

Minutes

Kingston Fire District
Board of Wardens Meeting
23 January 2020

Present: Wardens Ina Sciabarrasi, Sandra Koerner, Elizabeth McNab, and Mark Barabe. Also present were Tax Collector Linda Mendillo (departed at 7:37 p.m.), URI Director of Public Safety & Chief of Police Stephen Baker, Chief Nate Barrington and Office Manager Jenifer Madison.

Absent: Warden Bill Flatley, Treasurer Tom Vignali and Deputy Chief Tom Reed.

Call to Order: President Sciabarrasi called the Board of Wardens Meeting to order at 6:34 p.m.

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

Approval of Minutes:

Motion: Koerner made and McNab seconded a motion to accept the Minutes from the Wardens Meeting on 12/05/19. The minutes were reviewed. There were no questions.

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

Tax Collector's Report:

Motion: Barabe made and McNab 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 93%. She also let the Board know that notices of tax sale policy will be sent to five taxpayers whose tax payments are delinquent for two or more years. She noted that one of these accounts went up for tax sale by the Town and that the Town is giving an interested party the opportunity to buy the property but that the party would have to get up to date with any bills and/or fees owed. Mendillo told the Board that she will follow up with this regarding the fire district taxes owed. Mendillo also noted that there are currently 69 taxpayers with unpaid 2019 tax and 12 businesses with unpaid 2019 tangible tax. There was no further discussion or questions.

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

URI Report:

Motion: Koerner made and Barabe seconded a motion to accept the URI report.

Baker presented the URI Report. The Board reviewed the report. There was no discussion or questions.

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

Chiefs' Reports:

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

Barrington presented the Chief's Report. He let the Board know that we had two small chimney fires over the last couple of weeks. He noted that the new Engine 7 is getting some issues squared away and that the Old Engine 9 is now in East Providence and actively responding to calls there. He also noted that Rescue 6 has an ongoing issue with its generator and that Reed has been in contact with the manufacturer, E-One, since it has been problematic since delivery and that we are considering whether we will need to replace it and what costs that will entail. Barrington let the Board know that there are new signs identifying emergency vehicle weight restrictions on Rte.138 and that as result KFD's vehicles now exceed the marked weight; he let the Board know that he has been in discussions with the DOR on this and has engaged RI State Senator Susan Sosnowski about this issue. Barrington also let the Board know that on January 10th, he had a good meeting with Union Fire District Chief Steve Pinch, South Kingstown Town Manager and South Kingstown Council Member Bryant Decruz regarding recruitment and retention of firefighters in town. Barrington noted that we have switched over from Target Solutions to IFSTA for Firefighter 1 Training and that he is working with the Southern league to create a Southern League sponsored training for Firefighter 1. Barrington also noted that the Southern League is hosting an all-day conference at Edwards Auditorium on February 1st on pride, culture and ownership within the fire service and that the speaker is Chief Lasky from Texas. Lastly Barrington noted that we have consistently noted EMS calls in the West Kingston and areas just over KFD's "response zone" in which we are not dispatched in a timely manner and that he is in discussions about this. There was no further discussion or questions.

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

Treasurer's Report:

Motion: Barabe made and Koerner 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 reviewed the profit and loss statements with the Board and explained Vignali's notes on various budget lines. She noted that for now the equipment for Engine 7 is being expensed to Capital Outlays in the operating budget and then will be transferred over to the Capital Projects Fund. Madison also reviewed the total expenses related to Engine 7's purchase and how it is broken out in the Capital Projects Fund. She also let the Board know that Vignali has agreed to serve on KFD's Radio System Committee as the Treasurer but that he wanted to remind the Board that he is an elected official versus Union Fire District's (UFD) Treasurer who is appointed and that he will be considering any financial commitments related to the proposed Radio System Project as a representative of KFD's taxpayers and URI.

- Review and Approval to expense Engine 8's unanticipated \$10,638 repair to the Capital Projects Fund per the Resolution for Emergency Contingency Fund approved during the Annual Meeting on May 6, 2019. Sciabarrasi let the Board know that the Finance Committee recommends putting this expense under the Capital Projects Fund.

Resolution for Emergency Contingency Fund for FY2019-20: Be it resolved that we, the taxpayers, of the Kingston Fire District do hereby authorize the transfer of, up to a maximum of, \$25,000 from the Committed Capital Projects Fund Balance to the District's General Fund to cover unanticipated, unbudgeted expenditures related to an asset of the District which is critical to the operational integrity of the District. The Board of Wardens must authorize and approve the transfer by a unanimous vote of the Wardens taken at a monthly meeting of the Board.

Motion: McNab made and Koerner seconded a motion to expense Engine 8's repair to the Capital Projects Fund under the Resolution for Emergency Contingency Fund for FY2019-20.

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

There was no further discussion or questions.

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

Finance Committee up-date/report: Sciabarrasi presented the information that was discussed at today's (1/23/20) Finance Committee Meeting. She noted that some of the topics highlighted in the Treasurer's report included: KFD's tuition reimbursement incentives, the new equipment being purchased for Engine 7 and the overall costs for purchasing Engine 7. The Committee also discussed the Radio System Project proposal and its associated costs. Sciabarrasi also noted that the Committee reviewed the \$10,000 plus unanticipated repair to Engine 8 and is recommending taking this expense out of the Capital Projects budget under the Resolution for Emergency Contingency Fund for FY2019-20. No motions were made at this meeting. There were no other updates.

Next meetings:

- March 19, 2020 at 9:30 a.m.
- May 21, 2020 at 9:30 a.m.
- August 20, 2020 at 9:30 a.m.
- October 15, 2020 at 9:30 a.m.

New Business:

- **Radio Communications System Project Update:** The Board discussed the Radio System Update Project. Sciabarrasi began the discussion letting the Board know that we need to decide if we are going to be stakeholders or not. Discussion ensued. It was noted that we received a follow-up letter from UFD asking if we were agreeing to be stakeholders or not; but that we have not responded yet and told them that we would after this meeting. Ina let the Board know that she asked Flatley, Barabe and Vignali to sit on a Radio System Committee and that they agreed. The Board discussed committing to becoming a stakeholder pending understanding the financial costs and what the burden would be on KFD. Sciabarrasi noted that Vignali requested that if we agree to become a stakeholder, that it is pending subject to financing and stated that there is no collateral for this type of loan. It was noted that we need governance, structure and a proposal to present to our taxpayers. The Board agreed that the next steps will be for KFD to send a letter to the South Kingstown Town Council requesting a meeting so we can to better understand the financial structure of the proposal and to request participants to include representatives from the Town Council, the Town Manager, Town Finance Director, KFD's Radio Committee members and UFD's Radio Committee members. It was also decided that we would send a letter to UFD in response to theirs outlining what we requested of the Town Council.
- **Dispatch:** This was covered in the Chief's Report (*see above*).

Communications: No motions were made.

Information: RI Southern Firefighters League (RISFL) Annual Legislator's Night @ Richmond Country Club – 1/27/20, 6:30 p.m.

Next Meetings:

- February 27, 2020 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- March 26, 2020 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- April 16, 2020 at 6:30 PM at the KFD Station – Budget Hearing
- April 16, 2020 at 6:30 PM (following Budget Hearing) at the KFD Station – Monthly Wardens Meeting
- May 4, 2020 at 7:00 PM at the KFD Station – Annual Meeting
- May 28, 2020 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- June 25, 2020 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- 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

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The Kingston Fire District is an equal opportunity provider and employer.

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

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

The meeting was adjourned at 8:24 p.m.

Respectfully submitted,

Jenifer Madison
Office Manager