

Kingston Fire District  
Finance Committee Meeting  
October 17, 2012

Minutes

**Call to Order:** Warden Sciabarrasi called the KFD Finance Committee Meeting to order at the Kingston Fire Station at 11:08 a.m. Present were KFD Warden Ina Sciabarrasi, KFD Treasurer Carleen Lefebvre, URI Asst. VP Business Services J. Vernon Wyman (arrived at 11:15 a.m.), Interim Director of URI Public Safety Stephen Baker, KFD Chief Nate Barrington, KFD District Manager Jodi Hall. Robert Civetti, CPA from Braver PC arrived at 11:25 a.m.

**Absent:** There was no one from the public.

**Treasurer's Report:** Lefebvre presented the Treasurer's Report. There were no further questions.

**Approval of Minutes:** The members present reviewed and approved the Minutes of the last meeting on August 8, 2012.

**New Business:**

**Motion:** Wyman moved and Barrington seconded a motion to reflect the Finance Committee reviewing the Draft of the Financial Audit presented by Civetti of Braver PC.

Civetti went over the Draft of the Financial Statements with the Committee. He said that the District has many good policies and procedures in place. However, he stated that based on the audit for fiscal year ending June 30, 2012 that there is a lack of control over review of the records and financial reporting process, noted were specific misstatements of activity in balances reported in the general ledger accounting records maintained by the District. Although, it is their belief that the misstatements were the result of the lack of adequate training of the District finance personnel and errors were not identified due to lack of controls over financial reporting. Discussion was held that the District finance personnel will be getting proper training to avoid future issues.

Baker had to dismiss himself from the meeting at 11:49 p.m. as he had another meeting to attend.

Civetti had to dismiss himself from the meeting at 12:16 as he had another meeting to attend.

- **Ladder 2:** Barrington up-dated the Committee on the repair of the fly on Ladder 2. He is to have a conference call with E-One and VFIS to get a final determination if the repair will be covered by the VFIS or be covered by the warranty with E-One.
- **Malicious Calls Billing:** It was brought to the attention of the Committee that the KFD has had the same rate, \$450, for many years. Discussion was held and the Finance Committee recommends that the billing amount for a malicious call should be raised to \$500. It was asked that this be put on the Agenda for the Wardens Meeting on October 25, 2012. No further discussion was held

### **Old Business:**

- **Fire Details Billing:** Hall advised the Committee that payment of past due invoices from Athletics are starting to come in. She also let them know that she spoke with Jodi Hawkins and they are working together to make the billing process more efficient. Hall was told by Hawkins that a URI finance person will be assisting and overseeing the billing. They will meet with Hall if it is necessary to go over procedure. No further discussion was held.
- **Consolidating Finance:** Barrington asked that this be tabled to the next meeting as not all the information is in to discuss consolidating.
- **Contract:**
  - Review of Budget Projections: Barrington said that he Sciabarrasi and Cobb have met a few times to discuss this and would like to meet with Wyman to review the same. A time and date will be set when projections are more complete.
  - Calculation of debt service for L2 for fiscal year 2015-2016: Brief discussion was held regarding looking at the percentage agreement on the URI payment toward L2 and if it should coincide with the Contract.

### **Next Meeting:**

- 2013 TBD at the KFD Station – Finance Committee Meeting

The meeting was adjourned at 12:39 p.m.