

Draft - Minutes

Kingston Fire District
Board of Wardens Meeting
14 April 2016

Present: Wardens Donald Cobb, Ina Sciabarrasi, Elizabeth McNab, Sandra Koerner and Vincent Rose. Also present were Tax Collector Linda Mendillo, Treasurer Carleen Lefebvre, Director of Public Safety & Emergency Management URI Stephen Baker and Office Manager Jenifer Madison.

Absent: Chief Nathan Barrington, DC Thomas Reed and DC Christopher DeGrave.

Call to Order: President Cobb called the Board of Wardens Meeting to order at 6:38 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: Koerner made and Rose seconded a motion to accept Minutes from the Warden's Meeting on 3/24/16. The minutes were reviewed. There were no further questions.

Sciabarrasi, Koerner and Rose voted to pass the motion. Cobb and McNab abstained since they were absent during the 3/24/16 meeting.

Tax Collector's Report:

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

Mendillo presented the Tax Collector's Report. The Board reviewed the report. Mendillo noted that there are still 26 tax accounts that are delinquent with their 2015 tax payments. This includes two of the three accounts with taxes delinquent for two years. Mendillo has contacted the Title Company regarding these two remaining delinquent accounts; KFD's Tax Sale is scheduled for 7/28/16 and 90-notices will be sent out on 4/25/16. There was no further discussion or questions.

The motion passed unanimously.

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

The motion passed unanimously.

Chief's Report:

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

Madison presented a brief oral report in the Chiefs' absences. She informed the Board that the Firefighter who had fallen ill a couple of days ago was doing better and expected to be back home from the hospital tomorrow.

She also let the Wardens know that the proposed Budget Resolutions for the Annual Meeting on 5/2/16 are being worked on. There were no questions.

The motion passed unanimously.

Treasurer's Report:

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

Lefebvre presented the Treasurer's Report. She noted that KFD has expended 81% of its budget at this time and is on target. 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:

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

- **Policies to Review for Posting:**

- **Human Resource Policy**

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

The motion passed unanimously.

- **Policies to approve/adopt:**

- **General Policy about Disclaimer**

Motion: Rose made and Koerner seconded a motion to adopt the General Disclaimer Policy.

The motion passed unanimously.

- **Social Media/Networking Policy**

Motion: Sciabarrasi made and Koerner seconded a motion to adopt the Social Media/Networking Policy.

The motion passed unanimously.

- **Photography and Digital Imagery Policy**

Motion: Rose made and Sciabarrasi seconded a motion to adopt the Photography and Digital Imagery Policy.

The motion passed unanimously.

- **Guidelines for the Review of Imagery Policy**

Motion: Koerner made and Sciabarrasi seconded a motion to adopt the Guidelines for Review of Imagery Policy.

The motion passed unanimously.

- **Photo Permission Form**

Motion: Rose made and McNab seconded a motion to approve the Photo Permission Form as associated with the Photography and Digital Imagery Policy and Guidelines for Review of Imagery Policy.

The motion passed unanimously

- **Annual Meeting:** Cobb asked everyone to invite their friends and neighbors to attend KFD's Annual Meeting on 5/2/16. No motions were made.
- **USDA Compliance Visit:** Madison updated the Board on the USDA Compliance Site Visit on 4/1/16. There were no physical compliance issues. As requested, KFD followed-up by having an inspection conducted by the State's ADA Office and was issued a Letter of Compliance. KFD learned that we need to have a TTY number for use with those who are hearing impaired. KFD contacted RI Relay and we are able to use their free service as a TTY line. KFD updated its letterhead, Meeting Agendas and Minutes, website, and other forms disseminated to the public with these changes. No motions were made.

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

Communications: Cobb reminded everyone to complete and submit the RI Ethics Commission Surveys that were recently sent out.

Information:

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

Next meetings:

- 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 McNab seconded a motion to adjourn the meeting.

The motion passed unanimously.

The meeting was adjourned at 7:23 p.m.

Respectfully submitted,

Jenifer Madison
Office Manager