

**CHARLESTOWN FIRE DISTRICT
BOARD OF ENGINEERS
MINUTES OF THE MONTHLY MEETING
TUESDAY, FEBRUARY 13, 2018**

1) CALL TO ORDER: Chairman Kevin R. Gallup called the meeting to order at 7:36 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 Chief Don Rathbone, District Attorney Roberta Mulholland, District Treasurer Deb Nicotra, District Clerk Keith Allamby, and District Training Officer Keith Knudsen.
- **District officials absent:** District Tax Collector Rita Deane.

2) PRESENTATION OF DRAFT AUDIT TO BOARD OF ENGINEERS FOR FY 2017 BY REPRESENTATIVES FROM NADEAU, WADOVICK, LLC: Jeff Wadovick and Robert Salmani appeared before the Board to present the results of the draft version of the Fiscal Year 2017 Financial Audit of the District. It is the opinion of the auditor that the finances of the Fire District are extremely healthy. The FY 2017 expenses are under budget and internal financial controls are very good. District Nadeau, Wadovick LLC will be contacted if there are any questions before the final audit is completed.

3) NEW BUSINESS: A vote was held to move NEW BUSINESS from

the 9th Agenda topic to the 3rd topic. Dave Lamb made a motion to approve. Gary Crawford seconded the motion. Voted: Yes. Unanimously. Motion carried.

a) Discussion and Vote: Repair issues with 1 of 2 Propane Boilers at Cross Mills Station: The contractor from MPG Mechanical appeared before the Board to discuss replacing one of the two propane boilers at the Cross Mills station. The boiler can't be repaired and should be replaced. The Board said the boiler needs to be replaced as soon as possible and is an emergency purchase because Station #2 needs adequate heat as soon as possible considering the current cold winter temperatures. The second boiler is still operating but may need improvements. MPG will replace Boiler #1 with a new one and install new control panels on both Boiler #1 and #2 to avoid any software compatibility issues. Dave Lamb made a motion to approve the Emergency Purchase from MPG Mechanical. Joe Weeden seconded the motion. Voted: Yes. Unanimously. Motion carried.

b) Discussion on having a Fire Station "Open House" for autistic community members: The sounds and sight of CFD fire trucks responding to an incident in town can cause those with autism to become overstimulated and upset. An Open House or a "Touch-A-Truck" event was discussed as a good way to help to those autistic community members feel more comfortable and at ease. District member Jim Dzwil said he can gather more information to present if the Board decides to proceed. Dave Lamb made a motion to proceed on gathering more information to plan such an event. Julie Ellen seconded the motion. Voted: Yes. Unanimously. Motion carried.

4) MINUTES OF PREVIOUS MEETINGS:

Gary Crawford made a motion to approve the minutes from the January 9, 2018 regular meeting of the Board of Engineers. Julie Ellen seconded the motion. Voted yes. Unanimously. Motion carried.

5) BILLS / PRE-APPROVALS / REIMBURSEMENTS:

Pro Lock Services – Inv#15055, (10) key FOBS – Uniforms, Tools, Supplies 74.54

Aqua Science – (12/26/17) Service Station #2 water system – Bldgs & Grounds 382.41

ThyssenKrupp – Quarterly elevator service (2/1/1 – 4/30/18) – Bldgs & Grounds 88.34

Authorized Services for N.E. – (1/1 – 12/31/18) Service agreement for generator and ATS-Bldgs & Grounds

829.00

Communications Plus –Test siren, replace siren speaker (#U811) '97 Explorer)- Uniforms, Tools, Supplies

310.00

Communications Plus – 2 Kenwood batteries for UHF radios – Uniforms, Tools, Supplies 90.00

Wyoming NAPA– Signal Flasher (#E813) – Uniforms, Tools,

Supplies	29.99
MPG Mechanical – Troubleshoot “shotgun sound” in boiler, Station #2 – Bldgs & Grounds	236.50
MPG Mechanical – Service call: no heat in boilers, Station #2 – Bldgs & Grounds	300.00
MPG Mechanical – Boiler parts Station #2 – Bldgs & Grounds	1514.26
Compass Hardware – charges for (11/2 – 12/16/2017) – Uniforms, Tools, Supplies	28.64
Town of Charlestown – Inv#180149 Police pump fuel Jan 2018 – Fuel	127.91
Town of Charlestown – Inv#180136 DPW pump fuel Dec 2017 – Fuel	170.56
Nadeau, Wadovick LLC – (12/27/17) Progress billing FY2017 financial audit (75% complete)– Audit	8200.00
Nadeau, Wadovick LLC – (2/8/18) Final billing FY2017 financial audit (complete) – Audit	2050.00
Nadeau, Wadovick LLC – (2/8/18) Final billing FY2016 financial audit (complete) – Audit	2050.00
Wyoming NAPA – Diesel fluid – Uniforms, Tools, Supplies	39.96
Shipman’s – Inv# 287634 Troubleshoot pump Tanker #715 – Major Repairs	237.50
Shipman’s – Annual SCBA Air Pack Flow Tests - Line Item: Annual	

Air Pack Testing	1461.00
Lexis Nexis - RI Fire Laws 2017-2018 – Dues, Subscriptions, Publications	82.08
Charlestown Computers – Troubleshoot router at Station #2 - Hardware & Software	125.00
Narragansett Rubbish Removal – (12/1-12/31/17) Station #2 – Waste Removal	80.00
Narragansett Rubbish Removal – (1/1-12/31/18) Station #2 plus late fee – Waste Removal	81.20
Attorney Roberta Mulholland – (12/1/17 – 1/31/18) services – District Attorney Fee	877.09
VISA credit card (current bill):	
(2/2) Interest charge – Interest	22.15
(1//30) Amazon – AA batteries (24pk) – Uniforms, Tools, Supplies	18.99
(1/19) Westerly NAPA – Rear window supports (U#811) ‘97 Explorer – Uniforms, Tools, Supplies	51.98
(1/19) Home Depot – Power strip for Station #2 – Uniforms, Tools, Supplies	26.72
(1/10) Walmart – Janitorial supplies for Stations – Uniforms, Tools, Supplies	98.51
(1/10) Walmart – Janitorial supplies for Stations – Uniforms, Tools, Supplies	25.55
(1/18) Arnold Lumber – Lumber and hinges for Training Props –	

Training 132.77

**(1/31) Michael's Garage – oil change, rotate tires (#U811) '97
Explorer – Uniforms, Tools, Supplies**

115.54

STAPLES credit card (current bill):

(11/28) No charges, no balance due

0.00

PRE-APPROVALS:

VISA (next bill):

(2/7) Charlestown Mini-Super – Food for training – Training

38.40

STAPLES (next bill):

(2/8) Label maker for training – Training

34.73

REIMBURSEMENTS:

**Tax Collector Rita Deane – 50% of (Jan-Feb-March 2018) Cox Comm.
internet charges – Telecommunications 239.97**

**Tax Collector Rita Deane- 50% of (Jan-Feb-March 2018) Cox Comm.
phone charges – Telecommunications 104.97**

**Keith Knudsen – 8" x 8" cleanout door from Arnold Lumber – Training
17.92**

Julie Ellen made a motion to approve the bills, pre-approvals, and reimbursements. Gary Crawford seconded the motion. Voted yes. Motion carried.

6) CORRESPONDENCE:

a) The Town of Charlestown has notified the Fire District that the Charlestown-Richmond station septic system inspection is needed soon.

b) Suburban Propane: A mistaken payment of \$1201.60 was made to Suburban Propane by the Cross Mills Fire Association based on the propane delivery receipt. Chairman Kevin Gallup had requested that the Association should submit a request for a credit or refund. Suburban would not do a credit or refund so the Association should be reimbursed by the District. Joe Weeden made a motion to proceed with the reimbursement by the District to the Association for \$1201.60. Julie Ellen seconded the request. Voted: Yes. Unanimously. Motion carried.

c) Letter from District Moderator John Rookwood, as attached, stating that he will be resigning as moderator effective (4/1/2018).

d) Charlestown Memorial Day Parade Committee 2018 letter inquiring on making a donation. After discussing, a \$100 donation was requested for approval. A motion was made by Julie Ellen to approve the donation. Joe Weeden seconded the motion. Voted: Yes.

Unanimously. Motion carried.

e) R.I. Southern Firemen's League sent a notice of their meeting to be held on (2/26/2018).

f) R.I. State Firemen's League letter notification of annual dues payment of \$100. After discussing, Joe Weeden made a motion to approve the dues payment. Dave Lamb seconded the motion. Voted: Yes. Unanimously. Motion carried.

7) REPORTS:

District Chief: Written and oral report was submitted and reviewed. There were (24) Incidents reported and (9) Inspections performed during January 2018. Communications Plus has begun the process of adding a radio identifying beep to all mobile and portable radios.

• A request was made by the District Chief to purchase (20) raffle tickets from the Special Signal Fire Association for their March 2018 Fundraiser Raffle for \$200. If the CFD tickets are drawn the monetary prize would go back to the Association as a donation as well. A motion was made by Dave Lamb to approve the request. Gary Crawford seconded the motion. Voted: Yes. Unanimously. Motion carried.

A motion was made by Joe Weeden to accept the written and oral report submitted by the District Chief. Dave Lamb seconded the motion. Voted: Yes. Unanimously. Motion carried.

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 (1/31/18) report as submitted. Julie Ellen seconded the motion. Voted yes: Unanimously. Motion carried.

District Tax Collector: Written report submitted and reviewed. Gary Crawford made a motion to approve the January 2018 written report as submitted. Julie Ellen seconded the motion. Voted yes. Unanimously. Motion carried.

District Training Officer: Written report submitted and reviewed. Gary Crawford made a motion approve the (2/13/18) written report as submitted. Julie Ellen seconded the motion. Voted: Yes. Unanimously. Motion carried.

District Procurement Officer: Oral report submitted.

- The Annual CFD Awards Dinner will be at The Meadowbrook Inn on Saturday, (4/14/18), at 6:00 p.m.**
- Information is being gathered about a possible CFD Fall Picnic.**
- The Charlestown Emergency Management Agency, (Ham Radio Team), inquired about whether the District would like to donate (2) outdated Vertex VHF analog radios with power supplies.**

Gary Crawford made a motion to approve the oral report submitted. Dave Lamb seconded the motion. Voted: Yes. Unanimously. Motion carried.

8) NEW MEMBER APPLICATIONS:

Hunter R. Cole-Kilduff, Junior Member at Station #1. A motion was made by Julie Ellen to approve the application. Joe Weeden seconded the motion. Voted: Yes. Unanimously. Motion carried.

9) OLD BUSINESS:

a) Vote on Town LED Streetlight Junction Device at Cross Mills Station (If agreement paperwork is satisfactory: No vote was conducted because the representative was not at the meeting with the agreement paperwork.

b) Discuss and Vote to proceed with a Partnership Plan with Verizon to use their generator at the Communications Tower site: District Chief Don Rathbone said Verizon has offered to connect their generator to the Radio Communications Tower at the Route 112 site provided that any connections are performed by a Verizon contractor. During any power outages the Verizon generator will start automatically to provide emergency power without delay to District radios. The current generator that is presently used needs to be manually started and refueled by an on-site CFD member. Partnering with Verizon to use their generator is more efficient. Dave Lamb made a motion to proceed to have Verizon prepare a written partnership plan to supply emergency power to radio communication tower. Gary Crawford seconded the motion. Voted: Yes. Unanimously. Motion carried.

10) PUBLIC COMMENTS / OTHER MATTERS: The proposed Burrillville power plant developer,

Invenergy, has cancelled their agreement with the Narragansett Indian Tribe to use water from the Wood River Aquifer as a backup water supply.

11) ADJOURNMENT: Gary Crawford made a motion to adjourn at 9:10 pm. Julie Ellen seconded the motion.

Voted yes: Unanimously. Motion carried.

Respectfully submitted,

Keith Allamby

District Clerk