

Dunn's Corners Fire District
Job Description: District Clerk

July 7, 2008

1. Publicizes District meetings (including Annual, Special and Adjourned) and Operating Committee meetings, by posting notices, including physical postings (e.g., at the two Fire Stations, etc.), newspaper legal ads, on the DC Fire Department web site and/or on the State of Rhode Island eTown Crier web site (in compliance with RI Open Meeting Law, the District Charter and Bylaws, and Operating Committee procedures).
2. Arranges interpreter services for the hearing impaired at District and Operating Committee meetings, if requested.
3. Records minutes of District and Operating Committee meetings and makes same promptly available to District officers and voters.