

Kingston Fire District
Finance Committee Meeting
October 15, 2020

DRAFT - Minutes

Call to Order: Ina Sciabarrasi called the KFD Finance Committee Meeting to order at 9:32 a.m. *The meeting was conducted by Zoom Videoconference due to the Covid-19 pandemic.*

Present: KFD Warden Ina Sciabarrasi, Jeff Wadovick, Wadovick & Company CPA, Robert Civetti, CPA, URI Director of Public Safety & Chief of Police Stephen Baker, URI Assistant Director of Emergency Management and Public Safety Samuel Adams, KFD Treasurer Tom Vignali, KFD Chief Nathan Barrington and KFD Office Manager Jenifer Madison.

Absent: None

Information/Comments/Questions from the Public: There was no one from the public present.

New Business:

- **Review of Audit FY2019-20** -- presentation by Robert Civetti, CPA.
Civetti presented the Committee with draft exhibits for KFD's FY2019-20 audit noting that there has been a little delay in the process this year and that Wadovick & Company is working on the financial statement. He let the Committee know that KFD is in a sound financial position with nice reserves and in compliance. Vignali asked if KFD was in compliance with budgetary fund balances; Civetti replied in the affirmative. Sciabarrasi asked Wadovick about when the draft financial statement will be ready, Wadovick replied that he thinks it will be ready by the end of the month. Civetti let the Committee know that Rob Salmani, Wadovick & Company CPA, who is working on the financial statement, is trying to have a draft ready for the Wardens Meeting on 10/22/20 and in final form by November for approval.
- **Tax Payment System Upgrade** – Barrington presented the Committee with a budgetary quote from Vision for an upgrade to KFD's tax software system. The overall costs, with a discount if agreement is signed by 11/01/2020, is a little over \$15,000 and can be broken down over three fiscal years. The cost during this fiscal year would be a little over \$3,000 which Barrington noted can be absorbed into the approved budget. Barrington let the Committee know that KFD does not probably have much of a choice; Madison noted that the Town of South Kingstown will be updating their system and that KFD gets their tax rolls from the town. Madison let the Committee know that it will be on the 10/22/2020 Wardens Meeting Agenda for review and approval.

Vignali asked about the status of the next KFD-URI Cooperative Agreement. Baker updated the Committee letting them know that his superior, Abigail Rider, URI Vice President of Administration and Finance, is very amenable to renewing at a flat rate for one-year but cannot commit to anything more due to the Covid-19 pandemic and resulting economic uncertainty. Baker noted that he will follow-up and see if Rider's department can start working on drafting the renewal agreement. The Committee agreed to review the status of the Cooperative Agreement at the next Finance Committee meeting in January 2021.

Approval of Minutes: The members reviewed and approved the Minutes of the last meeting on 8/20/20.

Treasurer's Report: Vignali presented and the Committee reviewed the Treasurer's report. Sciabarrasi asked about attributing the unanticipated expense for the tax software upgrade to the tax admin and collection expense line item even though it will run over; Vignali noted that he thought this would be the best option for transparency and comparison on KFD's financial statements. Civetti stated that some districts are running the unexpected expense through their capital projects budgets as an option. When reviewing KFD's Capital Projects budget, Vignali noted that the budgeted expense for the proposed town-wide radio system will be dependent on the direction the Town of South Kingstown goes and asked about the status. Barrington responded that it is up for bond issue during the general election in November 2020. He noted that the bid sent out to vendors was very onerous and that the radio sites can not handle all the equipment needed in the specs. Vignali asked what the next steps were. Barrington and Adams responded that the project needs to go out to bid again but that the original specs need to be redone first.

Next Meetings: Jen let the Committee know that the next meeting will take place in January 2021 and that the schedule for this will be approved during the Wardens Meeting on 12/03/2020.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Jenifer Madison
Office Manager