

Draft – Minutes

Kingston Fire District
Board of Wardens Meeting
26 January 2017

Present: Wardens Donald Cobb, Ina Sciabarrasi, Sandy Koerner, Vincent Rose and Elizabeth McNab. Also present were Tax Collector Linda Mendillo, Treasurer Carleen Lefebvre, Director of Public Safety & Emergency Management URI Stephen Baker and Office Manager Jenifer Madison.

Absent: Chief Nathan Barrington, DC Thomas Reed and DC Christopher DeGrave.

Call to Order: President Cobb called the Board of Wardens Meeting to order at 6:31 p.m.

Information/Comments/Questions from the Public: There was no one present from the public. There were no questions or comments from the public.

Approval of Minutes:

Motion: McNab made and Koerner seconded a motion to accept the Minutes from the Wardens Meeting on 12/15/16. The minutes were reviewed. There were no further questions.

Cobb, Sciabarrasi, and McNab voted to pass the motion. Koerner and Rose abstained since they were absent at the 12/15/16 meeting.

Tax Collector's Report:

Motion: Rose made and Sciabarrasi seconded a motion to accept the Tax Collector's Report.

Mendillo presented the Tax Collector's Report. The Board reviewed the report. Mendillo noted that the 2016 Tax Roll collection rate is at 92% to date which was in-line with previous years' collection rates. She also noted that tax sale warning letters were mailed out at the beginning of January to 11 taxpayers who taxes are delinquent for the previous two years letting them know that KFD will start tax sale proceedings in March. To date, KFD has received payments from two of those taxpayers and contact from a third taxpayer who is arranging to have his lender make the payment. Mendillo let the Board know that delinquency letters will be sent out at the end of February to those taxpayers that have not yet paid their 2016 taxes. Sciabarrasi asked how many credit card payments KFD received this year; Mendillo replied that there were about 25 credit card payments. There were no further questions or discussion.

The motion passed unanimously.

URI Report:

Motion: Rose made and McNab seconded a motion to accept the URI Report.

Baker presented the URI Report. The Board reviewed the report. There was no further discussion or questions.

The motion passed unanimously.

Chief's Report:

Motion: Sciabarrasi made and Koerner seconded a motion to accept the Chief's Report.

Cobb presented a written report from Barrington on behalf of the Chiefs. He noted that Barrington attended the Southern Fire League's annual Legislator's Night which was well attended by KFD's local reps. He noted that KFD's website had some glitches last month and that we are trying to determine the best mechanism for ongoing support and maintenance. DeGrave has started recruitment activity again and is looking into advertising on Facebook and other social media. KFD is also considering a sign for the front of the station and possible magnetic signs for the trucks letting the community know we are a volunteer department and applications are welcome. The proposed operations budget is complete and Barrington will have the capital projects budget and projections for FY2017-18 at the next meeting on February 23, 2017. There was no further discussion or questions.

The motion passed unanimously.

Treasurer's Report

Motion: McNab made and Sciabarrasi seconded a motion to accept the Treasurer's Report.

Lefebvre presented the Treasurer's Report. The Board reviewed the report. She noted that the District has expensed about 66% of its budget. She also noted that the transfer from the Operating fund to the Capital Projects fund was complete which included the FY2015-16 surplus funds. There was no further discussion or questions.

The motion passed unanimously.

Finance Committee up-date/report: Finance meeting of 1/19/17. Sciabarrasi updated the Board on the Finance Meeting. Sciabarrasi reported that the Committee discussed the KFD-URI Cooperative Agreement renewal and reviewed the draft Procurement Policy. She noted that Vern Wyman, URI VP Business Services, was absent from the meeting but that Baker was planning on meeting with him at a later date and updating him about the discussion. Baker reported that he met with Wyman and Wyman seemed to be ok with the proposed Cooperative Agreement but was still thinking it over.

Next meetings:

- March 16, 2017 at 9:00 a.m.
- May 18, 2017 at 9:00 a.m.
- August 17, 2017 at 9:00 a.m.
- October 19, 2017 at 9:00 a.m.

New Business:

- **Policies to Review for Posting:**
 - **Procurement Policy**
Motion: Rose made and Sciabarrasi seconded a motion to post this policy for review.

The motion passed unanimously.

- **Water District relations and formation of subcommittee:** The Board decided to table this discussion until the next meeting on February 23, 2017.

Old Business: There was no old business. No motions were made.

Communications: There was no communications. No motions were made.

Information: There was no information. No motions were made.

Next Meetings:

- February 23, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- March 23, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- April 13, 2017 at 6:30 PM at the KFD Station – Budget Hearing
- April 13, 2017 at 6:30 PM (following Budget Hearing) at the KFD Station – Monthly Wardens Meeting
- May 1, 2017 at 7:00 PM at the KFD Station – Annual Meeting
- May 25, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- June 22, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- July 27, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- August 24, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 28, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 26, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- November 16, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 14, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

Adjournment:

Motion: Rose made and Sciabarrasi seconded a motion to adjourn the meeting.

The motion passed unanimously.

The meeting was adjourned at 7:13 p.m.

Respectfully submitted,

Jenifer Madison
Office Manager