

## *Draft – Minutes*

Kingston Fire District  
Board of Wardens Meeting  
28 March 2019

**Present:** Wardens Ina Sciabarrasi, Sandra Koerner, Elizabeth McNab, Bill Flatley and Interim Warden Mark Barabe (newly appointed). Also present were Tax Collector Linda Mendillo, Treasurer Tom Vignali, Director of Public Safety & Emergency Management URI Stephen Baker, Chief Nathan Barrington and Deputy Chief Tom Reed.

**Absent:** 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:** There were no questions or comments from the public.

### **New Business:**

- **Status and Updates to District Official Recruitment Efforts**

**Motion:** McNab made and Koerner seconded a motion to move *Status and Updates to District official Recruitment Efforts* to the top of the Agenda.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Barabe was not appointed yet.

**Motion:** Flatley made and McNab seconded a motion to appoint Mark Barabe as Interim Warden and Kristen Cumminskey as Interim Auditor.

Sciabarrasi, Koerner, McNab and Flatley voted to pass the motion. Barabe was not appointed yet.

### **Approval of Minutes:**

**Motion:** McNab made and Koerner seconded a motion to accept the Minutes from the Wardens Meeting on 2/28/19. The minutes were reviewed. There was a correction to the Minutes. There were no questions.

Sciabarrasi, Koerner and McNab voted to pass the motion with the correction. Flatley abstained since he was absent during the 2/28/19 meeting and Barabe abstained since he was not yet appointed at the 2/28/19 meeting.

### **Tax Collector's Report:**

**Motion:** Barabe 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 98%. She let the Board know that notices of delinquency were sent out to 31 taxpayers and to date, we have received 11 payments. She also let the Board know that there were seven accounts that were delinquent for two or more years and that these taxpayers were sent Tax Sale Policy notification letters in February. She noted that at present, we have received five of these payments with a promise to pay from a 6<sup>th</sup>. There was no further discussion or questions.

The motion passed unanimously.

## **URI Report:**

**Motion:** Koerner made and McNab 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.

The motion passed unanimously.

## **Chief's Report:**

**Motion:** Flatley made and McNab 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 radio system repeater that KFD replaced last month seems to be working well and that there will be some follow-up service in order to address any reductions in coverage. He also let the Board know that the moto bridge will be moved to the URI Dispatch Center and that even though it may be phased out in the future, it is currently important to the interoperability of URI. Barrington noted he updated KFD's status with the Insurance Services Office (ISO) and that we may be upgraded from a rating of 3 to 2 (with 1 being highest on the scale and 9 the lowest) which is uncommon for a volunteer department and speaks to KFD's breadth of training, preparedness and capacity to provide resources during incidents. He also let the Board know that our current Decon Coordinator is unable to continue performing this role and that he would like to roll these responsibilities and stipend into the Training Coordinator's role effective April 1<sup>st</sup>, 2019. Barrington also noted that he and Training Coordinator Erik Brierley attended the Small Town Chief's Seminar this month and that next month he will be going to Washington DC with the Rhode Island Association of Fire Chiefs to address some possible reductions in funding for the Fire Act grants.

Reed presented the Deputy Chief's Report. He noted that during the month of March, KFD responded to 29 calls with the annual totaling 129. He let the Board know that Ladder 2 is being serviced for some intermittent performance issues. Reed also let the Board know that scheduling some of the bigger ticket station improvements has proved tricky and that he is working on getting accurate quotes for new windows, doors, replacing the second air conditioning system and station alerting as well as developing a timeframe for the repairs. He also noted that we have tried a new portable radio brand and vendor and that the products seems to fit our needs very well and that coupled with the new repeater, KFD's radio needs should be met for the foreseeable future. Lastly, Reed let the Board know that KFD will begin the migration to new SCBA cylinders over the next few years due to some of the current cylinders aging out of service and the replacements allowing our firefighters to be compliant with the latest NFPA regulations pertaining to air consumption. There were no further questions or discussion.

The motion passed unanimously

## **Treasurer's Report**

**Motion:** Flatley made and Barabe 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 72% of its budget. He summarized some of the expenses noted in the budget. There was no further discussion.

The motion passed unanimously.

**Finance Committee up-date/report:** Sciabarrasi updated the Board on the Finance Committee Meeting of 3/21/19. She let the Board know that the Committee discussed the status and updates to the Radio Communications System Project. She also noted that the status of the upcoming KFD-URI Cooperative Agreement was discussed and that URI's Vice President of Administration and Finance wants to review it before it's signed.

Next meetings:

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

**Other New Business:**

- **Radio Communications System Project Update** – This topic is covered in the Chief’s Report.
- **FY2019-20 Proposed Budget Projections**
  - Operating Budget – Barrington presented the Board with the projections for the FY2019-20 Operating Budget and noted that there is about a 2% increase.
  - Capital Projects Budget – Barrington presented the Board with the projections for the FY2019-20 Capital Projects Budget and let the Board know that the proposal includes funding for new portable radios, new SCBA cylinders, new computers, station improvements and earmarked funds for the radio system project.
- **New Engine Change Order and Financing** – Barrington let the Board know that during the pre-build process for the new engine there were some necessary adjustments which increased the costs. He advised that he felt that the two best options for covering the increase was either rolling them into the debt service on the new engine or using the \$25,000 emergency contingency fund earmarked in the Capital Projects Fund. He noted that this will be an agenda item for the taxpayers to vote on during the Annual Meeting.
- **Review of South Kingstown Tax Valuations** – Barrington just wanted to keep the Board informed that South Kingstown property values are trending up and tax rates down.

**Old Business:**

- **Status and Review of District Solicitor Recruitment Efforts:** Sciabarrasi let the Board know that Attorney Noelle Clapham seemed interested in the District Solicitor position. The Board discussed that they would like something in writing to address fees, what the District Solicitor would be responsible for and which District officials and employees could contact her.

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

**Information:** Sciabarrasi reminded the Board the Annual meeting is coming up on May 6, 2019 at 7:00 p.m.

**Next Meetings:**

- 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 Barabe seconded a motion to adjourn the meeting.

The motion passed unanimously.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Sandra Koerner  
Secretary, KFD Board of Wardens