

*Draft – Minutes*

Kingston Fire District  
Board of Wardens' Meeting  
23 June 2022

**Present:** Wardens Bill Flatley, Sandra Koerner, Elizabeth McNab and Mark Barabe. Also present were Tax Collector Susan Axelrod, Treasurer Tom Vignali and Chief Tom Reed.

**Absent:** Warden Doug Carr, URI Director of Public Safety & Chief of Police Michael Jagoda and District Manager Jenifer Madison.

**Call to Order:** President Bill Flatley called the Board of Wardens Meeting to order at 6:35 p.m.

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

**Approval of Minutes:**

**Motion:** Koerner made and Barabe seconded a motion to accept the Minutes from the Wardens meeting on 4/14//22. The minutes were reviewed. There were no comments or questions.

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

**Tax Collector's Report:**

**Motion:** McNab made and Barabe 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 2021 tax roll collection rate is at 98.08%. There was no further discussion or questions.

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

**URI Report:**

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

Reed presented the URI Report in Jagoda's absence. The Board reviewed the report. There was no further discussion or questions.

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

**Chief's Report:**

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

Reed presented the Chief's Report. Reed let the Board know that to date, KFD responded to a total of 327 emergency responses this year with 39 calls so far this month. Discussion ensued on the age and expense of the present trucks. There was no further discussion or questions.

Flatley, Koerner, McNab and Barabe voted to pass the motion. Carr 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. There was no further discussion or questions.

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

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

**Next Meetings:**

- August 18, 2022 at 9:30 a.m.
- October 20, 2022 at 9:30 a.m.

**New Business:**

- **Election of President, Vice-President and Secretary of the Board of Wardens**

**Motion:** Koerner made and Barabe seconded a motion to nominate Flatley as President of the Board of Wardens.

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

**Motion:** Flatley made and Barabe seconded a motion to nominate Koerner as Vice-President of the Board of Wardens.

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

**Motion:** Barabe made and Koerner seconded a motion to nominate McNab as Secretary of the Board of Wardens.

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

- **Review of Warden Assignments for 2022-2023** -- the Wardens agreed to:
  - Assign Flatley and Barabe as Radio Committee Co-Representatives
  - Assign Koerner and Flatley as the Nominating Committee Representatives; Koerner is Chair
  - Assign Barabe as the Finance Committee Representative

- **Appointment of Chief:**

**Motion:** Flatley made and Koerner seconded a motion to appoint Tom Reed as Chief for FY2022-2023.

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

- **Appointment of Deputy Chief and Coordinator:** Reed let the Board know that he is re-appointing Erik Brierley as Deputy Chief of Training and Will Summerly as Maintenance Coordinator for FY2022-23.

- **Policy for Review:**
  - Press Relations – The Board agreed to post and review during the next meeting on 7/28/22.
- **District Manager Vacation Overage** – The Board agreed to accrued vacation fund payment for 2021-22.

**Old Business:**

- **Update on KFD's Articles of Incorporation:** Barabe let the Board know that there is no update. There was no discussion or questions.
- **American Rescue Plan Act (ARPA) Covid-19 Response and Recovery Funding:** Reed let the Board know that there has been movement on this issue at this time. There was no discussion or questions.
- **Radio System Project Update:** Reed let the Board know that we continue to wait for next steps. There was no discussion or questions.

**Communications:** There were none. No motions were made.

**Information:** There was none.

**Future Planning:** There were no updates.

**Next Meetings:**

- 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 Flatley seconded a motion to adjourn the meeting.

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

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Elizabeth McNab,  
Secretary, KFD Board of Wardens