

**Dunn's Corners Fire District
Annual Meeting
Wednesday, July 19, 2017 7:00 PM**

Agenda

- I. Call to Order (M. Thomsen)
- II. Review of Fire Safety Protocols (Acting Chief Kenyon)
- III. Pledge of Allegiance (M. Thomsen)
- IV. Moment of Silence (M. Thomsen)
- V. Reading of the Call (S. White)
- VI. Determination of a Quorum
- VII. Approval of the 2016 Annual Meeting Minutes (M. Thomsen)
- VIII. Operating Committee Report (M. Thomsen /Acting Chief Kenyon)
 - a. Chief's Report
 - b. 2016/2017 Treasurer's Report (Bob Delaney)
 - c. Moderator's Report (Matt Thomsen)
 - i. Bradford Industrial Park Litigation - Solicitor M. Cozzolino
- IX. Tax Collector's Report (D. Nardone)
- X. Financial Plan and Operating Budget (Acting Chief Kenyon)
- XI. Resolutions (M. Thomsen)
- XII. Election of Officers (A. Schilke)
- XIII. Old Business (M. Thomsen)
- XIV. New Business (M. Thomsen)
 - a. Election of the Nominating Committee
- XV. Adjournment (M. Thomsen)

Dunn's Corners Fire District
1 Langworthy Road
Westerly, RI 02891
Minutes
Annual Meeting
July 20, 2016

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 Monday July 11, 2016. 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, East West Market, Charlestown 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 9, 2016.

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 including but not limited to Chief Richard Champlin, Deputy Chief Joe Popiolek, Lieutenant Larry Pendleton and Fire Police/Secretary William Brennan.

Reading of the Call – District Clerk Steve White read the meeting Call. Thirty-three (33) taxpayers signed the attendance roster. A quorum was present.

July 15, 2015 Annual Meeting Minutes - Copies of the minutes of the 2014 Annual Meeting were printed and available for those in attendance.

A motion was made seconded and so voted by acclamation to approve the July 15, 2015 Annual Meeting minutes.

Reports

Chief's Report – Chief Frink provided an update on the following items.

The Fire Department responded to 795 calls over the past 12 months an increase of 78 over the previous year.

He informed the taxpayers that the state of the department is very good. The membership totals 41, with 27 active firefighters, 3 fire police, 4 probationary firefighters, 4 junior fire fighters and 4 admin/life members. The Chief discussed the success of the first "Honored Members" night and went on to recognize the passing of former members: Richard "Cappy" Champlin, Deputy

Chief Joseph Popiolek, Lieutenant Larry Pendleton and Fire Police and Secretary Bill Brennan.

The department had scheduled 123 training classes, drills and work parties amounting to 1575 man-hours of training. The goal is to have 100% of the department's firefighters trained to National Fire Protection Association Firefighter I level. The Chief noted that the department responded to 399 Emergency Medical Service (EMS) calls and that 4 additional department members have obtained or are in the process of obtaining their EMS-B level certifications.

The Chief stated that the District received \$29,152 in grants last year for turnout gear, wild land Personal Protection Equipment, and communication equipment upgrades. He noted that the District applied for \$58,000 in grants from the RI EMA to upgrade the District's communication system of which \$23,000 was awarded and by sharpening our pencils and being creative we were able to install a repeater on the town water tower in Bradford and replace our mobile apparatus radios. The Chief noted that he had worked diligently on a regional Assistance to Firefighters Grant for the replacement of all of the Self Contained Breathing Apparatus (SCBA) in all four Westerly departments. The replacement is mandatory after the SCBA's reach the end of their life expectancy. The estimated total replacement is just under \$800,000. The Chief recognized Watch Hill Fire Department Chief Bob Peacock for his assistance in writing the narratives for the grant. The Chief informed the taxpayers that the grants are very competitive and we did not receive one this year, however he will be reapplying over the 2016-2017 fiscal year.

The Chief informed the tax payers that during the past year he completed his service as President of the R.I. Association of Fire Chief's and went on to explain that his goal during the time was to shine a better light on the fire service and counteract the negative press. He noted that during his tenure as President the association began running TV spots on Holiday Cooking Safety, Christmas Tree Safety, as well as stories of the men and women who make up the fire service.

The District completed a number of capital improvements which included improving radio communications, replacement of the apparatus bay doors at Station 1, purchasing and outfitting Marine 1, and upgrading the telephone system. These projects were completed from the proceeds from the sale of Engine 2 and came in \$92,504.00 under budget. Additionally, the Chief noted that the new business fire alarm system switch over from wired to wireless was on target to be completed by July 31, 2016.

For fiscal year 2016-2017 the capital expenses included in the budget are; the replacement of the Chief's car, upgraded LED exterior lighting at both Stations 1 and 2, upgraded security systems at Stations 1 and 2, replacing the hot water system at Station 2, and Station 1 interior painting. The projects totaling \$29,000 would be paid from the General Fund with unexpended money from the previous year's capital expense budget.

The Chief spent time discussing some of the short comings of Station 1, primarily that it had been cited for no second means of egress from the upstairs, additionally it is no longer ADA compliant, and is running out of room. He also noted the need to make it a more business friendly environment. He noted renovating Station 1 will need to be addressed. He gave an update on the required replacement of all SCBA equipment in 2019 at a cost of \$300,000.

The Chief informed the taxpayers about the Department's Community outreach which included and Open House; collaborating with the Town and the American Red Cross to install smoke detectors in homes lacking them; participating in the Fight for Air Climb in Providence; working in preschools during Fire Prevention week; sponsoring the Karl Kenyon Smokey Bear Parade as well as coordinating with other government agencies.

In conclusion the Chief thanked the Operating Committee, Clerk, Tax Collector, Office Manager, his officers and firefighters and, all the families and significant others of the firefighters who allow them to take the time to be away from them. He also thanked his wife and children who have been understanding of his absences.

A motion was made, seconded and so voted by acclamation to approve the Chief's Report.

Treasurer's Report – The Treasurer reviewed the financial statements for the period of June 2015 through May 2016.

The 2015-2016 financial statements showed a net loss of (\$122,038.73) a result of using the gain on sale proceeds of Engine 2 (recorded in the 2014-2015 financial statements) to fund capital expenses and hold the tax rate steady during fiscal year 2015-2016. Additionally, he discussed the District's equity position which stood at 1,865,035.14 and that the District was able to make an additional \$35,000 in principal debt reduction payments on Station 2 during the year.

A motion was made, seconded and so voted by acclamation to accept the Treasurer's Report and accept the fiscal year end 2015-2016 financial statements.

Moderator's Report –

The Moderator introduced Ron Meneo from the Friends of the Quonochontaug Grange (FOTQG) who gave an update on the progress made over the past year. Mr. Meneo thanked the Dunn's Corners Fire District for its support and its Operating Committee for working collaboratively with the group. He reminded the attendees that the facility is an asset to the community for events as well as an emergency meeting place.

Mr. Meneo went on to cover the accomplishments achieved in rehabbing the facility over that past year which included, re-grading to resolve basement flooding, poison ivy removal, exterior trim painting, window repairs, flag pole repairs, updated signage, women's bathroom renovation, cleaning of the well, electrical repairs and a thorough kitchen cleaning.

He informed the attendees of an Open House event for the facility in September, that FOTQG currently has about 100 members and went on to thank the District and the group's supporters.

The Moderator then asked Solicitor Attorney Cozzolino to report on the status of the law suit regarding the dispatcher. The Solicitor noted that he and the Chief have been working with Attorney Patrick McKinney to resolve the matter of the DCFD being the first responders dispatched to the Bradford Industrial Park(BIP) even though the park is not within the DCFD or

any of the its contracted districts . He noted that while the dispute is going on, DCFD is legally obligated to respond and that all sides are looking for a reasonable agreement.

Taxpayer G. Laudone inquired as to what district BIP belonged to. The response was that BIP is not part of any district, which has created this issue.

Taxpayer J Angelo inquired who the parties of the suit were. The response being the Westerly Ambulance Corp and the Dunn's Corners Fire District are the parties involved.

The Moderator informed the taxpayers that the District has entered into contracts with both the Shady and Sheleter Harbor Fire Districts, the contracts to be posted to the District website soon. He stated that the Bradford Fire District contract was in its final form and he expected it to be signed soon and the Quonochontaug Central Beach Fire District is on extension.

The moderator stated that the ad hoc Charter Review Committee did not meet because of the amount of other business which had to be acted upon during the year and if anyone is interested in serving on the committee to please contact him.

Finally, the Moderator thanked the Operating Committee of (Chief Mike Frink, Bob Delaney, Tom Algieri, Ken Martin and Jon Schreier); the officers, employees and volunteer members of the department. He went on to offer special thanks to Treasurer Bob Delaney, Tax Collector Diane Nardone, Administrative Assistant Mary Rathbun and District Clerk Steve White for their efforts.

A motion was made, seconded and so voted by acclamation to accept the Moderator's Report.

Tax Assessor's Report – Tax Assessor Diane Nardone reported for the fiscal year 2015 – 2016 property within the town of Westerly had an assessed value of \$924,308,000 and was taxed at a rate of .428 cents per thousand establishing an amount for collection of \$395,765.37. Of that total the District collected 96.3% or \$381,022.54 plus an additional \$907.95 in interest payments on past due taxes. The overall collection rate of 98.7% factors in past due amounts collected for the years 2013 thru 2014, bringing the total to \$390,877.55. For the town of Charlestown property had an assessed value of \$639,039,500 and was taxed at a rate of \$.428 cents per thousand establishing an amount for collection of \$273,421.60. The District collected 97.2% or \$265,812.45 in principal and \$497.38 in interest on past due taxes. The overall collection rate of 99.2% or \$271,332.72 factors in past due amounts collected for the years 2012 thru 2014.

A motion was made, seconded and so voted by acclamation to accept the Tax Assessor's Report.

Financial Plan and Operating Budget 2016/2017 – The Chief reviewed the proposed expense budget recommended to the taxpayers by the Operating Committee and developed by the Chief and the Board of Engineers with input from the Operating Committee. The draft budget totals \$959,533.00, which is an increase of \$15,561 or 1.65% over the 2015/2016 budget

A motion was made, seconded and so voted by acclamation to approve the proposed 2016/2017 budget.

Resolutions:

Chief's Vehicle - Resolved to allow the District to spend up to \$65,000 to replace Car 1(vehicle) and to allow the Operating Committee the discretion to purchase the vehicle with funds from the Restricted Truck Fund or a combination of Restricted Truck Funds and financing not to exceed a period of 60 months. It is further resolved that if any portion of the vehicle is financed at a lower rate than the Station 2 loan rate, that the Operating Committee is authorized to use funds from the Restricted Truck Fund up to the amount financed for the vehicle to reduce the outstanding principal balance on the Station 2 loan. And it is further resolved that financing expenses including principal and interest if any for the vehicle be paid from the unrestricted General Fund for fiscal year 2016-2017.

A motion was made seconded and so voted by acclimation to approve the resolution as presented.

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.

A motion was made seconded and so voted by acclimation to approve the resolution as presented.

Painting Station 1 - Resolved to use up to \$9,000 from the Buildings and Grounds restricted fund to paint the main entrance, meeting room and stairwells at Station 1.

A motion was made seconded and so voted by acclimation to approve the resolution as presented.

Hot Water System Station 2- Resolved to use up to \$6,000 from the unrestricted General Fund to purchase and install a new hot water system at Station 2.

A motion was made seconded and so voted by acclimation to approve the resolution as presented.

LED Security Lighting Stations 1 &2 - Resolved to use up to \$5,000 from the unrestricted General Fund to purchases and install exterior LED lighting at both Stations 1 & 2 for security and general safety purposes.

A motion was made seconded and so voted by acclimation to approve the resolution as presented.

Funeral Fund – Resolved to establish a \$5,000 Restricted Funeral Fund the monies to come from unexpended Leadership Dollars in the 2015-2016 budget, to be used by the Department for expenses related to future commemoration ceremonies of current and past members of the Dunn's Corners Fire Department.

A motion was made seconded and so voted by acclimation to approve the resolution as presented.

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.

A motion was made seconded and so voted by acclimation to approve the resolution as presented.

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.

A motion was made seconded and so voted by acclimation to approve the resolution as presented.

Authority to Lease the Grange Facility – Resolved to authorize the Operating Committee to enter into a multi-year lease agreement with the Friends of the Quonochontaug Grange organization.

A motion was made seconded and so voted by acclimation to approve the resolution as presented.

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.

A motion was made seconded and so voted by acclimation to approve the resolution as presented.

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.

A motion was made seconded and so voted by acclimation to approve the resolution as presented.

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., 2016, hereby order the assessment and collection of a tax on the taxable inhabitants and property

in the sum of not less than \$700,138 nor more than \$707,140 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.

A motion was made seconded and so voted by acclamation to approve the resolution as presented.

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.

A motion was made seconded and so voted by acclamation to approve the resolution as presented.

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.

A motion was made seconded and so voted by acclamation to approve the resolution as presented.

Awards and Recognition

A. **Swearing in of Line Officers** - The Chief swore in the following line officers at the meeting:

Deputy Chiefs: Keith Kenyon, Carl Johnson, Tom Algieri

Capt: Dan Schilke

Lieutenants: Jeff Thomas, Station 2 Keith Moody, Nick Schilke

Fire Police Capt. Bob Delaney

Nominating Committee Report: Andy Schilke, Art Ganz, and Gina Laudone submitted The Nominating Committee report. Committee Member Andy Schilke presented the report.

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:

- Bob Delaney – Term to expire 2018
- Jon Schreier – Term to expire 2018

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.

Old Business – No old business.

New Business

Election of the Nominating Committee

A motion was made seconded and so voted to approve the 2016-17 Nominating Committee of Andy Schilke, Gina Laudone, and Art Ganz.

Public Comments – None

Adjournment:

A motion was made seconded and so voted by acclamation to adjourn the Annual Meeting of the Dunn's Corners Fire District at 8:10 pm.

Meeting adjourned at 8:10 pm

Respectfully Submitted,

Steve White
District Clerk

DRAFT

DUNN'S CORNERS FIRE DEPARTMENT DISTRICT CHIEF'S REPORT FISCAL YEAR 2016-2017

We have finished another successful year at the Dunn's Corners Fire Dept. There have been some changes within the structure of the department that were not expected at the beginning of this fiscal year. One of the major changes was that Chief Michael Frink resigned from his position as District Chief. His last day was on April 26, 2017. I would like to thank Chief Frink for his service and the department wishes him best of luck in all future endeavors. I would also like to thank Chief Frink's wife, Heather and his family for their dedicated service and support to the department while Mike served as District Chief for the past 12 years. With the District Chief position now vacant the Operating Committee elected to have myself, Keith Kenyon, 1st Deputy Chief of DCFD to serve as the Interim Chief. I was elected to take over operations while the hiring process takes place to appoint the new District Chief.

Another change that the department had to endure this past year was the resignation of Chris Wells, the District Firefighter and Facilities Manager. His resignation was effective on December 17, 2016. I would like to thank Firefighter Wells for his service while employed with the Dunn's Corners Fire District. I would like to wish Firefighter Wells best of luck with his new employment with the Tiverton Fire Department. The Board of Engineers is currently in the process of hiring a new Fire Marshal/Firefighter.

The Dunn's Corners Fire District should take pride in the fact that even under these significant changes the department has continued to provide the district with the best possible emergency care. This can only be attributed to the hard work and dedication of my fellow officers and firefighters. Over the past year, there were over 115 trainings held and the dedicated members of this department have participated in a total of 1791 hours. Current membership is at 46 which is an increase of 5 from last year.

Membership Breakdown:

Senior Members	32
Life Members	5
Associate Members	2
Junior Members	1
Probationary Members	6

During the past year, the Dunn's Corners Fire Department responded to 888 Incidents. This is an increase of 93 from the previous fiscal year. The average personnel response per fire call was 8.2. A quick breakdown of these incidents is listed below. Please see attached incident summary sheet for full detail of incidents

Breakdown of Incidents:

Non-medical	441
Medical	447

Breakdown of Incidents by District:

District	Number of Incidents
DCFD	733
Bradford	51
Shelter Harbor	31
Central Beach	22
Shady Harbor	10
Mutual Aide	41

This year the Fire Marshal's office conducted 339 inspections and plan reviews for residential and commercial properties located in our coverage area. This is a decrease of 38 from last year. However, it must be stated that this number will continue to fluctuate over the years because it is dependent on residential and commercial transition and growth.

Project Updates:

Throughout the 2016-2017 fiscal year, numerous projects were completed to help maintain and/or improve operations.

1. One major improvement is the fire alarm notification system. All occupancies in our response area have switched over to radio boxes from the old wired system. This will allow for better notification between occupancies and dispatch especially during high powered storms. In the upcoming year, we will need to continue to focus on removing the wire from the antiquated system. The wire is located on the utility poles running from our stations to all the occupancies that had a wired master box.
2. The department researched and purchased a new Car 1 which is a 2016 GMC Yukon. The former Car 1 is still in service as the new Squad 2 which will be used to transport firefighters to trainings, meetings and to get extra personnel to fire scenes when needed.
3. Station 1 painting project was completed within budget. Both stations also had exterior lighting upgraded to LED lights.

Two projects that were approved in last year's budget were not completed. The projects were replacing the hot water system at Station 2 and upgrades to Station 1 security system and adding security system at Station 2. Both of these projects are noted in the resolutions.

Grant Updates for the 2016-2017 Fiscal Year:

We are still in the running to receive a grant to help offset the cost of the new SCBAs. However, we are prepared to purchase the SCBAs on our own if the grant is denied. We are currently working on purchasing personal protection gear for Wildland Firefighting from the Rhode Island DEM Grant that was received last year.

Acknowledgements:

At this time I would like to thank the following people for helping to make this past year a successful one for the Dunn's Corners Fire District.

1. Mary Rathbun, for her continued commitment to this department has helped make these transitions seamless. The district is very fortunate to have such a valuable employee.
2. The countless hours the Operating Committee has volunteered to help the Dunn's Corners Fire District prosper and also for their helpful guidance these past few months in my new role as Interim Chief.
3. Retired Deputy Chief Kenneth Martin for his work with Chief Frink for writing the SCBA Grant
4. Deputy Chiefs Carl Johnson and Thomas Algieri for their constant support these past few months. Everyone should know that this transition process would not have been successful without their help.
5. Department Line Officers, their devotion helps make this fire department in my opinion one of the best in the state.
6. Captain/Training Officer Jeffrey Thomas for lending his expertise in the hiring process of both the District Chief and Fire Marshal/Firefighter.
7. Fire Police Captain Bob Delaney and the members of the Fire Police for their continued dedication to keeping emergency scenes safe for all personnel. These members do not receive adequate recognition for their hard work and dedication.
8. Firefighter John Merkel for the countless hours he has put in to maintaining the Department's website and Firehouse Software.
9. The members of this department that continue to help this department grow and succeed. As cliché as it is, there truly is no "I" in team.
10. Lastly I would like to thank my wife, Andi and our children, Brody and Karlin for their extra support and patience since taking on the responsibility as the District's Interim Chief. This new role has taken me out of our home for countless hours as a result I have missed many family moments such as reading and tucking Brody and Karlin into bed. And Karlin doesn't let me forget it! Being the Interim Chief and maintaining my full time job working between 40-70 hours a week as a Lieutenant at the West Greenwich Fire Department has definitely been a balancing act. Without a doubt, my family has been my rock throughout these past few months. I am blessed to have a family that is always willing to put their interests aside so I can give the time this department requires.

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07/14/17

Accrual Basis

DUNN'S CORNERS FIRE DISTRICT
Balance Sheet - Subject to Audit
As of May 31, 2017

	May 31, 17
ASSETS	
Current Assets	
Checking/Savings	
Washington Trust Checking	405,719.31
Washington Trust CD's	
Certificate of Deposit - 6240	333,071.49
Total Washington Trust CD's	333,071.49
WCC--Savings	12,115.45
Westerly Community Credit Union	40,980.04
Total Checking/Savings	791,886.29
Accounts Receivable	
Accounts Receivable	9,094.20
Total Accounts Receivable	9,094.20
Other Current Assets	
Prepaid Insurance	19,500.73
Inventory Asset	3,420.00
Taxes Receivable	
DC Taxes Current Year	23,911.09
DC Taxes Prior Years	3,435.91
Total Taxes Receivable	27,347.00
Undeposited Funds	2,657.72
Total Other Current Assets	52,925.45
Total Current Assets	853,905.94
Fixed Assets	
Land	454,695.73
Buildings	
Comm Bldg (Grange)	82,088.00
Station 1	566,107.46
Station 2	908,050.00
Total Buildings	1,556,245.46
Vehicles	
Engine- 4	577,422.60
Brush Truck 7	107,020.56
Engine 6	100,000.00
Small Vehicles	202,827.98
Tanker 1	173,566.99
Tower 5	850,000.00
Total Vehicles	2,010,838.13
Accum. Depreciation	-1,505,482.96
Total Fixed Assets	2,516,296.36
TOTAL ASSETS	3,370,202.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	13,758.54
Total Accounts Payable	13,758.54
Other Current Liabilities	
Accrued Expenses	9,912.26
Accrued Wages	20,298.59

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07/14/17

Accrual Basis

DUNN'S CORNERS FIRE DISTRICT
Balance Sheet - Subject to Audit
As of May 31, 2017

	May 31, 17
Deferred Taxes	27,347.00
Total Other Current Liabilities	57,557.85
Total Current Liabilities	71,316.39
Long Term Liabilities	
Loans Bldg & Vehicle	
2. Principal- Engine #4	442,300.19
3. Principal - Station #2	229,997.00
10. Principal - GMC Yukon	56,921.06
Tower 5	396,664.00
Total Loans Bldg & Vehicle	1,125,882.25
Total Long Term Liabilities	1,125,882.25
Total Liabilities	1,197,198.64
Equity	
SR - Fire Prevention (restr)	48,664.00
Restricted Funds - Cap Projects	
Bldg & Grounds (restricted)	100,475.00
Equipment Fund (restricted)	104,311.00
Truck Fund (restricted)	43,493.00
Total Restricted Funds - Cap Projects	248,279.00
Fund Balance	1,824,082.50
Net Income	51,978.16
Total Equity	2,173,003.66
TOTAL LIABILITIES & EQUITY	3,370,202.30

2:41 PM

07/14/17

Accrual Basis

DUNN'S CORNERS FIRE DISTRICT
Profit and Loss Statement - Subject to Audit
 June 2016 through May 2017

Jun '16 - May 17

Ordinary Income/Expense**Income****Tax Income**

DC Taxes Current	676,191.38
DC Taxes Prior Years	23,875.44
Penalty Fees	5,603.45
Tax Service Fees	17,216.69

Total Tax Income	722,886.96
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Other Income

401(k) Recapture	2,657.72
Insurance Proceeds	1,632.75
Community Building Rental	6,085.00
Fire Prevention Fund	10,283.85
Fire Prevention Services	112.00
Fire Watch Detail	4,116.00
Inspection Fees	6,346.00
MVA	9,020.00
Outside District Fees	253,928.66
Tax Sale Redemption	1,394.71

Total Other Income	295,576.69
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Uncategorized Income	25.42
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Total Income	1,018,489.07
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Gross Profit	1,018,489.07
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Expense**300-Clerk**

301. Advertising	3,283.54
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Total 300-Clerk	3,283.54
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400-Administrative

401. Office Supplies	2,174.03
402. Information Services	589.78
404. Stationary/Postage	665.88

Total 400-Administrative	3,429.69
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500-Tax Collector/ Assessor

501 Tax Bills-Westerly/Charlest	4,601.28
503. Computer Supplies	294.73
506. Tax Sale Redempt Expenses	13,842.71
507. Professional Education	30.00
508. Information Services	1,975.00

Total 500-Tax Collector/ Assessor	20,743.72
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600-Operating Committee

601. Legal Services	3,200.50
602. Audit Services	11,500.00
603. Miscellaneous	398.34
604. Payroll Fees	1,360.45
607. 401K Administrative Fee	1,718.31
608. Consultant Fees	357.50
609. Special Legal Services	17,380.50

Total 600-Operating Committee	35,915.60
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700. Payroll

701. Deputy Chiefs	30,000.00
702. Bookkeeper	3,050.00
703. Clerk Salary	1,200.00
704. District Tax Contribution	18,301.16
705. Fire Chief Salary	87,399.41
707. Administrative Salary	30,349.18

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Accrual Basis

DUNN'S CORNERS FIRE DISTRICT

Profit and Loss Statement - Subject to Audit

June 2016 through May 2017

	Jun '16 - May 17
708. Tax Coll. Salaries	5,959.88
712. Treasurer	2,000.00
713. Firefighter/Facilities Mana	29,072.04
714. Leadership Incentives	3,000.22
715. Moderator	800.00
Total 700. Payroll	211,131.89
800-DCFD Community Building	
802. Fuel	3,305.88
803. Repairs/Minor upgrades	13,810.46
Total 800-DCFD Community Building	17,116.34
900-Chief's Benefits	
901. 401K	5,576.88
902. Clothing	772.54
903. Health & Dental Insurance	16,286.40
904. Life Insurance	306.56
905. Long Term Disability	393.50
Total 900-Chief's Benefits	23,335.88
910-Admin Benefits 401K	1,940.50
920-FF/FAC Mgr Benefits	
921. 401(k)	1,530.78
Total 920-FF/FAC Mgr Benefits	1,530.78
Bad Debt Expense	112.00
1001-Board of Engineers	
1001. Personal Protective Equip	16,658.66
1002. Radios & Pagers	1,026.00
1003. Replacement Equip	12,383.42
1004. Maint - Engines/Pumps	34,652.30
1005. Maint-Radios/Alarm Sys	1,192.29
1006. Hydrant Rental	9,733.33
1007. Supplies - Truck Fuel	5,620.05
1008. Station #1- Fuel & Elec	12,382.17
1009. Station #2 - Fuel & Elec	9,509.72
1010. Insurance	48,306.27
1011. Gen Maintenance/Supplies	20,235.67
1012. Telephone/Cable Service	8,089.81
1013. Dispatch Service	10,770.48
1014. Southern League	2,000.00
1015. Dunn's Corners Fire Dept	13,015.00
1016. Engineer's Expenses	5,498.82
1017. Information Services	6,471.08
1018. Fire Marshall Inspection	2,946.87
1019. NFPA req testing/equip	15,604.71
1020. Wireless Communications	5,084.67
1021. Firefighter incentive prg	63,984.26
1022. Training	20,873.29
1023. Firefighter Health Plan	585.00
1024. EMS Equipment	6,473.68
1025. Bradford Expenses	1.00
1001-Board of Engineers - Other	946.23
Total 1001-Board of Engineers	334,044.78
Depreciation	164,235.96
Misc Other	
Fire Prevention Expenses	4,038.91
Fire Watches	3,836.00
MVA Billing	511.01
Total Misc Other	8,385.92

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Accrual Basis

DUNN'S CORNERS FIRE DISTRICT
Profit and Loss Statement - Subject to Audit
June 2016 through May 2017

	Jun '16 - May 17
Total Expense	825,206.60
Net Ordinary Income	193,282.47
Other Income/Expense	
Other Income	
Radio Box	46,540.00
Equipment Grant	9,170.00
Reimb From DC Fire Dept	1,191.76
CD Interest Income	991.22
Checking Interest	125.45
Finance Charge	5.60
Total Other Income	58,024.03
Other Expense	
Funeral Service Expense	105.00
200-Capital Expenditures	
201. Principal-Station#2	125,000.00
202. Interest-Station #2	16,809.18
203. Principal - Tower 5	56,667.00
204. Interest-Tower #5	11,155.79
205 Equipment Fund (Restricted)	50,000.00
206 Truck Fund(Restricted Fund)	35,000.00
207. Bld & Grounds (Restricted)	25,000.00
212. Principal-Engine #4	29,739.77
213. Interest--Engine #4	12,610.87
216. Pond Boat	325.76
218. Radio Boxes	46,327.22
220. Principal - GMC Yukon	8,078.94
221. Interest - GMC Yukon	1,271.62
Total 200-Capital Expenditures	417,986.15
Bank Service Fees	722.90
Capital Expense Wash	-219,485.71
Total Other Expense	199,328.34
Net Other Income	-141,304.31
Net Income	<u>51,978.16</u>

**DUNN'S CORNERS FIRE DISTRICT
2017 ANNUAL MEETING
MODERATOR'S REPORT**

Over the past year, our District and Operating Committee has seen a lot of changes as you can see from the minutes of our meetings. We have worked to complete our contracts with the Shelter Harbor FD, Shady Harbor FD and Bradford FD. I have learned that we still haven't executed our contract with QCBFD, which we will do soon. We continue with our litigation with Bradford Industrial Park and Westerly Ambulance, our dispatcher and our Solicitor will speak to you about that. We continue to work with the Board of Engineers on some expensive equipment we need to purchase to keep our firefighters safe and to make sure it does not impact our taxpayers in an expensive manner. The Friends of the Quonchontaug Grange have been worked extremely hard to update the Grange and its surroundings and have made great strides to make it a nearly profitable venture. We also are now searching for a new Chief for our District and Department, Chief Frink having decided to make a change in his career and tendered his resignation. I am sure I have not mentioned all of the issues our OC has had to resolve and continues to resolve. I do not know the exact count of meetings we have had, but I believe there have been more than 20. All of our OC members have worked very hard to make sure our District works with our Department to provide valued fire protection and ambulance service for our District and those Districts we have contracted with to provide fire protection and ambulance service.

I conclude my report with a long list of thanks.

I thank all of our volunteers, officers, assistant chiefs and our chiefs, for making a commitment to provide all of us with top quality fire protection and ambulance service (clap). In particular, I thank Mike Frink for all of positive changes he has made for our department during his term as Chief and wish him well in his future endeavors. I thank Chief Keith Kenyon for taking on the position of interim Chief, on top of his full time job and being a volunteer. I thank Mary Rathbun, who has been the glue to keep our transition to a new chief a smooth one. I thank our Tax Collector, Diane Nardone, and our finance person, Kerry Schrier, for all their work.

I thank our OC, for the countless hours given to keep our District moving forward. In particular, I want to thank Jon Schrier, who resigned earlier this year, for all his work on the OC and with the Grange. I also want to thank Tom Algiere, who is stepping down as Department Representative, for all his tireless work on behalf of the District and the Department.

Finally, I thank the taxpayers for their ongoing support for our District and Department. Also, if any of you find that you have spare time, we can always use another volunteer.

Thank you.

DUNN'S CORNERS FIRE DISTRICT
TAX COLLECTOR'S REPORT
FY 2016-2017

WESTERLY PROPERTY ASSESSED VALUATION	\$ 903,565,600.00	Tax Rate = 0.453
2016 TAXES TO BE COLLECTED	\$ 409,473.57	
TOTAL COLLECTED WITH INTEREST	\$ 414,069.48	101%

COLLECTED 2016 TAXES	96% \$ 394,066.09	Interest \$ 867.47
COLLECTED 2015 TAXES	\$ 13,019.54	Interest \$ 1,640.97
COLLECTED 2014 TAXES	\$ 3,537.56	Interest \$ 898.17
COLLECTED 2013 TAXES	<u>\$ 30.49</u>	<u>Interest \$ 9.19</u>
	\$ 410,653.68	\$3,415.80

CHARLESTOWN PROPERTY ASSESSED VALUATION	\$ 642,667,800.00	Tax Rate = 0.453
2016 TAXES TO BE COLLECTED	\$ 291,031.40	
TOTAL COLLECTED WITH INTEREST	\$ 293,499.69	101%

COLLECTED 2016 TAXES	97% \$ 282,125.29	Interest \$ 584.44
COLLECTED 2015 TAXES	\$ 7,254.60	Interest \$ 1,026.25
COLLECTED 2014 TAXES	\$ 1,607.65	Interest \$ 397.87
COLLECTED 2013 TAXES	<u>\$ 361.55</u>	<u>Interest \$ 142.04</u>
	\$ 291,349.09	\$2,150.60

2016 RECEIVABLES	\$ 700,504.97
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TOTAL COLLECTED 2013-2016 WESTERLY AND CHARLESTOWN	\$ 707,569.17
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2016 TAX SALE AND RE-BILLING FEES	\$ 13,707.35
2015 TAX SALE AND RE-BILLING FEES	\$ 564.00
2014 TAX SALE AND RE-BILLING FEES	\$ 1,141.12
2013 TAX SALE AND RE-BILLING FEES	\$ 40.00

TOTAL COLLECTIONS FY 2016-2017	103% \$ 723,021.64
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Submitted by:



Diane H. Nardone

July 19, 2017

Dunn's Corners Fire District				
Proposed Budget: 2017-2018				
For Annual Meeting: 7/19/2017				
		2017/2018	2016/2017	2015/2016
		Proposed Budget	Budget	Budget
OPERATING EXPENSE				
Clerk:				
301	Advertising	1000.00	500.00	500.00
	Subtotal:	1000.00	500.00	500.00
Administrative Assistant				
401	Office Supplies	3,500.00	2,800.00	2,500.00
402	Information Services	800.00	500.00	500.00
404	Stationary/Postage	1,000.00	1,000.00	1,000.00
	Subtotal:	5,300.00	4,300.00	4,000.00
Tax Collector/Assessor:				
501	Tax Bills - Westerly/Charlestown	5,000.00	5,000.00	5,000.00
503	Information Services	200.00	200.00	200.00
507	Professional Education	50.00	50.00	50.00
	Subtotal:	5,250.00	5,250.00	5,250.00
Operating Committee				
601	Legal Services	4,500.00	4,500.00	4,500.00
602	Audit Services	11,500.00	11,500.00	11,500.00
603	Miscellaneous	5,000.00	5,000.00	5,000.00
604	Payroll Fees	2,100.00	1,500.00	1,500.00
607	401K Admin Fee	1800.00	900.00	
608	Consultant Fees	3,500.00	1,500.00	2,000.00
609	Special Legal Services	10,000.00	7,500.00	5,000.00
704	District Tax Contributions	19,000.00	16,000.00	13,500.00
	Subtotal:	57,400.00	48,400.00	43,000.00
DCFD Community Building:				
802	Fuel	3,000.00	3,000.00	4,500.00
803	Repairs/Minor upgrades	9,500.00	8,000.00	15,000.00
	Subtotal:	12,500.00	11,000.00	19,500.00
OPERATING EXPENSE SUBTOTAL		81,450.00	69,450.00	72,250.00
SALARY EXPENSE				
Duty Chief's (3)				
701	Salary (10K each)	30,000.00	30,000.00	30,000.00
Bookkeeper				
702	Salary	3,000.00	3,000.00	1,800.00
Clerk				
703	Salary	1,200.00	1,200.00	800.00
Fire Chief				
705	Salary and benefits	116,427.00	116,427.00	108,238.00
Administrative Assistant				
707	Salary & Benefits	34,500.00	29,700.00	28,800.00
Tax Collector/Assessor				
708	Salaries	6,500.00	6,500.00	6,000.00
Treasurer				
712	Salary	2,000.00	2,000.00	2,000.00
Firefighter/Fire Marshal				
713	Salary and benefits	74,465.66	49,950.00	47,600.00
Leadership Incentives				
714	Leadership	5,000.00	3,000.00	10,000.00
Moderator				
715	Salary	800.00	800.00	
Administrative Support				

	716	Salary	7,500.00		
SALARY EXPENSE SUBTOTAL			281,392.66	242,577.00	235,238.00
Dunn's Corners Fire District					
Proposed Budget: 2017-2018					
For Annual Meeting: 7/19/2017					
			2017/2018	2016/2017	2015/2016
			Proposed Budget	Budget	Budget
BOARD OF ENGINEERS EXPENSE					
	1001	Personal Protective Equipment	22,000.00	20,000.00	15,000.00
	1002	Radios & Pagers	7,000.00	4,000.00	6,000.00
	1003	Replacement Equipment	20,000.00	16,759.00	14,587.00
	1004	Maintenance- Engines/Pumps	37,000.00	35,800.00	33,100.00
	1005	Maintenance - Radios/Alarm System	3,500.00	2,000.00	4,000.00
	1006	Hydrant Rental	10,000.00	10,000.00	10,000.00
	1007	Supplies - Truck Fuel	6,000.00	8,000.00	10,000.00
	1008	Station #1 - Fuel & Electric	12,000.00	15,000.00	17,000.00
	1009	Station #2 - Fuel & Electric	10,000.00	11,500.00	13,500.00
	1010	Insurance	63,000.00	63,000.00	59,500.00
	1011	General Maintenance & Supplies	15,000.00	15,000.00	13,500.00
	1012	Telephone/Cable Service	8,100.00	8,400.00	6,000.00
	1013	Dispatch Service	12,000.00	11,000.00	11,000.00
	1014	Southern League	2,000.00	2,000.00	2,000.00
	1015	Dunn's Corners Fire Department Grant	13,000.00	13,000.00	13,000.00
	1016	Engineers' Expenses	5,500.00	6,500.00	6,500.00
	1017	Information Services	6,500.00	6,580.00	6,580.00
	1018	Fire Marshal Inspection Expense	3,800.00	3,800.00	3,800.00
	1019	NFPA required testing/equipment Main.	14,500.00	14,500.00	14,500.00
	1020	Wireless Communications	4,500.00	6,500.00	6,500.00
	1021	Firefighter incentive program	69,000.00	64,000.00	64,000.00
	1022	Training	25,000.00	20,000.00	20,000.00
	1023	Firefighter health plan	9,000.00	3,500.00	2,500.00
	1024	EMS Equipment	5,500.00	5,500.00	5,500.00
	1025	Bradford Expenses	1.00	1.00	1.00
BOARD OF ENGINEERS SUBTOTAL			383,901.00	366,340.00	358,068.00
CAPITAL EXPENSE					
	201	Principal - Station #2	35,000.00	35,000.00	35,000.00
	202	Interest - Station #2	13,000.00	16,000.00	19,000.00
	203	Principal - Tower 5	56,667.00	56,667.00	56,667.00
	204	Interest - Tower 5	12,500.00	14,000.00	18,000.00
	212	Principal - Engine 4	30,000.00	30,000.00	30,000.00
	213	Interest - Engine 4	12,500.00	14,500.00	14,500.00
	214	Principal - Car 1	9,000.00		
	215	Interest - Car 1	1,200.00		
Restricted Funds					
	205	Equipment	60,000.00	50,000.00	45,000.00
	206	Truck	40,000.00	35,000.00	35,000.00
	207	Buildings and Grounds	30,000.00	25,000.00	25,000.00
	208	Memorial		5,000.00	
CAPITAL EXPENSE SUBTOTAL			299,867.00	281,167.00	278,167.00
GRAND TOTAL			1,046,610.66	959,534.00	943,723.00
		Less Disbursement of Excess General Funds	39,100.00	0.00	0.00
Amount to be Funded From All Other Revenue Sources			1,007,510.66	959,534.00	943,723.00

**Dunn's Corners Fire District
Resolutions for 2017/2018
July 19, 2017**

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. This was a carryover item which was approved in the previous year's budget but was not completed.

Hot Water System Station 2 - Resolved to use up to \$6,000 from the unrestricted General Fund to purchase and install a new hot water system at Station 2. This was a carryover item which was approved in the previous year's budget but was not completed.

Personal Protective Equipment – Resolved to use up to \$10,000 from the unrestricted General Fund to purchase Personnel Protective Equipment for new members and to replace outdated equipment.

Radio Equipment – Resolved to use up to \$40,000 from the unrestricted General Fund to replace and upgrade outdated radio equipment.

General Fund Transfer to Budget – Resolved to use up to \$39,100 in unrestricted excess General Funds to hold the increase to the taxpayer in the 2017-2018 budget to 5% over the 2016-2017 budget.

Pay down on Station 2 Loan - Resolved to leave it to the OC's discretion to pay down up to \$10,000 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 19th day of July, A.D., 2017, hereby order the assessment and collection of a tax on the taxable inhabitants and property in the sum of not less than \$724,181 nor more than \$738,665 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, 2016, 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. 2017. 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, 2017, and all taxes remaining unpaid on said 30th day of September, A.D. 2017, 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 2016-2017, and all other monies collected during said fiscal year, but not otherwise appropriated. Provided, however, that prior to January 1, 2018, 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, 2016.

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, 2017, and ending May 31, 2018, 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.

**Dunn's Corners Fire District
Nominating Committee Report
July 19, 2017**

The Nominating Committee presents to the Electors of the Dunn's Corners Fire District the following Slate of Candidates:

To fill the two At Large Operating Committee seats expiring in 2019:

- Matthew Thomsen (incumbent)
- Kenneth Martin (incumbent).

To fill the unexpired term of Jonathan Schreier expiring in 2018:

- Richard Thomsen

Respectfully Submitted,

Andrew Schilke
Art Ganz
Gina Laudone