

Dunn's Corners Fire District

1 Langworthy Road

Westerly, RI 02891

Minutes

Operating Committee Meeting

June 12, 2018

The Dunn's Corners Fire District Operating Committee (OC) convened on Tuesday, June 12, 2018 at 7:00 p.m. at Station #1.

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

Other Attendees: Ron Meneo and Tom Doyle representing FOTQG, Frank Manfredi and Joyce Stanczyk representing the Bradford Fire District 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.

Moment of Silence – A moment of silence was held in remembrance of past members of the Department.

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 May 8, 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 May 31, 2018 totaled \$9,195.17 ~ with \$6,750.31 paid to the DCFD of which \$6,000.00 was rental income and \$750.21 utility reimbursement.

The West-Side Parking Area expansion is 95% complete.

Security cameras covering the west side parking area front of Grange have been installed.

Photos depicting community history are now on display on the main level of the Grange facility.

The movie program will continue the 2nd Friday of each month with July and August being “Family Movie Nights” showing movies appropriate for families.

Kitchen upgrade plans continue to progress with a grant application submitted to the Champlain Foundation and receipt has been acknowledged.

Member J. Thomas informed the committee that there would be three cars, two used for extraction training on the Grange Site. The cars will be removed in thirty days.

It was noted that a parking attendant is required for more than twenty cars attending events at the Grange.

Member K. Martin thanked the FOTQG committee for all their efforts.

Treasurer's Report – B. Delaney noted that revenues and expenses are tracking well to budget and the collection rate on taxes is running at 97%. He noted the District is looking into accepting payments via Credit and Debit card for tax bills. He also informed the committee that a few of the miscellaneous income categories such as Grange rental and MVA reimbursement are running slightly better than budget and that the District was able to make extra payments on the highest interest rate District loan.

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

Moderator's Report – The Moderator apologized for not having the January minutes ready for the meeting and noted that attorney Lauren Matarese may be interested in filling the District Clerk's position. The Moderator requested the clerk to follow up with attorney Matarese on the responsibilities of the position.

Bradford Industrial Park Litigation – The Moderator informed the committee that the District won the appeal and that BIP is not in any fire district. The Chief noted that the department would respond to BIP for emergencies and life safety. The Chief stated that he believes the facility is unsafe and has drafted a letter to the State Fire Marshall addressing his concerns.

2018-2019 Budget – Treasurer Delaney noted the process is moving along, and the numbers are getting there. The Chief noted that the budget breaks out the salaries and benefits in a more detailed manner. The current draft budget showed total expenses of \$1,084,469.00 an increase of \$37,858 (3.62%) over the previous year's budget.

The Chief discussed the need to replace Squad 2 as part of the 2018-2019 budget.

Committee member J. Thomas respectfully asked that the additional \$5000 he requested in training budget be reinstated given that training participation has doubled. The Committee agreed to revisit the number.

The Committee accepted the draft budget subject to change at the July Operating Committee meeting.

Resolutions – The Committee reviewed, discussed and tentatively accepted the draft Resolutions (attached) to be voted on at the Annual Meeting subject to completion of the Tax Resolution and subject to change and final approval at the July Operating Committee meeting.

Nominating Committee – Chairman Andy Schilke reported that three nominations have been received with a fourth expected to fill the two at large Operating Committee seats at the 2018 Annual Meeting. An election by ballot will be held at the meeting.

The candidates to date are:

- Robert Delaney (incumbent)
- Matthew Manni
- Richard Thomsen (incumbent)

Roles of Operating Committee – The committee had a general discussion on developing written expectations for the positions on the committee and written communication protocols.

Other Business

Bradford Fire District – Frank Manfredi on behalf of the Bradford Fire District requested to be kept informed regarding the costs to get Engine 5 to pass inspection. He noted that there are only 24 delinquent tax in accounts in the BFD.

There was discussion on the status of the ISO results and when they would be available. The results will play into the decision-making process of a potential future merger of BFD into DCFD.

Charlestown Street Lights – A representative of the Charlestown street light upgrade project provided the Committee with the written hold harmless agreement regarding the placement of a control box at Station 2 as was previously approved by the committee. The Moderator will send a copy of the agreement to the solicitor for review before signing.

Public Comments – Taxpayer J. Angelo asked for a copy of the BDA charter and permission from the Operating Committee to act as agent on its behalf when approaching the legislature regarding the BDA matter. The Committee respectfully declined J. Angelo's request to be given agent status. J. Angelo withdrew his request for a copy of the charter.

Chief's Report – The Chief suggested that the Committee move to meeting every other month after the Annual Meeting and provided the committee a comprehensive written report (attached) that covered the following:

1. Department operations
 - a. Incidents responded to 94 (with a few serious medical calls).
 - b. SOP/SOG revisions
 - c. The Department approved a revised set of Bylaws
 - d. Deputy Chief Carl Johnson has been reassigned as Car 2 (Deputy Chief of Operations).
 - e. The Deputy Chief of Personnel and Administration has been posted with two candidates having applied to date.
 - f. Thanked Operating Committee for their support and Treasurer Delaney for his assistance with preparing the Budget document.
2. Current and Ongoing Projects
 - a. Motorola radio system received, issued and in testing phase.

- b. The FY17 budget is nearly closed out and in good order.
 - c. Incentive program revisions for EMS/Fire have been made.
 - d. Firefighter PPEs should be back from vendor after several necessary adjustments.
 - e. SCBA Project – Exploring options from MSA and Scott.
 - f. ID System – Most of the members have new ID accountability tags.
 - g. Station 1 - Insulation professionals and RISE reviewed the building with a report expected within the week.
 - h. Engine 4 out of service – Engine problems covered under warranty with out of pocket expenses costing the District \$800. After returning to service the engine developed a computer issue. The Chief is looking into warranty coverage for the repair.
 - i. Engine 5 – Estimate to repair following DOT inspection is approximately \$9,500. The bill will be discussed with the Bradford Fire District.
 - j. A letter to the State of Rhode Island’s Fire Marshall was drafted and sent citing concerns of the Bradford Industrial Park’s fire protection systems and inspections after responding to an industrial accident at the location.
 - k. The District is in receipt of a letter from our BDA/ Westerly Dispatch lawsuit attorney McKinney. The Chief’s recommendation is to pay the remaining balance to the attorney for the lawsuit and put any further litigation on-hold. Our open communication with Westerly Dispatch has made substantial progress on relations. We have NOT been dispatched to any nuisance alarm or call at BDA since our open discussions.
3. Upcoming Department Projects
- a. Safety Plan Development with Dunn’s Corners Elementary and Westerly Middle schools.
 - b. DCFD Deputy interviews and selection
 - c. Next fiscal year projects include:
 - i. Parking lot sealing and striping
 - ii. HVAC system service, insulation and vent rot issues
 - iii. AED outfit for all apparatus
 - iv. Squad 2 replacement
 - v. SCBA upgrades in 2019/2020
 - vi. Radio updates in 2019/2020
4. Training
- a. Over 193 hours of training took place over the past month with a continued substantial increase in drivers training.
5. Fire Marshal/Fire Prevention
- a. Plan reviews conducted: 10
 - b. Commercial inspections: 2
 - c. Residential inspections: 30

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

Meeting adjourned at 9:25pm

Steve White, District Clerk

DCFD Chief's Report – May 2018

Good evening all... Things are very healthy at the DCFD. We are moving progressively with new operations, policies, procedures and a global vision. I am happy with the progress and we will continue to move forward as these months progress...

First I wanted to offer a suggestion for a vote... I would like to see us meet every other month after the July annual meeting rather than having a monthly update that can be consolidated. If special meetings are needed or required we can schedule following open meeting laws. No law requires the body to meet monthly.

Department Operations

Call data- 94 calls since May 1 with a few very serious medical calls in the past week. Our response to ALL calls has seen a drastic increase. We had two calls last week simultaneously (Sunday evening) with 8 responders at each call!

DCFD SOP/SOG revisions continue as previous discussed and the FD bylaws have been approved as revised through the feedback process. Overall it appears communication is increasing across ALL ranks.

DC Carl Johnson has been reassigned as Car 2 (Deputy Chief of Operations). Work continues internally to develop a leadership reporting as well as a new staffing function roles. The Deputy Chief of Personnel & Admin position has been posted, we have had two candidates apply. Both are qualified and eligible for interview. The interview and selection process should conclude this week with an official announcement.

I truly appreciate the continued support of the new budget amongst the OC. The new budget presented includes a plan for department duty coverage, administration hours, new roles, responsibilities and incentives that will continue to include all volunteers. I look forward to your support next month at the annual meeting.

Current & On-going Projects

- Motorola radio order is in, radios are programmed and have been issued to the officers. Testing is underway. Moving forward we will be looking at not only new radios for the firefighters but new local infrastructure updates including repeaters, antenna upgrades, ect. My plan is to purchase a combination of new radios while additionally updating some of the older/ outdated radio receiver equipment we have in the area. We will be partnering with other local departments in the southern league for this venture as well as exploring the options for a vehicle repeater in Car 1 & Engine 4. We are also looking into tower options to increase our coverage for the Charlestown/Westerly line at several area locations.
- The FY17 budget is nearly closed out to good order.
- Incentive Program Revisions for EMS/ FIRE have been made. They are fair, transparent, equitable and easier to track.
- Firefighter PPE Update- New gear should be back from the vendor after several necessary adjustments.

- SCBA Project- Exploring options of MSA/ Scott- Both have new “latest and greatest” we are going to get a few demo packs from MSA & Scott to try. Both models have pros and cons including parts, service and warranty. We will look at apples/apples quotes and details to see what is best for our department in the coming year.
- ID system- Most of the members have new ID & accountability tags. They were used with success this past weekend at the UFD Burn Building facility.
- Smokey Bear Parade is coming up on July 19th. Advertisements and prep are underway.
- Station 1- RISE Engineering, HVAC Specialist and Insulation Specialist reviewed the building. A final report is being drafted and will be out this week. SO far most of the issue surround the need for closing off ventilation holes (exterior of structure), increasing insulation and new insulated AC ducting. Additionally, for heating savings I think the district should explore the option of a new gas boiler with the current incentives/rebates available and the fact that we already have natural gas in the building.
- Engine 4 is OOS again. Its engine problems a week ago were covered under warranty. It would have been a nearly 10k dollar repair. It cost us 800\$. Unfortunately a week after it returned a computer issue has arisen. EJ Boughton has the vehicle for diagnosis and repair. We are looking into the warranty for coverage as this apparatus has caused a number of problems in a short amount of time.
- Engine 5 estimate for DOT inspection is approximately \$9500. This bill should be discussed with the Bradford Fire District for a cost-share situation.
- A letter to the State of Rhode Island Fire Marshal was drafted and sent citing concerns of the Bradford Industrial Park’s fire protection systems and inspections after responding to an industrial accident at the location. The property is under the State of Rhode Island as the AHJ however limited compliance to the Fire Code has been enforced. The building has numerous violations of the fire/building code including broken sprinkler pipes, no active fire alarms in parts of the structure, unpermitted construction/electrical work and other violations. Following the federal lawsuit outcome, I contacted the Fire Marshal’s office with a letter concerned that the property (although not within the DCFD) is a safety hazard to the public and to firefighters responding. No response has been received.
- We are in receipt of a letter from our BDA/ Westerly Dispatch lawsuit attorney McKinney. My recommendation is to pay the remaining balance to the attorney for the lawsuit and put any further litigation on-hold. Our open communication with Westerly Dispatch has made substantial progress on relations. We have NOT been dispatched to any nuisance alarm or call at BDA since our open discussions.

Upcoming Department Projects

- Safety Plan Development with Dunn’s Corners Elementary & Middle School
- DCFD Deputy Interviews/ Selection
- Upcoming Capital Projects
 - Parking Lot Sealing/ Striping
 - HVAC System Service/Insulation/ Vent Rot Issues
 - AED Outfit For All Apparatus
 - Squad 2 Replacement
 - SCBA Upgrades- 19/20

- Radio Updates- 19/20

Training

Over the last month, the department conducted **over 193 hours** of training with a continued substantial increase of drivers training. The department has increased its medical responses significantly with many of our EMS calls have 2-3 firefighters respond. Additionally, the Officers have launched a new revised training regimen for Wednesday night drills to include equipment, apparatus, station maintenance/accountability.

Fire Marshal/Fire Prevention

- Plan Reviews Conducted: 10
- Commercial Inspections Conducted: 2
- Residential Inspections Conducted: 30

Thanks for all that you do.

Sincerely,

A handwritten signature in blue ink, appearing to read "Christopher P. DeGrave", followed by a long horizontal flourish.

Christopher P. DeGrave
District Chief
Dunn's Corners Fire District