

# **Dunn's Corners Fire District**

1 Langworthy Road  
Westerly, RI 02891

## **Minutes Operating Committee Meeting January 10, 2011**

The Dunn's Corners Fire District Operating Committee (OC) convened on Monday January 10, 2011, at 7:00 PM, in Fire Station #1.

Attendees were comprised of OC members Jonathan Schreier, Bob Delaney, Dan Schilke, Chief Mike Frink, Matt Thomsen and Ken Martin. A quorum was present. District Clerk Steve White, 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 December 13, 2010 Operating Committee meeting minutes as presented.*

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

**2009-2010 CPA Audit** – The Operating Committee noted that the auditors are waiting on one document from the district's attorney to complete the final version of 2009-2010 audit. A copy of the audit will be posted to the district's website when the final copy is received. .

**2009-2010 Department "Agreed Upon Procedures Audit"**- The Operating Committee reviewed the 2009-2010 "Agreed Upon Procedures Audit" which examined the department's checking account and bill paying process. The committee charged the Chief to work with the department's treasurer to draft the management responses to the audit.

**Treasurer's Report** – The Treasurer provided the committee with the December 2010 financial statements. The committee had questions on how the receivables portion of the balance sheet tied back to the tax assessors report. The committee will follow up on the subject with the Treasurer at the February meeting.

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

**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. The committee will request a detailed listing of delinquent accounts from the Tax Assessor prior to the February Operating Committee meeting.

**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 Rental Fees** – Grange Manager D. MacManus reviewed the current fee schedule with the committee and discussed the potential for revisions. The committee tasked D. MacManus to work on recommendations to present to the committee. It was noted that any changes would need to be approved by the taxpayers at the annual meeting.

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

**Oil Tank Insurance Review** – The Chief informed the committee that he is reviewing the costs and benefits of certifying the underground oil tank for insurance versus filling in the underground tank with sand and installing an above ground tank or converting completely to gas.

### **Other Business**

**Station 1 Parking Lot** – Chief Frink reported to the committee that there are no longer any unrelated third parties using the Station 1 Parking lot for employee parking.

**Defined Contribution Plans** – Chief Frink discussed how some of the other area departments are either providing or looking into defined benefit or defined contribution programs for their volunteers. The committee agreed to allow the Chief to continue his research into defined contribution programs designed for volunteers.

**Parking and Walkway Plowing** – Committee member B. Delaney commended the Chief for the fine job the department has been doing keeping the Station 1 parking lot and walkways clear of snow

**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