

Dunn's Corners Fire District

1 Langworthy Road
Westerly, RI 02891

Minutes Operating Committee Meeting November 8, 2010

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

Attendees were comprised of OC members Jonathan Schreier, Bob Delaney, Dan Schilke, Chief Mike Frink and Matt Thomsen. Committee member Ken Martin was excused. A quorum was present. District Clerk Steve White, Treasurer Brona Haggerty and Grange Manager Deb McManus were in attendance.

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

1. Minutes of the October 18, 2010 OC meeting were approved as presented.
2. The next meeting of the Operating Committee is scheduled for Monday December 13, 2010 at 7:00 PM in Station 1.
3. Financial Statements – The committee reviewed the financial statements for October 2010. The Treasurer advised that the funds on hand presented in the statements were not accurate due to some deposits being double counted. She will make the necessary adjustments and informed the committee that the funds on hand are closer to \$460K. She discussed acquiring new software, Quikbooks Online, and is checking with Freedom Tech for costs relating to a system that allows her to make entries, and provides others such as the Chief and District Clerk with the ability to remotely "view only" the financial records through the district's server. The Treasurer reported that the contracting districts are all up to date with their payments.
4. Grange Septic Replacement Project – Committee member Dan Schilke informed the committee that the upgrade process is continuing through its planning phase.
5. District Audit – The committee reviewed and discussed the draft CPA audit of the district's financial statements conducted by the firm of Gothie, Hoyt & Filipetti. The committee discussed its responses to the management letter and asked the district clerk to codify the draft responses. The committee also approved spending \$500.00 to have the auditors perform an agreed upon procedures audit of the department's checking account.
6. Delinquent Account Collection Review – The committee agreed to review the status of delinquent account collection on a monthly basis and if the numbers show improvement at some point in the future go to a quarterly schedule.
7. Collective Purchasing Agreements – The committee discussed its current collective purchasing agreements, such as fuel with the town of Charlestown which saves the district 30 cents per gallon, tire purchasing through the State

of Rhode Island and workman's comp insurance through the Southern League. Future opportunities with other municipalities or associations will continue to be explored.

8. Property and Casualty Insurance – The committee reviewed and adjusted the insurance levels on the engines to better reflect their values and replacement costs. The committee also approved an additional \$1,500.00 in insurance expense to protect the district from any environmental issues regarding its underground fuel tank.
9. Fire Hydrant Rental Process – The committee discussed how the fire hydrant rental and maintenance process worked. The Chief informed the committee that the town does a good job maintaining and testing the hydrants.
10. Station 1 Diesel Fume Extraction System Grant- The Chief informed the committee that the grant to pay for a Diesel Fume Extraction System for Station 1 to protect the members from the long term effects of inhaling diesel fumes was unfortunately denied.
11. Public Comments – There were no public comments received at the meeting.

Meeting adjourned at 8:40pm

Respectfully Submitted;

Steve White, District Clerk