

Draft - Minutes

Kingston Fire District
Board of Wardens Meeting
23 July 2015

Present: Wardens Ina Sciabarrasi, Sandra Koerner, Elizabeth McNab and Vincent Rose. Also, present were Tax Collector Linda Mendillo, Treasurer Carleen Lefebvre, Director of Public Safety & Emergency Management URI Stephen Baker, DC Christopher DeGrave and Office Manager Jenifer Madison.

Absent: Warden Donald Cobb, Chief Nathan Barrington, and DC Thomas Reed.

Call to Order: Vice President Sciabarrasi called the Board of Wardens Meeting to order at 6:30 p.m.

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

Approval of Minutes:

Motion: Rose made and McNab seconded a motion to accept Minutes from the Warden's Meeting on 06/25/15.

The minutes were reviewed. There was an amendment. 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. The Board reviewed the report. Brief discussion was held. Mendillo discussed how collections were doing using the new software system versus the old system. The collections for 2014 have been exact with the new system. The old system showed a slightly larger balance for 2013. Mendillo will follow-up with CPA Robert Civetti regarding this. Mendillo informed the Board that with the implementation of the new software system, if a taxpayer makes an overpayment; it will now be applied to the following year's bill. She also advised the Board that all taxes have been collected for those properties up for tax sale and that the tax sale has been cancelled. There was no further discussion or questions.

The motion passed unanimously.

URI Report:

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

Baker presented the URI Report. The Board reviewed the report. There were no further questions.

The motion passed unanimously.

Chiefs' Reports:

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

DeGrave presented Barrington's written report to the Board as Barrington was unable to attend. Barrington stated that Auditor Tom Vignale had been instrumental in leading the Fire District's efforts towards the audit selection process, coordinating the internal audit review process and onboarding and acclimating Madison to the Office Manager position. He asked the Board to thank Vignale for his time and dedication. The Board reviewed the Chief's report. DC DeGrave presented a verbal report to the Board. The reviewed his report. There were no further questions.

The motion passed unanimously

Motion: Rose made and McNab seconded a motion for the Board to formally thank Vignale for his efforts. Sciabarrasi said she will e-mail Vignale on behalf of the Board.

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. The aging receivables were reviewed. The URI check is being processed and we will be notified when it's ready. Baker requested a copy of the Lambda Chi Alpha Fraternity invoice so he could follow-up. There was no further discussion or questions.

The motion passed unanimously.

Finance Committee up-date/report: There were no up-dates.

Next meetings:

- 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 were made.
- **SOGs to review:** There were no SOGs to review. No motions were made.
- **Policies to approve/adopt:** Copies of the By-Laws and the Act to Incorporate were disseminated.

Motion: Rose made and Koerner seconded a motion to table any discussion of the By-Laws until next meeting with agreement that everyone would review the documents prior to the next meeting.

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:

- August 27, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 24, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 22, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- November 12, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 10, 2015 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 7:11 p.m.

The motion passed unanimously.

Respectfully submitted,

Jenifer Madison
Office Manager