

Dunn's Corners Fire District

1 Langworthy Road
Westerly, RI 02891

Minutes Operating Committee Meeting February 8, 2010

The Dunn's Corners Fire District Operating Committee (OC) convened on Monday February 8, 2010, at 7:00 PM, in Fire Station #1.

Attendees were comprised of OC members Mike Frink, Jonathan Schreier, Steve White, Dan Schilke, Ken Martin and Matt Thomsen. In attendance were District Tax Collector Ken Swain and District Treasurer Brona Haggerty. A quorum was present.

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

1. Minutes of the January 11, 2010 and January 27, 2010 Operating Committee meetings were approved. Minutes of the January 27, 2010 Special Meeting were approved.
2. Next Meeting: The next meeting of the Operating Committee is scheduled for March 8, 2010 at 7:00 PM in Station 1.
3. Agreed Upon Procedures Audit: The committee approved the responses to the "Agreed Upon Procedures" audit conducted by the CPA firm Gothie, Hoyt, and Filippetti.
4. Audit Engagement Letter: The committee authorized the Moderator to execute the 2009 – 2010 CPA audit engagement with the firm Gothie, Hoyt, and Filippetti.
5. Quonochontaug Central Beach (QCB) Fire District Contract: The committee authorized the Moderator to execute the Fire Protection Services Contract approved by the district's taxpayers at the January 27, 2010 Special meeting.
6. Records Retention Policy: The committee reviewed and approved the District's Records retention policy subject to it passing a legal review.
7. Grange Management: Debbie McManus replaced Matt Harris as manager in mid December. The chief stated that generally she is doing a good job. General repairs are being done by Bill Gaffney who is donating his time to the effort. The Committee asked the Chief to talk to the district's legal counsel about the need to execute lease agreements for the Grange's Rental and to review insurance in regards to the same.
8. DCFD Budget Committee: Dan Schilke, Mike Frink and Jonathan Schreier volunteered to head up putting together the 2010 – 2011 district budget.
9. Uniform Dress Blues: The committee agreed to set up a separate budget line item for the purchase of the department's dress blue uniforms.
10. ISO Report: The Chief reviewed the ISO report with the committee and noted improvement in both Charlestown and Westerly. The report will be posted on the district's website.
11. Turn Out Gear: The Chief informed the committee that the department has old turn out gear which is obsolete and requested guidance on its disposition. The committee agreed to donate the old gear to Explorer and similar groups to be used for training.

12. Fire Command and Leadership Course: The committee agreed to expend funds from the education budget to send the Chief to a Fire Command and Leadership course. The \$1,875.00 tuition includes lodging, breakfast and lunch.
13. Financial Statements: The profit & loss budget vs. actual for the period June thru January 2010 was reviewed along with the Balance Sheet at Jan. 31, 2010 with the Treasurer. The (OC) requested that a P & L that compares actual to budget for the quarter ended also be prepared for future meetings.
14. District Boundary Discussion: The Chief is working with the District's legal counsel to clarify boundary procedures with the Westerly Fire Department.
15. Meeting was adjourned at 8:12 PM

Respectfully submitted,

Steve White, acting on behalf of Bob Delaney, District Clerk