

Dunn's Corners Fire District

1 Langworthy Rd
Westerly, RI 02891

Minutes Operating Committee Meeting July 7, 2015

The Dunn's Corners Fire District Operating Committee (OC) convened on Tuesday, July 7, 2015 at 6:00 p.m. at Station #1.

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

Additional Attendees: District Clerk Steve White and Grange manager Debra McManus

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

Agenda Items:

Pledge of Allegiance - The meeting started at 6:00 PM with the Pledge of Allegiance.

Previous meeting minutes – *A motion was made seconded and so voted to approve the June 22, 2015 Operating Committee meeting minutes.*

Next OC Meeting – The next OC meeting will take place at Station #1 on Tuesday July 14, 2015 at 6:00 p.m.

Grange Manager Recognition – The committee recognized Grange manager Deb McManus for her efforts managing and supporting the Grange building for the DCFD community. Moderator Thomsen presented a gift of appreciation, which had been approved at a previous Operating Committee meeting.

Draft Budget 2015-2016 – The committee reviewed the draft budget developed by the Chief and the Board of Engineers for fiscal year 2015-2016 of \$945,234.00 which is an increase of 5.45% over the previous year with many of the capital items requested to be funded by the \$183,000 in proceeds received from the sale of Engine 2.

The committee reviewed the need for an increase of \$5,000 to the annual discretionary grant given from the district to the department on an annual basis. The Chief noted that the cost of events to support the morale of the members has been increasing. Additionally, committee member Algiere noted that there had not been an increase in that line item in at least 10 years. Other committee members voiced their concern over that amount of an increase occurring over a one year budget cycle. After considerable debate Treasurer Delaney offered the following motion;

A motion was made, seconded and so voted by a vote of 4 to 2 with members Frink and Algieri voting against the motion to increase the grant awarded the department by \$2,600 bringing the total line item in the budget to \$13,000 for fiscal year 2015/2016.

The Committee reviewed the line item for Duty Weekends with the Chief. After the discussion period the Committee was not prepared to move forward with the line item but wanted the amount of \$10,000 to be held in a line item entitled "Leadership Incentives" which the Committee may use in up coming contract negotiations with the Chief as well as for potential Officer incentives.

Executive Session - The Committee went into Executive Session at 7:05 to discuss employee salaries and job performance as they pertained to personnel expense increases in the budget. The Committee resumed its regular meeting at 7:35.

A motion was made seconded and so voted to recommend the draft budget as amended for approval to the Tax payers at the 2015 Annual Meeting.

Draft Resolutions – The Committee reviewed and discussed the following resolutions to be presented to the taxpayers at the 2015 Annual Meeting.

Wired Alarm System Replacement - Resolved to use \$110,000 from the Equipment Restricted Fund to update the existing fire alarm monitoring system from wired to wireless.

Wireless Radio Alarm Boxes - Resolved to use \$76,000 (38 units at \$2000.00 per unit) from the General Fund to purchase wireless radio alarm boxes to replace the wired alarm boxes currently being used in the District. Each user will be given a period of three years to reimburse the District for the cost of the new box. Installation not included.

Repeater Site Installation - Resolved to use up to \$18,000 from the proceeds of the sale of Engine 2 credited to the unrestricted General fund to install a new repeater site to provide for better communications within the District.

Bay Doors Repair and Replacement - Resolved to use up to \$35,000 from the proceeds of the sale of Engine 2 credited to the unrestricted General fund to replace and repair the Bay doors and associated equipment at Station 1.

Pond Boat Purchase - Resolved to use up to \$25,000 from the proceeds of the sale of Engine 2 credited to the unrestricted General fund for the purchase of a pond boat.

Pay down on Station 2 Loan - Resolved to leave it to the OC's discretion to pay down up to \$35,000 on the principal owed on the Station 2 loan from the proceeds of the sale of Engine 2 credited to the unrestricted General fund.

Phone System - Resolved to use up to \$10,000 from the proceeds of the sale of Engine 2 credited to the unrestricted General fund to replace the District's phone system.

Training Fund – Resolved that \$5,000 in unused training funds in the fiscal 2014/2015 budget be carried over into the 2015/2016 Training Fund.

Unrestricted General Fund Disbursement – Resolved that up to \$50,000 be disbursed from the unrestricted General Fund to pay for capital items and improvements within the 2015/2016 budget in order to maintain the same tax payer mil rate paid in the previous fiscal year of 43 cents.

Authority To Access Restricted Funds for Unanticipated Repairs - Resolved that the Operating Committee be given the authority to access the Restricted Truck Fund for up to \$10,000.00 to mitigate unanticipated truck repairs and the Restricted Equipment Fund for up to \$5,000.00 to mitigate unanticipated equipment repairs that may occur between Annual Meetings.

Ratification and Approval of Acts of Officers - Resolved that each and all of the resolutions, acts and proceedings of the District Officers, as shown by the records of the respective officers in carrying out and promoting the purposes, objects and interests of the Dunn's Corners Fire District, be and the same approved, ratified and hereby made the acts and deeds of the Dunn's Corners Fire District.

Authorization of Representation - Resolved that the moderator, or such person or persons as the Operating Committee or the Moderator shall designate, be and hereby are fully authorized and empowered to enter objections or legal actions on behalf of the Dunn's Corners Fire District in reference to any zoning matters, liquor licenses, legislative matters, or any other subject affecting the Dunn's Corners Fire District.

Tax Resolution - Resolved that the taxable inhabitants of said District qualified to vote on any proposition to impose tax, in District meeting legally assembled on the 15th day of July, A.D., 2015, hereby order the assessment and collection of a tax on the taxable inhabitants and property in the sum of not less than \$650,959 nor more than \$670,487 credited to. Said tax is for ordinary expenses of interest and charges, for the payment of interest and indebtedness in whole or in part of said District and for other purposes authorized by law. The Board of Assessors shall assess and apportion said tax on the inhabitants and ratable property of said District of the 31st day of December, 2014, at 12:00 o'clock Noon, according to law, and shall, on completion of said assessment, date, certify, and sign the same and deliver to and deposit the same in the office of the District Clerk on or before the 15th day of August, A.D. 2015. The District Clerk, on receipt of said assessment, shall forthwith make a copy of the same and deliver it to the District Treasurer, who shall forthwith issue and affix to said copy a warrant under his/her hand, directed to the Collector of Taxes of said District commanding him/her to proceed and collect said tax on the persons and estates liable therefore. Said tax shall be due and payable on and between the first day of September next and the 30th day of September, 2015, and all taxes remaining unpaid on said 30th day of September, A.D. 2015, shall carry, until collected, a penalty at the rate of twelve per centum (12%) per annum upon such unpaid tax. A \$2.00 handling fee will be imposed on reissued tax bills sent for collection purposes. No tax bill sent out shall be less than five and 00/100 (5.00) dollars.

Special Appropriation - Resolved that the Treasurer be directed to deposit in the Unrestricted General Fund Surplus the total of the unexpended appropriations as shown by the records of the Treasurer for the fiscal year 2014-2015, and all other monies collected during said fiscal year, but not otherwise appropriated. Provided, however, that prior to January 1, 2016, the Treasurer is authorized to use such portion of said sum of unexpended appropriations and other monies not otherwise appropriated as he or she deems necessary in anticipation of receipt of taxes assessed December 31, 2014.

Tax Anticipation Note - Resolved that the District Treasurer be and hereby is authorized and empowered during the current fiscal year of the District, commencing June 1, 2015, and ending May 31, 2016, to borrow such sum or sums of money as shall be necessary for the payment of the current liabilities and expenses of the District, but not to exceed in the whole the sum of Fifty thousand AND NO/100 (\$50,000) DOLLARS and to issue negotiable promissory note or notes of the District therefore, which shall be made payable not later than one (1) year from the respective date or dates thereof. Negotiable notes issued pursuant to the authority hereof shall be signed by the District Treasurer and countersigned by the District Clerk, and such countersignatures shall be conclusive evidence to all holders of such note or notes of the approval and consent of the District and the District Officers to the loan or loans evidenced thereby. All terms and conditions of said note or notes and the method of sale thereof not fixed herein or by the provisions of law or the charter of the District may be fixed by the District Treasurer. The District Treasurer is hereby authorized and empowered to renew any of said notes from time to time, but any such renewal note shall be due not later than one (1) year of the original note so renewed.

Other Business:

Contracting Districts – Moderator Thomsen discussed his conversations with the Shelter Harbor Fire District (SHFD) regarding the potential of formalizing a 5-year agreement for fire protection services. The Moderator discussed the Committee’s desire for tax rate equalization with the DCFD taxpayers for future contracts. SHFD discussed equalization over a period of five years while the committee discussed a three period to achieve equalization.

The committee agreed to move forward with the Shady Harbor agreement which charges an amount equivalent to that paid by the DCFD tax payers for fire protection services. The amount is slightly discounted to account for non-fire protection related services such as delinquent tax collection expenses, tax collection and audit services.

Station 2 Loan Refinancing – The Treasurer solicited three area financial institutions looking to save the district money by refinancing the note on Station 2. The Treasurer stated that he believed the best option to date was provided by Westerly Community Credit Union and it would save the district around \$13,000 over the 12 year life of the note. The committee authorized the treasurer to continue looking into the refinancing option.

Department Training – The Chief informed the committee that members Chris Wells and Jeff Thomas would be attending RI Firefighter Weekend Training Academy.

New Business - None

Correspondence – None

Public Comments - None

Meeting adjourned at 8:10.

Steve White District Clerk