

**Dunn's Corners Fire District**  
**Station 1**  
**Langworthy Road**  
**Westerly, Rhode Island**  
**Minutes**  
**Operating Committee Meeting**  
**November 12, 2019**

The Dunn's Corners Fire District Operating Committee (OC) convened on Tuesday, November 12, 2019 at 6:30 PM at Station 1.

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

Other Attendees: Representative of the Friends of the Quonchontaug Grange (FOTQG).

Matthew Thomsen moderated the meeting.

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

Agenda Items:

Pledge of Allegiance – The meeting started at 6:30 pm with the Pledge of Allegiance.

Next Meeting – The next meeting of the Operating Committee will be scheduled for Tuesday, January 14, 2020 at 6:30 PM at Station 1.

Previous Meeting Minutes – *A motion was made, seconded and so voted to approve the minutes of the September 10, 2019 Operating Committee meeting.*

Friends of the Quonchontaug Grange (FOTQG) –

Ann Bettinger is traveling, a verbal and written report on the following was submitted:

Discussion regarding Grange Revenues of 9/1/2019 – 12/31/2019. They have achieved the \$6,000.00 mark for rentals and provided DCFD with a check for \$2,322.10 prior to the end of the quarter.

Work at the Grange includes attic insulation is completed, Upper level heating/furnace issues are resolved. Drainage repair seems to be helping, Side emergency stair repair is complete, Kitchen

Storage Room work in progress, Kitchen Phase 2 planning is underway; walkways – refinement of RFP documentation underway based on discussion with Town of Charlestown.

FOTQG is sponsoring a Holiday sing a long Friday, December 13, 2019 at 5:30 – 7:30.

Treasurer's Report – Bob Delaney commented that 89% of the taxes are collected and that the second billing is going out.

Expenses are tracking well against budget.

Bob stated after November's payment the outstanding balance on all loans is approximately \$705,000.00.

Discussion regarding status of Audit which is almost done and the company is hopeful to have report to DCFD by Friday.

*Motion made, seconded and so voted to accept Treasurer's Report.*

### Chief's Report

District Operations - BDA Land Development- Recommendation to work with the new development company to draft and enact an agreeable contract to provide them district services. I have reviewed the initial development plan and consider this a fruitful effort for sincere development with interests of the community and taxpayers in mind. The developers seems to be agreeable to any and all options to increase safety, assist with recruitment and retention and other public safety initiatives moving forward. Jeff Thomas will provide an update from the FD as the department representative; As for the Bradford Fire District- I will be making a recommendation to the board that the DCFD officially enact a renewed 3 year contract with the option to either purchase the BFD leased apparatus/equipment for an agreed upon value via a contract cost reduction or one-time sum purchase at an agreed upon date; As approved, Marine 1 has been sold to the Town of Charlestown-The funds provided by Charlestown for the vessel will offset the cost of the approved capital expenditure for the new Marine 1. It is my hope to have it spec'd and here ready for spring with some minor up fitting this winter. A committee has been formulated to discuss needs, features and options lead by LT Rachel Schilke; Recommendation to conduct a search for an additional fire marshal (part-time hourly) for assistance with fire marshal duties, smoke detector inspections and plan reviews. Marshal Bobola will supervise the duties of the assistant. At this point the fire marshal duties have completely taken over his current FD position. I would like to post this soon and get this person hired in the next 30 days. In combination with some remaining personnel funds we should be able to support this pilot program. We have both internal and external persons interested to assist; Special thanks to Diane Nardone for her service as the District Tax Collector. She has been an amazing asset to the district. We appreciate your willingness to train new personnel and hope you can assist us in that search.

Department Operations - During the last month, the Dunn's Corners Fire Department responded to 115 fire and emergency medical calls. Our volunteers spent nearly 300 hours responding and working on the scene of incidents; Officer Duty Program revisions will be taking place in November based on community needs. Thanks to Jeff Thomas for assisting in compiling the data for review. This item is on the agenda for this evening as a briefing; The three new LTs are in place with job descriptions and roles. They are all doing

very well and fitting into the new roles nicely. (New job descriptions distributed); Fire Marshal activities: 13 plan reviews, 16 inspections while executing 100% of all day-time calls; DCFD officers are looking at firefighter incentives this winter to increase participation especially in the area of EMS and early morning calls; EMS Coordinator LT. Hannah Schilke is reconvening the DCFD EMS Committee to explore ems program incentive (including adjusting fire vs ems incentive program fund numbers), recruitment and long-term ems program goals.

Training & Activities - Training- Active participation over 182hrs of documented training; Nearly 267 volunteer hours of non-incident activities including- station/ vehicle maintenance, truck/equipment checks & PR activities; Interior FF training packet is completed- Thanks to Lt. Thomas; 6 current driver trainees on the apparatus at various stages. Great work by many of those pushing through the DT program; DCFD sponsored two area events over the last month- FD Dodgeball Tournament to raise money for the American Lung Association Fight for Air Climb & a food drive to support the Westerly Johnny Cake Center. DCFD & WPD raised nearly 2500lbs of food during the drive.

Project Updates - We have a successful qualified low bid for the Station 1 rehabilitation project as officially awarded tonight. Low bid was in the amount of \$61,100 with add alternates for additional signage and logos. Lachapelle Contracting has completed several large scale commercial contracting, siding, painting and rehab projects in the area in including the Whalers Inn in Mystic and Westerly Ambulance here in town. Project completion date expected by Thanksgiving. The project will include painting, structural exterior rehab, new signage/logo (add-on) and new overall look. We will be completing the parking lot sealing and striping in the Spring for an all new look. We are about 60% thru the project with an expected 90% completion by Thanksgiving. The facility is now water tight! We are looking at signage, lighting and logo options now with FD involvement; DCFD is looking into new signage & logo options both for aesthetics and recruitment as a volunteer organization. Looking into several options for our prime real-estate. We have an add alternate to the current bid (within budget) that would allow for new signage and lighting as a part of the rehab project; DEM grant award recipient- \$5000 towards new wildland fire equipment for PPE, hose appliances and tools. SCBA project will be getting underway with or without the AFG grant support. We need to move forward to project moving (purchase on-hold till grant award season) - The purchase order has been approved; Unfortunately the AFG grants have been awarded nationally. DCFD was not a recipient. The treasurer and I will be looking for SCBA purchase options, specifically lease purchase or finance to assist in the buy. A committee will be formulated this summer to make a final recommendation to me for the pack brand selection.

Moderator's Report – Matthew Thomsen reported there was nothing to report.

Jeff Thomas stated Department is completely in favor of Development Plan, it was a unanimous vote. Jeff also gave notice that due to his other responsibilities he would be stepping away from the Department Rep. Position on the Operating Committee.

*A motion was made, seconded and so voted to begin contract discussion with Bradford Industrial Park*

Public Comments – None

Other Business –

Chief discussed long-term plan including continued service. Chief discussed leasing Engine 5 & UTV- does Bradford want DCFD to pay cash for the truck. Bradford is very happy with DCFD. They would like to merge with DCFD.

Chief discussed potential development of vacant buildings, to increase assets and resources to Bradford. He stated truck is valued as a community asset – it will service Bradford. Taxpayers must vote to take on Bradford.

Bob Delaney discussed alarm system, it must stay in place for now. Bradford is paying for hydrants.

Brian O'Rourke questioned what is happening with mill. Chief explained what the developer has to do to get a fire department in place.

Discussion regarding Retention & Recruitment – Chief discussed getting to the schools. Chief suggesting marketing a cadet program to get boys and girls interesting. There was suggestion to have incentives for members to bring in new volunteers. Jeff Thomas has spoken to other chiefs regarding recruitment, there is a nationwide issue getting kids involved.

Discussion regarding Station 1 – Chief stated we need a motion to accept the low bid of LaChapelle Contracting. There were three bids that came in, and the job was awarded to the lowest bid.

Discussion regarding Marine 1 – discussion regarding the difference between Marine 1 and new vessel which is more capable of rougher waters, ability for night operation and recovery operation. Matters relative to the Department should go through the Department Rep. Chief stated Operating Committee Member, Rich Thomsen, is a member of the Marine 1 Committee, and he will bring back information for our next meeting.

Discussion regarding Duty Program Plan – Data showed no one should need to specifically staff through the winter (September – May); data showed no need for a Friday person; do not need to hinder our people in the winter when the call levels are lower.

Discussion regarding a letter to Charlestown Town Council for January's agenda and Matthew Thomsen has indicated he will attend. Chief stated that we do not want to step on toes, that DCFD is being helped to some degree at this time.

Bob Delaney and Bradford Treasurer had discussion regarding redundancy of what she is doing. She feels it is ridiculous what she is doing. Matt Thomsen stated doing one more agreement. Jeff recommended putting on July annual meeting the merger of Bradford.

Meeting tabled at 8:25 PM to go into Executive Session.

Meeting reconvened at 9:45 PM

Meeting adjourned at 8:50 PM

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Linda F Garabedian, District Clerk