

DRAFT MINUTES

(Subject to approval by the electors of the Kingston Fire District at the Annual Meeting in May of 2018)

KINGSTON FIRE DISTRICT ANNUAL MEETING, KINGSTON FIRE STATION, KINGSTON, R.I. MAY 1, 2017

Call to Order: Moderator Valerie Maier-Speredelozzi called the Kingston Fire District Annual Meeting of May 1, 2017 to order at 7:01 p.m. at the Kingston Fire Station, 35 Bills Road, Kingston, RI. She noted that sixteen (16) qualified electors were in attendance, as confirmed in the 2016 Tax Roll for the District that was located by the attached sign in sheet. Moderator Maier-Speredelozzi declared that a quorum was present.

AGENDA (SEE HANDOUT)

MOTION: Donald Cobb moved to accept the Agenda as presented. Angelo Mendillo seconded the motion. There was no further discussion on the motion. The motion carried unanimously.

APPROVAL OF THE ANNUAL MEETING MINUTES OF 2016 (SEE HANDOUT)

MOTION: Donald Cobb moved to accept the Minutes as presented. Sandra Koerner seconded the motion. There was no discussion on the motion. Moderator Maier-Speredelozzi asked if there were any questions. There were none. The motion carried unanimously.

CHIEFS' REPORT (SEE HANDOUT)

MOTION: Sandy Koerner moved to accept the Chiefs' Report as presented. Vincent Rose seconded the motion.

Chief Nathan Barrington gave a summary of his written report. Barrington told the taxpayers that fortunately KFD has not experienced any catastrophic losses this past year and that KFD continues to have an active core of dedicated volunteers whose activities Deputy Chief Christopher DeGrave will highlight. Barrington noted that KFD sustained a serious hacking and ransoming of our server over the past year which resulted in all of our files being locked down. KFD was able to resolve the issue with the help of our IT consultants and fortunately the District's insurance policy covered this type of event and KFD was able to recoup close to 95% of the costs. Barrington let the taxpayers know that KFD has placed a major emphasis on recruitment and retention resulting in efforts to increase our firefighter incentives as well as new marketing materials. He noted that our crews are often confused with being a career force due to their high levels of competence and professionalism. Barrington noted that KFD continues to benefit from a strong partnership with the University of Rhode Island (URI) resulting in KFD presence at university events, Deputy Chief Tom Reed's heavy involvement with URI projects and issues, and URI Public Safety Director Steve Baker's and Assistant Vice President Vern Wyman's solid commitment to partner with us and recognize the value KFD provides to URI. Barrington also noted that KFD continues to make increases in external funding our goal. Barrington let the taxpayers know that in addition to the grant funding we continue to receive for our Decon Team, over the past year, KFD

received over \$11,000 in grant funding from the USDA as well as a \$3,000 grant to cover recruitment materials

Barrington went on to explain the resolutions that KFD is proposing to incur debt:

Resolution for Acquisition of a New Utility Vehicle – Barrington noted that there is a request in the capital projects budget for \$45,000 for this vehicle. He explained that it is KFD's intent to request a grant from the USDA in an amount between \$45,000 and \$50,000 towards this purchase as well as requesting additional funding for it from RI Emergency Management Agency (RIEMA) since we will utilize this vehicle to haul the Decon trailer. He noted that both of the grants are reimbursable so the intention would be to spec and bid out the unit and then submit the grant requests. If KFD is awarded the grant funding then we would exercise this borrowing option as a bridge loan; however if KFD were not to be awarded the grant funding, then we will put off the purchase. He noted that our current truck is reaching the point where the trade in makes sense for trade-in value, reducing maintenance costs, and keeping in line with traditional replacement schedules but that we are at a place where we could replace it if the funding makes sense to do so or hold-off.

Resolution for Radio System Improvements (Reauthorization) – Barrington noted that this resolution is a hold-over from FY2016-17 due to the fact that to date, KFD has still not received notice whether we received the grant funding we applied for through RIEMA for this initiative. He stated that the grant, if awarded, would fund the project at a 50% reimbursable rate and that there would need to be a mechanism to fund this project. He let the taxpayers know that if the grant comes to fruition, the costs would be split between KFD, the Union Fire District (UFD) and the Town of South Kingstown. He estimated KFD's share of the costs to be around \$25,000.

Resolution for Acquisition of a New Pumper – Barrington explained that Engine 9 is a 2000 model and that our replacement schedule goal is 15 to 20 years and that KFD is now in that window. He noted that KFD's plan is to replace the pumper truck at the time of the retirement of the building debt service in August of 2018. The intention would be to make the first payment out of the Capital Projects Fund and then take on a debt service obligation that would be likely be a 15 year note.

Lastly, Barrington noted that all of KFD's apparatus is in service and that Deputy Chief Tom Reed has been very busy with various URI projects throughout the year.

Deputy Chief Christopher DeGrave presented his written report. He noted that he coordinated 2,200 hours of firefighter training over the past year and how well the software program Firehouse allows us to document this data. He explained that KFD has ramped up its recruitment and marketing efforts and that over the past year, KFD recruited eight new applicants; added three new members and two resident members. He noted that two of KFD's firefighters received nine credits for completing the probationary training program through our partnership with URI. DeGrave let the taxpayers know that we submitted a SAFER grant through the Assistance for Firefighters Program and that we are hoping to receive funding in order to offer our firefighters training and tuition program reimbursements. DeGrave also noted that some of KFD's future goals include expanding our URI partnership and grow the Internship Program including credit cost discounts for active firefighters and potential in-state tuition rates for out-of-state firefighter residents. He mentioned that another goal KFD is working on is getting our firefighters national certification through the RI Fire Academy.

Moderator Maier-Sperdelozzi asked if there were any questions. There were none.

The motion carried unanimously.

TREASURER'S REPORT (SEE HANDOUT)

MOTION: Vincent Rose moved to accept the Treasurer's Report as presented. Donald Cobb seconded the motion.

Treasurer Carleen Lefebvre presented the Treasurer's report. She gave a brief review of the report noting that the District has expended Six Hundred Three Thousand One Hundred and Thirty-seven (\$603,137) Dollars (85%) of its annual budgeted amount of Seven Hundred Thirteen Thousand Six Hundred Seventeen (\$713,617) Dollars. Lefebvre asked Jenifer Madison to explain what's included in Accounts Receivables. Madison noted that the majority was due from the RIEMA for reimbursement towards KFD's Decon Team's expenses. She also noted that there were various open invoices for nuisance fire alarms at URI. Chief Nathan Barrington explained that although there were a number of recent nuisance calls, these numbers are way down from years past. He credited this to the strong relationship between KFD and the URI Department of Public Safety and the University's commitment to addressing this issue.

Moderator Maier-Sperdelozzi asked if there were any further questions. There were none.

The motion carried unanimously.

TAX COLLECTOR'S REPORT (SEE HANDOUT)

MOTION: Ted Jakubowski moved to accept the Tax Collector's Report as presented. Elizabeth McNab seconded the motion.

Tax Collector Linda Mendillo presented the Tax Collector's Report. The report was reviewed. Mendillo advised the tax payers that there would be no tax sale this year and that we did not even have to begin tax sale proceedings. She noted that letters for delinquent accounts were mailed out in February and will be sent again in August.

Moderator Maier-Sperdelozzi asked if there were any further questions. There were none.

The motion carried unanimously.

PRESIDENT'S REPORT

MOTION: Angelo Mendillo moved to accept the President's Report as presented. Ted Jakubowski seconded the motion.

President Donald Cobb gave an oral report. He began by thanking everyone for the work they do for the District. He informed the tax payers that KFD had a good year financially. He also emphasized the strong relationship that KFD has with URI. Cobb publicly acknowledged Vincent Rose's many years of service to the District as a Warden and noted that he will be stepping down. Cobb also presented Rose with a 25-year service plaque on behalf of the District.

Moderator Maier-Sperdelozzi asked if there were any questions. There were none.

The motion carried unanimously.

OLD BUSINESS

Moderator Maier-Sperdelozzi stated that according to last year's minutes there were no motions tabled or carried forward to attend to at this year's meeting.

Moderator Maier-Sperdelozzi asked if there was any other official business under the category "Old Business". There was none.

FY2017-2018 BUDGET MOTION (SEE HANDOUT)

Nathan Barrington presented the Budget. The FY2017-2018 Budget was reviewed.

Barrington noted that the District is getting to a place where we can predict a 2% increase in revenue needed. Cobb asked if this was across the board and Barrington answered in the affirmative. Barrington noted that we pulled all equipment out of the Capital Projects Fund and put it into the Operating Budget for FY2017-18 and that there was an increase to the Recruitment and Retention line item in order to enable KFD to offer our firefighters training incentives. He noted that the increase to these operating budget lines would be offset by a reduced Capital Projects contribution this year. Barrington also noted that the only budgeted expense in the Capital Projects Fund during FY2017-18 is for the purchase of a new utility vehicle. Barrington let the taxpayers know that although we do not have a signed new two-year Cooperative Agreement with URI yet, we did receive a written commitment letter from them.

Moderator Maier-Sperdelozzi asked if there were any further questions. There were none.

MOTION: Donald Cobb moved the following Budget Motion: "I move that the budget be approved as presented, and that the Board of Wardens be directed to calculate the tax rate, based on the valuation of assessed property according to the South Kingstown Tax Assessor's rolls as of December 31, 2016, so as to meet the amount of money specified in the budget to be raised by taxation, plus or minus five percent (5%), to account for authorized abatements and additions to the tax roll throughout the tax year." The motion was seconded by Vincent Rose. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion carried unanimously.

MOTION: Donald Cobb moved the following Motion: "I move that any surplus funds from fiscal year 2016-17 be transferred into the Capital Projects Fund in a manner consistent with existing policy." The motion was seconded by Ted Jakubowski. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion carried unanimously.

NOMINATING COMMITTEE REPORT (SEE HANDOUT)

Moderator Maier-Sperdelozzi asked the tax payers to review the Nominating Committee Report.

MOTION: Vincent Rose moved to accept the Nominating Committee Report, as presented. Sandy Koerner seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion carried unanimously.

NOMINATIONS FROM FLOOR

Moderator Maier-Sperdelozzi asked if there were any further nominations from the floor. Donald Cobb nominated Bill Flatley for Warden and Bob Ferguson for Tax Assessor from the floor. There were no further nominations or discussion.

ELECTION

MOTION: There being no further nominations or discussion, Moderator Maier-Sperdelozzi asked for a vote to elect those individuals nominated in the Nominating Committee Report and from the Floor. Vincent Rose moved and Sandy Koerner seconded the motion. The motion carried unanimously.

OTHER NEW BUSINESS (SEE HANDOUT):

Moderator Maier-Sperdelozzi asked the electors to refer to the Resolutions to be approved under “Other New Business”

Moderator Maier-Sperdelozzi asked the electors to review the first resolution, *Resolution for Emergency Contingency Fund for Fiscal Year 2017-2018.*

MOTION: Donald Cobb moved to accept the Resolution for Emergency Contingency Fund for Fiscal Year 2017-2018, as presented. Vincent Rose seconded the motion. Moderator Maier-Sperdelozzi asked if there were any questions. There were none. The motion carried unanimously.

Moderator Maier-Sperdelozzi asked the electors to review the second resolution, *Resolution for Acquisition of a New Utility Vehicle.*

MOTION: Donald Cobb moved to accept the Resolution for Acquisition of a New Utility Vehicle, as presented. Vincent Rose seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. Ted Jakubowski asked why there is only \$45,000 budgeted for this expense if KFD is looking to finance up to \$110,000 for the new vehicle. Nathan Barrington responded that while the cost of a new vehicle is valued up to \$110,000, the actual cost to the District will be about \$45,000 or less because KFD will be applying for grants to cover some of the expense. Angelo Mendillo noted that this resolution is applicable to the financing and purchasing of the new vehicle. There was no further discussion. The motion carried unanimously.

Moderator Maier-Sperdelozzi asked the electors to review the third resolution, *Resolution for Acquisition of a New Pumper.*

MOTION: Donald Cobb moved to accept the Resolution for Acquisition of a New Pumper, as presented. Vincent Rose seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion carried unanimously.

Moderator Maier-Sperdelozzi asked the electors to review the fourth resolution, *Resolution for Radio System Improvements (Reauthorization).*

MOTION: Donald Cobb moved to accept the Resolution for Radio System Improvements (Reauthorization), as presented. Sandy Koerner seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. Ted Jakubowski asked what updating the infrastructure means.

Nathan Barrington responded that updates to the infrastructure would entail putting a three maybe four microwave link system around South Kingstown which would link KFD, UFD, the South Kingstown Police Department and South Kingstown EMS. Barrington noted that KFD's actual expense is estimated to be around \$25,000 and that we would not move ahead with the improvements unless we received grant funding. There was no further discussion. The motion carried unanimously.

Moderator Maier-Sperdelozzi asked the electors to review the fifth resolution, *Resolution Transfer of Funds*.

MOTION: Donald Cobb moved to accept the Resolution Transfer of Funds, as presented. Sandy Koerner seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion carried unanimously.

Moderator Maier-Sperdelozzi asked the electors if there was anything else to be heard under "Other New Business." DC Christopher DeGrave announced that the Kingston Volunteer Fire Company's (KVFC) Annual Chicken Barbeque will take place on June 3rd, 2017 at 5:00 p.m. at the station and that KVFC's 2nd Annual Car Show Fundraiser will take place on June 10th between 9:00 a.m. and 3:00 p.m. in the Fine Arts Parking Lot next to the station.

MOTION: Vincent Rose moved to adjourn. Donald Cobb seconded the motion.

The motion carried unanimously.

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Jenifer Madison
Office Manager
Kingston Fire District (On behalf of Larry Fortin, District Clerk)