

Dunn's Corners Fire District

**Station 2
5664 Post Road
Charlestown, RI 02813
Minutes
Operating Committee Meeting
April 9, 2019**

The Dunn's Corners Fire District Operating Committee (OC) convened on Tuesday, April 9, 2019 at 7:00 p.m. at Station 2.

Attendees were comprised of OC members Chief Chris DeGrave, Ken Martin, Bob Delaney and Matthew Thomsen. A quorum was present.

Other Attendees: Representative of the Friends of the Quonchontaug Grange (FOTQG).

Actions of OC (all votes unanimous unless otherwise noted).

Agenda Items:

Pledge of Allegiance – The meeting started at 7:00 pm with the Pledge of Allegiance.

Next Meeting – The next meeting of the Operating Committee will be scheduled for Tuesday May 14, 2019 at 7:00 at Station 1.

Previous Meeting Minutes – *A motion was made, seconded and so voted to approve the March 12, 2019 Operating Committee meeting minutes.*

Friends of the Quonchontaug Grange (FOTQG) –

R. Meneo provided a verbal and written report on the following:

Grange revenues through March 31, 2019 \$10,121.55. In addition, \$740.11 received in utility reimbursement which was remitted to DCFD. There are continual inquiries regarding Grange rentals.

Work at the Grange includes Exterior Lighting – West Side driveway and parking area – completed
Safety Matters – bringing electrical up to code – completed.

Installation of new ceiling fans – main floor – completed.

Replacement of HVAC unit that services the main floor of the Grange was agreed upon.

There was discussion regarding Capital Funds including HVAC unit and lower-level split.

Phase I of the kitchen area renovation - creation of storage area approved and work to be completed in July.

FOTQG website has been upgraded.

Treasurer's Report – Bob Delaney reported that the Tax Sale is scheduled for April 10, 2019 at 10:00 AM – there are eight properties at this time on the list.

Bob reported that collections for the District are good.

There was discussion regarding an outstanding receivable that has been carried for the past three years, and a Motion was made and seconded to absorb the fire fighter detail at Shelter Harbor Golf Course that has been carried for three years.

A motion was made, seconded, and so voted to accept the Treasurer's report.

Chief's Report – The Chief provided the committee a comprehensive written report (attached) that covered the following:

District Operations: ISO Update- ISO survey is underway for the Dunn's Corners Fire District and Bradford Fire District. ISO organization is surveying water system, dispatching, radio infrastructure and response distances first. Dunn's Corners Fire District interview completed over several days. We are awaiting other interview components and final report. I am guessing 30 days or so away; Bradford Fire District Contract- Recommendation to draft/edit current contract to extend for 3 year continuation or extension of current contract adding provisions for auto extension, auto cancellation upon a merger with DCFD and first-rights to purchase Engine 5/UTV during contract period for an agreed upon value by lump sum or contract cost reduction; first rendition of the budget distributed tonight... See below for summary: expanding Fire Fighter incentive for duty program meals, EMS Program increase for LT/ EMS Coordinator Position, Capital building projects- Station 1, 2 & Grange, Equipment- SCBA Grant Match/ Purchase, New Marine/ Flood Rescue Assets, Engine 5 purchase/ Engine 6 replacement schedule; Future Operating Committee meeting dates: May 14th, June 11th, July (Annual), September 10th

Department Operations: Captain Position has been filled. We will be filling two LT. Positions including the one vacated by Jeff Thomas. The second position will be a LT position with a staff function in-charge of the Dunn's Corners Fire District EMS program; Calls have remained steady: 38 Fire calls, 65 EMS Calls** (During reporting period); Fire Marshal activities: 6 plan reviews, 13 inspections, while responding to over 45% of calls for the district. Ongoing work on the Dunn's Corners Fire District cistern policy & rural water development guidelines. Several new cistern sites planned for the Charlestown area. Marshal Bobola lost his mother this past week and has been authorized any time he needs to take care of family matters; Vehicles and equipment are in-service. Recommendation in the next budget cycle to authorize a higher allotted emergency repair spending amount for Chief and Operating Committee authorization (Recommendation for up to 30k) without taxpayer vote. Current amount is 10k. Most mid-level repairs exceed this; Dunn's Corners Fire District participated in the Fight for Air Climb- Raised over \$5000 for the charity!!! Congratulations to Dunn's Corner Carl Johnson for an OUTSTANDING fundraising goal!; New policy documents regarding the future duty program at Station 2 and a standby program for firefighters to get credit for blocks of time they are willing to dedicate to station projects and training. These programs will allow for flexible incentives for people to attain the same goals just in different participation models.

Department Membership: Active & growing w/ 2 new applicants since our last meeting; Push on social media for new volunteers currently underway; New application and vetting process seems much smoother and more connected (District/Department)

Training: Active participation nearly 200hrs of documented training a month; Nearly 165 volunteer hours of non-incident activities including- station/ vehicle maintenance, truck/equipment checks & PR activities; Seeing increased personal, 1-1 training, better participation and more active “stand-by” fire house; Active @ UFD Burn Facility quarterly and the skill improvement has drastically shown. We planning a May date for our quarterly visit now; New applicant FF & exterior FF training program is now implemented. Interior FF training packet is nearing completion. This program is ALL new for DCFD and completely revitalizes the FF training program; Driver training program revitalization with new check-sheets, completion objectives and testing materials/guides- All vehicles now have a new program in-place for training and testing. 9 current driver trainees on the apparatus at various stages. By this spring DCFD should have several new operators especially as we move forward with the DCFD duty program.

Project Updates: Grange authorized for several capital projects in current and next fiscal year as a part of the budget presentation. We will be looking at the sustainability of the program over the next few years with hopes that the programs continue to expand with additional revenues. HVAC/ heat system expansion will be the first cost-share project this year; Engine 5 Update –Appraisal value received. Chief recommending to make an offer on the vehicle during the next contract period or part of the future contract extension discussion; Ongoing Radio & SCBA Projects- Radio project has been executed via lowest bid for Kenwood equipment with Tactical Communications. Cost savings was nearly 65k to the Motorola cost. We are also expanding our infrastructure with a new receiver site as well as a backup repeater for our district in a cost-share with the RI Southern League. Total project cost with new radios and new repeater/receiver is under total budget; SCBA project moving (purchase on-hold till grant award season)- After substantial pack maintenance and battery replacement we are seeing less failures. Met with Shipman’s fire concerning pack maintenance procedures and repair timelines... I am happy with the resolution and will hope to see action over the next few months prior to new pack purchase. Hoping to hear about the SCBA grant in June-August; Station 2 use has been expanding- Gym is relocated to the bay area, upstairs now has a living room and bunk room area. Firefighter duty program policy has been developed and distributed that includes meal incentives for our firefighters to take duty shifts Friday night through Sunday night. Hoping to expand this program on-top of our current incentive program. It will not be mandatory just another opportunity. Place is looking AWESOME.

Budget: Proposal to be drafted for next meeting- Includes Expanding FF incentive for duty program meals; EMS Program increase for LT/ EMS Coordinator Position; Capital building projects- Station 1, 2 & Grange; Equipment- SCBA Grant Match/ Purchase, New Marine/ Flood Rescue Assets; Engine 5 purchase/ Engine 6 replacement schedule

Upcoming Events & Notifications: Dunn’s Corners Fire District Firefighter Banquet- April 27th, 2019 at Haversham House, Westerly, RI; Chief on Vacation from April 15th- April 21st.

Motion was made seconded and so voted to accept the Chief’s report.

Moderator’s Report – Matt Thomsen want to locate his file at the station and he wants to work on Contracts.

Public Comments – NONE

Other Business – A Motion was made and seconded for Matthew Thomsen to sign a Resolution approving the Memorandum of Understanding by and between the Town of Westerly (Lender) and Watch Hill Fire District, Westerly Fire District, Misquamicut Fire District and Dunn’s Corners Fire District (borrowers) for the temporary loan or share of Town vehicles, equipment and staff.

There was discussion regarding extending Service Agreement with Bradford, Bradford happy with Dunn's Corners Fire District. Chief recommends continuation of service and lock in with Bradford.

There was discussion regarding billing from McKinney & Associates. The Moderator stated that he would address this matter with Attorney McKinney directly.

A Motion was made, seconded and approved for a resolution to contract with the low bidder, Valley Heating and Cooling for HVAC and duct work at the Quonny Grange Building main floor level. A copy of Valley's proposal is included. There was also an agreement on a cost sharing with the FOTQG, for the lower level HVAC work. The FOTQG will contribute \$3,000.00 and that work will be part of the next budget year's expenses pending the 2019-2020 Budget approval.

Meeting adjourned at 8:27pm

Linda F Garabedian, District Clerk