

**CHARLESTOWN FIRE DISTRICT  
BOARD OF ENGINEERS  
MINUTES OF THE MONTHLY MEETING  
TUESDAY, APRIL 10, 2018**

**1) CALL TO ORDER: Chairman Kevin R. Gallup called the meeting to order at 7:42 PM.**

- Board members present: Chairman Kevin R. Gallup, Gary Crawford, and Julie Ellen.**
- Board members absent: Vice Chairman Joe Weeden and Dave Lamb**
- 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:**

- Gary Crawford made a motion to approve the minutes from the March 20, 2018 regular meeting of the Board of Engineers. Dave Lamb seconded the motion. Voted: Yes. Unanimously. Motion carried.**
- Julie Ellen made a motion to approve the minutes from the March 28, 2018 Special Budget Meeting #1.**  
**Gary Crawford seconded the motion. Voted: Yes. Unanimously. Motion carried.**

**3) BILLS / PRE-APPROVALS / REIMBURSEMENTS:**

**U.S. Postmaster – Annual fee PO Box #327 – Fees -**

**72.00**

**Shipman's – Inv#291571 Quarterly Air Testing – Air Fill Station  
Maintenance - 285.50**

**Compass Hardware – Charges as of (3/31/18) – Uniforms, Tools, and  
Supplies - 108.00**

**Narraganset Rubbish Removal – March rubbish removal and late fee  
Stat#2 – Waste Removal - 81.20**

**Narragansett Rubbish Removal - – March rubbish removal and late  
fee Stat#1 – Waste Removal- 82.42**

**Town of Charlestown – Inv#180196 Police pumps fuel March 2018 –  
Fuel - 253.88**

**Town of Charlestown – Inv#180193 DPW fuel pumps March 2018 –  
Fuel - 474.41**

**Town of Charlestown – Inv#180192 Dispatch charges (Jan – Mar 2018)  
– Dispatch Services - 2314.00**

**MPG Mechanical – Inv#3928 PM for AC Units Station #1 – Bldgs &  
Grounds - 379.00**

**AB Hoxie – (3/26) Service and replace water cartridges – Station #1 -  
Bldgs & Grounds - 106.41**

**Town of Charlestown – Inv#180181 – Police pumps fuel Feb 2018 –  
Fuel - 79.23**

**Communications Plus – Inv#20180277 Microphone for Vertex portable  
radio – Uniforms, Tools, and Supplies -**

**75.00**

**Pat's Power Equipment – Inv#83408, (1/10/18) supplies – Uniforms,  
Tools, and Supplies - 286.54**

**VISA credit card (current bill):**

**(3/28) Late fee – Interest-**

**39.00**

**(4/03) Interest on purchases- Interest -**

**17.46**

**(3/28) Renewal of Joe Weeden VISA membership – Fees -**

**105.93**

**WW Grainger – U-channel for whiteboard frame – Training -**

**44.55**

**Amazon – (2cs) paper towels, (8) tubing caps – Uniforms, Tools, and  
Supplies - 96.51**

**Galls – CPR masks – Uniforms, Tools, and Supplies -**

**37.33**

**NAPA – door handle for #U-811 Explorer – Uniforms, Tools, and  
Supplies - 34.47**

**Dunkin Donuts – training food – Training -**

**33.97**

**Walmart – sponges and dustpan – Uniforms, Tools, and Supplies -**

**61.79**

**Walmart – (Credit) refund on wiper blades – Uniforms, Tools, and  
Supplies - (32.04)**

**Home Depot – training materials – Training -**

**31.43**

**Home Depot – (1) lamp ballast – Uniforms, Tools, and Supplies -**

**28.86**

**STAPLES credit card (current bill):**

**(3/19) Brother Toner TN-630 – for District Clerk printer – Office  
Supplies - 45.99**

**(3/22) Infinity Instruments 9000 wall clock – Uniforms, Tools, and  
Supplies 19.04**

**(3/27) Refund (Credit) for sales tax refund – Office Supplies -  
(1.25)**

**PRE-APPROVALS:**

**VISA (next bill):**

**Truck Parts Warehouse – lifting strap for extrications for #E-716,  
#E-814 – Uniforms, Tools, and Supplies**

**34.32**

**STAPLES (next bill):**

**None**

**0.00**

## **REIMBURSEMENTS:**

**None**

**0.00**

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

## **4) CORRESPONDENCE:**

**a) The State of R.I. sent a check to the CFD for reimbursement of 50% of the 2016 Dept. of Environmental Wildlife Firefighting Grant.**

**b) The Southern Firemen's League sent a notice for VFIS accident and sickness renewal for 2018.**

**c) Received a message from Engineered Security Systems that they have not received a test signal since (2/3/2018). District Chief Don Rathbone and Chairman Kevin Gallup are checking on this.**

**d) Printed flyers for the CFD Open House for Community Autistic Children have been distributed by District Officer Jim Dzwil.**

## **5) REPORTS:**

**District Chief: Written and oral report was submitted and reviewed. There were (25) Incidents reported and (10) Inspections during March 2018.**

**a) The Chief requested that #E-716 be sent to East Coast Fire & Rescue to remove the dump chute and cover the opening with a steel**

plate to create more room in the compartment. Julie Ellen made a motion to approve the request. Gary Crawford seconded the motion. Voted: Yes. Unanimously. Motion carried.

b) The Chief requested approval to purchase (8) new batteries from Communications Plus for the 800mhz portable radio's which are reaching the end of their life since they were installed in December 2008. Each battery will cost between \$80 to \$86. Gary Crawford made a motion to approve the request. Julie Ellen seconded the motion. Voted: Yes. Unanimously. Motion carried.

A motion was made by Gary Crawford to accept the April 2018 written and oral report submitted by the District Chief. Julie Ellen seconded the motion. Voted: Yes. Unanimously. Motion carried.

#### **Stations:**

- **Station 1 – Charlestown Richmond:**

a) Tom Ferrio stated that Charlestown-Richmond Station personnel would like to have the truck bay walls painted before the floors are resurfaced. He offered up station personnel who have volunteered to paint the walls green and the air lines red. Chairman Gallup will check with insurance and legal as to whether this is possible instead of hiring a licensed vendor.

b) The Truck Bay walls will be painted by District personnel and before the floors are resurfaced. The walls will be green and air lines will be red.

c) Tom Ferrio discussed that Charlestown-Richmond station hospitality be sent to the Station #1 Chief . Gary Crawford made a motion to approve the standard hospitality request when it is time.

**Chairman Gallup noted the District was going to act independently on this. Julie Ellen seconded the motion. Voted: Yes. Unanimously. Motion carried.**

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

**District Treasurer: Written report submitted and reviewed. Julie Ellen made a motion to approve the (3/31/18) written report as submitted. Gary Crawford seconded the motion. Voted yes: Unanimously. Motion carried.**

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

**District Training Officer: Written submitted and reviewed. Gary Crawford made a motion to approve the (4/10/18) written report as submitted. Julie Ellen seconded the motion. Voted: Yes. Unanimously. Motion carried.**

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

**6) NEW MEMBER APPLICATIONS: Luke Sloan, Junior Member application received, Station #2 Cross Mills. Julie Ellen made a motion to approve the application as submitted. Gary Crawford seconded the motion. Voted: Yes. Unanimously. Motion carried.**

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## **7) OLD BUSINESS:**

- a) Vote on Town LED Streetlight Junction Device at Cross Mills (if agreement paperwork is satisfactory) : Nothing will be done on the Junction Device until paperwork is received from the Town.**
- b) 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..**
- c) Update on replacement/repairs to Propane Boilers at Cross Mills Station: MPG Mechanical has completed the start-up on the first boiler and work on the second boiler is continuing.**
- d) Update on the Fire Station "Open House Project" for Autistic Community Members (Familiarization): District Officer Jim Dzwil is distributing flyers for having a "Touch-A- Fire Truck" event and are hoping that at least 8 autistic community members will attend.**
- e) Update on Station #1/HQ EIFS Maintenance Project: District Attorney Roberta Mulholland will be contacting Zaino & Associates to discuss managing the project as well as preparing and submitting Requests For Proposals.**

## **8) NEW BUSINESS:**

- a) Discussion on upcoming Radio Communications changes/upgrades: The District needs to purchase (2) new digital portable radio's as soon as possible. Chairman Kevin Gallup requested ratification approval for emergency purchase of (1) Harris**



**TP9300 portable digital radio with microphone, strap, and carrying case for approximately \$850 and (1) Motorola XPR7500E portable digital radio, microphone, strap, and carrying case for approximately \$850 from Communications Plus. Gary Crawford made a motion to ratify the purchase. Julie Ellen seconded the motion. Voted: Yes. Unanimously. Motion carried.**

**9) PUBLIC COMMENTS / OTHER MATTERS: Chairman Gallup noted Excel and Supervisory courses are available to District administrative personnel and field supervisors.**

**10) REMINDER: The District's 2018 Awards Dinner is at the Meadowbrook Inn on Saturday, (4/21/18), at 6:00 pm.**

**11) REMINDER: The District's second of three Public Budget Workshop's is scheduled for Wednesday, (4/25/18), at 7:00 pm.**

**12) REMINDER: State Ethics Forms are due by April 27, 2018.**

**13) ADJOURNMENT: Gary Crawford made a motion to adjourn at 8:58 pm. Julie Ellen seconded the motion.**

**Voted yes: Unanimously. Motion carried.**

**Respectfully submitted,**

**Keith Allamby**

**District Clerk**