

Draft - Minutes

Kingston Fire District
Board of Wardens Meeting
23 June 2016

Present: Wardens Donald Cobb, Ina Sciabarrasi, Elizabeth McNab and Sandra Koerner. 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: Warden Vincent Rose, Chief Nathan Barrington, DC Thomas Reed and DC Christopher DeGrave.

Call to Order: President Cobb called the Board of Wardens Meeting to order at 6:35 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 Koerner seconded a motion to accept the Minutes from the Wardens Meeting on 5/26/16. The minutes were reviewed. There were no further questions.

Sciabarrasi, McNab, and Koerner voted to pass the motion. Rose was absent. Cobb abstained since he was absent during the 5/26/16 meeting.

Tax Collector's Report:

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

Mendillo presented the Tax Collector's Report. The Board reviewed the report. Mendillo let the Board know that the 2016 Tax Sale was cancelled and that the 2014 taxes had been paid for the property that had been up for tax sale. Cobb asked about any fees that had been incurred through the process. Mendillo noted that there was only a \$100 Title Search fee incurred and that the taxpayer paid this with his 2014 bill. There was no further discussion or questions.

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

URI Report:

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

Baker presented the URI Report. The Board reviewed the report. Baker noted that two of the recent events that took place on the campus – *Tour de Cure Bike Race* and *MS Ride the Rhode Bike Race* -- will become annual events. There was no further discussion or questions.

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

Chief's Report:

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

Cobb presented Barrington's report on behalf of the Chief. He noted that the reason why KFD's parking lot was torn up was due to a domestic water line leak but that fortunately URI was going to manage the repair and pay for the costs. He noted that KFD received a positive response from the USDA on our grant funding application

in the amount of \$11,000 for the Fire Ground Site. Year-end fiscals look solid with a strong surplus predominantly due to fuel costs being less than expected, vehicle maintenance costs being contained and the Meals Program budget remaining well in target. DC DeGrave has been active with orientation and recruitment and DC Reed has been working on several projects with both URI and UFD. The Balloon Festival is scheduled for July 22nd – July 24th and Barrington has been working with the Rotary Club on emergency plans; URI has been active in these discussions as well.

UFD's Chief Carney is retiring on July 1st and Barrington noted it would nice if the Board would send him a letter and small token of appreciation for the hard work he contributed in re-establishing good relations between the two Districts. The Board agreed with this and asked Madison to follow-through.

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

Treasurer's Report:

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

Lefebvre presented the Treasurer's Report. The Board reviewed the report. Lefebvre noted that KFD has expended 89% of its budget at this time and is on target. Cobb noted that the budget was very well managed. Madison explained that currently there are FY2016-17 accruals showing in the FY2015-16 budget for some insurance payments and the tax collection software annual maintenance fee that will be moved over before the fiscal year is closed out. Madison also noted that that the Fire Details Fund never became negative even with the URI Graduation Details. Koerner asked what the miscellaneous expenses were for. Madison responded that KFD often receives checks for KVFC and that KFD writes checks to the Fire Company from this line item once we deposit these payments. She noted that KFD's miscellaneous income also reflects these payments. There was no further discussion or questions.

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

Finance Committee up-date/report: There were no updates.

Next meetings:

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

New Business:

- **Election of President, Vice-President and Secretary of the Board of Wardens for 2016-2017**

Motion: Sciabarrasi made and Koerner seconded a motion to nominate Cobb as President of the Board of Wardens.

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

Motion: Sciabarrasi made and McNab seconded a motion to nominate Sciabarrasi as Vice President of the Board of Wardens.

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

Motion: Sciabarrasi made and McNab seconded a motion to nominate Koerner as Secretary of the Board of Wardens.

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

- **Review of Warden Assignments for 2016-2017:** Sciabarrasi will continue to serve on the Finance Committee. Rose will continue to serve on the Nominating Committee. The Board agreed to revisit whether there should be a position serving as liaison to the Fire Company at a later date. There was no further discussion. No motion was made.
- **Appointment of Chiefs:**
Motion: Cobb made and Koerner seconded a motion to re-appoint Chief Barrington, Deputy Chief Reed and Deputy Chief DeGrave for FY2016-2017.

Barrington submitted a letter, in his absence, recommending that Deputy Chief Reed and Deputy Chief DeGrave be re-appointed for FY2016-2017. McNab commended all three chiefs for a job well done. There was no further discussion or questions.

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

- **SOGs to Review:**
 - 40G-019-16-21 Radiological Response Guidelines was presented to the Board. It was put out by the RI Hazardous Material Decontamination Sub-Committee.

Motion: Sciabarrasi moved and Koerner seconded a motion to post the Radiological Response Guidelines.

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

- **Presentation of State Financial Reports:**
 - FY2015-2016 Budget Certification
 - FY2016-2017 Budget Certification

Madison presented these Budget Certifications to the Board. The Board reviewed the reports. There were no further questions. No motions were made.

Old Business:

- **Flagg Road Repeater Site** – Madison informed the Board that KFD received pre-approval notification from the USDA regarding our grant funding application. There is a Letter of Conditions signing scheduled with the USDA on July 1st at 9:00 a.m.

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

Information:

- Balloon Fest – July 22nd – July 24th, 2016

Next Meetings:

- 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: Sciabarrasi made and Koerner seconded a motion to adjourn the meeting.

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

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

Respectfully submitted,

Jenifer Madison
Office Manager