

**Dunn's Corners Fire District**  
1 Langworthy Road  
Westerly, RI 02891  
**Minutes**  
**Annual Meeting**  
**July 20, 2011**

Call to Order – The meeting was called to order at 7:00 pm, Moderator Matt Thomsen presiding.

Legal Notices - The meeting was advertised in the Westerly Sun on Tuesday, July 12, 2011. 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 Mobil, 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 e-Town Crier site on July 6, 2011.

Safety Protocols - Chief Frink reviewed the fire safety protocols for the meeting's attendees.

Pledge of Allegiance – The Pledge of Allegiance to the Flag of the United States of America was conducted.

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

Reading of the Call - The meeting call was read by District Clerk Steve White. Twenty-one persons signed the attendance roster. A quorum was present.

Copies of the minutes of the 2010 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.*

*A motion was made seconded and so voted to approve the Minutes of the July 21, 2010 Annual Meeting.*

## **Reports**

The 2011 Annual Meeting Report was distributed prior to the meeting which included the Agenda, the Call, the 2010 Annual Meeting Minutes, Chief's Report, 2010/2011 Financial Statements (Treasurer's Report), Tax Collector's Report, 2011-2012 Proposed Budget, the 2011/2012 Proposed Resolutions, and the Nominating Committee report.

## Chief's Report

Chief Frink gave an overview of his written annual report which covered the 2010/2011 call levels which had returned back to a normalized level following the previous year's sharp increase caused the 2010 spring floods.

Number of fire department responses	<b>295</b>
Number of plan reviews and inspections	<b>200</b>
Number of training classes held/attended	<b>175</b>
Number of man-hours of training	<b>1578.25</b>
Number of non-emergency activities held	<b>55</b>
Number of man-hours of non-emergency activities	<b>1123.25</b>

The Chief's overview included an explanation of the outfitting and uses of new Engine 7, and the need for a new general multipurpose vehicle which would help pay for itself by handling the district's snow plowing needs. The vehicle will also be used to transport members of the department to help defray some of their transportation expenses.

The Chief reviewed his plans for attracting new members to the department as well as plans for retaining existing members. Some of the points in the Chief's plans included recruitment flyers and an expanded incentive program for the volunteers.

The Chief reviewed the progress of the department in meeting the NFPA 1500 Health and Safety Standards and how the addition of an exhaust system in Station 1 will move the department closer to meeting the statute's requirements. He went on to discuss the progress of the fire fighters health and fitness program.

Chief Frink concluded his report by recognizing the department's new officers and presenting career service awards to both retiring Assistant Chief Ken Martin and Captain Tom Algieri. Both men received a standing ovation from the attendees for their long and distinguished careers serving the residents of the Dunn's Corners Fire District.

## Financial Reports

The District achieved good financial results in 2010-11:

Operating Expenses - Expenses overall were under budget by \$42,169.00.

Tax Collector's Report - The Tax Collector reported the tax collection rate came in at approximately 92% for Westerly and 96% for Charlestown for a total of \$523,865.00. .

2011/2012 Proposed Budget - The proposed 2011-12 Financial Plan and Operating Budget was reviewed by Chief Frink. The budget of \$702,295 reflects an increase of 2.76% over the previous year's budget of \$683,452.

*A motion was made, seconded and so voted to approve the 2011-12 Financial Plan and Operating Budget as presented.*

### Delinquent Account Collection

Moderator Thomsen informed the attendees that the District has formulated its delinquent account collection process and that the District would begin the process of tax sales in the upcoming year if necessary. He also informed the attendees that more detailed information regarding the District's tax collection procedures were available on the District's website.

### **Resolutions:**

**STATION 1 UPGRADES** – Resolved to appropriate the amount of \$46,000.00 from the Equipment Restricted Fund for the purchase and installation of an Exhaust Removal System and \$17,000.00 from the Building & Grounds restricted fund for code updates to the fire alarm system.

**MULTI PURPOSE TRUCK** - Resolved to appropriate the sum of \$40,000.00 from the Restricted Truck Fund to purchase a Multipurpose Truck, of which \$27,000 of the amount will be transferred into the Restricted Truck Fund from the General Fund and \$10,500 will be transferred into the Restricted Truck Fund from the sales of engines 3 and 7.

**GRANGE SEPTIC SYSTEM REPLACEMENT**– Resolved to transfer \$50,000 from the Unrestricted General Fund into the Building and Grounds Fund to replace and bring the Grange's Septic System up to code and repair the bathroom and kitchen as authorized by the Operating Committee.

**GRANGE RENTAL FEES MANAGEMENT** – Resolved to grant the Operating Committee the authority to set fees for the rental of the Grange facility.

**DEBT REDUCTION ENGINE 2** – Resolved to appropriate \$100,000 from the unrestricted General Fund to reduce the principal debt on Engine 2.

**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.

**CHIEF'S EVALUATION AND SALARY INCREASE** – Resolved that the Operating Committee will conduct a review of the Chief's performance and be given authority to increase the Chief's salary and benefits based on the evaluation by up to 5%.

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.

AUTHORIZATION TO COMBINE THE STATION TWO AND GRANGE PROPERTIES INTO ONE PARCEL -Resolved, that the OC be authorized to take the necessary steps to combine the properties upon which Station Two and the Grange sit, providing the combining results in property tax relief from the Town of Charlestown and does hinder any foreseeable use of the properties.

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., 2011, hereby order the assessment and collection of a tax on the taxable inhabitants and property in the sum of not less than \$551,895 nor more than \$593,435. 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, 2010, 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. 2011. 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 hand, directed to the Collector of Taxes of said District commanding him 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, 2011, and all taxes remaining unpaid on said 30th day of September, A.D. 2011, 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 2010-2011, and all other monies collected during said fiscal year, but not otherwise appropriated. Provided, however, that prior to January 1, 2012, 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, 2010.

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, 2011, and ending May 31, 2012, 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.

A motion was made seconded and so votes to approve all the resolutions proposed by the Operating Committee for fiscal year 2011 – 2012.

**Nominating Committee Report:** The Nominating Committee report was submitted by Ed Schilke, Art Ganz, and Gina Laudone. The report was presented by Operating Committee Member Dan Schilke.

The Nominating Committee of the Dunn's Corners Fire District submitted to the Electors of the Dunn's Corners Fire District the following Slate of Candidates to serve on the Operating Committee:

- Matthew Thomsen – Term to expire 2013
- Ken Martin – Term to expire 2013

There were no further nominations and a motion was made to have the clerk cast one ballot to elect the proposed slate as members at large of the Operating Committee.

## **New Business**

### **Election of Nominating Committee**

*A motion was made seconded and so voted to approve the 2011-12 Nominating Committee of Andy Schilke, Gina Laudone, and Art Ganz.*

### **Adjournment:**

A motion was made seconded and so voted by acclamation to adjourn the Annual Meeting of the Dunn's Corners Fire District at 7:35 pm.

Respectfully Submitted,

Steve White  
District Clerk, DCFD