

Kingston Fire District  
Finance Committee Meeting  
October 19, 2017

Minutes

**Call to Order:** Ina Sciabarrasi called the KFD Finance Committee Meeting to order at the Kingston Fire Station at 9:09 a.m. Present were KFD Warden Ina Sciabarrasi, Robert Salmani, CPA Nadeau Wadovick LLP, Robert Civetti, CPA, 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 47% which is on target. Madison noted that all the debt service payments have been made for the fiscal year. Sciabarrasi asked about the Fire Details Fund being in the negative. Barrington explained that we ran a deficit in that fund due to the structure of the graduation details this past May; however he noted that the deficit is decreasing. Madison also noted that while the Detail pay rate increased back in January; the billing rate did not increase until July 1<sup>st</sup> per policy. When asked, Civetti and Salmani stated that the small deficit was not a big deal in terms of auditing purposes since it gets rolled back into the general fund. Barrington let the Committee know that we will continue to review the Fire Detail Fund and come up with a plan.

Sciabarrasi also asked if we need to keep Plan Review fees and Business License Renewal fees in the budget each year since we have not realized any income from them over the past few years. Barrington noted that KFD stopped doing the Business License Renewals. After discussion which included input from CPAs Civetti and Salmani and Baker (representing URI), the Committee recommended that the Plan Review fees and Business License Renewals be removed from the budget during the next fiscal year. Civetti noted that any Plan Review fees that may be received after this time could then be considered miscellaneous income.

**Approval of Minutes:** The members reviewed and approved the Minutes of the last meeting on 5/18/17.

**New Business:**

**Review of Draft Audit FY2016-17** -- presentation by Nadeau Wadovick, LLP

Robert Salmani from Nadeau Wadovick, LLP presented the preliminary draft of the FY2016-17 Audit. He let the Committee know that the District is strong and that no issues of concern were noted. He stated that KFD has put good controls in place for checks and balances and that no deficiencies in internal control were found. He reminded the Committee that this was the last year of KFD's current contract with Nadeau Wadovick, LLP.

The meeting was adjourned at 9:55 a.m.

Respectfully submitted,

Jenifer Madison  
Office Manager