

Minutes

Kingston Fire District
Board of Wardens Meeting
28 February 2019

Present: Wardens Ina Sciabarrasi, Sandra Koerner, and Elizabeth McNab. Also present were Tax Collector Linda Mendillo, Treasurer Tom Vignali, Director of Public Safety & Emergency Management URI Stephen Baker and Chief Nathan Barrington.

Absent: Warden Bill Flatley, Deputy Chief Tom Reed and Office Manager Jenifer Madison.

Call to Order: Interim President Sciabarrasi called the Board of Wardens Meeting to order at 6:30 p.m.

Information/Comments/Questions from the Public: Mark Barabe and Kristen Cummiskey were present. There were no questions or comments from the public.

Approval of Minutes:

Motion: Sciabarrasi made and Koerner seconded a motion to accept the Minutes from the Wardens Meeting on 1/24/19. The minutes were reviewed. There was a requested spelling correction to the Minutes. There were no questions.

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

Tax Collector's Report:

Motion: McNab made and Koerner 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 97%. She noted that attached to her report was an updated job description for the KFD Tax Collector. Mendillo let the Board know that notices of tax sale policy were sent to seven taxpayers who had unpaid taxes for 2017 and 2018 and that so far we have received payments from two of those taxpayers. She also let the Board know that 31 notices of delinquency will be sent out on March 1st 2019 to those taxpayers who have not made a payment for their 2018 fire district tax. There was no further discussion or questions.

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

URI Report: McNab made and Koerner seconded a motion to accept the URI report.

Baker presented the URI report. The Board reviewed the report. Baker let the Board know that Samuel Adams, Director of URI Emergency Management attended two meetings in February regarding the South Kingstown Radio Project. There was no further discussion or questions.

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

Chief's Report:

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

Barrington presented the Chief's Report. The Board reviewed the report. He let the Board know that the current organizational structure of having several Coordinator positions versus a second Deputy Chief was in a trial period until March 1st 2019 and that after reviewing this structure, he feels that it is working and would like to continue it in place for the year and re-evaluate late next fall. Koerner asked that if there is no need for the second Deputy Chief, then what will happen with that chief's vehicle.

Barrington noted that KFD has seen a small uptick of calls including the Super Bowl aftermath, a chimney fire extension into a house, a serious motor vehicle accident and two cardiac arrests on campus recently. He also let the Board know that during the past week, he has sat in on interviews looking for a consultant to review the town-wide radio system update. He noted that this project does not have a defined cost or cost share at this time and that while the system needs to be addressed, the depth and scope of the project is uncertain. He let the Board know that he will be earmarking some funds towards this in the FY2019-20 proposed budget but that he is concerned because KFD has already routinely invested back into the parts of the radio system that directly impacts us.

Barrington presented a written report from Reed in his absence. He noted that during the month of February, KFD responded to 53 calls with the annual totaling 99 as of today. Along with the calls outlined in Barrington's report, it was noted that Rescue 6 responded to two untimely deaths on campus this month. Barrington let the Board know that all the calls were answered by a good number of KFD personnel as a result of our recent recruitment and retention efforts. Barrington also let the Board know that Reed is looking into the possibility of upgrades to different systems in the building that would be covered under the FY2018-19 budget as well as updating the interior lighting within the building, under which URI has a program in place that may help defray the costs.

Barrington also presented a written report from Training and Recruitment/Retention Coordinator Erik Brierley. His report noted that February has been a great month for recruitment with six applicant interviews completed. Barrington noted that Brierley is working on increasing KFD's presence around campus including: getting a KFD recruitment notice on the digital screens around campus, holding recruitment booths at the main entrance of Memorial Union weekly during March and having a recruitment booth at the URI Welcome Days in April. Brierley's report also noted that he is changing the structure of the monthly training drill schedule with all three companies having at least two drills per month. Barrington also noted that Brierley has also set aside two drills a month to focus on technical rescue and seasonal drills like chimney fires and ice rescues. He also noted that KFD's firefighters will be participating in a two-day RIT class next month. Barrington let the Board know that three members have passed their engine clearance test making them eligible for primary duty. There were no further questions or discussion.

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

Treasurer's Report

Motion: Koerner 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 expended about 69% of its budget. He explained some of the expenses noted in the budget. There was no further discussion.

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

Finance Committee up-date/report: There were no updates. Sciabarrasi noted the meeting time change for the Board.

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: There was no new business. No motions were made.

Old Business:

- **Status and Updates to District Official Recruitment Efforts:** Sciabarrasi let the Board know that there has been some interest in the vacant District positions. She noted that the two guests attending the meeting tonight were interested and that the Board will be in touch with them. Vignali let the Board know that he will review and revise the District Treasurer's job description once tax season ends.
- **Status and Review of District Solicitor Recruitment Efforts:** Sciabarrasi let the Board know that the District has the names of two attorneys for consideration. She requested input from the rest of the Board on how to proceed regarding how to contact them, fee schedule and the potential of scheduling face-to-face meetings with them. The Board agreed that they should reach out to Attorney Noelle Clapham.

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

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

Next Meetings:

- 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: Koerner made and McNab seconded a motion to adjourn the meeting.

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

The meeting was adjourned at 7:33 p.m.

Respectfully submitted,

Sandra Koerner
Secretary, KFD Board of Wardens