

Draft - Minutes

Kingston Fire District
Board of Wardens Meeting
24 September 2015

Present: Wardens Donald Cobb, Ina Sciabarrasi, Sandra Koerner, Elizabeth McNab and Vincent Rose. Also, present were Tax Collector Linda Mendillo, Director of Public Safety & Emergency Management URI Stephen Baker (departed at 7:50 PM), Chief Nathan Barrington, DC Christopher DeGrave (departed at 7:50 PM) and Office Manager Jenifer Madison.

Absent: Treasurer Carleen Lefebvre, DC Thomas Reed.

Call to Order: President Cobb called the Board of Wardens Meeting to order at 6:33 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: McNab made and Rose seconded a motion to accept Minutes from the Warden's Meeting on 8/27/15. The minutes were reviewed. There was a correction to include the tax abatement amounts for 2012 and 2013. There were no further questions.

The motion passed unanimously.

Tax Collector's Report:

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

Mendillo presented the Tax Collector's Report. The new Point and Pay credit card payment system is in effect. Mendillo and Madison will attend training later this month. Cobb asked about delinquent accounts and whether they were within normal range. Mendillo confirmed that the delinquent accounts were within normal range. The Board reviewed the report.

The motion passed unanimously.

URI Report:

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

Barrington presented his report. The Board reviewed his report. Barrington discussed the Freedom of Information request KFD received from a Florida-based company requesting information on all purchases, vendors and other

data over the past 5 years. He noted that the Tablets are operational in the vehicles and that DeGrave deserves the credit for this project which will allow KFD to update and sync preplans, documents, photos and other resources from the station across vehicles. Barrington also noted that KFD submitted a Budget Change Request to RI EMA in order to encompass purchasing some additional equipment with the Decon FY14 grant funds. Approximately \$45,000 worth of equipment will be purchased over the next few months and will be run through the Capital Projects Fund in order to avoid impacting operational funding. The application period for the federal Assistance to Firefighters grants should open in November. Barrington noted that he is considering applying for assistance for a new station generator and/or a regional grant for the Radio System.

Barrington presented Reed's report in Reed's absence. The Board reviewed the report. DeGrave presented an oral report. DeGrave discussed forgoing the Firefighter Awards ceremony this year and instead recognizing the Firefighters for their achievements at other events throughout the year like the annual Holiday Party and monthly Warden's Meetings. He would like to incorporate data from the Firehouse Data System into the Awards.

The motion passed unanimously

Treasurer's Report:

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

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

The motion passed unanimously.

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

Next meetings:

- October 15, 2015 at 9:00 a.m.

New Business:

- **Policies to review for Posting:** It was agreed that the Wardens would review these policies for the next Warden's Meeting on 10/22/15.
 - **Fire Details Policy**
 - **Public Records Procurement Policy** – It was agreed that this policy would also be sent to Attorney Don Packard for review.
 - **EMS Refusal Policy**
- **SOGs to review:** There were no SOGs to review. No motions were made.
- **Policies to approve/adopt:** There were no policies to approve.
- **By-laws to Review:** The Board reviewed the By-Laws as a group and came up with a list of questions. Madison recorded the questions and will distribute to the Wardens.

- **2015 Tax Rate:**

Motion: McNab made and Rose seconded a motion to accept the 2015 Tax Rate at .98 per thousand. The Board reviewed the possible tax rates. It was noted that this was just under a 2% increase.

The motion passed unanimously.

- **Review whether Tax Bill should include a Public Service Announcement (PSA) about KFD:**

Motion: Sciabarrasi made and Koerner seconded a motion to include a PSA in the 2015 Tax Bill, with the agreement that it would include Office of the Tax Collector on the envelope. There was a discussion about what the PSA should include, how it should be formatted in the mailing, and what should be printed on the envelope.

The motion passed unanimously.

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

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

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

Next meetings:

- 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 8:19 p.m.

The motion passed unanimously.

Respectfully submitted,

Jenifer Madison
Office Manager