

Dunn's Corners Fire District

1 Langworthy Rd
Westerly, RI 02891

Minutes Operating Committee Meeting December 19, 2016

The Dunn's Corners Fire District Operating Committee (OC) convened on Monday, December 19, 2016 at 6:00 p.m. at Station #1.

Attendees were comprised of the OC members Matt Thomsen, Bob Delaney, Jon Schreier, and Chief Mike Frink. Members T. Algiere and K. Martin were excused. A quorum was present.

Additional Attendee(s): Friends of the Quonie Grange board member Ron Meneo and District Clerk Steve White.

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

Agenda Items:

Pledge of Allegiance - The meeting started at 6:00 PM with the Pledge of Allegiance.

Previous Meeting Minutes – *A motion was made seconded and so voted to approve the November 15, 2016 meeting minutes as presented.*

Next OC Meeting – The next OC meeting is initially scheduled to take place at Station #1 on Monday January 9, 2017 at 6:00 p.m.

Friends of the Quonie Grange(FOTQG) – R. Meneo updated the committee on the following;

- The FOTQG is studying the options, feasibility and liability insurance issues of allowing beer and wine provided by licensed catering services at the Quonnie Grange facility for functions and future events. Once it has completed its study and if it is feasible and the liability issues are manageable, the FOTQG may ask the Committee to consider and approve allowing beer and wine provided by licensed catering services at the Quonnie Grange facility for functions and future events.
- The tree which had been holding up the septic repair progress has been removed and M. Dirobio is working on repairing the system.
- The Kitchen ceiling tiles around the old kitchen equipment have been removed.
- The Zoomba and Yoga Classes are working on making improvements to the changing areas.
- R. Meneo informed the committee that the FOTQG has collected \$3,955 in Grange usage fees in the first six months of the year, well ahead of last year's pace which was approximately \$4,000 for the year.

- *A motion was made, seconded and so voted to approve the sub-lease Letter of Intent with the Quonie Historical Society for space to store historical records.*
- The FOTQG is in the process of obtaining bids for upgrades to the Grange Facility's "Men's Room".
- The FOTQG and the committee are still reviewing propane service provider options.

Treasurer's Report – The Treasurer provided an overview of the October and November financial statements which shows the District is tracking well to budget.

A motion was made, seconded and so voted to accept the October and November financial statements.

The Treasurer noted that the tax bill second notice reminders have been sent out and that a tax lien sale is being scheduled for April.

The Treasurer requested that the committee approve an additional \$25,000 principal pay down of the Station 2 loan under the terms and conditions approved by the District's taxpayers at the 2016 Annual Meeting.

A motion was made, seconded and so voted to authorize the Treasurer to make an additional \$25,000 principal payment on the Station 2 loan.

Chief's Report – The Chief reported that the AFG grant for \$270,000 to replace the aging SCBA equipment has been submitted. Additionally he has been asked to be a grant committee panelist this year from January 8th through January 13th.

The Chief informed the committee that all 4 members taking aerial classes have passed and are Pro Board certified. The 5 members of the department taking Fire Fighter 1 Class have all passed the course.

The painting of Station 1 is complete as well as paving and crack sealing of the station's lots.

During the month of October the department responded to 65 calls; 41 medical and 24 fire. The fire marshals conducted 43 inspection and plan reviews; 8 plan reviews, 27 residential and 8 commercial inspections.

During the month of November the department responded to 67 calls; 46 medical and 21 fire. The fire marshals conducted 31 inspection and plan reviews; 5 plan reviews, 14 residential and 13 commercial inspections.

The Chief noted that the department is working with the South County Medical Building regarding general logistical issues concerning being dispatched to the facility for emergency medical calls.

The Chief commended fire fighter Christopher Wells for all of his efforts. Officer Wells has accepted a full time firefighter's position with another department.

Full Time Fire Fighter Position – The Chief discussed his thoughts on the position and stated that he believes the facilities maintenance aspect of the position should be eliminated and that the position should be focused on the fire fighting and fire marshal work.

He discussed for the time being, setting up signup sheets for the members to help maintain the facilities.

In the interim the Chief expects that with the help of 2nd Deputy Chief C. Johnson and Fire Marshall C. Wells that the district should be able to stay on top of the fire marshal duties.

Finally, the Chief stated that he plans on developing expectations for the position with the Board of Engineers and will get back to the committee with a recommendation.

CPA Audit – The Treasurer reviewed the State process for obtaining bids from CPA firms to conduct the District’s annual audits. The Treasurer noted that the District received three bids and provided the state scoring mechanism for the committee to complete. Based on the results of the scoring system the Treasurer will submit a recommendation to the State for final approval.

100 Mil Cable Removal Project – The Chief noted that it will take 3 men approximately 60 hours to complete the project which is the last phase of the radio alarm box project. The Chief estimated it would cost between \$3000 and \$4000.

Treasurer Delaney requested that the training of members who will be working on the project is documented.

Incentive Plan Tax Reporting – The committee debated the pros and cons of issuing W2s for volunteers receiving incentive pay. Currently the district issues 1099s. The Chief provided the committee with documentation reviewing the process as to what would constitute a volunteer receiving an incentive as opposed to an employee receiving a wage.

The committee requested the Chief review the matter with a labor attorney with expertise in this matter and receive a written opinion as to best practice.

QCBFD Contract Status – The QCBFD proposed contract is with its board.

Correspondence – None

Public Comments – Taxpayer James Angelo addressed the Committee stating that according to State “Title 13” that a Charter Review Committee is not required to work on the Charter revisions and the State regulation should be used as guideline for the process.

The District Solicitor will be consulted on the matter.

The Ad Hoc Charter Review Committee is currently comprised by Matt Thomsen, Ken Martin, James Angelo and Ken Swain.

Meeting adjourned at 7:28 PM.

Steve White - District Clerk