

Dunn's Corners Fire District

1 Langworthy Road
Westerly, RI 02891

Minutes Operating Committee Meeting May 9, 2011

The Dunn's Corners Fire District Operating Committee (OC) convened on Monday May 9, 2011, at 7:00 PM, in Fire Station #2.

Attendees were comprised of OC members Dan Schilke, Bob Delaney, Matt Thomsen and Chief Mike Frink. Jonathan Schreier and Ken Martin were excused. A quorum was present. Additional attendees included District Clerk Steve White and Grange manager Deb MacManus.

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

Agenda Items

Grange Tour – The Operating Committee was given a tour of the Grange facility and the work that has been done to upgrade the building to date. The committee inspected the kitchen area and discussed possible options to improve that area of the building.

Station 2 Tour - The Operating Committee also toured Station 2 and viewed the exhaust removal system that will be similar to the one proposed for Station 1 in the 2011/2012 budget.

Previous Meeting Minutes - *A motion was made seconded and so voted to approve the April 18, 2011 Meeting Minutes.*

Next Operating Committee Meeting - The next meeting of the Operating Committee is scheduled for Monday June 13, 2011 at 7:00 PM in Station 1.

Financial Statements – The committee will review the April and May financial statements at the June meeting.

Tax Collections – The committee will move ahead as quickly as possible to set up a link from the District website to property tax records, per the Tax Assessor's draft. Once it has been verified that the information on that link is accurate, the District will move forward with notices in the newspaper that DCFD will be initiating tax sales on those properties where taxes have been unpaid for two years or more.

Grange Building Maintenance and Repairs – The Chief will review the current budget to determine if there is money for a new slop sink for the kitchen.

Budget Discussion – The committee reviewed and discussed potential 2011/2012 budget expenses which included the following items;

- Bringing the fire alarm system for Station 1 up to code approximately \$17,000.
- Installing an exhaust removal system in Station 1 for the health and safety of the members, approximately \$46,000.
- A new LED sign for Station 1 to advertise notices and messages, amount being researched.
- Revision of a new fire fighter incentive program similar to the one used by Hope Valley Fire Department, amount to be determined.
- Grange Septic System replacement in order to meet Charlestown ordinances approximately \$90,000.
- The replacement of the Old Engine 7 with a Ford F250 or equivalent for plowing and firefighter transportation.
- The potential for charging fees for hazmat and motor vehicle collision calls based on the RI Fire Chief Officials standards.
- The addition of a part time administrative assistant primarily paid for by moving the majority of the tax collection and some of bookkeeping functions over to the new position. This will also allow for the district hiring a bookkeeping firm to bring the district's financial statements up to GAAP standards.

The committee will be presented with a complete draft 2011/2012 budget for discussion and action in June.

Other Business

RISE Program – The Chief presented an energy efficiency study conducted by RISE. The study concluded that if the District made one time investments in Station 1 of \$3,592.00, Station 2 of \$1,200.00 and the Grange of \$747.00 in more energy efficient lighting the District would save \$4,000.00 annually on energy expenses for Station 1, \$900.00 annually on Station 2 and \$579.00 annually on the Grange.

A motion was made seconded and so voted that if funds in the budget were available for the Chief to move forward with the RISE recommendations.

Sale of Engine 7

A motion was made seconded and so voted to allow the Chief to sell the Old Engine 7 to another fire department for approximately \$8,500.00.

Public Comments - There were no public comments.

Meeting adjourned at 9:15 pm

Respectfully Submitted;

Steve White
District Clerk