

Minutes

Kingston Fire District
Board of Wardens Meeting
22 June 2017

Present: Wardens Donald Cobb, Sandra Koerner, Elizabeth McNab, and Bill Flatley. Also present were Tax Collector Linda Mendillo, Treasurer Carleen Lefebvre, Director of Public Safety & Emergency Management URI Stephen Baker, Chief Nathan Barrington, Deputy Chief Chris DeGrave and Office Manager Jenifer Madison.

Absent: Warden Ina Sciabarrasi and Deputy Chief Tom Reed.

Call to Order: President Cobb called the Board of Wardens Meeting to order at 6:34 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.

Approval of Minutes:

Motion: McNab made and Koerner seconded a motion to accept the Minutes from the Wardens Meeting on 5/25/17. The minutes were reviewed. There were no further questions.

Cobb, Koerner, McNab and Flatley voted to pass the motion. Sciabarrasi was 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 noted that the 2016 Tax Roll collection rate is at 98.2% and in good shape. She also let the Board know that at this time the 2014 collection rate was at 100% which the Board was very pleased with. Mendillo informed the Board that she will be sending out another notice at the end of July to anyone with a delinquent account.

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

URI Report:

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

Baker presented the URI Report. The Board reviewed the report. Baker noted that there was an accidental fire alarm pull at the Mackal Field House during the Special Olympics that KFD responded to. He also noted that there was an "After Action Review" regarding Commencement and that he would send Barrington a copy of the report once finalized. There was no further discussion or questions.

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

Chief's Report:

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

Barrington presented the Chief's Report. He let the Board know that there is a large Decon Drill on August 3rd, 2017 and that this will be a paid opportunity for KFD's Decon Team. He noted KFD's firefighters have been very active at URI's student orientations. He reported that KFD is in very good shape financially and that we are expecting a healthy surplus. Since KFD is planning the replacement of our utility truck this fall pending grant applications to the USDA and Rhode Island Emergency Management Agency (RIEMA), we plan on using a significant portion of these funds to defray the residual debt service. Barrington let the Board know that it does not appear likely that KFD will receive the Radio System grant funding that we applied for. Over the fall and winter months, KFD will resume discussions with the Union Fire District and Town of South Kingstown about the system. Cobb asked why KFD did not receive the funding; Barrington replied that we did not know but that RIEMA funds are drying up. He did note that if funding opens up again, KFD could still potentially receive the grant funding. Barrington let the Board know that all the trucks are in service although a couple did have maintenance issues this month and the boat needed a new motor. Lastly, he noted that the Balloon Festival is coming up in July and that there will be a training sessions on URI's campus regarding major incidents in July that he, Reed and DeGrave will be attending.

DeGrave presented an oral report. He thanked everyone for attending the Kingston Volunteer Fire Company's (KVFC) annual Chicken Barbeque and Car Show in June. He let the Board know that it was the best Barbeque to date and that the Car Show was reasonably productive and made some money; although he noted that the KVFC will probably not host the Car Show again. Cobb asked DeGrave to pass on the Board's congratulations to KVFC for the successful events. DeGrave noted that the KFD's recruitment booth at the URI Welcome Days was very productive and that new student Orientations are hit or miss depending on the overall student turn-out on those nights. There was no further discussion or questions.

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

Treasurer's Report

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

Lefebvre presented the Treasurer's Report. The Board reviewed the report. Lefebvre noted that the District has expensed about 90% of its budget. There was no further discussion or questions.

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

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

Next meetings:

- August 17, 2017 at 9:00 a.m.
- October 19, 2017 at 9:00 a.m.

New Business:

- **Election of President, Vice-President and Secretary of the Board of Wardens for 2017-2018**

Motion: McNab made and Koerner seconded a motion to nominate Cobb as President of the Board of Wardens.

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Koerner, McNab and Flatley voted to pass the motion. Cobb abstained. Sciabarrasi was absent.

Motion: Cobb made and Flatley seconded a motion to nominate Sciabarrasi as Vice-President of the Board of Wardens.

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

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

Cobb, McNab and Flatley voted to pass the motion. Koerner abstained. Sciabarrasi was absent.

- **Review of Warden Assignments for 2017-2018:** Cobb appointed McNab and Flatley as co-chairs of the Nomination Committee. Cobb re-appointed Sciabarrasi as the Finance Committee Representative.

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- **Appointment of Chiefs:**

Motion: Koerner made and McNab seconded a motion to re-appoint Chief Barrington, Deputy Chief Reed and Deputy Chief DeGrave for FY2017-2018.

Barrington recommended that Deputy Chief Reed and Deputy Chief DeGrave be re-appointed for FY2017-2018. Cobb heartily recommended reappointment of all three. There was no further discussion or questions.

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

- **Policies to Review for Posting:**

- **Underground Water Tanks Policy (Updated)** – McNab made and Koerner seconded a motion to post this policy for review. It was noted that there is a grammatical error in the draft policy. Madison will correct it.

Cobb, Koerner, McNab and Flatley voted to pass the motion with the correction. Sciabarrasi was absent.

- **Probationary Resident Firefighter Requirements and Agreement** – Koerner made and Flatley seconded a motion to post this policy for review. The Wardens requested a grammatical revision. Madison will revise. DeGrave noted that he is working on a mentor guide to correlate with the policy.

Cobb, Koerner, McNab and Flatley voted to pass the motion with the correction. Sciabarrasi was absent.

- **KFD Retirement Plan:** Barrington explained that the process for initiating KFD's retirement plan has been led by Robert Civetti, CPA and vetted by both Civetti and Tom Vignali, CPA and KFD Auditor. The plan would

include a 3% match for any full-time employee of the District but any employee (part-time) can participate. He also let the Board know that the District is trying to make the plan retroactive to FY2016-17.

Motion: Flatley made and McNab seconded a motion to move forward with KFD's Retirement Plan.

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

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

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Next Meetings:

- July 27, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- August 24, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 28, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 26, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- November 16, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 14, 2017 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

Adjournment:

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

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

The meeting was adjourned at 7:33 p.m.

Respectfully submitted,

Jenifer Madison
Office Manager