

## *Minutes*

Kingston Fire District  
Board of Wardens Meeting  
25 October 2012

**Present:** Wardens Donald, Cobb, Sandra Koerner, Vincent Rose and Ina Sciabarrasi. Also, present were Tax Collector Linda Mendillo, Treasurer Carleen Lefebvre, Chief Nathan Barrington, Deputy Chief Thomas Reed, District Manager Jodi Hall, Robert Civetti, CPA Braver PC, KFD Auditors Ted Jakubowski, and Valerie Maier-Sperdelozzi (arrived at 6:55 p.m.)

**Absent:** Wardens Elizabeth McNab and Vincent Rose, Major Stephen Baker - Interim Director of Public Safety & Emergency Management URI were not present.

**Call to Order:** President Cobb called the Board of Wardens' Meeting to order at 6:41 pm.

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

**Audit Presentation:** Civetti presented the Draft of the Financial Statements and Supplementary Information Fiscal Year Ended June 30, 2012 with Report of Independent Auditors report. He said the District is in good shape and has implemented financial plans in order to move forward without over burdening the tax payers in any given year. He did note that based on the results of their audit for the fiscal year ended June 30, 2012, that they believe there is a lack of controls over review of the accounting records and the financial reporting process. He reviewed the specific misstatements and noted that the misstatements were the result of the lack of adequate training in District finance personnel and that the errors were not identified due to a lack of controls over financial reporting. He mentioned further that proper training will be implemented for the District's finance personnel.

Civetti and Jakubowski excused themselves at 7:30 p.m. as they each had other appointments to attend.

**Motion:** Sciabarrasi made and Koerner seconded a motion to accept Minutes from the Wardens Meeting: September 27, 2012.

The minutes were reviewed. There was no further discussion or questions.

The motion passed unanimously.

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

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

Mendillo presented the Tax Collector's Report. The Board reviewed the report. Mendillo went over the Additions and Abatements with the Board. There was one correction noted on the Additions that Account number 07-2342-50's property owner's name is Richard B. Grant, Trustee. There were no further questions.

The motion passed unanimously.

**Motion:** Sciabarrasi made and Koerner seconded a motion to accept the Additions to KFD Tax Rolls, as presented, with correction to Account number 07-2342-50.

There was no further discussion or questions.

The motion passed unanimously.

**Motion:** Koerner made and Sciabarrasi seconded a motion to accept the Abatements to KFD Tax Rolls, as presented.

There was no further discussion or questions.

The motion passed unanimously.

**URI Report:** Baker was unable to attend the meeting. There was no report presented, no motions made.

**Chiefs' Report:**

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

Barrington presented his report, along with the reports from Deputy Chief Reed and Maintenance Coordinator, Lynch. Barrington reported they have been very busy this month. The Board reviewed his report. Barrington went over his report. In his report he requested in regard to the Audit that a motion in order to allow us to increase the scope of engagement as outlined in the MDA. Maier-Speredelozzi and Hall added that we requested that anyone bidding on the contract also submit approval for additional services. Therefore, under our current contract with Braver PC additional services is included. Barrington then reviewed Deputy Chief Reed's report among the items in the report he recommended 3 new equipment purchases for approval by the Board. A new intake valve for E-8, there was no motion made for this purchase, Hall questioned why and Barrington said because it is a budgeted item. Motions were made for the other 2 items, a Friction Force Forcible Entry Simulator and a Dehydrator Gear Dryer. Cobb questioned if the Dehydrator Gear Dryer should have an RFP and go out to bid because of the price. Reed and Barrington did explain that there is really only one sole source we can buy the specified gear dryer from, however the Wardens felt it should go out to bid. There were no further questions

The motion passed unanimously.

**Motion:** Sciabarrasi made and Koerner seconded a motion to start the purchasing process for the Friction Force Forcible Entry Simulator and the Dehydrator Gear Dryer, which is to be advertised to go out to bid.

The motion passed unanimously.

**Tabled:** The purchase of the ice machine as mentioned in the Maintenance Coordinator's Report.

**Treasurer's Report:**

**Motion:** Sciabarrasi 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. Sciabarrasi asked if on the Executive Summary under Statement of Revenues and Expenditures Items if the period of the report should read from July 1<sup>st</sup> to the date of the report not the fiscal year end. It was agreed that it should be the date of the report Lefebvre said she will correct that for future reports. There was no further discussion or questions.

The motion passed unanimously.

**Finance Committee up-date/report:** The committee met on, October 17, 2012 at 11:00 a.m. The Draft of the Minutes from that meeting was reviewed. There was no further discussion or questions. Next meeting is TBD.

No motion was made.

## **New Business:**

**Malicious Calls Billing:** Barrington informed the Board that it was discussed at the Finance Committee Meeting that the malicious calls billing rate has been \$450 for more than ten (10) years. The Finance Committee recommends to the Board that the rate be raised to \$500.

**Motion:** Sciabarrasi made and Koerner seconded a motion to raise the rate of malicious calls billing from \$450 to \$500 as recommended by the Finance Committee..

The motion passed unanimously

Reed and Maier-Sperdelozzi excused themselves at 8:30 p.m. as they had other commitments.

**Old Business:** There was no Old Business. No motions were made

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

## **Information:**

- KFD Firefighters DOT Physicals – completed 10/17/12 - The exams were held at KFD and all current drivers have completed/passed the exam.
- KFD Awards Brunch was held on 10/21/12. There was good attendance to the event and a lot of positive feedback.
- Veterans' Day Parade – Sunday, November 11th
- Blood Drive at KFD – Saturday, November 17th 10:00 a.m. to 2:00 p.m.
- KVFC Christmas Party at Spain of Narragansett, Cocktails at 6:00 p.m. Dinner at 7 p.m. – Tickets on sale soon cost TBD (should be around \$20 each)

Barrington presented a draft of the proposed budget. The Board reviewed it. He said he would like to meet with Cobb, Sciabarrasi and Wyman soon to go over it. Barrington, Cobb and Sciabarrasi will be meeting on Monday, October 28<sup>th</sup>, 2012 at 11:00 a.m.

Barrington asked that the Wardens make a motion to engage Braver's professional services.

Hall questioned how these items can be presented at this time and Barrington said they are a continuation of the Chief's report.

**Motion:** Koerner made and Sciabarrasi seconded a motion to engage Braver PC's professional services as stated in the accepted proposal to address the issues identified in the Audit and MD&A and for periodic review of accounts. Cost of services not to exceed \$3000.

There was no further discussion or questions.

The motion passed unanimously

## **Next Meetings and Events:**

- 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:** Sciabarrasi made and Koerner seconded a motion to adjourn the meeting.

The meeting was adjourned at 8:52 p.m.

The motion passed unanimously.

Respectfully submitted,

Jodi Hall  
District Manager