

Dunn's Corners Fire District

1 Langworthy Road

Westerly, RI 02891

Minutes

Operating Committee Meeting

January 14, 2013

The Dunn's Corners Fire District Operating Committee (OC) convened on Monday January 14, 2013 at 7:00 PM, in Fire Station #1.

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

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

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 19, 2012 meeting minutes with a correction on page 2 paragraph 9 changing "Association of Fire Fighters" to "Association of Fire Chiefs".*

Next Operating Committee Meeting - The next meeting of the Operating Committee is scheduled for Monday February 11, 2013 at 7:00 PM in Station 1.

Financial Statements – The committee received, reviewed and accepted the financial statements for the reporting period June 2012 through December 2012. The committee discussed future changes to the financials which will include accumulated depreciation. The committee reviewed and discussed year to date revenues to budget and the outstanding receivables (i.e. past due taxes).

Tax Collector – Administrative Assistant Mary Rathbun brought the committee up to date on the delinquent tax bills. Currently there are 150 accounts with outstanding taxes balances of \$24,000 in the tax sale category. Tax Assessor/Collector Diane Nardone will take the lead representing the District in the tax sale process.

M. Rathbun and Treasurer B. Delaney reviewed the fee schedule and work schedule provided by Country Title, LLC. The schedule calls for the process to begin with notifications starting on January 29, 2013 and proceeding through the legal steps which will conclude with a tax sale being held on May 8, 2013. The Treasurer also noted that hours spent by DCFD personnel on the tax sale will be reimbursed at the sale.

A motion was made, seconded and so voted to retain the services of Country Title, LLC and proceed with the Tax Sale schedule as presented.

The committee approved the request for the abatement of taxes for a disabled veteran as allowed by law.

The committee let stand the previously approved response letter to J. Piezzo of Shore Road and requested it be mailed to his address.

Annual Audit - The committee reviewed and discussed the draft of the 2011-2012 fiscal audit conducted by Gothie, Hoyt, Filippetti and Malaghan.

The committee focused on the matter pertaining as to whether or not the fire fighter incentive program should be reported as W2 or 1099 income and will continue to research the matter and its implications. The committee agreed to resolve the matter of the Department's 501c3 status as part of the remediation of the audit's management letter items.

The annual audit exit meeting with the CPAs will be scheduled as part of February's Operating Committee meeting.

The three audit contract with G,H,F&M is complete. The committee will be putting a new 3 year audit contract out to bid.

Pension Plan – *A motion was made seconded and so voted to replace Dan Schilke as an Authorized Employer Representative and Trustee with Matt Thomsen and to replace Brona Haggerty with Mary Rathbun as the Primary Contact of the Dunn's Corners Fire District 401(K) P/S Plan.*

Chief's Report –The Chief's written report was presented by Moderator Thomsen. The report provided the committee with an update on the following items;

- The upgrades to Tanker 1 are complete
- An agreement has been signed with Lawrence Associates to begin preliminary work on the Station 1 renovation plans.
- The cost to resolve issues relating to the generator is approximately \$800.00
- The cost to replace the failed furnace at Station 2 will be covered by insurance. The station currently runs on two furnaces and there is concern that the second one will fail. Chief recommends that the committee replace both units with a single better quality unit, cost approximately \$6,800.00 greater than the insurance reimbursement.
- The District will receive 75% of the requested \$5,670.15 (\$4,252.50) from FEMA for Sandy related expenses.
- The Chief requested that the committee approve \$5,250.00 for incentives for the volunteers to recognize their efforts during Sandy.
- The RIACF has been awarded a \$947,000 grant for volunteer recruitment. Hopefully the District will be able to tap into some of these funds in the future.

- Currently only one individual who responded that they me be interested in volunteer fire fighting has come to a Wednesday meeting to gather more information.
- The Chief explained that the replacement equipment expense is over budget by \$4,892.00 due to an overpayment and that a refund is forth coming.

A motion was made, seconded and so voted to accept the Chief's report and authorize the recommended expenditures contained within.

Old Business

Bradford Fire District – There was no update at this meeting.

Public Comments

There were no public comments.

Meeting adjourned at 8:20 pm
Respectfully Submitted,

Steve White
District Clerk