

Draft - Minutes

Kingston Fire District
Board of Wardens Meeting
26 May 2016

Present: Wardens 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 (departed at 7:00 PM), Chief Nathan Barrington and Office Manager Jenifer Madison.

Absent: Warden Donald Cobb, DC Thomas Reed and DC Christopher DeGrave.

Call to Order: Vice-President Sciabarrasi called the Board of Wardens Meeting to order at 6:30 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: McNab made and Rose seconded a motion to accept Minutes from the Budget Hearing and Wardens Meeting on 4/14/16. The minutes were reviewed. There were no further questions.

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

Tax Collector's Report:

Motion: Rose 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 20 tax accounts that are delinquent with their 2015 tax payments. This includes one remaining account with taxes delinquent for two years. Sciabarrasi asked which years' delinquencies would be up for Tax Sale. Mendillo responded that it would include two years' worth of delinquencies for Tax Rolls 2014 and 2015. KFD's Tax Sale is scheduled for 7/28/16 and 40-day notices will be sent out on 6/13/16. Mendillo also noted that she would be sending out additional notices for the 2015 delinquencies at the end of July. There was no further discussion or questions.

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

URI Report:

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

Baker presented the URI Report. The Board reviewed the report. Baker noted that URI's Graduation went well and that the rain held off so the rain plan did not have to be enacted. He noted that there were 12 Fire Alarms between 4/15/16 and 5/25/16. Barrington responded that 20 years ago, the number would have been 120 calls and that the decrease was due to the fees imposed for malicious and/or unnecessary calls on the campus and the strength of the relationship between KFD and URI. There was no further discussion or questions.

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

Chief's Report:

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

Barrington presented an oral report on behalf of the Chiefs. He noted that he and DC Reed had been working on the Ranger Hall project on campus. And that Reed is continuing to work on it. He let the Wardens know that the Fire Details Fund will dip this month due to the URI Graduation Details and that there were fewer reimbursable Details this year. He noted that KFD should still be able to make a contribution to the Kingston Volunteer Fire Company in honor of Balloon Fest and that we will review the Graduation Details for next year. In terms of the current operating budget, Barrington noted that KFD has close to a \$50,000 surplus at this time due to about a \$23,000 in budgeted vehicle costs that we have not had to absorb and about \$18,000 in fuel cost savings. Barrington and Reed met to discuss spending and made the decision to purchase new airbags during the current fiscal year which will run about \$6,500. Barrington also noted that the RFP that KFD put out for bids for the Flagg Road Repeater site is due tomorrow. We will be applying to the USDA for a 55% matching grant for this project. Barrington let the Board know that all the trucks are in good working condition and that they were part of the Memorial Day Parade and at the Kingston Fair. The trucks will be also out at the annual Chicken Barbeque.

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

Treasurer's Report:

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

Lefebvre presented the Treasurer's Report. She noted that KFD has expended 86% of its budget at this time and is on target. The Board reviewed the report. Baker noted that he will have his office staff work on following up on open accounts receivable for Fire Details. Barrington noted that KFD is still contesting the final FY13-14 Audit bill; Tom Vignali has reached out to Marcum but has had no response at this time. There was no further discussion or questions.

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

Finance Committee up-date/report: Finance Committee Mtg. scheduled for 5/19/16 was cancelled. There were no updates.

Next meetings:

- August 18, 2016 at 9:00 a.m.
- October 20, 2016 at 9:00 a.m.

New Business:

- **Policies to approve/adopt:**

- **Human Resource Policy**

Motion: Rose made and Koerner seconded a motion to adopt the Human Resource Policy.

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

- **Radio Communications System Project Update**

- RIEMA Grants – Barrington let the Board know that the grants to RIEMA for the Radio System Communications Project were written and submitted. He noted that we should hear back from

Page 2 of 3
Draft Minutes
May 26, 2016

RIEMA mid-June. The project would be slated to begin in the summer; we would like all testing complete by the time the foliage is gone. In the event that the RIEMA funding doesn't come through, we will need to revisit the plan and it would have to become a multi-year project since KFD can't afford all the costs upfront. We would need bridge-financing no matter what under this circumstance; we would not get a bill for the bridge loan for a year. Union Fire District has committed \$75,000 towards the project and we would request the rest from the Town.

- Flagg Road Repeater Site Proposal Status – Barrington addressed this in the Chiefs' Report.

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

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

Information:

- Special Olympics Torch Run and Fireworks – June 3, 2016
- 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:

- 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.

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

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Jenifer Madison
Office Manager