

AD-HOC HAGGERTY & HAGGERTY REVIEW COMMITTEE

A G E N D A

November 17, 2008 - 6:00 P.M.

John W. Pitts Center Meeting Room - Electric Avenue, Dover, DE

1. Continuation of Review of Financial Procedures Recommended by Haggerty & Haggerty
2. Adjournment

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Independent Accountant Report
Haggerty & Haggerty
Joint Committee (City of Dover and Dover Fire Department) Recommendation

1. All City employees under the Dover Fire Department will remain City employees under the Dover Fire Department. All items pertaining to their salaries will remain under the City budget and handled as they always have been handled. These items are listed under 110-100-514.10 and include, but are not limited to, salaries, overtime, temporary help, FICA taxes, health insurance, LID insurance, workers compensation, educational assistance, and pension. The City will also cover all upgrades needed to the radio room and/or any upgrades needed for the City employees to handle their job appropriately. All of these employees will remain under the supervision of the company elected volunteer Fire Chief.
2. The Dover Fire Department will receive a \$600,000 financial contribution from the City of Dover in quarterly payments beginning in July of 2009. There will be a yearly increase of no less than 5% per budget year.
3. All City financial contributions will be placed in a separate Dover Fire Department bank account.
4. Monthly financial reports from the Dover Fire Department will be provided to the City Council and Mayor. These reports will be included with the monthly Fire Chiefs report. The report will cover all income/outgoing money from that account from the prior month.
5. The Dover Fire Department will have an opinion audit conducted each year. This will be done through an accountant firm of the City Councils choice.
6. The Dover Fire Department will follow State of Delaware purchasing policies which all fire departments in the State of Delaware are required to do so.
7. Any capital needs beyond the budget that may arise will be brought to City Council for approval through a CAF.
8. The volunteer Fire Chief will report to City Council (Council President).