

Kingston Fire District  
Board of Wardens Meeting  
28 January 2016

**Present:** Wardens Donald Cobb, Ina Sciabarrasi, Sandra Koerner and Vincent Rose. Also present were Jeffrey Wadovick, CPA Nadeau Wadovick LLP, Robert Salmani, CPA Nadeau Wadovick LLP, Robert Civetti, CPA, KFD Auditor Tom Vignali, Treasurer Carleen Lefebvre, Director of Public Safety & Emergency Management URI Stephen Baker, Chief Nathan Barrington and Office Manager Jenifer Madison.

**Absent:** Warden Elizabeth McNab, Tax Collector Linda Mendillo, DC Thomas Reed and DC Christopher DeGrave.

**Call to Order:** President Cobb called the Board of Wardens Meeting to order at 6:34 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.

**Annual Audit FY2013-2014 – presentation by Civetti**

Civetti stated that the FY13-14 Draft Audit Report from Marcum LLP was the same as the report from October 2014 that the Board had previously approved. There was no need for the Board to vote again. No motions were made. KFD will proceed with signing the representation letter to finalize this audit.

**Annual Audit FY2014-2015 – presentation by Nadeau Wadovick, LLP**

Jeffrey Wadovick from Nadeau Wadovick, LLP presented the preliminary draft of the FY14-15 Audit. He let the Board know that the District is in a good position. KFD's accounting records were very well put together. Wadovick and Salmani departed at 7:00 PM.

**Motion:** Rose made and Sciabarrasi seconded a motion to accept the FY2014-15 Audit Report. KFD will proceed with signing the representation letter to finalize this audit. There was no further discussion.

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

**Approval of Minutes:**

**Motion:** Rose made and Sciabarrasi seconded a motion to accept Minutes from the Warden's Meeting on 12/10/15. The minutes were reviewed. There were no further questions.

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

**Tax Collector's Report:**

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

Cobb presented the Tax Collector's Report in Mendillo's absence. The Board reviewed the report. The 2015 Tax Roll was reviewed. KFD has had a 93% collection rate at this time. Cobb noted that there were five taxpayers currently whose tax accounts were unpaid for both 2014 and 2015. Notification of our Tax Sale Policy will be sent to these property owners. There was no further discussion.

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

**URI Report:**

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

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

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

### **Chiefs' Reports:**

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

Barrington presented an oral report on behalf of all the Chiefs and disseminated a written report submitted by DeGrave. He noted that he attended the annual RI Southern Firefighters League's Legislator's Night along with Sciabarrasi, DeGrave and Madison on 1/25/16. KFD is in the process of reviewing and updating its website to encompass more of the District. It will include more taxpayer-based content. We are consulting with George Ross on this project. Barrington mentioned that there are inconsistencies with Dispatch and that Reed was working on helping to resolve the IMC issues. Barrington also noted that KFD is one of the few fire departments with an ISO rating of "3" and is very close to an ISO rating of "2." Cobb inquired whether the change in rating would affect insurance rates; Barrington noted that it would probably not. Barrington informed the Board that KFD is taking over running technical rescue for the Town of S.K. and that he, Reed and DeGrave are working on developing a confined space rescue team. KFD has recruited an additional three firefighters since Jan. 1<sup>st</sup>, 2016. Barrington also mentioned that KFD will shortly be featured on URI's homepage with an article highlighting our volunteers, internships and the residency program. This will be a great opportunity for KFD to gain exposure to both current students and prospective students. There was no further discussion.

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

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

Motion: Koerner made and Sciabarrasi 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.

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

**Finance Committee up-date/report:** Finance Committee Mtg scheduled for 1/21/16 was cancelled. There were no updates.

Next meetings:

- o March 17, 2016 at 9:00 a.m.
- o May 19, 2016 at 9:00 a.m.
- o August 18, 2016 at 9:00 a.m.
- o October 20, 2016 at 9:00 a.m.

### **New Business:**

- **Proposed FY2016-2017 Working Draft Budget** – Barrington presented his preliminary draft of the FY2016-17 Budget. He noted that he will present a FY2016-17 Working Draft Budget next Wardens Meeting 2/25/16. KFD will need to address the needs of South Kingstown’s Radio Communication System which he estimates needs about \$200,000 in repairs. This would be split three ways between KFD, Union Fire District and the Town of S.K. Other long-term District needs include a new pumper to replace Engine 9 (purchase planned to coincide with the completion of KFD’s building debt service), replacement of air compressors that are 20 years old, and a new station generator. The South bathroom will be redone this year and will be coming out of the budget for building maintenance. We are also hoping that RI EMA will provide KFD with a prime mover in FY16-17 which would replace the pick-up truck. The draft version of the FY16-17 Budget will be rolled out at the Budget Meeting on 4/14/16 and the final version presented at the Annual Meeting on 5/2/16.

**Communications:** Barrington informed the Board that Madison has passed her probationary period. The Board commended Madison. There was no further discussion. No motions were made.

**Information:**

- Elizabeth Burhoe, mother of late Douglas A.P. Burhoe passed away. Madison will look into making a donation on behalf of the Wardens.
- *Save the Date* – the Kingston Volunteer Fire Company will host a Car Show Fundraiser one June 11, 2016 sponsored by RI Automotive Performance & Restoration.

**Next meetings:**

- February 25, 2016 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- March 24, 2016 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- April 14, 2016 at 6:30 PM at the KFD Station – Budget Hearing
- April 14, 2016 at 6:30 PM (following Budget Hearing) at the KFD Station – Monthly Wardens Meeting
- May 2, 2016 at 7:00 PM at the KFD Station – Annual Meeting
- May 26, 2016 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- June 23, 2016 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- July 28, 2016 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- August 25, 2016 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 22, 2016 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

- October 27, 2016 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- November 10, 2016 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 15, 2016 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

**Adjournment:**

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

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

The meeting was adjourned at 7:47 p.m.

Respectfully submitted,

Jenifer Madison  
Office Manager