

**Dunn's Corners Fire District
Annual Meeting
Wednesday, July 18, 2018 7:00 PM**

Agenda

- I. Call to Order (M. Thomsen)
- II. Review of Fire Safety Protocols (Chief DeGrave)
- III. Pledge of Allegiance (M. Thomsen)
- IV. Moment of Silence (M. Thomsen)
- V. Reading of the Call (S. White)
- VI. Determination of a Quorum (M. Thomsen)
- VII. Approval of the 2017 Annual Meeting Minutes (M. Thomsen)
- VIII. Operating Committee Report (M. Thomsen / Chief DeGrave)
 - a. Chief's Report
 - b. 2017/2018 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 (Chief DeGrave)
- XI. Swearing in of Department Officers (Chief DeGrave)
- XII. Resolutions (M. Thomsen)
- XIII. Election of Officers (A. Schilke)
- XIV. Old Business (M. Thomsen)
- XV. New Business (M. Thomsen)
 - a. Election of the Nominating Committee
- XVI. Adjournment (M. Thomsen)

THE CALL

DUNN'S CORNERS FIRE DISTRICT NOTICE OF ANNUAL MEETING

TO BE HELD AT: DUNN'S CORNERS FIRE STATION #1
1 LANGWORTHY ROAD
WESTERLY, RHODE ISLAND

TO BE HELD ON: WEDNESDAY, July 18, 2018
TIME: 7:00 PM

The annual meeting of the Dunn's Corners Fire District will be held at the Dunn's Corners Fire Station #1, 1 Langworthy Road, Dunn's Corners, Westerly, Rhode Island, for the following purposes:

- To order taxes and provide for the assessing and collection of the same on ratable inhabitants and property in said Fire District
- To adopt a budget for the ensuing year.
- To authorize spending resolutions.
- To authorize the borrowing for the ensuing year and for all other charges and expenses whatsoever arising within said Fire District
- To elect At-Large members of the Operating Committee (Please go to www.dunnscornersfire.com for a list of candidates)
- To transact such other business as may legally come before such meeting.

Please visit www.dunnscornersfire.com for a copy of the Minutes of the 2017 Annual Meeting and associated reports.

INDIVIDUALS REQUESTING INTERPRETER SERVICES FOR THE HEARING IMPAIRED, PLEASE CALL 450-6539 SEVENTY-TWO (72) HOURS IN ADVANCE OF THE MEETING DATE.

Steve White, District Clerk

Dunn's Corners Fire District
1 Langworthy Road
Westerly, RI 02891
Minutes
Annual Meeting
July 19, 2017

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 10, 2017. 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 7, 2017.

Safety Protocols – Chief Kenyon 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 – District Clerk Steve White read the meeting Call. Twenty-six (26) taxpayers signed the attendance roster. A quorum was present.

July 20, 2016 Annual Meeting Minutes - Copies of the minutes of the 2016 Annual Meeting were printed and available for those in attendance.

A motion was made seconded and so voted by acclamation to approve the July 20, 2016 Annual Meeting minutes.

Reports

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

The Chief stated that the that the district had another successful year even with the changes in personnel. He discussed the resignation of immediate past Chief Mike Frink, wished him luck with his future endeavors and thanked him and his wife Heather and their family for their dedicated service and support of the department.

Chief Kenyon also informed the electors of the resignation of District Firefighter and Facilities Manager Chris Wells. He thanked Firefighter Wells for his service and wished him the best of luck with his new employment with the Tiverton Fire Department.

The Chief stated the District should take pride that even with these significant changes in personnel the department continued to provide the district with the best possible emergency care.

He stated over the past year there 115 trainings held totaling 1791-member hours and that the current membership is at 46 up 5 from the previous year.

The membership breaks down as follows: Senior Members 32; Life Members 5; Associate Members 2; Junior Members 1; Probationary Members 6.

Calls for the year were as follows: Non-medical 441 and medical 447.

Incidents per district were as follows: DCFD 733; Bradford 51; Shelter Harbor 31; Central Beach 22; Shady Harbor 10; Mutual Aide 41.

Chief Kenyon provided an update on the following projects:

Wireless Fire Alarm System Upgrade – He noted that all occupancies in the district’s response area that were on a hard-wired system have all been switched to radio boxes improving the reliability of the system in severe weather. He noted that during the upcoming year the district will need to focus on removing the wire from the antiquated system.

Car-1 – The department researched and purchased a new Car-1 a 2016 GMC Yukon. The former Car-1 is still in service as Squad-2 and is being used to transport firefighters to trainings, meetings and fire scenes.

Painting and Lighting – The Station-1 paint project was completed and both stations had exterior lighting upgraded to LED lights.

Uncompleted Items – The Chief noted that two projects scheduled for the 2016/17 year, the replacing of the hot water heater in Station 2 and upgrades to the security systems to both stations were not completed and are included in the current year’s budget and resolutions.

The Chief told the electors that the district was still in the running to receive a grant to help offset the cost of new SCBAs due to be replaced in the 2017/18 fiscal year. He noted that the district has been reserving funds in case a grant cannot be secured. He stated that the district was currently working on purchasing personal protective gear for wildland firefighting from a Rhode Island DEM grant received last year.

Finally, the Chief acknowledged the following: Mary Rathbun, the Operating Committee, retired Deputy Chief Ken Martin, Deputy Chief’s Carl Johnson and Tom Algieri, the department’s Line Officers, Captain/Training Officer Jeffrey Thomas, Fire Police Captain Bob Delaney, Firefighter John Merkel, the Members of the Department, and his wife Andi and children Brody and Karlin.

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

Treasurer's Report – The Treasurer reviewed the financial statements for the period of June 2016 through May 2017.

The 2016-17 financial statements showed a net surplus of 51,978.16 aided by a tax sale. Additionally, he discussed the District's equity position which stood at \$2,173,003, total District Assets which stood at \$3,370,202 and stated that the District did make an additional \$25,000 in principal debt reduction payments on Station 2 during the year.

A motion was made, seconded and so voted by acclimation to accept the Treasurer's Report and accept the fiscal year end 2016-17 financial statements.

Moderator's Report – The Moderator stated to the electors that over the past year the district has seen a lot of changes. He noted the following: new contracts were completed with the Shelter Harbor, Shady Harbor and Bradford Fire Districts; a new contract with the QCBFD will be completed soon; the district is continuing with litigation to resolve the Bradford Industrial Park/Westerly Ambulance Corp dispute; the Operating Committee is working with the Board of Engineers on a plan to replace our firefighters' protective equipment while controlling the expense to the taxpayer.

He also discussed the steps the Operating Committee has taken to recruit a new Chief.

He noted that the Friends of the Quonchontaug Grange have worked hard to update the Grange facility and improve its profitability.

The Moderator also discussed the time the Operating Committee had to devote to the district matters over the past year stating he believed the committee must have met over 20 times.

The Moderator thanked the following: the volunteers, officers, assistant chiefs; Past Chief Mike Frink; Interim Chief Keith Kenyon; Mary Rathbun; Diane Nardone; Kerry Schreier.

He went on to thank the former Operating Committee members Jon Schreier (at-large-member) and Tom Algieri (immediate past department rep) for their past service to the district.

Finally, he thanked the taxpayers for their support of the department.

Moderator Thomsen then turned the meeting to District Solicitor Mike Cozzolino who provided an update on the Bradford Industrial Park(BIP)/ Westerly Ambulance Corp litigation. The Solicitor updated the electors as to the status of the litigation. He noted that a ruling stating that BIP was not part of the Bradford Fire District and DCFD was not under any obligation to respond to calls to BIP was awarded however BIP has appealed the ruling to the Rhode Island Supreme Court. The Solicitor believes that there is high probability the earlier ruling will be affirmed.

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

Tax Assessor's Report – Tax Assessor Diane Nardone reported for the fiscal year 2016–17 property within the town of Westerly had an assessed value of \$903,565,600 and was taxed at a rate of .453 cents per thousand establishing an amount for collection of \$409,473.57. Of that total, the District collected 96.0% or \$394,066.09 plus an additional \$867.47 in interest payments on past due taxes. The overall collection rate of 101% factors in past due amounts collected for the years 2013 thru 2015, bringing the total to \$410,653.68. For the town of Charlestown property had an assessed value of \$642,667,800 and was taxed at a rate of \$.453 cents per thousand establishing an amount for collection of \$191,031.40. The District collected 97% or \$281,125.29 in principal and \$584.44 in interest on past due taxes. The overall collection rate of 101% or \$293,499.69 factors in past due amounts collected for the years 2013 thru 2015.

A motion was made, seconded and so voted by acclimation 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 \$1,046,610.66, which is an increase of \$87,076.66 or 9.07% over the 2016/17 budget. Additionally, it was noted that \$39,100 would be used from the unrestricted General Funds to limit the expense increase to 5.00% or \$47,976.66.

A motion was made, seconded and so voted by acclimation to approve the proposed 2017/2018 budget.

Resolutions:

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.

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

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

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.

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

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

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

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.

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 \$10,000 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.

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 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.

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 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.

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, 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.

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

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:

- Matthew Thomsen – Term to expire 2019
- Kenneth Martin – Term to expire 2019

To fill the unexpired term of Jonathan Schreier

- Richard Thomsen – 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 2017-18 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 7:40 pm.

Meeting adjourned at 7:40 pm

Respectfully Submitted,

Steve White
District Clerk

DRAFT

DUNN'S CORNERS FIRE DISTRICT DISTRICT CHIEF'S REPORT FISCAL YEAR 2017-2018

We have finished another successful year at the Dunn's Corners Fire Department. First, an official hello to the community. My name is Christopher DeGrave and I am the new District Chief appointed this February 2018. I am a retired State of Rhode Island ADA Investigator and previous Deputy Chief within the Kingston Volunteer Fire Department in South Kingstown. I have been involved in the fire service for over 14 years and have actively volunteered since my childhood as an Eagle Scout in the Boy Scouts of America. I am married to my lovely wife, Jamie DeGrave and we have a two year old daughter named Cameron. We have recently moved into the local area and now reside in the Dunn's Corners Fire District.

I am truly excited to take on this new role. I look forward to providing you with unsurpassed service while continuously upholding the core values of integrity, trust, excellence, and transparency that the community deserves. We will achieve our mission through the effective and efficient delivery of services while recognizing the significant volunteer contribution of our members as the main ingredient to our success. My goals and future vision include new volunteer recruitment strategies, incentive programs, training regimens as well as attainable goals and expectations from all positions. I will work to streamline operations, policies and procedures to encourage advancement and personal growth. Many of these projects are already well underway with the help of the volunteer leaders of this department.

Within the community if we can help you, improve our response or be of service, please contact us at any time. As a department, we welcome your concerns, input and feedback. I look forward to serving you in my capacity as the District and Department Chief. On behalf of our entire staff, thank you for your continued support of the Dunn's Corners Fire Department.

In the past year several notable changes within department structure and leadership have occurred including the hiring of a new District Chief and new full-time Fire Marshal/Firefighter Jim Bobola. Additionally, the department is undergoing a full restructure of the leadership organizational chart including the reassignment of Carl Johnson as Car 2, Deputy Chief of Operations and the promotion of Deputy Chief Keith Moody as Car 3, Deputy Chief of Personnel & Administration. Currently, the department structure is as follows: 2 Deputy Chiefs, 1 Department Captain and 2 Department Lieutenants, whom will be installed later this evening.

The Dunn's Corners Fire District should take pride in the fact that even under significant internal leadership changes the department has unwaveringly provided exceptional volunteer emergency services to the community. This can only be attributed to the hard work and dedication of my fellow chiefs, officers and firefighters. Over the past year, our firefighters conducted over 1500 hours of training. Current membership is at 50, which is an increase of 5 from last year. With a reinvigorated marketing and community outreach program, we have seen a substantial increase in new applicant interest.

Membership Breakdown:

Senior Members	32
Life Members	5
Associate Members	4
Junior Members	3
Probationary Members	6

During the past year, the Dunn's Corners Fire Department responded to **790 total incidents** including 410 fire and 380 for emergency medical responses. The average personnel response per fire call was 8. Please see attached incident summary sheet for full detail of incidents. Our volunteers spent **over 2200 hours** responding and working on the scene of incidents.

Breakdown by Incident Type:

Fire Incident Responses	410
Medical Incident Responses	380

Breakdown of Incidents by District:

District	Number of Incidents
DCFD	550
Bradford	31
Shelter Harbor	40
Central Beach	23
Shady Harbor	2
Mutual Aid Towns/ Departments	144

This year the Fire Marshal's office conducted 356 inspections and plan reviews for residential and commercial properties located in our coverage area. This is an increase of 17 from last year.

Project Completion Updates:

Throughout the 2016-2017 fiscal year, numerous infrastructure projects were completed to help maintain and/or improve operations. Several pending projects from past fiscal years were also recently completed.

- Seven (7) new sets of personal protective fire gear purchased and fitted
- Hot water system at Station 2 was replaced.
- New security camera & DVR recorder system– Sta 1, 2 & Grange
- IT improvements for the inter-office emailing system, scheduling and calendar systems
- Motorola Radio & Pager Project (Phase 1)- New department pagers & 8 new radios
- RISE Engineering Building Efficiency and Lighting Survey
- Several Roof/Vent Leak Repairs

Future Projects:

Over the next several years including this next budget cycle, we will be actively working on several projects to maintain our facility, streamline operations, improve storage and increase efficiency. Those projects include but are not limited to:

- Improving department communications infrastructure with new antennas, repeaters and radio equipment (Radio Project Phase 2)

- Replacing Squad 2/ Squad 3 vehicles with one new multi-use department utility vehicle
- Improving department firefighter safety with new NFPA compliant SCBA Air Paks
- Improving community EMS response with the installation of AEDs on ALL department apparatus
- HVAC System Improvements
- Building Efficiency Enhancements- Boiler Gas Conversion, Insulation & Fresh-Air Venting

Grant Updates for the 2017-2018 Fiscal Year:

DEM Forestry Grant- DCFD has been awarded a \$2500.00 match grant for the purchase of brush fire gear. We will be purchasing new fire hose, tools and personal protective equipment with the funds as allotted.

Federal Assistance to Firefighters Grant- Unfortunately we did not receive a 2017 AFG grant for the SCBA equipment. The new 2018 grant period ended during the week of my start date. My plan is to reapply in 2019 however I believe that the district should look into other lease/purchase or financing options while loan rates are low.

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.

- Retiring Chief Michael Frink for his years of service and his continued volunteer service with the department.
- Deputy Chief Carl Johnson for his constant support during my transition into my position during the last several few months.
- Mary Rathbun, for her continued commitment to this department as the Office Manager has helped make the Chief transitions very smooth.
- The countless hours the Operating Committee has volunteered to help the Dunn's Corners Fire District prosper and also for their supportive guidance these past several months in my new role.
- To the Department Line Officers, for their continued dedication and devotion. These folks provide the core leadership and guidance of the department. The transition would not be successful without ALL of the support they have offered.
- To the volunteer members and associates of the department, I thank you for all that you do. We will continue to grow and succeed together.
- I would like to thank my wife, Jamie and daughter Cameron for the love, support and patience you shown me during this past year with my hiring, selling of our home and relocating. You are my rock.
- And finally to the local community and taxpayers... We are honored and extremely proud to serve you and as always thank you for your trust and continued support.

3:47 PM

07/09/18

Accrual Basis

DUNN'S CORNERS FIRE DISTRICT
Balance Sheet - Subject to Audit
As of May 31, 2018

	May 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Washington Trust Checking	488,489.49
Washington Trust CD's	
Certificate of Deposit - 6240	335,696.14
Total Washington Trust CD's	335,696.14
WCC--Savings	12,206.72
Westerly Community Credit Union	17,645.32
Total Checking/Savings	854,037.67
Accounts Receivable	
Accounts Receivable	6,101.20
Total Accounts Receivable	6,101.20
Other Current Assets	
Prepaid Insurance	19,353.19
Inventory Asset	3,420.00
Taxes Receivable	
DC Taxes Current Year	36,277.92
DC Taxes Prior Years	13,904.89
Total Taxes Receivable	50,182.81
Total Other Current Assets	72,956.00
Total Current Assets	933,094.87
Fixed Assets	
Land	454,695.73
Buildings	
Building Repairs	9,664.00
Comm Bldg (Grange)	82,088.00
Station 1	566,107.46
Station 2	908,050.00
Total Buildings	1,565,909.46
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	-1,669,718.92
Total Fixed Assets	2,361,724.40
TOTAL ASSETS	3,294,819.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	11,454.11
Total Accounts Payable	11,454.11
Other Current Liabilities	
Accrued Expenses	9,714.95
Accrued Wages	24,467.50
Deferred Taxes	50,182.81

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07/09/18

Accrual Basis

DUNN'S CORNERS FIRE DISTRICT
Balance Sheet - Subject to Audit
As of May 31, 2018

	May 31, 18
Total Other Current Liabilities	84,365.26
Total Current Liabilities	95,819.37
Long Term Liabilities	
Loans Bldg & Vehicle	
2. Principal- Engine #4	413,385.42
3. Principal - Station #2	184,997.00
10. Principal - GMC Yukon Tower 5	44,433.08 339,997.00
Total Loans Bldg & Vehicle	982,812.50
Total Long Term Liabilities	982,812.50
Total Liabilities	1,078,631.87
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	1,878,451.23
Net Income	40,793.17
Total Equity	2,216,187.40
TOTAL LIABILITIES & EQUITY	3,294,819.27

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07/09/18

Accrual Basis

DUNN'S CORNERS FIRE DISTRICT
Profit and Loss Statement - Subject to Audit
 June 2017 through May 2018

Jun '17 - May 18

Ordinary Income/Expense	
Income	
Tax Income	
DC Taxes Current	687,903.08
DC Taxes Prior Years	13,442.13
Penalty Fees	2,836.06
Tax Service Fees	824.84
Overpayment of Taxes	1,370.59
Total Tax Income	706,376.70
Other Income	
Insurance Proceeds - Eng / Pump	1,835.99
Community Building Rental	6,937.72
Fire Prevention Fund	6,890.00
Fire Prevention Services	2,372.00
Fire Watch Detail	2,240.00
Grant Income	1,491.50
Inspection Fees	9,247.00
MVA	7,250.00
Outside District Fees	269,281.22
Tax Sale Redemption	1,243.87
Total Other Income	308,789.30
Uncategorized Income	75.28
Total Income	1,015,241.28
Gross Profit	1,015,241.28
Expense	
300-Clerk	
301. Advertising	2,637.21
Total 300-Clerk	2,637.21
400-Administrative	
401. Office Supplies	3,112.58
402. Information Services	163.88
403. Misc. Office	1,855.42
404. Stationary/Postage	752.88
Total 400-Administrative	5,884.76
500-Tax Collector/ Assessor	
501 Tax Bills-Westerly/Charlest	4,511.54
502. Operating Supplies	32.39
503. Computer Supplies	362.14
504. Legal Advertising	314.99
505. Stationary/Postage	300.00
506. Tax Sale Redempt Expenses	1,989.74
507. Professional Education	90.00
508. Information Services	2,277.15
Total 500-Tax Collector/ Assessor	9,877.95
600-Operating Committee	
601. Legal Services	6,197.50
602. Audit Services	11,500.00
603. Miscellaneous	2,763.93
604. Payroll Fees	1,361.15
607. Administrative Fee 401K	1,800.00
608. Consultant Fees	824.00
609. Special Legal Services	13,789.34
610. Chief Interview Expense	500.00
Total 600-Operating Committee	38,735.92
700. Payroll	

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07/09/18

Accrual Basis

DUNN'S CORNERS FIRE DISTRICT
Profit and Loss Statement - Subject to Audit
June 2017 through May 2018

	Jun '17 - May 18
701. Deputy Chiefs	27,562.52
702. Bookkeeper	3,000.00
703. Clerk Salary	1,200.00
704. District Tax Contribution	24,703.75
705. Fire Chief Salary	83,456.51
707. Administrative Salary	37,445.04
708. Tax Coll. Salaries	4,955.34
712. Treasurer	2,000.00
713. Fire Marshal Salary	
713-0. Fire Marshal Salary	33,030.60
713-2. Clothing Allowance	600.15
713-4 Life Insurance	377.50
713. Fire Marshal Salary - Other	5,981.63
Total 713. Fire Marshal Salary	39,989.88
714. Leadership Incentives	4,328.95
715. Moderator	800.00
716. Administrative Support	3,821.25
Total 700. Payroll	233,263.24
800-DCFD Community Building	
802. Fuel	3,041.30
803. Repairs/Minor upgrades	13,938.98
Total 800-DCFD Community Building	16,980.28
900-Chief's Benefits	
902. Clothing	1,824.35
903. Health & Dental Insurance	881.14
904. Life Insurance	247.50
906. Relocation	5,000.00
Total 900-Chief's Benefits	7,952.99
910-Admin Benefits 401K	2,568.88
1000-Board of Engineers	
1001. Personal Protective Equip	29,028.34
1002. Radios & Pagers	48,857.79
1003. Equipment Maint/ Replace	20,062.77
1004. Apparatus Maintenance	41,673.39
1005. Maint-Radios/Alarm Sys	4,578.13
1006. Hydrant Rental	9,585.00
1007. Supplies - Truck Fuel	6,358.92
1008. Station #1- Fuel & Elec	17,145.72
1009. Station #2 - Fuel & Elec	12,896.92
1010. Insurance	61,191.54
1011. Fixed Asset Maintenance	14,580.02
1012. Telephone/Cable Service	8,255.68
1013. Dispatch Service	10,932.04
1014. Southern League	2,411.14
1015. Dunn's Corners Fire Dept	14,700.00
1016. Engineer's Expenses	6,504.27
1017. IT & Computer Services	6,162.32
1018. Fire Marshal Inspection	4,022.35
1019. NFPA Req Testing/Equip	15,010.24
1020. Wireless Communications	3,379.76
1021. FF Incentive Program	67,204.09
1022. Training	24,761.52
1023. FF Health Safety	7,218.76
1024. EMS Equipment	4,971.73
1025. Bradford Expenses	2.00

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Accrual Basis

DUNN'S CORNERS FIRE DISTRICT
Profit and Loss Statement - Subject to Audit
 June 2017 through May 2018

	Jun '17 - May 18
Total 1000-Board of Engineers	441,494.44
Depreciation	164,235.96
Misc Other	
Grant Expense	2,982.99
Fire Prevention Expenses	5,897.06
Fire Watches	2,842.00
MVA Billing	515.00
Total Misc Other	12,237.05
Total Expense	935,868.68
Net Ordinary Income	79,372.60
Other Income/Expense	
Other Income	
Sales Tax on Radio Boxes	2,030.34
Reimb From DC Fire Dept	3,734.55
CD Interest Income	1,004.08
Checking Interest	91.27
Finance Charge	0.00
Total Other Income	6,860.24
Other Expense	
200-Capital Expenditures	
201. Principal-Station#2	45,000.00
202. Interest-Station #2	8,932.85
203. Principal - Tower 5	56,667.00
204. Interest-Tower #5	12,782.42
212. Principal-Engine #4	28,914.77
213. Interest--Engine #4	15,409.15
215. Memorial (Restructed Fund)	115.00
217. Alarm System (Restricted)	2,410.33
218. Radio Boxes	3,432.91
220. Principal - GMC Yukon	12,487.98
221. Interest - GMC Yukon	1,537.86
Total 200-Capital Expenditures	187,690.27
Bank Service Fees	819.15
Capital Expense Wash	-143,069.75
Total Other Expense	45,439.67
Net Other Income	-38,579.43
Net Income	<u>40,793.17</u>

**DUNN'S CORNERS FIRE DISTRICT
TAX COLLECTOR'S REPORT
FY 2017-2018**

WESTERLY PROPERTY ASSESSED VALUATION	\$ 912,392,900.00	Tax Rate =	\$ 0.45
2017 TAXES TO BE COLLECTED	\$ 410,744.80		
TOTAL COLLECTED with interest	\$ 400,639.95		
COLLECTED 2017 TAXES	\$ 389,252.86	Interest	\$ 885.38
COLLECTED 2016 TAXES	\$ 8,103.81	Interest	\$ 994.75
COLLECTED 2015 TAXES	\$ 1,130.47	Interest	\$ 84.24
COLLECTED 2014 TAXES	\$ 188.25	Interest	\$ 0.19
	<hr/>		
	\$ 398,675.39	Interest	\$ 1,964.56

Total

CHARLESTOWN PROPERTY ASSESSED VALUATION	\$ 699,418,700.00	Tax Rate =	\$ 0.45
2017 TAXES TO BE COLLECTED	\$ 314,632.71		
TOTAL COLLECTED with interest	\$ 303,537.06		
COLLECTED 2017 TAXES	\$ 298,650.25	Interest	\$ 386.39
COLLECTED 2016 TAXES	\$ 3,970.86	Interest	\$ 473.34
COLLECTED 2015 TAXES	\$ 42.55	Interest	\$ 9.24
COLLECTED 2014 TAXES	\$ 3.28	Interest	\$ 1.15
	<hr/>		
	\$ 302,666.94		\$ 870.12

Total

2017 RECEIVABLES	\$ 725,377.51
TOTAL COLLECTED 2014-2017 WESTERLY and CHARLESTOWN	\$ 704,177.01
2017 TAX SALE AND REBILLING FEES	\$ 638.84
2016 TAX SALE AND REBILLING FEES	\$ 170.00
2015 TAX SALE AND REBILLING FEES	<hr/> \$14.00
TOTAL COLLECTIONS FY 2017-2018	\$ 704,999.85

Submitted by

Diane Nardone
July 18, 2018

Dunn's Corners Fire District
Proposed Budget: 2018-19

	2018/2019 Budget	2017/2018 Budget	2016/2017 Budget
OPERATING EXPENSE			
Clerk			
301 Advertising	1400.00	1000.00	500.00
Subtotal:	1400.00	1000.00	500.00
Administrative Services			
402 Information Services	500.00	800.00	500.00
403 Office Supplies	3,500.00	3,500.00	2,800.00
404 Stationary/Postage	1,000.00	1,000.00	1,000.00
Subtotal:	5,000.00	5,300.00	4,300.00
Tax Collector/Assessor:			
501 Tax Bills - Westerly/Charlestown	5,000.00	5,000.00	5,000.00
502 Operating Supplies	200.00		
503 Computer Supplies	200.00	200.00	200.00
506 Tax Sale Redempt Expenses	0.00		
507 Professional Education	60.00	50.00	50.00
508 Information Technology & Tax Software	2500.00		
Subtotal:	7,960.00	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	2,500.00	2,100.00	1,500.00
607 401K Admin Fee	2000.00	1800.00	900.00
608 Consultant Fees	3,500.00	3,500.00	1,500.00
609 Special Legal Services	7,500.00	10,000.00	7,500.00
610 District Tax Contributions	23,500.00	19,000.00	16,000.00
Subtotal:	60,000.00	57,400.00	48,400.00
DCFD Community Building:			
802 Fuel	3,000.00	3,000.00	3,000.00
803 Repairs/Minor upgrades	9,500.00	9,500.00	8,000.00
Subtotal:	12,500.00	12,500.00	11,000.00

OPERATING EXPENSE SUBTOTAL		86,860.00	81,450.00	69,450.00
<u>SALARY EXPENSE</u>				
Duty Chief's x 2 (701)	Stipends (\$18000 per DC)	36,000.00	30,000.00	30,000.00
Bookkeeper (702)	Salary	3,120.00	3,000.00	3,000.00
Clerk (703)	Salary	1,000.00	1,200.00	1,200.00
Fire Chief (705)	Salary			
	705-0. Fire Chief Salary	95,000.00	116,427.00	116,427.00
	705-1. Retirement Contribution	6,650.00		
	705-2. Clothing Allowance	1,000.00		
	705-3. Healthcare Reimbursement	5,000.00		
	705-4. Life Insurance	300.00		
	705-5. Long-Term Disability Insurance	1,000.00		
Office Manager (707)	Salary			
	707-0. Salary	34,500.00	34,500.00	29,700.00
	707-1. Retirement Contribution	2,415.00		
Tax Collector/Assessor (708)	Salaries	5,870.00	6,500.00	6,500.00
Treasurer (712)	Salary	2,200.00	2,000.00	2,000.00
Firefighter/Fire Marshal (713)				
	713-0. Marshal Salary	46,800.00	74,465.66	49,950.00
	713-1. Retirement Contribution	3,276.00		
	713-2. Clothing Allowance	1,000.00		
	713-3. Healthcare Reimbursement	5,000.00		
	713-4. Life Insurance	400.00		
Professional Development (714)	Leadership Incentive	3,500.00	5,000.00	3,000.00
Moderator (715)	Salary	1000.00	800.00	800.00
Administrative Assistant (716)	Salary	8,580.00	7,500.00	

Cleaning Asst/ Maintenance/ Grounds (717) Salary	10,000.00		
SALARY EXPENSE SUBTOTAL	273,611.00	281,392.66	242,577.00

**Dunn's Corners Fire District
Proposed Budget: 2018-2019**

	2018/2019 Budget	2017/2018 Budget	2016/2017 Budget
1000 BOARD OF ENGINEERS EXPENSE			
1001 Personal Protective Equipment		22,000.00	20,000.00
1001-1. PPE	22,000.00		
1001-2. Uniform Expenses	2,500.00		
1002 Radios & Pagers- FD Communications	4,500.00	7,000.00	4,000.00
1003 Equipment Maintenance & Replacement	21,000.00	20,000.00	16,759.00
1004 Apparatus Maintenance	40,000.00	37,000.00	35,800.00
1005 Radio Box & Dispatch Maintenance	2,000.00	3,500.00	2,000.00
1006 Hydrant Rental	10,000.00	10,000.00	10,000.00
1007 Apparatus & Equipment Fuel	9,000.00	6,000.00	8,000.00
1008 Station #1 Fuel & Electric	15,500.00	12,000.00	
1009 Station #2 Fuel & Electric	12,500.00	10,000.00	
1010 Insurance	63,000.00	63,000.00	63,000.00
1011 Fixed Asset/ Building Maintenance		15,000.00	15,000.00
1011-1. General Maintenance & Supplies	13,000.00		
1011-2. Grounds Maintenance	2,500.00		
1011-3. Fire Protection Systems & Inspections	6,500.00		
1012 Telephone/Cable Service	8,250.00	8,100.00	8,400.00
1013 Dispatch Services	13,000.00	12,000.00	11,000.00
1014 Southern League	2,500.00	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	6,500.00	5,500.00	6,500.00
1017 Information Technology/ Computer Services	8,500.00	6,500.00	6,580.00
1018 Marshal Inspection/ Investigation Expenses	3,500.00	3,800.00	3,800.00
1019 NFPA Required Testing- Equipment/Apparatus	11,000.00	14,500.00	14,500.00
1020 Wireless Communications	5,000.00	4,500.00	6,500.00
1021 Firefighter Recruitment & Retention	85,000.00	69,000.00	64,000.00
1022 Training & Training Achievements	25,000.00	25,000.00	20,000.00
1023 Firefighter Health & Safety (NFPA 1500)	9,000.00	9,000.00	3,500.00
1024 EMS Program	8,000.00	5,500.00	5,500.00

	1025 Bradford Expenses	1.00	1.00	1.00
	BOARD OF ENGINEERS SUBTOTAL	422,251.00	383,901.00	366,340.00
CAPITAL EXPENSE				
	201 Principal - Station #2	35,000.00	35,000.00	35,000.00
	202 Interest - Station #2	7,980.00	13,000.00	16,000.00
	203 Principal - Tower 5	56,667.00	56,667.00	56,667.00
	204 Interest - Tower 5	12,500.00	12,500.00	14,000.00
	212 Principal - Engine 4	32,000.00	30,000.00	30,000.00
	213 Interest - Engine 4	12,800.00	12,500.00	14,500.00
	220 Principal - Car 1	12,800.00	9,000.00	
	221 Interest - Car 1	1,800.00	1,200.00	
RESTRICTED FUNDS				
	205 Equipment	60,000.00	60,000.00	50,000.00
	206 Truck	40,000.00	40,000.00	35,000.00
	207 Buildings and Grounds	30,000.00	30,000.00	25,000.00
	215 Memorial			5,000.00
	CAPITAL EXPENSE SUBTOTAL	301,547.00	299,867.00	281,167.00
GRAND TOTAL		1,084,269.00	1,046,610.66	959,534.00

<u>Capital Project Requests</u>		<u>Estimated Cost</u>	<u>Dates</u>	<u>Resolutions</u>	<u>Fund</u>
Radio Project Phase 2	\$	170,000	Split 18/19 & 19/20	\$85,000	Unrestricted
SCBA- Full Department Outfit	\$	300,000	Split 18/19 & 19/20	\$95,000	Restricted Equip
AEDs for all DCFD Vehicles	\$	14,000	18/19	\$14,000	Restricted Equip
Building Maintenance	\$	20,000	18/19	\$20,000	Restricted Building
Replacement of Squad 2/3 & UpFit	\$	44,000	18/19	\$44,000	Restricted Truck

**Dunn's Corners Fire District
Resolutions for 2018/2019
July 18, 2018**

Squad 2 & 3 Vehicle Replacements - Resolved to sell or trade in the existing vehicles Squad 2, Squad 3 and the bucket truck and to use the proceeds and up to \$44,000.00 from the restricted truck fund to purchase new vehicle(s) inclusive of a snow plow. If interest rates are favorable compared to the District's highest interest rate loan then the Treasurer is authorized to borrow against the new vehicle and pay down the highest rate loan, a comparable amount.

Building Repairs Stations 1 & 2 - Resolved to use up to \$20,000 from the restricted building fund account for necessary repairs.

Automated External Defibrillators (AED) - Resolved to use up to \$14,000 from the restricted equipment fund account for AED's for all apparatus.

Radio System Equipment- Resolved to use up to \$85,000 from the unrestricted general fund for the purchase of radio equipment.

Self-Contained Breathing Apparatus (SCBAs) - Resolved to use up to \$95,000 from the restricted equipment fund account for the purchase of SCBAs.

Pay down on Station 2 Loan - Resolved to leave it to the OC's discretion to pay down up to \$20,000 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 18th day of July, A.D., 2018, hereby order the assessment and collection of a tax on the taxable inhabitants and property in the sum of not less than \$777,996 nor more than \$793,555 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, 2017, 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. 2018. 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, 2018, and all taxes remaining unpaid on said 30th day of September, A.D. 2018, 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 2017-2018, and all other monies collected during said fiscal year, but not otherwise appropriated. Provided, however, that prior to January 1, 2019, 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, 2017.

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, 2018, and ending May 31, 2019, 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 18, 2018**

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 2020:

- Robert J. Delaney (incumbent)
- Matthew Manni
- Louis Misto
- Richard E, Thomsen (incumbent)

Respectfully Submitted,

Andrew Schilke
Art Ganz
Gina Laudone