

Randolph Fire District No.1 Volunteer Job/Role Description

Overview:

Randolph Fire District No.1 (RFD), a municipal corporation, is responsible for providing clean drinking water and water for fire protection for approximately 60 properties including Gifford Medical Center's nursing facility and independent living facility. RFD is run by volunteers performing the following roles: a 3 person Prudential Committee - chair and 2 members (governing body), a Clerk, a Treasurer, a Collector of Rents and Taxes (administrative activities) and an Engineer (operational activities). In addition, RFD jointly operates the Randolph Center Water System (RCWS) with Vermont Technical College.

Activities/ Job Descriptions:

3 - Prudential Committee: (1 elected each year for 3 year term)

Responsible for operating a public water system in compliance with state regulations. Activities include:

- Conduct (PC Chair) meetings in accordance with appropriate protocols (annual and monthly meetings)
- Coordinate (PC Chair) with VTC when necessary, in accordance with state required agreement
- Oversee all the activities of the Engineer (operations), Clerk, Treasurer & Collector of Rents and Taxes (administration)
- Responsible for drafting, updating and enforcing Ordinances and Policies
- Develop a budget and directs all expenditures of Fire District monies
- Stipend: \$250 per year plus expenses

Engineer (elected annually): Engineering degree or experience not required

Responsible for routine physical monitoring and maintenance including water quality testing, physical inspection of water source, storage, pumps and disinfectant equipment to ensure all are operating properly

- Must develop a thorough knowledge of the water system
- Update maps and plans as needed
- Maintain and update database of all infrastructure including spare parts
- Maintains the Operations & Maintenance (O&M) Manual (adding or deleting information as needed)
- Work closely with contract water operator (P2 Environmental)
- Weekly checks of pump house to make sure everything is operating properly
- Oversee/direct system repairs and upgrades on entire infrastructure pipes, water source (including storage facility and pumps), meters, etc.
- Respond to customers experiencing water problems
- Flushing, inspection and repairs of hydrants at least once a year, twice is preferable
- Exercise valves and curb stops as needed
- Leak detection survey (every few years)
- Other miscellaneous tasks
- Stipend: \$250 per year plus expenses. Extra Stipend for some duties

Treasurer (elected annually):

Responsible for all the financial administrative functions including:

- Prepare reports for monthly and annual meetings
- Accounting (good working knowledge of QuickBooks is helpful)
- Basic knowledge of spreadsheets helpful
- Tax reporting (basically gathering the info and filing the IRS Forms 1096 and 1099)
- Insurance, including property, liability and workers compensation
- Maintain website (not necessarily the Treasurer's job)

- Read water meters quarterly and enter readings into spreadsheet to calculate billing
- Works closely with the Collector of Rents and Taxes (who does the billing)
- Maintain proper cash control including monthly bank account reconciliations
- Manage all banking and financing activities
- Maintains VT Alert database (could be done by another person)
- In the absence of a Collector of Rents & Taxes, the Treasurer is responsible for the duties of that position
- Works closely with Randolph town office (Clerk/Treasurer, Listers and Billing Clerk) (grand list, pilot money etc.)
- Other miscellaneous tasks
- Stipend: \$250 per year plus expenses. Extra stipend for some duties

Clerk: (elected annually)

- Post notices as required (newspaper, local postings etc.) of all meetings
- Keep a record of all called meetings (minutes) of the Fire District and the Prudential Committee
- Perform the usual duties of a clerk
- Has custody of the fire district records and papers
- Mailing of annual Consumer Confidence Report
- Stipend: \$250 year plus expenses

Collector of Rents & Taxes: (elected annually)

- Responsible for collecting payment of overdue accounts which may involve sending out statements, follow up emails and phone calls
- Responsible for creating and mailing invoices (Treasurer can also perform this task)
- Initiate water shut-offs for accounts delinquent by more than 90 days
- Works closely with the Treasurer
- Stipend: \$250 per year plus expenses
- Does not have to be a resident of the Fire District

Auditor: (3 elected annually)

- Meets with the Treasurer once a year before the Annual Meeting
- Responsible for determining that the activity reflected in the financial statements has been properly authorized in accordance with RFD's accounting policies and procedures
- Select a sample of transactions and review supporting documentation
- Determine if the bank accounts reconciliations are done regularly
- Sign a release form that states the accounts have been reviewed and any discrepancies have been corrected
- Stipend: None