

**Blue Hills Fire District**  
**Meeting of Fire Commissioners**  
**Date: Wednesday, July 8, 2020**  
**Location: Blue Hills Fire Department**  
**Time: 7pm**

**Board Members Present**

Commissioner Ariel Marzouca-Jaunai, Commissioner Sheray McDowell. Also present were: Fire Chief Willie Jones, Errol Bartley Director of Finance and Administration and Community Outreach Director, Lieutenant Vincent Jaunai.

**Absent**

Fire Marshall, Bill Lewis and Commissioner Mark Manson

**Others Present**

Nelson K. Carter, Sr., Fire Fighter Ted McGhee, Fire Fighter Milton Salmon, Barbara Taylor, Patricia Shuler, Nordett Reid, Christopher Rockefeller, Fire Fighter Robert Shuler, Fire Fighter Justin Cusson, Kenneth McClary and Fire Fighter Elvis Best.

**Proceedings**

**Call to Order**

Meeting called to order at 7:05 p.m. by Commissioner Ariel Marzouca-Jaunai and a Moment of Silence was observed.

**Election of Board Chair for July 8, 2020 until June 30, 2022**

Commissioner Sheray McDowell made a motion to nominate Commissioner Ariel Marzouca-Jaunai as Board Chair for July 8, 2020 until June 30, 2022. Commissioner Ariel Marzouca-Jaunai accepted the nomination and asked are there any other nominations, there were none. Commissioner Sheray McDowell made a motion to elect Commissioner Ariel-Marzouca-Jaunai as the Chair of the Board of Fire Commissioners from July 8, 2020 – June 30, 2022, motioned was seconded and carried.

**Welcoming Commissioner Sheray McDowell**

Commissioner Ariel Marzouca-Jaunai welcomed our newest board member, Commissioner elect Sheray McDowell to the board and stated that we have a lot of work to do and we will work together as a team to achieve things that are in the best interest for the Blue Hills Fire Department and the citizens of our District. Commissioner Sheray McDowell thanked everyone and stated that she's looking forward to working with everyone. The audience welcomed Commissioner Sheray McDowell as well.

**Chief Report**

Fire Chief Willie Jones reported that for the month of June, there were 26 non-major incident calls, year to date, 213 calls were received, which is almost a 20% decrease in calls for the same period last year. Fire Chief Jones also stated that 2 Firefighters are almost at the completion of

their Firefighter I class, and 4 Firefighters are almost at the completion of their Firefighter 2 class and they all are doing well. Fire Chief Jones also stated that he wanted to speak on the cookout that was held at headquarters on July 2<sup>nd</sup>, as there may have been some confusion out there. This was a First Responder Cookout, sponsored by the National Fallen Firefighters Foundation, Cargill and TGI Fridays. TGI Fridays sent us free coupons to try out their new hamburgers, they also sent us a gift card for us to purchase other items that we might need. They did not just do this for the Blue Hills Fire Department First Responders; they did this all over the state. We thank them for recognizing us and providing the free food as it was a great event. Fire Chief Jones also stated that at the same time we also wanted to recognize one of our own Firefighters that became a United States Citizen and that was Firefighter Elvis Best, we gave him a plaque and an American Flag Blanket. Firefighter Elvis Best was congratulated on his achievement. There were no further questions for Fire Chief Willie Jones.

### **Fire Marshal Report**

No Report

### **Director of Finance and Administration Report**

Director of Finance Errol Bartley stated we are 8 days in Fiscal year and we are good standing with \$368,382.59 cash available. First collection for the new fiscal year will be received in a few days, approximately \$73,000. The bulk of the payment will be received in September due to COVID19. Tax payments were deferred for 3 months. Bills are paid to date. In addition, we also received the PPP (Paycheck Protection Program) loan. The Chair will give additional information about the PPP loan along with insights from the Finance Director as well. Director of Finance Errol Bartley stated that the Budget is no longer a proposed budget; it is an approved budget as we had a Zoom Meeting in May 2020 and it was approved for \$1,908 million dollars. He also stated that as we go through the year, reports will be generated of the actual to date spending. There were no questions regarding the budget.

### **Discussion of PPP (Paycheck Protection Program)**

Commissioner Ariel Marzouca-Jaunai stated that the Government gave small businesses the opportunity to apply for the PPP (Paycheck Protection Program) loan. Our Finance Director Errol Bartley filled out the application and the Blue Hills Volunteer Fire Department was approved for \$120,459.00. According to the guidelines, 60% of this loan must be used for payroll, and or benefits or however, the Chief and the Finance Director sees fit, as long as it goes toward payroll. The remaining 40%, can be used to pay down leases, mortgage interest, etc. Finance Director Errol Bartley stated that regarding the 60% for payroll, that means actual wages, employee's taxes, and benefits, which is medical, matching payments that is being paid for 401k. The PPP loan must be used within 24 weeks. The PPP is a loan but, if used as the guidelines stated, the loan will be forgiven. If the PPP loan is not used, we have the option of returning the loan or pay it back within 5 years with a 1% interest rate. Commissioner Ariel Marzouca-Jaunai asked if there were any questions for the Finance Director.

### **Question:**

**Kenneth McClary:** Will someone be doing compliance and are there stipulations on the 40%?

**Response:** Finance Director Bartley stated that our auditors will review everything and a report will be generated on how the money was spent.

**Response:** Commissioner Ariel Marzouca-Jaunai, stated that what that means is that 40% will be able to pay down fees and other things according to the guidelines, this means that we will be allotted a few dollars from the budget to get some things done for the department. One of the things that most people are calling for is a sign for out front. She stated we would be looking into that and other projects as we move forward. There were no further questions.

### **Training**

Fire Chief Willie Jones stated that training will resume starting next Monday night as it was suspended due to COVID-19. Training for next week - extrication drill/car fire up at Bloomfield Company 3. There were no questions.

### **House Captain Report**

Fire Chief Willie Jones stated that we're in the preliminary stage of upgrading the Key Fob systems for the Firehouses. There were no questions.

### **Community Outreach Report**

Lieutenant Vincent Jaunai, Community Outreach Director stated that the Town Concerts on the Green will now be held over here on this side of town, behind the Firehouse on the back lawn starting next Thursday. There will be various groups performing each week. Half of the parking lot will be devoted for the concert and the town's emergency vehicles. The street will be closed off passed the library and by the Early Learning Center, as food truck will be lining that section of the road. Lieutenant Vincent Jaunai also stated that there is rarely anything going on the east side of town, besides our Educational Fun Day, which unfortunately is postponed because of COVID-19. The High School is also inquiring about our Internship program, which is also postponed. There were no questions.

### **Department Concerns/Good and Welfare**

Commissioner Ariel Marzouca-Jaunai thanked all those that help with the Drive-Through Election that was held on Tuesday, June 30<sup>th</sup>, from 7p.m. – 9p.m.

Commissioner Ariel Marzouca-Jaunai also stated that Commissioner Mark Manson sent her an e-mail stating that after days of consideration, he's writing to inform her that he have decided to resign from the Board of Fire Commissioner's of the Blue Hills Fire Department, effective immediately (see e-mail attached ).

Commissioner Ariel Marzouca-Jaunai stated that with his resignation, a special election will take place in which, herself and Commissioner Sheray McDowell will coordinate the date. This special election will be for 1 year to fill the vacant position to finish out former Commissioner Mark Manson's term. After the year is completed, a regular election will be held for a 3-year term.

Commissioner Ariel Marzouca-Jaunai also stated that in addition, District Attorney Carl Landolina also sent her an e-mail stating that he is resigning as the Blue Hills Board of Commissioner's District Attorney (see e-mail attached). A search will be conducted for a new Attorney.

**Citizens Statements/Comments**

None

**Payments of Invoices and Vouchers**

Commissioner Ariel Marzouca-Jaunai made a motion to pay all Invoices and Vouchers. Motion seconded and passed by Commissioner Sheray McDowell.

**Adjournment**

Commissioner Ariel Marzouca-Jaunai entertained a motion to adjourn. Motion seconded and passed by Commissioner Sheray McDowell.

Meeting adjourned at 7:34pm

Respectfully Submitted

Donna Banks  
District Clerk/Treasurer

Approved