

**CHARLESTOWN FIRE DISTRICT
BOARD OF ENGINEERS
MINUTES OF THE MONTHLY MEETING
TUESDAY, AUGUST 14, 2018**

- 1) **CALL TO ORDER:** Chairman Kevin R. Gallup called the meeting to order at 7:34 PM.
- Board members present: Chairman Kevin R. Gallup, Vice Chairman Joe Weeden, Dave Lamb, and Julie Ellen.
 - Board members absent: Gary Crawford.
 - District officials present: District Chief Don Rathbone, District Attorney Roberta Mulholland, District Treasurer Deb Nicotra, District Tax Collector Rita Deane, Training Officer Keith Knudsen, and District Clerk Keith Allamby.
 - District officials absent: None.
- 2) **Election of District Chairman and District Vice Chairman of the Board of Engineers for the Fiscal Year 2018-2019 period:**
- Julie Ellen made a motion to nominate to nominate Kevin Gallup as District Chairman and Joe Weeden as District Vice Chairman for 1-year terms. Dave Lamb seconded the motion.
 - Julie Ellen made a motion to close the nominations. Dave Lamb seconded the motion. Voted: Yes. Unanimously. Motion carried. District Chairman Kevin Gallup and Vice Chairman Joe Weeden elected for 1-year terms.
- 3) **MINUTES OF PREVIOUS MEETINGS:**
- Dave Lamb made a motion to approve the minutes from the July 10, 2018 Regular meeting of the Board of Engineers. Julie Ellen seconded the motion. Voted: Yes. Unanimously. Motion carried.
 - Dave Lamb made a motion to approve the minutes from the August 1, 2018 Annual District Meeting. Joe Weeden seconded the motion. Voted: Yes. Unanimously. Motion carried.
 - Joe Weeden made a motion to approve the minutes from the August 9, 2018 Special Public Executive Session Meeting. Julie Ellen seconded the motion. Voted: Yes. Unanimously. Motion carried.
- 4) **BILLS / PRE-APPROVALS / REIMBURSEMENTS:**
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| IDville – (7/12) #3387182 ID Maker printer ribbon – <i>Office Supplies</i> - | 125.85 |
| Charlestown Computers – (7/16) #7711, Clean, install printer ribbon on ID Maker – <i>Hardware & Software-</i> | 100.00 |
| Thysennkrupp – (8/1) #3004072287, (8/1 – 10/31/18) elevator service Station #1 – <i>Annual Elevator Service & Inspection</i> - | 88.35 |
| RJ’s Diesel Repair – (7/31), #16008, service transmission on #E-812 – <i>Major Repairs</i> - | 692.77 |
| Town of Charlestown – (7/31) #190025, July 2018 police pumps fuel – <i>Vehicle Fuel</i> - | 384.05 |
| Town of Charlestown – (7/31) #190022, July 2018 DPW pumps fuel – <i>Vehicle Fuel</i> - | 195.44 |
| Shipman’s – (8/1) #299258, Service Scott air packs, pigtail, shoulder pad – <i>Uniforms, Tools, and Supplies</i> – | 187.50 |
| Westerly NAPA – (8/7), # 618892, Check air valve on #E-716 – <i>Uniforms, Tools, and Supplies</i> - | 27.99 |
| Sun Media Group – (7/31) Annual Meeting Warrant ad in (7/20/18) The Westerly Sun – <i>Contingency</i> – | 141.62 |
| The Law Office of Attorney Roberta J. Mulholland – (8/14) Services rendered (6/1-7/31/18) – <i>District Attorney Fees</i> - | 1121.51 |

VISA credit card (current bill):

(7/23) Staples – notebook binders – <i>Training</i> -	43.08
(7/12) Amazon – trickle charger, gas can, pkg of AA batteries – <i>Uniforms, Tools, and Supplies</i> -	84.89
(7/20) Amazon – brass coupler, 25 feet of 3/8: air hose for repairs- <i>Uniforms, Tools, and Supplies</i> -	26.11
(7/20) Amazon – (7) pkgs. AA batteries – <i>Uniforms, Tools, and Supplies</i> -	89.11
(7/24) Home Depot – (4) bags salt pellets, brass tee and fitting - <i>Uniforms, Tools, and Supplies</i> -	48.14
(7/26) Westerly NAPA – compartment door support for #E-814 – <i>Uniforms, Tools, and Supplies</i> -	29.95
(7/30) Amazon – USB cable, connector – <i>Uniforms, Tools, and Supplies</i> -	29.97
(8/2) Graphic Expressions – (1) polo shirt for Doug Hennessey – <i>Uniforms, Tools, and Supplies</i> -	25.00
(7/18) Staples – misc office supplies – <i>Office Supplies</i> -	19.12

STAPLES credit card (current bill):

(7/26) (60) Annual CFD Meeting booklets - <i>Office Supplies</i> -	169.74
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PRE-APPROVALS:

INVOICES:

Vision Gov't Solutions – Lockbox Implementation fee – <i>Tax Collector</i> -	1150.00
Vision Gov't Solutions – Estimated Postage - <i>Tax Collector</i> -	1871.52

VISA (next bill):

(8/7) Home Depot: white striping paint- <i>Bldgs & Grounds</i> -	27.79
(8/13) Westerly NAPA Auto Parts: diesel fuel additive- <i>Uniforms, Tools, and Supplies</i> -	68.44

STAPLES (next bill): none.

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REIMBURSEMENTS:

District Training Officer Keith Knudsen – (7/11/18) Compass Hardware, (2) green tarps- <i>Training</i> -	26.58
District Training Officer Keith Knudsen – (8/2/18) Staples, notebook binders – <i>Training</i> -	39.08
CFD Member John Bilotta – (7/19) parking fee for travel to Wisconsin – <i>Contingency</i> -	40.18
District Tax Collector Rita Deane – (50% of Cox Comm. (Jul-Sept) phone and internet bill- <i>Tax Collector</i> –	172.47

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

5) CORRESPONDENCE:

- A letter was received concerning the 3rd Annual Special Signal Fire Association 2018 Golf Tournament and tee sponsors. Dave Lamb made a motion to donate \$100.00 as a tee sponsor. Julie Ellen seconded the motion. Voted: Yes. Unanimously. Motion carried.

6) REPORTS:

District Chief: A written report for August 2018 was submitted and reviewed.

- There were (23) Incidents reported and (19) Inspections during July 2018.
- The District is reviewing the Verizon agreement to hook up the Radio Communications Tower to the Verizon generator.
- The streetlight control box installation can't be done at this time because the power is not on 24 hours a day at the desired flagpole location of the box.

A motion was made by Joe Weeden to accept the July 2018 written and submitted by the District Chief. Julie Ellen seconded the motion. Voted: Yes. Unanimously. Motion carried.

Stations:

- **Station 1 – Charlestown Richmond:** No report.
- **Station 2 – Cross Mills:** A verbal report was submitted by Joe Weeden. He stated that a donation was made to the Cross Mills Fire Department but the donation check was incorrectly made payable to the Charlestown Fire District. After discussion Dave Lamb made a motion to deposit the check into the District bank account and then reissue a check payable to the Cross Mills Fire Department so it can be deposited to their bank account. Julie Ellen seconded the motion. Voted: Yes. Unanimously. Motion carried.

A purchase of supplies for \$51.66 was made at Home Depot on (8/10/18) by the Cross Mills Fire Department Station Chief Joe Weeden using the Charlestown Fire District credit card by mistake. Joe requested approval to submit a check to the District Treasurer to reimburse the District for the purchase. Julie Ellen made a motion to approve the request. Dave Lamb seconded the motion. Voted: Yes. Unanimously. Motion carried.

District Treasurer: Dave Lamb made a motion to approve the (7/31/18) written report as submitted. Gary Crawford seconded the motion. Voted yes: Unanimously. Motion carried.

The District Treasurer stated that the first payment is due on the new fire engine being manufactured at Pierce. The current 2017-18 budget amount for Term Obligations/Lease Purchase is not enough to cover the amount due on the current invoice due to be paid. The difference of \$4651.86 will need to be funded with monies in the Reserve Fund. After discussion Joe Weeden made a motion to use the 2017-18 budget Reserve Fund to pay the difference of \$4651.86 on the invoice. Julie Ellen seconded the motion, Voted: Yes. Unanimously. Motion carried.

District Tax Collector: Dave Lamb made a motion to approve the (6/30/18) written report as submitted by the District Tax Collector. Joe Weeden seconded the motion. Voted yes. Unanimously. Motion carried.

District Training Officer: A verbal report was given. Dave Lamb made a motion to approve the (8/14/18) written report as submitted. Julie Ellen seconded the motion. Voted: Yes. Unanimously. Motion carried.

The District Training Officer requested approval to purchase Nomex Hoods, Safety Goggles, and Gloves. After discussion Dave Lamb made a motion to approve the purchase of (10) Nomex Hoods, (10) Safety Goggles, and (60) pairs of Gloves. Julie Ellen seconded the motion. Voted: Yes. Unanimously. Motion carried.

The District Training Officer requested approval to purchase spare ¾" Orange and Yellow Air Hoses. After discussion Joe Weeden made a motion to approve the purchase of (4) 50 foot ¾" Orange Air Hoses and (4) 50 foot ¾" Yellow Air Hoses. Dave Lamb seconded the motion. Voted: Yes. Unanimously. Motion carried.

District Procurement Officer: No report.

7) **NEW MEMBER APPLICATIONS:** None.

Chairman Kevin Gallup requested approval to discuss Agenda Items #9 NEW BUSINESS, E and F, before Agenda Item #8 OLD BUSINESS is discussed. Dave lamb made a motion to approve the request. Julie Ellen seconded the motion. Voted; yes. Unanimously. Motion carried.

8) **OLD BUSINESS:**

a) **Evaluation and Vote on award bid for the upcoming Audit period:** Julie Ellen made a motion to evaluate the Auditor bids which were submitted in response to the (6/29/2018) newspaper ad posting in The Westerly Sun. Dave Lamb seconded the motion. Voted: Yes. Unanimously. Motion carried. Nadeau Wadovick LLP submitted the only auditor bid. Julie Ellen made a motion to approve the bid by Nadeau

Wadovick for the upcoming audit period beginning in FY 20418-2019. Dave Lamb seconded the motion. Voted: Yes. Unanimously. Motion carried.

b) Information on the District's 2018 Health and Wellness Clinic for District firefighters, District members, and their immediate family members: Chairman Gallup said the event date is set for (9/22/2018) from 10:00am – 2:00pm. He is still waiting for additional information to present at the next regular BOE meeting in September.

c) Update on progress of the New District Fire Engine being manufactured at Pierce: District Chief Don Rathbone and CFD member John Bilotta travelled to Wisconsin from (7/17/18 to 7/19/18) to inspect the new fire engine #E-813 which will be completed soon for delivery. The Chief met with Pierce representatives and said that they are talented and the meeting went well and was very informative.

d) Update on Station #1/HQ EIFS Maintenance Project: District Procurement Officer Joe Weeden obtained the contact information for the contractor that did the EIFS work on the Belmont Plaza in Wakefield, RI and will contact the vendor to ask if they would be interested in submitting a bid on the EIFS project at Station #1.

9) NEW BUSINESS:

e) Per approved Tax Resolution, the District Board will vote to formally set the District Fire Tax for the upcoming Fiscal Year 2018-2019: District Tax Collector Rita Deane submitted a Tax Rate Computation Report, attached, resulting in a fire tax of \$0.557 per thousand of property evaluation for FY 2018-2019. Dave Lamb made a motion to formally approve the new tax rate. Julie Ellen seconded the motion. Voted: Yes. Unanimously. Motion carried.

f) Discussion and Possible Vote on local District (9/11/2018) Ceremonies: Guest speaker George Fountaine presented some ceremony ideas for the Board to consider. After discussion George will revise the schedule of events to be submitted to Chairman Kevin Gallup to review. No vote was held.

g) Vote on a disbursement from the Fireman's Relief Fund: Dave Lamb was recused; as attached. Julie Ellen made a motion to approve a disbursement of \$3000.00 from the Fireman's Relief Fund based on the approval of the Fireman's Relief Committee at the Special Executive Session meeting held on (8/9/18). Joe Weeden seconded the motion. Motion carried.

h) Discussion on the 2018 Fall Fire District Picnic: Chairman Kevin Gallup is looking into contacting local vendors for information on catering and a location for the picnic.

i) Discussion on local "National Fire Prevention Week" events during (10/7/18 – 10/13/18): Charlestown Richmond Station #1 will hold an "Open House" recruitment drive during that week. There will be barbecued food offered to District members and prospective recruits who take an application.

10) PUBLIC COMMENTS / OTHER MATTERS: None.

11) Please support all Local Volunteer Fire Fighters at the Washington County Fair held from Wednesday, (8/15/2018) thru Sunday, (8/19/2018).

12) ADJOURNMENT: Julie Ellen made a motion to adjourn at 8:46 pm. Dave Lamb seconded the motion. Voted yes: Unanimously. Motion carried.

Respectfully submitted,
Keith Allamby
District Clerk