

Dunn's Corners Fire District

1 Langworthy Road

Westerly, RI 02891

Minutes

Operating Committee Meeting

December 12, 2011

The Dunn's Corners Fire District Operating Committee (OC) convened on Monday December 12, 2011, at 7:00 PM, in Fire Station #1.

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

Additional attendees included District Clerk Steve White and Administrative Assistant Mary Rathbun.

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

Agenda Items

Previous Meeting Minutes - *A motion was made seconded and so voted to approve the November 14, 2011 meeting minutes.*

Next Operating Committee Meeting - The next meeting of the Operating Committee meeting will be held at Station 1 on January 23, 2012 at 7:00 pm.

Financial Statements – The Committee reviewed the financial statements for the period of June 2011 through November 2011. The committee reviewed the reports provided by the new bookkeeper and was satisfied that the reports looked in good order and were reconciled. The committee discussed a new budget review format and having the auditors review the books as part of the bookkeeping transition.

Delinquent Account Review – The Treasurer reviewed the collection steps to date which included the following items;

Steps completed to date:

- Reviewed delinquent accounts valued at \$500.00 or higher.
- Published notice in the Westerly Sun on 12/4 that the process to bring delinquent accounts current was starting and that 12/15/11 is the date to pay by or get on a payment plan by to avoid tax sale process costs.
- Worked on a list of local financial institutions to give notice to of accounts that fall into the tax sale category.
- Arranged for delinquent notices to be sent to all past due taxpayers and had a copy of the Published notice included in the mailing to those 2 or more years past due.
- Contacted a referred tax sale specialist and received a quote for process costs to be reviewed at the Dec. operating committee meeting
- Checked 4 references supplied by the tax sale specialist - all were positive.

- Received names of 4 local OPAL users so that we have a user group to confer with when a question arise since there isn't a proper procedural manual from the former tax collector that can be relied upon.
- Developed form letter to be sent to attorney's who have handled foreclosures but not paid our district tax as part of the process.

A motion was made seconded and so voted to approve hiring RI Tax Titles LLC to manage the tax sales process for the collection of past due taxes.

Chief's Report – Chief Frink provided a written report to the moderator for review at the meeting. The report included the following;

- The replacement generator has been ordered with expected installation in January.
- A new bookkeeper Deanna Chiaradio has been hired.
- A review of NFA 1500 requirements health and safety guidelines. The guidelines are going to be become law for both paid and volunteer departments. (the code requires a safety officer and special documentation rules and retention)
- The new multipurpose truck should be available prior to year end.

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

Tax Assessor Status - Tax Assessor Ken Swain tender his resignation in writing from the position of Tax Assessor of the DCFD. The committee accepted the resignation of Ken Swain. The Operating Committee plans on having the Tax Assessor matter resolved by its April meeting.

CPA Audit – The Committee reviewed the audited financial statements and management letter. The committee will being meeting with the District's auditors Gothie, Hoyt and Filippetti to review the audit results at the January Operating Committee meeting.

Other Business

Grange Maintenance

Dan Schilke reviewed the status of tying the Grange's waste water into Station 2's septic system. Dan informed the committee that the separate lots have to be combined into one per state requirement. The septic system project has come in at just under \$10,000.00.

John Schreier discussed putting a railing around the ramp and he believes that he has located the electrical problems with the lights and that a toilet may and need to be repaired.

Investment Policy Review

The Treasurer reviewed a conservative investment policy which will allow the district to earn a better rate of return while safeguarding principal.

Signage – Committee members’ Tom Algieri, Bob Delaney and Chief Mike Frink will be working with the town to try and secure approval for a digital sign for Station 1 which would allow for the placement of public service messages.

Public Comments - There were no public comments.

Meeting adjourned at 8:40 pm
Respectfully Submitted,

Steve White
District Clerk