

## *Draft - Minutes*

Kingston Fire District  
Board of Wardens Meeting  
11 December 2014

**Present:** Wardens Donald Cobb, Sandra Koerner, Elizabeth McNab, Vincent Rose and Ina Sciabarrasi. Also presenter were, Tax Collector Linda Mendillo, Treasurer Carleen Lefebvre, Stephen Baker - Director of Public Safety & Emergency Management URI, Deputy Chief Christopher DeGrave (left at 6:50) and District Manager Jodi Hall.

**Absent:** Chief Nathan Barrington and DC Thomas Reed.

**Call to Order:** President Cobb called the Board of Wardens Meeting to order at 6:31 p.m.

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

**Chiefs' Report:** The Chiefs reports were moved to the start of the meeting due to DC DeGrave having to leave to go to a Joint Committee Training Meeting.

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

DC DeGrave presented his report to the Board. He highlighted many positive things in his report including steady membership, the program with URI to earn credits is moving forward and Department events were well received. He has also attended a Federal Incident Command System training and will be attending the advanced program in January for further certification. Cobb reviewed Barrington's and Reed's reports with the Board since they were not in attendance. The Board reviewed the reports. There were no further questions.

The motion passed unanimously.

### **Approval of Minutes:**

**Motion:** Rose made and McNab seconded a motion to accept Minutes from the Wardens Meetings on 10/23/14.

The minutes were reviewed. There were no further questions.

The motion passed unanimously.

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

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

Mendillo presented the Tax Collector's Report. She went over the total amounts collected thus far. We were able to avoid going to tax sale again this year as the outstanding properties that owed 2 or more years of taxes paid them prior to the tax sale date. She provided the Board with the Tax Certification as approved by the KFD Tax Assessor. She also asked for approval to abate 3 businesses that are out of business. 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 abate the Out of Business business.

The motion passed unanimously.

**URI Report:**

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

Baker presented the URI Report to the Board. The report highlighted various projects and incidents on campus and many meetings that have been held. The Board reviewed the reports. There were no further questions.

The motion passed unanimously.

**Treasurer's Report:**

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

Lefebvre presented the Treasurer's Report. The Board reviewed the report. There was no further discussion or questions.

The motion passed unanimously.

**Finance Committee up-date/report:** There have been no recent meetings of the Finance Committee. The meetings for 2015 are being reviewed for scheduling. There was no further discussion

Next meeting:

- TBD

**New Business:**

- **Annual Open Meetings Schedule:**

**Motion:** Rose made and McNab seconded a motion to approve the Annual Open Meetings Schedule.

The scheduled meetings were reviewed. There was no further discussion

The motion passed unanimously.

- **Policies to review for Posting:**

**Motion:** Rose made and Koerner seconded a motion to approve for posting 10-035 Vehicle Use Policy.

The policy was reviewed. There was no further discussion

The motion passed unanimously.

- **SOGs to review:** The Board reviewed the SOG, 40G-016 Accountability System. The Board reviewed the SOG. There were no further questions or comments.

- **Policies to Approve/Adopt:**

**Motion:** Rose made and McNab seconded a motion to adopt 10-008 Utilization of the Fire Station for Social Functions.

The policy had been posted; the Board reviewed it one more time. There was no further discussion

The motion passed unanimously.

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

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

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

**Next Meetings:**

- TBD

**Adjournment:**

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

The meeting was adjourned at 8:03 p.m.

The motion passed unanimously.

Respectfully submitted,

Jodi Hall  
District Manager