

# **Dunn's Corners Fire District**

1 Langworthy Road  
Westerly, RI 02891

## **Minutes Operating Committee Meeting December 13, 2010**

The Dunn's Corners Fire District Operating Committee (OC) convened on Monday December 13, 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 MacManus were in attendance.

The meeting was called to order by Moderator Matt Thomsen at 7:00 PM.

### **Agenda Items**

**Previous Meeting Minutes** – *A motion was made seconded and so voted to approve the November 8, 2010 Operating Committee meeting minutes as presented.*

**Next Operating Committee Meeting** -The next meeting of the Operating Committee is scheduled for Monday January 10, 2011 at 7:00 PM in Station 1.

**2009-2010 CPA Audit** – The Operating Committee reviewed and discussed the 2009-2010 audited financial statements and management letter provided by the firm of Gothie, Hoyt, and Filippetti, LLC. The committee approved management's responses to the management letter. It was noted that a \$10,000 dollar adjustment to the building fund would be made to the beginning balance of the fund. This adjustment reflects an allocation that was not made but should have been made to fund septic system repair design for the Grange Building. There was also discussion as to the Department's status as to whether or not it is a 501c3 not for profit. More research will be performed by the committee on this matter.

*A motion was made seconded and so voted to accept the 2009-2010 CPA Audit with the \$10,000 adjustment made to the beginning balance of the Building Fund.*

**Delinquent Tax Collection** – The committee discussed the current procedures used for tax collection. The committee will review with the Tax Assessor at an upcoming Operating Committee meeting the status of delinquent accounts and develop a schedule for the periodic review of delinquent account collections.

**Treasurer's Report** – The Treasurer provided the committee with the November 2010 financial statements.

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

**Station 1 Parking Lot** – Chief Frink reported that the employees of Valenti Toyota/Subaru were given permission to use Station 1's parking facility while their renovations were taking place. The Chief presented to the committee a hold harmless letter provided by Valenti Subaru for the use of the lot. Now that the renovations appear complete and snow plowing and removal may soon become an issue the committee asked the Chief to inform the dealership that use of the lot should be discontinued.

**Grange Building Maintenance and Repairs** – Committee member J Schreier reported that there were no Grange Building repairs performed since the last committee meeting. There was some discussion held regarding work to be performed on the stairs, bathroom ceiling tiles and fixing the kitchen door lock.

**Grange Septic System Repair Project** – Committee member D. Schilke informed the committee that the design phase for the septic system was currently underway.

### **Other Business**

**Shelter Harbor Request** – Moderator M. Thomsen received a request from the moderator of the Shelter Harbor Fire District to allow their committee to hold their business meetings at one of the Dunn's Corner's Fire District facilities.

*A motion was made seconded and so voted to allow the representatives of the Shelter Harbor Fire District the use of the Station 1 meeting room at no charge to conduct their business meetings.*

**QuickBooks Update** – The Treasurer and Chief provided the committee with information regarding an upgrade to the district's QuickBooks software which will allow the Chief and Clerk the ability to "review only" the District's financial records remotely.

*A motion was made seconded and so voted to take the funds necessary from the Operating Committee's \$1,000 discretionary budget to proceed with the upgrade.*

**Oil Tank Insurance Review** – The Chief informed the committee of the steps necessary in order to obtain insurance on Station 1's underground oil tank. The committee asked the Chief to review cost benefits of this process versus converting the station completely over to a gas fired system.

**Grange Rental Fees** – Grange Manager D. MacManus informed the committee that an "Alternative Medicine/Healing" business was interested in renting the Grange on a periodic basis. D. MacManus raised the question as to whether or not there should be a different fee schedule for businesses. The committee believed a different fee schedule is probably warranted and should be developed for consideration at an upcoming Operating Committee meeting.

**Storm Damage Update** – Chief Frink informed the committee that the district received \$11,959.41 in insurance proceeds to repair storm damage to Station 1’s cupola, ceiling tiles and insulation. Chief Frink also informed the committee that the district received \$3,577 in federal aid to cover fuel expenses incurred by the department from pumping out basements during that past year’s record flooding.

**2011 Operating Committee Meeting Schedule** – District Clerk S. White provided the committee with a proposed meeting schedule. After a discussion period some minor changes were made to the presented schedule.

*A motion was made seconded and so voted to approve the 2011 Operating Committee Meeting Schedule as amended.*

**Public Comments** – There were no public comments received at the meeting.

*A motion was made seconded and so voted to adjourn the meeting at 7:45 PM.*

Meeting adjourned at 7:45pm

Respectfully Submitted;

Steve White, District Clerk