Gas & Oil	19,710.38	65,000.00	(45,289.62)	30.3%
6101 · Vehicle Repair & Maintenance	61,587.87	77,000.00	(15,412.13)	80.0%
6110 · Equipment Purchase & Upgrading	22,300.58	30,000.00	(7,699.42)	74.3%
6112 · Equipment Supplies & Repairs	4,656.54	5,000.00	(343.46)	93.1%
6113 · Equip Testing & Certification	9,503.25	5,000.00	4,503.25	190.1%
6120 · Radio Equip Upgrades & Maint	1,915.63	5,000.00	(3,084.37)	38.3%
6125 · First Aid Equip & Supplies	4,917.71	10,000.00	(5,082.29)	49.2%
6130 · Air Cascade Maintenance	2,069.14	2,000.00	69.14	103.5%
6140 · Communications Upgrades	365.00	2,000.00	(1,635.00)	18.3%
6145 · Shared Communications	4,726.75	4,500.00	226.75	105.0%
6150 · Fire Alarm Testing	654.00	1,500.00	(846.00)	43.6%
6200 · Electricity	26,155.58	36,000.00	(9,844.42)	72.7%
6201 · Gas & Hot Water	8,722.73	15,000.00	(6,277.27)	58.2%
6202.01 · Telephone	8,766.56	12,000.00	(3,233.44)	73.1%
6202.02 · Air Cards	2,829.82	0.00	2,829.82	100.0%
6210 · Sewer Assessment & Usage	2,116.57	3,500.00	(1,383.43)	60.5%
6211 · Water Usage Fees	1,494.62	8,000.00	(6,505.38)	18.7%
6215.01 · Hydrant Fees - Cumberland	224,070.00	184,600.00	39,470.00	121.4%
6215.02 · Hydrant Fees - Pawtucket	90,379.35	137,088.00	(46,708.65)	65.9%
6301 · Building Supplies & Maint.	23,046.77	21,298.00	1,748.77	108.2%
6305 · Furnishings	0.00	2,000.00	(2,000.00)	0.0%
6310 · Capital Improvements	0.00	91,617.00	(91,617.00)	0.0%
6400.01 · Firefighters Salaries	1,720,257.91	2,820,919.42	(1,100,661.51)	61.0%
6400.02 · EMT Incentive	49,743.02	81,800.00	(32,056.98)	60.8%
6400.03 · OT Wages	114,259.24	0.00	114,259.24	100.0%
6400.04 · OT Vacation	249,820.29	374,400.00	(124,579.71)	66.7%
6400.05 · OT Sick	197,332.74	164,500.77	32,831.97	120.0%
6400.06 · OT Personal	26,471.21	49,848.72	(23,377.51)	53.1%
6400.07 · OT Injured on Duty Fill In	107,530.62	0.00	107,530.62	100.0%
6400.08 · Holiday Stipend	119,027.59	162,745.35	(43,717.76)	73.1%
6400.09 · Longevity Pay	85,915.58	121,436.23	(35,520.65)	70.7%
6400.10 · Acting Officer Pay	831.50	2,000.00	(1,168.50)	41.6%
6400.11 · Detail Pay	34,639.50	15,000.00	19,639.50	230.9%
6400.12 · Other Salaries	427.37	20,000.00	(19,572.63)	2.1%
6400.13 · Injured on Duty Salaries	70,197.99	0.00	70,197.99	100.0%
6400.14 · Clothing Allowance	44,100.00	45,900.00	(1,800.00)	96.1%
6400.15 · Education Incentive	7,000.00	6,500.00	500.00	107.7%

Cumberland Fire District
Income & Expenses Budget vs Actual
July 2016 through February 2017

	Jul '16 - Feb 17	Budget	\$ Over Budget	% of Budget
6401 · Payroll Tax Expense	203,110.23	289,334.53	(86,224.30)	70.2%
6402 · Pension Expense	451,163.10	711,141.69	(259,978.59)	63.4%
6410.01 · Healthcare Insurance	614,963.15	867,414.20	(252,451.05)	70.9%
6410.02 · Healthcare Co-Pays	(56,753.43)	(94,918.98)	38,165.55	59.8%
6410.03 · Healthcare Reimb. (HRA) -FF	27,666.69	68,000.00	(40,333.31)	40.7%
6410.04 · Healthcare -Dental	42,348.85	64,964.91	(22,616.06)	65.2%
6410.05 · Healthcare -Vision	5,000.00	5,100.00	(100.00)	98.0%
6420 · Life Insurance	9,850.00	7,650.00	2,200.00	128.8%
6430 · Education Tuition Cost	4,162.00	8,000.00	(3,838.00)	52.0%
6510.01 · Healthcare Insurance -Retirees	85,861.66	121,315.65	(35,453.99)	70.8%
6510.03 · Healthcare Reimb. (HRA)-Retiree	4,627.76	0.00	4,627.76	100.0%
6510.04 · Healthcare -Dental -Retirees	3,034.00	4,213.92	(1,179.92)	72.0%
6520 · COLA - Retirees	10,311.68	10,311.68	0.00	100.0%
6600 · Administrative Salaries	183,401.56	284,637.70	(101,236.14)	64.4%
6601 · District Clerk	1,333.35	3,200.00	(1,866.65)	41.7%
6605 · District Commissioner Stipends	5,675.00	23,000.00	(17,325.00)	24.7%
6610.01 · Healthcare Insurance -Admin	46,044.36	67,718.00	(21,673.64)	68.0%
6610.02 · Healthcare Co-Pays -Admin	(4,285.71)	(7,772.82)	3,487.11	55.1%
6610.03 · Healthcare Reimb. (HRA)-Admin	7,747.26	6,500.00	1,247.26	119.2%
6610.04 · Healthcare -Dental -Admin	3,427.36	6,444.00	(3,016.64)	53.2%
6615 · Payroll Tax Expense -Admin	13,754.85	21,774.79	(8,019.94)	63.2%
6701 · Insurances	300,306.00	320,000.00	(19,694.00)	93.8%
6703.01 · Legal	8,637.50	15,000.00	(6,362.50)	57.6%
6703.02 · Legal - CBA	0.00	0.00	0.00	0.0%
6703.03 · Legal - PWSB	0.00	0.00	0.00	0.0%
6705 · Office Supplies & Expenses	8,827.48	9,500.00	(672.52)	92.9%
6706 · Printing & Postage	3,204.77	5,000.00	(1,795.23)	64.1%
6707 · Newspaper Advertisements	902.93	750.00	152.93	120.4%
6708 · Computer Development Program	446.80	2,500.00	(2,053.20)	17.9%
6709 · Computerized Tax Bills	11,505.05	12,000.00	(494.95)	95.9%
6710 · External Accounting Fees	10,000.00	15,000.00	(5,000.00)	66.7%
6711 · Fire Chief Expenses	253.99	4,500.00	(4,246.01)	5.6%
6712 · Fire Prevention Offset	27.95	1,000.00	(972.05)	2.8%
6713 · Grants - Matching Funds	3,552.00	5,000.00	(1,448.00)	71.0%
6714 · Payroll Processing Fees	8,172.54	12,000.00	(3,827.46)	68.1%
6715 · Professional Fees	1,697.42	0.00	1,697.42	100.0%
6716 · Videographer	960.00	3,000.00	(2,040.00)	32.0%
6720 · Abatements	124,239.20	20,000.00	104,239.20	621.2%
6725 · Tax Sale Fee	48,250.28	20,000.00	28,250.28	241.3%
6730 · Bank Service Fee	56.00	0.00	56.00	100.0%
6800 · Affiliated Fire Associations	493.90	2,000.00	(1,506.10)	24.7%
6801 · Call Firefighters Stipends	840.00	20,000.00	(19,160.00)	4.2%
6905.01 · Drills & Training	1,506.86	10,000.00	(8,493.14)	15.1%
6905.02 · FP & EMS Training	64.20	3,000.00	(2,935.80)	2.1%
6906 · Medical Examinations	5,286.25	3,000.00	2,286.25	176.2%
6907 · Employee Support Health&Welfare	0.00	3,800.00	(3,800.00)	0.0%
6908 · Professional Development	22.00	500.00	(478.00)	4.4%
6920 · Part Time Firefighter Salaries	0.00	0.00	0.00	0.0%
6921 · Part Time - Uniforms/Clothing	0.00	0.00	0.00	0.0%
7010 · Contingency	0.00	10,000.00	(10,000.00)	0.0%
7020 · Sick Time Payout	0.00	5,000.00	(5,000.00)	0.0%
7030 · Spec. Fund Radio Box Alarm	7,328.01	7,500.00	(171.99)	97.7%
7040 · Spec. Fund Fire Prevention Exp	14,135.23	18,000.00	(3,864.77)	78.5%
7050 · Tax - Legal & Collection Fees	567.64	1,000.00	(432.36)	56.8%
7100 · Depreciation Expense	0.00	0.00	0.00	0.0%
Total Expense	5,571,271.13	7,580,232.76	(2,008,961.63)	73.5%
Net Ordinary Income	1,095,203.60	0.00	1,095,203.60	100.0%
Net Income	1,095,203.60	0.00	1,095,203.60	100.0%

Cumberland Fire District
Trial Balance
As of February 28, 2017

	Feb 28, 17	
	Debit	Credit
1001 · Navigant GF Operating	346,549.54	
1002 · FNB HRA Checking	5,571.77	
1003 · FNB HRA Savings	100,440.91	
1004 · FNB Fire Prevention	94,680.38	
1005 · Navigant Savings MM	493,038.76	
1007 · FNB Retiree HealthCare Fund	307,876.70	
1008 · FNB Truck Fund	282,535.39	
1009 · FNB FP Savings	100,225.78	
1010 · Navigant Comm/Training	79,919.11	
1205 · Tax Receivable 2015 & Prior	26,906.64	
1210 · Tax Receivable 2016	917,275.72	
1300 · Collection/Returned CK Fees	35.00	
1305 · Tax Sale Fees	102,076.25	
1310 · Radio Box Fees	2,300.00	
1315 · Misc. Accounts Receivable	0.00	
1320 · Prepaid Expenses	0.00	
1400 · Land	779,800.00	
1500 · Buildings & Improvements	332,623.09	
1505 · Vehicles & Equipment	2,761,433.28	
1506 · Radio Equipment	76,354.12	
1510 · Fire Prevention Equipment	542,147.84	
1515 · Office Equipment	9,065.48	
1520 · Furniture and Fixtures	17,022.90	
1600 · Accumulated Depreciation		4,347,921.00
1050 · Petty Cash-Tax Collector	750.00	
1055 · Petty Cash Fire Chief	500.00	
1110 · Principal Payments	152,228.00	
2000 · Accounts Payable	0.00	
2000.01 · Accounts Payable 2016	0.00	
2005 · Accrued Payroll at FYE	0.00	
2010 · Payroll Taxes SS/MED	0.00	
2011 · Payroll Tax FED W/H	0.00	
2012 · Payroll Tax ST W/H	0.00	
2013 · Payroll Tax SDI WH		7,846.71
2015 · Union Dues WH	0.00	
2020.1 · State Pension WH EE 414H (VF1)	0.00	
2020.2 · State Pension WH EE 414H (CF2)	0.00	
2020.3 · State Pension WH EE 414H (CH4)	0.00	
2020.4 · State Pension WH EE 414H (NC5)	0.00	
2025.1 · 457(b) W/H AMI	0.00	
2025.2 · 457(b) W/H Nationwide	0.00	
2026 · AFLAC		154.95
2027.2 · Garnishment WH (CF2)	0.00	
2027.3 · Garnishment WH (CH4)	0.00	
2027.4 · Garnishment WH (NC5)	0.00	
2028 · P & F Insurance Assoc.		199.68
2035 · CMEFCU - SAVINGS	0.00	
2250 · Deferred Tax Revenue 2015/2016		20,793.47
2251 · Deferred Tax Revenue 2016-2017		1,047,059.77
2280 · Misc Other Deferred Revenue		102,481.25
2285 · Deferred Radio Box Income		2,300.00
2505 · Notes Payable - NCFD Truck Loan	0.00	
2520.1 · ACC. Retirement (ER)(VF1)	0.00	
2520.2 · ACC. Retirement (ER)(CF2)	0.00	
2520.3 · ACC. Retirement (ER)(CH4)	0.00	
2520.4 · ACC. Retirement (ER)(NC5)	0.00	
2600 · Accrued Expenses	0.00	
2700 · Accrued 2016 Tax Revenue	0.00	

Cumberland Fire District
Trial Balance
As of February 28, 2017

	Feb 28, 17	
	Debit	Credit
2705 · Accrued 2016 Radio Box Income	0.00	
3200 · Unrestricted Net Assets		211,909.76
3300 · Fund Balance transfer from Old		694,361.47
4000.01 · Tax Revenue 2016		6,206,269.29
4001 · Tax Revenue 2015 & Prior		83,218.37
4003 · Tax Revenue Refund	11,418.28	
4007 · NSF Fee Reimbursement Income		170.00
4010 · Interest Income- Past Due Taxes		27,062.42
4015 · Fire Prevention/Plan Review		60,530.00
4050 · Interest Income General Fund		5,808.38
4055 · Interest Income HRA Fund		159.75
4060 · Interest Income Truck Fund		458.80
4065 · Interest Income Fire Prevention		160.00
4070 · Interest Income-Retiremt Health		491.48
4103 · Grant Income		78,942.30
4105 · Reimbursed Ins.-Former Employee		17,379.90
4110 · Miscellaneous Other Income		3,734.55
4110.1 · Revenue Rescue Income		8,467.05
4110.2 · Insurance Reimbursement		1,233.00
4110.3 · Detail Reimbursement		40,100.25
4110.4 · IOD Ins. Reimbursement		61,199.99
4110.5 · Fire Prevention Reimbursement		69.98
4110.6 · MLC Fees		1,125.00
4113 · Income Radio Box 2016		22,625.00
4114 · Income Radio Box 2015 & Prior		250.00
4115 · Tax Sale Fee Income		59,562.50
6100 · Vehicle Gas & Oil	19,710.38	
6101 · Vehicle Repair & Maintenance	61,587.87	
6110 · Equipment Purchase & Upgrading	22,300.58	
6112 · Equipment Supplies & Repairs	4,656.54	
6113 · Equip Testing & Certification	9,503.25	
6120 · Radio Equip Upgrades & Maint	1,915.63	
6125 · First Aid Equip & Supplies	4,917.71	
6130 · Air Cascade Maintenance	2,069.14	
6140 · Communications Upgrades	365.00	
6145 · Shared Communications	4,726.75	
6150 · Fire Alarm Testing	654.00	
6200 · Electricity	26,155.58	
6201 · Gas & Hot Water	8,722.73	
6202.01 · Telephone	8,766.56	
6202.02 · Air Cards	2,829.82	
6210 · Sewer Assessment & Usage	2,116.57	
6211 · Water Usage Fees	1,494.62	
6215.01 · Hydrant Fees - Cumberland	224,070.00	
6215.02 · Hydrant Fees - Pawtucket	90,379.35	
6301 · Building Supplies & Maint.	23,046.77	
6400.01 · Firefighters Salaries	1,720,257.91	
6400.02 · EMT Incentive	49,743.02	
6400.03 · OT Wages	114,259.24	
6400.04 · OT Vacation	249,820.29	
6400.05 · OT Sick	197,332.74	
6400.06 · OT Personal	26,471.21	
6400.07 · OT Injured on Duty Fill In	107,530.62	
6400.08 · Holiday Stipend	119,027.59	
6400.09 · Longevity Pay	85,915.58	
6400.10 · Acting Officer Pay	831.50	
6400.11 · Detail Pay	34,639.50	
6400.12 · Other Salaries	427.37	

Cumberland Fire District
Trial Balance
As of February 28, 2017

	Feb 28, 17	
	Debit	Credit
6400.13 · Injured on Duty Salaries	70,197.99	
6400.14 · Clothing Allowance	44,100.00	
6400.15 · Education Incentive	7,000.00	
6401 · Payroll Tax Expense	203,110.23	
6402 · Pension Expense	451,163.10	
6410.01 · Healthcare Insurance	614,963.15	
6410.02 · Healthcare Co-Pays		56,753.43
6410.03 · Healthcare Reimb. (HRA) -FF	27,666.69	
6410.04 · Healthcare -Dental	42,348.85	
6410.05 · Healthcare -Vision	5,000.00	
6420 · Life Insurance	9,850.00	
6430 · Education Tuition Cost	4,162.00	
6510.01 · Healthcare Insurance -Retirees	85,861.66	
6510.03 · Healthcare Reimb. (HRA)-Retiree	4,627.76	
6510.04 · Healthcare -Dental -Retirees	3,034.00	
6520 · COLA - Retirees	10,311.68	
6600 · Administrative Salaries	183,401.56	
6601 · District Clerk	1,333.35	
6605 · District Commissioner Stipends	5,675.00	
6610.01 · Healthcare Insurance -Admin	46,044.36	
6610.02 · Healthcare Co-Pays -Admin		4,285.71
6610.03 · Healthcare Reimb. (HRA)-Admin	7,747.26	
6610.04 · Healthcare -Dental -Admin	3,427.36	
6615 · Payroll Tax Expense -Admin	13,754.85	
6701 · Insurances	300,306.00	
6703.01 · Legal	8,637.50	
6703.03 · Legal - PWSB	0.00	
6705 · Office Supplies & Expenses	8,827.48	
6706 · Printing & Postage	3,204.77	
6707 · Newspaper Advertisements	902.93	
6708 · Computer Development Program	446.80	
6709 · Computerized Tax Bills	11,505.05	
6710 · External Accounting Fees	10,000.00	
6711 · Fire Chief Expenses	253.99	
6712 · Fire Prevention Offset	27.95	
6713 · Grants - Matching Funds	3,552.00	
6714 · Payroll Processing Fees	8,172.54	
6715 · Professional Fees	1,697.42	
6716 · Videographer	960.00	
6720 · Abatements	124,239.20	
6725 · Tax Sale Fee	48,250.28	
6730 · Bank Service Fee	56.00	
6800 · Affiliated Fire Associations	493.90	
6801 · Call Firefighters Stipends	840.00	
6905.01 · Drills & Training	1,506.86	
6905.02 · FP & EMS Training	64.20	
6906 · Medical Examinations	5,286.25	
6908 · Professional Development	22.00	
7030 · Spec. Fund Radio Box Alarm	7,328.01	
7040 · Spec. Fund Fire Prevention Exp	14,135.23	
7050 · Tax - Legal & Collection Fees	567.64	
TOTAL	13,175,085.21	13,175,085.21



Kenneth A. Finlay
Chief of Department
kfinlay@cumberlandfire.org

CUMBERLAND FIRE DISTRICT

Headquarters Station Four
3502 Mendon Road • Cumberland, RI 02864
Phone: 401-658-0544 Fax: 401-658-2198
www.cumberlandfire.org

FIRE CHIEF REPORT FOR February 2017

Board of Fire Commissioners

3502 Mendon Road

Cumberland RI 02864

March 21, 2017

Honorable Commissioners;

The attached report will show 356 responses during the month of February 2017, and how they broke down.

During the month Commissioners Archambault, Jones and myself toured the property that housed National Grid maintenance on Mendon Road for a possible use in our department. The three of us also met with Mr. John Ahorian, who offered his services as an architect to give us some insight on the process.

We have had ongoing site visits and inspections at building three in Highland Hills development.

I have been asked to assist the City of Pawtucket Fire on an evacuation plan for one of their larger employers. The referral was through the work completed with the CVS facilities.

I have attended the bylaws subcommittee meetings during the month.

I have begun the preparation for the 2017-2018 budget for the Fire Department.

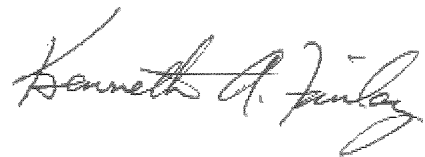
We have been interviewing Payroll companies, as our current company has issued a notice of non-renewal.

I have also been evaluating Insurance coverage and shopping for coverage and costing for the coming fiscal year.

The AFG proposals for a Ladder Truck and EMS equipment have been submitted and are pending. The issue, besides the rating process this year, is I have been advised from Senator Reed that all programs are being reviewed by President Trump's advisors for validity.

Should you have any inquiries please feel free to contact me,

Sincerely,

A handwritten signature in black ink, reading "Kenneth A. Finlay". The signature is written in a cursive style with a large, stylized 'K' and 'F'.

Chief Kenneth A. Finlay
Cumberland Fire Department

Cumberland Fire Dept.

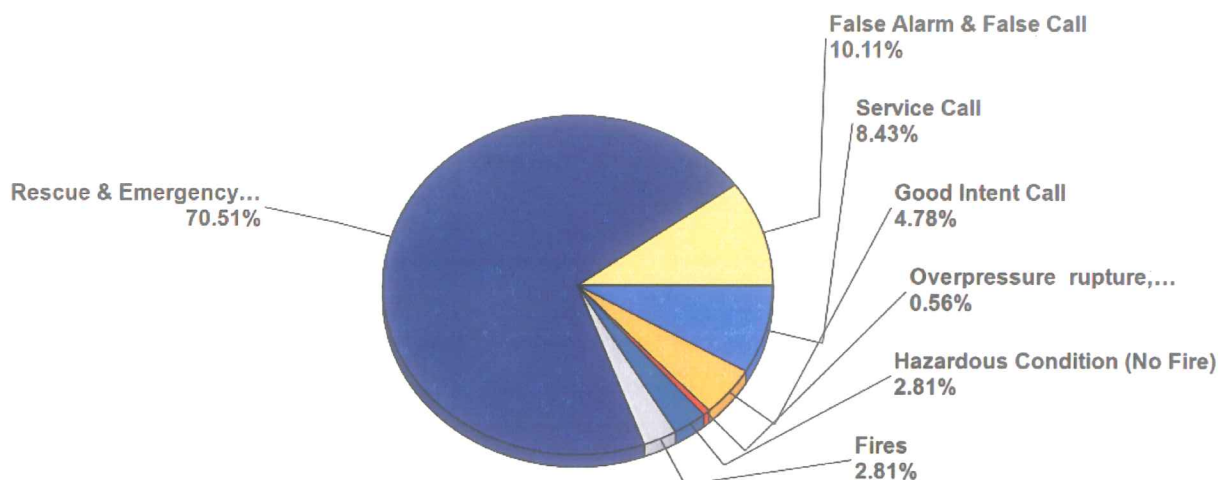
Cumberland, RI

This report was generated on 3/20/2017 12:14:49 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 02/01/2017 | End Date: 02/28/2017



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	10	2.81%
Overpressure rupture, explosion, overheating - no fire	2	0.56%
Rescue & Emergency Medical Service	251	70.51%
Hazardous Condition (No Fire)	10	2.81%
Service Call	30	8.43%
Good Intent Call	17	4.78%
False Alarm & False Call	36	10.11%
TOTAL	356	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	0.56%
113 - Cooking fire, confined to container	3	0.84%
114 - Chimney or flue fire, confined to chimney or flue	1	0.28%
123 - Fire in portable building, fixed location	1	0.28%
131 - Passenger vehicle fire	1	0.28%
150 - Outside rubbish fire, other	1	0.28%
162 - Outside equipment fire	1	0.28%
200 - Overpressure rupture, explosion, overheat other	1	0.28%
240 - Explosion (no fire), other	1	0.28%
311 - Medical assist, assist EMS crew	1	0.28%
320 - Emergency medical service, other	2	0.56%
321 - EMS call, excluding vehicle accident with injury	235	66.01%
322 - Motor vehicle accident with injuries	10	2.81%
324 - Motor vehicle accident with no injuries.	3	0.84%
412 - Gas leak (natural gas or LPG)	4	1.12%
424 - Carbon monoxide incident	4	1.12%
440 - Electrical wiring/equipment problem, other	1	0.28%
451 - Biological hazard, confirmed or suspected	1	0.28%
500 - Service Call, other	1	0.28%
510 - Person in distress, other	1	0.28%
511 - Lock-out	4	1.12%
520 - Water problem, other	1	0.28%
521 - Water evacuation	1	0.28%
531 - Smoke or odor removal	2	0.56%
550 - Public service assistance, other	4	1.12%
551 - Assist police or other governmental agency	1	0.28%
553 - Public service	10	2.81%
554 - Assist invalid	2	0.56%
555 - Defective elevator, no occupants	1	0.28%
561 - Unauthorized burning	1	0.28%
571 - Cover assignment, standby, moveup	1	0.28%
600 - Good intent call, other	2	0.56%
611 - Dispatched & cancelled en route	10	2.81%
622 - No incident found on arrival at dispatch address	1	0.28%
651 - Smoke scare, odor of smoke	3	0.84%
671 - HazMat release investigation w/no HazMat	1	0.28%
700 - False alarm or false call, other	1	0.28%
730 - System malfunction, other	2	0.56%
731 - Sprinkler activation due to malfunction	1	0.28%
732 - Extinguishing system activation due to malfunction	1	0.28%
733 - Smoke detector activation due to malfunction	3	0.84%
734 - Heat detector activation due to malfunction	1	0.28%
735 - Alarm system sounded due to malfunction	7	1.97%
736 - CO detector activation due to malfunction	2	0.56%
740 - Unintentional transmission of alarm, other	2	0.56%
743 - Smoke detector activation, no fire - unintentional	6	1.69%
744 - Detector activation, no fire - unintentional	2	0.56%
745 - Alarm system activation, no fire - unintentional	4	1.12%
746 - Carbon monoxide detector activation, no CO	4	1.12%
TOTAL INCIDENTS:	356	100.00%

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.



1 **FC-R-2017-04**
2 **CUMBERLAND FIRE DISTRICT**
3 **Resolution**

4
5 **RESOLUTION:** Authorizing the Tax Collector to abate tangible taxes in the
6 amount of \$12,491.94
7

8
9 **WHEREAS:** The Tax Collector has determined that there was a duplicate
10 billing of tangible property taxes for CVS at 2100 Highland
11 Corporate Drive and must be abated in the amount of
12 \$12,491.94 as per attached documentation
13

14 **NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND FIRE DISTRICT AS FOLLOWS:**
15

16 **Section 1:** The Tax Collector is authorized to abate as shown in the
17 attached report.
18

19 Date adopted: March 30, 2017
20
21
22

23 _____
24 Cynthia Ouellette, Chairperson
25
26

27 **PASSED:**

28 **YAY:** **NAY:**

Special Transaction Report

Date Range: 02/01/2017 to 02/28/2017

Printed: 03/15/2017

Account	Receivable	Address1	Address3	Amount	Comments
T83-0000-00	2016 Tng Tax Roll	CVS PHARMACY INC 99975	2100 HIGHLAND CORP DR	\$ 12,491.94	DUPLICATE BILLING-SEE F-83-0000-00
				\$ 12,491.94	

Cumberland Fire District, RI : CUMBERLAND, RI FIRE TAX BILL

Remit Tax Payment with stub to: Tax Collector Cumberland Fire District PO BOX 10 MANVILLE RI 02838	Information: INTEREST OF 12% PER ANNUM IF NOT PAID WITHIN 5 BUSINESS DAYS OF DUE DATE	Tax Rate per \$1,000 valuation:	
	PLEASE MAKE CHECKS PAYABLE TO: CUMBERLAND FIRE DISTRICT	Real : 2.12 COMMERCIAL 2.12	
		Tangible : 2.12 INDUSTRIAL 2.12	
MAKE PAYMENTS AT 3502 MENDON ROAD OR USE PAYMENT DROP BOX LOCATED IN REAR OF BUILDING	Notice of Tax Assessed : 12/31/2015 Telephone : 401-658-1921		

PLEASE SEE BACK OF BILL FOR IMPORTANT INFORMATION.
Tax Collector Office Hours: Monday - Friday 9am - 3pm

CVS PHARMACY INC 99975
PROPERTY TAX DEPT
ONE CVS DRIVE
WOONSOCKET RI 02895



Check your balance and pay on-line at : www.RIeGov.com

Your Account number is : T83-0000-00

The PIN # to access your account is : **FDS-NJS**

Description	Value	Tax
CVS PHARMACY INC #99975 - Furniture/ Fixtures/ Equipment (R)	5892426	12491.94
	Total Tax	12491.94

[illegible]

This account has no past due bills.

Cumberland Fire District, RI	4th QUARTERLY PAYMENT	2016
------------------------------	-----------------------	------

Account Number: T83-0000-00
Owner: CVS PHARMACY INC 99975
Payment Due Date: 04/15/2017
4th Quarterly Payment: \$3,122.98
Annual Tax: \$12,491.94



PLEASE WRITE YOUR ACCOUNT NUMBER ON YOUR CHECK.
Website: www.cumberlandfire.org

Cumberland Fire District, RI	3rd QUARTERLY PAYMENT	2016
------------------------------	-----------------------	------

Account Number: T83-0000-00
Owner: CVS PHARMACY INC 99975
Payment Due Date: 01/15/2017
3rd Quarterly Payment: \$3,122.98
Annual Tax: \$12,491.94



PLEASE WRITE YOUR ACCOUNT NUMBER ON YOUR CHECK.
Website: www.cumberlandfire.org

Cumberland Fire District, RI	2nd QUARTERLY PAYMENT	2016
------------------------------	-----------------------	------

Account Number: T83-0000-00
Owner: CVS PHARMACY INC 99975
Payment Due Date: 10/15/2016
2nd Quarterly Payment: \$3,122.98
Annual Tax: \$12,491.94



PLEASE WRITE YOUR ACCOUNT NUMBER ON YOUR CHECK.
Website: www.cumberlandfire.org

Cumberland Fire District, RI	1st QUARTERLY PAYMENT	2016
------------------------------	-----------------------	------

Account Number: T83-0000-00
Owner: CVS PHARMACY INC 99975
Payment Due Date: 07/15/2016
1st Quarterly Payment: \$3,123.00
Annual Tax: \$12,491.94



PLEASE WRITE YOUR ACCOUNT NUMBER ON YOUR CHECK.
Website: www.cumberlandfire.org

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WHEREAS: Each fire fighter will review and accept in writing the terms and conditions as set forth in this document

RESOLVED: The Cumberland Fire District Rules and Regulations are hereby adopted.

Cynthia Ouellette, Chairperson

PASSED:
YAY: NAY:



Rules and Regulations of the Cumberland Fire District 2017

Cynthia Oulette
Chairwoman, Board of Commissioners

Kenneth A. Finlay
Fire Chief, Cumberland Fire District

ARTICLE I

AUTHORITY

Section 1: Rules and Regulations for the government of the fire department of the Cumberland Fire District are adopted by the Board of Commissioners in accordance with the District Charter and By-Laws as amended.

The effective date of these Rules and Regulations shall be April 1, 2017 and remain in full force until amended or rescinded.

MISSION STATEMENT

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

ARTICLE II

RULES AND REGULATIONS MANUAL

BOOK # _____

ARTILCLE III

SEVERABILITY

Section 1: If any part of these rules and regulations is rendered inoperable or declared illegal by any court or tribunal of competent jurisdiction, the balance if this manual of regulations will remain in full force and effect.

ARTICLE IV

PREAMBLE

Section 1: By the authority and powers conferred upon the Board of Commissioners and the Chief of the Fire Department by the Cumberland Fire District Charter and operating By-laws as amended, and in the exercise thereof, the following rules and regulations for governing the members of the fire department of the Cumberland Fire District are hereby promulgated.

Section 2: All general and special orders herein referred to and all general and special orders hereafter issued affecting these rules and regulations, in print or online shall be made a part of these rules and regulations and shall have equal force and effect.

Section 3: All members of the fire department shall be held responsible for strict compliance with, and enforcement of, these rules and regulations. Ignorance of these rules is not an excuse therewith, it shall be the all members thoroughly familiarize themselves with the rules and regulations, SOG's, GO's and memo's herein and other general or special orders affecting them.

Section 4: The Chief of Department may in conjunction with the Board of Commissioners, change, add, or delete, any part of these rules and regulations, or the existing contract with Local 2722 I.A.F.F.

ARTICLE V

OATH OF OFFICE

Section 1: I, (state your name), do solemnly swear that I will be true and faithful to the Constitution of the United States of America, and of the State of Rhode Island, and support the laws and constitution thereof, and that I will well and faithfully discharge the duties of (position), with the Cumberland Fire Department, until I am legally discharged there from.

ARTICLE VI

CONFLICT OF INTEREST

Section 1: Since the position of a firefighter is one of public trust, it is important to avoid situations involving conflicts of interest, whether in fact or only in appearance.

Section 2: Membership in Organizations – A member or employee of this fire district shall not affiliate with, or become a member of, any organization if such affiliation or membership would in any way interfere with or prevent him from performing their duty.

Section 3: Employment outside the Department – A fulltime firefighter may engage in off-duty employment subject to the following limitations: Such employment shall not interfere with the firefighter's employment with the Cumberland Fire District or impair his independence of judgement in the exercise of his official duties as a firefighter, and they cannot be a member of another fire department as an emergency responder.

Section 4: Political Activity – participation in political activities while in uniform is strictly prohibited unless sanctioned by the Chief of Department or his designee. All actions which would give the impression that a firefighter is using his official position to influence the electoral process at District meeting or other political sub-divisions are to be avoided.

Section 5: Gifts and Gratuities – Any firefighter shall not, under any circumstances, solicit or accept any gifts, gratuity, loan services, reward or fee, where there is any direct or indirect connection between the solicitation and their departmental membership or employment with the fire district, except as may be specifically authorized by the Chief of Department.

Section 6: Unauthorized Transaction – Any member is prohibited from entering into any transactions of material value at substantially lower than fair market value when such transaction takes place between himself and any person involved in any matter or case which arose out of his employment with the fire district.

Section 7: Use of Official Position – Any member shall not use their official position, official identification cards or badges, for personal or financial gain; for obtaining privileges not otherwise available to a firefighter, except in the performance of duty; for avoiding consequences of illegal acts. Firefighters are prohibited from lending to any person their identification card or badge or permit them to be photographed or reproduced without the specific approval of the Chief.

All members who possess fire department badges shall notify the Chief if a badge is lost or missing, and no badge may be ordered without the approval of the Chief.

ARTICLE VII

RULES AND REGULATIONS

Section 1: No code of rules and regulations can be devised which will provide a specific formula for every circumstance and condition. It is expected that these rules and regulations will be comprehensive enough to cover in a general way the obligations of the members of the Fire Department of the Cumberland Fire District, to the end result that good discipline and efficiency will be maintained at all times in a manner creditable to the department, as outlined in Memo's and General Orders

ARTICLE VII

OBJECTIVE

Section 1: The primary objective of the fire department is the protection of human life and property from fire and the prevention and suppression of fire. In addition, it shall be the duty of the fire department to remove or cause the removal of all persons from danger and to provide emergency medical aid and general public assistance as directed by the Chief of Department.

ARTICLE IX

CHAIN OF COMMAND

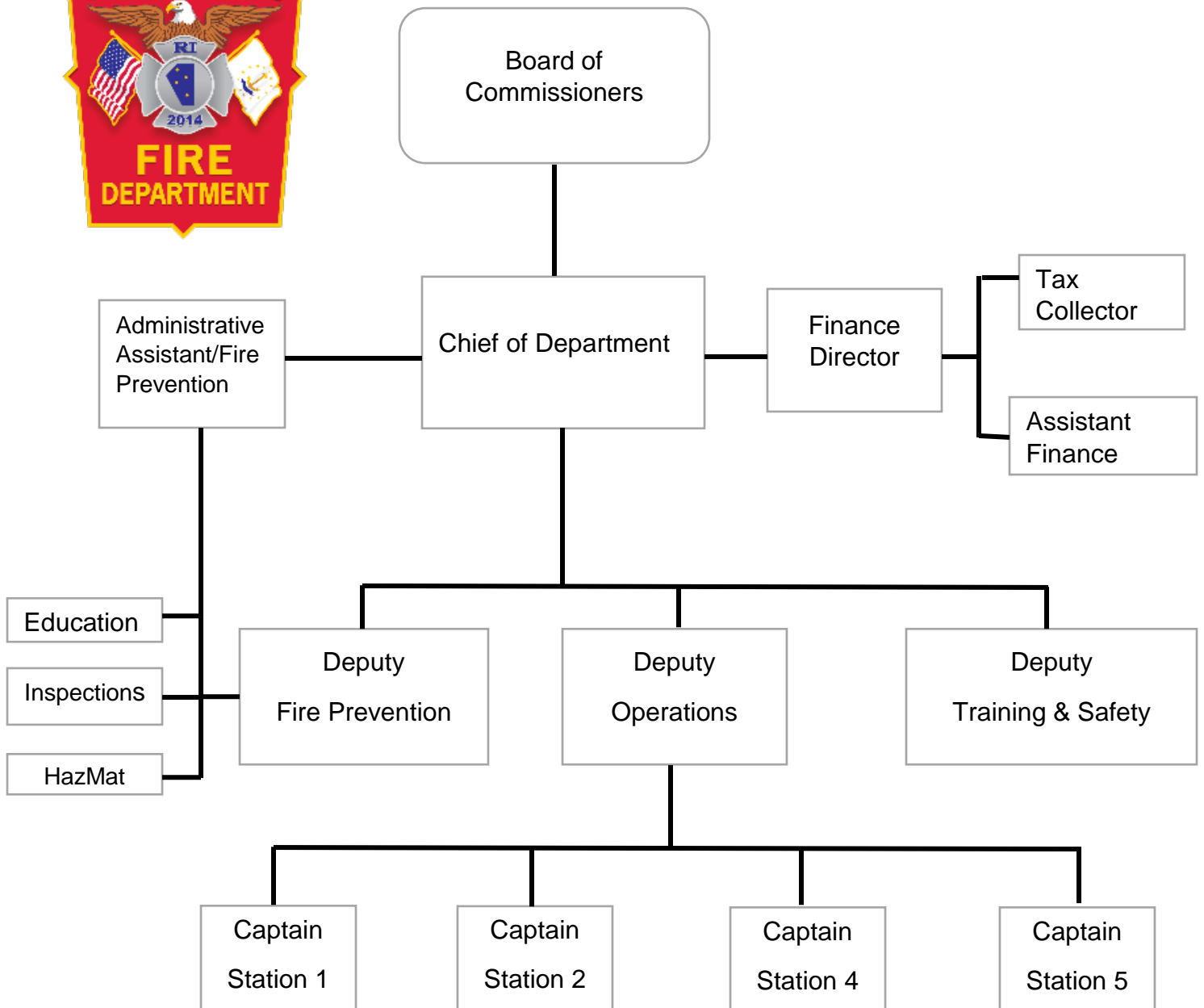
Chief of Department

Deputy Chief (s) of Department

Captain

Lieutenant

Firefighter



ARTICLE X

RANK AND DUTIES

Section 1: Permanent rank shall be established within the department and the Chain of command in accordance with the contractual agreements.

Section 2: General seniority among members of the department holding equal rank therein shall be determined upon the basis of order in which such members were hired. Subject to CBA and the established hiring list.

Section 3: Authority among members of the department holding equal rank shall be in accordance with the rules and regulations of the Department. The seniority of officers shall be determined by overall seniority. When more than one officer was, or is appointed to the same rank on the same day, seniority shall be determined based on order of finish for test score and designated as a,b,c. The member with the highest score shall be senior. Subject to CBA.

Section 4: Command of Department operations at the scene of fires or other emergencies shall be the responsibility of the ranking officer or senior man who shall first arrive at the scene of a fire or emergency call until he is relieved therefore of by the arrival of a senior officer and all other officers of equal rank who shall arrive subsequent to the first at the scene of a Department operation shall subordinate themselves to the officer who was first to arrive until he is relieved of such command by the arrival of an officer of superior rank or upon order or directive from the Chief of Department.

Section 5: It shall be the duty of every officer or senior man in charge to assume responsibility relative to command, as may present itself because of absence or incapacity of a higher-ranking officer and to act in accordance with accepted standard operating procedures. Command shall be passed with the arrival of a senior officer.

Section 6: Every officer or senior man in charge shall, at all times exercise the prerogatives of command in a manner with high standards of courtesy, decency and restraint, and with due regard for the rights and sensibilities of subordinates; and, at all times, he shall issue orders or directions in accordance with the rules and regulations the department in order to maintain proper, safe, and efficient operation of the department.

Section 7: The firefighting staff shall engage in and perform all activities and duties of the department which are directly or indirectly involved with the extinguishment of fires, or pertain to the protection and preservation of life and property from fire or other incident, disaster and prescribed duties as directed by the Chief of Department.

Section 8: Each officer of the department, or any member thereof acting as an officer, shall, always exercise the prerogatives of command in a manner consistent with high standards of courtesy, decency, restraint and due regard for the rights and sensibilities of subordinates, and at all times shall issue orders in accordance with the following requirements:

- A. Officers shall be diligent to provide for the comfort, convenience, and well-being of their subordinates before caring for their own personal needs.

- B. Officers shall be alert and diligent to avoid the willful, reckless, or negligent issuance of an order or direction which would unnecessarily cause any subordinate to be exposed to an immediate danger, injury or death.
- C. Officers shall issue only such orders or directions as have lawful action as the objective.
- D. Officers shall issue no order or direction which requires any subordinate to perform any act of personal service for him unless such service be expressly stated in the rules and regulations.
- E. Officers shall be diligent to avoid being repetitious, uncertain or quarrelsome in the issuance of orders or directions.
- F. Officers shall avoid the use of profane, abusive or indecent language, toward any subordinate in the issuance of orders or directives.
- G. Officers shall commit no act, nor threaten to commit any act of physical violence upon the person of a subordinate.
- H. Officers shall be firm in a determination that when orders or directions are issued, they will be obeyed and carried out.

Section 9: Every member of the Fire Department shall obey the orders and directions issued to him by a superior officer with every possible dispatch and without insolence, contention, evasion, or circumvention.

Section 10: The officer in charge shall, subject to the authority of the Chief of Department, have the immediate command and responsibility thereto, and shall at all times do all lawful things necessary or desirable to perform the duties and discharge the obligations as outlines in these rules and regulations.

It shall further be the responsibility of the officer in charge to properly and effectively discharge his duties as outlined below or any additional duties as prescribed by a superior officer.

- A. Be responsible for the cleaning and maintenance of the Fire Station and surrounding property owned by the fire district.
- B. Be responsible for obtaining fuel for all apparatus when needed.
- C. Report the need for building or equipment repair.
- D. Report missing, or the loss of, any department equipment.
- E. Be responsible to evenly distribute work duties to on-duty personnel.

- F. Be responsible to maintain efficiency and enforce discipline among personnel whether paid or call at all times.
- G. Be responsible to maintain and insure that adequate diligence and care in the maintenance of apparatus, appliances, devices, tools, or other equipment owned or used by the fire district in clean, orderly, and usable condition.
- H. Be responsible to exercise due care at all times in providing for the safety of personnel responding to any alarm, and shall avoid exposing them to any imminent danger of injury or death or ordering them to perform any unlawful act.
- I. All officers shall at all times in dealing with subordinates be just, courteous, impartial and refrain from using profane, abusive, or immoderate language or physical violence toward any member at any occasion.
- J. It shall be the duty of the officer in charge to ensure that all requests for assistance received by the department are answered or investigated. The office in charge shall respond to all incidents, haz-mat incidents or incidents engaging two or more companies and mutual aid responses to an incident scene. He shall be permitted to delegate command responsibility in other situations when, in his judgement, the junior man has the experience and qualifications to assume such responsibility. The senior officer or man on duty on overtime or not shall assume responsibility for command functions regarding any emergency response.
- K. It shall be the responsibility of the officer in charge to assume and exercise command over the department personnel and equipment employed at any time or emergency until properly relieved of such command by an appropriate superior officer.
- L. It shall be the responsibility of the officer in charge to insure information pertaining to the fire department operations be transmitted to all members of the on-duty and on-coming shift.
- M. It shall be the duty of the officer in charge to maintain an accurate log entry of events on his tour of duty and to insure any other reports required are completed. In addition, any reports or information as required by the Chief of Department shall be completed.
- N. It shall be the duty of the officer in charge to point out to the duty shift any new general orders or memorandum.

- O. It shall be the duty of the officer in charge to require members to perform such work as is necessary to maintain the fire station and apparatus in proper condition, and delegate such work in equal share by the most practical means, and shall, unless a fire or other emergency intervenes, have such “daily duties” performed as outlined in the general orders or SOG. In addition, the officer in charge shall inspect the station and grounds are neat and orderly. The apparatus floor shall be kept free from litter. Apparatus and maintenance sheets are to be completed by assigned personnel, and reviewed by the office in charge. SOG and Memo changes will be delivered via department email or text.
- P. It shall be the duty of the officer in charge to immediately report serious maintenance problems to the Deputy Chief s designated, and to complete a maintenance report outlining the defects.
- Q. The officer in charge shall be responsible for the proper use of the bunk room and shall not permit the use of beds by non-members of the department (except for other emergency service personnel assigned to the station) at any time.
- R. The officer in charge or his designee shall be responsible for the condition and serviceability of the kitchen facility, boiler room, and outside generator. He shall also be further responsible for the care, maintenance, and proper use of all electrical equipment, refrigeration, air conditioning, heating, water supply, plumbing, and shower facilities.
- S. The officer in charge shall be responsible for the proper conservation of heat, electrical energy, as well as station and property security during his duty tour.
- T. The officer in charge shall report any inventory supply problem directly to the Deputy Chief of Department or Chief as designated and make the appropriate notations on his shift report.
- U. It shall be the responsibility of the officer in charge to prohibit and prevent undesirable or disreputable persons from entering the fire station, to prohibit children, unaccompanied by and adult from remaining in and about the fire station, to prohibit non-members of the fire department from engaging in religious or political discussions, discourage horseplay, to prohibit any non-emergency service personnel not assigned to the station from using the dormitory or bed at any time or having access the fire station after 10:00 pm unless authorized by the Chief of Department.
- V. When officers are working on regularly assigned shifts they will assume the duties outlined above. Officers on overtime shall aid the responsible officer as needed. (See “K” for exception regarding emergency response).

ARTICLE XI

GENERAL RULES

Section 1: All officers and members of the fire department shall be assigned to tours of duty shifts or other designated job classifications with the consent of the Chief of Department, not inconsistent with law or collective bargaining agreements.

Section 2: All officers shall be just, dignified, and firm with all members of the department. They shall enforce all rules, regulations, orders, and shall promptly report all verifiable violations of law, ordinance, order, rule and regulations. Failure to report violations may result in disciplinary action.

Section 3: All members of the fire department are expected to obey without question all laws, rules and regulations, orders and commands, unless they feel that their health and or well-being is compromised by such and order.

Section 4: Officers in command of shifts at the time of a shift change shall inform the officer or shift commander relieving him of every incident occurring in connection with department operations in addition to any orders, transfers of equipment, or any information which may affect the operations of the department.

Section 5: In matters of general conduct not specified within the scope of the rules and regulations, members shall be governed by the customary rules of good behavior observed by law-abiding and self-respecting citizens. In all cases where members conduct themselves in a manner which may bring reproach, or reflect discredit upon the department, charges will be preferred in accordance with Article 23.

Section 6: The use, lending, loaning or borrowing of fire department property not in compliance with the general rules and regulations or orders, is strictly prohibited.

Section 7: All members shall be courteous and respectful to the public at all times regardless of any incident.

Section 8: Use of profane and abusive language to officers of the department or the public is strictly prohibited.

Section 9: All members shall be responsible for the safekeeping of all department property entrusted to their care.

Section 10: The careless or destructive use of department vehicles, tools, equipment or property is strictly prohibited.

Section 11: The theft of any item from fire department property is strictly prohibited whether title to such property lies with the fire district or other person(s).

Section 12: All members shall promptly report the loss of any fire department property or equipment, including department badges.

Section 13: All members are required to use every precaution to avoid damage or injury when engaged in performing work in or about the fire station, fire scene, or other emergency call.

Section 14: All members shall be courteous and respectful at all times to all officers of the department.

Section 15: All members shall promptly notify the officer in charge of the on-duty shift of their inability to report for duty due to sickness or injury at least two hours prior to their assigned duty tour unless circumstances prohibit such time of notification. Any injury on duty accident require the VFIS incident and Doctor forms to be completed and returned within twenty four hours of the incident.

Section 16: All members are required to drive with due caution and care and obey all traffic rules and signals when responding to and from emergency calls. This section also applies to the use of private vehicles.

Section 17: All members shall wear full protective clothing i.e.. turnout coat, bunker pants, helmet, SCBA and boots when responding to any reported structure fire, automobile fire, box alarm of fire, auto accidents, incidents involving hazardous or potentially hazardous materials, and at any other time as directed by the office in charge. All on duty members will carry their full turnout gear with them at all times. All members will have a pair of issued gloves with them at all times. All gear will be washed after each building fire.

Section 18: All paid members shall wear the designated uniform as outlined in the Uniform Dress Code, and the collective bargaining agreement. All call firefighters while on duty shall also comply with Uniform Dress Code.

Section 19: All members shall always present a hygienic, neat and well-groomed appearance.

Section 20: All members shall promptly report all accidents involving damage to motor vehicles, and shall remain on scene until the police investigation and report is complete in connection with the operations of the department.

Section 21: All members on duty shall not absent themselves from the fire station without the permission from the Chief of Department or the officer in charge of the apparatus.

Section 22: All members are forbidden to indulge in the use of drugs or narcotics except with the written approval of a licensed medical doctor. Any time a member is taking a prescription drug, that may affect job performance, he shall notify the Chief of Department prior to his next tour of duty absolutely no intoxicating alcoholic beverages or liquors of any type or mind altering drugs are allowed while on duty, or at any time on department property.

Section 23: Any member considered "on-duty" shall be willing to submit to a breathalyzer test or random drug testing at the direction of the Chief of Department or his designee whenever there is just cause to suspect intoxication or drug use. The member has the right to appeal the findings of the testing should the member choose.

Section 24: All members shall not engage in any altercation, fight or commit assault or any other act which is a violation of law, or these rules and regulations.

Section 25: In matters of general conduct not covered within the scope of these rule and regulations, members shall be governed by the customary rules of good behavior, observed by law-abiding, self-respecting citizens. In all cases where members conduct themselves in a manner which may bring discredit or reproach upon the department, charges will be preferred.

Section 26: Members shall not gamble in any form while on duty.

Section 27: Members shall not make any false statements or reports with the intent to deceive.

Section 28: Members are prohibited from engaging into any negotiation with solicitors, salesmen, money lenders, or collectors while on duty unless so authorized by the Chief of Department or within the scope of their assigned duties.

Section 29: All members will readily obey all orders and instructions of their superior officers or, in the absence of an officer, the senior man in charge. If such orders or instructions appear to them to be either unreasonable or improper, they may appeal, in writing, to the Chief of Department at a later time. Any refusal to obey such orders or negligence and tardiness in completing such orders will be considered grounds for referral or charges as outlined in these rules and regulations.

Section 30: The senior officer in charge may hold outgoing duty shifts at the scene of a fire or emergency, until he feels their service is no longer needed.

A. Personnel at the scene of a fire or emergency shall not be released until permission is granted by the senior officer in charge.

Section 31: Members shall not solicit, contribute, or cause to be solicited or contributed, any money or equipment to be used in connection with a matter affecting the fire department without the express approval of the Chief of Department. This rule does not prohibit money collected for charitable organizations or for dues or assessments collected for benevolent organizations, associations, or the union local.

Section 32: Members shall not engage in any scheme or enterprise intended to induce or influence any person to purchase tickets for gatherings or entertainments of any kind involving the good name of the Cumberland Fire Department without the approval of the Chief of Department.

Section 33: The rules and regulations manual shall be kept up to date and members are responsible for the safeguard and upkeep of same.

Section 34: Examinations: A member shall submit himself to any physical exam at any time at the expense of the department when so ordered by the Chief of Department or his designee. However, no member may be singled out for examinations without just cause warranting examination. Examination following extended absence may be required in accordance with

the Bargaining Agreement, and submitted to the Human Resource Department. Yearly physicals forms shall be submitted the same way

Section 35: Reporting for Duty: All members shall report for duty as required by their assigned work schedule and whenever so ordered by the Chief of Department or his designee.

Section 36: All members of the department shall state truthfully the facts in all reports and in all official communications whether written or verbal.

Section 37: All official statements to the public, press, media, etc., shall be made only by the Chief of Department or his designee as outlined in these rules and regulations.

Section 38: All information regarding fire department operations, or investigations, is confidential and the unauthorized release of such information is prohibited.

Section 39: All members of the fire department shall maintain sufficient competency to perform the duty of a firefighter/fire officer and to assure the responsibilities of such a position.

Section 40: All orders, rules and regulations, shall apply to all members equally, regardless of their rank, status or position; paid, part-time or call.

Section 41: The official patch of the Cumberland Fire District shall be in accordance with specifications and design as directed by the Chief of Department.

Section 42: The official badge of the Cumberland Fire Department shall be in accordance with specifications and design as directed by the Chief of Department.

Section 43: Protective firefighter gear issued to any member of the fire department shall be maintained in reasonable condition, and all protective clothing shall be returned when any department member resigns, retires, or is terminated from service with the Cumberland Fire Department.

Section 44: All pagers or other radio or special equipment issued to any member of the fire department shall be maintained in reasonable condition. All such equipment shall be returned whenever the member resigns, retires, or is terminated from the Cumberland Fire Department.

ARTICLE XII

RADIO OPERATING PROCEDURES

Section 1: The Cumberland Fire District is licensed by the Federal Communications Commission with a call sign of WIL513.

Section 2: All radio operations shall comply with the rules and regulations of the Federal Communications Commission and the rules and regulations of the Cumberland Fire Department as outlined below.

Section 3: Radio Designations:

CHIEF OF DEPARTMENT	CAR – 1
DEPUTY CHIEF OF DEPARTMENT	CAR – 2
DEPUTY CHIEF OF DEPARTMENT	CAR – 3
DEPUTY CHIEF OF DEPARTMENT	CAR – 4

Front line units

STATION 1	ENGINE 1
STATION 2	TRUCK 1
STATION 4	ENGINE 4
STATION 5	ENGINE 5

Support vehicles to be assigned as needed to stations

ARTICLE XIII

DEPARTMENT TELEPHONES

Section 1: Members answering the business telephone shall state; "Cumberland Fire Department Station #."

Section 2: Department business telephone (401-658-0544) shall be used for official department business.

Section 3: Personal conversation on the business line shall be kept as brief as possible unless for fire department business purposes.

ARTICLE XIV

SPECIAL PAID DETAILS

Section 1: Any member assigned to a special paid detail shall arrive promptly at the required time and in the required department uniform, which is a collared shirt with badge and radio. He shall carry out his prescribed duties, as ordered by the Chief of Department, in a proper manner, and should avoid any actions or situations that might bring discredit upon the department.

Section 2: The firefighter assigned to any such detail shall make every effort to seek the cooperation of the management of the function to adhere to the Rhode Island State Fire Safety Code or any Town of Cumberland ordinance pertaining thereto. (example – fire lanes, maximum occupancy load etc.)

Section 3: In the event the member assigned to the special detail happens upon a situation which cannot be corrected by his order, he shall immediately notify the on-duty officer in charge to obtain necessary assistance.

Section 4: Any member assigned to a special detail must report to the detail at the assigned time regardless of any other event(s) occurring at that time. No member can leave a special paid detail before the completion of the detail unless relieved by another firefighter or directed by the Chief of Department or his designee. Once the detail has been completed and we are under a recall situation, that member shall report to their assigned station and advise the Incident Commander of their availability and await orders.

ARTICLE XV

PROCEDURE AT FIRES OR OTHER EMERGENCIES

CHAIN OF COMMAND AND GENERAL DUTIES

Section 1: The Officer first to arrive at the scene of a fire or other emergency shall assume full control and become Incident Commander, until relieved by an officer senior in rank, in a manner consistent with Department policy. Once relieved he shall assume duties as directed by the officer assuming command.

Section 2: The Incident Commander shall be responsible for the constant size-up of existing conditions and act in accordance with Department policy as dictated by those conditions.

Section 3: Upon arrival at the location indicated by an alarm, and finding no fire or other emergency, the Incident Commander shall order his men to make a thorough search and investigation of the location, and report the results to him. The ranking officer shall at that point notify Cumberland Control of the findings (example – false alarms, sprinkler malfunction, etc.).

Section 4: The Incident Commander of a fire or other emergency, or designated representative, shall as promptly as possible, after arriving at the fire or emergency scene, report by radio to Cumberland Control the nature of the emergency and other information deemed pertinent to the situation and request such information be relayed to the responding Chief Officer if he is not already at the scene.

Section 5: If, upon the arrival of the first unit at a fire or other emergency, an additional alarm or additional equipment shall be considered immediately necessary by Incident Commander, said Incident Commander is authorized to request the necessary additional equipment (example – second alarm, extrication equipment, additional rescues, etc.).

Section 6: Members responding to alarms shall, in an orderly and efficient manner, perform all the duties required of them to accomplish their specific mission, and they shall endeavor to make an intelligent and immediate response to the direction of their superior officers.

Section 7: While on duty at fires and other emergencies, all members shall maintain the greatest degree of professionalism in all areas of conduct and performance of duty.

Section 8: Officers at fires or other emergencies shall not unnecessarily jeopardize their lives or the lives of others. They shall at all times be mindful of available manpower when deciding upon a course of action.

Section 9: At fires or other emergencies, all members are expected to be courageous in the performance of their duties without acting in a reckless manner, which would unnecessarily jeopardize their lives or the lives of others.

Section 10: At fires or other emergencies, officers shall be responsible for the actions of the members of the Fire Department under their control.

Section 11: The officer or man in charge of the first arriving fire department vehicle shall "size up" the emergency situation and, if fire conditions warrant, shall order a supply line from the nearest hydrant, water supply, or, preplanned designation. Additional supply lines may be laid in at the officer's discretion.

Section 12: The second arriving engine company's first operation is to stand by the nearest fire hydrant, water supply, or preplanned position until ordered to lay additional supply lines or to provide a water supply to the on-scene firefighting companies. All supply lines should be a minimum of four-inch hose unless otherwise directed by incident command.

Section 13: All hydrants shall be dressed in accordance with established training procedures.

Section 14: Officers who are directing the operation of fire streams shall direct and supervise the operation of such equipment to avoid unnecessary damage or injury.

Section 15: Ladders may be raised to effectuate rescues, ventilation and entry into fire areas at various levels where needed, or at the direction of the Incident Commander.

Section 16: All other duties such as overhaul, salvage, securing of equipment, etc. Shall be done under the direction of officers or senior men in charge at fires or other emergencies.

Section 17: At fires or other emergencies, all members shall perform such duties relative to their classification unless directly ordered to do otherwise by the Incident Commander.

Section 18: To maintain accountability at the scene, all off duty firefighters responding directly to the scene of any emergency, shall, before commencing any duty, to the Incident Commander, for assignment to an officer. Off duty personnel, shall report to spare apparatus, and notify the IC of the number of personnel and location, for assignment

SPRINKLER/STANDPIPES

Section 19: The resetting of a sprinkler system shall be the responsibility of the Incident Commander or his designee. In the event that a sprinkler system is unable to be reset due to mechanical reasons or other system malfunction, it shall be the responsibility of the Incident Commander to require the building owner, or his representative, to respond to the scene and assume responsibility for the building. In buildings required by law to have a sprinkler system, the owner shall be advised to post a fire watch until the system is back in service. Building owners or their representatives shall be notified any time the fire department responds and enters a building unaccompanied. Notation of such advice shall be recorded in the station log writing the person so advised, time, and any other pertinent information. All entered buildings are to be left with a fire department representative until turned over to an owner or authorized representative or law enforcement personnel.

POLICE PROCEDURES

Section 20: At any fire or other emergency where adjacent buildings are in danger, The Incident Commander shall request the police department to assist in the evacuation of occupants of such buildings, and to prevent the return of such occupants until the situation has been deemed safe by the Incident Commander.

Section 21: At fires or other emergencies, the Incident Commander shall ensure that arrangements are made with the police department to set up the necessary fire lines for crowd control and traffic control to protect citizens. Firefighters, apparatus and equipment.

Section 22: All firefighters at fires or other emergencies shall notify the Incident Commander of any valuables found at the scene. Such officer shall in turn, notify the officer in charge of the police detail at the scene so that such police officer may take charge of the valuables.

Section 23: When conditions surrounding a fire are of a suspicious nature, or, there has been an additional criminal act committed at the scene, in addition to the setting of the fire, the Incident Commander shall ensure that both; the Rhode Island State Fire Marshals Office, and, the Cumberland Police Department are notified. The Incident Commander will take whatever measures necessary to prevent the disturbance of the scene, and conduct a preliminary investigation. The Incident Commander shall provide whatever assistance necessary to the Rhode Island State Fire Marshal's Office and/or Cumberland Police Department in the determination of cause and origin of the fire.

Section 24: Once it has been determined that a criminal act has been committed, or, reasonable suspicion thereof, the area must be secured so that no persons, including property owner(s), may enter the premises in order to preserve any evidence. Cumberland Police will assume security at the scene upon arrival. Once it has been determined that the fire has been extinguished, and no further danger exists, Cumberland Police will assume command of the scene in accordance with their procedures. Firefighters shall refrain from any discussion of the fire with unauthorized personnel.

PRESS RELEASE

Section 25: While at the scene of an incident the Incident Commander may, upon the request of the news media, issue a verbal statement. Such statement will be official and briefly summarize the incident. In the event the Incident Commander is occupied with more pressing duties, he may appoint someone to act as a Public Information Officer on his behalf. Any such statement made by the Public Information Officer shall consist of an official summary of incidents and contain no conjecture of any sort.

Section 26: No member of the Department, excepting those in Section 25 of this Article, shall issue any statement or discuss any fire with members of the news media or press unless authorized by the Chief of Department.

UTILITY AND SERVICE NOTIFICATIONS

Section 27: Whenever a fire involves an eating establishment or place where any food stuffs or alcoholic beverages are sold or stored, the Incident Commander shall cause the Rhode Island Department of Health Food Service Division to be notified as soon as possible.

Section 28: Whenever any unit of the Fire Department responds to an emergency involving hazardous materials, the Standard Operating Guidelines for such incidents shall be followed as appropriate.

Section 29: The rekindling of any fire shall be carefully guarded against by all officers. The Incident Commander of any fire shall, before leaving the scene, ensure that the fire is extinguished and will not rekindle.

Section 30: At fires or other emergencies, all members on the scene shall remain on duty, and at the scene, until released by the Incident Commander.

Section 31: The resetting of manually operated fire alarm pull stations, master fire boxes and alarm systems, shall be the responsibility of the Incident Commander or his designee.

Section 32: Building keys shall be the responsibility of the officer or senior man. The loss of any key shall be reported immediately to the Chief of Department.

Section 33: Under the direction of the Incident Commander, all operations at fires or other emergencies shall be performed in accordance with Standard Operating Procedures and preplanning procedure established by the Department.

Section 34: It shall be the responsibility of the Incident Commander to request mutual aid in order to cover Cumberland Fire Stations whenever members and equipment are committed at a fire or emergency and no equipment remains for additional responses. Policies as dictated in the Collective Bargaining Agreement shall be followed.

Section 35: Response to all emergency calls shall be made with proper dispatch consistent with safety as prescribed in these rules and regulations and/or the general laws of the State of Rhode Island.

Section 36: Officers shall hold all personnel responsible for the handling of apparatus, and shall report to the Chief of Department any carelessness, recklessness, and any other improper actions which impeded the operating efficiency of the Department. Any images of response scenes shall not be released to the public by any member while on duty.

USE AND CARE OF PROTECTIVE CLOTHING

Section 37: Structural firefighting shall be defined as: The activities of rescuing, fire suppression, and property conservation involving buildings, enclosed structures, vehicles, vessels, or like properties that are involved in a fire or emergency situation.

Section 38: Full Protective Clothing for Structural Firefighting shall consist of the following:

- A. Protective Coat and Trousers meeting the requirement NFPA 1971
- B. Helmets to meet NFPA 1972
- C. Gloves that meet NFPA 1973
 - a. If protective coats do not have wristlets secured through the thumb, then gloves must be of the gauntlet type.
- D. Boots that meet NFPA 1974
- E. Protective hood meeting requirements of NFPA 1971

Section 39: All members shall wear Full Protective Clothing as specified in Section 45 at all times when involved in, or exposed to, the hazards inherent with structural firefighting, and all other instances directed by the SOP of this Department.

Section 40: It shall be the responsibility of the shift commander to ensure all on duty personnel under his authority respond in full protective clothing.

Section 41: Fire Department members are responsible for the care, use, and inspection of their respective clothing.

Section 42: No alterations or additions/deletions/alterations may be made to any part of the protective clothing unless it is conducted under the manufacturers specifications.

USE AND CARE OF SCBA

Section 43: All SCBA shall meet the requirements of NFPA 1981.

Section 44: SCBA is provided for and SHALL BE USED by all personnel in accordance with provisions of the SOG's relating to the use of SCBA.

EMERGENCY OPERATIONS

Section 45: Fire ground strategy used by the Incident Commander shall consist of nine basic firefighting operations as follows:

- 1) Size-up
- 2) Rescue of Endangered persons
- 3) Protection of Exposures
- 4) Confinement and Primary Ventilation of Fire

- 5) Extinguishment of Fire
- 6) Secondary Ventilation
- 7) Salvage Operations
- 8) Overhaul
- 9) Assist in the Investigation of Fire

Section 46: All fire ground operations, and other situations that present similar hazards, shall be conducted in a manner to recognize these hazards and prevent accidents and injuries.

Section 47: An incident command system in accordance with the Provisions of (Cumberland Fire Districts Incident Command) shall be established at the scene of all incidents when necessary.

Section 48: The Incident Commander shall assume overall safety responsible for all members and activities at the scene. It shall be the responsibility of Fire Department Officers to assume safety for those under their direct supervision.

Section 49: At incidents or situations where special hazards exist, the Incident Commander shall assign qualified personnel to identify and evaluate the hazards.

Section 50: Incident Commanders shall limit their operations at the scene of an emergency to those that can safely be performed by personnel available at the scene.

Section 51: Whenever members are operating in positions or performing functions that include special hazards or that subject them to immediate danger of injury in the event of equipment failure or other special event, back-up personnel shall be standing by with equipment to provide assistance or rescue.

Section 52: When any members are operating in positions or performing functions that involve an immediate risk of injury, qualified advanced life support personnel shall be standing by with medical equipment and transportation capability.

Section 53: An attempt should be made to determine the cause and origin of all fires or other emergency incidents which the fire department has responded to. In the event conditions indicate a suspicious or criminal nature, the Incident Commander shall notify the State of Rhode Island Fire Marshalls Office to follow up on the investigation.

Section 54: The Incident Commander as described in Section 1 Article XVI shall remain in complete control of any incident, and retain control of the incident regardless of the arrival of any other agency or Department for the duration of the fire or life safety emergency.

Section 55: The Incident Commander shall cause notification to be made to the Building Official of the Town of Cumberland whenever a fire causes substantial structural damage to any building.

Section 56: The Incident Commander shall cause notification to the Electrical Inspector for the Town of Cumberland whenever a question of electrical damage in the building exists, or, whenever electrical service in the building has been terminated.

ARTICLE XVI

MUTUAL AID

Section 1: Mutual aid will be provided to any fire district or municipality whenever such aid is requested, provided conditions do not prevent the sending of such aid as determined by the Chief of Department or, in his absence, the senior fire officer on duty.

Section 2: If conditions prevent mutual aid from being sent to another fire district or municipality, the senior officer shall immediately notify the requesting community of such fact.

Section 3: The Chief of Department or, in his absence, the senior officer on duty in whose community the fire or emergency occurs will be in complete command of all fire apparatus, personnel, and equipment responding to the fire, emergency or station assignment. He may request a senior officer of a fire department to assist him in his command.

Section 4: Manpower to a mutual aid call shall be in accordance with department SOG.

Section 5: Mutual aid requests shall be handled in accordance with the collective bargaining agreement and, in the event of the absence of such agreement, at the discretion of the Chief of Department.

ARTICLE XVII

ACCIDENTS INVOLVING DEPARTMENT VEHICLES

Section 1: In the event of an accident of any type involving any unit of the fire department with another vehicle, public, or private property, or an individual, the officer or man in charge of the vehicle shall order the fire department vehicle stopped and shall notify Cumberland Control via fire radio of the accident.

Section 2: The Officer or any man in charge of any unit involved in an accident while responding to any alarm, shall notify Cumberland Control to respond a police department vehicle to the scene of the accident. If the accident has caused personal injury, a rescue unit shall be requested to the scene. If there are no injuries involved, and circumstances allow (i.e. accident is extremely minor in nature) the officer in charge may detail one man to stay at the accident and allow the fire department vehicle to continue its response providing it is determined that the vehicle is needed at the response destination.

Section 3: In the event of a serious accident causing personal injury, the fire department vehicle will notify Cumberland Control of the incident and dispatch additional emergency units to the scene as needed. The fire department vehicle shall remain at the scene of the accident and not be moved. Fire department personnel will aid the injured parties.

Section 4: In the event a fire department vehicle is involved in a motor vehicle accident while not responding to an emergency call, the procedure outlined in the previous section shall be

followed excepting that the vehicle may not leave the scene. Notification to Cumberland Control shall be made via fire radio of the accident.

Section 5: Officers in command of units involved in accidents with other vehicles shall request the operator of such vehicles to remain at the scene pending arrival of the police department.

Section 6: All necessary state and local accident reports, as well as a basic incident report with supplement, shall be completed and forwarded to the Chief of Department.

Section 7: At any and all accidents involving Fire Department Apparatus a request to the Cumberland Police Department shall be made to take photographs of the scene.

ARTICLE XVII

SUBSTITUTIONS

Section 1: Full-time members of the department shall be permitted to substitute with other full-time members. Following procedures in force at this time including the submission of a Substitution Form. Probationary members must seek approval for any substitutions from their regularly assigned shift for the Chief of Department or his designee.

ARTICLE XIX

VACATIONS

Section 1: All full-time members of the department shall be entitled to a vacation as prescribed by the benefit package contained in the collective bargaining agreement.

Section 2: Members may request their vacation pay in advance through the Chief of Department or his designee. Per collective bargaining agreement.

ARTICLE XX

ILLNESS/OFF-DUTY INJURY

Section 1: Any member of the department who reports he is unable to report to duty due to illness or verifiable off-duty injury shall notify the Office in charge of the on-duty shift at least two hours prior to his scheduled shift start unless circumstances prevent.

Section 2: Wherever any member of the department reports that he is unable to report to duty due to an illness or off-duty injury, it shall be the responsibility of the on-duty shift commander to document all pertinent details in the station log.

Section 3: Members who are unable to report to duty due to illness or verifiable off-duty injury are prohibited from engaging in other employment or any other reasonable activity unless authorized by the Chief of Department.

Section 4: Reasons for sick leave shall be as follows:

- A. Bona-fide illness
- B. Off-duty injury which renders one unable to perform his/her duties as a firefighter. The Chief of Department shall determine such incapacity based on medical documentation provided by a medical doctor, and/or any additional doctors, as required by the Chief of Department.
- C. Other absences as stated in the Collective Bargaining Agreement

Section 5: Excessive use or abuse of sick time will not be tolerated, and verification of illness by one, or more, medical doctor(s) may be required per terms of the Collective Bargaining Agreement.

Section 6: Sick leave entitlement shall be in accordance with the Collective Bargaining Agreement.

ARTICLE XXI

LINE OF DUTY INJURY

Section 1: It shall be the duty of each member of the department to report to the officer in command of any incident or shift as promptly as possible any injury/or suspected injury received on duty, no matter how trivial such injury may be perceived to be by such member.

Section 2: It shall be the duty of the officer in charge of any incident where an injury/suspected injury occurs to emergency personnel to follow provisions of the Department IOD SOG without exception.

Section 3: Any member who is injured in the line of duty where such injury prevents him from performing his normal fire department job, may be designated by the Chief of Department, based on verification of such injury by a qualified medical doctor or, at the discretion of the Chief of Department "injured on duty".

- A. Injured on duty shall be defined as an injury which prevents a member of the department from performing any type of worthwhile job function and is excused from reporting to work on his designated shift hours.

Section 4: It shall be the responsibility of any member who is designated "injured on duty" to obtain medical verification of all claimed injuries and see that such reports, including the VFIS forms are received by the Chief of Department, and the member shall be allowed sufficient legal and/or union representation of his choosing.

Section 5: Any member who is classified "injured on duty" is prohibited from engaging in any athletic competition, games, etc., or other activities which, in any way, which may aggravate the injury or lengthen his "injured on duty" status. This section also applies to working of any type of employment unless approved by the Chief of Department.

Section 6: Any member who is classified “injured on duty” may not report back to firefighting duties without the permission of the Chief of Department and/or the consulting medical authority.

Section 7: No member shall seek, in any way, nor accept from any person or firm, money or compensation for damages or injuries received in the line of duty without first notifying the Chief of Department in writing. The Chief of Department shall be kept informed of the status and outcome of any litigation regarding on-duty injuries.

ARTICLE XXII

VIOLATIONS OF RULES AND REGULATIONS

Section 1: CHARGES MAY BE PREFERRED: Whenever any member violates a section of the rules and regulations of the fire department. Any time a violation of the rules and regulations shall take place the officer in charge or shift commander shall issue a written report of the incident to the Chief of Department.

Section 2: Whenever the Chief of Department receives a written report of an alleged violation of the rules and regulations, he shall make a thorough and impartial investigation of the alleged violation and shall take whatever action he deems necessary to maintain discipline, morale, and/or the efficiency of the department.

Section 3: The Chief of Department may request members of the department, whose testimony he deems relevant or pertinent to the issue involved, to appear at the time and place designated for the holding of an inquiry.

Section 4: Any member who has been accused of a violation of the rules and regulations may present testimony at the time and place designated for the holding of any hearing.

Section 5: PENALTIES: Whenever a member of the Department who has been charged with the commission of an offense which violated the rules and regulations, the discipline procedure of the fire department shall plead guilty to, or be found guilty of the violation(s) of the rules and regulations or, after proper notice, refuses or neglects or otherwise fails to appear at any hearing to offer any defense against such charges at the hearing, such member may be subjected to any one of the following penalties:

- A. Dismissal from the department.
- B. Demotion in rank.
- C. Performance of extra hours without pay per member's choice if offered as an alternative option to suspension without pay.
- D. Verbal reprimand logged in personnel file.
- E. Written reprimand logged in personnel file.
- F. Probationary period.
- G. Suspension with/or without pay.

H. Other such penalties as may be determined to be necessary by the Chief of Department.

Section 6: APPEAL: Whenever any member is found guilty by the Chief of Department of a violation of the rules and regulations and is prescribed a penalty, as outlined in Section 5, he may appeal such penalty to the Board of Commissioners. Nothing in this section is meant to limit any right or benefit as outlined in the Collective Bargaining Agreement or district charter and by-laws.

ARTICLE XXII

SUSPENSIONS

Section 1: For any offense that the continuance of the accused member on duty would tend to impair or destroy the moral, efficiency, or discipline of the department, the accused member may be suspended from duty by the Chief of Department with pay pending an investigation and hearing.

Section 2: Whenever a member of the Department has been suspended from duty under provisions of these rules and regulations, he shall desist from wearing the uniform of the department and may be prevented from presenting himself at the station should he cause a disturbance or become unruly when doing so.

Section 3: Nothing contained in this section shall be construed to prohibit or prevent the Chief of Department from suspending, without pay, or continuing the suspension of a member of the department as the whole or part of a penalty to be imposed after such member, at an inquiry or hearing, has been found guilty of the commission of an offense which violates the rules and regulations, orders, or discipline, of the Cumberland Fire District.

Section 4: Whenever any member who allegedly violated the rules and regulations is found innocent of such violation, all notations of such alleged violation and subsequent hearing shall be removed from the member's file, and he shall be reimbursed for all monies due him during the period of suspension.

ARTICLE XXIV

DRILLS AND TRAINING

Section 1: Courses of instruction, drills and training shall be maintained in the fire department as ordered and directed by the Chief of Department or his designee.

Section 2: Operation at fires or other emergencies, direction of hose streams, placement of ladders, operation of pumps and other work evolutions shall be performed in accordance with the standard operating procedures prescribed by the Chief of Department.

Section 3: Officers in command of units shall conduct periods of instruction for the purpose of familiarizing members of the department with the standard operating procedures, equipment,

pre-fire planning, rules and regulations or other training as ordered by the Chief of Department or his designee.

ARTICLE XXV

RECALL TO DUTY

Section 1: All paid members must report to duty whenever ordered to do so by the Chief of Department or in his absence the officer in command. Such members shall be compensated, and the recall shall be in accordance with the existing Collective Bargaining Agreement.

ARTICLE XXVI

RETIREMENT/TERMINATION OF EMPLOYMENT

Section 1: Retirement of any full-time member of the department shall be in accordance with the established pension plan in effect at the time of such retirement request.

Section 2: Any full-time member of the department who elects to retire shall notify the Chief of Department in writing at least ninety (90) days prior to the starting date of such retirement.

Section 3: Any paid member (full-time or part-time) who elects to terminate his employment with the district shall notify the Chief of Department in writing thirty (30) days prior to the last day/night shift of work. Failure to give such notice shall be noted on the terminated employees record.

Section 4: Call/Volunteer firefighters who elect to terminate their service shall notify the Chief of Department in writing (30) days prior to the date upon which such services shall be terminated.

Section 5: Any member who retires or terminates for any reason shall return all equipment issued to him and, in the event such equipment is not returned. Shall be held responsible to replace such equipment.

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Cumberland Fire District
Rules and Regulations

My signature below indicates that I have received a copy of:

Rules and Regulations of the Cumberland Fire District.

I understand that this manual contains information regarding the Cumberland Fire District rules and regulations which affect me as an employee.

I acknowledge that I have read and understood these rules and regulations.

I also understand that the Cumberland Fire District may revise, supplement or rescind any part of these rules and regulations, with or without notice.

Print Name _____

Signature _____

Date _____

1 **FC-R-2017-6**
2 **CUMBERLAND FIRE DISTRICT**
3 **Resolution**

4
5 **RESOLUTION:** Authorizing the Finance Director to pay RALCO Equipment Co.,
6 Inc. an amount not to exceed \$3,444.35.
7

8
9 **WHEREAS:** RALCO Equipment Co., Inc. was contracted to make repairs to
10 Engine 1.
11

12 **WHEREAS:** All repairs have been made with the approval of the Chief.
13

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

17 **RESOLVED:** The Finance Director is authorized to pay RALCO Equipment
18 Co., Inc. in an amount not to exceed \$3,444.35.
19

20 Voted on this 30th day of March, 2017
21
22
23

24 _____
25 Cynthia Ouellette, Chairperson
26

27 **PASSED:**

28 **YAY: NAY:**



Kenneth A. Finlay
Chief of Department
kfinlay@cumberlandfire.org

CUMBERLAND FIRE DISTRICT

Headquarters Station Four
3502 Mendon Road • Cumberland, RI 02864
Phone: 401-658-0544 Fax: 401-658-2198
www.cumberlandfire.org

March 20, 2017
Requests for payment
RALCO Bill for Truck 1

Madame. Chairwoman;

Attached please find an invoice for repairs completed on Truck 1 in the amount of \$3444.35. The work was successfully completed to return the apparatus in a service operation. The funding source will be Line 6101

Sincerely,

Chief Kenneth A. Finlay
Cumberland Fire Department

Ralco Equipment Company, Inc
 51 Ralco Way/PO Box 35
 Cumberland, Rhode Island. 02864-0035
 Phone: 401-726-3095 Fax: 401-726-6950
 We do the job once and we do it right!

INVOICE

9120

Org. Est. # 015757
 RI Inspect Station 155C
 ralcotruck45@verizon.net

INVOICE

Vehicle Received: **02/24/2017**

Invoice Date: **02/24/2017**

Cumberland Fire Department - Chief Finlay
 3502 Mendon Road
 Cumberland, RI 02864
 Office : 401-658-0544 Cellular : 401-474-0314 Fin
 Cust ID : 934

2000 KME - KME Fire Appartus Tandem Axle - ISM 450 HP
 Lic # : 690 - RI Odometer In : 58650
 Unit # : Truck 1
 VIN # : 1K9AF648X YN058211
 Hat # : 14900

Part Description / Number	Qty	Sale	Ext	Labor Description	Extended
Cut Off Wheel 01989	1.00	11.93	11.93	Diagnose and repair issues with brakes not holding, wheel spin when lifting unit up for ladder operation.	n/c
Brake Clean C32	3.00	6.52	19.56	Raise unit on outriggers. Release brakes and inspect adjustment. Apply parking brake and found three of four cans not extending all the way. Release and check springs in can and found two of three broken. Also found slack adjusters not properly. Recommend replacement of all four brake chambers and all slack adjusters with fresh pins, hardware.	
Surf Cond Disc 7485	3.00	6.97	20.91		
Lithoplex Pressure Lube PS24968	1.00	9.73	9.73	Remove and replace brake chambers, slack adjusters on rear drive axles.	n/c
HD Auto Slack Adjuster R803054	2.00	171.57	343.14	Disconnect and remove air lines form brake chambers. Remove yoke pins and retainers. Remove mounting hardware from all cans. Remove brake chambers. Free up and remove snap ring retainers from slack adjusters. Pull off slack adjusters and remove all shims and spacers. Clean and dress all s-cams. Replace grease fittings where needed. Install new left and right hand premium automatic slack adjusters. Install shim kits and shim to proper tolerances. Install new snap ring retainers. Lubricate all areas. prepare brake chambers for install. Cut push rod to proper length. Install jam nut and new forged yoke assy. Transfer air fittings and seal, replace where needed. Install four new brake chambers and secure with new washers and lock nuts. Connect air lines to units. Route and secure. Install new pin kits and lubricate connecting chambers to slack adjusters. Lubricate complete rear of unit. Perform OEM brake adjustment procedure and verify slack adjuster auto operation. Remove from supports and verify brake operation.	
HD Auto Slack Adjuster R803055	2.00	171.57	343.14		
S-Cam Shim Kit 379668	4.00	10.96	43.84		
Snap Ring Ret 152783	4.00	3.27	13.08		
Jam Nut 400239	4.00	2.45	9.80		
Forged Yoke Assy W/ Pin Kit R810019	4.00	52.93	211.72		
GRS Fitting 612-688	4.00	4.61	18.44	Repair fuel gauge light.	n/c
GRS Fitting 707-253	4.00	5.09	20.36	Disassemble dash and remove Allen head retainers. Remove and repiace blown fuel gauge lamp buib as requested. Test operation and re secure dash.	
HD 36 Series Brake Chamber MA13036SB	4.00	243.30	973.20	Repair washer fluid hoses.	n/c
Washer 8FW58F	8.00	2.97	23.76	Passenger hose has hole in unit. Remove and replace hose supply line on right side wiper. Secure and test operation.	
LOCK NUT 8SLN58C	8.00	4.29	34.32	Labor Charge	1255.88
Assy Lube SL3331	1.00	6.78	6.78	2 Men Used to perform repairs and get done in same day, previously ordered all components needed.	
Adapter Fitting 90062432	4.00	5.54	22.16	Environmental Fee	15.95
Air Line Holder/Divider 11549	4.00	8.22	32.88		
LIGHT BULB 1894	1.00	1.38	1.38		
Washer Fluid Hose 26934	2.00	1.22	2.44		
Shop Supplies			9.95		

Ralco Equipment Company, Inc
 51 Ralco Way/PO Box 35
 Cumberland, Rhode Island. 02864-0035
 Phone: 401-726-3095 Fax: 401-726-6950
 We do the job once and we do it right!

INVOICE

9120

Org. Est. # 015757
 RI Inspect Station 155C
 ralcotruck45@verizon.net

INVOICE

Vehicle Received: **02/24/2017**

Invoice Date: **02/24/2017**

Cumberland Fire Department - Chief Finlay
 3502 Mendon Road
 Cumberland, RI 02864
 Office : 401-658-0544 Cellular : 401-474-0314 Fin
 Cust ID : 934

2000 KME - KME Fire Appartus Tandem Axle - ISM 450 HP
 Lic # : 690 - RI Odometer In : 58650
 Unit # : Truck 1
 VIN # : 1K9AF648X YN058211
 Hat # : 14900

Part Description / Number	Qty	Sale	Ext	Labor Description	Extended
[Recommendations]					
Input seal on forward rear end minor seepage.					
Rear suspension Chalmer bushings and top plates need replacement, broken and rotted caps.					
Rear brake shoes and drums will need replacement soon.					

Org. Estimate 3,444.35 Revisions 0.00 Current Estimate 3,444.35

Labor:	1,255.88
Parts:	2,172.52
SubTotal:	3,428.40
HazMat:	15.95
Tax:	0.00
Total:	3,444.35
Bal Due:	\$3,444.35

[Payments -]

I hereby authorize the above repair work to be performed. I hereby grant you or your employees permission to operate the car or truck herein described on street, highways, etc for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. All sums shall become due and payable upon completion. All legal, attorney, and/or collection fees pursuant to this contract shall be paid to Ralco Equip Co by the undersigned

Signature _____ Date _____ Time _____