

Dunn's Corners Fire District

5662 Post Rd
Charlestown, RI 02813

Minutes Operating Committee Meeting March 12, 2019

The Dunn's Corners Fire District Operating Committee (OC) convened on Tuesday, March 12, 2019 at 7:00 p.m. at Station 1.

Attendees were comprised of OC members Rich Thomsen, Chief Chris DeGrave, Ken Martin, and Jeff Thomas. 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 April 9, 2019 at 7:00 at Station 1.

Previous Meeting Minutes – *A motion was made, seconded and so voted to approve the January 8, 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 February 28, 2019 \$9,461.93. In addition, \$607.79 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 – Brookside Electric will perform work once all items are delivered.

Safety Matters – bringing electrical up to code – spoke to the Chief and he is in favor of moving forward with this work.

Replacement of HVAC unit that services the main floor of the Grange.

FOTQG multi year plan is a work in progress.

Treasurer's Report – As read by Rich Thomsen – year to date thru February we are tracking well overall against budget. We are over in some areas such as truck repairs and under in some others such as legal work relative to the Bradford Industrial Park Case.

We have paid down the Station 2 mortgage at Washington Trust and will have 2 yearly payments of \$35,000.00 each over the next 2 years, to clear that balance.

The Chief's selection of new radios saved the District a great deal of money over what the previous acting Chief had planned.

There is a good Equipment purchase plan that the Chief has reviewed with me to ensure funding is in place without much increase to the taxpayers.

Our next big purchase will be SCBA's. I believe the Chief is still awaiting word on the last Grant application.

Later this month, I will be working on the packet from the State to get quotes from Auditors for the next three years audits. We are required to go out to bid every three years.

I believe we should have a meeting in April devoted to the 2019-20 budget. Our fiscal year end May 31st is fast approaching.

A motion was made, seconded, and so voted to accept the Treasurer's report as read by Rich Thomsen.

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 DCFD & BFD. ISO organization is surveying water system, dispatching, radio infrastructure and response distances first. DCFD interview completed over several days. We are awaiting other interview components and final report. I am guessing 45-60 days out; BFD Truck appraisal completed. BFD discussion sub-committee discussing options for purchase/contract options. Recommend that the DCFD make an offer for the vehicle as a part of the contract process or a purchase outright; USDA grant documents are being completed for future loan opportunities including building and vehicles; Firefighter Detail Policy distributed w/ my recommendation for a rate of \$39.00 per hour fee for details. Our department rate is in line with other departments in the area for public event fire department detail coverage. That charge incorporates FF payment, insurance, state and federal taxes and admin fee. Recommendation in annual budget for a FF detail fund backed w/ \$2000 to execute timely firefighter detail payments; Future Operating Committee meeting dates: April 9th, May 14th, June 11th, July (Annual), September 10th

Department Operations: Captain position has been filled. Congratulation to Captain Jeff Thomas for his attainment of the Car 5 Captain position. He is an excellent asset to the department; Calls

have remained steady: 79 Fire calls, 106 EMS Calls; Fire Marshal activities: 15 plan reviews, 33 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; Vehicles and equipment are in-service. All vehicles are now undergoing some type of quarterly maintenance to limit long-term substantial repair bills. Most of the vehicle maintenance budget has been used due to the 12k dollars in repairs to Engine 4 and Tower 5 this past year. Recommendation to have an emergency fund for repairs as deemed "emergency" by the Chief/OC to limit hits to the normal maintenance budget; Dunn's Corners Fire District actively participating in the Fight For Air Climb- Raised over 5k for the organization so far. It is GREAT to see department pride for a cause such as this...

Department Membership: Active & growing with 1 new applicant 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 over 600 hours Over 200 hours a MONTH of training; nearly 270 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 at UFD Burn Facility quarterly and the skill improvement has drastically shown. We are organizing and posting a three month training schedule now for personal planning; firefighters are learning to operate independently, safely and confidently; new applicant FF & exterior FF training program is now implemented. Interior FF training packet is being developed. Working closely with the RI Fire Marshal's Office and RI Training Board to develop a blended firefighter training program in the future limiting the times our FFs will need to attend the academy out of District; 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.

Project Updates: Grange capital projects discussion for long-term sustainability and district taxpayer backing moving. The current small budget does not include capital items like major facility repairs, HVAC system, heat etc. Met with Grange volunteers to discuss 3-5 year capital repair plan; engine 5 Update -Appraisal value received. Chief recommending to make an offer on the vehicle during the next budget cycle via contract or cash purchase; 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; SCBA project moving (purchase on-hold till grant award season)- After substantial pack maintenance and battery replacement we are seeing less failures. Meeting with Shipman's fire concerning pack maintenance procedures and repair timelines; Station 2 use has been expanding- Gym is relocated to the bay area, upstairs now has a living room and bunk room area. We will now developing details for a firefighter duty program 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.

Budget: Proposal to be drafted for next meeting- Includes - Expanding FF incentive for duty program; Capital building projects- Station 1, 2 & Grange; Equipment- SCBA Grant Match/ Purchase, New Marine Assets; FF Detail Fund Establishment for prompt FF detail payment;

Emergency Repair Fund Establishment to limit maintenance fund depletion for non-budgeted emergency repairs; Engine 5 purchase/ Engine 6 replacement schedule

Upcoming Events: Dunn's Corners Fire District Firefighter Banquet- April 27th, 2019 at Haversham House

Chief also presented Dunn's Corners Fire District Firefighter Detail Policy and Procedures as follows:

Fire details may be required by Rhode Island Fire Code or may be deemed necessary by the Authority Having Jurisdiction (AHJ) for public safety as authorized by an Assistant Deputy State Fire Marshal and/or the Fire Chief.

The trained representatives of the fire department as assigned will be financially compensated as the duties are above and beyond the scope of a volunteer. Firefighters taking details will be covered by the department insurance policies for accidents and injuries while on-site performing assigned duties. Detail firefighters will be considered temporary employees of the district during these times. Detail rates (hourly) shall be reviewed annually and will remain comparable to other local departments providing similar services.

Total hourly rate proposed for invoicing including firefighter payment, taxes and admin costs: \$39.00/hour

A motion was made and seconded to approve DFCD Firefighter Detail Policy/Procedure and 2019 detail rate adoption.

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

Moderator's Report – The moderator was absent, no report was given.

Public Comments – Jim Angelo's issue is regarding 11 Rock Ridge Road lot, he is looking for tax information – Town is taxing, property went up for tax sale in 2013.

Other Business – Discussion regarding Bradford's contract to expire May 31, 2019, Chief does not want it to become null and void, wants to extend for one year and not merge at this time.

There was ongoing discussion regarding proposed HVAC work at the Grange.

The review and discussion regarding proposed solar project for Station 2 was tabled due to the absence of Bob Delaney.

The review and progress regarding the tax lien sale was tabled due to the absence of Bob Delaney.

Meeting adjourned at 8:41pm

Linda F Garabedian, District Clerk