

# Dunn's Corners Fire District

1 Langworthy Road

Westerly, RI 02891

**Minutes**

**Operating Committee Meeting**

**March 19, 2018**

The Dunn's Corners Fire District Operating Committee (OC) convened on Monday, March 19, 2018 at 7:00 p.m. at Station #1.

Attendees were comprised of OC members Rich Thomsen, Bob Delaney, Chief Chris DeGrave, Jeff Thomas, and Matt Thomsen. Committee member Ken Martin was excused. A quorum was present.

Other Attendees: Ron Meneo representing FOTQG, and Steve White District Clerk.

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

Agenda Items:

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

Previous Meeting Minutes – The minutes of the January 9, 2018 and January 23, 2018 meetings were tabled.

*A motion was made, seconded and so voted to approve the minutes of the February 13, 2018 meeting.*

Friends of the Quonchontaug Grange (FOTQG) – Ron Meneo spoke on behalf of the FOTQG, providing an oral report and written outline on the following:

Grange revenues through February 28, 2018 totaled \$6,961.24 and utility reimbursements have been received totaling \$683.18. Revenue for the year is projected to be around \$9,000.00~.

Dig Safe has reviewed and “green lighted” the work on the West-Side Parking Area. Work is expected to commence in the next 60 days.

The painting of the facility is continuing led by the work group of Roy Jacobsen, Tom Doyle, Bob Lavery, Rich Thomsen, Tom Sanford, George Prior, Wally Kelly, Bob Frazier, Mike DiRobbio, Chris Gorham, Bill Meyer and Bill Wilson.

New carpet is being installed in the foyer. The Committee suggested having the fire marshal review the rating to ensure it is up to commercial code.

The FOTQG held its second movie night showing the film “Denial” to 30 attendees.

The FOTQG invited the committee to hold one of its upcoming meeting at the Grange facility so the Committee could review the progress made at the facility. The August meeting was proposed.

Kitchen upgrade plans continue. A grant application has been submitted to Ocean State Cultural Trust for funding to support the project and a grant application is being prepped for submission to the Champlain Foundation.

FOTQG requested clarification regarding the section of the lease pertaining to the use of the Grange by DCFD registered volunteers once per year free of charge with the approval of the DCFD Chief or Moderator.

There was discussion on who could request usage and who constituted an immediate family member. Chief DeGrave to develop a procedure to manage the process.

Committee Member Thomas inquired on why revenues were higher. It was explained that usage was up and there is now a long-term tenant (Quonchontaug Historical Society).

Committee Member Delaney inquired on how the new sound system was performing. R. Meneo responded that it was “fabulous”.

Treasurer’s Report – B. Delaney noted that revenues and expenses are tracking well to budget and the capital purchase for PPE and radio upgrades are close to budget.

Committee Member Thomas inquired on the \$12,600 special legal services expense. The Treasurer noted that it was related to the Bradford Industrial Park legal action and is expected to go up from this figure.

Committee Member Thomas inquired about why the \$10,000 additional payment on page 3 of the financial statements was used on the Station 2 loan. The Treasurer noted that additional principal payments are always applied to the highest interest rate note first.

*A motion was made seconded and so voted to accept the Treasurer’s report.*

Chief’s Report – The Chief started by thanking all-in attendance at the meeting and all the people, officers and department members who have helped him transition into his new position. He informed the Committee that he is in the process of moving into the District and should be a resident by the first week in May.

The Chief provided the Committee his report broken into the following categories:

Department Operations – The Chief informed the Committee that given the foul weather the Department had dealt with 80 incidents in just over a month including a structure fire, where the quick and professional actions of the department members prevented the property from becoming a total loss.

The Chief noted that the volunteers participated in over 135 hours of station duties and maintenance activities.

The Chief reported that he is working on new SOG's and SOP's and is working with the officers to develop a leadership reporting as well as a staffing functions organizational chart. He plans to fill one Deputy Chief's role in June with the new budget cycle and has plans to fill vacancies in a fair timely and efficient manner.

The Chief gave a status update on the following projects; the radio system has been ordered, is on budget and expected in 4-6 weeks; the firefighter PPE order has been submitted and is on budget with delivery is expected by May 15th; a new firefighter responder app is in beta trial; the department should be at 95% or more in compliance with NFPA physicals after April 7th.

Upcoming projects include; Water Heater/Filter System at Station 2; Options for cleaning Stations 1&2; annual pump service and testing as well as the Tower ladder repair/ maintenance in April.

The Chief informed the Committee that he is working with officers of the department and the Treasurer on the upcoming budget as well as completing outstanding items in the current budget.

Fire Marshal/ Fire Prevention items conducted included plan reviews, commercial and residential inspections.

The Chief informed the meeting that the "DCFD Chief Pinning Ceremony" is scheduled for April 6th (6pm) and the DCFD Banquet is scheduled for April 27th (6pm) both at the Haversham House.

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

Moderator's Report – The Moderator discussed the terms of the offer made to hire the new Fire Marshal/Fire Fighter and that he wanted to ensure that the terms of the offer are fulfilled. The matter will be reviewed in executive session at the April meeting.

*A motion was made, seconded and so voted to accept the Moderator's report*

Bradford Industrial Park Litigation – The appeal of the ruling is still proceeding. There was discussion of following up with the Westerly Building Department as to the status of the BIP facility.

Committee member Delaney requested that the Moderator emphasize with the District's attorney that the DCFD Station is not the closet station to the facility but the third closest after Ashaway and the Alton station of Hope Valley.

WAC Dispatch Contract – The Chief and Moderator will be meeting with representatives of WAC on March 20th to work on resolving outstanding dispatch contract issues.

2018-2019 Budget – Treasurer Delaney noted some of the issues that will be considered in the upcoming budget include Station 1 modifications to address staffing space and PPE purchases.

There was some discussion on using Station 2 as a stop gap measure for staff spacing.

Other Business

Charlestown LED Lights – Committee Member R. Thomsen informed the Committee that the town of Charlestown will provide a hold harmless agreement to the district for installing a controller for the Town’s new lights at Station 2.

Alarm Wire Removal – The Moderator brought up for discussion with the Committee the subject of the removal of the fire alarm wire from the utility poles now that the District has successfully converted all its businesses to radio box service.

The discussion focused on when and if the cable would be removed and who would remove it. The Chief’s initial reaction was to not have the volunteers working near utility lines, but he would do more research on the matter. Additionally, the Chief discussed on a short-term basis contracting with the Westerly Fire Department for the removal of any lines required due to accidents of weather damage. The Chief also discussed exploring the sale of the spools of wire at Station 2.

District Employee and Volunteer Benefits – The Chief informed the committee that he is in the process of reviewing the District’s benefit programs to insure consistency, efficiency of administration and to protect the district from long term liability expenses.

Department Representative – Department Representative and Committee Member Thomas reported that training attendance is up, and that morale is on the rise.

Moderator Thomsen noted that he had received positive feedback on the job Lieutenant Thomas has been doing managing training activities for the Department and commended him for his efforts.

Public Comments – None

Meeting adjourned at 8:15pm

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Steve White, District Clerk