

Dunn's Corners Fire District

Quonnie Grange
5662 Post Road
Charlestown, RI 02813
Minutes
Operating Committee Meeting
May 14, 2019

The Dunn's Corners Fire District Operating Committee (OC) convened on Tuesday, May 14, 2019 at 7:00 p.m. at Quonnie Grange.

Attendees were comprised of OC members Chief Chris DeGrave, Jeff Thomas, 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 June 11, 2019 at 7:00 at Station 1.

Previous Meeting Minutes – *A motion was made, seconded and so voted to amend the minutes of the April 9, 2019 Operating Committee meeting minutes.*

A motion was made, seconded and so voted to approve as amended the minutes of the April 9, 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 April 30, 2019 \$10,795.41 of which \$6,397.77 is Dunn's Corners Fire District share. There are continual inquiries regarding Grange rentals.

Work at the Grange includes driveway entrance drain repairs have been made by RIDOT>

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.

Line painting – completed.

Replacement of HVAC unit that serves the main floor – agreed upon.

Lower level mini split – agreed upon

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

There was discussion regarding the parking area and the trench drain should be higher than the road.

Treasurer's Report – Bob Delaney reported that the Tax Sale went well. There are still some unpaid taxes he is looking into.

Bob reported that collections for the District are great. The District has strong reserves. Radios are to be paid for.

With regard to the audit – Bob states going out to bid again. Sending letters to four companies hoping to get three back to bid on. This will be advertised in the newspaper and on the website. There will be a review and discussion and then one audit company will be decided on.

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- Awaiting on the water department surveys and ISO report. More to follow; 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 Dunn's Corner Fire District and first-rights to purchase Engine 5/UTV during contract period for an agreed upon value by lump sum or contract cost reduction. This is an ongoing process however we have every intention of continuing service to the Bradford District; Second budget submittal distributed tonight... See below for summary 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 Option; Future OC meeting dates: June 11th, July (Annual), September 10th

Department Operations: Two LT positions posted... Up to two will be filled based on applicants. Both Fire LTs with differing staff responsibilities including Station 2 over watch and EMS Coordinator; Calls have remained steady: 35 Fire calls, 52 EMS Calls** 170 volunteer response hours (During reporting period); Fire Marshal activities: 32 inspections & plan reviews. Ongoing work on the Dunn's Corners Fire District cistern policy & rural water development guidelines. Several new cistern sites installed and tested in the Charlestown area. Ongoing conversation with the Town of Charlestown, Town Council and Planning Board to resolve issues of fire code compliance. We are working to streamline the approval pipeline for builders and developers by ensuring mutual compliance with all local ordinances and state fire code laws; Recommendation in the next budget cycle to authorize a higher allotted emergency repair spending amount for Chief and OC authorization (Recommendation for up to 30k) without taxpayer vote. Current amount is 10k. Most mid-level repairs exceed this; Ladder truck is out of service for the week for several warrantied and non-warrantied repairs. Some of this bill will be split 19/20 budget. Ladder testing is coming up in the coming weeks; Dunn's Corners Fire District duty program is underway this

past Friday 2 FF's spent the night at Station 2 providing 12 hours of duty coverage to our district reducing our response times by nearly 4-5 minutes.

Department Membership: Active & growing with 1 new applicant since our last meeting; Push on social media for new volunteers currently underway- looking at other recruitment and retention strategies; New application and vetting process seems much smoother and more connected (District/Department)

Training & Activities: Training- Active participation over 200 hours of documented training; Nearly 125 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; 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; nine current driver trainees on the apparatus at various stages. By June Dunn's Corner Fire District 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. More to follow in the renewed contract document; 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. All radios are installed on the apparatus, training is underway. New receiver/repeater in-district should be up and running by June 1; ongoing Marine Rescue Asset project underway for flood rescue zodiac purchase; 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. AFG this year was lowest year of applications ever. Hoping that bodes well for DCFD; Building leak repairs & vents- Quotes/RFPs underway for repair of both the office-side vents and the front of bays. Substantial rotting found and will need to be repaired. Once construction is completed we will be striping and seal coating lot; Grange & Station 2 striping project is completed at this time.

Upcoming Events & Notifications: Thanks to those in attendance at the banquet. Your support is very much appreciated. Chief on Vacation from June 25-28th.

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

Moderator's Report – Matt Thomsen reports that he will continue on the Attorney McKinney Report/matter. He states that the case is still open. Matt has discussed the matter with Attorney Cozzolino.

Public Comments – NONE

Other Business – Fiscal Year Budget – there was discussion regarding budget, operating expenses pretty much status quo, salaries slightly increased; Chief and Bob Delaney are working on SCBA grant. There was discussion regarding Regional Trench Rescue Group Response calling it out as a sub item on line 1014.

Bob Delaney inquired if members who belong to other Departments is the cost sharing regarding training. He also inquired if Dunn's Corners should ask Bradford for funds for repairs.

There was discussion regarding grange use and funds paid from District annually regarding policy of insurance on the building.

There was discussion regarding the suggestion to the Grange group to speak with the Charlestown Town Council regarding appropriating some of their \$3 million surplus to the Grange facility as it serves as a community center and shelter (could help with the proposed kitchen work). Reports in the local newspaper indicated the Council was proposing a \$3 million outlay for a new community center as there was not one in Charlestown

A motion was made to resolve and second and so voted that Valley Heating and Colling for grange HVAC and lower level split work to be completed in June, 2019 was approved.

Meeting adjourned at 8:45pm to go into Executive Session.

Meeting reconvened at 9:09 PM and the Operating Committee adjourned at 9:10 PM.

Linda F Garabedian, District Clerk