

# **Dunn's Corners Fire District**

1 Langworthy Rd  
Westerly, RI 02891

## **Minutes Operating Committee Meeting June 14, 2016**

The Dunn's Corners Fire District Operating Committee (OC) convened on Tuesday, June 14, 2016 at 6:00 p.m. at Station #1.

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

Additional Attendees: District Clerk-Steve White.

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 minutes of May 10, 2016 and May 24, 2016 meetings.*

**Next OC Meeting** – The next OC meeting will take place at Station #1 on Tuesday June 28, 2016 at 6:00 p.m.

**Friends of the Quonochontaug Grange (FOTQG)** – No report.

**Treasurer's Report** - The Treasurer informed the committee that the financial statements appear to be in good order and tracking well to budget with the following notes; the Shelter Harbor Fire District payment did not post for several weeks due to vacations at the Station, the District is waiting on the semi-annual payment from the Shady Harbor Fire District, Maintenance for Engines and Pumps was over budget by \$8,860.88 due to repairs for Tower 5.

*A motion was made, seconded and so voted to accept the Treasurer's Report*

**Draft Budget 2016-2017** – The Chief presented an itemized draft budget developed with the Board of Engineers for the 2016-2017 fiscal year of \$947,333 an increase of \$3,361 over the previous year's budget. At the meeting the Committee added \$8,500 to the draft budget to the following line items, Chief's Salary & Benefits \$4,000 for flexibility in the upcoming negotiations on a contract for the Chief, Replacement Equipment \$4,000 for specialized equipment requested for EMS support, and a Tax Collector Salary increase of \$500.

The adjustments bring the draft 2016-2017 budget to \$955,833 which represents a 1.26% or \$11,861 increase over the previous year's budget.

*A motion was made, seconded and so voted to accept the 2016-2017 fiscal year Draft Budget as adjusted.*

**Draft Annual Meeting Resolutions** – The Committee reviewed the following draft resolutions to be presented at the Annual Meeting;

Chief's Vehicle - Resolved to use up to \$65,000 from the Truck Restricted Fund to replace Car 1.

Upgrades to Security and Information Systems for Stations 1 & 2 - Resolved to use up to \$10,000 from the unrestricted General fund to add additional cameras to improve security and new cat 6 cables to upgrade information system processing at both Stations 1 & 2.

Painting Station 1 - Resolved to use up to \$7,000 from the Buildings and Grounds restricted fund to paint the main entrance, meeting room and stairwells at Station 1.

Tank-less Hot Water Heater Station 2- Resolved to use up to \$6,000 for the unrestricted General Fund to install a tank-less hot water system at Station 2.

Funeral Fund – Resolved to establish a Restricted Funeral Fund to be used by the department for expenses related to the commemoration ceremonies of current and past members of the Dunn's Corners Fire Department.

Pay down on Station 2 Loan - Resolved to leave it to the OC's discretion to pay down up to \$25,000 on the principal owed on the Station 2 loan from the general fund.

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 20<sup>th</sup> day of July, A.D., 2016, hereby order the assessment and collection of a tax on the taxable inhabitants and property in the sum of not less than \$XXX,XXX nor more than \$XXX,XXX 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, 2015, 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. 2016. 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, 2016, and all taxes remaining unpaid on said 30th day of September, A.D. 2016, 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 2015-2016, and all other monies collected during said fiscal year, but not otherwise appropriated. Provided, however, that prior to January 1, 2017, 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, 2015.

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, 2016, and ending May 31, 2017, 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.

The Committee recommended increasing the *Painting Station 1* to \$9,000, modifying the Funeral Fund Resolution to state that it will be \$5,000 with the monies coming from the unused Leadership dollars from the 2015-2016 budget and to add a resolution to allow for \$5,000 of unused general funds to be used for adding exterior LED lighting to both Stations 1 and 2 for safety purposes.

It was noted that the Tax Resolution was incomplete pending receipt of the taxable property values for the District and Contracting Districts.

**Chief's Contract Status** – A draft of a proposed Employment Agreement was provided to the Operating Committee for review. The Committee is working to have an agreement in place by the end of August 2016. The Committee will discuss the agreement further at a meeting to be held on June 28, 2016.

**Chief's Report** – The Chief informed the Committee that Tower 5 has been repaired at a total cost of \$12,000.

He also updated the Committee on the following:

- The District received a \$3,000 in a 50/50 matching grant from DEM for wild-land gear.
- The RI Fire Chiefs' Association is watching 20 RI House and 18 Senate Bills. The 5 bills opposed by the association were either held for future study or no action was taken. Of the 23 the association supports 19 have been heard and have passed either the House and/or Senate, 1 is pending, 3 have no action and 1 is held for future study.

- The new radio alarm box letter to notify the District's covered businesses and been completed and the agreement is being finished up with the solicitor.
- The radio box filters have been added to dispatch.
- The total cost of the project was \$100,043.99
- Dave Parr has been contacted about the AFG grant for SCBA gear replacement. Unfortunately the request did not score high enough to receive an award. The District will reapply next year.
- The Chief will be attending the Fire Rescue Conference from August 16-21.
- The department responded to 67 calls in May, 43 medical, 24 fire; the fire marshals conducted 21 inspections and plan reviews for the month, 4 plan review(s), 16 residential, 0 commercial inspection(s), and 1 consultation.

Additionally, there was discussion about getting bids for paving a pass through area between the Randall Realtors parking lot and the Station 1 lot. Member T. Algieri stated he would check into some contractor options.

Member Tom Algieri commended the Chief for the time and effort he spent working on developing the 2016-2017 draft District Budget.

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

**Contracting District Contracts** – The Moderator provided Contracts to the Committee to review which included language which the Committee will not agree to.

Specifically, the Committee will not agree to Article II Section C paragraph 4 language capping annual increases to 5%. The Committee will not agree to any annual cap. Additionally, the Committee wants Article III Section C sentence one language “*or existing contract extended*” deleted from the agreement since the Central Beach Fire District is on a 6 month extension while their contract is being negotiated.

**Bradford Industrial Park** – The Committee reviewed the status of the litigation filed to resolve the matter of the DCFD being the first call responders to Bradford Industrial Park (BIP). The Chief discussed the meeting with Dispatch to resolve the matter. The Chief noted that BIP will be out of compliance with DCFD protocol when the new wireless alarm system project is complete and that if BIP does not install the proper equipment, calls from that facility should be routed to the nearest station.

**Charter Review Committee** – Tabled until further notice.

**Public Comments** – None

**Correspondence** - None

The meeting adjourned at 7:20 PM.

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Steve White District Clerk