

Draft - Minutes

Kingston Fire District
Board of Wardens Meeting
25 February 2016

Present: Wardens Donald Cobb, Elizabeth McNab, Sandra Koerner and Vincent Rose. Also present were Treasurer Carleen Lefebvre, Director of Public Safety & Emergency Management URI Stephen Baker, Chief Nathan Barrington, DC Christopher DeGrave (arrived at 6:50 PM) and Office Manager Jenifer Madison.

Absent: Warden Ina Sciabarrasi, Tax Collector Linda Mendillo 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 from the public.

Approval of Minutes:

Motion: Rose made and Koerner seconded a motion to accept Minutes from the Warden's Meeting on 1/28/16. The minutes were reviewed. There were no further questions.

Cobb, Koerner and Rose voted to pass the motion. McNab abstained since she was absent at the 1/28/16 meeting. Sciabarrasi was absent.

Tax Collector's Report:

Motion: McNab made and Koerner 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 report stated that four letters of *Notification of Tax Sale Policy* were sent to taxpayers whose accounts were delinquent two years; the District has since received one payment. The report included the three properties to be approved for going to tax sale per District policy. The report also noted that 43 Delinquency notices are ready to be sent to taxpayers whose 2015 fire taxes is delinquent. Ten notices of delinquency were also ready to be sent to local businesses for tax on tangibles. Two of these bills have not been paid for three or four years. Discussion ensued about what could be done about these delinquencies. It was noted that letters could be sent out and that KFD could refrain from approving business license renewals on these accounts until the fire tax is paid. There was no further discussion or questions.

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

Motion: Koerner made and Rose seconded a motion to approve the properties listed on the Tax Collector's Report to go to tax sale. There was no further discussion or questions.

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

URI Report:

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

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

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

Chiefs' Reports:

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

Barrington presented an oral report on behalf of himself and Reed. Barrington noted that KFD's fleet is all in service. KFD is working on renovating the tile in the South Bathroom in the Residence's Hallway. The demolition and tiling should be complete over the next few weeks. DeGrave presented his report. The Board reviewed his report. He noted that the article about KFD that will be featured on URI's homepage has been delayed until March. Four of KFD's firefighters are participating in the State of Rhode Island Firefighter II program and they will have completed it by late March. Degrave is working on policy and criteria for URI/KFD's Internship Program and Summer Community Service Volunteer Credit Program. KFD is hoping to have 2 to 3 firefighters interested in completing this program this summer; we also have a URI student who is an English major and knows web design interested in helping us with our website upgrade project. There was no further discussion or questions.

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

Treasurer's Report:

Motion: McNab made and Rose 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, McNab, Koerner and Rose voted to pass the motion. Sciabarrasi was absent.

Finance Committee up-date/report: There were no updates from the Finance Committee. No motions were made.

Next meetings:

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

New Business:

- **Proposed FY2016-2017 Working Capital Projects Draft Budget** – The Board tabled this discussion until the next Warden's Meeting on 3/24/16.

- **Policies to review for Posting:** Barrington noted for the Board that KFD adapted our draft policies from Curtis Varone's social media policies he developed for the Exeter Fire Department (which he provided free of charge) and that he is a leading national expert.
 - General Policy about Disclaimer
 - Social Media/Networking Policy

There were two additional social media related policies that were left off the agenda.

- Photography and Digital Imagery
- Guidelines for the Review of Imagery

Motion: Rose made and Koerner seconded a motion to add these two additional policies to the Agenda to review for Posting. There was no further discussion or questions.

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

Motion: Rose made and McNabb seconded a motion to post these four policies for review. Cobb, McNab, Koerner and Rose voted to pass the motion. Sciabarrasi was absent.

Old Business:

- **Audits Status**
 - **FY2013-2014** – KFD has received the final audit report. There was some discussion about whether KFD should pay any final invoice due to Marcum, since the report was delivered so late. The Board will review again during the next monthly Wardens Meeting. No motions were made.
 - **FY2014-2015** – KFD has received the final audit report. It has been submitted to the Office of the Auditor General and Office of Municipal Finance pursuant to RI General Law Sections 45-10-4 and 44-5-69.

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

Information:

- Car Show Fundraiser – June 11, 2016 – at the URI Fine Arts parking lot
- Annual Chicken BBQ – June 4, 2016 – at the KFD Station – 5:30 PM

Next meetings:

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

The meeting was adjourned at 7:38 p.m.

Respectfully submitted,

Jenifer Madison
Office Manager