

**CHARLESTOWN FIRE DISTRICT
BOARD OF ENGINEERS
MINUTES OF THE MONTHLY MEETING
TUESDAY, DECEMBER 12, 2017**

1) CALL TO ORDER: Chairman Kevin R. Gallup called the meeting to order at 7:33 PM.

- **Board members present:** Chairman Kevin R. Gallup, Vice Chairman Joe Weeden, Dave Lamb, Gary Crawford, and Julie Ellen.
- **Board members absent:** None.
- **District officials present:** District Attorney Roberta Mulholland, District Treasurer Deb Nicotra, and District Clerk Keith Allamby.
- **District officials absent:** District Chief Don Rathbone, District Tax Collector Rita Deane and District Training Officer Keith Knudsen.

2) PUBLIC COMMENTS and OTHER MATTERS:

A roll call vote was taken to move Public Comments and Other Matters to the second item on the BOE Agenda. Kevin Gallup; yes. Joe Weeden; yes. Dave Lamb; yes. Gary Crawford; yes. Julie Ellen; yes. Tom Gentz, representing the Town, was present to discuss the proposal to install a LED streetlight control box at the Cross Mills Station and to answer any questions. An exterior receptacle and mounting plate would need to be installed on the outside of the station. There are concerns about where the box would be mounted. Vice Chairman Joe Weeden will meet with Tom Gentz next week at the Cross Mills Station to determine a suitable mounting location in the

event the installation of the LED control box is approved. The BOE has a favorable opinion on this matter and it will be on next month's BOE meeting Agenda.

3) MINUTES OF PREVIOUS MEETINGS:

• Gary Crawford made a motion to approve the minutes from November 14, 2017 regular meeting of the Board of Engineers. Joe Weeden seconded the motion. Voted yes: Unanimously. Motion carried.

4) BILLS / PRE-APPROVALS / REIMBURSEMENTS:

Vision Govt Solutions – Inv#1264 Print/mailing 2017 Tax Bills – Tax Collections 1933.70

Vision Govt Solutions – Inv#1265 Annual Fee and (2) 2015-17 Tax Data DVD's- Tax Collections 765.00

IDville – Inv#3272572 ID Maker Pro 3.0 software – Hardware and Software 679.00

MPG Mechanical – Inv#3778 Troubleshoot radiant heat motor Station#1 – Bldgs & Grounds 189.00

MPG Mechanical – Inv#3783 Replaced radiant heat pump motor Station #1 – Bldgs & Grounds 1450.00

MPG Mechanical– Inv#3765 Cleaned boilers #1, #2, and water heater Station #1- Bldgs & Grounds 975.00

Town of Charlestown – Inv#180110 Nov fuel CPD pumps – Fuel 267.77

Town of Charlestown – Inv#180106 Nov fuel DPW pumps – Fuel

154.80

**AB Hoxie – Inv#502800000 Service water filter cartridge Station #1 –
Bldgs & Grounds 103.14**

**Charlestown Computers –Inv#6978 Troubleshoot HVAC computer
Station #1-Hardware & Software 80.00**

**Shipman’s – Inv#284454 Turnout gear (1) coat (1) pants –
PPE/Restricted Line 1817.95**

**Town of Charlestown – Inv#180100 Oct fuel CPD pumps – Fuel
204.35**

**Overhead Door – Inv#1698444797 Replace photocells, Doors 4 & 5,
Station#2- Bldg & Grounds 330.47**

**RI Southern Firemans League – 2018 Annual Dues –Dues,
Subscriptions, Publications 500.00**

**RI Southern Firemans League – 2018 Radio Dues –Communications
1250.00**

**Narragansett Rubbish Removal –Nov. rubbish removal Station #2
–Waste Removal Station#2 80.00**

**Beacon Mutual – Inv#229455 Renew Workers Compensation policy
(1/21/18-1/21/19)-Workers Comp Insurance
641.00**

**Attorney Roberta Mulholland – (12/12/17 Invoice (9/1/17-11/30/17)
services rendered- District Attorney Fees**

5217.60

**Taft & McSally, Attorneys – (11/7/17) Invoice for Bond Counsel-
Contingency 2300.00**

First Southwest – Inv#14175 Financial Advisors Fee – Contingency

2500.00

VISA credit card (current bill):

**Home Depot – (11/30) Step ladder – Uniforms, Tools, and
Supplies 10.68**

**Amazon – (11/15) Laptop PC case for District Clerk – Hardware
and Software 31.99**

**Home Depot – (11/22) bag of Water Filter Salt – Bldgs and
Grounds 32.01**

**VISA – Interest charge (12/3) – Interest
11.79**

**Norton – (11/30) Norton anti-virus software renewal – Hardware
and Software 85.59**

**Amazon – (11/29) Waiting for Receipt
36.61**

STAPLES credit card (current bill):

**(11/28) No charges, no balance due
0.00**

PRE-APPROVALS:

STAPLES (next bill):

(11/30) Gel Pens – Office Supplies

REIMBURSEMENTS:

Tom Ferrio – (3/29/17 – 9/30/17) Supplies, net of flashlight charger sales funds – Uniforms, Tools and Supplies

56.11

Tax Collector Rita Deane – 50% of (Oct-Nov-Dec 2017) Cox Comm. internet charges – Telecommunications 115.48

Tax Collector Rita Deane- 50% of (Oct-Nov-Dec 2017) Cox Comm. phone charges – Telecommunications 50.91

Gary Crawford made a motion to approve the bills, pre-approvals, and reimbursements. Dave Lamb

seconded the motion. Voted yes. Motion carried.

5) CORRESPONDENCE:

a) R.I. Department of Labor and Training: Any injuries sustained by CFD firefighters on any incidents need to be reported within required time period.

6) REPORTS:

- District Chief: No report submitted.**
- Stations:**
 - Station 1 – Charlestown Richmond: No report submitted.**
 - Station 2 – Cross Mills: No report submitted.**
- District Treasurer: Written report submitted and reviewed. Dave**

Lamb made a motion to approve the (11/30/17) report as presented. Julie Ellen seconded the motion. Voted yes: Unanimously. Motion carried.

• District Tax Collector: Written report submitted and reviewed. Joe Weeden made a motion to approve the (11/30/17) written report as presented. Julie Ellen seconded the motion. Voted yes. Unanimously. Motion carried.

• District Training Officer: Written report submitted. Oral report was read by Joe Weeden instead of the Training Officer, Keith Knudsen, who was absent from the meeting. “There were two trainings in the last part of November and the first part of December. The trainings consisted of Self Contained Breathing Apparatus (practical) and Meters. I am working on having a Red Light Course for privately owned vehicles class presented in the district. Apparently, the course has changed and everyone that uses a red light in their personal vehicle needs to take the course. The price per student is \$75.00 and I am asking for payment fronted for all the district officers and I will be scheduling the class in February. Secondly, a training “committee” has been formed. The “committee’s” responsibilities are to discuss trainings, what trainings should be scheduled, and anything that is pertinent when it pertains to training. The members of the “committee” are Matt Dowling, Tom Pimental, Don Rathbone, Jim Dzwil, Greg Roberts, Hunter Clark, Doug Hennessy, and myself. We will meet every three months when the training schedule is developed for the next three months.” After discussing this report the BOE determined that the Training Officer has no authority to impanel a

committee without the approval of the BOE.

- **District Procurement Officer: No report submitted.**

7) NEW MEMBER APPLICATIONS: None.

8) OLD BUSINESS:

a) Vote: Renewal of Narragansett Indian Tribe Agreement: After discussing Dave Lamb made a motion to approve the renewal of the agreement. Joe Weeden seconded the motion. Voted yes. Motion carried.

b) Info: Thyssenkrupp Elevator Maintenance Intervals: Chairman Kevin Gallup has called Thyssenkrupp to discuss this matter but they have not yet replied to his request. He will continue trying to get a reply.

c) Info: Report for District from Legal Division's Attendance at (12/5/17) Hearing on Invernergy Thermal Development LLC Application for Energy Siting Board: Approximately 200 people attended the hearing at Charlestown Elementary School. Invernergy representatives had 15 minutes to present their proposal to use the Wood River aquifer as a backup water source for the Burrillville power plant. All speakers were opposed to the proposal. A representative of the Narragansett Tribe stated that the majority of the tribal members are opposed as well. The Town Council has hired legal counsel to intervene in opposition to the proposal. District Attorney Roberta Mulholland will continue to monitor the situation on behalf of the CFD.

d) Update: Progress of Annual Audit by Nadeau Wadovick LLC.: The

audit is proceeding and Treasurer Deb Nicotra is working with the auditor.

9) NEW BUSINESS:

a) Info: Charlestown Fire District Ice Safety readiness: Mustang suits, gear, and equipment will be examined for any needed repairs and replacing inadequate gear and equipment.

10) ADJOURNMENT: Gary Crawford made a motion to adjourn at 8:34 pm. Julie Ellen seconded the motion.

Voted yes: Unanimously. Motion carried.

Respectfully submitted,

Keith Allamby

District Clerk