

Minutes

Kingston Fire District
Board of Wardens Meeting
25 May 2017

Present: Wardens Donald Cobb, Sandra Koerner, Ina Sciabarrasi, Elizabeth McNab, and Bill Flatley. Also present were Tax Collector Linda Mendillo, Director of Public Safety & Emergency Management URI Stephen Baker, Deputy Chief Chris DeGrave and Office Manager Jenifer Madison.

Absent: Treasurer Carleen Lefebvre, Chief Nathan Barrington and Deputy Chief Tom Reed.

Call to Order: President Cobb called the Board of Wardens Meeting to order at 6:33 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.

Introduction of New Warden: President Cobb formally introduced new KFD Warden Bill Flatley to the Board. Flatley gave the Board a brief overview of his experience

Approval of Minutes:

Motion: McNab made and Koerner seconded a motion to accept the Minutes from the Wardens Meeting on 4/13/17. The minutes were reviewed. There were no further questions.

Koerner and McNab voted to pass the motion. Cobb, Sciabarrasi and Flatley abstained since they were not present at the 4/13/17 meeting.

Tax Collector's Report:

Motion: Sciabarrasi made and Koerner 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 97.9%. She noted that there are lists of delinquent property tax and tangible tax accounts attached to the report. Mendillo let the Board know that letters will be sent out in August notifying account owners of any delinquencies remaining at that time. Mendillo also reported to the Board that there are three tangible tax accounts which are out of business including Absolut Market and Smoke Shop, Sedra Café and Mike's Barber Shop. She noted that she received "out of business" letters from Absolut Market and Sedra Café and that Mike's Barber Shop has been empty for a period of time. Cobb requested to receive copies of the letters and Mendillo agreed to provide for the record. There was no further discussion or questions.

The motion passed unanimously.

Motion: Sciabarrasi made and McNab seconded a motion to abate Absolut Market and Smoke Shop's, Sedra Café's and Mike's Barber Shop's tax accounts.

The motion passed unanimously.

URI Report:

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

DeGrave presented Barrington's written report in his absence. He let the Board know that Barrington anticipates a \$25,000 surplus and that since KFD expects to have to purchase some big ticket items over the next two years, the surplus can be used to offset these costs. DeGrave reported that the past weekend was very busy with the fire details for URI Graduation and the newer structure of graduation is providing KFD with some challenges. He noted that we needed to fill a lot of details on Saturday and Sunday in order to cover graduation, the community and support the Kingston Fair. In the end, KFD decided to treat the entire weekend as a large detail however this resulted in a high payroll relative to past graduations which taxed our Fire Details Fund. DeGrave noted that since the Kingston Fair is a public event, Barrington authorized recruitment and retention funds to offset some of the payroll. DeGrave also let the Board know that URI Public Safety was continuing to allow one of our firefighters to work with URI Fire Safety which enables the firefighter to get paid and also be available to provide daytime station coverage.

The motion passed unanimously.

Treasurer's Report

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

Madison presented the Treasurer's Report in Lefebvre's absence. The Board reviewed the report. Madison noted that the District has expensed about 86% of its budget. Madison let the Board know that the majority of the accounts receivable was comprised of reimbursement requests due from RIEMA for the Decon Team's grant. She also noted that the insurance accruals and service contract payments for FY2017-18 were moved to the prepaid expenses account and were no longer showing in the FY2016-17 budget. There was no further discussion or questions.

The motion passed unanimously

Finance Committee up-date/report: Finance Meeting of 5/18/17. Sciabarrasi updated the Board on the Finance Meeting. She reported that KFD signed the next two-year Cooperative Agreement with URI and that is was now in the hands of Abigail Rider, URI Vice President for Finance and Administration. Baker noted that Rider is having her legal team review since it's her first time as VP signing it. Sciabarrasi also let the Board know that that the Committee discussed a proposal to raise the Capital Projects Fund cap to not exceed \$175,000, up from \$150,000. She let the Board know that Baker was going to update Vern Wyman, URI Assistant Vice President of Business Services, on the proposal and report back. Baker responded that he spoke to Wyman and that Wyman is in agreement.

Next meetings:

- o August 17, 2017 at 9:00 a.m.
- o October 19, 2017 at 9:00 a.m.

New Business:

Policies to Review for Informational Purposes

- o Probationary Resident Firefighter Requirements and Agreement
DeGrave presented the proposed policy to the Board. He noted that the policy will enable KFD to offer excellent probationary firefighters whom the District feels will get through the program an opportunity to live in the firehouse. The Probationary Resident Firefighter Program will include a mentoring component

and there will be requirements and benchmarks that the probationary residents are expected to meet. He noted that it is KFD's hope to have probationary residents by 2nd semester each year. Flatley asked if the mentors needed to be residents and whether KFD needed to have a similar policy for the mentors to outline their job expectations. DeGrave answered that the mentors would be residents. Discussion ensued about the roles and responsibilities of the mentors and how to monitor them. Cobb requested that KFD add the requirement of monthly meetings with the Deputy Chief, mentor and probationary firefighter to the policy. He also asked that that the policy be added to the 6/22/17 Warden's Meeting Agenda for further review and discussion. There were no further questions or discussion.

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

Information:

- Cobb presented McNab with a plaque, on behalf of the Board, to commemorate her 25-years of service.
- Madison disseminated information about KFD's Retirement Plan for review. The information was compiled by Robert Civetti, CPA and will be discussed at the next meeting on 6/22/17.
- Annual Chicken BBQ – June 3rd, 2017, 5:30 p.m. -- at the KFD Station
- KFD Car Show Fundraiser – June 10th, 2017, 9:00 a.m. to 3:00 p.m. – at the URI Fine Arts parking lot

Next Meetings:

- 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: Flatley made and Cobb seconded a motion to adjourn the meeting.

The motion passed unanimously

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Jenifer Madison
Office Manager