

**UNION FIRE DISTRICT OF SOUTH KINGSTOWN  
WORKSHOP MEETING MINUTES  
131 ASA POND ROAD, WAKEFIELD, R.I.  
MAY 5, 2014 7:30 PM**

Wardens: Present: Mr. Steere, Mr. Ciccone, Mr. Boisvert, Mr. McClarnon and Mr. Sloan

Chiefs: Chief Perry, Deputy Chiefs Carney, Pinch, Collinson and Whaley

Others: District Clerk

**CALL TO ORDER:**

Mr. Steere called the meeting to order at approximately 7:36 PM.

**NEW BUSINESS:**

**DUTY NIGHT COVERAGE:** Discussion ensued regarding implementing new procedures for officers (Captains and Lieutenants) covering duty nights for UFD Chiefs when needed. Discussion continued regarding developing a detail list for duty coverage and which shall be on a rotational basis and to include a detail pay rate of \$25.00 per duty night. Chief Perry then advised that he will meet with the Deputies this week to develop criteria for the duty night coverage, procedures to be followed as well as creating a detail list for the duty night coverage. Discussion also included that Service 3 vehicle to be used for duty night coverage when necessary.

**COMPUTERS:** Chief Perry then discussed the need for WIFI to be available at all of the fire stations. It was further discussed that Station Captains need to have the ability to make changes to station documents. Discussion also improving timely responses regarding computer related needs to include printers not working. Computer related problems to be communicated through email to the District Administrator for assignment in the future. Discussion also included email spam that has been received on the UFD email system along with the potential need for spam filter software for the District email system. Deputy Chief Carney inquired if the District Treasurer could send monthly budget actuals for budget review purposes.

**APPLICATION PROCESS:** Discussion ensued regarding new application system with regards to improving and streamlining the applicant process system.

- Deputy Chief Whaley will review applicant forms to further streamline the applicant system.
- Including copies of birth certificates and motor vehicle licenses to be included in the applicant files.

- Improving the background check system for timely responses.
- Placing the applicant forms and documents on the District website.
- Including exit survey for applicants to include information for applicants continuing in the process as well as those applicants who do not continue in the process of becoming volunteer firefighters.

**E-MAIL BLAST:** Discussion ensued regarding including new members to be added to the email blast once they complete the probationary firefighter class. Further discussion included periodic updates of the email blast list for the Union Fire District.

**DISPATCH:** Chief Perry then discussed continued issues regarding dispatch. The issues include dispatch not passing messages on and or sending the wrong stations to calls. Discussion ensued regarding the status of the dispatch committee as well as resolving the dispatch issues. Deputy Chief Carney then discussed the visit to the Westerly dispatch center and was very impressed with that dispatch center. Deputy Chief Carney further advised that he is waiting to hear back from Cyber Comm regarding the comparator that needs replacement at the police station. Further discussion included having the dispatch committee along with Chief Perry further explore all related issues, suggestions and options regarding dispatch matters.

**INFRASTRUCTURE:** Chief Perry then discussed implementing a process to discuss future infrastructure requests and or needs such as driveway and shower facilities at Station 3 along with the stove at Station 2. Following discussion it was recommended that infrastructure needs or requests should be made during the District budget process which occurs during the first quarter of the calendar year. Infrastructure needs should be forward through the chain of command along with notification to Mr. Nolan of Building Maintenance. Deputy Chief Carney further discussed cracks that need to be sealed in the training ground paved areas and which will be looked into by both Mr. Boisvert and Mr. Nolan. Deputy Chief Collinson then recommended that the landscaping in front of the Administration buildings in is need of improvements.

**GENERATOR:** Discussion ensued regarding the stations scheduled to have automatic generators installed this fiscal year to include both the Wakefield and Forestry Fire Stations.

**CLEANING:** Discussion ensued regarding the cleaning services at the Administration building and which is cleaned bi-weekly by a cleaning service and which budget was increased \$500.00 during the upcoming fiscal year.

**ADJOURNMENT:** The meeting was adjourned at approximately 9:13 PM.

Respectfully submitted,

John P. Blessing  
District Clerk

Date Amended\_\_\_\_\_

Date Accepted\_\_\_\_\_

I, John P. Blessing, District Clerk, do certify that the attached minutes are a true and accurate copy of the May 5, 2014 Meeting of the Board of Wardens of the Union Fire District and that they have not been amended except as cited above.

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John P. Blessing  
District Clerk