

## **DRAFT MINUTES**

(Subject to approval by the electors of the Kingston Fire District at the Annual Meeting in May of 2017)

### **KINGSTON FIRE DISTRICT ANNUAL MEETING, KINGSTON FIRE STATION, KINGSTON, R.I. MAY 2, 2016**

**Call to Order:** Moderator Valerie Maier-Speredelozzi called the Kingston Fire District Annual Meeting of May 2, 2016 to order at 7:11 p.m. at the Kingston Fire Station, 35 Bills Road, Kingston, RI. She noted that eighteen (18) qualified electors were in attendance, as confirmed in the 2015 Tax Roll for the District that was located by the attached sign in sheet. Moderator Maier-Speredelozzi declared that a quorum was present.

#### **AGENDA (SEE HANDOUT)**

**MOTION:** Donald Cobb moved to accept the Agenda as presented. Ina Sciabarrasi seconded the motion. There was no further discussion on the motion. The motion carried unanimously.

#### **APPROVAL OF THE ANNUAL MEETING MINUTES OF 2015 (SEE HANDOUT)**

**MOTION:** Ina Sciabarrasi moved to accept the Minutes as presented. Sandy Koerner seconded the motion. There was no discussion on the motion. Moderator Maier-Speredelozzi asked if there were any questions. There were none. The motion carried unanimously.

#### **CHIEFS' REPORT (SEE HANDOUT)**

**MOTION:** Donald Cobb moved to accept the Chiefs' Report as presented. Ina Sciabarrasi seconded the motion.

Chief Nathan Barrington gave a summary of his and Deputy Chief Thomas Reed's written reports. Barrington told the taxpayers that KFD, along with UFD and the Town of S.K. was hoping to make improvements to S.K.'s Radio Communications System over the next year. He noted that KFD would be applying to RIEMA for a grant to fund the project. If we don't receive funding through RIEMA, Barrington noted that we expected to fund the project with a three-way split between KFD, UFD and the Town. Barrington explained that in order to plan for this potential expense, KFD is proposing a budget resolution which would allow the District to lease purchase their share of the project.

Barrington also noted that KFD is redesigning it's website to encompass more of the District as a whole and to focus on the needs of the taxpayer. Deputy Chief Christopher Degrave presented the test site and invited the attendees to review it and give feedback.

Moderator Maier-Speredelozzi asked if there were any questions. There were none.

The motion carried unanimously.

**TREASURER'S REPORT (SEE HANDOUT)**

**MOTION:** Ina Sciabarrasi moved to accept the Treasurer's Report as presented. Elizabeth McNab seconded the motion.

Treasurer Carleen Lefebvre presented the Treasurer's report. She gave a brief review of the report noting that the District has expended Five Hundred Sixty Four Thousand Four Hundred and Two (\$564,402) Dollars (82%) of its annual budgeted amount of Six Hundred Eighty Four Thousand Five Hundred Sixty Seven (\$684,567) Dollars. Lefebvre noted that the District is in "good shape." Donald Cobb asked if KFD was expecting a surplus this year. Chief Nathan Barrington responded that the District is and that it would be put into the Capital Projects Fund which is that Fund's only source of revenue. Barrington also explained that the various fraternities, sorority and individual listed in the Accounts Receivable represented calls for malicious or nuisance fire alarms and that imposing a fee on these types of calls has greatly reduced the number of them from years' past. He said that it also showed the University of Rhode Island's commitment to working with KFD on this issue and the strong relationship we have with URI's Department of Public Safety.

Moderator Maier-Sperdelozzi asked if there were any further questions. There were none.

The motion carried unanimously.

**TAX COLLECTOR'S REPORT (SEE HANDOUT)**

**MOTION:** Donald Cobb moved to accept the Tax Collector's Report as presented. Ina Sciabarrasi seconded the motion.

Tax Collector Linda Mendillo presented the Tax Collector's Report. The report was reviewed. Mendillo advised the tax payers that the date of KFD's tax sale is 7/28/16. Cobb asked if KFD has to absorb any of the expenses related to properties going to tax sale. Mendillo replied that all expenses, including title searches, advertising and/or auctioneer fees get passed back to the taxpayer responsible. She noted that to date, KFD has never actually had to hold a tax sale.

Moderator Maier-Sperdelozzi asked if there were any further questions. There were none.

The motion carried unanimously.

**PRESIDENT'S REPORT**

**MOTION:** Sandy Koerner moved to accept the President's Report as presented. Ina Sciabarrasi seconded the motion.

President Donald Cobb gave an oral report. He began by thanking everyone for the work they do for the District. He informed the tax payers that KFD anticipates signing another cooperative agreement with the University of Rhode Island. He noted that the District experienced decreased costs over the past year and that this could be attributed to decreased fuel costs and new equipment that is more efficient. Additionally, he emphasized the intangibles that KFD's volunteer firefighters provide that help keep costs down including routine maintenance. He noted that KFD's firefighters performed 74 hours of vehicle maintenance last year.

Moderator Maier-Speredelozzi asked if there were any questions. There were none.

The motion carried unanimously.

### **OLD BUSINESS**

Moderator Maier-Speredelozzi stated that according to last year's minutes there were no motions tabled or carried forward to attend to at this year's meeting.

Moderator Maier-Speredelozzi asked if there was any other official business under the category "Old Business". There was none.

### **FY2016-2017 BUDGET MOTION (SEE HANDOUT)**

Nathan Barrington presented the Budget. The FY2016-2017 Budget was reviewed. Barrington noted that the proposed operating budget has categorized expenses related to audit, legal, and CPA services together and that this combined line has an increase to include CPA expenses, which were previously applied to part of the District Manager's salary. He noted that the CPA services were needed due to the new Fire District rules. Ted Jakubowski asked how the budget will translate to a tax rate for 2016. Barrington responded that the whole operating budget is about 2% higher and that while we don't have an exact tax rate at this time, it will be less than a 5% increase. Regarding the line in the proposed Capital Projects Fund FY16-17 budget for KFD's contribution to the Radio System Improvement Project, Barrington mentioned that KFD is applying to the USDA for a 55% matching grant towards its Radio System project expenses which will be a hard match for potential grant funding received through RIEMA. He also noted that there is a line for the purchase of new fitness equipment; KFD has not updated or replaced any of this equipment since 1997 when the building was renovated. Barrington also noted that KFD finally received its FY2013-2014 and FY2014-2015 Audited Financial Statements and that the taxpayers could request a copy through Jenifer Madison.

Moderator Maier-Speredelozzi asked if there were any further questions. There were none.

The motion carried unanimously.

**MOTION:** Donald Cobb moved the following Budget Motion: "I move that the budget be approved as presented, and that the Board of Wardens be directed to calculate the tax rate, based on the valuation of assessed property according to the South Kingstown Tax Assessor's rolls as of December 31, 2015, so as to meet the amount of money specified in the budget to be raised by taxation, plus or minus five percent (5%), to account for authorized abatements and additions to the tax roll throughout the tax year." The motion was seconded by Angelo Mendillo. Moderator Maier-Speredelozzi asked if there were any further questions. There were none. The motion carried unanimously.

**MOTION:** Ina Sciabarrasi moved the following Motion: "I move that any surplus funds from fiscal year 2015-16 be transferred into the Capital Projects Fund in a manner consistent with existing policy." The motion was seconded by Elizabeth McNab. Moderator Maier-Speredelozzi asked if there were any further questions. There were none. The motion carried unanimously.

***NOMINATING COMMITTEE REPORT (SEE HANDOUT)***

Moderator Maier-Sperdelozzi asked the tax payers to review the Nominating Committee Report.

**MOTION:** Ina Sciabarrasi moved to accept the Nomination Committee Report, as presented. Vincent Rose seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion carried unanimously.

***NOMINATIONS FROM FLOOR***

Moderator Maier-Sperdelozzi asked if there were any further nominations from the floor. There were none.

***ELECTION***

**MOTION:** There being no further nominations or discussion, Moderator Maier-Sperdelozzi asked for a vote to elect those individuals nominated in the Nominating Committee Report. Donald Cobb moved and Sandy Koerner seconded the motion. The motion carried unanimously.

***OTHER NEW BUSINESS (SEE HANDOUT):***

Moderator Maier-Sperdelozzi asked the electors to refer to the Resolutions to be approved under “Other New Business”

Moderator Maier-Sperdelozzi asked the electors to review the first resolution, *Resolution for Emergency Contingency Fund for Fiscal Year 2016-2017.*

**MOTION:** Donald Cobb moved to accept the Resolution for Emergency Contingency Fund for Fiscal Year 2016-2017, as presented. Ina Sciabarrasi seconded the motion. Moderator Maier-Sperdelozzi asked if there were any questions. There were none. The motion carried unanimously.

Moderator Maier-Sperdelozzi asked the electors to review the second resolution, *Resolution for Radio System Improvements.*

**MOTION:** Ina Sciabarrasi moved to accept the Resolution for Radio System Improvements, as presented. Sam Sciabarrasi seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion carried unanimously.

Moderator Maier-Sperdelozzi asked the electors to review the third resolution, *Resolution Transfer of Funds.*

**MOTION:** Donald Cobb moved to accept the Resolution Transfer of Funds, as presented. Sandy Koerner seconded the motion. Moderator Maier-Sperdelozzi asked if there were any further questions. There were none. The motion carried unanimously.

Moderator Maier-Sperdelozzi asked the electors if there was anything else to be heard under “Other New Business.” Nathan Barrington asked DC Christopher DeGrave to present his report at this time. DeGrave

presented his report noting the successful use of the new FireHouse software which enables KFD to track the tremendous amount of Duty, Training, Maintenance, etc. hours our volunteer Firefighters contribute each year.

**MOTION:** Vincent Rose moved to adjourn. Donald Cobb seconded the motion.

The motion carried unanimously.

The meeting adjourned at 8:01 p.m.

Respectfully submitted,

Jenifer Madison  
Office Manager  
Kingston Fire District (On behalf of Larry Fortin, District Clerk)

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