

# Dunn's Corners Fire District

1 Langworthy Road

Westerly, RI 02891

## Minutes

### Operating Committee Meeting

July 10, 2018

The Dunn's Corners Fire District Operating Committee (OC) convened on Tuesday, July 10, 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 representing FOTQG, Frank Manfredi and Al Clemens 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.

Next Meeting – The next meeting of the Operating Committee will be scheduled for Wednesday July 18, 2018 at 6:30 at Station 1.

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 June 12, 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 complete except for line painting.

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

The movie program will continue the 2<sup>nd</sup> 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 Delaney inquired as to whether the children's play at the Grange was going to happen this year. He was informed not this year with the focus on movie nights but maybe again in the future. It was noted that the person who directed the production in previous years was no longer in the area.

Member Thomas noted that the Smokey the Bear Parade was coming up July 19<sup>th</sup> and asked FOTQG to encourage their membership to show up and cheer on the event for morale support.

Member Thomas also asked if it was permissible for the cars being used for extraction training to remain in the Grange's back lot until August. R. Meneo did not believe it would be an issue.

Treasurer's Report – B. Delaney informed the Committee that he is waiting on a couple of entries to the reserve funds to close the year end books; that the District had a good year with a surplus of \$41,000~; the 2017-2018 collection rate was 97% and with the upcoming year being a tax sale year, he expects a collection of 103% in 2018-2019.

The Treasurer updated the Committee on the June 2018 financial statements noting that it is based on the draft budget and that expenses were generally in line except for the E4 repairs. The operating deficit of \$33,000 the result of the timing of the tax bills which are schedule to go out in late August.

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

Chief's Report – The Chief provided the committee a comprehensive written report (attached) that covered District Operations, Department Operations, Training, Project Updates, New Business and Upcoming events.

Of note was the appointment of Deputy Chief Keith Moody (Car 3 – DC of Personnel & Administration); the newly recharged social media marketing program thanks to J. Thomas; E5 service completed at an approximate cost of \$10,000 of which 85% is being paid for by BFD; the transfer of ownership of BDA to the Town of Westerly.

The Chief and Committee discussed in detail the sale of Squad 2 at the full asking price of \$19,000, that Squad 3 is still listed, that the bucket truck will be listed and the WFD is handling the removal of downed alarm cable.

The Committee commended the Chief for his efforts in handling BDA.

Member Martin inquired as to the cost of taking down all the old alarm cable. The Chief noted it was about 25 miles of cable and would cost between \$15,000 and \$25,000 to remove.

The Chief informed the Committee Fire Marshall Class will be running from September 5<sup>th</sup> through late November and that it is 3 days a week plus studying commitment. The Chief stated his concerns about taking the course at this time given his responsibilities and the progress the department has been making over the last few months. He stated he is prepared to fulfill his obligation under the contract.

The Committee offered the Chief its support and understands that the training will reduce his time in the Department and will for those months put additional strain on the Department's officers.

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

Moderator's Report – The Moderator inquired on the status of the discussions with Dispatch. The Chief noted that they are in receipt of DCFD's proposal and that it is under consideration.

There was some discussion regarding the search for a new District Clerk. Current Clerk S. White's last meeting will be the September 2018 meeting.

Bradford Industrial Park Litigation – The Committee given the change in the status of ownership of the Bradford Industrial Park decided not to pursue any further litigation and to end its engagement with attorney McKinney. All future items related to the Bradford Industrial Park will be referred to the Solicitor.

2018-2019 Budget – The Chief noted that since the last meeting only a couple of changes within the line items occurred in order to restore an additional \$5,000 to the training budget. 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.

*A motion was made, seconded and so voted to endorse the proposed draft budget to be voted on at the July 18, 2018 Annual Meeting.*

Resolutions – The Committee reviewed, discussed and tentatively accepted the draft Resolutions to be voted on at the Annual Meeting subject to the inclusion of the bucket ruck in the Squad 2 & 3 Vehicle Replacements Resolution.

#### Other Business

Bradford Fire District (BFD) – Frank Manfredi Moderator for BFD inquired on the status of the ISO audit. The Chief noted he had submitted the all the paperwork and expects it to be completed by late summer/ early fall. The audit results will be the starting point for discussions on the possibility of the Bradford Fire District being merged into the Dunn's Corners Fire District.

F. Manfredi noted that the E5 truck loan will be paid off in August and the BFD will be debt free.

Al Clemens Secretary of the BFD inquired if there would be any impediments to a merger and if the BFD's equity in E5 will factor into what it brings to the table in future merger discussions.

He also discussed that to get a merger done in the next legislative cycle a decision would need to be made by January of 2019.

Chief DeGrave stated a potential timeline is dependent on when the ISO audit is completed. He also noted that it was unlikely an agreement would be reached in time to be part of the 2019 legislative cycle.

The Chief was complimentary of the BFD's commitment to supporting the ongoing maintenance and repairs of E5.

Member Delaney discussed his thoughts on how BFD's equity in the vehicle E5 in the event of a merger be considered as the BFD's equity contribution to the merged district given that all other plant and equipment used to provide support to the service area was provided by the DCFD taxpayers and longtime contracting districts.

The Chief requested that after the ISO audit that if BFD wished to merge in to the DCFD, that it put together a proposal to present to the Operating Committee as a starting point for discussions.

The Moderator called for an end to the discussion.

Annual Meeting Agenda – The Committee instructed the Clerk to the Swearing in of Officers to the Annual meeting Agenda.

2018-2019 Meeting Schedule – The Committee adopted an every other month meeting schedule for the next fiscal year.

Public Comments – None

Meeting adjourned at 9:00pm

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Steve White, District Clerk

# Dunn's Corners Fire District

## Chief's Report

### June 2018

#### **District Operations**

- ISO Update (Official paperwork & request filed. ISO inspection expected late summer, early fall...)
- Point & Pay- Credit Card Tax Collection (Official paperwork filed- Diane/Mary working jointly on the project- should be setup in the coming weeks)

#### **Department Operations**

- Appointment of DC Keith Moody (Car 3- DC of Personnel & Administration) Captain position vacant- will be posting in the next few months
- Call volume high in May/June w/ 41 Fire & 53 medical calls
- Fire Marshal activities- 10 plan reviews, 14 inspections
- DCFD assisted Westerly Fire at a large fire on Pierce St. w/ accolades

#### **Department Membership**

- Active & growing w/ 3 new applicants this month
- Newly recharged social media marketing program, new volunteer FD outreach in partnership w/ area departments
- New application & probationary training process coming w/ revitalization of mentor program

#### **Training**

- Training- Active participation @ 270hrs, 3 new drivers cleared on Brush 7. One new driver trainee on SQD 3/ Brush 7.
- Several joint trainings with Westerly department

#### **Project Updates**

- PPE- Back from gear service. All firefighters have been issued gear. We will be getting another gear order together in the current months within budget.
- Engine 4 Update- Engine 4 Computer System Failure- System repaired. Unfortunately NOT under warranty – Apparatus back in service
- Engine 5 Update – Service completed awaiting invoice for work performed – Passed DOT & NFPA inspection.
- Radio System Updates & Future Projects (Portables, Mobiles, Vehicle Repeaters)
- SCBA Project- SCOTT/MSA packs being tested. Q&A phase of testing.
- Rise Engineering- Estimate is nearly 50k in building needs between lighting & insulation. We will need to split this maintenance/repair over the next few years. Priority should be oil to gas boiler conversion for highest cost savings and blocking/repairing outside vents.

### **New Business**

- Sale of the Vehicles (SQD 2: On-Market or Trade, SQD 3: Deposit Held, Bucket 1-Coming BID)
- HVAC system repairs due to heavy condensation with water on several of the desks in the building- New duct work proposed- Awaiting quotes
- Boiler Oil to Gas Conversion Quotes- Early estimates indicate a \$3500\$+ fuel savings per year.
- BDA- Latest news is that BDA property has been closed by the RI State Fire Marshal's Office and ownership has been transferred to the Town of Westerly.
- Fire Marshal Class is 3 days a week full days plus studying starting Sept 5<sup>th</sup> running til late November. Not sure this is the best to do at this time but I am aware of my obligation per my contract.
- Plan to take a few days of vacation August 9-14 & Fire Marshal will be taking August 15-24.

### **Upcoming Events**

- Karl Kenyon Smokey the Bear Parade – July 19
- DCFD Honored Members Night/ 75<sup>th</sup> Anniversary Celebration- August 1<sup>st</sup>- Thoughts on moving the 75<sup>th</sup> Anniversary to an Open House date after Labor Day? Include the public? Dignitaries?