

# **Dunn's Corners Fire District**

1 Langworthy Rd  
Westerly, RI 02891

## **Minutes Operating Committee Meeting April 11, 2017**

The Dunn's Corners Fire District Operating Committee (OC) convened on Tuesday, April 11, 2017 at 6:30p.m. at Station #1.

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

Additional Attendee(s): Deputy Chief Carl Johnson and District Clerk Steve White.

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

### **Agenda Items:**

**Pledge of Allegiance** - The meeting started at 6:30pm with the Pledge of Allegiance.

**Previous Meeting Minutes** – *A motion was made seconded and so voted to approve the March 7, 2017 and March 20, 2017 meeting minutes as presented.*

**Next OC Meeting** – The next OC meeting is scheduled to take place at Station #1 on Monday April 17, 2017 at 6:30 p.m.

**Friends of the Quinnie Grange (FOTQG)** – Ron Meneo on behalf of the FOTQG provided a verbal and written report to the Committee.

The report noted the following:

Grange revenues to date for the fiscal year ending May 31, 2017 equals \$6,183 which exceeds the five year average by \$2,354 and will allow the DCFD to recoup 50% of the funds budgeted for Grange facility support.

The sewer repair is complete except for the replacement of tile in the kitchen. This will be completed as part of the kitchen renovation. The plans to convert to a catering kitchen are still pending.

The Men's bathroom renovations are complete except for some minor painting.

The heating system had multiple issues. It was recommended that the heating system be placed under a maintenance contract. FOTQG plans to move forward with a maintenance contract for annual inspections. Repairs totaling \$788.20 have been made to the system to resolve the no

heat situation in the lower level of the Grange. Preventive and deferred recommended maintenance costs are expected to be; cleaning the heat exchangers \$370; replacing igniters and sensors \$581.50; and the purchase of back up parts \$256.50.

A plan is being developed to upgrade the sound and projection capability on the main level and quotes are being obtained by qualified contractors.

The FOTQG requested that the sublease which was provided to the Committee for review at the March 15<sup>th</sup> 2017 meeting be approved.

*A motion was made seconded and so voted to approve the sublease.*

A 70<sup>th</sup> Anniversary Celebration of the Quonnie Grange is being scheduled for the evening of July 8<sup>th</sup>. The FOTQG extended an invitation to the Operating Committee.

The FOTQG offered a big “thank you” to outgoing Chief Mike Frink for his patience, help and support and wished him much success and happiness in the future.

**Treasurer’s Report** - The Treasurer noted that the financial statements show that the District is tracking well to budget.

He informed the Committee that the tax sale is scheduled for the end of April and the he expects 14 tax liens will be up for bid. He noted that because of the tax sale the tax collection rate for the current fiscal year is expected to come in at around 103%. He also informed the Committee that the interest rate on the Tower Truck has moved up and that he will investigate other financing options.

*A motion was made, seconded and so voted to accept the Treasurer’s report.*

**Chief’s Report** - The Chief thanked Deputy Chief Kenyon for filling in while the Chief was on leave.

The chief informed the Committee that all inspections are up to date; the Department responded to 40 calls for the month of March 18 Fire, 22 EMS and that 24 residential inspections and 8 plan reviews were conducted.

He also informed the Committee his last official day as Chief would be April 26, 2017.

The Chief provided the Committee with a draft budget for 2017-2018 of \$983,357 and increase of \$23,308 over the previous year’s budget. Items still to be worked on through the budget include the SCBA replacements and Station 1 building improvements.

The Chief thanked Mary Rathbun the District’s Office Manager for all of her support and efforts during the years they worked together,

A motion was made, seconded and so voted to accept the Chiefs report.

**Full Time Firefighter/Fire Marshall** – The Chief provided the Committee with a position description for a full time Firefighter/Fire Marshall approved by the Board of Engineers (BOE). The BOE believes that it is important the District fill the position quickly in order to ensure smooth continuation of service. It was noted that it was important to have a candidate who could perform Fire Marshall duties.

*A motion was made, seconded and so voted to approve the full time Firefighter/Fire Marshall position with the requirement that the candidate have the requisite Fire Marshall Certifications.*

**Incentive Program Tax Withholding** – The committee continued its previous discussions as to whether or not handle incentive pay as W2 income.

Chief Frink noted that 90% of the area departments use W2s and that IRS guidelines state that W2s should be used. He also noted that based on IRS guidelines most members would not lose their volunteer status. He suggested moving forward with the members' request to move to W2 processing for incentive payouts.

The Treasurer voiced his concerns regarding state labor statutes and the correspondence received from the State regarding minimum wage and hour considerations.

The Committee agreed to follow the March meeting motion to allow for incentives to be paid and reported on W2s. The first incentives will be paid no later than April 15<sup>th</sup>.

There was also discussion held on hiring a labor attorney to answer questions for the Committee and the Department's Members.

*A motion was made, seconded and so voted to move forward with hiring a labor attorney to answer questions for the District and the Members.*

**Other Business** – The Committee accepted member Jon Schreier's resignation from the Committee with regret.

**Beach Drop Off Zones** – The Moderator informed the Committee that the Town was looking to allow for beach area drop off zones and may be contacting the local departments for feedback as to whether or not it could create a problem for emergency vehicles.

**Correspondence** – Town of Charlestown Canada Goose 2017 Management Program Registration and Authorization notice.

**Public Comments:**

Tax payer James Angelo asked two questions: Has the Committee adopted the State's Home Rule statute for future Charter revisions? What is the definition of a volunteer?

Moderator Thomsen stated he would get back to Mr. Angelo.

**Executive Committee** – The meeting was adjourned at 7:50pm to go into executive session to discuss matters pertaining to District personnel.

The meeting reconvened at 8:10pm

Meeting adjourned at 8:11pm.

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Steve White - District Clerk