

Minutes

Kingston Fire District
Board of Wardens Meeting
28 February 2013

Present: Wardens Donald Cobb, Sandra Koerner, Elizabeth McNab, Vincent Rose and Ina Sciabarrasi. Also, present were Tax Collector Linda Mendillo, Chief Nathan Barrington, Major Stephen Baker - Interim Director of Public Safety & Emergency Management URI and District Manager Jodi Hall.

Absent: Treasurer Carleen Lefebvre. Firefighter Charles Hall arrived at 7:17 pm. There was no one else from the public present.

Call to Order: President Cobb called the Board of Wardens' Meeting to order at 6:33 pm.

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

Motion: Rose made and McNab seconded a motion to accept Minutes from the Wardens Meeting: 01/24/13.

The minutes were reviewed. There were no further questions.

The motion passed unanimously.

Tax Collector's Report:

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

Mendillo presented the Tax Collector's Report. She informed the Board that she met with Jean Clark, of Priority Title, in order to proceed with the tax sale. The list for properties to go to tax sale now includes just 6 properties, out of the original 8, because 2 of the properties had submitted payments. Looking at the dates and timeline of the process it looks as though the Tax Sale will be sometime in June 2013. Mendillo also updated the Board on the new billing and collection system, Vision Government Solutions, which the Town, for their taxes, will be switching to in 2014. The cost of the system for KFD is \$10,000 with annual fee of \$1800 for software support. Koerner asked if this is the cost of the most current software. Mendillo was unsure and said when she and Hall meet with the people from VGS we will ask that along with getting more detail about what the system and support specifically offer. McNab questioned if people pay taxes on-line will we incur credit card fees? Mendillo said we will also ask about that at the meeting. There was no further discussion or questions.

The motion passed unanimously.

URI Report:

Motion: Rose made and Koerner seconded a motion to accept the URI Report.

Baker presented the URI Report. There was no further discussion or questions.

The motion passed unanimously.

Chiefs' Report:

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

Barrington presented the report. There was no report from Deputy Chief Reed, Barrington informed the Board that operationally things are remaining status quo. We had a strong turn-out of volunteers for Winter Storm Nemo. The preliminary RFP for the Ladder Truck will allow us to get better financing figures for the budget. Firehouse software has been installed. Barrington received a call from the insurance regarding the Ladder fly claim and we will be receiving payment of \$50,000 from them along with a Release form as they may proceed with litigation regarding the vague issue of whether it was a warranty issue or a result of the accident. He also asked the Board to consider paying Capt. DeGrave retroactively from January 1, 2013 until June 30, 2013 as the Administrative Captain for the District. He has been already doing much of the work up to this point. There were no further questions

The motion passed unanimously.

Motion: Rose made and McNab seconded a motion to pay Capt. DeGrave retroactively from January 1, 2013 through June 30, 2013.

The motion passed unanimously.

Treasurer's Report:

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

Lefebvre was not present but had provided a report for review. The Board reviewed the report. There was no further discussion or questions.

The motion passed unanimously.

Finance Committee up-date/report: Finance Meeting of 02/25/13

- Next Meetings:
 - March 20, 2013 at 9:00 a.m.
 - May 23, 2013 at 9:00 a.m.
 - August 22, 2013 at 9:00 a.m.
 - October 24, 2013 at 9:00 a.m.

Barrington updated the Board. The Committee met on February 25th and discussed replacing the Ladder Truck and ensuring the commitment from URI for the purchase. The Committee also reviewed the budget projections and the resolutions. The Committee will be meeting again on March 20th and will be putting wording in the contract outlining the Ladder purchase and Capital Projects Fund. We are looking to have delivery of the Ladder in Aug/Sep 2014 which will save \$20,000 on the annual PM for the Ladder truck.

No motion was made.

New Business:

- **Resolutions for restructuring Capital Accounts & Funds:** Barrington went over the Proposed Resolutions and Policy Revisions with the Board. He had made some changes to the original draft sent by Civetti. Cobb asked that he run the changes by Civetti prior to the next meeting on March 28th. The

resolutions and policy changes will be on the Agenda for approval at that meeting, in order for them to be presented to the tax payers at the Annual Meeting. There was no further discussion or questions.

No motion was made.

- **Federal Surplus Program:** Barrington gave a brief overview of the Federal Surplus Programs in the past. Currently it is being run through DEM/Forestry. There is a website to look at available items. He said the upside is that you can get equipment or vehicles at a much lower cost or free. However, there is no guarantee on the condition and you are responsible for the picking up what you purchase. Cobb mentioned that he has seen the other side of this and knows of vehicles that have been put through the Program that are really at the end of the line and other vehicles that are still in really good shape.

Motion: Rose made and Sciabarrasi seconded a motion to authorize Nathan Barrington, Chief, to enter into an agreement with the State of Rhode Island, Dept. of Environmental Management, Division of Forest Environment, for the purpose of acquiring excess federal property under the Dept. of Defense Fire Fighter Program (FFP) and to provide such additional information needed and required to execute agreement

Barrington presented the Authorization for the Chief to enter into an Agreement (FFP) for the Wardens to approve.

The motion passed unanimously.

- **Policies for review for posting:** There were no policies to review. No motion was made.

Old Business:

- **Proposed Budget 2013/2014:** Barrington presented the budget projections. With the receipt of the \$50,000 from the insurance company there may be some budget adjustments. The Board asked that it be put on the Agenda for the March 28th meeting for approval for the Budget Hearing and Annual Meeting.

There were no motions made.

- **RFP for Ladder Truck:** This was talked about in the Chief's report. There were no motions made.
- **Radio Service Contract – microwave link:** Cobb informed the Board that he and Sciabarrasi met with members from the UFD Board of Wardens to go over the Radio Service Contract and ongoing issues with dispatch. They had scheduled a second meeting which for unforeseen circumstances Cobb had to cancel. He will be following up on scheduling the second meeting.

There was no motion made

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

Information: There was no information. No motions were made.

Next Meetings:

- March 28, 2013 at 6:30 PM at the KFD Station – Monthly Warden Meeting
- April 18, 2013 at 6:30 PM at the KFD Station – Budget Hearing
- April 18, 2013 at 6:30 PM (following Budget Hrg) at the KFD Station – Monthly Wardens Meeting
- May 6, 2013 at 7:00 PM at the KFD Station – Annual Meeting
- May 23, 2013 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- June 27, 2013 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- July 25, 2013 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- August 22, 2013 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 26, 2013 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 24, 2013 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- November 14, 2013 at 6:30 PM at the KFD Station – Workshop
- December 12, 2013 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

Adjournment:

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

The meeting was adjourned at 8:08 p.m.

The motion passed unanimously.

Respectfully submitted,

Jodi Hall
District Manager