

Draft – Minutes

Kingston Fire District
Board of Wardens' Meeting
02 December 2021

Present: Wardens Bill Flatley, Sandra Koerner and Elizabeth McNab. Also present were Treasurer Tom Vignali, Tax Assessor Dorald Beasley (arrived at 6:38 p.m. and departed at 8:21 p.m.), URI Director of Public Safety & Chief of Police Michael Jagoda, Chief Tom Reed, Deputy Chief Erik Brierley and District Manager Jenifer Madison.

Absent: Warden Mark Barabe and Tax Collector Susan Axelrod.

Call to Order: Interim President Bill Flatley called the Board of Wardens Meeting to order at 6:33 p.m.

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

Approval of Minutes:

Motion: Koerner made and McNab seconded a motion to accept the Minutes from the Wardens meeting on 10/28/21. The minutes were reviewed. There were no questions.

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

Tax Collector's Report:

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

Madison presented the Tax Collector's Report in Axelrod's absence. The Board reviewed the report. Madison let the Board know that the 2021 tax roll collection (which just started this month) rate is at 70% and that the 2020 tax roll collection is at 99.5%. Madison noted that it has been a very busy month with tax collection. There was no further discussion or questions.

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

URI Report:

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

Jagoda presented the URI Report. The Board reviewed the report. He noted that the Ryan Center is back to hosting sporting events. He let the Board know that there is about two and a half weeks left of the regular semester and then finals; students should be off campus by 12/21/21 for winter break. There was no further discussion or questions.

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

Chief's Report:

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

Reed presented the Chief's report. The Board reviewed the report. Reed let the Board know that to date, KFD has responded to 674 emergency responses this year with 75 calls being from the month of November. He noted that November's calls included a search for a 16-year-old who was in need of mental health help and a serious motor vehicle accident that required extrication on Thanksgiving night. Reed let the Board know that after conducting the search for the missing teenager, KFD along with the Union Fire District (UFD) and the Town of South Kingstown are reviewing how we use technology in these types of calls. He noted that there are no serious maintenance issues at this time. Reed let the Board know that a new circulator pump for the heating system was installed; the original, which was from 1999, failed when turned on for the season. He also noted that the bay heaters were serviced and are now functioning properly and that he and Maintenance Coordinator Will Summerly are planning for other building projects. He let the Board know that the new command vehicle is finally getting its back-ordered equipment installed and he hopes to have it in service by the new year.

Brierley presented an oral Deputy Chief's Report. He let the Board know that KFD has a good group of recruits this fall semester and that four recent applicants have become probationary members. He noted that a couple of these recruits are interested in the residency program and that our crew of retention firefighters is still going strong. Brierley let the Board know that KFD hosted a successful thermal imaging training this past month and that five KFD firefighters just completed instructor's training through the Rhode Island Fire Academy. He noted that he is looking into bringing in more outside instructors for trainings this spring. There was no further discussion or questions.

Flatley, Koerner and McNab voted to pass the motion. Barabe 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. Jagoda requested a breakdown of accounting for KFD's Fire Details Fund; Vignali let know we would get this to him. Vignali noted that the tax software upgrade expense in the Capital Projects Fund was the second payment on a three-year payment plan. Madison noted that KFD started using the new software during this tax collection year. There was no further discussion or questions.

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

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

Next Meetings:

- January 20, 2022 at 9:30 a.m.
- March 17, 2022 at 9:30 a.m.
- May 19, 2022 at 9:30 a.m.
- August 18, 2022 at 9:30 a.m.
- October 20, 2022 at 9:30 a.m.

New Business:

- **Annual Wardens and Open Meetings Schedule for 2022:** The Board reviewed the proposed schedule for the coming year.

Motion: McNab made and Koerner seconded a motion to accept the schedule.

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

- **Policy to Review:**

- **KFD Volunteer Incentive Program (revised):** Reed and Brierley presented a revised draft Volunteer Incentive Policy noting that KFD reviewed and revised this due to our tuition assistance program ending in January when our SAFER grant is complete. Brierley explained that the proposed policy would provide payouts to our volunteer members across the board twice a year based on hours served and milestones achieved and that the members would be responsible for entering their hours into our responder software for tracking purposes. Flatley asked if the policy stipulated that it will be funded through the operating fund; Reed responded in the affirmative. Flatley also asked who would be responsible for overseeing the tracking system; Reed responded that it is somewhat of an honor system but that the KFD Chiefs oversee and monitor it.

Motion: McNab made and Koerner seconded a motion to post the policy for review.

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

- **Review and Approval of New Pay Rates and Billing Rates:**

- Firefighter Details – Reed presented proposed new pay and billing rates for Details. Discussion ensued. The Board asked Jagoda if he agreed with the rates; he responded in the affirmative.

Motion: Koerner made and McNab seconded a motion to approve the new proposed rates with both the billing and pay rates to become effective July 1, 2022.

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

- Decon Trainings – The Board decided to leave the Decon pay rates as is. No motions were made.

- **Status of Open Wardens Position:** The Board agreed to leave the position open until the Annual Meeting in May. No motions were made.

- **KVFC Christmas Party Contribution:** Reed let the Board know that as in the past, KFD would like to make a \$1,000 contribution towards the Kingston Volunteer Fire Company's (KVFC) Christmas Party and Awards Presentation. He noted that the expense would come out of the recruitment and retention budget.

Motion: McNab made and Koerner seconded a motion to approve the \$1,000 contribution towards KVFC's 2021 Christmas Party and Awards Presentation.

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

Old Business:

- **Radio System Project Update:** Reed let the Board know that as discussed in last month's meeting, the radio system project is moving forward. He noted that the cost-share broke down to the Town paying 75%, UFD paying 23% and KFD paying 2% based on an equitable breakdown by share of users. Reed let the Board know that the costs will cover upgrades to the receivers and dispatch and a four-year maintenance agreement. Flatley asked about the timeline for project; Reed responded that if the project budget is approved by the Town during their next meeting on 12/13/21, then the vendor will start working on the project before the end of the year. Vignali asked if the maintenance agreement will cover all radio system maintenance costs; Reed responded yes except for KFD's site that covers URI.

Reed let the Board know that KFD will need to enter into a Memorandum of Understanding (MOU) with the Town and UFD for this project to happen. He noted that the Town will need the signed MOU in place by their 12/13/21 meeting in order for the vote to take place.

Motion: McNab made and Koerner seconded a motion for KFD to enter into an MOU with the Town of South Kingstown and UFD for the radio system project contingent on our district attorney's review and approval.

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

- **Review of KFD By-Laws and Articles of Incorporation:** There were no updates. No motions were made.
- **Tax Assessor Committee Update:** Tax Assessor Dorald Beasley presented the Board with a proposal to eliminate the split properties between KFD and UFD. Discussion ensued. No motions were made.

Beasley also let the Board know that he will finish out his current term but will not be seeking re-election come May 2022. He noted that he is working on a plan to train KFD's other Tax Assessors before he leaves.

- **Covid-19 Effort and Effects:** Reed noted that everyone is still in compliance.

Communications: McNab reviewed with the Board the history of KFD and how the original boundaries were drawn between KFD and UFD. No motions were made.

Information:

- KVFC X-mas Party – 12/4/2021 at 6:00 p.m. at Tavern on Main in Wakefield
- Handouts of KFD's 1st Quarterly FY2021-22 State Fiscal report

Future Planning: None

Next Meetings:

- January 27, 2022 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- February 24, 2022 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

- March 24, 2022 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- April 14, 2022 at 6:30 PM at the KFD Station – Budget Hearing
- April 14, 2022 at 6:30 PM (following Budget Hearing) at the KFD Station – Monthly Wardens Meeting
- May 2, 2022 at 7:00 PM at the KFD Station – Annual Meeting
- May 26, 2022 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- June 23, 2022 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- July 28, 2022 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- August 25, 2022 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 22, 2022 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 27, 2022 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 01, 2022 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

Adjournment:

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

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

The meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Jenifer Madison
District Manager