

# **Dunn's Corners Fire District**

1 Langworthy Road

Westerly, RI 02891

## **Minutes**

### **Operating Committee Meeting**

**March 12, 2012**

The Dunn's Corners Fire District Operating Committee (OC) convened on Monday March 12, 2012, at 7:00 PM, in Fire Station #1.

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

Additional attendees included District Clerk Steve White and Grange Manager Deb MacManus.

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 February 13, 2012 meeting minutes.*

**Next Operating Committee Meeting** - The next meeting of the Operating Committee meeting will be held at Station 1 on April 9, 2012 at 7:00 pm.

**Financial Statements** – The Committee reviewed the financial statements for the period of June 2011 through February 2012. The committee requested clarification by the April 9<sup>th</sup> meeting of the (3,208.13) value being carried in the discontinued line item DC District Taxes. The committee discussed the credit balance being carried under Community Building Expense. The committee was comfortable that all expense categories were effectively on budget except for a minor variance in Radios & Alarms due to necessary repairs made to the mother board of the Dispatch System Center.

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

**Treasurer's Report & Delinquent Account Review** – The Treasurer informed the committee that the delinquent tax collection process was proceeding on schedule which includes the posting of notices leading up to any potential tax sales. He informed the committee that to date that no penalties for delinquent tax bills have been waived.

The Treasurer has been investigating with the Washington Trust Company the process and costs associated with having district tax payments delivered to a lock box. This

would improve the District's internal control process and potentially may improve operating efficiency.

The Treasurer requested that the Clerk check with the District's CPA firm as to what is the usual and customary cash held in operating accounts from a "months" of operations stand point.

The Treasurer requested that a discussion of the possible sale of the District's surplus land be placed on the April meeting agenda.

*A motion was made seconded and so voted to give the Treasurer the authority to refund up to \$250.00 to tax payers for the overpayment of taxes and for abatements.*

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

- Goodwill Collection Dumpster – The Chief was approached about the possibility of putting a Goodwill Collection Dumpster at Station 1. The committee was of the opinion that it was not a practical idea due to safety concerns.
- The dumpster fence and bollards project is complete.
- That the fire inspection of all of the District's facilities has been completed.
- The District has contracted with Bruce White Inc for inspection and maintenance of the sprinkler systems for both Station 2 and the Grange Building.
- The District has entered into a brokered electrical power agreement with Glacial Energy of New England which should generate a 13% annual cost savings.
- The Chief has been working on sign options for Station 1 with a local sign company.

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

**Moderator's Report** - Moderator Thomsen reviewed what the state requirements are for municipalities as it relates to obtaining bids for contracts above \$10,000. The district will conform to the requirements and will codify such requirements into its own internal policies.

The Moderator informed the committee that the Charter will need to be revised to allow district property owners not just residents the right to vote at annual and special meetings.

**CPA Management Letter** - The Clerk informed the committee that both he and the Treasurer will take the lead in writing the formal accounting procedures requested in the audit.

There was additional conversation held as to the not for profit tax exempt status of the Department as it relates to donations. The District has such a status however it is still unclear as to the Department's status. Moderator Thomsen will continue to work on the matter.

## **Other Business**

**Audit/Oversight Committee** – At this time the committee agreed to table the conversation on the establishment of a standing Audit/Oversight committee indefinitely. The committee agreed that for the foreseeable future specific limited purpose ad hoc committees will be established for special projects when needed.

**Grange Building** – The committee received a request from the “South County Land Trust” to use the facility for a Wine and Cheese fundraiser. Because of the non-profit status of the organization, the committee agreed to waive the no alcohol rule for use of the Grange for this event, subject to the organization obtaining the necessary insurance certificates listing the District as an additional insured and any required municipal permits.

**RI State Airport Corp** – RI State Airport Corp has provided the district with documentation that it has purchased 8 Links Passage. The District by law will need to remove the parcel from the tax rolls.

**Grassy Hill** – Grassy Hill Development is in receivership and the district will need to provide the receiver with proof of claim of past due taxes.

**May Meeting** – The committee agreed to hold the May Operating Committee meeting at Station 2.

**Public Comments** – There were no public comments.

Meeting adjourned at 8:15 pm  
Respectfully Submitted,

Steve White  
District Clerk