

CHARLESTOWN FIRE DISTRICT
BOARD OF ENGINEERS
MINUTES OF THE MONTHLY MEETING
JULY 9, 2019

1. **CALL TO ORDER:** Vice Chairman Joe Weeden called the meeting to order at 7:37 PM.

- Board members present: Chairman Kevin R. Gallup, Vice Chairman Joe Weeden Gary Crawford, and Dave Lamb and Julie DeMerchant
- Board members absent: None
- District officials present: District Chief Don Rathbone, District Attorney Roberta Mulholland, District Treasurer Deb Nicotra and District Clerk Amy Tavares.
- District officials absent: Tax Collector Rita Deane and District Training Officer Keith Knudsen

2. **MINUTES OF PREVIOUS MEETING:**

- A motion was made to approve June 11, 2019 Regular Board of Engineers Meeting Minutes by Dave Lamb. 2nd by Joe Weeden. Voted Yes Unanimously.
- A motion was made to approve May 29th Special Meeting Minutes by Dave Lamb. 2nd by Joe Weeden Voted Yes Unanimously.

3. **BILLS/PREAPPROVALS/REIMBURSEMENTS:**

Communications Plus	Portable Battery <i>Communications</i>	152.00
Town of Charlestown	DPW Pumps Diesel (June 2019) <i>Vehicle Fuel</i>	306.63
Shipman's	Pump Svc E-713 <i>Equip Testing</i>	4649.00
Shipman's	Pump Svc E-812 813 814 715 <i>Equip Testing</i>	1200.00
Shipman's	Pump Svc E-716 <i>Annual Pump Svc</i>	1944.81
Charlestown Computers	Tax Collector Laptop Software <i>Contingency</i>	75.00
Charlestown Computers	Malware for Cox Issue/Heat Computer Comm Port Reset <i>Hardware Software</i>	150.00
Narragansett Rubbish	Sta.1/HQ Dumpster <i>Waste Removal</i>	85.00
Narragansett Rubbish	Sta.2 Dumpster <i>Waste Removal</i>	171.28
Pat's Power Equip	Lawn Mower Repair <i>UTS</i>	45.42
Stillman Uniforms	Class A Uniform items <i>UTS</i>	86.00
Compass Hardware	Paint Spray Fasteners <i>UTS</i>	12.38
Compass Hardware	Paint Spray Fasteners <i>UTS</i>	4.99

Compass Hardware	Cleaning rags and tire foam <i>UTS</i>	19.68
Charlestown Flag Co.	(2) US Flags <i>Contingency</i>	56.00

Visa

Rippy's	Pizza <i>Contingency</i>	33.00
Rippy's	Refreshments <i>Contingency</i>	19.82
Mini Super	Training Refreshments <i>Contingency</i>	86.03
Walmart	Janitorial Supplies <i>Janitorial Supplies</i>	25.82

Staples:

Toner	<i>Office Supplies</i>	149.99
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Reimbursement:

Keith Knudsen	Staples Printer <i>Office Supplies</i>	128.39
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A motion was made by Julie DeMerchant to approve the bills. 2nd by Gary Crawford. Voted Yes. Unanimously. Motion carried.

4. **CORRESPONDENCE:**

- (2) Seminar Fliers

5. **REPORTS**

• **District Chief:**

- There were (21) incidents reported and (18) inspections during June 2019
- There were (2) meetings held in June: Charlestown FD Monthly and Cross Mills Monthly.
- Shipman's has performed pump maintenance, repairs and testing on all apparatus including E-716 and E-713 which have been having pump repairs.
- There has been difficulties placing details held at Ninigret Park. CFD will consult with the fire marshal's office to determine to see if providing details is CFD's responsibility. This practice may be discontinued.

A motion was made by Dave Lamb to approve Chief's report. 2nd by Gary Crawford Voted Yes. Unanimously. Motion carried.

- **Station 1 – Charlestown Richmond:** No Report as this time.

- **Station 2 – Cross Mills:** Vote for Cross Mills meeting room flag

- A request to purchase (3) flags: (1) US flag, (1) State of RI flag and (1) District flag for the Cross Mills training room (previously approved)

A motion was made by Dave Lamb to acquire three flags for the Cross Mills training room. 2nd by Gary Crawford. Vote: Yes. Unanimously. Motion carried.

- **District Treasurer:** A written report was given

A motion was made by Julie DeMerchant to approve Treasurer's report. 2nd by Gary Crawford. Vote: Yes. Unanimously. Motion carried.

- **District Tax Collector:** A written report was submitted.

A motion by Dave Lamb to approve written report. 2nd by Joe Weeden. Vote Yes. Unanimously. Motion carried.

- **Training Officer:** No report at this time. Julie DeMerchant spoke on Keith Knudsen for requested to divert \$100 from training budget to assist Carolina with training fees.

A motion by Joe Weeden to approve diverting \$100 from training budget to assist Carolina. 2nd by J Dave Lamb. Vote Yes. Unanimously. Motion carried.

- **Procurement Officer:** No report at this time.

6. **New Member Applications:** None at this time.

7. **Old Business:**

A. Update information regarding maintenance and repair of Dryvit at Sta-1

- Discussion.
- Bid for \$63379.16 from Frank Zaino and Associates.

Dave Lamb motion to award bid to Frank Zaino and Associates 2nd by Gary Crawford. Voted. Yes. Unanimously. Motion carried.

Dave Lamb motion to enter into contract with Frank Zaino and Associates 2nd by Joe Weeden. Voted. Yes. Unanimously. Motion carried.

B. Update on hooking our radio equipment at the Rte-112 Radio Tower to the on-site Verizon emergency generator.

- Discussion: Processing slowly

C. Update on upgrade(s) to Sta-1/HQ HVAC controls.

- Discussion: Chairman Gallup has a lead on a person that may work on it.

D. . Vote on hiring Janet Pabon as temporary District Clerk

A motion was made by Julie DeMerchant to approve hiring new temporary District Clerk. 2nd by Gary Crawford. Vote: Yes. Unanimously. Motion carried

E. Vote on retaining Amy Tavares as Backup/Assistant District Clerk

A motion was made by Gary Crawford to approve retaining Amy Tavares as Backup/Assistant District Clerk. 2nd by Julie DeMerchant. Vote: Yes. Unanimously. Motion carried

F. Vote on moving Greg Roberts from Temporary to Permanent part-time Custodian (Sta-1/HQ).

A motion was made by Gary Crawford to approve to Greg Roberts form Temporary to Permanent part-time Custodian. 2nd by Julie DeMerchant. Vote: Yes. Unanimously. Motion carried

G Vote on Changing Dispatch Centers. (From Charlestown Dispatch to Westerly Dispatch).

A motion was made by Joe Weeden to switch dispatch centers from Charlestown to Westerly. 2nd by Dave Lamb. Vote: Yes. 3 to 2. Motion carried

8. **New Business**

H. Vote of Board to move Fire District 2019/2020 Budget forward to the Annual Meeting.

A motion was made by Dave Lamb to move Fire District 2019/2020 Budget forward to the Annual Meeting. 2nd by Joe Weeden. Vote: Yes Unanimously. Motion carried

I. Admin-Try to have reports for Annual Meeting Booklet to District Clerk NLT July 23rd.

9. **Public Comments/Other Matters:**

Discussion on recruiting more volunteers and holding an open house.

10. **Note-** This year's Annual Meeting of the Charlestown Fire District will be at 7:30 pm on Wed., August 7th, 2019

11. **Adjournment**

- A motion was made to adjourn by Gary Crawford. 2nd by Julie DeMerchant. Vote Yes. Unanimously. Motion carried.
- Adjourned at 8.25 PM

Respectfully submitted,
Janet Pabon
District Clerk