

# **Dunn's Corners Fire District**

1 Langworthy Road

Westerly, RI 02891

## **Minutes**

### **Operating Committee Meeting**

**January 23, 2012**

The Dunn's Corners Fire District Operating Committee (OC) convened on Monday January 23, 2012, at 7:00 PM, in Fire Station #1.

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

Additional attendees included District Clerk Steve White, Grange Manager D. MacManus, bookkeeper D. Chiaradio and from the Accounting Firm of Gothie, Hoyt and Filippetti Jason Cote and Paul Filippetti.

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

#### **Agenda Items**

**Audit Review** – Jason Cote of Gothie, Hoyt and Filippetti reviewed the audited financial statements and management letter for fiscal year 2010/2011 received by the Operating Committee in October 2011. The financial statements showed fiscal year end net assets of \$1.54 million and an operating surplus of \$91,719.

The clerk will codify the Operating Committee's formal responses to the management letter prior to the next Operating Committee meeting.

The audited financial statements will be posted to the district's website as soon as the final copy is published.

*A motion was made seconded and so voted to formally accept the audited financial statements which were received by the Operating Committee on October 21, 2011.*

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

**Next Operating Committee Meeting** - The next meeting of the Operating Committee meeting will be held at Station 1 on February 27, 2012 at 7:00 pm.

**Financial Statements** – The Committee reviewed the financial statements for the period of June 2011 through December 2011. The committee reviewed the reports provided by the bookkeeper and was satisfied that the reports looked in good order and were reconciled. It was reported that the 1099 project will be completed on time.

**Delinquent Account Review** – The Treasurer reviewed the collection steps and informed the committee that after all the proper notifications are sent and published a tax sale will be held on April 16, 2012 at Station 1.

*A motion was made seconded and so voted to name the Treasurer B. Delaney as the District's Tax Collector for the remainder of the fiscal year.*

### **Treasurer's Report -**

The Treasurer discussed options to allow the district to gain a better rate of return on its bank deposits or save money by paying down debt. The committee asked the clerk to follow up with the district's auditors as to what is considered to be the usual and customary cash reserves on hand before committing district funds to longer term bank deposits or paying down district debt.

The Treasurer provided the committee with a proposal for review and action at a future Operating Committee meeting to allow for the payment of the district's fire tax online.

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

- The old generator was sold for \$150.00. The new generator is on the pad with final installation to occur by month end January.
- A \$1,000.00 donation to the department was made payable to the district.
- The new squad truck is in the apparatus and will be available for emergency service by mid February.
- The district is currently soliciting quotes from fence installers.
- A letter was received by the Chief inquiring on the District's bidding process for goods and services.
- A contract was signed with Effluent Technologies to maintain the septic system at the Grange.
- The report informed the committee that the NFA1500 health and safety guidelines are going to become law however it appears that a Volunteer Department exemption will be part of the legislation.

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

The committee will review with the Chief the districts bid process at the February Operating Committee meeting.

**Authorized Signers** – *A motion was made seconded and so voted to name Robert Delaney, Jon Schreier and Stephen White as the authorized signers on the District's bank accounts.*

### **Grange Maintenance**

Jon Schreier discussed the initial concepts and the development of a plan to provide a bathroom on the first floor of the Grande to accommodate individuals with disabilities. He also discussed that the old kitchen equipment will be sold as scrap and that running water and refrigeration will be part of the updated kitchen area.

D. Macmanus requested that the Operating Committee look into installing a drinking water fountain on the site. Currently there is no potable water available on the site.

### **Other Business**

The Committee reviewed the implication of a proposed new RV park and to whether or not RV sites should and or can be taxed for fire protection services. Moderator M. Thomsen will research the matter and report back to the committee.

Discussion was held on possibly proposing at the next annual meeting raising the minimum tax amount from \$5.00 to \$25.00.

**Public Comments** – A public comment was made in regards to the district forming an audit committee. The Operating Committee agreed to research the possibility.

Meeting adjourned at 8:50 pm  
Respectfully Submitted,

Steve White  
District Clerk