

Draft - Minutes

Kingston Fire District
Board of Wardens Meeting
22 September 2016

Present: Wardens Ina Sciabarrasi, Sandra Koerner, and Elizabeth McNab. Also present were Tax Collector Linda Mendillo, Treasurer Carleen Lefebvre, Director of Public Safety & Emergency Management URI Stephen Baker (arrived 6:43 p.m.), Chief Nathan Barrington, DC Christopher DeGrave and Office Manager Jenifer Madison.

Absent: Wardens Donald Cobb and Vincent Rose and DC Thomas Reed.

Call to Order: Vice-President Sciabarrasi called the Board of Wardens Meeting to order at 6:30 p.m.

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

Promotion to Firefighter: DeGrave introduced John Michalczyk to be promoted to Firefighter. The Board congratulated Michalczyk on a job well done and thanked him for his dedication and service. DeGrave presented a report using our Firehouse software to show the high numbers of Response Calls, Department Training hours, Duty Shifts, Online and Firefighter Instruction/Practical hours Michalczyk accumulated during his probationary period.

Approval of Minutes:

Motion: McNab made and Koerner seconded a motion to accept the Minutes from the Wardens Meeting on 8/25/16. The minutes were reviewed. There were no further questions.

Sciabarrasi, McNab and Koerner voted to pass the motion. Cobb and Rose were absent.

Tax Collector's Report:

Motion: Koerner 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 2015 Tax Collection Rate is at 98%. She noted that we have not seen that much action in terms of collecting 2015 delinquent taxes over the past month. There was no further discussion or questions.

Sciabarrasi, McNab and Koerner voted to pass the motion. Cobb and Rose were absent.

URI Report:

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

Baker presented the URI Report. The Board reviewed the report. He noted that URI is conducting surveys to assess future parking needs for the campus and urged anyone who receives a survey to participate. There was no further discussion or questions.

Sciabarrasi, McNab and Koerner voted to pass the motion. Cobb and Rose were absent.

Chief's Report:

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

Barrington presented the Chief's report. He noted a recent call that KFD responded to and spoke to the timeliness of dispatch and the response stating that the "significance on timely dispatch cannot be overstated." He credited this improvement to productive monthly joint meetings with the SK Police Department. Barrington let the Board know that KFD's bi-annual radio service contract is expiring at the end of October and that our current vendor is looking for an increase of \$150 to renew the contract with them. Barrington noted that the Union Fire District shares this cost with us. He stated that since the contract is under \$5,000 annually – he chose to not put it out to bid and to continue service with the current vendor since the increase was not significant and KFD is in the middle of a significant improvement project to its Radio System and staying with the current vendor seems most advantageous to this venture. He noted that the FY2015-2016 Audit is moving along well and that he does not anticipate any surprises. At this time, KFD is still awaiting a response from RIEMA regarding our renewal application for Decon funding. DeGrave reported on KFD's recruitment efforts. KFD ramped up its on-site campus recruitment efforts during the first few weeks of the new semester. Over the last few weeks, KFD has had nine new applicants and another who filled out an application earlier today. He noted that he is putting a mentoring program in place to help KFD's probationary FFs to better manage their time. DeGrave also noted that he is working with URI to set up an internship program where KFD's FFs can receive credit for their service. He is also in discussions with the Community College of RI's Fire Service Program to explore the potential of KFD's Probationary FFs receiving credit for probation. He noted that this will really help with recruitment and retention. There was no further discussion or questions.

Sciabarrasi, McNab and Koerner voted to pass the motion. Cobb and Rose were absent.

Treasurer's Report:

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

Lefebvre presented the Treasurer's Report. The Board reviewed the report. Lefebvre noted that KFD has expensed 44% of its budget which is on target since the District has made all its debt service payments for the fiscal year. Baker noted that he would have his staff follow-up on the aging receivables from URI FF Details and Nuisance Calls. There was no further discussion or questions.

Sciabarrasi, McNab and Koerner voted to pass the motion. Cobb and Rose were absent.

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

Next meetings:

- October 20, 2016 at 9:00 a.m.

New Business:

- **2016 Tax Rate:**

Motion: McNab made and Koerner seconded a motion to accept the 2016 Tax Rate at .97 per thousand. The Board reviewed the possible tax rates. It was noted that this was just about a 2% increase in tax revenue.

Sciabarrasi, McNab and Koerner voted to pass the motion. Cobb and Rose were absent.

Communications: There was no communications. No motions were made.

Information:

- SK Firefighters Memorial Parade – Sunday, 9/25/16

Next Meetings:

- October 27, 2016 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- November 10, 2016 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 15, 2016 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

Adjournment:

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

Sciabarrasi, McNab and Koerner voted to pass the motion. Cobb and Rose were absent.

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Jenifer Madison
Office Manager