

Draft – Minutes

Kingston Fire District
Board of Wardens Meeting
25 June 2020

Present: Wardens Ina Sciabarrasi, Sandra Koerner, Elizabeth McNab and Bill Flatley. Also present were Tax Collector Linda Mendillo, Treasurer Tom Vignali, URI Director of Public Safety & Chief of Police Stephen Baker, Chief Nate Barrington and Office Manager Jenifer Madison.

Absent: Warden Mark Barabe and Deputy Chief Tom Reed.

Call to Order: President Sciabarrasi called the Board of Wardens Meeting to order at 6:32 p.m. *The meeting was conducted by Zoom Videoconference due to the Covid-19 pandemic.*

Information/Comments/Questions from the Public: There were no questions or comments from the public.

Approval of Minutes:

Motion: McNab made and Flatley seconded a motion to accept the Minutes from the Wardens Meeting on 05/28/20. The minutes were reviewed. There were no questions.

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

Tax Collector's Report:

Motion: Flatley 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 2019 Tax Roll collection rate was at 98.3%. She broke down tax accounts with delinquencies for the Board. Mendillo noted that there are still two tax accounts with unpaid balances for two or more years and that there are 20 properties with balances due for 2019 tax. She let the Board know that four other taxpayers who had owed for 2018 and 2019 paid their 2018 tax. And one of the taxpayers who still owed for 2018 and 2019 called and said she will make a payment after 7/1/2020. There was no further discussion or questions.

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

URI Report:

Motion: Flatley made and McNab seconded a motion to accept the URI report.

Baker presented the URI Report. The Board reviewed the report. Baker let the Board know that an e-mail went out this week stating that URI is planning for a blended approach of in classroom and online learning this fall semester and that URI Emergency Management continues to prepare buildings to reopen under Covid-19 restrictions. He let the Board know that he and Barrington met with the contractor of the Upper College Road project and that it should not involve total lane closures. Baker also noted that URI Police Corporal Debra Sheldon has retired after 39 years of service and that she will be honored at the Department of Public Safety's Biannual Recognition and Awards Ceremony on 7/22/2020 and extended an invitation to KFD and the Board. There was no further discussion or questions.

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

Chief's Reports:

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

Barrington presented the Chief's Report. He let the Board know that KFD's firefighters appreciated the "thank you" gift for their Covid-19 efforts and that the jackets and Class A uniforms have been ordered. He noted that recruitment has been challenging due to the pandemic and is hoping as URI opens back up, KFD will see more interest. He also let the Board know that Recruitment and Retention Coordinator Erik Brierley is working with a new vendor to get NFPA 1582 physicals set up for our firefighters still in need. Barrington noted that we finally received an answer from the RI DOT regarding the bridges in South Kingstown that were marked at vehicle weights far below our apparatus. The DOT dynamic testing revealed that we are within the specification for the bridges and that the signs were wrong. He let that Board know that Reed coordinated the testing from our side and that State Senator Susan Sosnowski was instrumental in helping to rectify this issue. Barrington also let the Board know that over the next couple of years, the Upper College Road project may necessitate the need for KFD to run the one-way on Old North Road during emergency calls and that his plan is to write a letter to the residents affected informing them of this. There was no further discussion or questions.

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

Treasurer's Report:

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

Vignali presented the Treasurer's Report. The Board reviewed the report. Vignali let the Board know that he closed out the bank account holding the loan proceeds for Engine 7's equipment and that the residual funds were transferred to the Capital Projects fund. He noted that KFD's miscellaneous income is up this year due to the two HazMat incidents we recently responded to. Barrington let the Board know that the crews have been doing a good job of managing meals expenses this year. Barrington also noted that the station improvements (painting and carpeting the office) that came out of Capital Projects have been completed. And he also let the Board know that

Lora Frisella from Public Safety, under Baker's direction, is working very hard to ensure that KFD receives the URI FY2020-21 cooperative agreement funding on-time. There was no further discussion or questions.

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

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

Next meetings:

- August 20, 2020 at 9:30 a.m.
- October 15, 2020 at 9:30 a.m.

New Business:

- **Covid-19 Efforts and Effects:** Sciabarrasi noted that Rhode Island is still in Stage Two but hopeful that we will be in Stage Three by 6/29/20. She asked about testing for KFD's firefighters. Barrington said that the District has not done any testing but that it is available. He also said the crews have been healthy and that KFD has a decent supply of personal protective equipment and is prepared for a second wave that could come. Barrington let the Board know that KFD's Covid-19 expenses have been minimal and that we would just absorb them into the budget.
- **Policy to Review for Approval:**
 - Updated Volunteer Incentive Program: The Board reviewed the updated draft proposal. Barrington let the Board know that he received no feedback on the posted updated draft proposal.

Motion: McNab made and Flatley seconded a motion to approve the policy.

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

- **SOG to Review for Approval:**
 - Updated Firefighter Recruitment and Retention – Education & Tuition Assistance Program SOG: The Board reviewed the updated draft proposal. Barrington noted that KFD is hoping to increase the maximum yearly payment per firefighter from \$5,000 per year to \$6,000 per year.

Motion: Koerner made and Flatley seconded a motion to approve the SOG.

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

Communications: Madison let the board know that Beacon Mutual waived KFD's Worker's Compensation final audit for FY2019-20. Sciabarrasi asked what the cost was going to be for FY2020-21. Madison replied it was in-line with this years.

Information: There were no updates. No motions were made.

Next Meetings:

- July 23, 2020 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- August 27, 2020 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 24, 2020 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 22, 2020 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 03, 2020 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, McNab and Flatley voted to pass the motion. Barabe was absent.

The meeting was adjourned at 7:23 p.m.

Respectfully submitted,

Jenifer Madison
Office Manager