

## *Minutes*

Kingston Fire District  
Board of Wardens Meeting  
23 January 2014

**Present:** Wardens Donald Cobb, Sandra Koerner, Elizabeth McNab (arrived at 7:05), Vincent Rose, Ina Sciabarrasi. Also, present were, Treasurer Carleen Lefebvre, Stephen Baker - Director of Public Safety & Emergency Management URI, Chief Nathan Barrington, and District Manager Jodi Hall.

**Absent:** DC Thomas Reed, Tax Collector Linda Mendillo

**Call to Order:** President Cobb called the Board of Wardens Meeting to order at 6:37 p.m.

**Information/Comments/Questions from the Public:** There was no one from the public present.

**Promotions to Firefighter:** Present from the KVFC for the promotions were Capt. James McMahon, Lt. William Summerly, FF Justin Sweeney, FF Michael Stewart and FF Michael Soucy. Barrington talked briefly of the time and commitment it takes to train to come off of probation and become a firefighter. DeGrave read the Firefighter Certificates and presented Certificates and Badges to Sweeney, Stewart and Soucy for their promotion to firefighter.

**Motion:** Rose made and Koerner seconded a motion to accept Minutes from the Wardens Meeting on 12/12/13.

The minutes were reviewed. There were no further questions.

The motion passed unanimously.

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

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

Mendillo was not present but did submit the Tax Collector's Report. The Board reviewed the report. There was no further discussion or questions.

The motion passed unanimously.

**Motion:** Sciabarrasi made and Koerner seconded a motion to approve the tax sale proceedings of properties with taxes two or more years in arrears, as listed on the Tax Collector's report.

The properties were reviewed. 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 fire drill that was scheduled for Chaffee Hall on January 21<sup>st</sup> was cancelled and is planned to be rescheduled possibly on Presidents' Day. Barrington mentioned that KFD should be included when plans are being reviewed for work being done on campus. There is a meeting coming up with URI and KFD and this will be part of the discussion. There was no further discussion or questions.

The motion passed unanimously.

### **Chiefs' Report:**

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

Barrington presented his report and Reed's report to the Board. Barrington talked of the hard work in training that the firefighters do and that we have been able to get "equivalency" training recognized at the Fire Academy. Ice Safety Day is February 9<sup>th</sup>, there will be the large soccer tournament hosted at URI late June, early July and the Balloon Festival will be held again. The new Ladder Truck is on track for delivery in July. The budget will be prepared for review next meeting. Reed's report reflected the water emergencies we have responded to due to the cold weather and there have been a couple of structure fires in the Union Fire District that we responded to as well. Our building also had an issue during the cold weather and the quick response of firefighters here lessened the damage. Repairs have been made. DeGrave presented his report. We have 3 more probationary firefighters who have almost completed their training to be promoted to firefighter. This should lead to having 3 to 5 junior residents in the next several months. We have had a better retention year this past year. Our website and social media are a continuing marketing benefit for the Department along with the website [www.volunteerfirefighter.org](http://www.volunteerfirefighter.org). DeGrave shared his gratitude to URI for allowing the use valuable resources on campus for training. Barrington also commented that the total hours listed for training reflects just the District training not all the training that goes on behind the scenes. There is a lot of dedication and commitment by the volunteers for training and running the department. There were no further questions with regard to Chiefs reports.

The motion passed unanimously.

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

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

Lefebvre presented the Treasurer's Report. The Board reviewed the report. Hall explained what some of the past due amounts on the accounts receivables were and collection is being followed up on. There was no further discussion or questions.

The motion passed unanimously.

**Finance Committee up-date/report:** Sciabarrasi up-dated the Board on the Finance Meeting that was held January 23<sup>rd</sup> at 9:00 a.m. It was a brief meeting the Treasurer's report was reviewed and Barrington said he will be working on the budget to have the Committee review for the next meeting.

Next meetings:

- March 27, 2014 at 9:00 a.m.
- August 28, 2014 at 9:00 a.m.
- October 23, 2014 at 9:00 a.m.

### **New Business:**

**Policies to review for Posting:** There were no policies to review for posting. No motions made.

**SOGs to review:** There were no SOGs to review. No motions made.

**Policies to approve/adopt:** There were no policies to approve/adopt. No motions made.

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

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

**Information:** There was no information to be presented. No motions were made

**Next Meetings:**

- February 27, 2014 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- March 27, 2014 at 6:30 PM at the KFD Station – Monthly Warden Meeting
- April 17, 2014 at 6:30 PM at the KFD Station – Budget Hearing
- April 17, 2014 at 6:30 PM (following Budget Hrg) at the KFD Station – Monthly Wardens Meeting
- May 5, 2014 at 7:00 PM at the KFD Station – Annual Meeting
- May 22, 2014 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- June 26, 2014 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- July 24, 2014 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- August 28, 2014 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 25, 2014 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 23, 2014 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- November 13, 2014 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 11, 2014 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

**Adjournment:**

**Motion:** Rose made and Sciabarrasi 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

**Discussion of personnel issues**

**Motion:** Rose made and Koerner seconded a motion to move pursuant to Rhode Island General Laws 42-46-5 (a) (2) that the Board convene into Executive Session to personnel issues.

DeGrave, Baker & Lefebvre excused themselves from the meeting.

The motion passed unanimously.

**Motion:** Rose made and McNab seconded a motion pursuant to Rhode Island General Laws 42-46-5 (a) (2) that the Board come out of Executive Session.

The motion passed unanimously.

**Motion:** Rose made and Sciabarrasi seconded a motion that the minutes of the Executive Session be sealed.

Cobb voted in favor.

Koerner voted in favor.

McNab voted in favor.

Rose voted in favor.

Sciabarrasi voted in favor.

The motion passed unanimously.

**Adjournment:**

**Motion:** Rose made and Sciabarrasi seconded a motion to adjourn the Meeting

The Meeting was adjourned at 7:52 p.m.

The motion passed unanimously.

Respectfully submitted,

Jodi Hall  
District Manager