

Draft – Minutes

Kingston Fire District
Board of Wardens Meeting
25 October 2018

Present: Wardens Donald Cobb, Ina Sciabarrasi, Sandra Koerner and Elizabeth McNab. Also present were Jeffrey Wadovick (arrived at 6:39 p.m.), CPA Nadeau Wadovick LLP, Robert Salmani (arrived at 6:39 p.m.), CPA Nadeau Wadovick LLP, Robert Civetti, CPA, Tax Collector Linda Mendillo, Treasurer Tom Vignali, Director of Public Safety & Emergency Management URI Stephen Baker (departed at 7:36 p.m.), Chief Nathan Barrington and Office Manager Jenifer Madison.

Absent: Warden Bill Flatley and Deputy Chief Tom Reed.

Call to Order: President Cobb called the Board of Wardens Meeting to order at 6:34 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.

FY2017-18 Final Audit Presentation

Jeffrey Wadovick presented the final draft of the FY2017-18 Audit. He let the Board know that the District is “very healthy.” He noted that they found no issues with internal control or management and that the District is very good with sticking to and meeting timelines. Cobb asked if there were any best practices that he has seen that could be passed onto KFD. Wadovick responded “not really” and noted that KFD has good control and oversight listing the Finance Committee as an example of this. Vignali asked if the auditors saw anything coming down the line with the state that would need to change the way KFD does things. Wadovick responded that he was not aware of anything. There was no further discussion or questions. Wadovick and Salmani departed at 7:02 p.m.

Motion: McNab made and Sciabarrasi seconded a motion to accept the FY2017-18 Audit Report. There was no further discussion or questions.

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

Approval of Minutes:

Motion: Koerner made and Sciabarrasi seconded a motion to accept the Minutes from the Wardens Meeting on 9/27/18. The minutes were reviewed. There were no questions.

Sciabarrasi, Koerner and McNab voted to pass the motion. Cobb abstained since he was not present during the 9/27/18 meeting. Flatley was absent.

Tax Collector’s Report:

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

Mendillo presented the Tax Collector’s Report. The Board reviewed the report. She let the Board know that the 2018 tax roll is complete and has been downloaded. She noted that the bills are currently being printed and will be mailed out on Monday, 10/29/18. There was no further discussion or questions.

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

URI Report: 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.

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

Chief's Report:

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

Barrington presented an oral Chief's Report. He reminded the Board that KFD will be hosting a press event on 10/30/18 at 1:00 p.m. to announce our grants. Sciabarrasi asked if there would be some KFD firefighters present; Barrington noted that yes there would be some there. He let the Board know that the trucks got serviced this past month. He also noted that the bids for the new repeater for the radio system came back and that one was significantly less than the other and that we would be going with that vendor unless a discussion with the Union Fire District (UFD) leads us in a different direction about the town-wide system. He also let the Board know that we have the radio maintenance agreement coming up for renewal. There was no further discussion or questions.

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

Treasurer's Report

Motion: Koerner made and Sciabarrasi 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 47% of its budget. He let the Board know that we made the final payment on the loan for the new utility vehicle (SS-4) so that we can submit the final paperwork to the RI Emergency Management Agency for reimbursement. Vignali also let the Board know that KFD's insurance expenses will probably go over budget this year. Barrington explained that the premiums increased more than expected due to a bump by the insurer and the fact that KFD increased coverage on our vehicles to full replacement value. Sciabarrasi asked if this would negatively affect KFD's FY2018-19 audit. Civetti told her that it should not have a negative impact on the audit report. Cobb asked if the funds needed to make the upgrade to the radio system would come out of the Capital Projects budget; Barrington responded that they would. There was no further discussion or questions.

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

Finance Committee up-date/report: Sciabarrasi updated the Board on the Finance Committee Meeting of 10/18/18. She let the Board know that Salmani attended the meeting and presented the FY2017-18 Final Draft audit to the Committee. She also noted that discussion was initiated about planning for the next KFD-URI Cooperative Agreement 7/1/19 – 6/30/21. She noted that Barrington and Baker were going to meet to start the process.

New Business:

- **Radio System – MOU with Town of South Kingstown:** Barrington let the Board know that KFD and UFD met regarding the radio system and that he has a request for proposals for a consultant to review that UFD wants to put out. He noted that KFD and UFD are not in agreement about a whether consultant is needed. Barrington let the Board know that he wants to review KFD's proposed contribution to the system upgrade because more departments within the Town of South Kingstown are getting involved; the costs for a consultant may be very high; and that fact that UFD and the Town need additional radio frequency licenses but that KFD has already gotten all the licenses we need. He noted that KFD is not formally committed to anything at this point and KFD may go its own way. Cobb asked if KFD will have compatibility issues if we go our own way; Barrington

responded that more will follow regarding this issue. There was no further discussion or questions. No motions were made.

- **Recruitment of New Elected Officials:** Sciabarrasi reminded the Board that there are multiple electable positions open in the District and that she thought a review of KFD's By-Laws and Articles of Incorporation is really needed for this process. Discussion ensued about the roles the elected officials fill and whether KFD really needs all the elected officials dictated by the By-Laws. Topics discussed included whether some positions could be filled by those residing outside the District and whether some of the roles could be filled instead by sub-committees formed under the Board of Wardens and/or Finance Committee. Sciabarrasi said that she will set-up a working meeting for the Board to start working on this.
- **Review of KFD By-Laws and Articles of Incorporation:** Discussion continued about whether KFD's By-Laws need to be updated. Koerner stated that since the By-Laws were last updated in 1997, it was time for a review. It was noted that changes to the By-Laws would have to be approved during the Annual Meeting in May and if any changes are needed to the Articles of Incorporation in order to make changes to the By-Laws, then the state legislators would need to propose and pass a bill for that to occur.
- **Retirement Gift for Attorney Donald Packer:** The Board agreed to present Packer with a restaurant gift card in honor of his retirement at the end of the year.
- **KVFC Christmas Party Contribution:** The Board agreed to spend \$1,000 of the Recruitment and Retention Awards/Events funds on the Kingston Volunteer Fire Company's Christmas Party and Awards Presentation, as KFD has done in the past.

Communications: Cobb let the Board know that he will be tendering his position as Warden and President effective 12/31/18. Discussion ensued about efforts to recruit a Warden. There were no motions made.

Information: KVFC X-mas Party -- December 1st @ 6:00 p.m. at Spain Restaurant

Next Meetings:

- December 06, 2018 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

Adjournment:

Motion: Sciabarrasi made and Koerner seconded a motion to adjourn the meeting.

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

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Jenifer Madison
Office Manager