

## **DRAFT MINUTES**

(Subject to approval by the electors of the Kingston Fire District at the Annual Meeting in May of 2019)

### **KINGSTON FIRE DISTRICT ANNUAL MEETING, KINGSTON FIRE STATION, KINGSTON, R.I. MAY 7, 2018**

**Call to Order:** Moderator Valerie Maier-Speredelozzi called the Kingston Fire District Annual Meeting of May 7, 2018 to order at 7:03 p.m. at the Kingston Fire Station, 35 Bills Road, Kingston, RI. She noted that fifteen (15) qualified electors were in attendance, as confirmed in the 2017 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. Thomas Vignali seconded the motion. There was no further discussion on the motion. The motion carried unanimously.

#### **APPROVAL OF THE ANNUAL MEETING MINUTES OF 2017 (SEE HANDOUT)**

**MOTION:** Donald Cobb moved to accept the Minutes as presented. Ina Sciabarrasi 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. Ina Sciabarrasi seconded the motion.

Chief Nathan Barrington gave a summary of his written report. Barrington told the taxpayers that KFD's year included no large fires within the district, no serious injuries to personnel and only two major maintenance issues. The newer aerial ladder truck required a \$12,000 repair to the component housing the hydraulics and electrical lines for the ladder. He explained though that it was determined that this issue should be warrantied as a design issue so the manufacturer subsequently covered the repair as a warranty item. Barrington also let the taxpayers know that KFD had a failure to 50% of its 20 year old air-conditioning system so just about \$10,000 was spent to upgrade the system; the other 50% will be included as an item in the Capital Projects budget this coming year. Barrington also reported that KFD received a \$168,000 grant for recruitment and retention and to provide formal physicals to our firefighters for the first time. Barrington also let the taxpayers know that Deputy Chief Chris DeGrave departed KFD to become the full-time Chief of the Dunn's Corner Fire District and noted his significant contributions including establishing the internship program for URI students as well as strengthening KFD's retention and training efforts and Decon team. He let the taxpayers know that we are still evaluating the future needs of the department in terms of filling the role and how we hire.

Barrington also let the taxpayers that the acquisition of the new pumper truck was delayed and that KFD recently finalized the specification for the vehicle, put it out to bid and received the bids which will be presented at the May 23<sup>rd</sup> 2018 Warden's Meeting. He did note that the cost came in somewhat higher than expected in the \$560,000 to \$580,000 range and that KFD is currently negotiating with the bidders to reduce expense without compromising quality. He also noted that that South Kingstown's Radio System is still in need of replacement of some of its components and that during this coming year, the main

repeater and moto bridge will need to be replaced. He also let the taxpayers know that we submitted a \$40,000 funding application to the Assistance to Firefighters Grants Program for personal protective equipment for our new members and older members whose gear has passed its life cycle.

Deputy Chief Tom Reed presented his written report. He noted that KFD's firefighters responded to almost 600 emergency calls between May 1, 2017 and May 1, 2018. He also let the taxpayers know that and that the total number of training hours by District personnel totaled 1944 since last May and included driver training and all other aspects of emergency response. He noted that KFD's recruitment efforts have proven beneficial and that all of KFD's newest members have expressed interest in becoming station residents which enables us to provide the community with a rapid response of well trained and equipped first responders. Reed also let the taxpayers know that he continues to work closely with URI on the various new projects and upgrades on campus and in the surrounding area; Barrington stressed the close relationship KFD has with University of Rhode Island (URI). Donald Cobb asked if all the trucks are in service at this time; Barrington responded that all the trucks are and noted this was partly due to KFD's well-managed apparatus replacement schedule.

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

The motion carried unanimously.

#### **TREASURER'S REPORT (SEE HANDOUT)**

**MOTION:** Donald Cobb moved to accept the Treasurer's Report as presented. Bill Flatley seconded the motion.

Interim Treasurer Thomas Vignali presented the Treasurer's report. He gave a brief review of the report noting that the District has expended Six Hundred Eight Thousand and Twenty-Four (\$608,024) Dollars (83%) of its annual budgeted amount of Seven Hundred Thirty-Three Thousand Six Hundred Ninety-Eight (\$733,698) Dollars. Vignali noted that there was a clerical error under the total of the Capital Projects bank account balance and corrected it verbally. He let the taxpayers know that he expects that the District will have a surplus this year. Vignali went over a few specific line items. Vignali also reviewed the Accounts Receivables with the taxpayers. He explained that the fees for the aging nuisance fire alarm incidents are expected to come in but are delayed and that URI is assisting KFD with collecting these. Chief Nathan Barrington noted that the implementation of these fees really has made a "big dent" in decreasing the frequency of the incidents over the years, especially regarding calls pertaining to recreational smoking at the fraternity and sorority houses.

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

The motion carried unanimously.

#### **TAX COLLECTOR'S REPORT (SEE HANDOUT)**

**MOTION:** Sandy Koerner moved to accept the Tax Collector's Report as presented. Ina Sciabarrasi seconded the motion.

Tax Collector Linda Mendillo presented the Tax Collector's Report. The report was reviewed. Mendillo let the taxpayers know that the collection rate of 2017 is at 98%. She also let them know that there would be no tax sale this year. She did note however, that one property was still unpaid for two or more years but that it already went up for tax sale by the Town of South Kingston and she expects KFD will be able to collect its fee through that process.

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

The motion carried unanimously.

### **PRESIDENT'S REPORT**

**MOTION:** Tom Vignali moved to accept the President's Report as presented. Bill Flatley seconded the motion.

President Donald Cobb gave an oral report. He informed the tax payers that KFD is in "sound financial status" and that this was due to "good management." He let the taxpayers that there are vacancies in the District that need to be filled. Lastly, he thanked the taxpayers for coming.

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

The motion carried unanimously.

### **OLD BUSINESS**

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

### **FY2018-2019 BUDGET MOTION (SEE HANDOUT)**

Nathan Barrington presented the Budget. The FY2018-2019 Budget was reviewed. Ted Jakubowski asked why the health insurance line increased so much. Nathan Barrington responded that health insurance costs increased across the board this past year and KFD adjusted the budget to respond to the hike. Barrington also explained the Training and Professional Development line was increased because we have been asked to pay fees for the use of the Union Fire District's training grounds. Jakubowski also inquired about the increase to the Meals Program; Barrington responded that with the increases to our numbers of firefighters, in large part due to our increased recruitment and retention efforts, this line has been adjusted to account for this. Cobb noted that the Meals Program spending has been well-managed by the firefighters over the last couple of years. Barrington noted that to accommodate some of the other increases, the apparatus fuel line has been decreased since that has come in under budget over the last couple of years due to stable fuel prices. Jakubowski asked what happened if there is a price hike; Barrington noted that KFD would have make adjustments if prices rise dramatically. Cobb asked if the 2018 tax rate has been set yet; Barrington responded that that it will not get set to until the fall by the Board of Wardens but that he expects it will be about a 2% increase.

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

**MOTION:** Ina Sciabarrasi 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, 2017, 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 Elizabeth McNab. 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 2017-18 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:** Linda Mendillo moved to accept the Nominating Committee Report, as presented. Tom Vignali 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. There were none.

### **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. Ted Jakubowski noted that he was considering stepping down from the Audit Committee but will continue to serve on the Committee through the end of 2018. Donald Cobb moved and Sandy Koerner seconded the motion to elect the individuals nominated with Ted Jakubowski serving until December 31, 2018. 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 2018-2019.*

**MOTION:** Ina Sciabarrasi moved to accept the Resolution for Emergency Contingency Fund for Fiscal Year 2018-2019, as presented. Donald Cobb 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 to Increase the Maximum Amount of the Capital Projects Fund Balance.*

**MOTION:** Donald Cobb moved to accept the Resolution to Increase the Maximum Amount of the Capital Projects Funds balance, as presented. Ina Sciabarrasi seconded the motion.

Discussion ensued. Tom Vignali noted that he didn't think raising the cap to \$200,000 was high enough in order to be able transfer the full surplus from FY2016-17. He also noted that leaving the surplus in the general fund was causing the funds in the operating reserve to be higher than 15% of the operational

budget for FY2017-18 per KFD policy. Vignali moved to amend the resolution to increase the maximum amount of fund balance to be maintained at the end of the fiscal year in the Capital Projects Fund to be \$250,000. Elizabeth McNab seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. Ted Jakubowski asked if increasing the ceiling on the Capital Projects Fund is a one-time event; Vignali noted that it would remain at that level for a while but that it may have to be adjusted again sometime in the future. The motion to amend the resolution carried unanimously.

Moderator Maier-Sperdelozzi asked if there were any further questions about the resolution. Bill Flatley asked where the funds from the Capital Projects go; Vignali and Barrington noted these funds are used for projects for the building, major equipment purchases and to cover emergencies like major mechanical failures with the trucks. The motion including the amended resolution carried unanimously.

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

**MOTION:** Ina Sciabarrasi moved to accept the Resolution for Acquisition of a New Pumper (Reauthorization), as presented. Ted Jakubowski seconded the motion. Discussion ensued. Donald Cobb informed the taxpayers that KFD is trying to negotiate the bid prices down. 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*.

**MOTION:** Donald Cobb moved to accept the Resolution for Radio System Improvements, as presented. Tom Vignali 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 fifth resolution, *Resolution Transfer of Funds*.

**MOTION:** Ina Sciabarrasi moved to accept the Resolution Transfer of Funds, as presented. Donald Cobb 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.” There was none.

**MOTION:** Ina Sciabarrasi moved to adjourn. Donald Cobb seconded the motion.

The motion carried unanimously.

The meeting adjourned at 7:42 p.m.

Respectfully submitted,

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