

Draft – Minutes

Kingston Fire District
Board of Wardens Meeting
25 January 2018

Present: Wardens Donald Cobb, Sandra Koerner, Elizabeth McNab, and Bill Flatley. Also present were Tax Collector Linda Mendillo, Interim Treasurer Tom Vignali, Director of Public Safety & Emergency Management URI Stephen Baker, Chief Nathan Barrington and Office Manager Jenifer Madison.

Absent: Warden Ina Sciabarrasi and Deputy Chiefs Tom Reed and Chris DeGrave.

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.

Approval of Minutes:

Motion: Koerner made and Flatley seconded a motion to accept the Minutes from the Wardens Meeting on 12/14/17. The minutes were reviewed. There were no further questions.

Cobb, McNab and Flatley voted to pass the motion. Koerner abstained since she was absent from the 12/14/17 meeting. Sciabarrasi was absent.

Tax Collector's Report:

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

Mendillo presented the Tax Collector's Report. The Board reviewed the report. Mendillo let the Board know that the 2017 Tax Roll collection rate is at 92%. Mendillo also let the Board know that Notification of Tax Sale letters were sent out to five taxpayers informing them that tax sale proceedings would commence during the first week of March if payment is not received. The letter requested payment before February 22, 2018. She noted that there is one account that is frequently delinquent and that it is concerning. Mendillo let the board know that she will be presenting a list of taxpayers who still have delinquencies at the next Board meeting per District policy. There was no further discussion or questions.

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

URI Report:

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

Baker presented the URI Report. The Board reviewed the report. Baker noted that there would be an immediate loss of 400 parking spots at URI Lot #22 and 20 spots at Lot #21 due to the Engineering and Welcome Center projects on campus. Baker let the Board know that Barrington and he attended a meeting on January 18th to discuss the after-action review for the white powder incident at the library. He also let the Board know that Barrington worked with URI Public Safety Assistant Director Sam Adams and South Kingstown EMS to come up with a new radio procedure for requesting Rescue 6 and that this would be implemented on a trial basis on February 1st. Vignali asked what this means. Both Baker and Barrington noted that there was some dispatch issues and that this procedure was put in place to address the issues. There was no further discussion or questions.

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

Chief's Report:

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

Barrington presented the Chief's Report. He let the Board know DeGrave has accepted a full-time job as the Chief of another fire department and that he will be greatly missed. Barrington noted that his KFD end date is a couple of months away and that he expects to have a replacement plan to present to the Board at the next meeting. Barrington also updated the Board on the invoices that have accrued for the unanticipated repairs to Ladder 2 and let them know that KFD approved payment for a portion of the bill. He noted that KFD will be meeting with a rep from E-One, the manufacturer, next week and the discussion will continue.

Barrington also let the Board know that he and others from multiple town agencies met to revisit South Kingstown's hazardous mitigation plan and that it will be a multi-month process to look at the hazards that could impact the community. He also noted that he attended a meeting of the Haz/Mat Working Group with RI EMA Director, Peter Gaynor to discuss the funding cuts to the Hazmat/Decon teams.

Barrington let the Board know that he will have a draft budget proposal for FY2018-19 for to review at the next meeting. He noted that we are in the process of reviewing projects that need to get done around the station including new flooring in the office, replacement of the rest of the A.C. system, window replacements, and resealing the front of the building. Cobb asked if there would be any surprises in the budget; Barrington responded no and that it would be similar to this years. Cobb also asked about the status of the new utility vehicle and how it will be financed. Barrington let the Board know that delivery is expected late March and that we are considering a bridge loan. Vignali noted that the Finance Committee reviewed financing options for the new vehicle. Discussion ensued about options for paying off the purchase. There was no further discussion or questions.

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

Treasurer's Report

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

Vignali presented the Treasurer's Report. The Board reviewed the report. Vignali noted that the District has expensed about 66% of its budget which is on target. He let the Board know that he reviewed KFD's profit and loss statement and budget and that he did not see any items that were concerning or trending negatively. Vignali did note that while the Fire Details Fund had run a deficit last year, it was now back in the positive and expected to continue to grow. Baker let the Board know that he looked into KFD's outstanding receivables related to the court cases involving the nuisance calls at the residence halls. He reported that KFD should receive reimbursement for one of the fees, one would not receive any restitution and that he needed to check further into the third case to see if it was refiled with the courts. There was no further discussion or questions.

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

Finance Committee up-date/report: Madison updated the Board on the Finance Committee Meeting of 1/18/18 in Sciabarrasi's absence. She let the Board know that Vignali told the Committee that he will be working on reviewing the budget. Madison noted that Barrington updated the Committee on the status of the repair invoices for Ladder 2 and the office A.C. System installation. Madison let the Board know that the Committee also reviewed and discussed the financing options for the new utility vehicle.

Next meetings:

- March 15, 2018 at 9:00 a.m.
- May 17, 2018 at 9:00 a.m.
- August 23, 2018 at 9:00 a.m.
- October 18, 2018 at 9:00 a.m.

New Business:

- **Policies to Review:**

- **Updated Human Resources Policy:**

Motion: McNab made and Flatley seconded a motion to post this updated policy for review.

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

- **SOGs to Review for Posting:**

- **Water Emergencies SOG:** It was noted that this item could be struck from the agenda since the SOG had previously been approved and there were no changes. No motions were made.

- **Education and Tuition Assistance Program SOG:**

Motion: Koerner made and Flatley seconded a motion to post this SOG for review.

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

Communications: Vignali let the Board know that he resigned from the Auditing Committee upon acceptance of his position as Interim Treasurer. He noted that the Committee is working on drafting up KFD's audit bid submission to the Auditor General for approval. Vignali asked that Madison follow-up with the remaining members to see if they needed any support. There were no questions. No motions were made.

Information: There were no motions made.

Next Meetings:

- February 22, 2018 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- March 22, 2018 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- April 19, 2018 at 6:30 PM at the KFD Station – Budget Hearing
- April 19, 2018 at 6:30 PM (following Budget Hearing) at the KFD Station – Monthly Wardens Meeting
- May 7, 2018 at 7:00 PM at the KFD Station – Annual Meeting
- May 24, 2018 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- June 28, 2018 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- July 26, 2018 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- August 23, 2018 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 27, 2018 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 25, 2018 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

- November 15, 2018 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 13, 2018 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

Adjournment:

Motion: Flatley made and McNab seconded a motion to adjourn the meeting.

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

The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Jenifer Madison
Office Manager

DRAFT