

Minutes

Kingston Fire District
Board of Wardens Meeting
06 December 2018

Present: Wardens Donald Cobb (departed 6:39 p.m.), Ina Sciabarrasi, Sandra Koerner, Elizabeth McNab and Bill Flatley. Also present were Tax Collector Linda Mendillo, Treasurer Tom Vignali, Director of Public Safety & Emergency Management URI Stephen Baker, Chief Nathan Barrington and Office Manager Jenifer Madison.

Absent: Deputy Chief Tom Reed.

Call to Order: President Cobb called the Board of Wardens Meeting to order at 6:33 p.m. Cobb (who is retiring as of 12/31/18) said goodbye and wished everyone well. The Board thanked him for his service. Cobb then turned the meeting over to Sciabarrasi and departed.

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: McNab made and Koerner seconded a motion to accept the Minutes from the Wardens Meeting on 10/25/18. The minutes were reviewed. There were no questions.

Sciabarrasi, Koerner and McNab voted to pass the motion. Flatley abstained since he was not present during the 10/25/18 meeting. Cobb was not present.

Tax Collector's Report:

Motion: Koerner 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 2018 Tax Roll collection rate was at 74% at the end of November. She noted that she has since posted additional funds which puts the collection rate at about 85% at this time which is on track similar to past years. She noted that KFD has had about thirty 2018 tax accounts paid by credit cards to date. Mendillo also let the Board know that there were three businesses (Gentile Enterprises, Pass the Glass and Mazaj Café) with prior years' tangible tax and interest due which are no longer on South Kingstown Town's 2018 tax roll as well as one other account (Cut N Go & Sunbeach Tanning), which remained on the Town's 2018 tax roll but is out-of-business. There was no further discussion or questions.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was not present.

Motion: Flatley made and Koerner seconded a motion to abate Gentile Enterprises', Pass the Glass', Mazaj Café's and Cut N Go & Sunbeach Tanning's tax accounts.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was not present.

URI Report: McNab made and Koerner 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.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was not present.

Chief's Report:

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

Barrington presented an oral Chief's Report. He let the Board know that eight KFD members went to New York City for a 2-day seminar and that we conducted two joint drills over the past month. In terms of recruitment, he noted that KFD had a good influx of applicants during November including 4 active female applicants. He let the Board know that KFD's recruitment efforts involve forming an alliance with the URI Student Senate which should help with our marketing efforts. He let the board know that one KFD member has been cleared as a ladder driver and four others are training on the engines. He also noted that upcoming trainings include an Amtrak drill, a hazardous materials training in January and another cardiac training at the Ryan Center. He let the Board know that, as President of the RI Southern Firefighters League, he is working on an initiative to get an online Fire 1 training program approved by the state. Barrington let the Board know that Engine 8 had an issue with its tank fill output and that Reed is working on it. He noted that all other apparatus are running well and that there are plans in place to sell the old utility vehicle. There was no further discussion or questions.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was not present.

Treasurer's Report

Motion: Flatley made and McNab 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 54% of its budget. Sciabarrasi asked if all the transfers to be made from the Operating Fund to the Capital Projects Fund had been completed. Vignali responded in the affirmative that they had and that both the amount approved during the Annual Meeting on 5/7/18 and surplus has been transferred. There was no further discussion or questions.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was not present.

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

Next meetings:

- January 17, 2019 at 9:00 a.m.
- March 21, 2019 at 9:00 a.m.
- May 16, 2019 at 9:00 a.m.
- August 22, 2019 at 9:00 a.m.
- October 17, 2019 at 9:00 a.m.

New Business:

- **Annual Wardens and Open Meetings Schedule for 2019:** The Board reviewed the proposed schedule for the coming year. Sciabarrasi requested that the August Finance Committee Meeting be moved back a week because she had a conflict with the proposed date.

Motion: McNab made and Flatley seconded a motion to accept the schedule with the change to the August Finance Committee meeting date.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was not present.

- **Review of Stipend Positions:** Barrington let the Board know that he held a meeting with all the Coordinators receiving a stipend and Reed to review the positions and tasks. He noted that based on this, KFD has reorganized and restructured these positions a bit to best serve the District and fire department. He let the Board know that through this process, a need for a Maintenance Coordinator was realized. He noted that he would like to appoint

Captain Will Summerly to this position, since he is best suited to fill this role, at a monthly stipend of \$500. He noted that he would like to continue these stipend positions through 3/1/2019 and then re-evaluate these positions and a possible second Deputy Chief (DC) position. Koerner asked about the qualifications of our current members for a second DC position; Barrington gave an update and let the Board know that KFD is encouraging training and professional development for our chiefs and firefighters.

○ Appointment of Maintenance Coordinator

Motion: Koerner made and McNab seconded a motion to appoint Summerly as Maintenance Coordinator at a stipend of \$500 per month.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was not present.

Old Business:

- **Recruitment of New Elected Officials:** Barrington reminded the Board that they needed to address getting a new District solicitor since Donald Packer, Esq. is retiring at the end of the month.
- **Review of KFD By-Laws and Articles of Incorporation:** Sciabarrasi stated that she was not able to reach a consensus on when to hold a brainstorming session to review the By-Laws and Articles of Incorporation. Discussion ensued and the Board agreed to meet on January 17th, 2019 at 6:30 p.m. at the District Office.

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

Information: There was no information. No motions were made.

Next Meetings:

- January 24, 2019 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- February 28, 2019 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- March 28, 2019 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- April 18, 2019 at 6:30 PM at the KFD Station – Budget Hearing
- April 18, 2019 at 6:30 PM (following Budget Hearing) at the KFD Station – Monthly Wardens Meeting
- May 6, 2019 at 7:00 PM at the KFD Station – Annual Meeting
- May 23, 2019 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- June 27, 2019 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- July 25, 2019 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- August 22, 2019 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 26, 2019 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 24, 2019 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 05, 2019 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

Executive Session: Discussion of Personnel Issues

Motion: Flatley made and Koerner seconded a motion to go into Executive Session.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was not present.

Adjournment:

Motion: Koerner made and McNab seconded a motion to adjourn the open call portion of the meeting.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was not present.

The Open Meeting was adjourned at 7:30 p.m.

Executive Session began at 7:33 p.m.

Motion: McNab made and Koerner seconded a motion to come out of Executive Session.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Cobb was not present.

Executive Session ended at 8:00 p.m.

Respectfully submitted,

Jenifer Madison
Office Manager