

Minutes

Kingston Fire District
Board of Wardens Meeting
18 April 2013

Present: Wardens Donald Cobb, Sandra Koerner, Elizabeth McNab, Vincent Rose and Ina Sciabarrasi. Also, present were Tax Collector Linda Mendillo, Treasurer Carleen Lefebvre, Major Stephen Baker - Interim Director of Public Safety & Emergency Management URI and District Manager Jodi Hall. Lt. James McMahan, Lt. William Summerly and FF Charles Hall, President of the KVFC (arrived at 7:04) were also present.

Absent: Chief Nathan Barrington and Deputy Chief Tom Reed. There was no one from the public present.

Call to Order: President Cobb called the Board of Wardens' Meeting to order at 6:49 pm.

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

Motion: Rose made and Koerner seconded a motion to accept Minutes from the Wardens Meeting on 03/28/13.

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 percentage wise we are about where we are every year at this time with regard to tax collection. She also mentioned that the 3 properties that were sent Tax Sale notices have not been heard from. She reviewed the list of properties with delinquent taxes and commented that she was not positive of some of the businesses that owe on whether or not they were still in business. Hall informed her about a couple that were out of business and also said that business license inspections should be taking place soon and that any business that do owe taxes will be informed that they must pay the taxes due in order to proceed with the business license inspection and approval. The Board reviewed the report. There was no further discussion or questions.

The motion passed unanimously.

URI Report:

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

Baker presented the URI Report. The Board reviewed the report. There was no further discussion or questions.

The motion passed unanimously.

Chiefs' Report:

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

Barrington was not present and did not provide a report. Hall did inform the Board that with regard to Building Maintenance we are currently awaiting a quote from Overhead Door with regard to the issues we have been having with R6's bay door. The mechanisms to open and close the door may need replacing as it is around 15 years old. Reed was not present but did provide a report for review. The Board reviewed the report. After welcoming McMahan, Summerly and Hall the Board asked about the upcoming events this summer on campus. McMahan advised them the KVFC will of course be available for the events and he also advised them that Leapfest has been cancelled this year. The Board inquired about the upcoming training McMahan explained briefly what it entails. There were no further questions

The motion passed unanimously.

Treasurer's Report:

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

Lefebvre presented the Treasurer's Report. The Board reviewed the report. In reviewing the Executive Summary portion of the report Cobb asked if being at 93% of our Annual Budget will leave us short to get through to the Fiscal Year End. Lefebvre said it was high but that the District should be fine. The Board commented on how well the Accounts Receivables look. Hall said this due to working out prior issues in collection with the University personnel and implementing a more expedient system. There was no further discussion or questions.

The motion passed unanimously.

Finance Committee up-date/report: There was not update, the next meeting is on May 23rd. Hall did ask Sciabarrasi and Baker if they could meet at 11:30 a.m. on May 23rd as she was informed that Wyman had a scheduling issue with the 9:00 a.m. time. They both said they could meet at 11:30. Hall will send out an email reflecting the time change. There was no further discussion or questions.

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

No motion was made.

New Business:

- **Refinancing Resolution:**

Motion: Rose made and Koerner seconded a motion to approve and pass the Resolution regarding the refinancing of Rescue 6 and Engine 8 with Leasing 2, Inc.

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

The motion passed unanimously.

- **SOGs for review and approval:** There were no SOGs to review. No motion was made.

- **Policies for review for posting:**

Motion: Rose made and Koerner seconded a motion to post 10-027 – No Smoking Policy as amended.

The Board reviewed 10-027 – No Smoking Policy. The Board reviewed the policy. It was pointed out that “Smoking is defined as the lightening or carrying of a”...needs to include the word lit. Rose commented that he thought 75 feet of a building seemed excessive. McMahon informed the Board that State Code is 20 feet from a building Baker advised that URI Policy follows the State Code of 20 feet. The Board amended the policy to 20 feet instead of 75 feet. There was no further discussion or questions.

The motion passed unanimously.

Old Business:

- **Radio Service Contract – microwave link:** There has been no further progress.
There was not motion made

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

Information: The Kingston Volunteer Fire Company Annual Chicken BBQ is on May 4th. Tickets are available in the office. No motions were made.

Next Meetings:

- 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 McNab seconded a motion to adjourn the meeting.

The meeting was adjourned at 7:36 p.m.

The motion passed unanimously.

Respectfully submitted,

Jodi Hall
District Manager