

Dunn's Corners Fire District

1 Langworthy Road

Westerly, RI 02891

Minutes

Operating Committee Meeting

October 17, 2011

The Dunn's Corners Fire District Operating Committee (OC) convened on Monday October 17, 2011, at 7:00 PM, in Fire Station #1.

Attendees were comprised of OC members Bob Delaney, Tom Algieri, Chief Mike Frink, Ken Martin and Jonathan Schreier. Matt Thomsen was excused. A quorum was present.

Additional attendees included District Clerk Steve White, Bookkeeper Brona Haggerty, and Grange Manager Deb Macmanus.

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

Agenda Items

Moderator – In the absence of district moderator Matt Thomsen the committee appointed Ken Martin as acting moderator for the meeting.

Previous Meeting Minutes - *A motion was made seconded and so voted to approve the September 12, 2011 meeting minutes.*

Next Operating Committee Meeting - The next meeting of the Operating Committee meeting will be held at Station 1 on November 14, 2011 at 7:00 pm.

Financial Statements – The Committee reviewed the financial statements for the period of June 2011 through September 2011. The Committee discussed future changes to the financial statements to include posting tax billing income as a receivable. It is currently handled on a cash basis. The Committee suggested depreciating capital purchases in order to provide a better picture of the value of the District's assets.

Delinquent Account Review – The review of the collection of past due accounts was tabled until the November meeting.

Chief's Report – The Chief informed the committee that the multipurpose service vehicle approved at the Annual Meeting should be in by the end of November, the fire alarm system at Station 1 has been upgraded and is now up to code and that he is waiting on a quote to replace the failed generator at Station 1. The Chief also informed the Committee that Station 1's exhaust system has been ordered and the installation should be completed by year end.

The Chief asked for and received the committee's approval to continue with the BJ's Wholesale Club program for the members of the department.

A motion was made seconded and so voted to approve the Chief's report.

Other Business

Bookkeeping Position – The committee asked Brona is she would be willing to stay on in the bookkeeping position at least until the transition of duties to the new staffing structure with the administrative assistant and separate Treasurer's roles are more clearly defined.

Bradford Fire District Taxpayer Request – The district received a letter from a taxpayer of the Bradford Fire District inquiring if DCFD would redraw the lines of its district to include her neighborhood which abuts the DCFD. The moderator has contacted the individual to inform them that it would be a legislative matter. The committee decided not to take any further action on this matter.

Chief's Salary Increase – *A motion was made seconded and so voted to approve the recommendation made at the executive session of the Operating Committee held on September 12th to increase the Chief's salary by 5% as approved by the taxpayers at the 2010/2011 Annual Meeting.*

It was noted that it has been several years since the Chief received his last increase.

VFIS Property and Casualty Insurance – The Chief went over the property and casualty insurance bill with the committee with the primary topic of conversation centering on the insured value of Engine 4 which is estimated to be \$130,000.

Grange Maintenance – The committee was informed that the septic system report has been submitted to the Moderator. Running water and a slop sink will be addressed as part of the new septic system project.

Deb Macmanus and Jon Schreier reported to the committee that the doors of the Grange were all being rekeyed to make them all the same, the HVAC was still under review, and the dead bolts have been removed from the exit doors. They also reported to the committee the cost to replace the stair treads would be approximately \$68.00 to \$114.00 per tread. There was additional discussion about adding motion lighting to the stairway for safety reasons.

Old Business

501c3 Status – There was further discussion on determining the tax exempt charitable status of the department. The committee will refer the matter to legal counsel for resolution.

Public Comments - There were no public comments.

Meeting adjourned at 8:15 pm

Respectfully Submitted,

Steve White
District Clerk