

**AGENDA**  
**Town Council**  
**Town of East Greenwich**  
**Regular Meeting**  
**June 26, 2017 at 6:30 PM**  
**Town Hall, 125 Main Street, East Greenwich, RI 02818**

**(Any matter listed on this agenda is subject to a vote by the Town Council.)**

- (1) Roll Call
- (2) Interviews for Boards and Commissions
  - (a) Kathleen (Katie) Keeffe for Planning Board
  - (b) Matthew Leathers for Personnel Board, Planning Board, or Affordable Housing Commission
- (3) Roll Call and Pledge of Allegiance to the American Flag
- (4) Acknowledgements
  - (a) Stuart D. Hallagan IV for attaining the rank of Eagle Scout
- (5) Town Council Minutes
  - (a) May 15, 2017 Special Session and Joint Session with School Committee
  - (b) May 22, 2017 Executive and Regular Sessions
  - (c) June 5, 2017 Special Session
- (6) Reports and Communications
  - (a) Public Comment (15-minute time limit for items NOT on the agenda)
- (7) Public Hearing
  - (a) An ORDINANCE in amendment of the Code of the Town of East Greenwich to ADD a new Chapter entitled "Fire Department" (SECOND READING).
- (8) Consent Calendar
  - (a) Application for Laundry License Renewals 2017/2018
  - (b) Application for Holiday Sales License Renewals 2017/2018
  - (c) Award of bid to Specialty Diving Services, Inc., 192 Smith Street, North Kingstown, RI 02852 for the installation of 4 piles at the old town dock in the amount of \$27,774.00.

- (d) Award of bid to Access Associates Inc., 470 Coral Creek Drive, Cape Haze, FL 33946 for the purchase of an ADA Compliant Kayak Dock in the amount of \$34,617.00.
- (9) Unfinished Business
- (10) New Business
  - (a) Resolution opposing House Bill 6172, An Act Relating to Agriculture and Forestry - Right to Farm.
  - (b) Municipal Court Restructuring
  - (c) Discussion for search process for Town Manager
  - (d) Award of municipal Audit Services contract, based on updated responses received after solicitation of service providers was amended following meeting with RI Auditor General.
  - (e) Implementation of One Town initiative and ratification of waiver of Fire Marshal plan review fee(s) and waiver of police/fire detail assignment fees for East Greenwich School Department.
- (11) Town Manager's Report
- (12) Council Comments
- (13) Public Comments (15 minute time limit)
- (14) Executive Session
  - (a) Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss updates on Pawtucket Credit Union, et al. v. Town of East Greenwich, KC-2017-0084.
  - (b) Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss legal implications related to municipal collective bargaining agreement obligations and common-law/statutory obligations of the Town.

Posted June 23, 2017 in accordance with RIGL 42-46-6 at EG Town Hall, Swift Community Center, EG Town Website and Secretary of State website. Individuals requesting interpreter services for the hearing impaired must notify the Town Clerk's office at (401) 886-8604 via RI Relay #711 (800-745-5555 TTY) or in writing, at least forty-eight (48) hours in advance of the hearing date

## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/26/2017**

1. Agenda item (List as it should appear on the agenda)  
**Kathleen (Katie) Keeffe for Planning Board**
2. Submitted by (List department and individual, if necessary)  
**Town Clerk**
3. Provide a brief description of the item and why it is on the agenda  
**Application received April 10, 2017.**
4. Contact person and phone number for questions  
**Leigh Carney 401-886-8604**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> Application	Application
<input type="checkbox"/> Rules of Appointment Policy	Backup Material

**TOWN OF EAST GREENWICH  
VOLUNTEER APPLICATION  
MEMBERSHIP ON BOARD OR COMMISSION**

NAME (PLEASE PRINT OR TYPE)

Keefe Kathleen (Katie) Lynch  
LAST FIRST MIDDLE

4 Brookfield Court, East Greenwich, RI 02818  
STREET ADDRESS AND ZIP CODE

MAILING ADDRESS AND ZIP CODE (IF DIFFERENT FROM STREET ADDRESS)

Former Admissions office / At home with children  
OCCUPATION EMPLOYER

401-861-3628 N/A  
HOME TELEPHONE BUSINESS TELEPHONE

Kathleenmlynch@gmail.com  
E-MAIL (PRINT CLEARLY)

MAY YOU BE CONTACTED AT YOUR PLACE OF BUSINESS? YES ☐ NO ☒ N/AHOW LONG HAVE YOU BEEN A RESIDENT OF EAST GREENWICH? 5 yearsARE YOU A REGISTERED VOTER OF EAST GREENWICH? YES ☒ NO ☐ *OK-Kathleen Lynch*NAME OF COMMISSION, COMMITTEE OR BOARD YOU WISH TO SERVE ON? Planning

APPOINTMENT TO ANY COMMISSIONS, COMMITTEES AND BOARDS REQUIRE THAT A FINANCIAL STATEMENT BE  
FILED ANNUALLY WITH THE RHODE ISLAND ETHICS COMMISSION.

**Please submit a resume and/or letter of interest indicating the reasons for seeking appointment to a commission, committee, or board. Also include education, training, experience, special skills, knowledge, talents, and insights or points of view that you might offer to the commission, committee or board of interest.**

HAVE YOU EVER SERVED ON A COMMISSION, COMMITTEE, OR BOARD IN EAST GREENWICH OR ANOTHER MUNICIPALITY OR STATE? YES \_\_\_\_\_ NO X  
IF SO PLEASE INDICATE:

IS THERE A SPECIFIC EVENING OR OTHER PERIOD OF TIME YOU WOULD BE UNAVAILABLE TO ATTEND MEETINGS? YES \_\_\_\_\_ NO X  
IF SO PLEASE EXPLAIN:

DO YOU ANTICIPATE HAVING TO REFRAIN FROM PARTICIPATING IN DISCUSSION AND VOTING ON ANY PARTICULAR MATTER (S) THAT MAY COME BEFORE SAID COMMISSION, COMMITTEE OR BOARD BECAUSE OF CONFLICT OF INTEREST? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF SO, PLEASE EXPLAIN:

There is an area abutting my development (though I am not personally an abutter) that is (likely) being re-zoned for MUPD. Should development plans for this area be submitted during the time I am on the board, I would understand if I have to refrain

Affordable Housing Commission

Board of Assessment Review

Board of Canvassers

Coastal Resources Management Council

Cove Management Commission

Historic Cemetery Commission

Historic District Commission

Housing Authority

Juvenile Hearing Board

Kent County Water Authority

Municipal Land Trust

Personnel Board

Planning Board

Quonset Point Dev. Corp Board

Senior Advisory Council

Zoning Board

NOTE: APPLICATIONS ARE KEPT ON FILE FOR ONE (1) YEAR FROM THE DATE OF RECEIPT.

Kathleen Keeffe  
SIGNATURE

4/6/17  
DATE

PLEASE RETURN APPLICATION AND SUPPORTING DOCUMENTS TO:

TOWN CLERK'S OFFICE  
TOWN HALL  
125 MAIN STREET  
PO BOX 111  
EAST GREENWICH, RI 02818  
LCARNEY@EASTGREENWICHRI.COM

Page 2 of 2

**Kathleen L. Keefe**  
4 Brookfield Ct.  
East Greenwich, RI 02818  
H:401-861-3628 C:917-902-2686  
kathleenmlynch@gmail.com

April 6, 2017

Ms. Lisa Carney  
Town Clerk's Office, Town Hall  
125 Main St  
PO Box 111  
East Greenwich, RI 02818

Dear Ms. Carney:

I am writing to express my sincere interest in being appointed to the East Greenwich Planning Board. I am certain that my work ethic and relationship-building skills, combined with fifteen years of professional experience on high-performing teams not only qualifies me for this role, but makes me a strong addition to the group.

Five years ago, my husband and I moved to Rhode Island, where I grew up, to start our family. I stepped away from a fast-paced professional life and transitioned to being home with my children. This time with them has been such a rewarding and challenging gift. Now, having them enrolled in preschool and other organized activities, I'm in a place to give more of my time to organizations that are meaningful to me. For the last two academic years, I've been a member of the Happy Hearts Parent Advisory Group. In the last few months, I've spent a few hours each week reaching out to, and spending time with a variety of members of the East Greenwich community. Doing this has resulted in new friendships and opportunities. I've joined the East Greenwich Town Democrats Committee, and this month will be starting a weekly volunteer role as an academic tutor with an organization in Providence called YearUp.

My motivation to apply for a position on The Planning Board is directly connected to this interest in being engaged with my community. I know that there is a significant time commitment expected of members of the Planning Board, and at this point in my life, I'm well equipped to handle that. Given the budget challenges and other demands that we're juggling as a town, being a member of the Planning Board now is an opportunity to make a truly significant impact on the future of East Greenwich. While I don't have an engineering nor legal background, I'm a quick learner who is comfortable asking lots of questions and taking copious notes. Additionally, I believe my personality lends itself to bringing out the best in my colleagues, even when working through contentious conversations.

Thank you so much for your consideration and I hope to have an opportunity to speak with you further about this role.

Warm Regards,  
Katie Keefe

**Kathleen Lynch Keefe**  
**4 Brookfield Court**  
**East Greenwich, RI 02818**  
**Phone: (917) 902-2686**

**Experience**

**Brown University Office of Undergraduate Admissions; Providence, RI**

**January 2015- April 2016**

*Contract Seasonal Officer*

- Reviewed the admissions applications of approximately 1200 high school students from the NY and CT regions annually
- Worked directly with the Dean of Undergraduate Admissions when presenting students in committee

**Columbia University Office of Undergraduate Admissions; New York, NY**

**July 2010- April 2012**

*Outside Application Reader (September 2011-April 2012)*

- Reviewed the admissions applications of approximately 500 high school students from around New England

*Assistant Director of Admissions (July 2010-September 2011)*

- Reviewed the admissions applications of approximately 1400 high school seniors from Maine, New Hampshire, Vermont and parts of Massachusetts and New York City
- Participated in the review and committee process for an applicant pool of nearly 35,000 applications
- Traveled to public and private high schools as well as CBO's around New England to recruit for incoming first year class
- Acted as athletic liaison to The Ivy League
- Presented Columbia College and Columbia Engineering through information sessions for prospective students and families on-campus and on the road
- Together with the Director of Engineering Recruitment, planned events and initiatives to recruit prospective engineering students
- Worked as member of the Publications Team to create new edition of marketing materials for Columbia College and Columbia Engineering

**Columbia Business School, Columbia University; New York, NY**

**February 2008- July 2010**

*Associate Director of Admissions*

- Oversaw the planning, development and execution of domestic and international recruitment events
- Sat on the admissions committee for Full-time MBA, Executive MBA and EMBA-Global intakes
- Reviewed the admissions credentials and participated in the decision process on approximately 7,000 applications annually, maintaining a leadership role within the admissions office in this process.
- Interviewed Executive MBA candidates
- Oversaw the strategic planning and execution of two MBA admitted student on-campus events annually
- Supervised three admissions officers and had overall responsibility for all admissions recruitment and yield
- Traveled both domestically and internationally representing Columbia Business School at recruitment events
- Chaired the Business School's prestigious Hermes Society

**MIT Sloan School of Management, MIT; Cambridge, MA**

**August 2007- February 2008**

*Assistant Director, Recruiting: MBA Career Development*

- Managed campus recruiting operations, working with over 200 domestic and international firms to execute company recruiting presentations, on-campus interviews and informational office hours
- Worked with company representatives to develop strategies for their on-campus recruiting efforts
- Facilitated a high touch service model of recruiting to meet the changing needs of employers and students
- Planned and executed additional recruiting events including The MBA Career Fair and Recruiter's Day for key employers

**Columbia Business School, Columbia University; New York, NY**

**March 2004 - July 2007**

*Assistant Director of MBA Admissions (July 2004-July 2007)*

- Managed back office operations for Columbia Business School MBA Admissions including management of one officer, two union staff employees and three undergraduate employees.
- Responsible for the design and implementation of a strategic plan for processing over 5000 applications per year.
- Oversaw the hiring and training of six to ten casual employees per year, including all application readers.
- Presented Columbia Business School information sessions to prospective students on-campus and in various domestic and international cities, as well as participating in various other panels, receptions and workshops to attract prospective MBA students.
- Participated in selection of two full-time entering classes per year as member of admissions committee.
- Supervised the seasonal content revision of the online application.
- Managed waitlists for three different incoming classes.

*Ambassador Program Coordinator (March 2004-June 2004)*

- Coordinated MBA Admissions Interview Process.
- Managed a 4000 person alumni database including the update of over 75% of its content.
- Trained alumni and student ambassadors in interview process.

**Columbia Athletic Department, Columbia University; New York, NY**

**June 2003- March 2004**

*Assistant Varsity Women's Swimming Coach*

- Recruited prospective student-athletes for incoming first-year class
- Managed day-to-day operational aspects of the women's swimming team

**Friedman, Kaplan Seiler & Adelman, LLP**

**June 2001- May 2003**

*Litigation Paralegal*

**Education**

**Teachers College, Columbia University; New York, New York**

M.A. Higher and Postsecondary Education, October 2010

**Columbia College, Columbia University; New York, New York**

B.A., Philosophy Concentration, May 2001

Women's Varsity Swimming Team, 1997-2001; Captain, 2000-2001; University Record Holder, All-Ivy Team 1998, 1999

**Volunteer Activities**

**Columbia University Women's Leadership Council**

**2007-present**

*Founding Member*

**Happy Hearts Learning Center Parent Advisory Group**

**2015- present**

*Member*

**YearUp- Providence**

**beginning April 2017**

*Academic Tutor*



Town of East Greenwich  
Rules of Appointment Policy  
Boards, Commissions and Committees

**Selection Process**

1. The Town Clerk shall advertise in a local newspaper and on the Town's website the boards, commissions and committees that will have upcoming vacancies using the following schedule:

<b>Vacancy Period</b>	<b>Advertising Period</b>
January – March	October
April – June	January
July – September	April
October – December	July

2. Upon receipt of an application, the Town Clerk shall date stamp it and forward it to the Town Manager and Town Council for consideration. The Town Clerk will acknowledge the receipt of each application in writing or by email to the applicant.
3. The application may be considered for one year should vacancies for that particular board, commission or committee occur during that time. At the end of three years, applications will no longer be on file.
4. All applications received shall be available for public review in the office of the Town Clerk.
5. The charge for each board, commission or committee shall be available in the office of the Town Clerk.

Town of East Greenwich  
Rules of Appointment Policy  
Boards, Commissions and Committees

**Requirements for Membership**

1. Applications for the various boards, commissions and committees shall be available in the Town Clerk's office and on the Town's web site at [www.eastgreenwichri.com](http://www.eastgreenwichri.com) .
2. Applications shall be completed and submitted to the Town Clerk.
3. No appointed member of the Town government shall hold more than one elective or appointive position in the Town government, with the exception of ad hoc or study commissions, at the same time.
4. When any member of a board, commission or committee is absent for three (3) consecutive meetings or the chairperson should recognize any other attendance deficiencies, the chairperson shall notify the Town Clerk, who shall in turn notify the Town Council for direction. Any appointee who is absent without cause for three (3) consecutive meetings may be subject to removal by the Town Council.
5. The applicant shall comply with all State Laws and Regulations as well as Ethics Commission requirements for appointees.
6. Applicants shall be residents and electors of the Town of East Greenwich.

**Appointment Review Process**

1. The Town Council shall review each application and may invite specific candidates to an interview with the Council. Applicants interviewed by the

Town of East Greenwich  
Rules of Appointment Policy  
Boards, Commissions and Committees

Town Council will be sent a letter of appreciation by the Town Clerk.

2. Applicants who are appointed by the Town Council shall receive a letter of appointment from the Town Clerk's office. Appointees shall come to the Town Clerk's office to be sworn in for each term.

**Reappointment Review Process**

1. The Town Clerk shall notify individuals whose terms are about to expire, by letter or by email, to determine if that individual wishes to be considered for reappointment.
2. Individuals wishing to be considered for reappointment shall notify the Town Clerk by letter or by email prior to the expiration date in the letter sent to them.
3. Consideration may be given to an alternate member of a board, commission or committee to move into a full position as a regular member if they request to do so by letter or by email.
4. Members are reappointed at the discretion of the Town Council.
5. The Town Council may interview individuals who seek reappointment to a board, commission or committee.
6. The chairperson of each board, commission or committee shall submit an attendance record, to the Town Clerk, for those individuals wishing to be considered for reappointment.

Town of East Greenwich  
Rules of Appointment Policy  
Boards, Commissions and Committees

7. The chairperson of the board, commission or committee may make a recommendation of the candidate to which a reappointment is made.m
8. A person may serve on any board or commission for a total of three terms or 10 years, whichever is less, even if the person serves on two or more different boards or commissions. After three terms or 10 years, whichever is less, the board or commission member cannot serve on any board or commission for two years. However, effective January 1, 2005, every current member of a board or commission may be reappointed to one term, at the expiration of their current term, regardless of their years of service. Upcoming openings, vacancies and/or reappointments shall be advertised. If no one applies for the position, the term limit of the member whose term is expiring does not apply for one additional term and that person can be reappointed. Every board or commission shall have a defined term of service that is not less than three years, unless otherwise stated in the Charter, by ordinance, or by state law. These provisions do not apply to alternates or to ad hoc boards or commissions.

Adopted by Town Council: \_\_\_\_\_

## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/26/2017**

1. Agenda item (List as it should appear on the agenda)  
**Matthew Leathers for Personnel Board, Planning Board, or Affordable Housing Commission**
2. Submitted by (List department and individual, if necessary)  
**Town Clerk**
3. Provide a brief description of the item and why it is on the agenda  
**Applied June 20, 2017**
4. Contact person and phone number for questions  
**Leigh Carney 886-8604**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> Application	Application
<input type="checkbox"/> Rules of Appointment	Backup Material

**TOWN OF EAST GREENWICH  
VOLUNTEER APPLICATION  
MEMBERSHIP ON BOARD OR COMMISSION**

NAME (PLEASE PRINT OR TYPE)

Leathers  
LAST

Matthew  
FIRST

William  
MIDDLE

228 Spring Street 02818  
STREET ADDRESS AND ZIP CODE

East Greenwich, RI  
MAILING ADDRESS AND ZIP CODE (IF DIFFERENT FROM STREET ADDRESS)

Consultant (IT) Kettle, LLC  
OCCUPATION EMPLOYER

678.643.1869 401.451.7554  
HOME TELEPHONE BUSINESS TELEPHONE

mattwleathers@gmail.com  
E-MAIL (PRINT CLEARLY)

MAY YOU BE CONTACTED AT YOUR PLACE OF BUSINESS? YES ☒ NO ☐HOW LONG HAVE YOU BEEN A RESIDENT OF EAST GREENWICH? 2 1/2 yearsARE YOU A REGISTERED VOTER OF EAST GREENWICH? YES ☒ NO ☐

NAME OF COMMISSION, COMMITTEE OR BOARD YOU WISH TO SERVE ON? ① Personnel Board  
3 Choices in priority order ② Planning Board  
③ Affordable Housing

APPOINTMENT TO ANY COMMISSIONS, COMMITTEES AND BOARDS REQUIRE THAT A FINANCIAL STATEMENT BE  
FILED ANNUALLY WITH THE RHODE ISLAND ETHICS COMMISSION.

Please submit a resume and/or letter of interest indicating the reasons for seeking appointment to a commission, committee, or board. Also include education, training, experience, special skills, knowledge, talents, and insights or points of view that you might offer to the commission, committee or board of interest.

Updated 4/8/2014

Page 1 of 2

HAVE YOU EVER SERVED ON A COMMISSION, COMMITTEE, OR BOARD IN EAST GREENWICH OR ANOTHER MUNICIPALITY OR STATE? YES \_\_\_\_ NO X  
IF SO PLEASE INDICATE:

\_\_\_\_\_  
\_\_\_\_\_

IS THERE A SPECIFIC EVENING OR OTHER PERIOD OF TIME YOU WOULD BE UNAVAILABLE TO ATTEND MEETINGS? YES X NO \_\_\_\_  
IF SO PLEASE EXPLAIN:

Tues and Thurs evenings until 7:30PM due to  
kids' activities.

DO YOU ANTICIPATE HAVING TO REFRAIN FROM PARTICIPATING IN DISCUSSION AND VOTING ON ANY PARTICULAR MATTER (S) THAT MAY COME BEFORE SAID COMMISSION, COMMITTEE OR BOARD BECAUSE OF CONFLICT OF INTEREST? YES \_\_\_\_ NO X  
IF SO, PLEASE EXPLAIN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affordable Housing Commission  
Coastal Resources Management Council  
Historic District Commission  
Kent County Water Authority  
Planning Board  
Zoning Board

Board of Assessment Review  
Cove Management Commission  
Housing Authority  
Municipal Land Trust  
Quonset Point Dev. Corp Board

Board of Canvassers  
Historic Cemetery Commission  
Juvenile Hearing Board  
Personnel Board  
Senior Advisory Council

**NOTE: APPLICATIONS ARE KEPT ON FILE FOR ONE (1) YEAR FROM THE DATE OF RECEIPT.**

  
SIGNATURE

6/9/17  
DATE

PLEASE RETURN APPLICATION AND SUPPORTING DOCUMENTS TO:

**TOWN CLERK'S OFFICE  
TOWN HALL  
125 MAIN STREET  
PO BOX 111  
EAST GREENWICH, RI 02818  
LCARNEY@EASTGREENWICHRI.COM**

Page 2 of 2

June 17, 2017

Ms. Carney,

I am writing to explain my wishes to volunteer for a role on one of the East Greenwich Boards and Committees. I am also enclosing a copy of my resume for your review.

I moved to East Greenwich from Atlanta, GA in 2014. At the time, I was working as a leader in KPMG's Chief Information Officer (CIO) Advisory practice. I had my pick of cities in the United States, as long as I lived near an airport that allowed me to fly to client sites quickly. I picked East Greenwich because of the unique attributes of great schools, culture within walking distance of the Hill and Harbor district, and natural beauty.

I believe that my talents and skills are needed by East Greenwich. My business and technical skills have been honed over the last 16 years, working for premier brands and organizations. The truth is that even brands like Coca-Cola, Sony Pictures, and Florida Blue Cross Blue Shield have significant internal struggles. From the inside, the situations look hopeless. My job is to craft a plan forward with their key leaders, identify specific improvements and actions, and drive forward.

Most of the time, these roadmaps and subsequent improvement plans are in the context of technology and IT systems. Technology consumes a significant amount of the budget for most organizations (about 30% is the usual), making it a ripe opportunity for positive change.

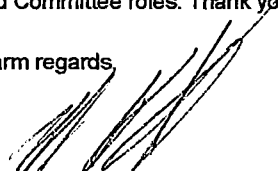
I don't presume that the town faces the exact same challenges as my business clients. There are far too many consultants running around, telling people what to do without first understanding the problem. I have taken some time since 2014 to get familiar with my surroundings, my neighbors, and understand the issues that our town faces. I assume that there is a lot of detail that the public cannot see because they are distant from the specifics.

I am open to a number of open roles. My preferences, in order of interest, are as follows:

- 1 - Personnel Board
- 2 - Planning Board
- 3 - Affordable Housing

That said, I would appreciate a discussion to understand the town's needs and to make sure we have a good fit. I appreciate the opportunity to serve East Greenwich in one of the open Board and Committee roles. Thank you for considering my application.

Warm regards



Matthew Leathers  
Mobile: 678.643.1869  
Email: mattwleathers@gmail.com



**Matthew W. Leathers**  
mattl@kettlecg.com  
228 Spring Street  
East Greenwich, RI 02818  
678.643.1869

### **Professional Summary**

I drive transformational business and technology initiatives for my clients as an individual contributor and as a leader. I build teams that exceed expectations on engagements ranging from strategic roadmap development to software engineering and operations. I enjoy growing, learning, and thriving with my clients and colleagues.

### **Specialties**

- Technology Transformation planning and Program Remediation
- Program Estimation and Delivery, including Waterfall and Agile Methodologies
- Strategic Operating Model, Organization Structure, and Process Design
- IT Service Management (ITSM) Process and Technology Design and Implementation

### **Experience**

#### **Kettle: Consultant**

**2/2016 – Present**

- Developing market offerings and delivering client engagements, focusing on the business of IT.

#### **Ruota Consulting: Technology Practice Lead, Principal**

**1/2015 – 2/2016**

- Developed a platform for growth, e.g., engagement profitability tools, sales pipeline roles and responsibilities, training curriculum, and thought leadership development processes.
- Established the firm as a viable services provider for healthcare clients by identifying, converting, and completing engagements for a healthcare services provider. Specifically, built a strategic operating model, organization structure, and growth roadmap for the CIO.
- Facilitated IT process maturity reviews of Release Management, Problem Management, and Knowledge Management for a financial services client. Built the maturity assessment methodology used by the firm and coached the team through applying it at the Bank.

#### **KPMG – CIO Advisory: Director**

**4/2013 – 1/2015**

- Drove an IT application portfolio management effort for an energy client. Organized application portfolios, engaged the business in alignment discussions, and identified savings opportunities of approximately \$44m out of a \$75m target.
- Facilitated Solution Delivery Life Cycle (SDLC) training over a two month period for one of the world's leading consumer product organizations. Taught a global classroom and online audience of over 400 technical architects, project managers, analysts, and software engineers.
- Identified savings opportunities and practices for a health services organization. Developed a "Payor of the Future" framework that mapped functions to strategic imperatives.

**American Express - Gaming, Loyalty, and Serve Online: Vice President**  
**10/2011 – 4/2013**

- Responsible for working with business development and product design teams to enhance existing products and develop new solutions for mobile payments. Managed a team of approximately 100 software engineers, architects, business analysts, and project managers with an operating budget of over \$12m, including third party service agreements.
- Transitioned the Program Management Office (PMO) to become balanced between full time equivalents and third party service providers. Established project management standards. At peak, the project portfolio under the team's span of control represented a budget of approximately \$60m across 20 initiatives.
- Managed the project managers responsible for initiatives as varied as Serve's integration with back end American Express risk management tools and the internal and external integrations required to deliver the co-branded, prepaid Zynga card.

**Deloitte Consulting, LLP (Atlanta, GA): Senior Manager**  
**10/2010 – 10/2011**

- Established Deloitte as a viable partner in IT Advisory at a telematics client. Conducted the initial ITIL V3 service management assessment and presented the results on behalf of the client to their customer. Signed an extension to implement the Roadmap.
- Built and implemented the product launch plan for American Express – Serve Virtual Enterprises in March, 2011. Managed the team responsible for building the processes needed for long-term scalability. After the launch, my team expanded to run key strategic initiatives, including Globalization, Platform Redesign, and co-branded partnerships.

**Accenture (Atlanta, GA): Senior Manager**  
**08/2004 – 09/2010**

- Built, sold, and delivered IT Service Management aligned solutions. Specifically, co-architected the BMC Remedy ITSM Offering and subsequently drove the initial client facing implementations. The Offering set the approach for subsequent partner alliances.
- Served as a Reviewer of the ITIL V3 Service Strategy volume. Co-authored Accenture's ITIL V3 Point of View. Wrote the firm's Service Level Management Point of View. Taught as a UK faculty member and as the US session lead for Core Infrastructure School.

**Education & Certifications**

**University of Georgia, Athens, GA**  
**Major: BBA in Business Management**

- NeuroLeadership Institute – NeuroLeadership 101 (2014)
- ServiceNow Offering Enablement Training (2013)
- Presenting Data and Information with Edward Tufte (2012)
- Deloitte Tap Into the Power of Relationships Training (2010)
- Accenture Value Driven Program Management V2 (2009)
- Accenture Core Manager School (2008)
- Accenture Core Consultant School (2006)

Town of East Greenwich  
Rules of Appointment Policy  
Boards, Commissions and Committees

**Selection Process**

1. The Town Clerk shall advertise in a local newspaper and on the Town's website the boards, commissions and committees that will have upcoming vacancies using the following schedule:

<b>Vacancy Period</b>	<b>Advertising Period</b>
January – March	October
April – June	January
July – September	April
October – December	July

2. Upon receipt of an application, the Town Clerk shall date stamp it and forward it to the Town Manager and Town Council for consideration. The Town Clerk will acknowledge the receipt of each application in writing or by email to the applicant.
3. The application may be considered for one year should vacancies for that particular board, commission or committee occur during that time. At the end of three years, applications will no longer be on file.
4. All applications received shall be available for public review in the office of the Town Clerk.
5. The charge for each board, commission or committee shall be available in the office of the Town Clerk.

Town of East Greenwich  
Rules of Appointment Policy  
Boards, Commissions and Committees

**Requirements for Membership**

1. Applications for the various boards, commissions and committees shall be available in the Town Clerk's office and on the Town's web site at [www.eastgreenwichri.com](http://www.eastgreenwichri.com) .
2. Applications shall be completed and submitted to the Town Clerk.
3. No appointed member of the Town government shall hold more than one elective or appointive position in the Town government, with the exception of ad hoc or study commissions, at the same time.
4. When any member of a board, commission or committee is absent for three (3) consecutive meetings or the chairperson should recognize any other attendance deficiencies, the chairperson shall notify the Town Clerk, who shall in turn notify the Town Council for direction. Any appointee who is absent without cause for three (3) consecutive meetings may be subject to removal by the Town Council.
5. The applicant shall comply with all State Laws and Regulations as well as Ethics Commission requirements for appointees.
6. Applicants shall be residents and electors of the Town of East Greenwich.

**Appointment Review Process**

1. The Town Council shall review each application and may invite specific candidates to an interview with the Council. Applicants interviewed by the

Town of East Greenwich  
Rules of Appointment Policy  
Boards, Commissions and Committees

Town Council will be sent a letter of appreciation by the Town Clerk.

2. Applicants who are appointed by the Town Council shall receive a letter of appointment from the Town Clerk's office. Appointees shall come to the Town Clerk's office to be sworn in for each term.

**Reappointment Review Process**

1. The Town Clerk shall notify individuals whose terms are about to expire, by letter or by email, to determine if that individual wishes to be considered for reappointment.
2. Individuals wishing to be considered for reappointment shall notify the Town Clerk by letter or by email prior to the expiration date in the letter sent to them.
3. Consideration may be given to an alternate member of a board, commission or committee to move into a full position as a regular member if they request to do so by letter or by email.
4. Members are reappointed at the discretion of the Town Council.
5. The Town Council may interview individuals who seek reappointment to a board, commission or committee.
6. The chairperson of each board, commission or committee shall submit an attendance record, to the Town Clerk, for those individuals wishing to be considered for reappointment.

Town of East Greenwich  
Rules of Appointment Policy  
Boards, Commissions and Committees

7. The chairperson of the board, commission or committee may make a recommendation of the candidate to which a reappointment is made.m
8. A person may serve on any board or commission for a total of three terms or 10 years, whichever is less, even if the person serves on two or more different boards or commissions. After three terms or 10 years, whichever is less, the board or commission member cannot serve on any board or commission for two years. However, effective January 1, 2005, every current member of a board or commission may be reappointed to one term, at the expiration of their current term, regardless of their years of service. Upcoming openings, vacancies and/or reappointments shall be advertised. If no one applies for the position, the term limit of the member whose term is expiring does not apply for one additional term and that person can be reappointed. Every board or commission shall have a defined term of service that is not less than three years, unless otherwise stated in the Charter, by ordinance, or by state law. These provisions do not apply to alternates or to ad hoc boards or commissions.

Adopted by Town Council: \_\_\_\_\_

## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/26/2017**

1. Agenda item (List as it should appear on the agenda)  
**Stuart D. Hallagan IV for attaining the rank of Eagle Scout**
2. Submitted by (List department and individual, if necessary)  
**Town Clerk**
3. Provide a brief description of the item and why it is on the agenda
4. Contact person and phone number for questions  
**Sherri Dunwoody - 886-8602**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> Stuart D. Hallagan IV - Eagle Scout	Commendation

State of Rhode Island and Providence Plantations

# Town of East Greenwich

## COMMENDATION

*The East Greenwich Town Council congratulates*

***Stuart D. Hallagan IV***


*on this singular honor of attaining the rank of*

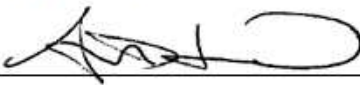
***Eagle Scout***

*and wishes him the very best in all his future endeavors.*

Attest the Seal of the Town Council  
of the Town of East Greenwich  
this 25<sup>th</sup> day of June, A.D. 2017

  
Suzanne M. Cienki, President

  
Sean M. Todd, Vice President

  
Andrew F. Deutsch, Councilor

  
Nino M. Granatiero, Councilor

  
Mark Schwager, Councilor



## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/26/2017**

1. Agenda item (List as it should appear on the agenda)  
**May 15, 2017 Special Session and Joint Session with School Committee**
2. Submitted by (List department and individual, if necessary)  
**Town Clerk**
3. Provide a brief description of the item and why it is on the agenda  
**DRAFT minutes for Council's approval**
4. Contact person and phone number for questions  
**LEIGH A CARNEY**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> DRAFT Minutes	Minutes

**MINUTES**  
**Town Council**  
**Town of East Greenwich**  
**Special Session/Joint with School Committee**  
**May 15, 2017 at 7:00 PM**  
**Swift Community Center, 121 Peirce Street, East Greenwich, RI 02818**

(1) Call to Order and Pledge of Allegiance to the American Flag

Town Council (5/5): S. Cienki, S. Todd, A. Deutsch, N. Granatiero, M. Schwager

School Committee (6/7): C. Mark, M. Winters, M. Fain, M. Plain, Y. Sun, J. Dronzek, (L. McEwen-Absent)

Town Staff Present: T. Coyle, III, K. Benoit, L. Carney, W. Schmidle, R. McGillivray, S. Hughes, C. Bradley, J. Duarte, S. Brown, S. Cirella, P. Aveyard

Others: Dr. V. Mercurio, G. Corrigan, L. Dykeman, C. Malaga

President Cienki called the meeting to order at 7:02pm and led the assembly in the Pledge of Allegiance to the American Flag.

Chairwoman Mark called the School Committee to order.

(2) Public Hearing

(a) Operating Budget for FY 2018 - JOINT SESSION WITH SCHOOL COMMITTEE

President Cienki explained the reason for the meeting, the order of budget presentations, followed by Town Council and School Committee discussion with an opportunity for public comments at the end.

Chairwoman Mark called the School Committee to order and gave opening remarks to set the context of the meeting.

Dr. Mercurio and Mr. Dronzek presented the School Department's proposed budget for FY 2018. Dr. Mercurio gave an overview on five strategic priorities and enrollment statistics at all levels were provided. The FY 2018 proposed total budget increase is \$1,825,432 or \$39,646,476, which reflects a total revenue increase from taxes of 4.83%. Non-budgeted expenses from FY 2017 include staff, out of district placements and transportation. A budget reduction summary showed \$1.4 million was removed and \$125K from fund balance was added. The budget roll-up summary and breakdown gave details on major components of the budget. Mr. Dronzek spoke about the three year forecast for expenditures and revenues. He provided more details on net operating costs projected through FY 2021. Dr. Mercurio pointed out that 1.5 - 1.7% of total costs yearly include step increases, health care and transportation. He identified five factors that occurred following the School Committee's approval of their budget: medicaid reimbursement, revenue generation, recalculating teacher's salaries, lower State revenue forecast and a RIASC summit on the impact of pension contribution increases on FY 2019 budgets. Goals are to implement changes and recommendations from Providence Analytics to improve the budget development and reporting processes and creating sustainable new revenue streams. East Greenwich was compared to Central Falls which had an emerging school

budget structural deficit 30 years ago.

Mr. Coyle presented the Town's proposed operational budget for FY 2018 in the amount of \$61,958,368 which is a decrease of \$232,503 or .37% below FY 2017. He explained that the Town carries all the debt service and the proposed tax allocation to the schools is level funded pending the results of the financial analysis by the consultants. The projected tax rate is \$23.66 or a decrease of 1.78% before Council makes any changes. The proposed operating budget on the expenditures side was shown by function or purpose and Mr. Coyle briefly explained each line item and the reasons for any variance. All department staff will be receiving a 2% salary increase due to contractual obligations. Major increases come from insurance and employee benefits, public works operating needs, fire hydrant rentals and overtime, statistical revaluation and contractual obligations. 54.9% of the budget is dedicated to the schools, 36.2% is for the municipality, 7.8% is school debt service and 1.1% is Town debt service. Revenues are expected to decrease by .37% and property taxes make up approximately 89.1% of the Town's revenue source. General revenue and state aid make up the other 10.9%. East Greenwich receives 1/3 of 1% of State Aid to municipalities.

The Capital Improvements Program was presented in detail which is supported by tax dollars and includes purchases that support Public Works, Police, Fire, Parks and Recreation, Information Technology, Senior and Human Services, building and road maintenance, highway garage study and tennis court repairs. In summary, the proposed tax rate is \$23.66 or a 1.78% increase (\$.43 cents on the dollar).

Gayle Corrigan with Providence Analytics gave a presentation on the results of the independent budget analysis she and her partner Linda Dykeman prepared for the East Greenwich School District. The assignment was to estimate surplus or deficit for FY 2017, weigh in on proposed FY 2018 budget and recommend improvements. Documents such as payroll, collective bargaining agreements/contracts, tuition and transportation invoices were reviewed. Interviews were conducted with Dr. Mercurio, finance, special education and facility personnel. Discussions took place with West Bay Community Health and Baxter, Dansereau & Associates. In looking at FY 2017 estimated budgeted revenues, she identified Reappropriated Fund Balance and Miscellaneous Revenue from one-time sources as problem areas. There were also significant variances in salaries and benefits, special education services and property in FY 2017 estimated expenses. Details were then provided on the FY 2017 deficits including budgetary, GAAP and emerging structural. She further explained the consequences of using fund balances to offset a deficit. FY 2018 fiscal deficits were estimated to be over \$2 million dollars both budgetary and structural. The Town is restricted by State law as to how high taxes can be raised and for what reasons a waiver can be granted. Even if the Town raised taxes the full 4% as aloud by law, it is not enough to cover the projected deficit. More details were provided on recognizing the emerging structural deficit and how to eliminate it by implementing structural solutions. East Greenwich was compared to Central Falls which had an emerging school budget structural deficit 30 years ago.

President Cienki provided several facts related to enrollment, property tax rate increases since 2006, School Committee budget presentation numbers, variances in fiscal impact statements and teachers contract fiscal impact statements and a new contract that does not include a Director of Curriculum. She recommended expanding the work of Providence Analytics to look at the Town budget and to work strategically to eliminate the School District's structural deficit, focusing on a corrective action plan.

Councilor Schwager and Ms. Corrigan discussed the difference between budgetary and structural deficits and meeting requirements such as payroll.

VP Todd and Ms. Corrigan discussed how structural deficits can compound.

President Cienki asked for confirmation that the four reasons provided for by RIGL 44-5-2 to raise the tax levy above 4% are not applicable. Ms. Corrigan confirmed.

Councilor Schwager and Ms. Corrigan discussed which data was used for comparison and the lack of transparency over the past few years with regard to the structure of budget.

VP Todd and Ms. Corrigan discussed what calculations were used for salaries.

Councilor Granatiero received clarification from Dr. Mercurio, Mr. Dronzek and Ms. Mark on what was 'cut' from their projected budget prior to submitting to the Town Manager which reflected a 4% increase. Discussion followed on analyzing core budget items and consolidation.

Ms. Mark stated that although historically surpluses were accumulating and being used to offset deficits, it was not a budgeted strategic plan. It was anticipated that the Town's reduction in debt service would allow for more tax dollars to be appropriated to the district.

Councilor Schwager stated that implementing a corrective action plan on both sides is critical.

Mr. Dronzek added that with new forecasts and visibility, there is now the opportunity to fix the problem.

The floor was opened to Public Comments.

Barry Martasian, a para-professional at high school, said more representation is needed at the State house to deal with mandates. He spoke as an advocate for autistic students who have difficulty adapting to change in the classroom. He invited Council to visit his classroom.

Matthew Bodoff, 42 Cresthill Drive, asked about State Aid. Ms. Cienki explained the amount is determined by the General Assembly based on a funding formula, enrollment and poverty levels.

Cindy Patrick, 65 Cardinal Lane, spoke on behalf of her daughter Ally who requires full care while she is at school. They moved across the continent for the schools and is concerned about what layoffs of para-professionals would mean for her. She asked that Town and School work together to find solutions and consider all alternatives.

Doug Alexander, 20 Devon Court, moved his family here for the schools and is the Tech Director for the Warwick school system. He said that level funding shows a lack of good faith effort towards the schools and sends a bad message about the Town's priorities.

Sharon Siedliski, 28 Great Road, moved here for the schools and implored Council not to level fund the schools. She thanked both Town and School for the willingness to work together.

Chris Suellentrop, 55 Princess Pine Drive, voiced his concerns over the potential loss of services at Frenchtown.

Paul Schmidle, 65 Jefferson Drive, said he has seen the same budget process for over 20 years. Now with reduced housing prices and higher taxes, it is time to make hard decisions.

Eric Kaldor, 525 Stone Ridge Drive, was concerned about cutting para professionals and the costs associated with sending students out of district as well as the cost per student.

Robert Vespia, 155 Shippeetown Road, asked why certain school projects that were not mandated like changing school start times which piggy-backed on the implementation of all-day kindergarten

could not have waited.

Joe Farside, 14 Howland Farm Road, has 3 preschool aged children. Any decrease in the quality of services will make him re-think where he lives.

David Gecawich, 80 River Farm Drive, has owned a business in Town for over 20 years and has two children in school. He asked that both sides work together to fund the schools so as not to impact property values and to keep the schools the best in the state so that everyone will benefit.

Daphnee Rentfrow, 945 High Hawk Road, stated that she also moved here for the schools and sees a deficit of goodwill towards Town Council because issues from January have not been addressed. She has no confidence that "working together" will happen and finds it difficult to see details on what is happening with Town Council in social media.

Jack Gecawich, 80 River Farm Drive, a 8th grade student at Cole Middle School spoke about what he sees on both sides of the aisle. Without working towards a common goal, kids from all over won't come here any more and revenues will drop. He senses tension, low morale and lack of motivation in the classroom. He asked for both sides to work together towards a common goal.

Tracie Truesdell, 163 Spring Street, asked President Cienki about her years of service on both the School Committee and Town Council. She voiced her appreciation for the time and effort given by all members.

William Stone, 99 Larch Road, acknowledged that the Town Manager's proposed budget offers a tax cut. He suggested that the school's tax allocation could possibly be done without a tax increase that exceeds the rate of inflation.

Michael Donegan, 125 Juniper Drive, has five children that are in or have been in the school system. He does not want to see teachers effected nor the Town struggle with a deficit. He suggested investing more resources to lobby the State for increased aid and revisiting the agreement with the New England Institute of Technology.

Heather Tibbitts, 29 Hickory Drive, requested a reduction in lighting in what she called "overlit neighborhoods". She was concerned about her property value decreasing if schools lose their reputation. She encouraged Council to focus on the schools for future generations.

President Cienki concluded by recommending that Providence Analytics will review the Town's budget before any recommendations or votes are taken.

Ms. Mark providing closing remarks on behalf of the School Committee requesting the Town's support for full funding.

**Motion to adjourn at 9:50 pm**

**Andrew Deutsch/Mark Schwager/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

Motion to adjourn the School Committee at 9:50pm

Michael Fain/Dr. Yan Sun/Motion Carried

Ayes: Mark, Fain, Sun, Plain, Winters, Dronzek

Submitted By:  
Leigh A. Carney, CMC  
Town Clerk

Approved By Town Council:  
(Pending)

## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/26/2017**

1. Agenda item (List as it should appear on the agenda)  
**May 22, 2017 Executive and Regular Sessions**
2. Submitted by (List department and individual, if necessary)  
**Town Clerk**
3. Provide a brief description of the item and why it is on the agenda  
**Draft minutes require Council approval**
4. Contact person and phone number for questions  
**Leigh Carney**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> DRAFT Minutes	Minutes

**MINUTES**  
**Town Council**  
**Town of East Greenwich**  
**Regular Session**  
**May 22, 2017 at 6:30 PM**  
**Town Hall, 125 Main Street, East Greenwich, RI 02818**

(1) Call to Order

Town Council (5/5): S. Cienki, S. Todd (arrived 6:40pm), A. Deutsch, N. Granatiero, M. Schwager

Town Staff: T. Coyle, III, L. Carney

President Cienki called the meeting to order at 6:30pm.

(2) Executive Session RIGL 42-46-5 (a) per the following sections:

It was stated for the record that Mr. Clarkin was notified in advance in writing that he may have required that the discussion be held in an open meeting.

**Motion to go in to Executive Session per RIGL 42-46-5 (a) (1) to discuss the job performance of Peter A. Clarkin, Solicitor**

**Andrew Deutsch/Nino Granatiero/Motion**

**Ayes: Cienki, Deutsch, Granatiero, Schwager**

(a) (1) Job Performance - Peter A. Clarkin, Solicitor

**Motion to seal the Executive Session minutes**

**Sean Todd/Nino Granatiero/Motion**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

**Motion to return to Open Session**

**Sean Todd/Nino Granatiero/Motion**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

(3) Call to Order and Pledge of Allegiance to the American Flag

Town Council (5/5): S. Cienki, S. Todd, A. Deutsch, N. Granatiero, M. Schwager

Town Staff: T. Coyle, III, L. Carney, S. Cirella, S. Brown, L. Bourbonnais, R. McGillivray, K. Benoit, J. Duarte, D. D'Agostino

(4) Town Council Minutes

(a) March 27, 2017 (Regular Session - amended)



(b) May 8, 2017 (Regular Session)

Councilor Granatiero requested an amendment to the March 27, 2017 minutes to change the word 'stable' to 'staple'.

### **Motion to approve the minutes**

**Sean Todd/Andrew Deutsch/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

### **(5) Reports and Communications**

(a) Public Comment (15-minute time limit for items NOT on the agenda)

Caren Corenthall, 5 Brookfield Court, asked if the School Department was told to dip in to their fund balance and also if the Town has a similar fund to dip in to. President Cienki replied that the School's fund balance has increased over the past year and the Town is required to have between an 11 - 14% fund balance based on the operating budget. The School has not yet dipped in to their fund balance. Ms. Corenthall stated that coordinating services makes sense but wanted to know why transportation costs were not offset by changes to kindergarten. She questioned priorities on both sides and suggested getting a group together to demand more from the State.

Pat Carne, asked why the Town Solicitor's budget was 220% over budget. President Cienki replied it was due to legal settlements.

(b) April 2017 Finance Reports

Postponed

### **(6) Public Hearing**

(a) An ORDINANCE in amendment of the Code of the Town of East Greenwich, Chapter 260 Zoning (as amended), Article XVII Affordable Housing, to replace Sections 98 through 101 and add Sections 102 and 103 (SECOND READING).

Ms. Bourbonnais gave a thorough presentation on the history of the Town's Comprehensive Plan and how the zoning amendment pertains to affordable housing. Information was provided on population and growth, State law 45-53-1 Low or Moderate Income Housing, current demographics, local incomes vs housing costs, comp plan strategies and inclusionary zoning. Language in the existing ordinance was compared to language in the proposed ordinance related to inclusionary mandate percentages, density bonuses, compatibility, time line for construction, deed restrictions and fractional unit rounding. Several specific questions posed to the Town Council by the Planning Board at a previous meeting were reiterated. The floor was opened for Council's comments.

Councilor Deutsch asked what the ramifications were if the 10% was not met. Ms. Bourbonnais replied that the Town is safe as long as progress is being made and changes in the comp plan are being implemented. Otherwise, the comp plan permit application process would prevail leaving the Town Council with no control. Affordable housing was defined again.

President Cienki asked what other communities have been faced with this issue or forced to put through a development. Ms. Bourbonnais replied that Barrington, Narragansett and South Kingstown all have.

Michael Donegan, Chairman of the Planning Board, spoke at length about the challenges in East Greenwich and how the ordinance would clean up procedures to make the applications comply with State statutes and to implement the incentives set forth in the Comp Plan. He provided specific details on what happens if the Town does not adopt the ordinance, not being consistent with local needs. He explained how the Planning Board can deny or approve a comp plan permit application in lieu of these changes and how each process could end up. Potential sites must be credible with access to infrastructure such as water and sewer. Scattered sites were not favorable to prior administration. He encouraged adoption of the ordinance to help retain local control and meet the legal requirements to comply with the Comp Plan. A discussion followed on off-site development for affordable units.

Ms. Bourbonnais explained how the area to be rezoned was targeted based on the Comp Plan.

VP Todd asked if deed restrictions are allowed based on age. Mr. Donegan replied that the study done for the Comp Plan did not support those specific needs. The mathematical formula was discussed based on different scenarios and density bonuses.

Councilor Schwager asked about off-site extraction not being an ideal situation. Ms. Bourbonnais and Mr. Donegan replied that the proposed language allows for the Planning Board to use its discretion depending on the project.

Ms. Bourbonnais noted that the build-out time table presented exceeds the target of 10% based on the State's request and can be altered as the situation improves. Population projection was discussed over a 25 year period.

The floor was opened for public comments.

Bill Wray, 71 Church Street, stated that affordable housing adds significant costs to the overall market and doesn't result in more units. He asked Council to consider parts of the ordinance that offer more flexibility like off-site and are least intrusive. He discussed meeting the 20-year goal with Ms. Bourbonnais.

Dr. David Miller, 128 Pheasant Drive, suggested Council research the 40B projects in Massachusetts. He asked what safeguards are in place to prevent builders from applying for retaliatory projects. Mr. Donegan explained that both the Zoning Board and Planning Board would have authority to decline if not in compliance with the Comp Plan.

Dan Weinstein, 1140 South Road, discussed the rounding of units with Ms. Bourbonnais which is based on a yield plan. She also explained how affordable units are phased in to larger projects.

Kristina Bruce, 98 South Pierce Road, voiced her concerns about the possibility of a vacant lot in her neighborhood being rezoned to accommodate a multi-unit dwelling. Ms. Bourbonnais and Mr. Donegan explained that projects must meet specific parameters and are reviewed at many levels prior to final approval.

Susan Aitcheson, 1295 South Road, reiterated that if the ordinance is not approved, the Town would be open to the developer's controlling projects that the Planning Board should be the deciding body for. She disseminated a report from the Affordable Housing Commission of which she is a member. Ms. Bourbonnais added that the last Community Survey showed affordable housing as a high priority.

David LaPlante, 358 Hemlock Drive, discussed build outs being phased in with both Mr. Donegan and Ms. Bourbonnais. Economic impacts typically drive a positive or negative result. The Comp Plan allows for four years to implement regulatory items.

Hamid Karbasiafshar, 30 Tipping Rock Drive, asked if the criteria for affordable housing could change over time and Mr. Donegan replied yes, annually. He was concerned with the State's plan to bring more business and jobs over the next 20 years.

Susan Aitcheson added that Statewide Planning does have an economic growth plan online. Also that Richmond residents appealed the Comp Plan due to economic impact but SHAB overruled it.

Renu Englehart, 2005 Division Road, spoke about the old Brooks/Shackleton project with was a tall building that would have overlooked several homes in the same rural area and the developers do have the upper hand without this ordinance. She remains concerned about traffic and requested a study been done before looking at the northwest quadrant. She asked that the Comp Plan should provide better notice for homeowners.

Carla Swanson, 38 Greene Street Unit 3, spoke in support of the ordinance. She has not seen any adverse effects from the affordable housing units that exist in her neighborhood.

Steven Cornwall, 3705 Division Road, was concerned about traffic and encouraged a traffic study to be done.

#### **Motion to close the public hearing and move to third reading on June 12th**

**Sean Todd/Andrew Deutsch/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

- (b) Application for a NEW Second Hand Dealer License for Alan Tonkover d/b/a Harbour Galleries, 249 Main Street.

The applicant was not present and there were no public comments.

#### **Motion to close the public hearing and approve**

**Andrew Deutsch/Sean Todd/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

- (c) Application for a RENEWAL Second Hand Dealer License for French Bulldog Consignment Boutique, 850 Main Street

The applicant was not present and there were not public comments.

#### **Motion to approve**

**Andrew Deutsch/Sean Todd/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

(7) Consent Calendar

- (a) Recommendation from the Tax Assessor for Abatement to the 2016 motor vehicle tax roll in the amount of \$125.84
- (b) Solid Waste and Recycling Agreement between the Town of East Greenwich and RI Resource Recovery Corporation (RIRRC) for the period between July 1, 2017 to June 30, 2019.

Mr. Duarte explained that the tipping fees are increasing with a net impact of \$30,000 per year for two years.

**Motion to approve the Consent Calendar**

**Sean Todd/Nino Granatiero/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

(8) Unfinished Business

- (a) An ORDINANCE in amendment of the Code of the Town of East Greenwich, Chapter 227 thereof, entitled "Taxation", adding Article XV "Tax Exemption for Renewable Energy Systems" (THIRD READING).

**Motion to approve**

**Sean Todd/Andrew Deutsch/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

(9) New Business

- (a) Authorization to continue assisting the School Superintendent and increase the scope of work and issue a change order to the bid awarded to Providence Analytics, Inc. on April 24, 2017 to include extending a financial review of East Greenwich's municipal finances for a report to the Town Council.

President Cienki stated that she recommended to the Town Council to have Providence Analytics do the same thing on the Town side before setting a budget. She noted that the Chair of the School Committee, Carolyn Mark, would like Gayle to continue to work with the Superintendent to approve any contracts over the next couple of months. All work will be completed prior to June 10th.

**Motion to approve and authorize Providence Analytics to come work on the Town side**

**Andrew Deutsch/Mark Schwager/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

- (b) Application for a NEW Outdoor Sidewalk Liquor Service for Foreign Events LLC d/b/a Kai Bar, 232 Main Street.

**Motion to approve the Outdoor Sidewalk License Service**

**Sean Todd/Andrew Deutsch/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

- (c) Application for a NEW Outdoor Sidewalk Liquor Service for Main Street Restaurant Group d/b/a Rocco's Bistro 219 Main Street

Pedestrian access was discussed and will continue to be policed for ADA compliance.

**Motion to approve the application**

**Sean Todd/Nino Granatiero/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

- (d) Approval to enter contract with Rossi Law for collection of past due Motor Vehicle and Personal Property Taxes.

President Cienki explained that the Town is taking a more aggressive approach on collecting past due taxes. The firm will take 25% of what is collected. Currently, outstanding motor vehicles is approximately \$800,000 and personal property is approximately \$300,000. Collections over \$350 will be filed in Superior Court.

**Motion to approve entering into a contract with Rossi Law for collection of past due motor vehicle and personal property taxes**

**Sean Todd/Nino Granatiero/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

- (e) Appointment of Town Solicitor – David M. D’Agostino, Esq. of Gorham & Gorham, Inc. and Andrew M. Teitz, Esq. of Ursillo, Teitz & Ritch, Ltd., to handle Zoning and Planning matters.

**Motion to approve**

**Sean Todd/Andrew Deutsch/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

- (10) Town Manager's Report

Mr. Coyle encouraged everyone to attend the Memorial Day parade.

- (11) Council Comments

None

- (12) Public Comments (15 minute time limit)

None

(13) Executive Session RIGL 42-46-5 (a) per the following sections:

None

**Motion to adjourn**

**Andrew Deutsch/Nino Granatiero/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

Submitted By:

Leigh A. Carney, CMC

Town Clerk

Approved By Town Council:

(Pending)

## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/26/2017**

1. Agenda item (List as it should appear on the agenda)  
**June 5, 2017 Special Session**
2. Submitted by (List department and individual, if necessary)  
**Town Clerk**
3. Provide a brief description of the item and why it is on the agenda  
**Draft minutes require Council approval**
4. Contact person and phone number for questions  
**Leigh Carney**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> DRAFT Minutes	Minutes

**MINUTES**  
**Town Council**  
**Town of East Greenwich**  
**Special Session**  
**June 5, 2017 at 7:00 PM**  
**Swift Community Center, 121 Peirce Street, East Greenwich, RI 02818**

(1) Call to Order and Pledge of Allegiance to the American Flag

Town Council (5/5): S. Cienki, S. Todd, A. Deutsch, N. Granatiero, M. Schwager

Town Staff Present: K. Benoit, L. Carney, D. D'Agostino, L. Bourbonnais, E. McAndrew, J. Duarte, S. Brown, S. Cirella, R. McGillivray, S. Kitchin, C. Bradley, T. Walsh, W. Schmidle, P. Aveyard

Others: K. Bourque

President Cienki called the meeting to order and led the assembly in the Pledge of Allegiance to the American Flag.

(2) Public Hearing

(a) FY 2018 Operating Budget

President Cienki explained that since the voters approved the elimination of the Financial Town Meeting last November, the process to approve the Town's budget has changed.

Gayle Corrigan and Linda Dykeman with Providence Analytics provided an independent budget analysis for both the School and Town side. Details were provided in the following areas: assignment, methodology, Town-wide deficiencies, lack of transparency and accurate reporting, misleading budget practices and inaccurate assumptions, lack of cost benefit analysis, systemic purchasing inefficiencies, entering into fiscally unsustainable collective bargaining agreements, short-sighted employment practices and benefits decisions, One Town concept and opportunities for consolidation in Finance, IT, Human Resources, Purchasing (non-educational items), Risk Management and Benefits (FY 19). A revised budget reflects no increases to school and library; consolidations (Town pays School salaries and addition of Director of Curriculum position); corrections to over/under budgeting discrepancies; line item reductions/negotiations; reduction in capital spending and the preservation of \$700,000 prior year tax revenue budget line item.

Councilor Schwager asked what would be preserved with school administration expenses moving to the Town side. Ms. Corrigan explained that six para-professionals, fractional teacher's positions and the hiring of a Director of Curriculum would stay. They discussed how savings from consolidated services would be realized over time and how the School could request supplemental revenue from the Town.

Councilor Deutsch asked for clarification on the salary of the Director of Curriculum which Ms. Corrigan confirmed as \$115,000 which could be adjusted based on changes determined by the School Committee. They discussed fund balance totals.

President Cienki and Ms. Corrigan discussed where the supplemental increase for the School would



come from.

The floor was opened for Public Comments.

Kate Goldman, 200 Kenyon Avenue, asked what the number is that the Town is taking from the School. Ms. Corrigan replied approximately \$300-400,000.

Doug Alexander, 20 Devon Court, stated that the One Town mission added value to the Town. He offered his services to the IT Governance Council. He suggested using the RFI or RFQ process for new insurance proposals.

Robert Vespia, Shippeetown Road, questioned the variances on expenditures for general government and financial administration line items. Both are in red because more money is being spent.

Paula Moscawicz, 1875 Middle Road, stated that she moved to Town for the schools from East Providence and is in favor of the One Town concept. She said many residents are only here for the schools and the vibrancy of the Town.

Heather Tibbitts, 29 Hickory Drive, asked why the tax cut was necessary and was in favor of the schools.

Councilor Schwager commented that he looked forward to approaching change with innovative solutions.

President Cienki concluded by stating that this approach addresses many issues and concerns brought forth by parents related to schools and taxes. Members of the Town Council and School Committee met with the Auditor General to advise of the One Town approach of working together to identify and resolve any structural deficits.

The public hearing was closed.

(3) New Business

- (a) An ORDINANCE to amend the Charter and the Code of the Town of East Greenwich to strike and revise language throughout referring to the Financial Town Meeting which voters approved to eliminate at the November 2016 election (FIRST READING AND INTRODUCTION).

**Motion to approve and schedule for Public Hearing on June 8th**

**Sean Todd/Andrew Deutsch/Motion**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

**Motion to adjourn**

**Andrew Deutsch/Sean Todd/Motion Carried**

**Ayes: Cienki, Deutsch, Granatiero, Schwager, Todd**

Submitted By:  
Leigh A. Carney, CMC  
Town Clerk

Approved By Town Council:  
(Pending)

## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/26/2017**

1. Agenda item (List as it should appear on the agenda)  
**An ORDINANCE in amendment of the Code of the Town of East Greenwich to ADD a new Chapter entitled "Fire Department" (SECOND READING).**
2. Submitted by (List department and individual, if necessary)  
**Town Clerk**
3. Provide a brief description of the item and why it is on the agenda  
**Updating the Code to reflect the addition of the Fire Department as part of the municipality effective June 2013.  
Introduced June 12, 2017.**
4. Contact person and phone number for questions  
**Russ McGillivray 401-886-8694**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> DRAFT Ordinance	Ordinance
<input type="checkbox"/> Advertisement	Backup Material

AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF EAST GREENWICH,  
ADDING A NEW CHAPTER ENTITLED “FIRE DEPARTMENT”.

The Town Council of the Town of East Greenwich hereby ordains:

Section 1. The Code of the Town of East Greenwich is hereby amended to add a new chapter as follows:

**Chapter 100**  
**Fire Department**

**GENERAL REFERENCES**

Permanent Fire Department — See Charter § C-109.

---

**Article I**  
**General Provisions**

**§ 100-1 Authority of Chief.**

The Chief shall be the executive and administrative head of the Fire Department, and he is hereby authorized, subject to the approval of the Town Manager, to make rules and regulations not inconsistent with law for the examination and qualification of applicants for appointment to the Department; for the discipline, control and removal of the members; and relating to reimbursement for expenses properly incurred in the performance of their official duties.

**§ 100-2 Disciplinary authority of Council and President.**

- A. The Town Manager may at any time suspend any member of the permanent fire department until the next regular meeting of the Town Council, at which time the Town Manager shall report any and all suspensions with the reasons therefor, and the Town Council may continue such suspensions until the next regular meeting following.
- B. Any member of the permanent fire department, including the Fire Chief and Deputy Fire Chief, shall be subject to reduction in rank or to removal from office by the Town Council at any regular meeting thereof for misconduct, incapacity; neglect of duty or insubordination of such character as the Town Council may deem a disqualification for the office.
- C. The provisions of the preceding subsections of this section relating to suspensions, reductions in rank and removal from office shall not apply to any fire officer or firefighter other than members of the permanent fire department of the Town.

**§ 100-3 Request for charges in writing; hearing.**

All reductions or removals by the Town Manager shall be upon charges made in writing, if requested by any such officer/firefighter, and of which the officer/firefighter complained about shall have notice and opportunity at the time appointed to be heard thereon.

**§ 100-4 Solicitor to represent Department.**

The Town Solicitor shall act as the legal advisor to the members of the Department in all

matters pertaining to their official duties, shall prosecute all suits and proceedings which they may be authorized to commence, and shall appear for and defend members of the Department in all suits and proceedings which may be brought against any one of them in his official capacity.

**§ 100-5 Retirement of members of permanent Department.**

The Town of East Greenwich will provide the twenty-five year retirement program as provided in accordance with Rhode Island General Laws § 45-21.2-22.

**§ 100-6 Fire Department Standard Operating Guideline.**

- A. The rules and regulations and standard operating guidelines of the Fire Department of the Town provide a guide for the proper performance of the duties imposed on firefighters of all ranks and grades.
- B. The good name and reputation of East Greenwich rests frequently on the way we on the Fire Department perform our duty. Therefore, it behooves all of us in the Department to act in a thoughtful and courteous manner.
- C. It is the natural desire of all members to rise to higher positions. Such advancement can only be made by superior work, intelligence and good conduct. As in all large groups, whether industrial, military, or commercial the great majority must be in the ranks at any given time. The members of the Department can see that all positions above them have been filled from the ranks, and the same opportunity is theirs if they but apply themselves studiously to the performance of their duties.
- D. Being a firefighter/EMT is honorable work. We are entrusted with the protection of life and property. We shall have the respect of the people of East Greenwich if we perform our duty in accordance with the highest standards of firefighting.

**E. Firefighter Code of Ethics**

**Goal:** To direct employees in the performance of their duties through broad behavioral guidelines, under which all employees are expected to conduct themselves while working for the Fire Department. A Code of Ethics also helps declare and define the mission of the Fire Department and moral obligations necessary of all members of the Fire Department to most efficiently fulfill that mission.

**F. Rhode Island Code of Ethics in Government:**

The Rhode Island Code of Ethics in government is comprised of a set of statutory and regulatory provisions which regulate the ethical conduct of elected and appointed public officials as well as state and municipal employees. All members of the Fire Department are obligated to adhere to the code and are reminded that, "It is the policy of the State of Rhode Island that public officials and employees must adhere to the highest standards of ethical conduct, respect the public trust and the rights of all

persons, be open, accountable and responsive, avoid the appearance of impropriety, and not use their position for private gain or advantage.”

G.

**Ethical Conduct:**

The Fire Department expects all employees to adhere to the highest standards of ethical conduct in the performance of their duties to the Fire Department, their fellow employees and the public.

Ethics is a general term for what is often described as the "science (study) of morality". It also encompasses:

1. philosophy, ethical behavior is that which is "good" or "right"
2. a set of moral principles or values
3. the study of fundamental principles that defines values and determines moral duty and obligation
4. system of moral principles, rules and standards of conduct
5. the study of right and wrong, good and bad, moral judgment, etc.

In this regard all employees of the Fire Department shall:

1. Conduct themselves at all times in such a manner as to create respect for themselves, as public servants, and the jurisdiction they represent.
2. Place the public interest above individual, group, or special interests and will consider their jobs as an opportunity to serve the citizens. This is especially important as Firefighter/EMT's have access to access box keys, citizen homes and citizen possessions. The public's trust must be maintained!
3. Not discriminate because of race, color, religion, age, sex, sexual orientation, handicap, political affiliation, or national ancestry. In his/her job capacity, each employee is to work to prevent and eliminate such discrimination while providing services, assigning work schedules, and in executing all personal actions.
4. Not accept any personal gift, favor, service, money or anything of value from the public that might reasonably tend to influence the impartial discharge of duties.
5. At all times, when in contact with the public, be fair, courteous, respectful and impartial. The majority of citizen complaints are not due to inappropriate treatment but rather due to the negative or rude behavior demonstrated by a Firefighter/EMT.

6. Refrain from using their position for personal gain and will keep confidential all information not available to all citizens, but that is available to the employee by virtue of their position in the organization.
7. Not drink any alcoholic beverage or take any drug that may incapacitate an individual while on duty. Employee safety is everyone's responsibility.
8. When in public, clearly distinguish/identify between all statements and actions made as an individual and as a representative of the Department.

**Medical Code of Ethics:**

H.

The professional status as a Firefighter/Emergency Medical Technician is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society and other medical professionals. Therefore, every Firefighter/EMT shall:

1. Be dedicated to conserving life, to alleviating suffering, to promoting health, to do no harm, and to encourage the quality and equal availability of emergency medical care to all members of the public.
2. Provide services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status.
3. Respect and hold in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.
4. Maintain professional competency, demonstrate concern for competence of others, and assumes responsibility for individual professional actions and judgment.

## Article II

### Rules and Regulations

#### § 100-7 Introduction.

- A. **Summary.** The regulations in the Standard Operating Guidelines are adopted as a guide for the discipline and governance of the Fire Department. It cannot be expected that any set of regulations will cover all situations or emergencies which arise. In a role as complex as that of a fire officer or firefighter; intelligence and discretion will often be the only available guidelines.
- B. There is a need for standards of conduct and general rules in any organization, especially one in an area as important as firefighting. These Standard Operating Guidelines are formulated to meet that need and shall define the minimal expectations of all members and employees of the Fire Department. These are the policies of the Department for a variety of situations which may arise during an officer's/firefighter's tour of duty.
- C. Department members and employees are required to read and be familiar with the contents of the Standard Operating Guidelines. The purpose of this manual is not to provide the Chief or appointing authority with a tool for punishing officers/firefighters. Rather it is an attempt at improving the effectiveness of the Fire Department by making clear to all officers, firefighters and administrative employees what is expected of them and what they can expect of fellow officers, firefighters and administrative employees.

#### § 100-8 Severability.

If any part of these regulations is rendered inoperable or declared illegal by any court or tribunal of competent jurisdiction, the balance of the entire manual will remain in full force and effect.

#### § 100-9 Gender of words.

Every word importing the masculine gender only shall be construed to extend to and to include females as well as males.

#### § 100-10 Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

**CHAIN OF COMMAND:** The unbroken line of authority extending from the Fire Chief and through a single subordinate at each level of command down to the level of execution.

**COMMANDING OFFICER:** A superior officer or, in his absence, the most senior officer assigned to exercise command over a division, company or unit.

**DEPARTMENT:** The manner in which an individual behaves and conducts himself.

**DETAIL:** A fire/EMS assignment.

**DISCIPLINE:** A standard of orderly conduct based on obedience and conformity to a set of rules or regulations.

**DIVISION:** A major part of the fire department which encompasses a group or units.



**DUTY:** A sworn obligation to perform a firefighting/EMT action or service.

**EQUIPMENT:** Comprises nonexpendable items such as turnout gear, hose, nozzles, medical supplies, computers, Self-Contained Breathing Apparatus, etc.

**FIREFIGHTER, PROBATIONARY:** Prior to a firefighter's permanent appointment, he shall serve a period of not less than 12 months.

**GENERAL ORDER:** A directive published by order of the Fire Chief or Deputy Fire Chief applying to all members and civilian employees which has the force of a regulation.

**HEADQUARTERS:** A center from which orders are issued or plans formulated.

**INCOMPETENCE:** Incapable of the satisfactory performance of firefighter/EMT duties.

**INSUBORDINATION:** The willful disobedience of any order lawfully issued by a superior officer, or any disrespectful, mutinous, insolent or abusive language toward a superior officer.

**MANUAL:** An instructional publication which describes the most acceptable way of performing specified tasks.

**MAY:** Indicates permissive action.

**MEMBER:** Sworn firefighter/EMT, whether or not probationary, unless stated otherwise.

**MEMORANDUM:** An informal record of any proceeding or informal communication of any kind.

**MISSION:** Goal, objective or specified work.

**NEGLECT OF DUTY:** Failure to give suitable attention to the performance of duty.

**OFFICER IN CHARGE:** Any firefighter/officer who shall be in command of any organic unit or situation at any given time.

**OFFICIAL CHANNELS:** Through the hands of the superior officer in the chain of command.

**OUT OF SERVICE:** Whenever a member or piece of equipment is not in service or unavailable for firefighting activity.

**PLATOON:** A working shift or duty period.

**PROCEDURE:** A manner of taking action.

**PROMULGATION:** The act of making known officially.

**PROPER AUTHORITY:** The right or power to decide and command, when such right is specifically delegated.

**RANK:** Each class level of members of the fire department

**RANKING OFFICER:** The officer having the highest rank.

**REGULATION:** A mandate promulgated by the Fire Chief or Deputy Fire Chief, applicable to all members and employees.

**SHALL:** Indicates mandatory action.

**SPECIAL ORDER:** A directive published by order of the Fire Chief or Deputy Fire Chief applying to particular members and employees.

**SUPERIOR OFFICER:** A member above the rank of firefighter, may include "acting officer's"

**TOUR OF DUTY:** an established work period.

**UNIFORM OF THE DAY:** The uniform specifically designated by the Fire Chief to be worn by uniformed members or employees of the Fire Department at any given time.

**VERBAL ORDER:** An oral directive by a superior officer to a subordinate.

**§ 100-11 Firefighters; appointment generally.**

- A. **Appointment and tenure.** All firefighter's on the permanent fire department below the rank of Fire Chief shall be appointed or promoted, as the case may be, by the Town Manager with the approval of the Town Council and upon the recommendation of the Fire Chief, provided they shall have satisfactorily passed such qualifying tests. They shall hold their respective offices, during good behavior, until vacated by death, resignation or retirement, or until they shall be removed in the manner set forth in this chapter; provided, nevertheless, that all members of the force shall, at the time of their permanent appointment, have served for a period of not less than 12 months in a probationary status, during which probationary period they may be removed at any time by the Town Manager with the approval of the Town Council and upon recommendation of the Fire Chief, with or without cause.
- B. **Qualifications for appointment and promotion.** The Town Council shall provide standards for qualifications for appointment as a member of the permanent fire department and for promotion to the various ranks by it specified and, for this purpose, shall require appropriate tests.
- C. **Decrease in number of permanent fire department.** The Town Council shall have the right to decrease the number of officers/firefighters on the permanent fire department upon the recommendation of the Town Manager for the purpose of complying with and remaining within appropriations currently available for the payment of compensation within the Fire Department, and for this purpose shall, without making any charges and without cause, have the right to remove a officers or firefighters who are members of the permanent fire department. In any such case, the Town Council shall order the removal of the officer/firefighter having the lowest rank and seniority in service. Any officer/firefighter so removed shall have precedence in the order of their seniority over all other candidates for future appointments to the permanent fire department.
- D. **Oath of office on appointment.** All firefighters, including the Fire Chief, upon their appointment to the permanent fire department shall swear the following oath of office prior to assuming any duties:
- "I, \_\_\_\_\_, do solemnly swear (affirm) that I will support the Constitution and obey the laws of the United States of America and of the State of Rhode Island; that I will, in all respects, observe the provisions of the Home Rule Charter and ordinances of the Town of East Greenwich, and will faithfully discharge the duties of the office of \_\_\_\_\_ in the Fire Department of the Town of East Greenwich, so help me God. This affirmation I make and give upon pain of the penalty of perjury."
- E. **Appointment of probationary firefighter.**

- (1) Upon appointment as a probationary firefighter, every appointee shall swear the following oath:

"I solemnly swear (or affirm) that I will support the Constitution and obey the laws of the United States of America and of the State of Rhode Island; that I will, in all respects, observe the provisions of the Charter and ordinances of the Town of East Greenwich, and will faithfully discharge the duties of the office of probationary firefighter."

- (2) Probationary firefighters may be separated from the force at any time during the probationary period of one year without trial or hearing when the Fire Chief deems such separation to be for the good of the Department.

- F. **Appointment to permanent firefighter.** After successful completion of the probationary period, the Fire Chief may recommend to the Town Manager to appoint probationary firefighters to permanent status in the Department. Each appointee shall re-swear the oath described in Subsection E of this section. The Town Manager may approve the appointment to firefighter, may extend for a period not exceeding one year the probationary period, or may terminate the individual subject to these rules and the Town Charter.

#### **§ 100-12 Professional responsibilities.**

Firefighters are professionals and, as such, are expected to maintain exceptionally high standards in the performance of their duties. Effective and efficient performance of this duty requires that a firefighter maintain the respect and cooperation of this community. This requirement dictates that the conduct of all firefighters be above reproach in all matters both within and outside the Department. General professional responsibilities include taking appropriate action to:

- A. Protect life and property;
- B. Respond to all public emergencies;
- C. Endeavor to maintain good community relations;
- D. Perform any other duties as assigned by proper authorities; and
- E. Obey all statutes and ordinances as necessary.

#### **§ 100-13 Conflict of interest.**

Since the position of firefighter is a public trust, it is important to avoid all situations involving conflicts of interest whether in fact or only in appearance.

- A. **Membership in organizations.** A member or employee of this Department shall not affiliate with or become a member of any organization if such affiliation or membership would in any way interfere with or prevent him from performing his duty.

#### **§ 100-14 Orders.**

An order is a command or instruction, written or oral, given by a superior officer. All lawful orders, written or oral, shall be carried out fully and in the manner prescribed. All general orders, memorandums, special circulars or other orders printed upon authorized departmental

forms that have been approved by the Fire Chief shall have the force and effect of a Department regulation. All members of the department shall become familiar with the regulations and provisions thereof.

- A. **General orders.** General orders are permanent written orders issued by the Fire Chief or Deputy Fire Chief outlining policy matters which affect the entire Department. A general order is the most authoritative written order the Chief issues and may be used to amend, supersede or cancel any previous order. General orders remain in full effect until amended, superseded or canceled by the Chief. Arrangements shall be made to include general orders in the Standard operating Guidelines.
- B. **Special orders.** Special orders are temporary written orders issued by the Fire Chief outlining instructions covering particular situations. Special orders are automatically cancelled when their objective is achieved.
- C. **Unlawful orders.** No member shall knowingly issue an order in violation of any law or any departmental regulation. Unlawful orders shall not be obeyed. The officer/firefighter to whom the order was given shall notify the ordering officer of the illegality of his order. Responsibility for refusal to obey rests with the officer/firefighter to which the order was given. He shall be strictly required to justify his action.
- D. **Unjust or improper orders.** Lawful orders which appear to be unjust or improper shall be carried out. After carrying out the orders, the officer/firefighter to whom the order was given may file a written report to the Chief via the chain of command indicating the circumstances and the reasons for questioning the orders, along with his request for clarification of departmental policy.
- E. **Conflicting orders.** Should any order given by a superior officer conflict with any previous departmental order, the member to whom such order is given will call attention to the conflict. If the superior officer does not change his order to avoid such conflict, then his order will be obeyed, but the member obeying such order will not be held responsible for disobedience of the previous order. It should later be reported to the Chief in writing for clarification.
- F. **Complying with instructions from radio dispatcher.** All messages transmitted over the radio system by any member of the force shall be direct and concise and shall conform to all departmental radio procedures and the rules and regulations of the Federal Communications Commission. No member shall disobey or refuse to take cognizance of any communication transmitted through the radio dispatcher by a superior officer.

#### **§ 100-15 Required conduct.**

- A. In addition to the specific duties of each individual rank and assignment, the following provisions are applicable to all members of the Department:
  - (1) **Reporting for duty.** Report for duty whenever so ordered by proper authorities. Report for duty at the regularly appointed time and not absent himself from duty without leave. Every member of the department shall report for duty and be present at the time and place specified by his commanding officer. He shall be properly equipped and shall be clothed in the prescribed uniform of the day.

- (2) **Awareness of activities.** Upon returning to duty from any absence, inform himself about all new orders, regulations, memoranda and all other important matters governing his assignment. Every member of the department shall familiarize himself with all the laws, statutes, ordinances, regulations and protocols necessary for the proficient execution of his duty as a firefighter/EMT.
- (3) **Submitting reports.** Promptly and accurately complete and submit all reports and forms as required.
- (4) **Attention to duty.** Every member of the department who has occasion to handle any complaint, assistance call, or other duty shall attend to such duty with a businesslike dispatch and courtesy and without any unnecessary loss of time. He shall furnish information or render aid to all persons with due courtesy whenever such request is consistent with his duty.
- (5) **Address and telephone.** An officer/firefighter shall have a telephone in his residence and shall report any change of phone number or address to his superior officer within 48 hours.
- (6) **Truthfulness.** A firefighter shall truthfully state the facts in all reports as well as when he appears before any judicial, departmental or other official investigation, hearing, trial or proceeding. He shall cooperate fully in all phases of such investigations, hearings, trials and proceedings. A member or employee of the Department shall speak the truth at all times and under all circumstances. In cases in which he is not allowed by the regulations of the Department to divulge facts within his knowledge, he will decline to speak on the subject.
- (7) **Physical fitness.** Maintain good physical condition in accordance with a standard determined by the Chief. Every member of the force shall keep himself as physically fit as his age and the nature of his duties require. The Department physician shall have the responsibility, subject to the approval of the Fire Chief, for judicious interpretation of this regulation in individual cases.
- (8) **Physical examination.** A member shall submit to a physical exam at any time, at the expense of the Department, when so ordered by the Fire Chief.
- (9) **Communication.** Shall transmit communications to other members of the Department when required.
- (10) **Civil suits for personal injuries.** Any claims for damage to clothing or other personal property belonging to a member or employee caused by the performance of duty shall be made in accordance with current departmental directives. Members and employees shall not seek in any way, nor accept from any persons, money or compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Fire Chief in writing. Members or employees who have received municipal salaries for illness or for personal injuries sustained off duty shall notify the Fire Chief in writing of any intent to seek, sue, solicit or accept compensation as damages for such illness or injury. Notice shall be filed before the action is taken. It shall include the facts of the claims and the name of the defendant. The Chief shall be kept informed of the status of the case and the final court determination. This provision shall not apply to benefits

provided by private insurance policies held by members or employees for which premiums are not paid for in part or in whole by the municipality.

- (11) **Line-of-duty disability.** Any injury, illness or disability incurred in the line of duty shall be reported in writing by the concerned party to an officer; such report to be investigated by his supervisor. Final disposition as to line-of-duty injuries, illnesses or disabilities shall be made by the Chief after consultation with a physician. In each case of illness, injury or disability incurred in the line of duty, no firefighter shall be returned to duty until his ability to be placed on duty status is certified by proper medical authority, except that an officer may be returned to light duty by proper medical authority. Such light duty may be assigned by proper authority.
- (12) **Respect.** On or off duty, in uniform or out of uniform, a member or employee of the Department shall extend the proper courtesy and respect toward all superior officers of the Department.
- (13) **Instant action.** Every member of the department, regardless of rank or assignment, shall act instantly to protect life, liberty or property.
- (14) **Rendering assistance.** Department personnel shall render assistance to all persons and fellow firefighter's who request it, so far as such assistance is consistent with their duties. Personnel shall cooperate with all other agencies engaged in the administration of firefighting or public welfare, affording them all the aid and authorized information such organizations are entitled to receive.
- (15) **Duty to report information.** It shall be the duty of every member of the department to report to his commanding officer any information given to him in good faith by any citizen regarding matters that indicate the need for action.
- (16) **Assisting fellow members of the department.** Members of the department are expected to be firm and calm in their actions at all times and, at times of peril, shall act together to protect each other from danger.
- (17) **Knowledge of the Town.** Every member shall familiarize himself with the geography of the Town, including routes of public transportation, the location of streets, highways, bridges, public buildings and places, hospitals, courts, transportation offices and stations, prominent or important office buildings, large industrial plants or commercial establishments, and such other information as may be disseminated by superiors from time to time.
- (18) **Handling money and property.** All money or other property coming into the possession of any member of the department through the normal course of their duty which is not his own shall be delivered to the proper custodian of the Department or to a superior officer, and a report shall be made of the transaction.
- (19) **Knowledge of regulations.** Every member of the department shall have a copy of the standard operating guidelines of the East Greenwich Fire Department and shall be familiar with the provisions thereof.
- (20) **Duty status.** Although certain workday hours are allotted to every member of the

department for the performance of specific workday duties, a member of the department shall be in an on-duty status at all times for the protection of life and property. A member shall be prepared at all times and under all circumstances to perform immediately whether or not the member is in uniform or off workday duty whenever the member is cognizant of a need for assistance. A member of the department shall be fit for duty at all times except when carried on a sick or injured report.

- (21) **General knowledge and performance.** Every member of the department shall familiarize himself with all the laws, statutes, ordinances, regulations and protocols necessary for the proficient execution of his duty as a firefighter. Any member who fails to perform efficiently his assigned duty may be charged with neglect of duty.
- (22) **Reporting for duty.** Every member of the department shall report for duty and be present at the time and place specified by his commanding officer. He shall be properly equipped and shall be clothed in the prescribed uniform of the day.
- (23) **Bearing.** A member of the department shall carry himself as befits a firefighter and the representative of the Town of East Greenwich.
- (24) **Member to know identity of superior officers.** It shall be the duty of every member of the department to know the identity of his superior officers.
- (25) **Duty to report false information.** It shall be the duty of every member of the department to report to his commanding officer any Department reports or statements of which he has knowledge and which he believes or knows to be false in whole or in part.

#### **§ 100-16 Prohibited conduct.**

A. The following acts by a member of the Department are prohibited or restricted:

- (1) **Criminal conduct.** Commission of any misdemeanor or felony.
- (2) **Conduct unbecoming an officer/firefighter.** Any specific type of conduct which reflects discredit upon the member as an officer/firefighter, upon his fellow firefighters, or upon the Fire Department he serves.
- (3) **Neglect of duty.** Being absent from assigned duty without leave or failing to take suitable appropriate action when any incident requires his attention.
- (4) **Insubordination.** Failure or deliberate refusal to obey a lawful order issued by a superior officer.
- (5) **Unnecessary force.** The use of more physical force than that which is necessary to accomplish a proper purpose.
- (6) **Discourtesy.** Discourtesy, rudeness or insolence to any member of the public. An officer/firefighter shall be courteous and tactful in the performance of his duties and shall control his temper, exercising the utmost patience and discretion, even in the face of extreme provocation.
- (7) **Intoxicant, drugs, etc., possession.** A member or employee of the Department shall not

bring, place or permit to be brought or placed, or allow to be kept in any building, location or vehicle within the Department any intoxicant, exhilarant, hypnotic, hallucinogen, or narcotic, except in the strict performance of his duty as required by regulations or orders or when it is needed for prompt administration by a licensed physician.

- (8) **Use of intoxicants.** A member or civilian employee of the Department shall not drink intoxicating beverages or use intoxicants in any manner while on duty or in uniform. When off duty, the member or employee of the Department shall not drink intoxicating beverages to an extent that it would render one unfit for immediate duty.
- (9) **Use of drugs.** A member or employee of the Department shall not use or render himself unfit for duty through the use of narcotics, exhilarants, hypnotics or hallucinogens or other toxic drugs unlawfully administered.
- (10) **Undue influences.** Seeking the influence or intervention of any person outside the Department for purposes of personal preferment, advantage, transfer or advancement.
- (11) **Recommending private services.** Recommending or suggesting in any manner the employment or purchase of any particular professional or commercial service or product, such as lawyers, bondsmen, undertakers, towing services or burglar alarm companies, except in the transaction of personal business.
- (12) **Personal business.** Conducting personal business while on duty.
- (13) **Department letterhead.** Use of the departmental letterhead for private correspondence or sending official correspondence out of the Department without the permission of the Fire Chief. No member or employee of the Department shall send any written communication about departmental business to any person, firm or other law enforcement or public agency without the consent of the Fire Chief.
- (14) **Mailing address.** Use of the Department as a mailing address for private purposes, especially for the purpose of a motor vehicle license or registration.
- (15) **Possessing keys to private buildings.** Having keys to private buildings or dwellings without the permission of the Chief.
- (16) **Smoking.** A member of the department or a uniformed civilian employee shall smoke only in designated areas, but not while marching in uniform, standing in ranks, or under any condition which might bring discredit upon the Department.
- (17) **Notices.** Altering, defacing or removing any posted notice of the Department. No notice shall be posted on the Department bulletin board without the permission of the Fire Chief or the officer in charge. A member or employee of the Department shall not mark, alter, mar or deface any printed or written notice, memorandum, general order or directive relating to departmental business. A member or employee shall not mark, alter, mar or deface any notice posted on any bulletin board or blackboard maintained by the Department. All notices of a personal nature and/or of a derogatory character regarding any member or employee of the Department are prohibited.



- (18) **Lost or damaged Department property.** Members or employees of the Department shall promptly report in writing to their commanding officer the loss, damage or unserviceable condition of any Department property assigned to them or under their control. The commanding officer shall forward the report to the Fire Chief through channels with a copy for his commanding officer.
- (19) **Incompetence.** An officer shall maintain sufficient competency to perform his duty and to assume the responsibilities of his position. Incompetency may be demonstrated by the following:
- (a) A lack of knowledge of the statutes, ordinances, regulations and protocols;
  - (b) An unwillingness or inability to perform assigned tasks;
  - (c) The failure to conform to work standards established for the officer's rank, grade or position; or
  - (d) Repeated poor evaluations or repeated infractions of the rules and regulations.
- (20) **False information on records.** A member or employee of the Department shall not make false official reports, or knowingly enter or cause to be entered into any departmental books, records or reports, any inaccurate, false or improper information or material matter.
- (21) **Misappropriation of property.** A member or employee of the Department shall not appropriate for his own use any lost, found or stolen property nor convert to his own use any property of the Town.
- (22) **Statements concerning liability.** A member of the department shall not make any oral or written statements to anyone concerning liability in connection with the operation of fire apparatus or rescue vehicles or performance of other fire duties, unless specifically authorized to do so by the Fire Chief.
- (23) **Soliciting petitions for promotion or change of duty.** A member of the department shall not solicit a petition for his promotion to a higher rank or a change in duty status, for the promotion or change of duty status of any other member of the department, or for the appointment of anyone to the department; nor shall a member of the department promote or cause to be promoted any political influence to effect such an end.
- (24) **Distribution of cards, buttons, etc.** Members of the department, individually or representing fire organizations, are prohibited from issuing to persons, other than members of the department on the active or retired list, any card, button or other device which assumes or implies to grant to the person holding such credentials any special privilege or consideration so far as the business of the Fire Department is concerned. The distribution of any card, button or other device is prohibited unless authorized by the Fire Chief.
- (25) **Unnecessary radio transmissions prohibited.** A member of the department shall not transmit lengthy descriptions or details of other lengthy information over the radio system unless circumstances prevent the member from making such transmissions

known to the dispatcher by the use of a cell-phone or public telephone.

(26) **Release of telephone numbers.** No member or employee of the Department shall release to the public or any public agency the restricted home telephone number of any other member or employee of the Department without authorization from his immediate superior officer.

(27) **Incurring Department liability.** A member or employee of the Department shall not incur a liability chargeable to the Town unless with the knowledge and consent of the Fire Chief or a superior officer designated by the Fire Chief.

(28) **Dissemination of information.**

A. An officer/firefighter shall treat the official business of the Department as confidential and shall conform to the following guidelines:

a. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established departmental procedures.

b. An officer shall not remove or copy official records or reports from a station except in accordance with established departmental procedures.

c. An officer/firefighter shall not divulge the identity of a person giving information except as authorized by proper authority in the performance of their official duties.

d. A member or employee of the Department shall not divulge to any unauthorized person, in or out of the Department, (i.e., one who does not have an official "need to know"), any information concerning the official business of the Department if such information would impair the public service of the Department or improperly interfere with the due administration of criminal justice, unless authorized by the Fire Chief.

(29) **Feigning illness.** An officer shall not feign illness or injury, falsely report himself ill or injured, or otherwise deceive or attempt to deceive any official of the Department as to the condition of his health.

(30) **Recording devices.** Any device used to record voices shall not be carried on the person of an officer/firefighter unless such recording device is issued by the Department or authorized by the Fire Chief.

(31) **Out of service.** A member or employee of the Department shall not leave his station or responsibilities when not on official departmental business without first obtaining permission of the officer in charge and reporting his leaving to the dispatcher or commanding officer.

(32) **Public criticism.** A member or employee of the Department shall not publicly criticize or ridicule the Department, its policies, or any other member or employee by talking, writing or expressing in any other manner, where such public criticism or ridicule would tend to impair the operation of the Department by interfering with its efficiency, would tend to interfere with the ability of supervisors to maintain discipline, or where such public criticism or ridicule is made with knowing or reckless disregard to the truth or

falsity of the matters asserted.

**§ 100-17 Uniforms and appearance.**

Members shall be neat in appearance and well-groomed while on duty in uniform. All articles of clothing shall conform to the departmental uniform regulations as established by the Chief. Civilian clothing shall not be worn with any distinguishable part of the uniform.

**§ 100-18 Departmental property and equipment.**

Equipment issued to members of the Department shall remain the property of the Department. Members and employees shall maintain departmental property and equipment assigned to them in good condition. Damaged or lost property may subject the responsible individual to reimbursement charges and/or appropriate disciplinary action. Members shall sign receipts for all issued equipment.

- A. **Damaged inoperative property and equipment.** Members and employees shall immediately report to their commanding officer on designated forms any loss or damage to departmental property or equipment assigned to them. The immediate superior shall be notified of any defects or hazardous conditions existing in any departmental property or equipment.
- B. **Care of departmental buildings.** Members and employees shall not mar, mark or deface any surface in any departmental building. No material shall be affixed in any way to any wall in departmental buildings without specific authorization from a commanding officer.
- C. **Surrender of departmental property.** Members and employees are required to surrender all departmental property in their possession upon separation from the service or when otherwise ordered.
- D. **Departmental vehicles.** A valid Rhode Island state driver's license is required of all members. Members shall not use departmental vehicles without permission of the commanding officer.
- E. **Transporting citizens.** Citizens shall be transported in departmental vehicles only when necessary to accomplish a departmental purpose. Such transportation shall be done in conformance with departmental policy or at the direction of a commanding officer or immediate supervisor.
- F. **Authorized equipment.** While on duty, a member shall carry only such equipment as is issued by the Department or authorized by the Fire Chief.
- G. **Reporting accidents.** Accidents involving departmental property, personnel and/or equipment must be reported in accordance with procedures established by the Fire Chief.
- H. **Upkeep of Standard Operating Guidelines** All members and employees who are issued the Standard Operating Guidelines are responsible for its maintenance and knowledge of its contents, and they are required to make appropriate changes or inserts as issued by the Chief. The manual shall be considered departmental property.

- I. **Responsibility for items of identification.** Each member of the Department shall be responsible for the items of identification issued to him as a member of the department; badge, hat, name bar and identification card. He shall not permit any other person to borrow or use the items of identification issued to him by the Department. Any loss of such items shall be reported immediately by the member to his commanding officer, together with a written report of the circumstances leading to such loss.

**§ 100-19 Regulations pertaining to the operation of fire apparatus.**

- A. **License requirements.** No person shall operate a departmental vehicle of any kind unless he has a valid Rhode Island driver's license.
- B. **Authority to operate.** No person shall operate a departmental vehicle without receiving orders or permission from a superior entitled to give such orders or permission.
- C. **Safe driving of apparatus.** The driver of any piece of apparatus shall operate the vehicle in a reasonable and safe manner, exercising due caution and judgment, and shall operate the vehicle in compliance with the motor vehicle laws and traffic regulations, except when responding to an emergency, during which time he will strictly adhere to the driving procedures established for the operation of emergency vehicles.
- E. **Accidents involving fire apparatus.** All accidents involving any piece of apparatus shall be investigated by a superior officer who shall make a report and shall forward such report to the Fire Chief. The commanding officer of the operator involved in the accident shall subsequently submit a report to the Fire Chief setting forth his findings and recommendations relative to the responsibility or negligence on the part of the operator. This is in addition to any report and investigation conducted by the East Greenwich Police Department or other responding police department.
- F. **Injuries inflicted to persons or property.** Whenever a member or employee of the Department is involved in an accident while operating a piece of apparatus or in any way injures a person or damages property, the member or employee shall immediately notify the superior officer in charge of the station.
- G. **Responsibility for vehicle.** A member or employee of the Department who is assigned to duty as an operator of a departmental vehicle shall be responsible for the instant serviceability of the vehicle assigned to his use. Except when the vehicle is in emergency use, the member or employee shall inspect the vehicle when it is turned over to him and shall render a written report to his superior officer of any defect, damage or unserviceability of such vehicle. Furthermore, the member or employee shall inspect the interior of the vehicle for the presence of any unauthorized articles or things. Failure to inspect the condition of the vehicle upon receipt by the member or employee shall be regarded as neglect of duty.
- H. **Operation of departmental vehicles.** No person shall use a departmental motor vehicle for the purpose of pushing another vehicle, nor shall a departmental motor vehicle be towed by another vehicle except by the towing facilities provided by the Department. No person shall operate a departmental vehicle that has a deflated tire or when there is evidence of an apparent mechanical defect.
- I. **Unattended fire apparatus or vehicle.** The operator of a departmental motor vehicle

shall lock the ignition and remove the key from his vehicle upon dismounting and, when leaving the vehicle unattended for more than a brief period, he shall lock the doors of such vehicle.

**§ 100-20 Miscellaneous regulations.**

- A. **Fire week.** Each fire week will cover the period from midnight Sunday to midnight the following Sunday.
- B. **Return of personal property to rightful owner.** Whenever any member or employee of the Department has an occasion to return personal property held by the department to the rightful owner or to the owner's authorized representative, the member or employee shall obtain from either the owner or the representative his signature on a standard receipt form. The receipt form shall include a brief description of the property, the reported value, the case number and the signature of the member or employee who makes the transaction. If the property has been listed on the standard property form, the member or employee shall cause the rightful owner or authorized representative thereof to affix his signature to the three copies of the standard property forms.
- C. **Seniority.** A member's seniority status in the department for bidding purposes shall be determined according to the date of his appointment to his present rank. Where two or more members of the same rank are appointed on the same day, the member with the oldest original date-of-hire shall be the ranking member.
- D. **Use of Department reports, records and communications.**
- (1) All official communications to the Town Council or the Town Manager shall be forwarded through the Fire Chief.
  - (2) No written communication with reference to departmental business shall be made by any officer, firefighter or civilian employee to anyone, except upon the authority of a properly designated superior officer.
  - (3) Copies shall be made and filed of all correspondence sent from the Fire Department, and copies of all communications shall be retained in the office from which they are sent.
  - (4) A Department record shall not be removed from any building or office except with the permission of the Town Council, the Town Manager or the Fire Chief.
  - (5) Entries in Department records shall be made without unnecessary delay; they shall be accurate, concise and placed in chronological order by the person or persons designated to such duty. Erasures shall not be made, and, if corrections are to be made, an ink line shall be drawn through the incorrect matter and the corrections entered immediately above the deletion. The person making the correction shall affix his initials alongside the correction.
- E. **Design of Department books, records and stationery.** All books, records or other printed forms used by the Fire Department shall be of a style and type approved by the Fire Chief. All books, records and files necessary for the proper operation of each division, bureau or unit of the Department shall be efficiently maintained by the division, bureau or unit.

**§ 100-21 Disciplinary actions.**

The Fire Chief shall have the power to discipline the members and employees of the Department. The discipline shall be provided in accordance with the Standard Operating Guidelines, these rules and regulations and/or the General Laws of the State of Rhode Island. If a member is in a probationary status, he may be removed at any time with or without cause and without hearing by the Town Manager, with the approval of the Town Council and upon recommendation of the Fire Chief with no right of appeal. The Fire Chief shall be able to suspend without pay any officer or employee; however, any such suspensions over thirty days shall be subject to the Town Manager's approval.

### **Article III Duties by Rank and Assignment**

**§ 100-22 Intent of list.**

- A. The following listed duties by rank and assignment are intended to list specific assignments which are delegated by the Chief to individuals within the Fire Department. They are not intended to preclude an individual from performing more than one assignment.
- B. Each rank and assignment may also be assigned further duties as required by the Chief or proper authority.

**§ 100-23 Chief.**

- A. **Summary.**
  - (1) The Fire Chief is the chief administrative officer of the Department and the final departmental authority in all matters of policy, operations and discipline. He exercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective performance of the Department.
  - (2) Through the Fire Chief, the Department is responsible for the enforcement of all laws coming within its legal jurisdiction.
  - (3) The Fire Chief is responsible for planning, directing, coordinating, controlling and staffing all activities of the Department. He is also responsible for its continued and efficient operation, for the enforcement of rules and regulations within the Department, for the completion and forwarding of such reports as may be required by proper authority and for the Department's relations with local citizens, the local government and other related agencies.
  - (4) The Fire Chief is responsible for training of all members of the Department. The Chief shall have general charge of the station house and all property of the Fire Department.
- B. **Appointment.** The Fire Chief shall be appointed by the Town Manager with the approval of the Town Council.
- C. **Rank.** The Fire Chief shall wear the insignia of that rank: 5 Gold Bugles on the collar of the uniform coat and overcoat and on the tabs of the shirt collar.
- D. **Authority.** Subject to all pertinent laws, these rules and regulations, Town ordinances,

and the orders of the Town Manager, the Fire Chief shall have authority over all divisions of the Town Fire Department and over all of its members and any other non-uniformed personnel assigned to the Department. The Fire Chief may also promulgate to the Department such orders or instructions, written or oral, which are not inconsistent with the law, these rules and regulations, or any orders or instructions of the Town Manager. Orders to the Department shall be issued by the Fire Chief, by direction or approval of the Town Manager. Directives and other means of conveying the policies and commands shall be issued in the following forms: these rules and regulations, general orders, special orders, memorandums, manuals, bulletins and verbal orders.

- E. **Succession.** In case of the extended absence or disability of the Fire Chief, the Town Manager shall appoint an acting Fire Chief with the approval of the Town Council.
- F. **General duties and responsibilities.** It is the duty and responsibility of the Fire Chief to:
- (1) Ensure compliance with all laws which the Department or its officers have the authority to enforce.
  - (2) Organize, direct and control all resources of the Department to protect life, persons and property.
  - (3) Develop a professional organizational structure for the Department.
  - (4) Establish a routine of daily duties to be performed by officers/firefighters. Designate an officer to serve as commanding officer in his absence.
  - (5) Assign, detail or transfer any member or employee of the Department to or from any unit or assignment whenever he shall deem such action to be in the best interest of the efficiency, discipline or morale of the Department.
  - (6) Institute an adequate and progressive program of training for members and employees of the Department.
  - (7) Ensure that all members have available to them copies of the Department's Standard Operating Guidelines.
  - (8) Promulgate all general and special orders of the Department and issue on his own authority orders, written and oral, not inconsistent with his powers, duties and responsibilities.
  - (9) Plan and execute programs designed to prevent fire, protect lives and property. Modify these programs to meet current trends.
  - (10) Provide for investigation into all cases of alleged or apparent misconduct by departmental personnel.
  - (11) Enlist the suggestions of members and employees of the Department to ensure maximum relevance and acceptance of all departmental regulations.

- (12) Keep himself informed as to the affairs of the Department, ensuring that the duties and responsibilities of members and employees are being properly discharged.
  - (13) Be responsible for the necessary delegation of authority to those under his command, commensurate with their duties and responsibilities.
  - (14) Exercise general supervision and inspection of all licensed public places within the community.
  - (15) Develop or adopt new techniques to improve effectiveness in the emergency response obligations of the Department.
  - (16) Be responsible for the preparation and justification of the annual departmental budget and for the control of all departmental expenditures.
  - (18) Maintain a personnel record system in which shall be kept all pertinent information on all departmental members and employees.
  - (19) Perform all other duties as assigned or required by the proper authority.
- G. **Reports to Town Manager.** The Fire chief shall, within 30 days from the close of the fiscal year, report in writing to the Town Manager on activities of the Department for the previous fiscal year. In addition, he shall report to the Town Manager on such matters as the Town Manager deems necessary.
- H. **Delegation of duties and responsibilities.** The Fire Chief may delegate some of his duties and responsibilities to appropriate persons within the Department, which delegation, in his opinion, will serve the best interest of the Town and the efficiency, discipline and morale of the Department.
- I. **Establishment of departmental boards.** The Fire Chief, with the approval of the Town Manager, may appoint various members of the Department to serve on personnel boards and disciplinary hearing boards.
- J. **Removal for cause.** Any member of the permanent fire force of the Town below the rank of Fire Chief may be removed for cause by the Town Manager with the approval of the Town Council and upon the recommendation of the Fire Chief.
- K. **Conflict with the Town Charter.** To the extent that there is a conflict with any section of these rules the provisions of the Town Charter shall take precedence.
- L. **Suspensions and demotions.** The Fire Chief, with the approval of the Town Manager, may demote any officer for cause. The Chief shall be able to suspend without pay any individual up to 30 days.

#### § 100-24 Deputy Fire Chief.

- A. **Summary.** Subject to the direction and control of the Chief, the Deputy Fire Chief is responsible for the supervision and control of all officers and is responsible for their efficiency and effectiveness as members of the Department.



B. **Rank.** The Deputy Chief shall wear the insignia of that rank: 3 Gold Bugles on the collar of the uniform coat and overcoat and on the tabs of the shirt collar.

C. **General duties and responsibilities.** It is the duty and responsibility of a Deputy Fire Chief to:

- (1) Familiarize himself with the authority delegated to him. Understand the responsibilities of those under his command.
- (2) Coordinate the training of all members. Be sure that all officers/firefighters are knowledgeable of all new developments in federal law, state law and departmental regulations.
- (3) Obey and transmit promptly all orders of the Chief, ensuring uniform interpretation and full compliance.
- (4) Handle infractions of departmental standards. When a member of the Department has consistently refused to improve his conduct, despite efforts by the Deputy Fire Chief and other appropriate officers, a written report must be submitted. Full details of the incident or series of incidents shall be included in the report. Convey the report to the Chief with written comments on the situation and a recommendation for action to be taken.
- (5) Assist in the administration of the Collateral Duty.
  - (a) Organize and conduct departmental training programs.
  - (b) Improve working conditions as may be necessary.
  - (c) Use personnel records and performance evaluations for individual guidance and improvement.
  - (d) Ensure the proper and economical use of manpower, property and equipment.
  - (e) Promote personnel safety.
- (6) Examine reports for conformity with approved procedures as outlined by various departmental instructions.
- (7) Ensure prompt reporting to other municipal agencies and outside authorities of any important matter within their jurisdiction.
- (8) Keep members informed of all significant events or developments in firefighting which affect the Department. If changes or revision in any present practices of the Department seem advisable, submit an oral or written report to the Chief detailing recommendations.
- (9) Inform authorized personnel of any other significant events or developments affecting the Department.
- (10) Organize and assign duties to assure proper performance of division functions.

- (11) Perform such other duties as may be assigned by the Chief.
- (12) Secure all Department-owned equipment or property from the possession of any member of his command who resigns, retires or is suspended, dismissed or hospitalized, or from the effects of any deceased member.
- (13) Supervise departmental investigations.

#### **§ 100-25 Captain**

- A. **Summary.** Subject to the direction from the Chief, the Captain has direct control over all members and employees of his Platoon. He is responsible for the direction and control of personnel under his command to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures. He will provide for continuation of command and/or supervision during absence of his immediate superior.
- B. **General duties and responsibilities.** It is the duty and responsibility of a Captain to:
  - a. Captains shall have full control of the firefighters (members of the four platoon system) under their supervision and the apparatus and equipment therein contained, and shall report to the Chief of the Department at once any injuries sustained by any firefighter and any damage which their apparatus may have sustained.
  - b. They shall have full charge of their personnel and apparatus at all alarms to which they respond and will be responsible for the conduct of personnel under them at all times.
  - c. They shall be responsible for the completion of all daily apparatus & equipment checks and house cleaning chores as required. They shall see that the beds are properly aired and made up each morning in an approved manner.
  - d. They shall read all general and specific orders and SOP's and see that every member assigned to the station becomes familiar with the same. They shall have immediate command of their personnel; and be directly responsible for its discipline and condition; and also for the proper care of the apparatus and other equipment in his/her charge; assume command at fires or other emergencies when he/she is the first to arrive and exercise command and control until relieved by a superior officer or until the incident is terminated.
  - e. The Captain shall report in writing to the Chief of the Department all accidents that may occur, giving, if possible, the names of persons by whom the facts in the case can be proven. Accidents to personnel and any missed run to any alarm or other emergency shall be reported in like manner.
  - f. They shall see that all of the apparatus under their command whether in service or not, is kept in proper condition and ready for immediate use. In case any apparatus in his/her care is at any time in need of repairs, such fact shall be immediately reported to the Chief of the Department.
  - g. They shall assign each member of their shift to perform such portions of work at station quarters as he/she may consider proper, being careful to apportion to each member as equal a share as possible.
  - h. The Captain shall report in writing to the Chief of the Department any incapacity,

neglect of duty, insolence, disobedience of orders, inefficiency or violation of Department rules, regulation or order on the part of any member of which he/she may have knowledge.

- i. They shall see that electricity and fuel are used with economy and that lights are not burned in stations when unnecessary and shall be held responsible for any waste of either fuel, electricity or water.
- j. They shall conduct themselves in an exemplary manner at all times since his/ her example will determine the pattern followed by the personnel in his/her charge.
- k. They shall be responsible for all records and reports of all incidents to which they respond, prior to the end of their shift.
- l. They shall in cooperation with the Department Training Officer conduct or assist the training officer in conducting Department training and drill from time to time.
- m. The Captains shall perform such other and further legitimate duties as the Chief of the Department may determine.
- n. When the Chief and/or Deputy Chief are not present at the scene of an emergency, the permanent captain shall be in command of the emergency until such time as the Chief and/or Deputy Chief arrive at the scene.
- o. Perform such other duties as may be assigned by the Chief.

#### **§ 100-26 Lieutenant.**

##### **A. Summary.**

- (1) A Lieutenant occupies the first level of supervision in the Department. Their primary responsibility is exacting the proper performance of the firefighters assigned to duty within the area subject to their supervision. The Lieutenant is charged with ensuring compliance with the Department's regulations. They handle all infractions and report all violations to their superior.
- (2) They shall thoroughly acquaint themselves with the duties of firefighters and shall assist and instruct the officers under their supervision in the proper discharge of their duties. They shall be responsible for the proficiency, discipline, conduct, appearance and strict attention to duty of all firefighters under their supervision.

##### **B. General duties and responsibilities.** It is the duty and responsibility of a Lieutenant to:

- a. Lieutenants shall have the same duties and responsibilities as described above for Captains.
- b. The lieutenants shall perform such other and further legitimate duties as the Chief of the Department may determine.
- c. When the Chief, Deputy Chief and Captain(s) are not present at the scene of an emergency, the permanent lieutenant shall be in command of the emergency until such time as the Chief, Deputy Chief or Captain(s) shall arrive at the scene.
- d. Members of the East Greenwich Fire Department, up to the rank of Lieutenant who are ordered to assume the responsibilities of a higher rank shall be compensated for this service at out of rank pay which shall be the hourly rate of

the officer for whom said member is assuming the responsibilities for. In the case of a firefighter who assumes command of a platoon in the absence of a Captain, he shall be compensated at the rate paid a Lieutenant.

- e. Perform such other duties as may be assigned by the Chief.

#### **§ 100-27 Fire Prevention, Inspection and Investigation Division (Fire Marshal)**

**A. Summary.** Under the authority of the Rhode Island State Fire Marshal, the Fire Marshal shall enforce and perform the duties required by the Comprehensive Fire Safety Act, and all other provisions of the general and public laws insofar as such powers and duties relate to fires, fire prevention, fire protection, fire inspection, fire investigation, fire training and public education programs. The Fire Marshal also serves as the fire department representative at all Technical Review Committee meetings to ensure early development input. The mission of the Fire Prevention Division is the comprehensive, professional, and consistent enforcement of the Fire Safety Code to ensure that the minimum requirements necessary for fire and life safety are met. This requires the Fire Marshal to perform the roles of code enforcement official, fire investigator and educator.

Fire prevention activities that are provided by the Department are part of a comprehensive plan to protect life and property from fire and other hazards. Code enforcement, pre-construction plan review, public fire education and the investigation of fires are all components of the prevention plan. The Fire Marshal and other certified members are responsible for implementing and managing activities in this Division. The Office of State Fire Marshal certifies staff serving in these positions.

Inspections of commercial occupancies are conducted to monitor and rectify conditions that may cause fire situations or the spread of fire. The primary objective of these inspections is to ensure the safe egress of occupants or employees who may be endangered by fire or its byproducts. Personnel from the Fire Marshal's office work in cooperation with building, planning and zoning and, potential commercial and residential property owners in order to facilitate proper certifications for occupancy. It is also the responsibility of the Fire Marshal to enforce all aspects of local, state and federal regulations/codes pertaining to fire and life safety compliance.

**B. Plan Review.** Any person, including any partnership, corporation or association, undertaking the erection, extension, alteration, repair, or moving of a structure, or undertaking any changes that may affect the fire safety or fire alarm system of a building or any portion thereof, shall be required to make application for plan review to the East Greenwich Fire Prevention Division. Said application shall be made prior to the start of any construction or work, and shall be accompanied by the proper fee or fees as described in subsection hereof. All rough and final inspections, as necessary shall be considered as part of the plan review fee and will not be charged separately. No construction or work shall be started until the required application has been approved by the fire prevention office.

A plan review application must be submitted along with the initial plans. When filling out this application, be sure to fill out all sections completely before submitting. In his code enforcement role, the Fire Marshal conducts a review of all submitted plans to

determine the adequacy of the plans before starting a formal review. If the plans submitted are complete and satisfactory, they will be accepted and the formal review process will begin. All fees for such reviews shall be in accordance with RIGL 23-28.2-26 Plan review fees.

- In all matters relating to plan review, the interpretations and decisions of the Town's fire prevention division shall be binding. If the applicant disagrees with the decision of the fire prevention division, the applicant may request a variance or seek appeal to the Rhode Island Fire Safety Code Board of Appeal and Review.
- The fire marshal shall perform smoke and carbon monoxide detector inspections in all residential occupancies shall, at the time of inspection, be allowed to charge a thirty dollar (\$30.00) fee for the inspection of any residential occupancy. The responsibility of this charged fee will be borne by the seller on each occurrence before title to the property is transferred. A thirty dollar (\$30.00) fee will be allowed for any subsequent re-inspection of the same residential occupancy due to improper installation, wrong location, improper wiring method, or the seller's failure to maintain a mutually agreed upon appointment with the fire marshal. The fees collected by the fire marshal shall be used for fire prevention purposes.

The following residential/commercial/businesses are inspected by the East Greenwich Fire Marshal:

- All elementary, secondary and high schools (K-12).
- Private colleges
- Retail gas stations and service stations
- Apartment houses
- Theaters
- Hotels and motels
- Bed and breakfast buildings
- Lodging or rooming houses
- All industrial occupancies
- All private business occupancies
- All private mercantile occupancies
- All private storage occupancies
- All Town licensed and registered businesses per Town ordinance
- Rough and final commercial and residential inspections from plan review

- Complaints related to code violations

### **C. Investigations**

The Fire Marshal is authorized by statute to respond to any fire or apparently attempted fire and investigate the cause or origin of the fire. He will also request the State Fire Marshal respond to every fire of suspicious origin and any fire that results in a fatality. The Marshal responds to all building fires as well as when requested by the responding fire officer. All investigators follow industry guidelines to establish the cause and determine whether the fire will be classified as accidental, incendiary, natural, or undetermined. Due to the complex nature of fire investigation, the Marshal often works closely with other local, state, and federal agencies.

The investigations of all fires are conducted to determine cause and origin of ignition. This information is required in order to prevent the occurrence of future fires or at the least, reduce the severity of such incidents. If a fire is determined to be of suspicious origin, a thorough investigation is intended to prosecute the guilty party. In this case, the investigation becomes a deterrent to the crime of arson. When necessary, the Fire Marshal may utilize the expertise of mutual aid fire investigators, members of the Rhode Island State Fire Marshal's Office or agents from the Bureau of Alcohol, Tobacco and Firearms or Federal Bureau of Investigation.

## **§ 100-28 Firefighter**

### **A. Summary.** Essential Job Functions of the Firefighter/EMTC

### **B. Physical Demands.** The physical demands described herein are representative of those that must be met by a member assigned to the four-platoon system of the East Greenwich Fire Department.

- 1). Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet or legs and/or hands and arms.
- 2). Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow slippery surfaces.
- 3). Bending the body downward and forward by bending the spine at the waist.
- 4). Bending the legs at the knees to come to rest on the knee or knees.
- 5). Bending the body downward and forward by bending at the legs and spine.
- 6). Moving about on the hands and knees or hands and feet.
- 7). Extending the hands and arms in any direction.
- 8). Handling, seizing, holding, grasping, turning or otherwise working with the hand or hands (fingering not involved).
- 9). Picking, pinching or otherwise working with the fingers primarily (rather than with

the whole hand or arm as in handling).

10). Perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of the fingertips.

11). Considerable ability to lift ladders, lift and maneuver equipment and to maintain one's balance with heavy loads and under adverse conditions.

**C. Firefighter Tasks (may use one or more of the above physical demands)**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1). Use hose, bucket, sponge, brush and water to clean the exterior and interior of fire apparatus.

2). Use writing material for the purpose of maintaining the daily log and to record and document other pertinent information.

3). Read and comprehend complex technical manuals and Standard Operating Guidelines.

4). Read and quickly identify placarded materials at the scene of a fire or hazardous materials incident.

5). Use an appropriate wrench; operate the control nut on a fire hydrant for the purpose of starting and stopping the flow of water from the hydrant.

6). Given the appropriate personal protection uniform and clothing, rapidly don and remove this equipment.

7). Advance various size fire hose of various lengths into hazardous, undesirable, and normal atmospheres under normal and emergency circumstances.

8). Advance various size fire hose of various lengths over coarse and rugged terrain and into buildings of various heights and configurations.

9). Remove a smoke ejector from its storage place on the vehicle and carry it to where it will be utilized, including up stairwells and ladders.

10). Rapidly enter the area where the back step person will be riding on the vehicle while wearing full protective clothing, secure safe riding position and don the self-contained breathing apparatus, and safely exiting the apparatus.

11). Operate a fire department vehicle safely at a speed that may exceed the posted speed limit through traffic, which may be sparse or congested.

12). Communicate effectively and coherently over fire department radio channels while

initiating and responding to radio communications.

13). Direct a stream of water or chemical onto a fire.

14). Remove a ladder from a fire truck and position the ladder against a structure for the purpose of gaining access.

15). Use mathematical skills to determine ladder placement, hydraulics and pump pressure equations and other fire-related mathematical problems.

16). Using mechanical ability, determines proper nozzle selection, hose couplings and hose selection.

17). Climb a ladder to gain access to the upper levels of a building.

18). Assist individuals from a burning structure by stairway, elevator or ladder.

19). Use axe, chisel, power tool or other device to create an opening in buildings for the purpose of ventilation or gaining entrance.

20). Administer first-aid and mechanical or artificial respiration to persons overcome by fire, smoke or other toxins.

21). Using proper body mechanics and with the assistance of another person, remove, maneuver, manipulate mechanical stretcher.

22). With another person, using proper body mechanics, place the victim of an accident or illness on a mechanical stretcher and then manipulate, maneuver and pick up the stretcher and place it into the rear of a rescue vehicle.

23). Perform rescue operations which may involve quickly entering and exiting fire department vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling oneself over obstacles, ditches, streams; crawling in confined areas and or spaces; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

24). Climb the full length of ground and aerial ladders.

25). Climbing the full length of ground and aerial ladders carrying firefighting tools or equipment while ascending and descending.

26). Lift, drag, bend and fold various size hoses for the purpose of packing the hose beds of fire apparatus.

27). Using the appropriate tools, open ceilings, floors, walls to expose hidden fires and pull apart burning materials for the purpose of extinguishment.

28). Comprehend and interpret tables relating to hydraulics, flash temperatures, friction loss, etc.



29). Operate as both a member of a team and as an individual at situations of uncertain duration.

Spend extensive time outside exposed to the elements.

30). Tolerate extreme fluctuations in temperatures while performing duties. Temperatures may reach 400 degrees Fahrenheit in humidity that may reach 100%. Members shall be able to tolerate these conditions while wearing protective equipment.

31). Work in wet, icy, and muddy conditions.

32). Must be able to perform all duties on slippery or hazardous surfaces.

33). Work in areas that may pose serious health risks to an individual (toxic substances, infectious diseases, and other dangerous substances).

34). Be able to function in all of these listed duties while wearing protective clothing weighing approximately 50 pounds.

35). Perform physically demanding work while wearing positive pressure breathing equipment.

36). Perform complex acts and make life or death decisions in times of emergency conditions.

37). Perform functions in the face of grotesque sights and smells attributable to major trauma or burn victims.

38). Make rapid transitions from rest to near maximal exertion without warm-up periods.

39). Perform all duties while in conditions of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces.

## **§ 100-29 Emergency Medical Services Division**

A. **Summary.** The Department is licensed by the State of Rhode Island, Department of Health (RI DOH) to provide Advanced Life Support services to EMS incidents. This service is administered through the use of RI-DOH licensed Basic/Advanced Life Support Engine's and Rescue's. Every fire engine and rescue is equipped with the minimum level of supplies to provide either Basic or Advanced Life Support care or treatment as required by RI-DOH.

In accordance with the RI-DOH all personnel are certified to the levels of Emergency Medical Technician - Cardiac (EMT-C) or Emergency Medical Technician - Paramedic (EMT-P). Members assigned to the Operations Division are expected to perform all of the aforementioned fire service functions, as well as provide emergency care under the guidelines set forth in the RI-DOH Pre-Hospital Care Protocols and Standing Orders.

Requests for either fire or emergency medical assistance are channeled through the Department's Dispatch Center that is operated out of the Headquarters station; daily supervision of the center is through the command staff of the Department. The Department uses a standardized protocol to dispatch apparatus to Fire and EMS incidents.

**B. Rescue Billing Fees**

Each individual or medical insurer of such individual receiving emergency medical services in the Town shall be billed for such service in an amount to be annually adjusted by the Town Manager. Town residents will not be billed for services rendered beyond what is paid by their medical insurance. If a Town resident does not have medical insurance that Town resident will receive this service free of charge. Applications for relief due to personal hardship may be approved by the Town Manager or his designee

**C. EMS Coordinator**

**Summary.** To analyze, plan, design, implement, and administer EMS programs as well as other department and community oriented programs, including Advance Life Support (ALS), Basic Life Support (BLS), Quality Assurance/Quality Improvement (QA/QI), problem resolution, EMS certification, liaison to other EMS entities and other education and improvement programs. The EMS Coordinator shall have overall supervision and coordination of the East Greenwich EMS Division.

**D. Supervision Exercised:** Supervises all personnel involved with EMS operations or EMS training, either directly or through other subordinate officers or personnel.

**E. Essential Duties and Responsibilities:**

1. It shall be the duty of the EMS Coordinator to perform, conduct, and/or schedule ongoing emergency medical education and training for the department, provide EMT refresher training to the district employees, provide CPR re-certification to the department employees, assist in compiling and filing all rescue/medical billing, assist with all aspects of the EMS division to include the coordination of the preventive maintenance and repairs for all EMS vehicles and equipment, assist the apparatus/equipment committee in drafting specifications for all new EMS vehicles and equipment, train all employees on the safe and proper use of all existing and new EMS apparatus and equipment, provide and maintain an annual employee vaccinations program for communicable diseases, develop and maintain a risk control program for all aspects of infection control, blood borne and airborne pathogens.
2. Assist with investigating and follow-up on all service related complaints.
3. Develop SOP's and SOG's as needed to guide EMS operations.
4. Serve as a liaison between the Fire Department and hospitals, medical direction authorities and other outside agencies regarding EMS activities.
5. Maintain and purchase an inventory of expendable supplies for Town facilities, Police Department and Fire Department.
6. Maintain, purchase and rotate stock on supplies in all first aid kits, Automated External Defibrillator's
7. Performs related duties as assigned.

**F. Peripheral Duties:**

Attend training conferences and training meetings to keep abreast of current trends in the field; represent the Fire Department at all local, state and other meetings related to Emergency Medical Services.

**G. Qualifications:**

The EMS Coordinator must be a current RI EMS Instructor- Coordinator or must become a RI EMS Instructor- Coordinator by taking the next available class.

**§ 100-30 Dispatcher.**

A. **Summary.** It shall be the responsibility of the Dispatcher to receive emergency calls from the public and to promptly and accurately dispatch the right type and number of emergency apparatus to the scene of an incident.

1. The dispatcher shall be responsible for keeping track of the whereabouts of department apparatus at all times, whether on the air, in quarters, at the hospital etc. This is vitally important to efficient and accurate dispatching as well as to the safety and well-being of all personnel
2. The Dispatcher is to keep the Dispatch Office clean and orderly and keep all distractions in the office to a minimum. In order to maintain a distraction free environment there shall be no unnecessary loitering in this area. The duty dispatcher shall have the authority within reason to clear the room of any unnecessary personnel at any time in order to maintain this environment.
3. The Dispatcher shall be responsible for duties posted and all tasks as set forth by the Chief.
4. The dispatcher shall notify the Chief and Deputy Chief of all working fires and any major incident.
5. The Dispatcher shall be responsible for immediately notifying the Director of Communications of any abnormal condition, malfunctioning circuits, instruments or equipment, which might result in the impairment of receipt or transmission of alarms, this includes damage to utility poles with fire alarm and/or communications cable attached.
6. No member of this department shall tamper with any communications, fire alarm, or electronic equipment under the control of the Communications Division. No personnel shall try to repair or alter such equipment in any way. If a problem exists the Director of Communications or their designee shall be notified immediately. If neither can be contacted, a Chief Officer shall be notified.
7. The dispatcher shall be the only individual who answers the radio or dispatch phones. This is to prevent confusion and maintain continuity in communication. The only exception to this is when the dispatcher is occupied with an emergency phone call and additional calls are being received and when multiple dispatchers are posted during a major incident. When the dispatcher must leave the dispatch center, they shall ensure that someone is there to cover the assignment until they return.
8. The two recorded desktop Cisco Phones and the four back-up phones on the wall in the dispatch center are intended to be used for emergency calls and related business only. They shall not be used at any time for personal calls. The only

exception to this is when the dispatcher is unable to leave the desk to make a call elsewhere in the building.

Section 2. This ordinance shall become effective upon adoption.

DRAFT



# NOTICE OF PUBLIC HEARING

TOWN OF EAST GREENWICH • TOWN COUNCIL  
PROPOSED ORDINANCE AMENDMENT

FIRE DEPARTMENT

JUNE 26, 2017 • 7:00PM

TOWN HALL, 125 MAIN STREET, COUNCIL CHAMBERS

The Town Council will hold a Public Hearing on Monday, June 26, 2017 at 7:00 PM at Town Hall, 125 Main Street, East Greenwich, RI relative to a proposed ordinance to amend the Code of the Town of East Greenwich, adding a NEW Chapter entitled "FIRE DEPARTMENT".

## DIGEST AND TOPIC SUMMARY

In 2013, pursuant to enabling legislation, the Town of East Greenwich ("Town") was authorized to take over the East Greenwich Fire District ("District"). Following the incorporation of the District into the Town, the Town is required to establish and adopt by Ordinance, a Fire Department.

A full version of this proposed Ordinance is available at the Town Clerk's office.

## Chapter 100 Fire Department

### GENERAL REFERENCES

Permanent Fire Department — See Charter § C-109.

#### § 100-1 Authority of Chief.

#### § 100-2 Disciplinary authority of Council and President.

#### § 100-3 Request for charges in writing; hearing.

#### § 100-4 Solicitor to represent Department.

#### § 100-5 Retirement of members of permanent Department.

The Town of East Greenwich will provide the twenty-five year retirement program as provided in accordance with Rhode Island General Laws § 45-21.2-22.

#### § 100-6 Fire Department Standard Operating Guideline.

This provision also includes a Firefighter Code of Ethics as well as reference to compliance with the RI Code of Ethics in Government.

#### § 100-7 Introduction.

#### § 100-8 Severability.

If any part of these regulations is rendered inoperable or declared illegal by any court or tribunal of competent jurisdiction, the balance of the entire manual will remain in full force and effect.

#### § 100-9 Gender of words.

#### § 100-10 Definitions.

#### § 100-11 Firefighters; appointment generally.

This section covers appointment and tenure; a 12-month probationary period; qualifications for promotion; the Oath of Office on Appointment as a firefighter and probationary firefighter.

#### § 100-12 Professional responsibilities.

#### § 100-13 Conflict of interest.

#### § 100-14 Orders.

#### § 100-15 Required conduct.

This provision addresses many aspects of a firefighter's responsibilities. They include: reporting for duty; awareness of activities; submitting reports; attention to duty; firefighter contact information required; truthfulness in action; physical fitness and examination requirements; communication responsibilities; line-of-duty disability regulations; and other related operational requirements.

#### § 100-16 Prohibited conduct.

#### § 100-17 Uniforms and appearance.

#### § 100-18 Departmental property and equipment.

#### § 100-19 Regulations pertaining to the operation of fire apparatus.

#### § 100-20 Miscellaneous regulations.

This part includes regulations pertaining to the work week; return of property; seniority; use of department reports, records and communications; and, design of department identification, letterhead, etc.

#### § 100-21 Disciplinary actions.

The Fire Chief shall have the power to discipline the members and employees of the Department. The discipline shall be provided in accordance with the Standard Operating Guidelines, these rules and regulations and/or the General Laws of the State of Rhode Island. If a member is in a probationary status, he may be removed at any time with or without cause and without hearing by the Town Manager, with the approval of the Town Council and upon recommendation of the Fire Chief with no right of appeal. The Fire Chief shall be able to suspend without pay any officer or employee; however, any such suspensions over thirty days shall be subject to the Town Manager's approval.

#### § 100-22 Intent of list.

#### § 100-23 Chief.

#### § 100-24 Deputy Fire Chief.

#### § 100-25 Captain

#### § 100-26 Lieutenant.

#### § 100-27 Fire Prevention, Inspection and Investigation Division (Fire Marshal)

- A. **Summary.** Under the authority of the Rhode Island State Fire Marshal, the Fire Marshal shall enforce and perform the duties required by the Comprehensive Fire Safety Act, and all other provisions of the general and public laws insofar as such powers and duties relate to fires, fire prevention, fire protection, fire inspection, fire investigation, fire training and public education programs. The Fire Marshal also serves as the fire department representative at all Technical Review Committee meetings to ensure early development input. The mission of the Fire Prevention Division is the comprehensive, professional, and consistent enforcement of the Fire Safety Code to ensure that the minimum requirements necessary for fire and life safety are met. This requires the Fire Marshal to perform the roles of code enforcement official, fire investigator and educator.

Fire prevention activities that are provided by the Department are part of a comprehensive plan to protect life and property from fire and other hazards. Code enforcement, pre-construction plan review, public fire education and the investigation of fires are all components of the prevention plan. The Fire Marshal and other certified members are responsible for implementing and managing activities in this Division. The Office of State Fire Marshal certifies staff serving in these positions.

Inspections of commercial occupancies are conducted to monitor and rectify conditions that may cause fire situations or the spread of fire. The primary objective of these inspections is to ensure the safe egress of occupants or employees who may be endangered by fire or its byproducts. Personnel from the Fire Marshal's office work in cooperation with building, planning and zoning and, potential commercial and residential property owners in order to facilitate proper certifications for occupancy. It is also the responsibility of the Fire Marshal to enforce all aspects of local, state and federal regulations/codes pertaining to fire and life safety compliance.

- B. **Plan Review.** Any person, including any partnership, corporation or association, undertaking the erection, extension, alteration, repair, or moving of a structure, or undertaking any changes that may affect the fire safety or fire alarm system of a building or any portion thereof, shall be required to make application for plan review to the East Greenwich Fire Prevention Division. Said application shall be made prior to the start of any construction or work, and shall be accompanied by the proper fee or fees as described in subsection hereof. All rough and final inspections, as necessary shall be considered as part of the plan review fee and will not be charged separately. No construction or work shall be started until the required application has been approved by the fire prevention office.

A plan review application must be submitted along with the initial plans. When filling out this application, be sure to fill out all sections completely before submitting. In his code enforcement role, the Fire Marshal conducts a review of all submitted plans to determine the adequacy of the plans before starting a formal review. If the plans submitted are complete and satisfactory, they will be accepted and the formal review process will begin. All fees for such reviews shall be in accordance with RIGL 23-28.2-26 Plan review fees.

\*\*\*

- The fire marshal shall perform smoke and carbon monoxide detector inspections in all residential occupancies shall, at the time of inspection, be allowed to charge a thirty dollar (\$30.00) fee for the inspection of any residential occupancy. The responsibility of this charged fee will be borne by the seller on each occurrence before title to the property is transferred. A thirty dollar (\$30.00) fee will be allowed for any subsequent re-inspection of the same residential occupancy due to improper installation, wrong location, improper wiring method, or the seller's failure to maintain a mutually agreed upon appointment with the fire marshal. The fees collected by the fire marshal shall be used for fire prevention purposes.

\*\*\*

#### C. Investigations

\*\*\*

#### § 100-28 Firefighter.

#### § 100-29 Emergency Medical Services Division

#### § 100-30 Dispatcher.

All interested persons are invited to attend the Public Hearing and be heard. Modifications to the proposed amendment may occur as a result of comments received during the hearing process.

Individuals requesting interpreter services for the hearing impaired must notify the Town Clerk at (401) 886-8604 via RI Relay #711 (800-745-5555 TTY) or in writing, at least seventy-two (72) hours in advance of the hearing date.

By Order of the Town Council

Leigh A. Carney, CMC

Town Clerk



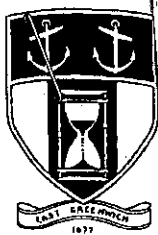
## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/26/2017**

1. Agenda item (List as it should appear on the agenda)  
**Application for Laundry License Renewals 2017/2018**
2. Submitted by (List department and individual, if necessary)  
**Town Clerk**
3. Provide a brief description of the item and why it is on the agenda  
**A Laundromat requires a laundry license to conduct business.  
All administrative requirements have been met.  
RIGL 5-16-2**
4. Contact person and phone number for questions  
**Elaine Vespia, Town Clerk's Office 401-886-8603**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> Application Waterford	Application
<input type="checkbox"/> Application form - West Bay	Application



Town of East Greenwich, Rhode

Island

Town Clerk's Office, 125 Main Street, PO Box 111, East Greenwich, RI 02818  
(401) 886-8605

## LAUNDRY LICENSE APPLICATION

JULY 1, 2017 – JUNE 30, 2018

☒

RENEWAL

☐

NEW

NAME OF APPLICANT Karen Nutini DATE OF BIRTH 12/16/1954TITLE OR POSITION Owner CONTACT NUMBER 401-826-3009NAME OF BUSINESS Waterford Laundromat, LLCBUSINESS ADDRESS 561 Main Street, East GreenwichMAILING ADDRESS 561 Main Street, East Greenwich, RI 02818BUSINESS TELEPHONE NUMBER 401-884-9772NUMBER/TYPE OF MACHINES 24 washers26 dryersHOURS OF OPERATION 7:00am to 9:00pm - Monday thru Sunday

I HEREBY MAKE AFFIDAVIT AND SAY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF,  
THE APPLICANT IS IN COMPLIANCE WITH ALL LAWS AND REGULATIONS OF THE UNITED  
STATES, AND THE STATE OF RHODE ISLAND AND IS IN COMPLIANCE WITH ALL THE  
ORDINANCES OF THE TOWN OF EAST GREENWICH.

SIGNATURE Karen Nutini DATE 6-9-17

LICENSE FEE: \$10.00

PAYABLE TO: TOWN OF EAST GREENWICH

MAIL TO: TOWN CLERK'S OFFICE  
PO BOX 111  
EAST GREENWICH, RI 02818  
ATTN: ELAINE VESPIA

REFERENCE RI GENERAL LAW 5-16

Office Use Only

Date Approved by Council:	Date License Issued:
Fee Paid: <u>6/9/17</u> ✓ # <u>2233</u>	Date License Expires:
License Issued By:	



**Town of East Greenwich, Rhode Island**  
Town Clerk's Office, 125 Main Street, PO Box 111, East Greenwich, RI 02818  
(401) 886-8605

**LAUNDRY LICENSE APPLICATION**  
**JULY 1, 2017 – JUNE 30, 2018**



**RENEWAL**



**NEW**

NAME OF APPLICANT Deborah Melbandian DATE OF BIRTH 3-20-61

TITLE OR POSITION Owner/Manager CONTACT NUMBER 295-2376

NAME OF BUSINESS West Bay Laundry & D.C.

BUSINESS ADDRESS 5675 Post Road, E.G., RI 02818

MAILING ADDRESS Same

BUSINESS TELEPHONE NUMBER 401 884-9668

NUMBER/TYPE OF MACHINES 54 - Washers

25 - Dryers

HOURS OF OPERATION 6:30 AM - 9:00 PM - 7 Days

I HEREBY MAKE AFFIDAVIT AND SAY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE APPLICANT IS IN COMPLIANCE WITH ALL LAWS AND REGULATIONS OF THE UNITED STATES, AND THE STATE OF RHODE ISLAND AND IS IN COMPLIANCE WITH ALL THE ORDINANCES OF THE TOWN OF EAST GREENWICH.

SIGNATURE Deborah Melbandian DATE May 20, 2017

LICENSE FEE: \$10.00

PAYABLE TO: TOWN OF EAST GREENWICH

MAIL TO: TOWN CLERK'S OFFICE  
PO BOX 111  
EAST GREENWICH, RI 02818  
ATTN: ELAINE VESPIA

REFERENCE RI GENERAL LAW 5-16

Office Use Only

Date Approved by Council:	Date License Issued:
Fee Paid: <u>CX 6532</u>	Date License Expires:
License Issued By:	



## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/26/2017**

1. Agenda item (List as it should appear on the agenda)  
**Application for Holiday Sales License Renewals 2017/2018**
2. Submitted by (List department and individual, if necessary)  
**Town Clerk**
3. Provide a brief description of the item and why it is on the agenda  
**Retail Shop requires a holiday sales license to be open on certain holidays.**  
**All administrative requirements have been met.**  
**RIGL 5-23-2**  
**RIGL 25-3-1**
4. Contact person and phone number for questions  
**Elaine Vespia, Town Clerk's Office 401-886-8603**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> List of Businesses	Backup Material
<input type="checkbox"/> Annual Spreadsheet	Backup Material

**LIST OF HOLIDAY SALES LICENSE RENEWALS – 2017/2018**

**BACK TO BASICS NATURAL FOOD - 500 Main Street**

**BENNY’S – 5600 Post Road**

**CIVIL – 88 Main Street**

**CVS – 507 Main Street**

**CVS – 1285 South County Trail**

**FLOOD FORD – 2545 South County Trail**

**GREEN DOOR – 130 Main Street**

**GREENWICH LIQUORS – 2550 South County Trail**

**JOHN’S FLOWERS AND GARDEN - 5857 Post Road**

**LE’S ISLE ROSE - 1000 Division Street**

**ROBIN.B.CLOTHIER – 175 Main Street**

**SAVORY GRAPE WINE SHOP – 1000 Division Street**

**TEDDY BEARSKINS – 5600 Post Road**

**THORPES LIQUORS – 609 Main Street**

**WILDWOOD NURSERIES - 659 Frenchtown Road**

---

**APPLIES TO:**

**FOURTH OF JULY**

**VICTORY DAY**

**LABOR DAY**

**COLUMBUS DAY**

**VETERAN’S DAY**

**NEW YEAR’S DAY**

**MEMORIAL DAY**

	A	B	C	I	K	L
1	<u>Applicant's Name</u>	<u>Business Name</u>	<u>Business Address</u>	<b><u>Taxes 06/20/2017</u></b>	<u>Paid Fee</u>	<u>Number</u>
2	Robert Hartman	Back to Basics Natural Foods	500 Main Street	paid to date	yes	2017-002
3	Benny's Inc.	Benny's Inc.	5600 Post Road	paid to date	yes	2017-003
4	Guido Silvestri	Civil	86 Main Street	paid to date	yes	2017-004
5	RI CVS Pharmacy, LLC	CVS Pharmacy #311	507 Main Street	paid to date	yes	2017-005
6	RI CVS Pharmacy, LLC	CVS Pharmacy #5107	1285 South County Trail	paid to date	yes	2017-006
8		Flood Ford	2545 South County trail	paid to date	yes	2017-021
9	Susan Swanson	Green Door, The	130 Main Street	paid to date	yes	2017-008
10		Greenwich Liquors	2550 South County Trail	paid to date	yes	2017-015
11	Richard Moschetti	John's Flowers & Garden Center	5857 Post Road	paid to date	yes	2017-009
12	David Cesario	Le's Isle Rose/Dave's Marketplace	1000 Division Street	paid to date	yes	2017-011
19	Robun Wilson	robin.b.clothier	175 Main Street	paid to date	yes	2017-019
20		Savory Grape	1000 Division Street	paid to date	yes	2017-017
21		Teddy Bearskins	5600 Post Road	paid to date	yes	2017-022
22		Thorpe's Wine and Spirits	609 Main Street	paid to date	yes	2017-018
23	David Bosco	Wildwood Nurseries, Inc.	659 Frenchtown Road	paid to date	yes	2017-014

## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/26/2017**

1. Agenda item (List as it should appear on the agenda)  
**Award of bid to Specialty Diving Services, Inc., 192 Smith Street, North Kingstown, RI 02852 for the installation of 4 piles at the old town dock in the amount of \$27,774.00.**
2. Submitted by (List department and individual, if necessary)  
**Public Works**
3. Provide a brief description of the item and why it is on the agenda  
**The Recreation Department received a grant to upgrade the old town dock. This bid is to replace 4 existing piles for the old dock.**
4. Contact person and phone number for questions  
**Joe Duarte 886-8615**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> Cover Letter	Memo
<input type="checkbox"/> Tabulation Sheet	Backup Material



## Town of East Greenwich

125 Main Street  
P.O. Box 111  
East Greenwich, RI 02818-0111  
www.eastgreenwichri.com

**125 Main Street**  
Town Council  
Town Manager  
(401)886-8665

Town Clerk  
(401)886-8604

Canvassers  
(401)886-8603

Probate  
(401)886-8607

Finance  
(401)886-8612

Tax Assessor  
(401)886-8614

Municipal Court  
(401)886-3212

Planning  
(401)886-8645

Human Resources  
(401)234-9462

**111 Peirce Street**  
Public Works  
(401)886-8618

Building Official  
(401)886-8617

**121 Peirce Street**  
**Swift Community**  
**Center**  
Senior & Human Svcs  
(401)886-8669

**176 First Avenue**  
Police Department  
Dispatch  
(401)884-2244  
Administration  
(401)886-8640

Information Technology  
(401)886-8670

**284 Main Street**  
Fire Department  
Dispatch  
(401)884-4211

**1127 Frenchtown Road**  
Parks & Recreation  
(401)886-8626

RI Relay #711  
800-745-5555

Date: June 14, 2017

To: Thomas Coyle, III Town Manager

From: Joseph Duarte, Public Works Director

Re: Old Town Dock: 4 Piles

On Wednesday, June 14th bids were opened in the Town Councils Chamber for the "Old Town Dock: 4 Piles". The ad was placed in the East Greenwich Pendulum on May 25, 2017, was on the town's website, posted at the town halls bulletin board, the libraries bulletin board and posted at constructconnect.com. Two (2) bids were received for this contract.

The lowest and best qualified bid for the "Old Town Dock: 4 Piles" was received from Specialty Diving Services, Inc., 192 Smith Street, North Kingstown, RI for the amount of \$27,774.00. The format for the bid was total price.

I therefore recommend award to the lowest and best qualified vendor for the Old Town Dock: 4 Piles, namely Specialty Diving Services, Inc., 192 Smith Street, North Kingstown, RI for the amount of \$27,774.00.

Cc: Peter Bamberry, Special Projects Coordinator  
Encl: Recommendation Letter & Bid Tabulation

	<b><i>TABULATION SHEET</i></b>		
	Old Town Dock: 4 Piles		
	Bid Opening Date: JUNE 14, 2017		
	Company Name:	Total Base Bid	Bid
			Bond
1	Specialty Diving Services, Inc.		
	192 Smith Street	<b>\$27,774.00</b>	yes
	North Kingstown, RI 02852		
	(401) 295-5256		
2	Reagan Construction Corp.		
	121 Green Lane	<b>\$34,935.00</b>	yes
	Middletown, RI 02842		
	(401) 640-5429		
3			
4			
5			
6			

## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/26/2017**

1. Agenda item (List as it should appear on the agenda)  
**Award of bid to Access Associates Inc., 470 Coral Creek Drive, Cape Haze, FL 33946 for the purchase of an ADA Compliant Kayak Dock in the amount of \$34,617.00.**
2. Submitted by (List department and individual, if necessary)  
**Public Works**
3. Provide a brief description of the item and why it is on the agenda  
**The kayak dock will be installed in Greenwich Cove along the shore of Scalloptown Park. The dock will be handicap accessible. The funding for the purchase of the dock was obtained by the Recreation Department through a RIDEM grant.**
4. Contact person and phone number for questions  
**Joe Duarte 886-8615**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> Award letter	Memo
<input type="checkbox"/> Bid Tabulation Sheet	Backup Material



## Town of East Greenwich

125 Main Street  
P.O. Box 111  
East Greenwich, RI 02818

Town Council  
Town Manager  
886-8665

Town Clerk  
886-8604

Canvassers  
886-8603

Probate  
886-8607

Finance  
886-8612

Tax Assessor  
886-8614

Municipal Court  
886-3212

Planning  
886-8645

**111 Peirce Street**  
Public Works  
886-8618

Building Official  
886-8617

**121 Peirce Street**  
**Swift Community**  
**Center**  
Senior & Human  
Services  
886-8669

**176 First Avenue**  
Police Department  
Dispatch  
884-2244  
Administration  
886-8640

Information  
Technology  
886-8670

**1127 Frenchtown**  
**Road**  
Parks & Recreation  
886-8626

RI Relay #711  
800-745-5555

Date: June 20, 2017

To: Gayle Corrigan, Town Manager

From: Joseph Duarte, Public Works Director

Re: ADA Compliant Kayak Dock

On Tuesday, June 20, 2017, bids were opened in the Town Council Chambers for an ADA Compliant Kayak Dock. It was advertised in the East Greenwich Pendulum, and the town's website. It was also posted on public bulletin boards at the town hall and the public library. One (1) bid was received for this type of product. The lowest qualified bid was received from Access Associates Inc., for a net delivered price of \$34,617.00 for the ADA Compliant Kayak Dock. Therefore, I recommend award to the lowest and best qualified vendor, namely Access Associates Inc., 470 Coral Creek Dr., Cape Haze, FL, 33946, phone # 941-662-5935, for a net delivered price of \$34,617.00 for the ADA Compliant Kayak Dock subject to CRMC approval.

Cc: Catherine Bradley, Recreation Director  
Fred Gomes, Special Projects Coordinator

Encl: Tabulation



BID TABULATION <b>ADA Compliant Kayak Dock</b>			
<b>BID OPENING</b> <b>20-Jun-17</b> <b>VENDOR</b>	<b>ADA Compliant</b> <b>Kayak Launch</b> <b>Delivered</b> <b>PRICE</b>	<b>Delivery</b> <b>DATE</b>	<b>CONFORMS TO</b> <b>SPECIFICATIONS</b>
<b>Access Associates Inc.</b> <b>470 Coral Creek Dr.</b> <b>Cape Haze, FL, 33946</b> <b>(941)662-5935</b>	\$34,617.00	30 Days ARO	YES

## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/26/2017**

1. Agenda item (List as it should appear on the agenda)  
**Resolution opposing House Bill 6172, An Act Relating to Agriculture and Forestry - Right to Farm.**
2. Submitted by (List department and individual, if necessary)  
**Town Clerk**
3. Provide a brief description of the item and why it is on the agenda
4. Contact person and phone number for questions  
**Lisa Bourbonnais 401-886-8644**

### ATTACHMENTS:

Description	Type
<input type="checkbox"/> DRAFT Resolution	Resolution
<input type="checkbox"/> Opposition Letter	Memo

# Town of East Greenwich

## Resolution

### In Opposition to Amendments to the “Right to Farm” Law

- WHEREAS, The Town of East Greenwich strongly supports farmland conservation and local agriculture; and
- WHEREAS, the East Greenwich Town Council also strongly supports the inclusion of farmers in the process of drafting legislation that impacts their livelihoods; and
- WHEREAS, protecting the remaining farmland in the Town of East Greenwich is critical to providing healthy, locally grown food for our residents and retaining the character of our community; and
- WHEREAS, our community has and maintains duly adopted zoning codes and land development regulations that appropriately control agricultural and non-agricultural activities on our farmland; and
- WHEREAS, House Bill 6172 would over-ride such local planning and zoning authority and undermine and erode local land use decision-making and code enforcement; and
- WHEREAS, House Bill 6172 has the strong potential to exploit positive public sentiment in support of locally produced agricultural products in a way that will ultimately harm such production by advancing business interests unrelated to farming and driving farm land prices out of reach for agricultural producers; and
- WHEREAS, we specifically object to H6172’s lack of a precise definition of what activities qualify as “secondary agricultural operations” and note that the bill does not address the allowable scope, intensity, or frequency of these so-called “secondary agricultural operations,” and
- WHEREAS, The East Greenwich Town Council finds the list of “secondary agricultural operations” examples cited in the bill, including “display of antique vehicles, festivals and wedding” to be IN NO WAY, secondary or otherwise, related to agricultural operations; and
- WHEREAS, the amendments proposed in H 6172 will essentially allow commercial operations unrelated to agriculture and farming on certain qualifying properties without regard to the nuisance-like or undesirable externalities imposed on abutting and nearby residencies, now

THEREFORE BE IT RESOLVED that the Town Council of the Town of East Greenwich hereby joins the RI League of Cities and Towns, the RI Land Trust Council, the RI Farm Bureau, and many other municipalities in opposing House Bill 6172 and

respectfully requests that the Rhode Island General Assembly REJECT the “Right to Farm” amendments now proposed and leave Rhode Island’s Farm laws intact in their current form.

Voted unanimously this 26<sup>th</sup> day of June, 2017

Affirmed:

---

Leigh A. Carney, CMC  
Town Clerk

---

Suzanne McGee Cienki  
President

---

Sean M. Todd  
Vice President

---

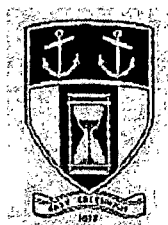
Andrew F. Deutsch  
Councilor

---

Nino M. Granatiero  
Councilor

---

Mark Schwager  
Councilor



## Town of East Greenwich

125 Main Street  
P.O. Box 111  
East Greenwich, RI 02818

Town Council  
Town Manager  
886-8665

Town Clerk  
886-8604

Canvassers  
886-8603

Probate  
886-8607

Finance  
886-8612

Tax Assessor  
886-8614

Municipal Court  
886-3212

Planning  
886-8645

111 Peirce Street  
Public Works  
886-8618

Building Official  
886-8617

121 Peirce Street  
Swift Community  
Center  
Senior & Human  
Services  
886-8669

176 First Avenue  
Police Department  
Dispatch  
884-2244  
Administration  
886-8640

Information  
Technology  
886-8670

1127 Frenchtown  
Road  
Parks & Recreation  
886-8626

RI Relay #711  
800-745-5555

May 10, 2017

Honorable Kathleen Fogarty and Members of the House Committee on Municipal Government  
State House  
Providence, Rhode Island

### **RE: H 6172, non-agricultural uses**

Dear Chairman Fogarty and Members of the House Committee on Municipal Government:

As the President of the East Greenwich Town Council, I respectfully request that the committee not pass H 6172, which would preempt regulation by local zoning and other municipal regulation of commercial activities on farmland. While the legislation adds "weddings" to a list of permitted activities, the language would also, read literally, allow farms to engage in all "other forms of enterprise" and significantly changes the law to state that such activities "shall not be restricted by the cities or towns."

I am concerned that this legislation would preempt local zoning and land use decision making. I believe that decisions as to land use, such as this, should continue to be under the control of municipalities. It is the local governmental entity, not the State that is in the best position to decide what non-agricultural and commercial uses should be allowed on farms within the affected community.

Thank you for considering our views.

Respectfully submitted,

Suzanne M. Cienki, President

## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/26/2017**

1. Agenda item (List as it should appear on the agenda)  
**Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss updates on Pawtucket Credit Union, et al. v. Town of East Greenwich, KC-2017-0084.**
2. Submitted by (List department and individual, if necessary)  
**Legal**
3. Provide a brief description of the item and why it is on the agenda
4. Contact person and phone number for questions  
**Dave D'Agostino 647-1400**

## TOWN COUNCIL AGENDA TRANSMITTAL FORM

Town Council Meeting Date: **6/26/2017**

1. Agenda item (List as it should appear on the agenda)  
**Closed pursuant to RIGL 42-46-5 (a) (2), sessions pertaining to collective bargaining or litigation, specifically to discuss legal implications related to municipal collective bargaining agreement obligations and common-law/statutory obligations of the Town.**
2. Submitted by (List department and individual, if necessary)  
**Legal**
3. Provide a brief description of the item and why it is on the agenda
4. Contact person and phone number for questions  
**Dave D'Agostino 647-1400**