

Minutes

Kingston Fire District
Board of Wardens' Meeting
28 July 2011

Present: Wardens Donald Cobb, Elizabeth McNab and Ina Sciabarrasi, Treasurer Carleen Lefebvre, Tax Collector Linda Mendillo, Robert Drapeau, Director of Public Safety & Emergency Management URI, Chief Nathan Barrington and District Manager Jodi Hall.

Absent: Wardens Robert Ferraro and Vincent Rose. No one from the public was present

Call to Order: President McNab called the Board of Wardens' Meeting to order at 6:36 pm

Information/Comments/Questions from the Public: There was no information, comments or questions from the public.

Approval of Minutes: Wardens' Meeting: June 23, 2011

Motion: Cobb made and Sciabarrasi seconded a motion to accept Minutes from the Wardens' Meetings: June 23, 2011

The Board reviewed the Minutes. There was no further discussion or questions.

The motion passed unanimously.

Approval of Minutes: Wardens' Workshop: July 14, 2011

Motion: Sciabarrasi made and Cobb seconded a motion to accept Minutes from the Wardens' Workshop: July 14, 2011.

The Board reviewed the Minutes. It was pointed out that the Agenda reflected the incorrect date of the Workshop, July 13th when it should be July 14th. There was no further discussion or questions.

The motion passed unanimously.

Tax Collector's Report:

Motion: Cobb made and Sciabarrasi seconded a motion to accept the Tax Collector's Report.

Mendillo presented the Tax Collector's Report. Collection rate for 2010 is at 96.9%, 2009 is at 99%. A report was included that showed how the final tax amount to be collected for the District is computed. Total unpaid taxes as of the end of the Fiscal Year, June 30, 2011 are \$6,102.99. Included in the report also were a Summary of Deposits for the fiscal year and a Summary of Payments for 2001 – 2010 as of June 30, 2011. Discussion was held regarding Delinquent Tax Accounts. Mendillo presented accounts that were 2 or more years in arrears. She noted if owners have been making an effort to pay or not, if they had claimed bankruptcy or may be foreclosed on. She asked the Board if they wanted to put any properties up for tax sale. Sciabarrasi has asked that Mendillo put together procedural information on how a tax sale is done. Sciabarrasi also asked that a guideline to be put

together regarding when a property should be put up for tax sale. Mendillo said she would gather the information for the next Wardens' Meeting. There was no further discussion or questions.

The motion passed unanimously.

URI Report: Drapeau presented the URI Report. Deputy Chief Reed has been going to meetings on campus regarding current projects and ongoing work so that the District is kept informed. Drapeau reviewed the current and ongoing projects being done on campus. Sprinkler and alarm work has been completed at the Resident Halls and currently sprinklers and alarm work is being done at the large places of assembly, which is to be completed by December 31, 2011. Sprinkler and alarm work will then begin at the offices and remainder of the buildings on campus. The District has been able to actively train in URI buildings that are scheduled for demolition due to various projects. There was no further discussion or questions.

Motion: Sciabarrasi made and Cobb seconded a motion to accept the URI Report.

The motion passed unanimously

Chiefs' Report:

Motion: Cobb made and Sciabarrasi seconded a motion to accept the Chiefs' Reports.

Barrington presented his report and the Maintenance Report. There was no report submitted by Deputy Chief Reed. The reports were reviewed. The Balloon Festival went well. At the Festival he spoke with a member of the Rotary Club who mentioned that the Rotary may make a donation to the District to offset the cost of having to set up a Detail for the Festival due to scheduling conflicts with Steubenville, which was held on the same weekend. The roof has been completed. There was discussion regarding the roof. Hall is to put together the final payment due as it is to be offset for monies paid for the work that had to be done to the boiler from roof debris. Hall will also, get in writing that Apollo roofing will be the holder of the Warranty rather than JPM Construction. CertainTeed has issued letter stating the Warranty is being processed and is scheduled to be completed by August 4, 2011. It will then be electronically transmitted to Apollo Roofing. Barrington briefly mentioned the Bid Openings that were done early in the week and said he would speak more on it when it comes up on the Agenda, under New Business. Cobb asked how many calls that District has done this year, this is usually presented on Deputy Chief Reed's report. Barrington showed the Board the Call Log Book that shows that so far this year the District has been on 428 calls. The Board reviewed the Maintenance Report. Barrington noted a few items on the report, there has been a lot of work on the kitchen and mentioned to the Wardens they should look at it when the Meeting is over. All items are commercial grade and will increase the life expectancy. The new floors have been completed. The firefighters currently are working on putting in new sod that was donated by Turf Inc. This will vastly improve the appearance of the backyard, which got torn up quite a bit when the roof work was being completed. The residents, members and Warden Ferraro prepared the ground for installation of the sod. While the equipment was at the Station they also tilled up the volleyball court on the side yard and sprayed it with weed killer to keep the vegetation down. There was no further discussion or questions.

The motion passed unanimously.

Treasurer's Report:

Motion: Sciabarrasi made and Cobb seconded a motion to accept the Treasurer's Report.

Lefebvre presented the Treasurer's Report. The report was reviewed and brief discussion was held. The Board inquired why there are accounts at Sovereign Bank and Washington Trust. Hall mentioned that she and Lefebvre had discussed moving the Sovereign accounts to Washington Trust. Sciabarrasi said to check with the Bank

regarding the FDIC limit of \$250,000 for all accounts under the same tax id number for reimbursement if the bank gets foreclosed on. Lefebvre is going to contact the bank regarding the same. There was no further discussion or questions.

The motion passed unanimously.

Finance Committee up-date: Sciabarrasi gave a brief up-date on what was discussed at the Finance Meeting today, July 28th at 9:00 a.m. There was a review of the Parking Lot Bid and Rescue Bid. Discussion was held regarding financing of the Rescue and it was confirmed that the Committee would review and offer input as different companies are presenting financing options. The minutes for the Finance Meeting will be available for the next Wardens' Meeting. No motion was made.

New Business:

Bid Proposals: The Bid Proposals and Minutes from the bid opening for the Parking Lot Project Bid and the Heavy Rescue Apparatus were presented to the Board for review.

Parking Lot Project

Motion: Cobb made and Sciabarrasi seconded a motion to award the Parking Lot Project Bid to J.H. Lynch & Sons.

The Bid Proposals and Minutes for the Parking Lot Project were reviewed Barrington mentioned that in the best interested of the District he recommends the bid to be awarded to J.H. Lynch & Sons. Maintenance Coordinator, Jim Lynch, who also reviewed the bids, recommended J.H. Lynch & Sons as well.

The motion passed unanimously.

Heavy Rescue Apparatus

Motion: Cobb made and Sciabarrasi seconded a motion to award the Heavy Rescue Apparatus Bid to Greenwood Emergency Vehicles.

The Bid Proposals and Minutes for the Heavy Rescue Apparatus were reviewed Barrington mentioned that in the best interest of the District he recommends that the bid be awarded to Greenwood Emergency Vehicles. Discussion was held regarding the lowest bid from C&S Specialty. Barrington pointed out several specifications that C&S Specialty did not meet in their bid proposal.

The motion passed unanimously.

Policy

40-002 Use of Reflective Vests

Brief discussion was held. Barrington said that currently it has been issued as a memo to inform personnel of the use of the reflective vests the policy needed some adjustment to the wording to show that it will be in compliance with Federal DOT guidelines. It will then be put on the Agenda for the next Wardens' Workshop scheduled for August 11, 2011.

Old Business: There was no old business on the Agenda. No motion was made

Communications: There were no further communications.

Information: The information was reviewed. No motions were made.

- August 6, 2011 – Leap Fest
- Auditors at KFD September 7th, 8th & 9th

Next Meetings and Events:

- August 1, 2011 at 6:30 PM at the KFD Station – Wardens’ Workshop
- August 25, 2011 at 6:30 PM at the KFD Station – Monthly Wardens’ Meeting
- September 08, 2011 at 6:30 PM at the KFD Station – Wardens’ Workshop
- September 22, 2011 at 6:30 PM at the KFD Station – Monthly Wardens’ Meeting

Adjournment:

Motion: Sciabarrasi made and Cobb seconded a motion to adjourn the meeting.

The meeting was adjourned at 7:48 p.m.

The motion passed unanimously.

Respectfully submitted,

Jodi Hall
District Manager