

Kingston Fire District  
Board of Wardens' Meeting  
June 25, 2009

**Call to Order:** President McNab called the Board of Wardens' Meeting to order at 6:30p.m. Also present were Wardens Donald Cobb, Robert Ferraro, Lori Horton and Vincent Rose, Chief Nathan Barrington, Deputy Chief Keith Notarianni, Tax Collector Linda Mendillo and URI Safety Director, Bob Drapeau and Treasurer Thomas Vignali arrived at 7:30 p.m. Not in attendance was Warden Lori Horton. No one from the public was in attendance.

**MOTION:** Cobb made and Ferraro seconded a motion to accept the minutes from the June 18, 2009 Wardens' Meeting.

**Secretary's Report:** The report was reviewed.

The motion passed unanimously.

**MOTION:** Rose made and Cobb seconded a motion to accept the Tax Collector's Report.

**Tax Collector's Report:** The reports were reviewed and brief discussion was held.

The motion passed unanimously.

**MOTION:** Rose made and Cobb seconded a motion to accept the URI Report.

**URI Report:** Drapeau gave a verbal report highlighting that they are in the final stages of hiring a Fire Safety Specialist who will be the lead person for inspections and alarms. URI has also filed for variances and are currently waiting for the State Fire Marshal's okay. Brief discuss was held

The motion passed unanimously.

**MOTION:** Rose made and Ferraro seconded a motion to accept the Chiefs' Report.

**Chiefs' Report:** Chief Barrington and Deputy Chief Notarianni presented written reports, (copy of which is in the packet from the meeting) the reports were reviewed and brief discussion was held.

The motion was passed unanimously

**MOTION:** Rose made and Cobb seconded a motion to accept the Treasurer's Report.

**Treasurer's Report:** The reports were reviewed and brief discussion was held.

The motion was passed unanimously.

**MOTION:** Cobb made a motion to write-off the outstanding balance of \$30 for Absolute Market and Ferraro seconded a motion to accept.

Treasurer Vignali brought to the attention of the Board that Absolute Market is out of business and that there is a \$30 fee that has not been collected for the annual business license and that writing off the fee should be considered.

The motion was passed unanimously.

### **New Business:**

#### **KFD Auditors' report (June 18)**

The note/e-mail from Auditor Jakubowski was provided in the meeting packet and it was explained that the letter regarding the agreed upon fees from the company to do the audit would be presented when they begin the audit.

#### **Review/conclude payroll quotes**

The payroll quotes were reviewed brief discussion was held and it was decided to go back to the companies and request the same formatted quotes from each company.

#### **Review/proceed proposal for new database/program for Tax Collector**

The proposal was reviewed and discussion was held and it was decided that Warden Horton would research and contact a couple of accounting firms requesting names of software companies that provide a program related to tax collection and that bids and/or quotes will be requested.

#### **Discuss and make dated for additional meetings**

Dates were set for additional meetings in order to proceed with completing policies. The schedule of meetings will be provided in the July 23, 2009 Wardens' Meeting Packet.

### **Old Business:**

#### **Lease of Building letter of agreement**

There was a very brief discussion held. Concentration is going to be focused on the upcoming negotiations with URI.

**MOTION:** Rose made a motion pending changes and Cobb seconded the motion to accept pending the changes. (A copy of the CIP with the changes will be provided in the July 23, 2009 Wardens' Meeting Packet.)

**Cash Incentive Plan:** The plan was once again reviewed and discussed and it was decided that changes should be made to numbers 7 and 8 in the plan

The motion passed unanimously.

**MOTION:** Cobb made and Ferraro seconded a motion to accept retroactive payments to be made for the Cash Incentive Program from April 8, 2008 through March 31, 2009.

**Retroactive Payments for CIP:** Discussion was held regarding retroactive payments for the Cash Incentive Plan and it was decided that retroactive payments should be made to the qualified personnel from April 8, 2008 through March 31, 2009.

The motion passed unanimously.

**MOTION:** Ferraro made and Rose seconded a motion to accept the start date of July 1, 2009 for the Cash Incentive Plan.

**Cash Incentive Plan Start Date:** Discussion was held regarding a start date for the Cash Incentive Plan and it was decided that July 1, 2009 would be the start date.

The motion passed unanimously.

### **Review/Adopt policies presented at the June 18th meeting**

There were three (3) other policies, besides the Cash Incentive Plan, distributed for review and adoption.

**MOTION:** Rose made and Ferraro seconded a motion to accept the Social Use of the Fire Station Policy as amended

**Social Use of the Fire Station:** Discussion was held and the policy was amended. (A copy of the policy with the amendments will be provided in the July 23, 2009 Wardens' Meeting Packet.)

The motion passed unanimously.

**MOTION:** Rose made and Cobb seconded a motion to Table the Disciplinary Review Board Policy

**Disciplinary Review Board:** Discussion was held and changes are to be made for review at the next Wardens' Meeting, July 23, 2009

The motion passed unanimously.

**MOTION:** Ferraro made and Cobb seconded a motion to accept the Wardens' Meeting Policy

**Wardens' Meeting:** The policy was reviewed and discussion was held.

The motion passed by majority vote Warden Rose opposed the Policy as presented.

**Communications:** no communications were noted.

**Information:**

It was requested that review of the Business License Inspection fee be reviewed in the fall of 2009.

The Balloon Festival is coming up on July 17<sup>th</sup> and 18th

**MOTION:** Rose made and Horton seconded a motion to adjourn the meeting

The motion was passed unanimously.

The meeting adjourned at 9:35 p.m.

Respectfully submitted,

Jodi Hall, Office Manager