

Town of Herman

Procedure for billing fire calls

- 1. Clerk receives bill from Fire Department**
- 2. Clerk issues bill to property owner for amount of fire call (copy of Fire Department bill enclosed for reference) and retains copy for files**
- 3. Clerk enters amount of bill on a spreadsheet of fire call expenses**
- 4. Clerk sends a second billing if there is no response in two months**
- 5. When payment is received, clerk enters amount on spreadsheet**
- 6. At the end of the year, clerk prepares list of unpaid fire calls. This list will be the fire calls that must be paid before the next year's tax billing**
- 7. By November 1, clerk forwards to treasurer a list of unpaid fire calls from the previous year.**
- 8. Treasurer adds unpaid fire calls to property owner's tax bill**
- 9. Treasurer gives clerk a list of fire call assessments**
- 10. Clerk enters assessment data to spreadsheet**
- 11. Clerk provides Town Board with a report of fire calls at the March meeting**

This procedure will apply to all fire calls after July 2, 2012 when the Town Board approved a motion to put unpaid fire calls on property tax bills.