

Dunn's Corners Fire District
Station 1
Langworthy Road
Westerly, Rhode Island
Minutes
Operating Committee Meeting
December 17, 2019

The Dunn's Corners Fire District Operating Committee (OC) convened on Tuesday, December 17, 2019 at 7:00 PM at Station 1.

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

Matthew Thomsen moderated the meeting.

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, 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 October 8, 2019 Operating Committee Meeting.*

Chief's Report

District Operations: BDA Land Development- Contact made to Attorney Cozzolino and the Bradford developers to work on a draft contract for service. No details have been reviewed or agreed upon at this stage. Once drafted it will be reviewed and brought to open session DCFD Operating Committee meeting for board review. Quote for contract drafting pricing invoice requested on behalf of Ms. Aurora Leigh. My continued 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.

Cistern/ Rural Development regulations (including the current Grundy Case) is underway and in mediation. We will know more later this week. All parties will be meeting on-site for a hopeful resolution to this matter.

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 all duties of the assistant. At this point the fire marshal duties have completely taken over his current FD position. I have conducted an emergency local search and interviewed a perspective candidate, in-district that is willing to assist a possible pilot program to start. This person will be a Fire Marshal Asst. and work directly for Marshal Bobola. Currently, Harold Stedman (active DCFD volunteer) is also assisting on a fire marshal special project assignment as needed.

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. We have received a letter from a current employee (Gretchen Riggins) with interest of operating as our district tax collector. She is a valued asset at DCFD, she is vetted, background checked, qualified and very willing to have a flexible schedule to do the job. She is willing and able to start immediately with a modification to her current job role. I would recommend her appointment.

Department Operations - During the last month, the Dunn's Corners Fire Department responded to 130 fire and emergency medical calls. Our volunteers spent nearly 350 hours responding and working on the scene of incidents; 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. Several new initiatives going on in all areas at Station 1, Station 2 and EMS. We are looking to explore all options for further recruitment for volunteers specifically in Charlestown especially concerning EMS and the EMS response in that area. Request from several FFs to look into a Station 2 residency program for our volunteers. We have run several duty shift and off night training programs in the last two months with LARGE turnouts of 10+ firefighters on weekend evenings; Fire Marshal activities: 12 plan reviews, 18 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. DCFD Officers met on this and revised several key items within the incentive program including an adjustment to the Fire/EMS incentive dollar split. The change has positively affected call responses; EMS Coordinator LT. Hannah Schilke has convened 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. After several adjustments, new incentives are underway with good results. Department buy-in into the ems program is better than ever; DCFD Boat Committee work is ongoing. Members took a visit to Defender Industries to examine vessels, options and equipment. More to follow on the quotes and final committee recommendation. Plan to have the specifications drafted in the coming weeks with an order to follow.

Bob Delaney advised we should get two additional quotes to meet District requirements.

Training & Activities - Training- Active participation over 185hrs of documented training; Nearly 135 volunteer hours of non-incident activities including- station/ vehicle maintenance, truck/equipment checks & PR activities. FFs participated in both a food drive and toy drive during the last month at Walmart netting large donations for the Johnny Cake Center. Great PR; 6 current driver trainees on the apparatus at various stages. Great work by many of those pushing through the DT program. A driver training Andrew Donnelly on the Engines.

Project Updates - Station 1 project is nearing complete... Signage is next with lit logo. New electrical, light timers and LED upgrades are underway. Spring we will be sealing and striping the parking lot to complete the look. Lachapelle Contracting has done an amazing job!; 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. Looking into a matching Station 2 sign as the new Station 1 sign ideas have gotten rave reviews; Boat Project is underway via committee follow-up discussions to follow, SCBA pack committee will be formulated this winter and completion of several Station 2 projects are on the docket

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

Public Comments – None

Other Business –

Discussion regarding a new Taxpayer Representative on the Operating Committee – Ken Martin has resigned as Member at Large and has been selected as new Department Rep.

Motion was made, seconded and so voted to appoint Matt Manni as the new Member at Large Representative on the Operating Committee Board.

Discussion regarding District Tax Collector Position – Chief has received a letter from Gretchen Riggins expressing interest in the position. The position has not yet been posted. Bob Delaney feels she is very capable to handle the position. Diane Nardone is done January 1, 2020.

Motion was made, seconded and so voted to appoint Gretchen Riggins as Interim Tax Collector.

Discussion regarding Bradford Industrial Park Fire Protection service contract – Aurora is waiting on a price quote for legal fees regarding contract matters. Discussion regarding list of matters to be included in the Contract. Contract will change once they have permits.

Discussion regarding Grundy matter – DCFD has done everything asked for them. Town keeps rejecting location of cistern. Moving to mediation.

Discussion regarding Fire Department Recruitment – Bob Delaney was hoping Joe Miller would attend this meeting with information. Chief said the President was completely out of the loop regarding recruitment matters. Matt Thomsen will forward a letter to Mr. Miller discussing the same.

Discussion regarding Audit – Report was distributed to all members. Hard copies had supposedly been sent, however no one had received them. Auditors to check schedule to come to meeting to discuss audit. DCFD is in excellent shape there are no issues or difficulties.

Meeting tabled at 7:40 PM to go into Executive Session.

Meeting reconvened at 9:06 PM

Meeting adjourned at 9:08 PM

Linda F Garabedian, District Clerk