

Draft – Minutes

Kingston Fire District
Board of Wardens Meeting
24 January 2019

Present: Wardens Ina Sciabarrasi, Sandra Koerner, and Bill Flatley. Also present were Tax Collector Linda Mendillo, Director of Public Safety & Emergency Management URI Stephen Baker and Office Manager Jenifer Madison.

Absent: Warden Elizabeth McNab, Treasurer Tom Vignali, Chief Nathan Barrington and Deputy Chief Tom Reed.

Call to Order: Interim President Sciabarrasi 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: Flatley made and Koerner seconded a motion to accept the Minutes from the Wardens Meeting on 12/06/18. The minutes were reviewed. There were no questions.

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

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 95%. She noted that there are seven properties with unpaid taxes for years 2017 and 2018. She informed the Board that letters will be sent to each of these taxpayers by the end of January notifying them of our tax sale policy which states tax sale proceedings will begin the first week of March 2019 if payment is not received by the end of February. Mendillo also let the Board know that the RI Department of Motor Vehicles (DMV) reached out to KFD to see they could eliminate the DMV blocks on auto registrations for individuals with old unpaid KFD auto tax. It was noted that KFD no longer taxes on automobiles. Discussion ensued.

Motion: Koerner made and Flatley seconded a motion to allow the RI DMV to unblock auto registration accounts with old unpaid KFD auto tax.

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

There was no further discussion or questions.

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

URI Report: Flatley 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 and Flatley voted to pass the motion. McNabb was absent.

Chief's Report:

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

Written Chiefs' Reports were presented and the Board reviewed these in Barrington's and Reed's absences. In his report, Barrington noted that KFD has had good station coverage especially over URI's winter break. He let the Board know that the next Radio Committee Meeting is on 2/6/19 to discuss the different proposals. He noted that KFD is currently in good shape with our own radio needs, especially with the scheduled replacement of our main repeater next month. He let the Board know that he will keep them informed. Barrington also let the Board know that he participated in a statewide meeting regarding the RI State Fire Academy and Fire One classes and that his goal is to work towards maximizing KFD's program to be recognized at the state level. He also noted that he has been appointed to the Fire Education Board as the representative for the RI Fire Chief's Association. Lastly, he noted that KFD will be participating in some regional planning for a potential rail incident and that URI, the RI Emergency Management Agency and the Department of Health will also be participating. He let the Board know that Training Coordinator Erik Brierley successfully coordinated a well-attended lecture on rail response at URI with over 70 participants from across the region and state.

In his report, Reed noted that KFD firefighters responded to 32 calls thus far in January and closed out 2018 with a total of 576 emergency responses. Reed let the Board know that KFD added storm coverage during the past weekend due to the forecasted weather conditions and that during this period KFD had a minimum of 7 personnel at the station with that number rising to 12 at times. These crews responded to 6 calls during this period including a motor vehicle accident requiring extrication which was completed quickly and effectively along with Union Fire District firefighters. He also let the Board know that URI installed a new emergency phone at the side of the station. He noted that he is working to compile a list of priority building needs and projected costs for the next few years. Reed also submitted proposed job descriptions for the newly formed Safety Officer, Recruitment, Retention & Training Coordinator and Maintenance Coordinator positions. The Board reviewed these proposed position descriptions.

Maintenance Coordinator Will Summerly also submitted a written report. The Board reviewed this report. Summerly listed the vehicle maintenance performed on Engine 8, Engine 9, Ladder 2, Car 8, Car 9 and the boat during December and January thus far. He also noted that he has created a maintenance schedule for all department equipment. There were no questions or discussion.

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

Treasurer's Report

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

Madison presented the Treasurer's Report in Vignali's absence. The Board reviewed the report. Madison noted that the District has expensed about 64% of its budget. Madison reviewed the status of the receivables with the Board. There was some discussion about the aging Fire Incident (nuisance call) receivables and the possibility of receiving restitution. There was no further discussion or questions.

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

Finance Committee up-date/report: Sciabarrasi updated the Board on the Finance Committee Meeting of 1/17/19. She let the Board know that the Committee discussed the upcoming KFD-URI Cooperative Agreement Renewal 7/1/19 through 6/30/2021. She also noted that the Committee agreed to push back the start times of the Finance Meetings until 9:30 a.m. to better accommodate everyone's schedules.

Next meetings:

- March 21, 2019 at 9:30 a.m.
- May 16, 2019 at 9:30 a.m.
- August 22, 2019 at 9:30 a.m.
- October 17, 2019 at 9:30 a.m.

New Business:

- **Upcoming Kingston Fire District – University of Rhode Island Cooperative Agreement Renewal 7/1/2019 – 6/30/2021:** Sciabarrasi reviewed the budget numbers for next KFD-URI Agreement with the Board. Baker let the Wardens know that the numbers have been presented to URI's Finance Office. There was no further discussion or questions.

Old Business:

- **Status of Working Group to Review By-Laws, Articles of Incorporation and Elected Official Positions:** Sciabarrasi let the Board know that a Working Group Meeting was held on 1/17/19. She noted that the group reviewed and discussed KFD's By-Laws and Articles of Incorporation and decided that they were not interested in amending KFD's By-Laws at this time. Sciabarrasi informed the Board that the group also reviewed and discussed the various elected positions at KFD. She noted that the group agreed to actively recruit new representatives for the open District positions and next steps would involve reviewing individual job descriptions for each position. She also let the Board know that she created a poster advertising the openings.
- **Status and Review of District Solicitor Recruitment Efforts:** Sciabarrasi let the Board know that a District Solicitor Recruitment Meeting was held on 1/17/19. She noted potential candidates were reviewed and that a job description for the position was discussed. Sciabarrasi let the Board know that she is working on drafting a written job description based on the feedback received during the meeting.

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

Information: RI Southern Firefighters League (RISFL) Annual Legislator's Night @ Richmond Country Club – 1/28/19, 6:30 p.m.

Next Meetings:

- 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

Adjournment:

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

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

The meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Jenifer Madison
Office Manager