

Dunn's Corners Fire District

1 Langworthy Road
Westerly, RI 02891

Minutes Annual Meeting July 16, 2008

1. Meeting called to order at 7:00 pm, Moderator John Merkel presiding.

Meeting was advertised in the Westerly Sun on Tuesday, July 8, 2008. Notice was posted at the Westerly Community Credit Union's Dunn's Corners Office; Dunn's Corners Market, Dunn's Corners Fire Station #1 on Langworthy Road, Dunn's Corners Mobile, Michael's Shell and Dunn's Corners Fire Station #2 on Post Road, Charlestown. The notice was posted on the district's website and the Rhode Island Secretary of State's eTown Crier site on July 3, 2008.

Pledge to the Flag of the United States of America was conducted.

There was a moment of silence observed for those who have passed on from families of members of the Dunn's Corners Fire Department.

The meeting call was read by District Clerk Steve White. Thirty-seven persons signed the attendance roster. A quorum was present.

2. Copies of the minutes of the 2007 annual meeting were printed and available for those in attendance. A motion was made seconded and so voted to dispense with the reading of the minutes.
3. Operating Committee Reports

Moderator John Merkel presented to the attendees an overview of the Operating Committee's activities, Financial Report and Operations Report.

Operating Committee Activities

Appointment of the following positions:

Treasurer:	Brona Haggerty
District Clerk:	Steve White
Tax Assessor:	Ken Swain
Grange Manager:	Matt Harris
Nominating Committee:	Ed Schilke

Karl Kenyon
Elaine Martin

The Committee has held discussions with the Coverage Fire Districts to address their concerns and develop a framework for the future administration of the relationships.

The appointment of a Chief Selection Committee composed of, John Merkel, Richard Hosp, Dan Schilke, Mike Perri, Steve White, Ken Martin and Jeff Bewlay along with the appointment on January 1, 2008 of Ken Martin as Interim Chief. The chief Selection Committee reviewed 27 applications from 19 towns and 9 states and selected Mike Frink as the first full time Chief of the Dunn's Corner's Fire Department effective July 7, 2008.

The Operating Committee worked on improving district communications thru press releases, an open house, and the district website. The committee computerized the accounting records, reviews monthly financial reports and is involved with long term financial planning. The committee established a management process for the Community Building (Grange) and continued facility repairs and improvements which allowed the facility to be used for 21 Fire Fighter 1 classroom sessions, 9 Fire Fighter 2 class room sessions and 120 additional facility rentals. The Committee also worked on the disposition of Engine 5, the ladder truck, Station 1 roof, increased insurance coverage, business tax rates and fees, and job descriptions. There were 23 Operating Committee, 10 Chief Selection Committee meetings and 90 plus action items completed during the period reviewed.

Financial Report

Moderator John Merkel distributed the Tax Collector's Report, Balance Sheet, Income Statement, Restricted Funds Report, Chief's Report, 2008-2009 Budget, and Schedule of Fees (all attached to the original copy of the minutes). The financial reports showed revenues received of \$586,712, expenses of \$381,856, tax receipt collections running at 98% and a cash balance of \$588,747.

Operations Report

The fire department metrics for the year showed 283 calls, 276 plan reviews and inspections, 103 training classes and 1090 training hours.

4. Chief Swearing in Ceremony

Moderator John Merkel with the assistance of charter member and former Chief Cappy Champlin and interim Chief Ken Martin swore in Mike Frink as the new full time Chief of the Dunns Corner's Fire Department. Chief Frink thanked the committee and discussed his goals to improve the ISO ratings, and to fine tune the five year capital plan. He also recognized the newly appointed officers in the department. Moderator Merkel

then thanked Ken Martin for the outstanding job he did as interim Chief and Matt Harris for his work as Grange manager.

5. Financial Plan and Operating Budget

Moderator John Merkel presented slides at the meeting to review the aims of the Operating Committee in developing a long term financial plan. He stated the committee is developing the plan to help minimize surprises, time capital acquisitions to help level spending rates, and guide the use of restricted and unrestricted fund surpluses. Moderator Merkel reviewed the proposed 2008-2009 budget of \$660,542 a 17% percent increase over the previous budget, 4.6% exclusive of the new full time chief costs.

A motion was made seconded and so voted unanimously to approve the 2008-2009 budget.

TAX RESOLUTION – Resolve that the electors of DCFD here by order the assessment and collection of a tax on the ratable property in the sum of not less than \$395,000 nor more than \$405,000.(Resolution attached to the original minutes.)

Resolution was approved.

6. Schedule of Inspection and Permit Fees for Commercial Properties

Moderator Merkel presented slides illustrating the additional resources required to service commercial properties and recommended the approval of a new Schedule of Inspection and Permit Fees for commercial properties.

A motion was made seconded and so voted unanimously to adopt the new Schedule of Inspection and Permit Fees for commercial properties.

7. Tax Rate on Commercial Properties

Moderator Merkel presented slides illustrating the Operating Committee's recommendation to have a separate commercial property tax rate 50% greater than the residential rate. After a discussion period it was decide to have the committee conduct further research on this recommendation for future discussion.

8. Ladder Truck

Moderator Merkel updated the attendees as to the work that had been performed by the Ladder Committee and their recommendation to proceed with the purchase of a platform ladder truck. The reasons for the recommendation of a platform ladder truck were improved safety of operation, the ability to be used by multiple firefighters and flexibility of use. There was discussion on waiting until the economy improves, the advantages and disadvantages of a refurbished or used truck, and the discontinuation of the project.

A motion was made seconded and so voted by a hand count of 35 for and 1 against to authorize the expenditure of \$940,000 for the purchase of a ladder truck of which the first \$90,000 be paid from the truck fund.

9. Restricted and Unrestricted Funds

Moderator Merkel presented slides illustrating the Operating Committee's recommendations for use of funds for the following;

That \$90,000 is used from the Truck Restricted Fund for the initial payment on the ladder truck.

That \$100,000, be allocated from Buildings and Grounds Restricted Fund for the Granges primarily to be used to upgrade the septic system to conform with town ordinances, and that \$23,500 be used to seal and stripe the parking lot, upgrade the phone system, and upgrade the security system.

Resolutions

BUDGET RESOLUTION - Resolved that \$50,000 be transferred from the Unrestricted General Fund Surplus into the Truck Restricted Fund and that \$90,000 be expended from the Truck restricted Fund for the purchase of a new ladder truck. (Resolution attached to the original minutes.)

Resolution was approved.

RESOLUTION - Resolved that \$100,000 be transferred from the Unrestricted General Fund Surplus into the Buildings and Grounds Restricted Fund for the installation of a new septic system at the Grange not to exceed \$100,000 with any unexpended funds remaining in the Buildings and Grounds Restricted Fund. (Resolution attached to the original minutes.)

Resolution was approved.

RESOLUTION - Resolved that \$23,500 be transferred from the Unrestricted General Fund Surplus into the Buildings and Grounds Restricted Fund for upgrading Station #1 including improvements to the parking lot, and upgrading the telephone and security systems not to exceed \$23,500 with any unexpended funds remaining in the Buildings and Grounds Restricted Fund. (Resolution attached to the original minutes.)

Resolution was approved.

TAX ANTICIPATION NOTES – Resolved that the District Treasurer be authorized and empowered during the current fiscal year of the district to borrow such sums of money as

shall be necessary for the payment of current liabilities and expenses of the district not to exceed \$50,000. (Resolution attached to the original minutes.)

Resolution was approved.

SPECIAL APPROPRIATION – Resolved that the District Treasurer be directed to deposit in the Unrestricted General Fund the total of the unexpended appropriations as shown by the records of the Treasurer for the fiscal year 2007-2008.

Resolution was approved.

10. Election of Officers

A motion was made seconded and so voted to have the clerk cast one ballot to reelect Jonathan Schreier and Richard Hosp as members at large of the Operating Committee for a 2 year period.

A motion was made seconded and so voted to approve the 2008-2009 Nomination Committee of Karl Kenyon, Elaine Martin and Ed Schilke.

11. Bylaws revisions

Moderator John Merkel reviewed a recommended addition to the Bylaws to provide the Operating Committee some flexibility in setting fees for facilities and services.

A motion was made seconded and so voted by acclamation to add the following to the Bylaws: *“Fees for Facilities and Services: The Operating Committee may, fix rates and collect charges for the use of facilities or for services rendered by or furnished by the District, or its employees or its volunteers, without prior approval of the District electors, provided the Operating Committee reports any such rates and charges to the electors at each Annual Meeting.”*

12. Adjournment

A motion was made seconded and so voted by acclamation to adjourn the Special Meeting of the Dunn’s Corners Fire District at 9:35 pm.

Respectfully Submitted

Steve White
District Clerk Dunn’s Corners Fire District