

# **Dunn's Corners Fire District**

1 Langworthy Road

Westerly, RI 02891

## **Minutes**

### **Operating Committee Meeting**

**February 13, 2012**

The Dunn's Corners Fire District Operating Committee (OC) convened on Monday February 23, 2012, at 7:00 PM, in Fire Station #1.

Attendees were comprised of OC members Jonathan Schreier, Matt Thomsen, Chief Mike Frink and Tom Algieri. Bob Delaney and Ken Martin were excused. A quorum was present.

Additional attendees included District Clerk Steve White, Grange Manager Deb MacManus, and District Bookkeeper Deanna Chiaradio.

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

#### **Agenda Items**

**Previous Meeting Minutes** - *A motion was made seconded and so voted to approve the January 23, 2012 meeting minutes.*

**Next Operating Committee Meeting** - The next meeting of the Operating Committee meeting will be held at Station 1 on March 12, 2012 at 7:00 pm.

**Financial Statements** – The Committee reviewed the financial statements for the period of June 2011 through January 2012. The Bookkeeper and the Chief informed the committee that several other line items will be added to the income statement for the committee to review. The line items will be for radios and pagers, hydrant rental and the Dunn's Corner Fire Department.

*A motion was made seconded and so voted to accept the January 2012 financial statements.*

**Delinquent Account Review** – The Chief informed the committee that the tax collection process is starting to generate results. To date \$95,418.00 in previous years' taxes have been received.

**Chief's Report** – Chief Frink provided an update on the following items.

- The new generator has been installed and is operational. The final phase of the project will be the installation of the bollards which will take place in the spring.
- The new squad truck is in service and will be used to for EMS BLS service in support of the Westerly Ambulance Corp.

- The Chief informed the committee that NFA1500 was approved and will be passed into law but that the exemption for volunteer departments was left in place.
- The Chief had obtained three quotes for the replacement of the dumpster fence ranging from \$2,310.00 to \$3,500.00. A quote for \$2,845.00 was the approved bid.
- The Chief updated the committee on a letter inquiring on the District's bidding process for goods and services as it related to the grange septic upgrade project. To date the Chief has not had a chance to follow up with Captain Schilke who managed the project, on the process used. The Chief also informed the committee that currently the District has no formal written policy on obtaining bids.
- The Chief had received a letter from the Town of Westerly on brokered utility contracts. A brokered contract could potential save the district between \$800 and \$1,000 per year in utility costs. The Chief will investigate further.

Moderator Thomsen volunteered to work with the District's counsel on what bidding requirements the district maybe under if any and the development of a formal bidding policy.

*A motion was made seconded and so voted to accept the Chief's report.*

### **CPA Management Letter**

The committee reviewed and discussed the responses to the 2010 – 2011 CPA Audit Management Letter.

*A motion was made seconded and so voted to approve the Operating Committee's responses to the 2010 – 2011 CPA Audit Management Letter.*

*A motion was made seconded and so voted to set the capitalization threshold for small equipment purchases at \$10,000 in response to Management Letter item MW-10-3 Capitalization Policy.*

### **Other Business**

Stipend Processing – Because of the substantially higher costs to the district of paying stipends through the payroll process, the procedure of issuing 1099s for stipend payments will continue.

Tax Assessor Stipend – The committee discussed the relative value received for the stipend paid the former assessor and whether or not a request should be made for a \$1,500.00 rebate. Given the previous assessor's length of service and efforts on behalf of the district, the Committee recommended leaving the funds in place and requesting the previous Assessor be available on consultative basis to aide with the transition to the new process.

*A motion was made seconded and so voted to approve the Committee's recommendation to not request a \$1,500.00 rebate and that the Moderator follow up with the former Assessor as to the Committee's actions on this matter.*

Taxing RV Sites – The District Moderator reviewed the possibility of taxing RV Sites with the District's counsel and it was determined that this would not be practical because it would then require the taxation of all personal property in the district.

Minimum Tax Amount - Discussion was held on possibly proposing at the next annual meeting raising the minimum tax amount from \$5.00 to \$25.00. It was decided to bring the matter up to the tax payers at the annual meeting.

Charter Revisions – A discussion was held as to whether or not the Charter needs to be revised in the area of voting rights. Moderator Thomsen will provide the Committee with more information on the matter at the next meeting.

Grange Maintenance - Jon Schreier discussed that an engineer will be brought in to develop plans to provide a bathroom on the first floor of the Grande to accommodate individuals with disabilities. He also discussed testing the HVAC system before the warm weather and the changing of the location of the door key box.

Chief Frink informed the Committee that the Charlestown EMA would like to use the Grange as a "Point of Distribution Center".

**Public Comments** – A public comment was made in regards to the district forming an audit or supervisory committee. The Operating Committee agreed to research the possibility and discuss the matter further at the March meeting.

Meeting adjourned at 8:40 pm  
Respectfully Submitted,

Steve White  
District Clerk