

## *Minutes*

Kingston Fire District  
Board of Wardens' Meeting  
23 May 2024

**Present:** Wardens: Bill Flatley, Sandra Koerner, Elizabeth McNab and Doug Carr. Also present were Treasurer Tom Vignali, Tax Collector Susan Axelrod, URI Director of Public Safety & Chief of Police Michael Jagoda and District Manager Jenifer Madison.

**Absent:** Warden Steve Davis, Chief Tom Reed and Deputy Chief Erik Brierley.

**Call to Order:** President Bill Flatley called the Board of Wardens Meeting to order at 6:37 p.m.

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

### **Approval of Minutes:**

**Motion:** Carr made and McNab Koerner seconded a motion to accept the Minutes from the Wardens Meeting on 04/18/24. The minutes were reviewed. There were no questions.

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

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

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

Axelrod presented the Tax Collector's Report. The Board reviewed the report. Axelrod let the Board know that the 2023 collection rate is at 98.8% and that there is no longer any tax owed for 2021 or 2020. She noted that one taxpayer who owed for four years has paid and that KFD would not need to hold a tax sale this year. There was no further discussion or questions.

Flatley, Koerner, McNab and Carr voted to pass the motion. Davis 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. Jagoda let the Board know that the commencement events held over three days at the Ryan Center went well and that there were not a lot of complaints. He also updated the Board about several construction projects around campus. There was no further discussion or questions.

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

### **Chief's Report:**

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

Madison presented an oral Chief's Report in Reed's absence. She let the Board know that URI Commencement weekend was successful and that the new format was well received. She also noted that there were no major incidents or traffic issues. There was no further discussion or questions.

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

**Treasurer's Report:**

**Motion:** McNab made and Carr 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 the budget is trending on track and that not much has changed. He also let the Board know that the Capital Projects Fund Certificate of Deposit (CD) is coming due soon and he will roll it over to another CD at about four and half percent for the period of June through November 2024. There was no further discussion or questions.

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

**Finance Committee Update:** Carr presented the information that was discussed at the 05/16/24 Finance Committee Meeting. He let the Board know that the Committee discussed the upcoming meeting with URI's Vice President of Finance and Administration regarding the URI-KFD Cooperative Agreement renewal process and that we have since learned that the meeting will have to be rescheduled. There was no further discussion or questions.

**Next Meetings:**

- August 15, 2024 at 9:30 a.m.
- October 17, 2024 at 9:30 a.m.

**New Business:**

- **Audit 2024, 2025 and 2026 Bid Selection Update:** Madison let the Board know that KFD's Auditing Committee selected Wadovick & Company to conduct our audits for 2024, 2025 and 2026. No motions were made.
- **Review of KFD's Procedure for Check Co-signatures:** Vignali let the Board know that he would like to raise the minimum amount of a check payment from \$2,000 requiring a second signature by the Board. He suggested \$5,000 and noted that our auditors have recommended this amount.

**Motion:** Carr made and McNab seconded a motion to raise the amount of a check payment requiring a second Board signature from \$2,000 to \$5,000.

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

- **Update on Tax Assessor Open Position and Appointment:** Flatley let the Board know that he has someone interested in KFD's open Tax Assessor position but that she was unable to attend this meeting; but will hopefully be able to attend the next meeting. He also let the Board know that the former South Kingstown Tax Assessor will be helping to train our other Tax Assessors in June and that Flatley and Axelrod will also be attending the training. No motions were made.
- **KFD's By-Laws – Review of Proposed Revisions:** Flatley let the Board know that he spoke to KFD's attorney and asked her to review our By-Laws and Articles of Incorporation and presented the notes she replied with. It was decided that the KFD By-Laws Subcommittee will next meet with the attorney to make the changes. No motions were made.

**Old Business:**

- **Update on URI-KFD Cooperative Agreement (CA) Renewal Process:** This was reviewed during the Finance Committee update above.
- **Wardens Badges:** The Board agreed to table this agenda issue.
- **Use of Training Grounds Agreement and Fees: Radio System Project Update:** The Board agreed to table this agenda issue.
- **Radio System Project Update:** The Board agreed to table this agenda issue.

**Communications:** McNab shared some historical and other news stories about KFD. No motions were made.

**Information:** KFD's Chicken BBQ – June 1<sup>st</sup>, 2024 @ 5:00 P.M. No motions were made.

**Future Planning:** There was none.

**Next Meetings:**

- June 27, 2024 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- August 22, 2024 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 26, 2024 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 24, 2024 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 05, 2024 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

**Adjournment:**

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

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

The meeting was adjourned at 7:19 p.m.

Respectfully submitted,

Jenifer Madison  
District Manager