

Kingston Fire District  
Finance Committee Meeting  
January 19, 2017

DRAFT – Minutes

**Call to Order:** Ina Sciabarrasi called the KFD Finance Committee Meeting to order at the Kingston Fire Station at 9:05 a.m. Present were KFD Warden Ina Sciabarrasi, Director of URI Public Safety Stephen Baker, KFD Treasurer Carleen Lefebvre, KFD Chief Nate Barrington and KFD Office Manager Jenifer Madison.

**Absent:** URI VP Business Services J. Vernon Wyman.

**Information/Comments/Questions from the Public:** There was no one from the public present.

**Treasurer's Report:** Lefebvre presented and the Committee reviewed the report. Lefebvre noted that KFD's expenditures were at 65% which were on target since all debt obligations have already been paid for the fiscal year. It was noted that KFD continues to keep expenses down. Barrington noted that one of the main reasons for this is that we are able to perform some of the maintenance on the equipment in-house. There was no further discussion. The members approved the report.

**Approval of Minutes:** The members reviewed and approved the Minutes of the last meeting on October 20, 2016.

**New Business:**

- **KFD-URI Cooperative Agreement Renewal:** Barrington presented the Committee with his budget projections for FY2017-18 and FY2018-19 in anticipation of drafting a new 2-Year Agreement with URI. The current Agreement expires on June 30, 2017. Barrington noted some of the factors considered in the budget projections are the replacement of Engine 9 during FY2018-19, that we are still waiting to hear back from RI EMA about our funding request for the upgrade to the Town of South Kingstown's Radio Communications System, and that KFD is exploring ways to improve our Training and Recruitment and Retention efforts which may include offering reimbursement for certain EMT classes and/or offering small scholarships to KFD resident volunteers who are students. Baker will report back to Wyman about the budget projections and discussion to solicit his input. There was no further discussion.
- **Review of Draft Procurement Policy:** The Committee reviewed the draft Procurement Policy. Suggestions were made for some grammatical revisions. The Committee recommended that the draft policy with revisions be presented to the Board of Wardens. There was no further discussion.

The meeting was adjourned at 10:09 a.m.

Respectfully submitted,

Jenifer Madison  
Office Manager