

Draft – Minutes

Kingston Fire District
Board of Wardens Meeting
27 July 2017

Present: Wardens Ina Sciabarrasi, Sandra Koerner, Elizabeth McNab, and Bill Flatley. Also present were Treasurer Carleen Lefebvre, Coordinator of Fire and Life Safety Operations URI Joe Mulcahey, and Office Manager Jenifer Madison.

Absent: Warden Donald Cobb, Tax Collector Linda Mendillo, Director of Public Safety & Emergency Management URI Stephen Baker, Chief Nathan Barrington and Deputy Chiefs Tom Reed and Chris DeGrave.

Call to Order: Vice President Sciabarrasi called the Board of Wardens Meeting to order at 6:30 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: Koerner made and Flatley seconded a motion to accept the Minutes from the Wardens Meeting on 6/22/17. The minutes were reviewed. There were no further questions.

Koerner, McNab and Flatley voted to pass the motion. Sciabarrasi abstained since she was absent from the 6/22/17 meeting. Cobb was absent.

Tax Collector's Report:

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

Madison presented the Tax Collector's Report in Mendillo's absence. The Board reviewed the report. Madison noted that the 2016 Tax Roll collection rate is at 98.3%. She also let the Board know that delinquency notices were sent out to 17 taxpayers on 7/31/17. This was the third tax bill notice sent to these taxpayers. Madison also noted that KFD has received \$276.50 in prepayments for the 2017 tax year. There was no further discussion or questions.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was absent.

URI Report:

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

Mulcahey presented the URI Report in Baker's absence. The Board reviewed the report. He noted that over the last few years, there has been a KFD firefighter who has served as the URI Fire and Life Safety intern which is every helpful. It was noted that it was mutually benefiting to KFD as well since it provides us with daytime station coverage. There was no further discussion or questions.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was absent.

Chief's Report:

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

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Sciabarrasi presented the Chief's Report in Barrington's absence. KFD is closing out FY2016-17 and will have a surplus. Sciabarrasi noted that air-conditioning system serving the office and conference room areas has failed and KFD is in the process of seeking a vendor to replace it. Reed is working on securing pricing with the goal to replace this system this year as a maintenance item and to replace the other system during FY2018-19 as a capital expense through the Capital Projects Fund. Sciabarrasi also let the Board know that replacing the pick-up/utility truck is also budgeted during the current fiscal year and that we plan to have the specs completed by early September so that we can get it out to bid and apply for a matching USDA grant this fall. She noted that Barrington has requested \$40,000 from RI EMA to assist in supporting the project. Barrington met with KFD's insurer regarding their periodic audit for drivers and noted that they seemed happy with the safeguards and practices we have in place. Sciabarrasi also reported that DeGrave is working hard at recruitment along with the entire station crew and we have had about 70 people interested in joining; we expect that number to drop significantly with a goal of recruiting and retaining 4 to 6 new members. KFD is planning on hosting two open houses in September. There was no further discussion or questions.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was absent.

Treasurer's Report

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

Lefebvre presented the Treasurer's Report. The Board reviewed the report. Lefebvre noted that the District has expensed about 12% of its budget which is on target for the beginning of the new fiscal year. Madison reviewed the list of receivables with the Wardens and let them know that the Director of URI's Fraternity Managers Association has received copies of and will be following up on all the open Greek invoices for unnecessary calls.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was absent.

Finance Committee up-date/report: There were no updates.

Next meetings:

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

New Business:

- **Policies to Review for Approval:**

- **Underground Water Tanks Policy (Updated)** – McNab made and Koerner seconded a motion to adopt this policy.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was absent.

- **Probationary Resident Firefighter Requirements and Agreement** – Flatley made and Koerner seconded a motion to adopt this policy.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was absent.

- **Policies to Review for Posting:**
 - **Volunteer Incentive Program (Updated)** – The Board tabled this discussion until the next Warden’s Meeting on 8/24/17.
- **Presentation of KFD State Budget Certification FY2017-18** – Madison presented the Budget Certification to the Board. The Board reviewed the report. There were no questions. No motions were made.

Old Business:

- **Status of KFD-URI Cooperative Agreement** – the new agreement, which covers the periods 7/1/2017 – 6/30/2019 has been executed and the FY2017-18 payment has been made. Baker was instrumental in helping to make this happen.

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

Information:

- Operation Downpour Mass Decon Drill --- 8/3/2017 at the Ryan Center; volunteer are still needed

Next Meetings:

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

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was absent.

The meeting was adjourned at 7:16 p.m.

Respectfully submitted,

Jenifer Madison
Office Manager