

Kingston Fire District  
Finance Committee Meeting  
October 21, 2021

DRAFT - Minutes

**Call to Order:** Ina Sciabarrasi called the KFD Finance Committee Meeting to order at 9:31 a.m.

**Present:** KFD Wardens Ina Sciabarrasi and Mark Barabe, KFD Treasurer Tom Vignali, KFD Chief Tom Reed, KFD District Manager Jenifer Madison, and Jeff Wadovick, CPA (arrived at 9:34 a.m.) and Robert Salmani, CPA (arrived at 9:34 a.m.), Wadovick & Company.

**Absent:** URI Director of Public Safety & Chief of Police Michael Jagoda and URI Director of Emergency Management Samuel Adams.

**Information/Comments/Questions from the Public:** There was no one from the public present.

**New Business:**

- **FY2022-23 Budget Planning** – Committee agreed to address this item before Review of Audit FY2020-21 since the auditors were not present yet. Vignali let the Committee know that he sent an e-mail to URI Public Safety (at their request) asking for a two percent increase to KFD's budget for FY2022-23. He noted that URI confirmed receipt and noted that they were passing it on to Administration and Finance.
- **Review of Audit FY2020-21** -- presentation by Jeff Wadovick, CPA and Robert Salmani, CPA, Wadovick & Company

Sciabarrasi let the auditors know that she is stepping down from KFD's Board of Wardens and the Finance Committee. She let them know that Barabe would be the Finance Committee Representative going forward. Wadovick and Salmani presented the Committee with draft exhibits for KFD's FY2020-21 audit. Salmani noted that this is Wadovick's 6<sup>th</sup> year preparing KFD's audited financial statement and that his firm was awarded the bid again. He let the Committee know that the draft Management, Discussion and Analysis (MDA) portion was not complete yet but would be at the next Wardens Meeting on 10/28/21. Salmani let the Committee know that KFD is more organized than any other fire district they work with and Wadovick noted that KFD has "great internal controls." Wadovick noted that KFD has strong oversight financially and that this is usually a sign that an agency has strong oversight in general. Vignali asked if the auditors have any recommendations; Wadovick replied not at this time.

- **Review and Recommendations for Pay Rates and Billing Rates** – the Committee just reviewed the current and proposed rates presented and agreed to discuss at the Wardens Meeting on 10/28/21 when representatives from URI would be present.

**Treasurer's Report:** Vignali presented the Treasurer's Report. The Committee reviewed the report. Vignali reviewed the balance sheets and profit and loss statements with the Committee and went over the status of KFD's receivables. Reed noted that the aging receivable for the HazMat incident in North Kingstown is probably not going

to be paid since North Kingstown is not billing for it. Vignali noted that it will need to be written off then. There was no further discussion or questions.

**Approval of Minutes:** The members reviewed and approved the Minutes of the last meeting on 05/20/21.

**Next Meetings:** Madison let the Committee know that the next meeting will take place in January 2022 and that the schedule for this will be approved during the Wardens Meeting on 12/02/2021.

The meeting was adjourned at 10:25 a.m.

Respectfully submitted,

Jenifer Madison  
District Manager

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