

**CHARLESTOWN FIRE DISTRICT
BOARD OF ENGINEERS
MINUTES OF THE MONTHLY MEETING
TUESDAY, MARCH 20, 2018**

1) CALL TO ORDER: Chairman Kevin R. Gallup called the meeting to order at 7:38 PM.

- **Board members present:** Chairman Kevin R. Gallup, Vice Chairman Joe Weeden, and Dave Lamb.
- **Board members absent:** Gary Crawford, Julie Ellen.
- **District officials present:** District Chief Don Rathbone, District Attorney Roberta Mulholland, District Treasurer Deb Nicotra, and District Clerk Keith Allamby.
- **District officials absent:** District Tax Collector Rita Deane and District Training Officer Keith Knudsen.

2) MINUTES OF PREVIOUS MEETINGS:

Joe Weeden made a motion to approve the minutes from the February 13, 2018 regular meeting of the Board of Engineers. Dave Lamb seconded the motion. Voted: Yes. Unanimously. Motion carried.

3) BILLS / PRE-APPROVALS / REIMBURSEMENTS:

**AB Hoxie – service Station #1 water filter cartridges – Bldg & Grounds
248.84**

Shipman's – (2) 20# ABC fire extinguishers – Uniforms, Tools, and

Supplies	298.00
Shipman's – (1) 22" brass zipper – Uniforms, Tools, and Supplies	
	49.95
Town of Charlestown – Inv#180174, Feb 2018 DPW fuel - Fuel	
	323.57
R.I. State Fire Academy – Driver education on Warning Lights - Training	
	75.00
Stillman Uniforms - Inv#8407, (1) pair Parade high gloss shoes - Uniforms, Tools, and Supplies	
	40.95
Engineered Security Systems – Inv#105592, Station #1 Fire Alarm Testing 2018 contract and (4) reports – Fire Alarm Services	
	524.00
Engineered Security Systems – Inv#105724, Station #2 Fire Alarm Testing 2018 contract and (4) reports – Fire Alarm Services	
	524.00
Narragansett Rubbish Removal – Station #2 Feb 2018 waste removal – Waste Removal	
	80.00
Narragansett Rubbish Removal - Station #1 Feb 2018 waste removal & late fee– Waste Removal	
	81.20
Compass Hardware – (2/1-2/28) charges – Uniforms, Tools, and Supplies	
	32.33
MPG Mechanical – Inv# 3928, P.M. for Station #2 Air Conditioning system – Bldg & Grounds	
	379.00
MPG Mechanical – Inv# 3940, P.M. for Station #2 AC system, replace	

(7) capacitors – Bldg & Grds 391.31

**Penguin Management - Inv# 48510, one year of Edispatches-
Contingency 1548.00**

**Law Office of Roberta J. Mulholland – services rendered (2/1/18 –
2/28/18) – District Attorney Fees 495.83**

VISA credit card (current bill):

(3/2) Interest charge – Interest

16.44

(2/26) WW Grainger – U channel for magnetic board – Training

39.16

(2/21) Walmart – picture frame – Uniforms, Tools, and Supplies

18.67

(2/25) Dunkin Donuts – food for training – Training

33.97

(2/23) Amazon – 6 x 4 magnetic whiteboard – Training

306.44

STAPLES credit card (current bill):

No charges

0.00

a) R.I. Southern Firemen's League Monthly Meeting Notice for Monday, (3/26/2018), 6:45 pm, at the Exeter #1 Fire Station.

5) REPORTS:

District Chief: Written and oral report was submitted and reviewed. There were (13) Incidents reported and (10) Inspections performed during February 2018. Communications Plus has begun the process of adding a radio identifying beep to all mobile and portable radios.

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

Stations:

• Station 1 – Charlestown Richmond:

a) Tom Ferrio said that the Station #1 Fire Truck Bay floors need to be refinished and the bay walls need to be repainted. Chairman Kevin Gallup advised that (3) bids on the bay floor refinishing should be obtained from vendors. Tom said that the walls can be painted by District members and would just need to buy paint, supplies, and rent scaffolding. Tom will refine his proposals to submit to the Board for review.

b) Tom Ferrio requested to purchase (5) Adjustable Water Can Harnesses. Dave Lamb made a motion to approve the request. Joe Weeden seconded the motion. Voted: Yes. Unanimously. Motion carried.

• Station 2 – Cross Mills: No report submitted.

District Treasurer: Two written reports submitted and reviewed. Joe

Weeden made a motion to approve the (12/31/17) and the (2/28/18) reports as submitted. Dave Lamb seconded the motion. Voted yes: Unanimously. Motion carried.

District Tax Collector: Written report submitted and reviewed. Joe Weeden made a motion to approve the February 2018 written report as submitted. Dave Lamb seconded the motion. Voted yes. Unanimously. Motion carried.

District Training Officer: No report submitted.

District Procurement Officer: Oral report submitted.

• The Annual CFD Awards Dinner at The Meadowbrook Inn has been rescheduled for Saturday, (4/21/18), at 6:00 p.m.

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

6) NEW MEMBER APPLICATIONS: None.

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7) OLD BUSINESS:

a) Vote to accept the FY-2017 Audit submitted by Nadeau, Wadovick, LLC: Dave Lamb made a motion to accept the FY-2017 Audit as submitted. Joe Weeden seconded the motion. Voted: Yes. Unanimously, Motion carried.

b) Vote on Town LED Streetlight Junction Device at Cross Mills (if

agreement paperwork is satisfactory) : No vote was conducted because the agreement paperwork is unsatisfactory.

c) Vote to use accumulated Reserve Funds to reduce Term Obligations and pay off Station #2 land: Joe Weeden made a motion to approve using the accumulated Reserve Funds to reduce Term Obligations and payoff the Station #2 land. Dave Lamb seconded the motion. Voted: Yes. Unanimously motion carried.

d) Update on partnering project with Verizon to use their generator at the Route 112 Radio Tower Site: District Chief Don Rathbone is still waiting to receive Verizon's paperwork..

e) Update on replacement/repairs to Propane Boilers at Cross Mills Station: The new boiler is in place. New piping has been installed for both boilers. MPG Mechanical will be doing the Start Up on the new boiler soon and will further assess what the second boiler needs.

f) Update on the Fire Station "Open House Project" for Autistic Community Members (Familiarization): District Officer Jim Dzwil has prepared a flyer for having a "Touch-A- Fire Truck" event .

8) NEW BUSINESS:

a) Vote on transfer of obsolete Vertex VHF Radio's with power supplies to Charlestown Emergency Management Agency (CEMA): The District received a letter from the Charlestown EMA (Ham Radio Team) requesting to use the outdated, analog VHF radio's. After discussing, Dave Lamb made a motion to approve the transfer of the obsolete, analog Vertex VHF radios to the Charlestown EMA (Ham

Radio Team). Joe Weeden seconded the motion. Voted: Yes. Unanimously. Motion carried.

9) PUBLIC COMMENTS / OTHER MATTERS: None.

10) ADJOURNMENT: Joe Weeden made a motion to adjourn at 8:08 pm. Dave Lamb seconded the motion.

Voted yes: Unanimously. Motion carried.

Respectfully submitted,

Keith Allamby

District Clerk