

Dunn's Corners Fire District

1 Langworthy Road
Westerly, RI 02891

Minutes Operating Committee Meeting August 20, 2007

The first meeting of the Dunn's Corners Fire District Operating Committee (OC) Meeting was convened on Monday, August 20, 2007, at approximately 7:45 PM, following the Fire District election.

Attendees were Mike Frink, Richard Hosp, Ken Martin, John Merkel, Dan Schilke and Jonathan Schreier, representing a quorum.

Actions of the OC (all votes unanimous unless otherwise noted):

1. Moderator selection. John Merkel was nominated and subsequently elected to be Moderator. There were no other nominees.
2. Contact information. OC members provided contact information to John Merkel, who will combine into a spreadsheet and distribute to the group.
3. OC Meeting Schedule. Agreed to meet on a weekly basis initially, to attend to organizational and urgent matters, beginning Monday, September 20, 2007, at 7:00 PM. The meeting schedule will be revisited as progress is made. John Merkel will prepare a meeting notice which will be posted approximately one week prior to each meeting (1) at Fire Station #1 and Fire Station #2, (2) electronically on the Fire Department website and (3) electronically on the Rhode Island Secretary of State website ("eTown Crier").
4. Officer appointments.
 - a. Agreed to retain the Nominating Committee approved by the voters at the District Annual Meeting on July 18, 2007: Karl Kenyon, Elaine Martin, Ed Schilke.
 - b. Agreed to convert Brona Haggerty's interim appointment as Treasurer to a full-year appointment.
 - c. Agreed to re-appoint Ken Swain as Tax Assessor.
 - d. Agreed to retain Mike Frink as interim Chief while the District's need for a full-time paid Chief is reviewed. Hosp, Martin, Merkel, Schilke and Schreier voted in favor, none opposed, with Chief Frink recusing himself.
 - e. Tasked the Nominating Committee to identify candidates for Clerk to replace Bob Simmons, who asked to be relieved of his duties. John Merkel to provide the Nominating Committee a list of duties for the Clerk.

5. Contracting Fire Districts. Agreed that we need to put a priority on resolving issues with the four contracting Fire Districts. Will discuss in detail at September 20 meeting. John Merkel distributed copies of recent correspondence from and to contracting Fire Districts for reference during that discussion.
6. Financial matters.
 - a. Dan Schilke will forward electronic copies of the last few budgets to OC members for future reference.
 - b. Treasurer presented a list of office furniture and equipment she feels is needed to facilitate her efforts. Dan Schilke to work with Brona to obtain pricing for the items and order same.
 - c. Agreed to authorize the sale of Engine #5, which is no longer suitable for fire protection use, under Dan Schilke's supervision. Stipulated that all marks identifying the engine as belonging to the Dunn's Corners Fire Department be removed or obliterated before releasing to its new owner.
 - d. Dan Schilke to review insurance coverage and report back to the OC. Mike Frink to forward insurance documentation to Dan for this review.
 - e. Agreed to have Dave Metz conduct an audit of Treasurer and Tax Assessor records now, to cover the transition in the Treasurer position from Tom Dinwoodie to Brona Haggerty.
 - f. Agreed to ask Tax Assessor to include the web address of the Fire Department web site on this year's tax bills.
 - g. Agreed to have Treasurer obtain a credit card for use by the Chief for minor purchases. Credit limit to be \$5,000. Chief to mark each receipt to show the account against which the expense should be charged and initial to show his authorization for the expense, then forward to the Treasurer. Treasurer to file annotated receipts along with the credit card bill.
7. Acquisition of a ladder truck. Agreed that the Ladder Truck Committee should proceed with efforts to develop pricing for a ladder truck.

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Meeting was adjourned at approximately 9:15 PM.

Respectfully submitted,

John D. Merkel, Moderator