

Dunn's Corners Fire District

1 Langworthy Road

Westerly, RI 02891

Minutes

Operating Committee Meeting

June 26, 2013

The Dunn's Corners Fire District Operating Committee (OC) convened on Wednesday June 26, 2013 at 7:00 PM, in Fire Station #1.

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

Additional attendees: There were no additional attendees. In the absence of District Clerk Steve White both the Moderator and Treasurer took the meeting minutes.

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 June 10, 2013 meeting minutes with the following changes:*

- *"The Chief to be listed as volunteering for the Charter Review Committee"*
- *"That the OC had approved the District Bookkeeper be given on line "view access only" to the District's bank accounts."*
- *"Under Financial Statements section change 2013 to 2012 after June in the first line."*

A motion was made seconded and so voted to approve the June 10, 2013 Minutes as revised.

Next Operating Committee Meeting - The next meeting of the Operating Committee is scheduled for Monday July 15th at 7:00 pm.

Financial Statements – The Chief pointed out corrections to the statement from the prior meeting. He pointed out that he has yet to receive an invoice for equipment that was budgeted at \$9,600. He stated it was expected soon. Also, the District has changed its phone/internet service from Sprint to Verizon and the difference needs to be shown. Overall the District is very close to budget for the year.

Rebate of Tax Sale Proceeds Request – The Moderator will be addressing the matter for Kenneth Johnson.

July 17, 2013 Annual Meeting Agenda - The Moderator stated that except for the addition of the swearing in of line officers, this year's agenda would parallel last year's. The Moderator will continue to work with the Chief and the Clerk to finalize the agenda. Drafts of the proposed agenda will be emailed to other OC members for review and comment. The Chief is working on the list of resolutions required. Ballots will be available if needed for votes taken relative to OC positions.

2013-2014 Budget - The Chief handed out the latest draft budget developed with the Board of Engineers, administrative staff and district officers. He went over every line item of the operating budget. All agreed that the Chief had done a nice job with keeping expenses down and presenting an almost a flat operating budget.

The Chief began discussion of the capital budget with the purchase of a new truck to replace Engine 4. The estimated purchase price is \$600,000, of which roughly \$540,000 will be financed. The Committee agreed that the truck was needed. It was noted that equipping the truck for automobile extractions and medical treatment did not add more to the cost of the truck, as compared to merely replacing Engine 4 as it is presently equipped. The issue as to whether automobile extractions and medical treatment is within the corporate mission of the Department or the District will be investigated, but all agreed with the Chief that this step has to be taken to protect people who are in car accidents, whether within our mission or not. In all, the present members support the purchase of the new truck as was presented at the June 10, 2013 meeting.

The Chief then began discussion of the renovation of Station 1. The most recent cost to do so, according to current plans, was \$570,000. The Chief noted that the cost estimation went up because sprinkling the firehouse added roughly \$90,000 to the estimate. There was much discussion about the renovation, what parts of the renovation are really necessary and which parts may not be so necessary and the cost. The committee agreed that more work is required on the proposed renovation before it can be presented to the taxpayers. The Chief stated he would continue working with the designer and the Committee and would remove the renovation as a capital improvement item from the 2013-2014 budget.

The Chief will continue to review the 2013-2014 budget and make changes. He will forward any changes to the OC for review and comment. It was agreed that the OC would meet on Monday, July 15, 2013 at 7 pm to vote on the final 2013-2014 budget in anticipation of the July 17, 2013 Annual Meeting.

The moderator will work on trying to get a press release out to the local paper in hope that more District voters will attend this year's annual meeting and cast their votes.

Other Business:

Pending State Legislation - The Chief updated the Committee on recent legislation regarding annual limits on fire district budgets which he and the Committee have been monitoring over the past several months. The Chief stated the Southern League decided not to comment on the legislation. Some discussion took place on how this new legislation would impact the budget process and the Charter Revision Committee was asked to look into it to see if this might impact our budget year, etc.

CPA Audit - The timing of when the annual audit of the District's finances is performed was discussed. The committee agreed that it would be better for the District if the Audit took place early in the fall instead of late spring. The financial numbers for the immediate past financial year are readily available. It was decided to ask the Clerk to approach the accountants to see if this can be done.

Minimum Tax Credits - The remitting of the 2012-2013 minimum taxes to those taxpayers affected were discussed. The Committee agreed to use these taxes as credits against future taxes and to ask the contractor to see if they can do it for us and at what cost.

Public Information Requests - Chief Frink and Deputy Chief Algieri gave an update on the latest public information regulations from information gathered at a recent Southern League meeting. It is believed the District has complied thus far with the regulations. As an enhancement to the process a formal request form has been developed to better track that the district is meeting applicable timelines. District officers are not required to respond to questions posed, the law relates to documents that are public information.

Grange Upgrades – The Grange upgrades are close to completion. A sign will be posted stating that the facility is owned by the Dunn's Corners Fire District.

Public Comments

There were no public comments at this meeting.

Meeting adjourned at 8:32 pm

Respectfully Submitted for Moderator Matt Thomsen and Treasurer Bob Delaney,

Steve White
District Clerk