

## *Draft - Minutes*

Kingston Fire District  
Board of Wardens Meeting  
22 October 2015

**Present:** Wardens Donald Cobb, Ina Sciabarrasi, Elizabeth McNab and Vincent Rose. Also, present were Treasurer Carleen Lefebvre (departed at 7:37 PM), Assistant Director of Public Safety & Emergency Management URI Samuel Baker (departed 7:56 PM), Chief Nathan Barrington, DC Christopher DeGrave (departed at 7:40 PM) and Office Manager Jenifer Madison.

**Absent:** Warden Sandra Koerner, Tax Collector Linda Mendillo and DC Thomas Reed.

**Call to Order:** President Cobb called the Board of Wardens Meeting to order at 6:42 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.

**Promotions to Captain/Firefighter:** DeGrave introduced Ryan Carney to be promoted to Firefighter. The Board congratulated Carney on a job well done and thanked him for his dedication and service. DeGrave presented the Board with the high numbers of Response Calls, Department Training hours, Duty Shifts, and Company Drill hours, Carney accumulated during his probationary period. Firefighter William Summerly was promoted to the rank of Captain.

### **Approval of Minutes:**

**Motion:** Rose made and Sciabarrasi seconded a motion to accept Minutes from the Warden's Meeting on 9/24/15. The minutes were reviewed. There was a grammatical correction. There were no further questions.

Cobb, Sciabarrasi, McNab and Rose voted to pass the motion with the correction. Koerner was absent.

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

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

Madison presented the Tax Collector's Report in Mendillo's absence. The Board reviewed the report. The 2015 Tax Roll was reviewed. Abatements were proposed for the 2013 and 2014 Tax Rolls for the accounts that have no bill listed from the Town of South Kingstown for 2015.

Cobb, Sciabarrasi, McNab and Rose voted to pass the motion. Koerner was absent.

**Motion:** McNab made and Rose seconded a motion to abate the 2013 and 2014 Tax Rolls for the accounts that have no bill listed from the Town of South Kingstown for 2015.

Cobb, Sciabarrasi, McNab and Rose voted to pass the motion. Koerner was absent.

### **URI Report:**

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

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

Cobb, Sciabarrasi, McNab and Rose voted to pass the motion. Koerner was absent.

### **Chiefs' Reports:**

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

Barrington presented his report. The Board reviewed his report. Barrington commended KFD's crews for the outstanding job they did at the structure fire at East Park Lane on October 2, 2015. He noted that South Kingstown's burn permit ordinance is in its final stages and that the town manager sent it back to KFD requesting a clean copy and a letter from KFD and Union Fire District supporting the ordinance. The grant application period for the federal Assistance for Firefighter grants should open in November and KFD plans on submitting a regional grant requesting support to upgrade the radio system.

Barrington presented Reed's report in Reed's absence. The Board reviewed the report. DeGrave presented his report. The Board reviewed his report. DeGrave mentioned that recruitment training is underway. He also mentioned that Firefighter Andrew Kyhos will be departing KFD to join the US Army as a candidate for Special Forces. He reported that KFD's Tablet and Pre-planning Program initiative is in full-swing and that KFD was contacted by FM Global to notify us that we have been awarded \$3,600 towards this program. DeGrave also mentioned that since there will be no Awards Ceremony for the Firefighters this year, he would like KFD to instead make a contribution towards the Kingston Volunteer Fire Company's Christmas Party this year.

Cobb, Sciabarrasi, McNab and Rose voted to pass the motion. Koerner was absent.

**Motion:** Rose made and Sciabarrasi seconded a motion to make a \$1,000 contribution towards the Kingston Volunteer Fire Company's Holiday Party.

Cobb, Sciabarrasi, McNab and Rose voted to pass the motion. Koerner was absent.

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

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

Lefebvre presented the report. The Board reviewed the report. It was noted that the Board would need to review the almost \$9,000 deficit in the Capital Fund this year due to the unbudgeted emergency expense to replace the Microwave Link in South Kingstown's radio system. Cobb requested that the deficit be placed on the 11/12/15 Agenda for the Board to vote on. There was no further discussion or questions.

Cobb, Sciabarrasi, McNab and Rose voted to pass the motion. Koerner was absent

**Finance Committee up-date/report:** Finance Meeting of 10/15/15. Sciabarrasi up-dated the Board on the Finance Meeting. Sciabarrasi reported that the Decon/Hazmat and Detail pay rates will remain the same for now. They were increased by 10% in 2013.

### **New Business:**

- **Policies to review for Posting**
  - **Fire Details Policy**

- **Access to Public Records Act Policy**

**Motion:** Rose made and Sciabarrasi seconded a motion to post the policies.

Cobb, Sciabarrasi, McNab and Rose voted to pass the motion. Koerner was absent.

- **EMS Refusal Policy** – Review of this policy was put on hold.
- **SOGs to review:** There were no SOGs to review. No motions were made.
- **Policies to approve/adopt:** There were no policies to approve.

**Old Business:**

- **By-laws to Review:** The Board continued to review the By-Laws as a group and discussed revisions they wanted to work on.
- **Act to Incorporate to Review:** Discussion ensued that the Board would need to make some changes to KFD's enabling legislation in order to make some of the proposed revisions to the By-Laws. The Board will need to present these proposed changes to the local legislators.
- **Status of FY13-14 Audit:** Barrington noted that he is in the process of following up on this.

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

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

**Next meetings:**

- 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 Sciabarrasi seconded a motion to adjourn the meeting.

The meeting was adjourned at 8:45 p.m.

Cobb, Sciabarrasi, McNab and Rose voted to pass the motion. Koerner was absent.

Respectfully submitted,

Jenifer Madison  
Office Manager