

Dunn's Corners Fire District Bylaws
Revision #2: July 16, 2008
Supercedes Revision #1: January 30, 2008

1. Notice of Annual, Special and Adjourned Meetings: Each Annual, Special and Adjourned Meeting shall be announced by the Clerk by posting notices thereof in at least five (5) public places in The District, including at Station 1 and Station 2, not less than one week prior to the date on which such meeting is called. Notice shall also be published not less than one week prior to the meeting in a public newspaper which is published daily and has a circulation within the Dunn's Corners Fire District.
2. Minutes of District Meetings: The Clerk will prepare minutes within thirty (30) days of any District Meeting and make same available to electors of the District upon request.
3. Annual Meeting Start Time: The announced starting time for the Annual Meeting will be 7:00 PM.
4. Operating Committee Details:
 - a. The Operating Committee will determine the frequency and duration of Operating Committee meetings. The meeting schedule, including date, start-time and location, will be posted at Station 1 and Station 2, and any other location deemed appropriate by the Operating Committee. The Operating Committee will meet at least four times per year, one of which must occur approximately 30 days prior to the District Annual Meeting. The quorum for conducting an Operating Committee meeting shall be four (4) of the six (6) members.
 - b. The clerk shall keep and maintain minutes of any meeting of the Operating Committee and make same available to electors.
 - c. The Operating Committee shall prepare and recommend to the Annual meeting the budget for the ensuing year. For this purpose they may examine previous records of expenditures, call for recommendations from the different officers, departments or agencies, and in general exercise supervision over the financial affairs of The District in the interest of economy and efficiency, but said duties shall not conflict with the duties of the Treasurer.
 - d. The Chief, at each Annual Meeting, shall make a written report to the eligible voters of the District as to fire suppression and prevention in the District.
 - e. The Treasurer, at each Annual Meeting, shall make a written report to the eligible voters of the District of all accounts, showing the sums received and paid during the previous fiscal year, including comparison of expenditures to budgeted amounts.
 - f. The Tax Collector, at each Annual Meeting, shall make a written report to the eligible voters of the District of all tax collections and delinquent charges.

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- g. The Operating Committee may make arrangements to abandon or sell District property, except if the property has a fair market value in excess of \$20,000, the abandonment or sale must be approved by a majority of the eligible electors present and voting at an Annual or Special Meeting.
5. Processing of Collected Taxes: The Tax Collector shall on the first business day of each month deposit to an appropriate account the total taxes collected during the previous month, or at more frequent intervals, at the option of the Tax Collector.
6. Bill Payment: Expenses approved by the Chief shall be presented to the Treasurer for payment. Each such statement or claim shall bear the signature of the Chief or his nominee before being presented to the Treasurer for payment.
7. Process for Hiring a Fire Chief: Whenever it becomes necessary to fill a vacancy in the position of Fire Chief, the following process is followed by the Chief selection committee:
- a. The Clerk will announce the Chief opening by, at minimum:
- 1) Posting notices in at least five (5) public places in The District, including at Station 1 and Station 2
 - 2) Publishing an announcement in a public newspaper which is published daily and has a circulation within the Dunns Corners Fire District.
- Notice is to include:
- 1) Minimum requirements of applicants (see below).
 - 2) Specific information which the applicant must provide in his/her application.
 - 3) The address to which applications must be forwarded.
 - 4) The date by which applications must be received, no sooner than 30 days after notice was initially posted.
- Note: The above information may be provided electronically (e.g., on an internet website) to which the notices and newspaper announcement refer.
- b. Each applicant must satisfy the following criteria:
- 1) Resident of Westerly or Charlestown, or willing to relocate to Westerly or Charlestown within one (1) year of appointment to Chief.
 - 2) Active member of the Dunns Corners Fire Department
 - 3) Member of the Dunns Corners Fire Department for not less than 10 years

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- 4) Have held the office of Lieutenant or Captain of the Dunns Corners Fire Department for a period of not less than two (2) years.
 - 5) Certified as Deputy State Fire Marshall, or willing to become so certified within one (1) year of appointment as Chief
- Note: Equivalent experience in another organized fire department may be substituted for 2), 3) and 4).

c. The criteria used by the Chief selection committee in evaluating applicants shall include at least:

- 1) Working knowledge of fire-fighting skills.
- 2) Leadership ability.
- 3) Formal education and training accomplishments.
- 4) Administrative ability
- 5) Communications skills, both written and oral.
- 6) Character references provided by the candidates.

The Chief selection committee shall interview at least the top three candidates; if less than three candidates apply, then the committee shall interview all applicants.

d. The successful candidate must receive the endorsement of at least five of the seven members of the Chief selection committee.

e. Each candidate shall be notified in writing according to whether or not he/she was selected for the Chief's position. In addition any candidate who was interviewed shall be notified verbally by the District Moderator or delegate.

8. Fire Protection Fees: Fees charged to outlying fire districts, beach associations, residential cooperatives, or similar organizations, for provision of fire protection services shall be, at a minimum, equal to the amount which would be charged using the same assessment criteria used for properties within The District, unless approved by a majority of the eligible voters present at an Annual, Special or Adjourned Meeting.

9. Reallocation of Funds between Budget Accounts: The Operating Committee may, at its discretion, expend funds from an underspent account in order to supplement an account for which the budgeted amount has already been expended.

10. Fees for Facilities and Services: The Operating Committee may fix rates and collect charges for the use of facilities or for services rendered by or furnished by the District, or its employees or its volunteers without prior approval of the

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District electors, provided the Operating Committee reports any such rates and charges to the voters at each Annual Meeting.