

Dunn's Corners Fire District

1 Langworthy Road

Westerly, RI 02891

Minutes

Operating Committee Meeting

May 8, 2018

The Dunn's Corners Fire District Operating Committee (OC) convened on Tuesday, May 8, 2018 at 7:00 p.m. at Station #1.

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

Other Attendees: Ann DiRobbio 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).

In the absence of the Moderator, Committee Member R. Delaney moderated the meeting.

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 April 10, 2018 meeting.

Friends of the Quonchontaug Grange (FOTQG) – Ann DiRobbio spoke on behalf of the FOTQG, providing an oral report and written outline on the following:

Grange revenues through April 30, 2018 totaled \$8,321.29 and utility reimbursements have been received totaling \$683.18.

The West-Side Parking Area expansion is underway and is expected to be completed by the end of May.

The new carpet has been installed in the Grange foyer.

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

The fourth movie night featuring the film “The Intern” will be held on May 11th with dessert served at 6:15p and the film showing at 7:00p. 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.

Treasurer’s Report – B. Delaney noted that revenues and expenses are tracking well to budget. Copies of the financial statements were provided in advance of the meeting to all Committee members.

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

Chief’s Report – The Chief announced that as of April 29th that he is a full-time resident of the District and provided the committee a comprehensive written report (attached) that covered the following:

1. Department operations
 - a. Incidents responded to 66 (39 medical calls).
 - b. SOP/SOG revisions
 - c. The Department approved a revised set of Bylaws
 - d. Leadership reporting and revised organizational chart
 - e. Deputy Chief position anticipated to be posted by the end of April
 - 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 and will be issued within a week
 - b. Firefighter PPE gear is on track for the next 2-3 weeks
 - c. Station 2 water heater was replaced
 - d. Station 2 - 2 new refrigerators have been installed and running well
 - e. Station 1 - The Chief and the Fire Marshall worked on fixing vents that were allowing in rain water and on insulating critical areas. Insulation professionals and RISE will be in for a full survey.
 - f. Station 1 – Most of the stained tiles have been removed and replaced
 - g. Pipe freezing/ Boiler Room freezing has been addressed by Buckley Heating.
 - h. New firefighter accountability and ID system is in.
 - i. Ladder truck is back from repairs totaling \$9500.
 - j. DOT Inspections – Vehicles were DOT inspected with several small issues found that will need to be addressed.
 - k. Engines with have annual pump testing on May9th.
 - l. Dwayne Allen the new maintenance person at DCFD has started and working out excellent.
 - m. Both Station 1’s and 2’s speaker systems are repaired and up and running.
 - n. NFPA Physicals Update – All current members have attended.

3. Upcoming Department Projects
 - a. Safety Plan Development with Dunn’s Corners Elementary and Westerly Middle schools.
 - b. DCFD Deputy Hiring SOP and Post Job Opening
 - c. Next fiscal year projects include:
 - i. Parking lot sealing and striping
 - ii. HVAC system service, insulation and vent repairs
 - iii. Squad 2 replacement
 - iv. SCBA upgrades in 2019/2020
 - v. Radio updates in 2019/2020
4. Training
 - a. Over 165 hours of training took place over the past month with 2 members being cleared on additional trucks.
 - b. Department hosted first ever multi-agency first responder training.
 - c. Assisting in the coordination of the regional trench rescue certification program.
 - d. Driver training program revamped.
5. Fire Marshal/Fire Prevention
 - a. Plan reviews conducted: 9
 - b. Commercial inspections: 2
 - c. Residential inspections: 13
6. Other Announcements – Congrats to Steve and Matt for awards received at the DCFD Banquet.

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

Moderator’s Report – Tabled

Bradford Industrial Park Litigation – The Chief updated the committee that no official decision on the appeal has been rendered; and that the recommendation is that no contract with Westerly Area Dispatch be entered into until the matter is resolved (excluding current year fees).

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.

Other Business

Bradford Fire District (BFD) – Representatives of the Bradford Fire District Frank Manfredi and Joyce Stanczyk addressed the Committee and informed its members that the BFD will be debt free as of August and it is their hope to merge with the DCFD.

The Chief noted a few concerns; repairs needed to be made to the truck leased from BFD E5 as it did not pass inspection; and what effect the merger would have on DCFD’s ISO rating.

It was noted that the DCFD ISO rating is a 3 and that a review to determine if any change would occur post-merger can be done once a letter of intent to merge is received.

It was noted that BDA removed themselves from the BFD in 1980.

For the record the representatives of BFD were very pleased that DCFD stepped up when BFD needed help and have worked very hard to get their house in order to prepare for a merger with DCFD.

Public Comments – Taxpayer J. Angelo noted that Westerly Ambulance Corp does not receive 911 money and that he has requested but can not get access to WAC's bookkeeping records. He stated to get access requires membership in the association.

Executive Session:

The public meeting adjourned at 8:22p to go into executive session to act on matters pertaining to the Chief's 401k plan.

The public meeting reconvened at 8:38p.

Meeting adjourned at 8:40pm

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,



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