

Draft – Minutes

Kingston Fire District
Board of Wardens' Meeting
18 April 2024

Present: Wardens: Bill Flatley, Sandra Koerner, Elizabeth McNab and Doug Carr. Also present were Treasurer Tom Vignali, Tax Collector Susan Axelrod, URI Director of Public Safety & Chief of Police Michael Jagoda, KFD Tax Assessor Beatrijs Nightingale, Deputy Chief Erik Brierley and District Manager Jenifer Madison.

Absent: Warden Steve Davis and Chief Tom Reed.

Call to Order: President Bill Flatley called the Board of Wardens Meeting to order at 6:47 p.m.

Information/Comments/Questions from the Public: There were no comments from the public.

Approval of Minutes:

Motion: Carr made and McNab Flatley a motion to accept the Minutes from the Wardens Meeting on 03/28/24. The minutes were reviewed. There were no questions.

Flatley, Koerner, McNab and Carr voted to pass the motion. Davis was absent.

Tax Collector's Report:

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

Axelrod presented the Tax Collector's Report. The Board reviewed the report. Axelrod let the Board know that the 2023 collection rate is at 98%. She noted that after sending out delinquency letters in March, we have received some of the past due payments. Axelrod also let the Board know that there is one taxpayer who still owes for 2021, 2022 and 2023. There was no further discussion or questions.

Flatley, Koerner, McNab and Carr voted to pass the motion. Davis was absent.

URI Report:

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

Jagoda presented the URI report. The Board reviewed the report. Jagoda let the Board know URI Public Safety officials are getting ready for the three-day commencement ceremonies at the Ryan Center. There was no further discussion or questions.

Flatley, Koerner, McNab and Carr voted to pass the motion. Davis was absent.

Chief's Report:

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

Brierley presented the Chief's Report in Reed's absence. The Board reviewed the report. He let the Board know that KFD responded to a total of 225 calls for service during 2024 and 45 calls for service so far during the month of April.

Brierley noted that KFD's Decon Team responded to a chemical spill inside a mill in Westerly and that our boat responded to and operated at two calls this month including the helicopter landing in Worden's Pond and a medical emergency at California Jim's Pond in Peace Dale. Brierley also let the Board know that Ladder 2 spent a few days at E,J, Boughton for repairs. He also noted that Carr will discuss a letter written to the URI Vice-President of Finance and Administration.

Brierley let the Board know that KFD has a couple of probationary firefighters that are almost complete with probation and that another member is almost clear to drive the engine and take primary duty. He also noted that one of KFD's older members moved back to the area and is becoming more active. There was no further discussion or questions.

Flatley, Koerner, McNab and Carr voted to pass the motion. Davis was absent.

Treasurer's Report:

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

Vignali presented the Treasurer's Report. The Board reviewed the report. Vignali let the Board know that the budget is trending on track and that while a few individual expense lines may go over budget, the overall is still predicted to be within budget. There was no further discussion or questions.

Flatley, Koerner, McNab and Carr voted to pass the motion. Davis was absent.

Finance Committee Update: There are no updates.

Next Meetings:

- May 16, 2024 at 9:30 a.m.
- August 15, 2024 at 9:30 a.m.
- October 17, 2024 at 9:30 a.m.

New Business:

- **Updates from KFD's Nominating Committee:** Flatley and Koerner reviewed KFD' slate of electors prior to the Annual Meeting. Discussion ensued. No motions were made.
- **KFD's By-Laws – Review of Proposed Revisions:** The Board agreed to table this until the next meeting. Flatley will send the proposed revisions to KFD's legal counsel for review before the next meeting. No motions were made.

Old Business:

- **Update on URI-KFD Cooperative Agreement (CA) Renewal Process :** Carr presented a draft letter written to URI Vice President of Finance and Administration, Abby Benson, requesting a meeting between her and KFD Finance Committee members to discuss a process for future CA renewals.

Motion: Carr made and Flatley seconded a motion to approve and send the letter.

Flatley, Koerner, McNab and Carr voted to pass the motion. Davis was absent.

- **Review of KFD’s Articles of Incorporation:** The Wardens agreed to remove this item from the agenda.
- **Wardens Badges:** Brierley let the Board know that once they pick out the badge that they want, he will order them. McNab will meet with him to review badges.
- **Use of Training Grounds Agreement and Fees:** Brierley let the Board know that he and Chief Reed are starting to review what services the funding should include and what the Union Fire District provides for the payment.
- **Radio System Project Update:** The Board agreed to table this agenda item until the next meeting.

Communications: McNab shared some historical news stories about KFD. No motions were made.

Information: Madison let the Board know that KFD is putting out a Request for Proposals on 04/25/24 soliciting firms to conduct our FY2023-24 audit and that the bids will be opened on 05/16/24. No motions were made.

Future Planning: There was none.

Next Meetings:

- May 6, 2024 at 7:00 PM at the KFD Station – Annual Meeting
- May 23, 2024 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- June 27, 2024 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- August 22, 2024 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 26, 2024 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 24, 2024 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 05, 2024 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

Adjournment:

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

Flatley, Koerner, McNab and Carr voted to pass the motion. Davis was absent.

The meeting was adjourned at 7:37 p.m.

Respectfully submitted,

Jenifer Madison
District Manager