

Minutes

Kingston Fire District
Board of Wardens Meeting
24 March 2016

Present: Wardens Ina Sciabarrasi, Sandra Koerner and Vincent Rose. Also present were Tax Collector Linda Mendillo (departed at 7:36), Director of Public Safety & Emergency Management URI Stephen Baker (departed at 7:19), Chief Nathan Barrington, DC and Office Manager Jenifer Madison.

Absent: Wardens Donald Cobb, Elizabeth McNab, Treasurer Carleen Lefebvre, DC Thomas Reed and DC Christopher DeGrave.

Call to Order: Vice President Sciabarrasi 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.

Approval of Minutes:

Motion: Rose made and Koerner seconded a motion to accept Minutes from the Warden's Meeting on 2/25/16. The minutes were reviewed. There were no further questions.

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

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. Fifty-five delinquency notices were sent out on 3/1/16 with a due date of no later than 3/31/16 including notices to property owners, business owners for tangible tax and three notices of intent to begin tax sale proceedings for those accounts which are delinquent for two years. KFD received 15 payments since the notices went out. Information was sent to the title company to begin tax sale proceedings on the accounts which are delinquent for two years. Discussion followed about what can be done about the businesses that have delinquent tangible tax bills. It was noted that the Town of S.K. will notify delinquent businesses when their license is up for renewal. There was no further discussion or questions.

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

Motion: Koerner made and Rose seconded a motion to accept the URI Report with a correction for a typo. Baker presented the URI Report. The Board reviewed the report. There were no questions.

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

Chief's Report:

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

Barrington presented the Chief's Report. He noted that KFD is working on the dispatch issues with the Town of S.K., EMS, and the Union Fire District (UFD). The dispatch software used by the Town, called IMC, is the driving force behind some of the issues. Stakeholders from each agency have met to discuss a process for change; KFD will continue to monitor this process and ensure our apparatus are dispatched appropriately. There has been positive progress on the IMC and interoperability and he noted that Reed has been working very hard on this. Barrington is working with the Rotary Club on the Balloon Festival scheduled for July to improve the process for dealing with emergencies on the field and during the fireworks. He noted that URI Public Safety has been involved as well. Barrington mentioned that the redesign of KFD's website is moving along and that we hope to have a final draft done in time to present at the Annual Meeting.

Barrington proposed \$30,000 for the Capital Projects Budget in FY16-17; \$25,000 towards the Radio Communication System improvements and \$5,000 towards new fitness equipment. KFD has been working with the Town and UFD to explore the improvements needed for the Town's Radio System. At this time, the stakeholders have met informally with four different vendors to review the current system and the needed improvements. Barrington noted that from the information gathered it seems that it will cost about \$350,000 to make the needed improvements and that doing the project piecemeal would not be beneficial. The costs would be shared among the stakeholders. He noted that the only viable option for KFD, in order to fund their share of the cost, would be a 7-year lease purchase plan. Barrington proposed a resolution that would lower KFD's operating reserves from 15% to 12% so there would be surplus in the Capital Projects Fund for emergency contingencies.

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

Treasurer's Report:

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

Sciabarrasi presented the Treasurer's Report in Lefebvre's absence. The Board reviewed the report. It was noted that KFD's funding from RI EMA for the S. K. Decon Team may be cut after FY16-17 due to the proposed federal budget cuts to Homeland Security. There was no further discussion or questions.

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

Finance Committee up-date/report: Finance Meeting of 3/17/16. Sciabarrasi updated the Board on the Finance Meeting. Sciabarrasi reported that Finance Committee reviewed both the proposed FY2016-17 Operating and Capital Projects budgets. No motions were made.

Next meetings:

- 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 Capital Projects Draft Budget:** Barrington covered this topic in his Chief's Report.

Old Business:

- **FY2013-2014 – Status of Final Audit Invoice from Marcum:** No one from Marcum has contacted KFD back yet about the letter we sent disputing their fee.

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

Information:

- **Code Red** – Barrington explained that the Town of S.K. will be using the *Code Red* alert system. He noted that people can sign up through the KFD's, UFD's or the Town's websites. It was noted that URI has their own alert system that they use for their students and staff.

Next meetings:

- 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
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Adjournment:

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

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

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

Respectfully submitted,

Jenifer Madison
Office Manager