

# Dunn's Corners Fire District

5662 Post Rd  
Charlestown, RI 02813

## Minutes Operating Committee Meeting September 11, 2018

The Dunn's Corners Fire District Operating Committee (OC) convened on Tuesday, September 11, 2018 at 6:00 p.m. at the Grange building.

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

Other Attendees: Steve White District Clerk and representatives of the Friends of the Quonchontaug Grange (FOTQG).

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

Agenda Items:

Pledge of Allegiance – The meeting started as 6:00 pm with the Pledge of Allegiance.

Moment of Silence – The committee observed a moment of silence in memory of past members of the department.

Next Meeting – The next meeting of the Operating Committee will be scheduled for Tuesday November 13, 2018 at 7:00 at Station 1.

Selection of a Moderator – *A motion made, seconded and so voted to appoint Matt Thomsen as Moderator for the 2018-2019 year.*

Appointment of Treasurer and Tax Collector – *A motion made, seconded and so voted to appoint Bob Delaney as Treasurer, and Diane Nardone as Tax Collector for the 2018-2019 year.*

Previous Meeting Minutes – *A motion was made, seconded and so voted to approve the July 18, 2018 Operating Committee meeting minutes.*

*A motion was made, seconded and so voted to accept the draft July 18, 2018 Annual Meeting minutes.*

Friends of the Quonchontaug Grange (FOTQG) – Ron Meneo provided the Operating Committee with a tour of the facility and pointed the work that has been accomplished since FOTQG has taken over the management of the facility.

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

Grange revenues through August 31, 2018 totaled \$3,348.20~.

Planned projects include; Outside Lighting for the Westside which is out to bid with 1 quote received to date. Member Delaney requested that the use of motion sensors to help reduce electric costs be considered as part of the scope of the project.

Exterior walkways to the lower level are under review; replacement of the gutter and downspouts on the west side of the building has been put out to bid with work to commence in the near future; quotes will be requested to replace the lower level heating units with energy efficient models; and the kitchen area upgrade plan is in phase 1.

FOTQG is reviewing proposed events for the upcoming year.

The grant application to the Champlain Foundation for funds to renovate the kitchen is now complete.

*A motion was made, seconded and so voted to authorize the Chief to act on behalf of the Operating Committee regarding the Grange's outside lighting project.*

Treasurer's Report – Bob Delaney reported that the tax bills are out, and tax collection is going well. The District is now accepting credit and debit card payments online and the process is going well.

The Treasurer noted that the district was able to get the bank to waive its per deposited item fee.

He informed the committee that Country Title has been scheduled to conduct a tax sale in April 2019; that district businesses have been contacted regarding sales tax owed for the purchase of the radio boxes; suggested that inspection certificates not be issued if there are past due taxes; the CPAs will be starting the District audit on October 8<sup>th</sup>; noted that new signature cards for the checking accounts will need to be filled out; and suggested that a new five-year capital plan be developed.

The Treasurer also noted that a local non-profit had stated that it had requested and was told that that a “detail fee” would be waived for a charity golf tournament. No documentation to support the statement has been located. The Treasurer was going to investigate the matter.

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

Chief's Report – The Chief provided the committee a comprehensive written report (attached) that covered the following:

District Operations: ISO paperwork and request filed; Point and Pay credit card tax collection up and running; proposed future Operating Committee dates to be November 13<sup>th</sup>, January 8<sup>th</sup>, March 12<sup>th</sup>, June 11<sup>th</sup>, July Annual Meeting, and September 10<sup>th</sup>.

Department Operations: Captain's position to be posted in the next several months; high call volume for the period of June through August – 125 fire and 169 EMS; Fire Marshall conducted 22 plan reviews and 68 inspections; no major incidents, numerous MVAs with injuries over the past two-months.

Department Membership: Active and growing with two new applicants over past month; newly recharged social media and marketing program; new fire department application and training program launched; Smokey Bear Parade and Honored Members night well attended.

Training: Active participation at 276 hours; active training at UFD burn facility; several new drivers trained with 5 more expected by winter.

Project Updates: Boiler and Winterization quotes, currently being evaluated; Engine 4 computer system repaired; Engine 5 back in service and awaiting BFD reimbursement; ongoing radio and SCBA projects; the Bucket Truck, SQD2 and SQD3 have been traded or sold with the net proceeds totaling \$30,000; new utility vehicle 3 has been purchased from the low bidder Denooyer Chevrolet in Albany NY for a cost of \$55,302.50~.

New Business: HVAC systems have been repaired but issues remain; AED project under way; Matias Ln land development and FD approval being reviewed; Chief attending Fire Marshall classes and is out office 3 days a week (officers are filling in); aerial ladder has been repaired and certified; Squad 7 passed the EMS service inspection; all apparatus and equipment in-service.

Upcoming Events: 75<sup>th</sup> Anniversary & Open House Date – September 22<sup>nd</sup> (10a-2p).

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

Moderator's Report – The moderator stated that he has been very happy with the work of the new Chief.

Public Comments – Mary Rathbun noted it was the first year for credit card processing for tax payments and it has gone better than expected.

Ron Meneo thanked the Operating Committee for the support the District has given FOTQG with the restoration of the Grange.

Other Business – Committee member Delaney suggested that the District investigate the possibility of installing solar panels on Station 2.

The committee discussed reaching out to support the Town of Westerly with its 350<sup>th</sup> celebration.

The committee was reminded that the Bradford Fire District Annual Meeting was being held on Thursday September 13, 2018.

Executive Session – The meeting was adjourned at 7:00p to go into executive session to discuss the applications received for the District Clerk's position.

The Operating Committee meeting reconvened at 7:45pm

Meeting adjourned at 7:46pm

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Steve White, District Clerk