

## *Minutes*

Kingston Fire District  
Board of Wardens' Meeting  
24 May 2012

**Present:** Wardens Donald Cobb, Sandy Koerner, Elizabeth McNab and Vincent Rose. Also, present were Tax Collector Linda Mendillo, Treasurer Carleen Lefebvre, Chief Nathan Barrington and District Manager Jodi Hall.

**Absent:** Warden Ina Sciabarrasi and Robert Drapeau, Director of Public Safety & Emergency Management URI

**Call to Order:** President McNab called the Board of Wardens' Meeting to order at 6:31 pm

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

**Motion:** Rose made and Cobb seconded a motion to accept Minutes from the Budget Hearing & Meeting April 19, 2012 and Wardens' Meeting: April 26, 2012.

The motion passed unanimously.

### **Tax Collector's Report:**

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

Mendillo presented the Tax Collector's Report. The Board reviewed the report. Mendillo reviewed with the Board again the process of going to tax sale. Mendillo has talked with Jean Clark who works out of Priority Title who will meet with Mendillo to and answer any questions as well as set up a date for tax sale, if the Board decides to go to tax sale. Mendillo asked that Hall be present at the meeting. Mendillo went over the properties that would be subject to going to tax sale and mentioned the few that we should be getting payments from in the next week or so. She asked that if the Board is in agreement to go to tax sale that they make a motion. Cobb asked if there was any upfront payment that the District would have to pay and Mendillo explained that there is not that the property owner is responsible for any fees incurred during the process. There was no further discussion or questions.

The motion passed unanimously.

**Motion:** Cobb made Rose seconded a motion to proceed to sale with all properties that are delinquent two (2) or more years.

There was no further discussion or questions.

The motion passed unanimously.

**URI Report:** Drapeau was not presented there was no URI Report. No motion was made.

### **Chiefs' Report:**

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

Barrington presented the Chiefs' Reports and Maintenance Report. He skipped directly to Deputy Chief Reed's report as it was more detailed in regard to the most current incidents. He commented on that fact that it has been

nice that we have gotten malicious calls on campus under control by working closely with the University. However, he did make it clear to the University that the most recent incident on campus that we were not notified of is a serious issue. We will be working with the University to rectify this. It was noted that the KFD volunteer firefighters did an excellent job at the most recent fires and should receive a Unit Citation. Barrington reviewed the Maintenance Report and mentioned that the Roof Warranty will be looked at as currently bubbling has been noticed on the roof. There was no further discussion or questions

The motion passed unanimously.

**Motion:** Rose made Cobb seconded a motion to give the volunteer firefighters, as listed in the report, a Unit Citation.

There was no further discussion or questions.

The motion passed unanimously

### **Treasurer's Report:**

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

Lefebvre presented the Treasurer's Report for review. The Board reviewed the report. There was discussion in regard to Accounts Receivable Aging Summary. Hall will be sending any outstanding invoices to the University to VP Vern Wyman for assistance in getting them paid before the end of the fiscal year. There was no further discussion or questions.

The motion passed unanimously.

**Finance Committee up-date/report:** The Finance Meeting scheduled for May 24, 2012, was cancelled. The next meeting is scheduled for August 8, 2012 at 11:00 a.m. There was no further information. No motion was made.

### **New Business:**

#### **Election of President, Vice-President and Secretary of the Board of Wardens**

**Motion:** McNab made Rose seconded a motion to elect Donald Cobb as President of the Board of Wardens.

There was no further discussion or questions.

The motion passed unanimously. Warden Cobb abstained.

**Motion:** Rose made Cobb seconded a motion to elect Ina Sciabarrasi as Vice-President of the Board of Wardens.

There was no further discussion or questions.

The motion passed unanimously.

**Motion:** Rose made Cobb seconded a motion to elect Sandy Koerner as Secretary of the Board of Wardens.

There was no further discussion or questions.

The motion passed unanimously.

## **Review of Warden Assignments for 2012-2013**

Sciabarrasi will remain the representative for the Board of Wardens on the Finance Committee. The Station Liaison will be assigned on an as needed basis for any meetings that call for one.

There were no motions made.

**Old Business:** There was no old business. No motion was made.

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

**Information:** Barrington informed the Board that he has yet to receive a reply regarding the 138 Project.

**Next Meetings and Events:** Mendillo brought up that there is no Wardens' Meeting scheduled for October which she says it is important to have to ensure the taxes are all set to be mailed out. McNab said there should be a meeting scheduled for October 24, 2012. Hall will add it to the calendar.

- June 28, 2012 at 6:30 PM at the KFD Station – Monthly Wardens' Meeting
- July 26, 2012 at 6:30 PM at the KFD Station – Monthly Wardens' Meeting
- August 8, 2012 at 11:00 AM at the KFD Station – Finance Committee Meeting (Wed)
- August 23, 2012 at 6:30 PM at the KFD Station – Monthly Wardens' Meeting
- September 27, 2012 at 6:30 PM at the KFD Station – Monthly Wardens' Meeting
- October 17, 2012 at 11:00 AM at the KFD Station – Finance Committee Meeting (Wed)
- October 24, 2012 at 6:30 PM at the KFD Station – Monthly Wardens' Meeting
- November 15, 2012 at 6:30 PM at the KFD Station – Monthly Wardens' Meeting
- December 6, 2012 at 6:30 PM at the KFD Station – Monthly Wardens' Meeting

## **Adjournment:**

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

The meeting was adjourned at 7:28 p.m.

The motion passed unanimously.

Respectfully submitted,

Jodi Hall  
District Manager