

Major Repair 1299.28

**Engineered Security Systems – (12/1/17) fire alarm system monitoring
(1/1-12/31/18) – Fire Alarm Service**

333.00

Town of Charlestown - #180132 December fuel, DPW pumps – Fuel

211.46

**Shipman's - #286772 CR Station quarterly air test - Air Fill Station
Maintenance 175.50**

**Aqua Science - #1030694 Yearly service CM Station water system –
Bldgs and Grounds 446.25**

**Town of Charlestown - #180130 Dispatch service for 2nd quarter
FY2018 – Dispatch Services**

2314.00

Lexis Nexis - #98769707 RI Fire Laws and CD – Contingency

82.08

**Carousel Industries - #2160353 Service CR Station phone system,
can't receive calls - Contingency 412.50**

**MPG Mechanical - #3836 Water leak in CR station boiler vent system –
Bldgs and Grounds 284.00**

VISA credit card (current bill):

VISA Interest charged as of (1/3/18) – Interest

15.91

**Dunkin Donuts (12/17/17) Keith Knudsen training food –
Training 33.97**

**Home Depot (12/15/17) 10 quart galvanized pail – Uniforms,
Tools, Supplies 10.57**

**RI Association of Fire Chiefs (12/13/17) annual dues – Dues,
Subscriptions, and Publ. 200.00**

**KS Pizza (12/23/17) refreshments for Santa Claus annual
community visit - Contingency 74.51**

**Amazon (12/21/17) dry erase board – Office Supplies
188.80**

**Amazon (12/22/17) NETGEAR Nighthawk Wi-Fi router –
Hardware & Software 249.99**

**Amazon (1/2/18) pager belt clip – Uniforms, Tools, Supplies
56.94**

STAPLES credit card (current bill):

**(12/15/17) invisible tape, 2018 desk calendar – Office Supplies
30.98**

PRE-APPROVALS:

VISA (next bill):

**RIAFC (1/9/18) “Critical Incident Stress Management
Team Fund” 2018– Contingency**

50.00

Amazon (1/6/18) Duracell batteries – Uniforms, Tools,

Supplies

46.00

STAPLES (next bill): none.

REIMBURSEMENTS:

**Tom Ferrio – (12/18/17) Chimney fire Kit Bag. (12/20/17) parts for
Brush Truck – Uniforms, Tools, Supplies**

140.73

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

**seconded the motion. Voted yes. Unanimously. Motion
carried.**

4) CORRESPONDENCE:

**a) Beacon Mutual – the final audit has been waived for Workers
Compensation 2017.**

5) REPORTS:

**District Chief: Written reports for November 2017 and
December 2017 were submitted and reviewed.**

- There were 23 Incidents and 30 Home Inspections during November.
- There were 24 Incidents and 11 Home Inspections during December.
- There were 230 total Incidents and 220 total Home Inspections during 2017.
- Met with Verizon representatives and electricians during December to discuss options to connect the CFD communications shed to the Verizon emergency on-site generator at the Rt. 112 tower site. Verizon is working on price quotes for all options discussed and will send them at a later date.
- Requested authorization to purchase (2) Amerex ABC Fire Extinguishers, at an approximate cost of \$149.00 each for #E-713 and #E-716. Julie Ellen made a motion to approve the purchase. Dave Lamb seconded the motion. Voted yes. Unanimously. Motion carried.
- Requested authorization to purchase (1) Turnout Coat, at an approximate cost of \$1012.00, for Doug Hennessey. Dave Lamb made a motion to approve the purchase. Gary Crawford seconded the motion. Voted yes. Unanimously. Motion carried.

Gary Crawford made a motion to approve the written reports of the District Chief as presented. Dave Lamb seconded the motion. Voted yes. Unanimously. Motion carried.

Stations:

- Station 1 – Charlestown Richmond: Requested authorization to purchase (4) DOT Safety Vests. Dave Lamb made a motion to approve the purchase. Julie Ellen seconded the motion. Voted yes. Unanimously. Motion carried.

- **Station 2 – Cross Mills: No report submitted.**

District Treasurer: No report submitted.

District Tax Collector: Written report submitted and reviewed. Dave Lamb made a motion to approve the (12/31/17) written report as presented. Julie Ellen seconded the motion. Voted yes. Unanimously. Motion carried.

District Training Officer: Written and oral report submitted and reviewed.

- **There were two trainings at the end of December 2017 and beginning of January 2018 consisting of Power Tools Familiarization and Handling Electrical Emergencies.**
- **All CFD officers need to take the Red Light course at the RI State Fire Academy.**

Julie Ellen made a motion to approve the (1/9/18) written District Training Officer report. Gary Crawford seconded the motion. Voted yes. Unanimously. Motion carried.

District Procurement Officer: No report submitted.

6) NEW MEMBER APPLICATIONS: None.

7) OLD BUSINESS:

- a) **Update: Progress of Annual Audit by Nadeau Wadovick LLC.:** The audit is proceeding without any problems.
- b) **Info: Thyssenkrupp Elevator Maintenance Service Intervals:** Chairman Kevin Gallup spoke with the elevator company and they stated that the service is being performed at the correct quarterly intervals.
- c) **Info: Update on Digital Replacement for UHF Backup Radio at Dispatch:** The new UHF digital backup radio has been installed.
- d) **Vote on Town LED Streetlight Junction Device at Cross Mills (if agreement paperwork is satisfactory:** A vote could not be conducted at this meeting. The agreement paperwork was not submitted by the Town representative Tom Gentz.

8) NEW BUSINESS:

a) **Discussion on Annual Awards Dinner location:** Procurement Officer Joe Weeden is obtaining more information on a suitable location and the matter will be discussed again when the information is available.

b) **Vote to Update settings on VHF portables and mobiles:**

District Chief Don Rathbone discussed adding an identifying beep which forces the dispatcher to wait to hear details of the message after the beep is heard. He also discussed adding an identifying code which will tell the dispatcher which radio number is making the call. Communications Plus has the ability to make those requested changes which can be tried out on the District Chief's VHF device first before changing all other VHF mobiles and portables.

Dave Lamb made a motion to proceed to move forward on making the changes. Julie Ellen seconded the motion. Voted yes. Unanimously. Motion carried.

9) PUBLIC COMMENTS / OTHER MATTERS:

a) MPG Mechanical is in the process of repairing a hole in the boiler plate of Boiler #1 at the Cross Mills Station. A representative of MPG informed Chairman Kevin Gallup that both boilers are getting old and that, based on their present condition, replacing them with new boilers should be considered in the near future.

b) The Town Council sent a thank you message to the CFD for providing crowd control and fire safety at the annual New Year's Eve Bonfire at Ninigret Park.

10) ADJOURNMENT: Julie Ellen made a motion to adjourn at 8:45 pm. Dave Lamb seconded the motion.

Voted yes: Unanimously. Motion carried.

Respectfully submitted,

Keith Allamby

District Clerk