

Dunn's Corners Fire District

1 Langworthy Road

Westerly, RI 02891

Minutes

Operating Committee Meeting

July 11, 2011

The Dunn's Corners Fire District Operating Committee (OC) convened on Monday July 11, 2011, at 7:00 PM, in Fire Station #1.

Attendees were comprised of OC members Dan Schilke, Bob Delaney, Tom Algiere, Chief Mike Frink, Matt Thomsen and Jonathan Schreier. A quorum was present.

Additional attendees included District Clerk Steve White, Treasurer Brona Haggerty and Grange Manager Deb MacManus.

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

Agenda Items

Previous Meeting Minutes - *A motion was made seconded and so voted to approve the June 13, 2011 Meeting.*

Next Operating Committee Meeting - The next meeting of the Operating Committee is to be determined.

Delinquent Account Review – The Moderator informed the committee that the Tax Assessor has stated that the credit card transaction processing for online tax payments has been set up. The Moderator and Clerk will develop a newspaper notice to inform tax payers that tax sales for delinquent accounts will take place as well as inform them of the new payment option.

Financial Statements – The committee reviewed the year end 2010/2011 financial statements which showed that the District's operating expenses came in at \$629,024 which was \$42,169 under budget.

Budget Discussion – The committee reviewed the 2011/2012 proposed budget of \$702,295 which is 2.76% increase over the 2010/2011 budget of \$683,452. The committee noted that the 2009/2010 budget was \$683,310.

Annual Meeting Report and Resolutions - The committee reviewed the annual meeting report and approved presenting the following resolutions to the tax payers for approval at the annual meeting:

- **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.
- **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 not 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 20th 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.

Chief's Report – The Chief reviewed the recent retirements and promotions of the membership of the Dunn's Corners Fire Department.

The Chief requested that the committee approve the donation of older unused 3" hose, an unused 45' ladder and a couple of task force tip nozzles to the Rhode Island Fire Academy.

A motion was made seconded and so voted to approve the Chief's donation request.

The Chief recommended sending a flyer with the tax bills that would be used as a volunteer recruitment tool, an informational piece on how to maintain brush, house numbers and private roads to aid in the firefighting process, and notification of the tax sale process.

Other Business

Grange Maintenance – Grange Manager Deb Macmanus informed the committee that the AC compressor had failed at the Grange and has been repaired. Other maintenance items to be addressed in the near future include lighting in the restrooms, rubber treads for the stairs, and better access to running water by the addition of a slop sink.

There was also discussion about fixing the lighting around the flag pole and flying the American Flag there again.

Smokey the bear Parade – The annual Smokey the Bear Parade will be held on Thursday July 21, 2011.

Public Comments - There were no public comments.

Meeting adjourned at 8:15 pm
Respectfully Submitted,

Steve White
District Clerk