

Dunn's Corners Fire District

Station 1 1 Langworthy Road Westerly, Rhode Island Minutes Operating Committee Meeting June 11, 2019

The Dunn's Corners Fire District Operating Committee (OC) convened on Tuesday, June 11, 2019 at 7:00 p.m. at Station 1.

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

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

Chief DeGrave 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 Wednesday, July 17th, 2019 at 6:00 PM at Station 1. The Annual Meeting to follow at 7:00 PM.

Previous Meeting Minutes – *A motion was made, seconded and so voted to approve the minutes of the May 14th, 2019 Operating Committee meeting.*

Friends of the Quonchontaug Grange (FOTQG) –

R. Meneo provided a verbal and written report on the following:

Grange revenues through May 31, 2019 11,683.16 of which \$6,841.58 is Dunn's Corners Fire District share.

There was discussion regarding the Grange Revenue History.

There was discussion regarding the Charlestown Emergency Management Agency.

Work at the Grange is as follows: replacement of HVAC unit on the main floor is completed; lower level mini split should be completed this week; Phase I of the kitchen area renovation – creation of storage area TBD; repairs of water damage to driveway continues;

Treasurer's Report – Bob Delaney reported that the Tax Sale was successful.

Expenses are running in line with overall budget.

Bob reported that loan levels are down, next two years we will payoff The Washington Trust Company and in the third year payoff Westerly Community Credit Union loan against Station 2.

Bob suggested writing a letter for the Moderator to sign to forward to Charlestown Town Council Members regarding \$3,000,000.00 surplus if any available funds could be used for the Grange. Suggested sending letter the end of July.

With regard to the audit – Bob stated two companies came with proposals. The proposals must be reviewed. Three members of the committee are to look at the proposals and score them. The highest rated audit firm will be presented to the auditor general for approval.

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

Chief's Report –

District Operations: ISO Update- Water department survey being completed tomorrow on 6/12. This is the last component of the survey. Report to follow in 2-3 weeks; BFD Contract- Recommendation to draft/edit current contract to extend for 3 year continuation or extension of current contract adding provisions for auto extension, auto cancellation upon a merger with DCFD and first-rights to purchase Engine 5/UTV during contract period for an agreed upon value by lump sum or contract cost reduction. This is an ongoing process however we have every intention of continuing service to the Bradford District; third budget submittal distributed tonight... See below for summary... Only minor edits from previous. I will post my final recommended budget for the July meeting by next week to our website for public distribution; Expanding FF incentive for duty program meals, EMS Program increase for LT/ EMS Coordinator Position, Capital building projects- Station 1, 2 & Grange; Equipment- SCBA Grant Match/ Purchase, New Marine/ Flood Rescue Assets; Engine 5 purchase Option; Future OC meeting dates: July (Annual), September 10th

Department Operations: Two LT positions posted... Up to 2 will be filled based on applicants. Both Fire LTs with differing staff responsibilities including Station 2 over watch and EMS Coordinator; call rates are climbing: 45 Fire calls, 64 EMS Calls** 240 volunteer response hours (During reporting period); Fire Marshal activities: 33 inspections & plan reviews. New cistern at Matthus is in process of being filled and has been successfully tested; recommendation in the next budget cycle to authorize a higher allotted emergency repair spending amount for Chief and OC authorization (Recommendation for up to 30k) without taxpayer vote. Current amount is 10,000.00. Most mid-level repairs exceed this; Ladder truck is back in service after several repairs and certification prep. All ladders and aerial have been tested and passed with only minor items noted; DCFD duty program is underway and firefighters are conducting 3-4 shifts a month... average 1 weekend night.

Department Membership: Active & growing with one new applicant since our last meeting; push on social media for new volunteers currently underway- looking at other recruitment and retention strategies; Developing a new sign banner for volunteer recruitment on the Station 1 – Post Road Building Side; Looking for long-term signage solution for our underutilized corner property.

Training & Activities: Training- Active participation over 325hrs of documented training; Nearly 155 volunteer hours of non-incident activities including- station/vehicle maintenance, truck/equipment checks & PR activities; Interior FF training packet is nearing completion. This program is ALL new for DCFD and completely revitalizes the FF training program; All apparatus now have a full driver training program and practical examination; eight current driver trainees on the apparatus at various stages. Great work by many of those pushing through the DT program. Congrats to Jason Shippee for clearance on Engines 5/6.

Project Updates: Grange authorized for several capital projects as a part of the budget presentation. We will be looking at the sustainability of the program over the next few years with hopes that the programs continue to expand with additional revenues. HVAC/ heat system expansion will be the first cost-share project this year and project is nearly completed. Unfortunately latest news that the water heater/ storage tank is leaking and will need to be replaced. Looking at getting several quotes for the job; Engine 5 Update –Appraisal value received. Chief recommending to make an offer on the vehicle during the next contract period or part of the future contract extension discussion. More to follow in the renewed contract document; Kenwood Radio Project- All radios are programmed, installed and an on-the-job training program has been executed. All radios are in-service and have been a welcome addition to the department; Shelter Harbor Repeater Project- Final payment for the share repeater project has been sent. Project split was between the Southern League, Charlestown Fire District & the Town of Charlestown EMA. Total DCFD cost for 27k dollar project will be about 4200\$. Repeater/receiver should be running in the next week; Ongoing Marine Rescue Asset project underway for flood rescue zodiac purchase- new Marine 2 vessel has been spec'd purchased and is in-service here at Station 1;DEM grant award recipient- \$2500 towards a UTV wildland skid pump/foam unit; DCFD has applied for a \$5000.00 Walmart Community Grant for DCFD Training Facility Upgrades- Walmart Westerly has backed our request and is in full-support; SCBA project moving (purchase on-hold till grant award season) - After substantial pack maintenance and battery replacement we are seeing less failures. Hoping to hear about the SCBA grant in July-August. AFG this year was lowest year of applications ever. Hoping that bodes well for DCFD; Building leak repairs & vents- Quotes/RFPs underway for repair of both the office-side vents and the front of bays. Substantial rotting found and will need to be repaired. Once construction is completed we will be striping and seal coating lot; Station 1 parking lot sealing and striping project will be delayed until construction is completed on bays and office. Hope to begin construction beginning of August

Upcoming Events & Notifications: Smokey the Bear Parade is planned for July 18th 5pm-8pm w/ department reception after the event; Chief on Vacation from June 25-28th; Mary is still currently out on emergency medical family leave. She is probably not expected back in the office for a few weeks still. Gretchen and I have stepped up to take care of the bills and other administrative duties in Mary's absence. Thoughts and prayers are with Mary's family at this time.

Motion was made seconded and so voted to accept the Chief's report.

Moderator's Report – Matthew Thomsen was not in attendance. This was tabled.

Public Comments – Jim Angelo stated that he could not find Notice of Meeting on the updated website. Jeff Thomas said it was there. Chief DeGrave helped him around the website on his cellphone.

Other Business –

A motion was made, seconded and so voted to proceed with letter as edited regarding Charlestown EMA Agreement for emergency Services use of the Dunn's Corners Fire District/Grange Facility.

A motion was made, seconded and approved to allow the Treasurer and Moderator the ability to discuss with The Washington Trust Company any relative account information as requested by the Washington Trust Company.

Meeting adjourned at 7:50 PM.

Linda F Garabedian, District Clerk