

# **Dunn's Corners Fire District**

1 Langworthy Rd  
Westerly, RI 02891

## **Minutes Operating Committee Meeting October 21, 2013**

The Dunn's Corners Fire District Operating Committee (OC) convened on Monday October 23, 2013 at 7:00 PM, in Fire Station #1.

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

Additional attendees: District Counsel Vincent Naccarato and District Clerk Steve White

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

### **Agenda Items**

**District Officers** – *A motion was made, seconded and so voted to appoint Matt Thomsen as Moderator of the Operating Committee.*

*A motion was made, seconded and so voted to appoint Steve White as District Clerk.*

*A motion was made, seconded and so voted to appoint Bob Delaney as Treasurer.*

*A motion was made, seconded and so voted to appoint Diane Nardone as Tax Assessor/Collector.*

**Previous Meeting Minutes** – *A motion was made seconded and so voted to approve the minutes of the September 9, 2013 meeting.*

**Next Operating Committee Meeting** - The next regular meeting of the Operating Committee is scheduled for Monday November 18, 2013 at 7:00 pm at Station 1.

**Financial Statements** – The Committee reviewed the financial statements through September 30th.

Treasurer Delaney pointed out that the accounts receivable on the first page of the balance sheet was negative and shouldn't be. The Chief pointed out the other income items under the profit & loss vs. actual were incorrect, community rental should be 4,000, not 4,400, Inspections fees should be 8,000, not 12,500 and MVA should be 6,000 not 2,000.

**Treasurer's Report** – Treasurer Delaney reported that collections are doing fine. He intends to send out a reminder in early December to those who haven't paid. As for the

audit, the CPAs are waiting on some credit problems with the Tax Collector (related to the rebate on the 2011-2012 minimum tax). Once that is done, the audit can be finalized.

### **Chief's Report –**

- a. Regarding the BFD equipment, the Chief advised that he took all useful equipment from the BFD stations inventoried it and submitted it to the BFD Moderator for his records.
- b. Updated the OC that the non-compliant DCFD equipment that was discussed at last month's meeting has been donated to the antique fire apparatus associations.
- c. The emergency pass notices for the hurricane district in Westerly/DCFD are going out (properties south of Rt 1), except for Shelter Harbor FD, which is sending out its own notices.
- d. Shelter Harbor FD has been notified that they need to clear their roads to allow for truck access. Their moderator will work on that issue. He was also told that some type of identification (street number) has to be installed for each home.
- e. The budget for hose replacement, \$20,000, will not be enough. \$36,000 is needed, but the Chief is going to apply for a grant that will cover 95% of the total cost. If successful, the grant will save the District money.
- f. BFD – the Chief has all of the roads, addresses, etc. of the BFD in the computer. He has also changed all of the Key Boxes, so those businesses are secure.
- g. Inspections – the Chief and Fire Marshall Carl Johnson have been doing a number of inspections for businesses, who need to get these items together for their licenses.
- h. A department member attended a seminar on retaining and recruiting volunteers and it generated some good ideas. The Chief will work with his staff to implement some of what was learned.
- i. Hartford Steamboiler came and inspected items in Station 1. The large compressor (for the horn) is outdated. The Chief recommends its removal and not replacing it. He reasoned that the horn isn't really of any use anymore and there is no legal or practical reason to keep it.
- j. The Chief stated that he has had the designers of the Station 1 renovation redo their proposal, breaking it down into three separate quotes. The Chief thinks these quotes are competitive. The Chief will have them meet with the OC early next year.
- k. Two new laws have been enacted that affect DCFD. The first requires that meeting minutes be posted within 21 days of the meeting (draft) or 7 days prior to the next meeting. The second allows for two tier tax systems.

**Contracting District Negotiations** – The Moderator stated that he has a scheduled meeting with the Shelter Harbor FD moderator on Thursday October 24<sup>th</sup> at his office to begin negotiations. Discussion ensued about the current contract and how it compares with a current mil rate. The Moderator will report to the OC what transpires.

**Bradford Fire District** – *A motion was made, seconded and so voted to ratify the Operating Committee’s offer to provide fire protection services to the Bradford Fire District on a temporary contractual basis based on the DCFD mil rate for its Westerly Tax Payers on a pro rated basis.*

The Chief informed the Committee that two BFD trucks were currently being housed at Station 2. The apparatus were inspected by a third party and a list including normal maintenance was developed to bring the vehicles up to DCFD standards. Chief Frink will discuss with the BFD Moderator what will be needed to be spent on the vehicles and will also discuss a separate agreement for their use by the Dunn’s Corners Fire Department. Chief Frink stated the he was obtaining quotes from VFIS insurance for the two BFD vehicles a 1997 truck with an estimated value of \$300,000 and 2007 truck with an estimated value of \$400,000 to determine if it would be more cost effective to move the apparatus from the BFD policy to the DCFD policy.

The Committee reviewed the draft temporary agreement to provide fire protection services to BFD which was drawn up by BFD’s counsel based on the prototype agreements that DCFD has in place with its other contracting districts. The Committee recommended that payments for the services should be received in two parts on February 1, 2014 and April 1, 2014.

The Committee at the Moderator’s request called for a Special Meeting of the Dunn’s Corners Fire District to be held on Wednesday November 13, 2014 at 7:00 PM in Station1 to vote on the temporary agreement to provide contracted fire protection services for the Bradford Fire District. Additionally, the committee will discuss parameters for a potential long term agreement with BFD at the meeting.

**Bradford Dyers Association (BDA)** – The committee noted that BDA does not lie within any fire district. The committee agreed to have the Moderator and Counsel draft a letter to the legal entity controlling the BDA property offering to provide fire protection services at the current rate of 38 cents per thousand until such time as the BDA fire district matter is resolved. DCFD counsel will look into legislative measures to resolve the BDA matter.

**Public Records Request Policy and Procedures** – The committee reviewed the Public Records Policy and Procedures developed by the Chief and based on the State’s policy.

*A motion was made seconded and so voted to adopt the Public Records Policy and Procedures as presented.*

**Charter Review Committee** – Given the additional time and resources required to manage the BFD contract process as well as the upcoming contract negotiations with both the Shelter Harbor and Shady Harbor Fire Districts, it was suggested the ad hoc Charter Committee be disbanded until a future date.

*A motion was made seconded and so voted to disband the ad hoc Charter Review Committee.*

**New Truck** – The Committee reviewed the specification worked to date performed by the members of the department.

**Tax Relief Request** – The committee reviewed a request for fire district tax relief from tax payer S. Armstrong. The committee requested that the Tax Collector try to make arrangements to ease the burden by setting up a payment plan for the tax payer.

**Public Comments**

There were no public comments at this meeting.

**Executive Session**

The Committee went into Executive session at 8:35pm to review tax payer's J. Angelo's complaint with the AG's office and to review a personnel matter.

Meeting adjourned at 8:55 pm

Respectfully Submitted,

*Steve White*

District Clerk