

Draft – Minutes

Kingston Fire District
Board of Wardens' Meeting
07 December 2023

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

Absent: Warden Sandra Koerner and Chief Tom Reed.

Call to Order: President Bill Flatley called the Board of Wardens Meeting to order at 6:38 p.m.

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

Approval of Minutes:

Motion: McNab made and Carr seconded a motion to accept the Minutes from the Wardens Meeting on 10/26/23. The minutes were reviewed. There were no questions.

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

Tax Collector's Report:

Motion: Carr 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 69% and that the 2022 collection rate is at 98.5%. Axelrod let the Board know that money is coming in everyday and that we have a URI student who is helping open the tax mail. She noted that while the tax bills went out a little late this year, the processing of the 2023 payments has been timely. Axelrod let the Board know that there are a few accounts with outstanding balances and there was some discussion about the delinquent accounts and the possibility of a future tax sale. There was no further discussion or questions.

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

URI Report:

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

Jagoda presented the URI report. The Board reviewed the report. Jagoda updated the Board about the outstanding projects on campus. He let the Board know that URI will be hosting a Fall Commencement for the first time on 12/16/23 and that the URI police will be conducting an active shooter training with KFD in the future. There was no further discussion or questions.

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

Chief's Report:

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

Brierley presented an oral Chief's Report. He let the Board know that KFD responded to a fire on Kingstown Road with the Union Fire District (UFD) a couple of weeks ago. Brierley also let the Board know that KFD is working on updating South Kingstown dispatch policies with UFD and that one of KFD's Lieutenant's has worked hard on this project. He noted that KFD's new recruits have been steady since the fall. Brierley also let the Board know that KFD is working on an armed aggressor training in preparation for a response on URI's campus. He noted that KFD has new equipment for our firefighters to use in relation to an armed aggressor response and that this equipment will be introduced to our firefighters this week and that they will be trained on how to treat injured patients during an active shooter response. McNab asked how the Kingston Volunteer Firefighter Company's Christmas Party went; Brierley noted that it went well and that many members attended. There was no further discussion or questions.

Flatley, McNab, Carr and Davis voted to pass the motion. Koerner 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 as expected for about halfway through the fiscal year. Vignali noted that he was able to increase the interest rate on the operating fund from about 0.05% to 4% so this will generate additional revenue. He also let the Board know that he moved some of the Capital Projects savings to a certificate of deposit (CD) which will help increase revenue on that side as well. Jagoda asked about the status of the next URI-KFD Cooperative Agreement renewal. Vignali responded that he, Reed and Madison have been working on budget planning for this and will follow up with Jagoda. Madison noted that KFD would like to understand better what the process will be for this renewal with the staff changes at URI. There was no further discussion or questions.

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

Finance Committee Update: There were no updates.

Next Meetings:

- January 18, 2024 at 9:30 a.m.
- March 21, 2024 at 9:30 a.m.
- 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:

- **Annual Wardens and Open Meetings Schedule for 2024:** Madison presented both a full schedule of meetings based on years' past and a limited schedule, based on a previous discussion during the 4/13/23 Wardens Meeting, which would eliminate the February and July Wardens Meetings.

Motion: Flatley made and Carr seconded a motion to accept the limited schedule.

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

- **Policies for Review and Approval:**

- Travel Policy: Madison presented the draft policy and let the Wardens know it was a new policy. The Board reviewed the policy. Davis asked who the policy applied to; Brierley responded that it applies to the Chiefs and KFD's member firefighters and that he estimates KFD travel takes place three to five times per year. Flatley asked if KFD budgets for this travel; Madison responded yes and that it comes out of Training and Professional Development or potentially can get reimbursed through KFD's SAFER Tuition Reimbursement Program grant as it pertains to firefighter trainings.

Motion: Flatley made and Davis seconded a motion to approve the Travel Policy.

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

- Procurement Policy: Madison recommended that the Board table this policy to a future date since KFD's fiscal staff would like to review further. The Board agreed to table this to a later date.
- Press Relations Policy: Madison presented the draft policy and let the Board know it was a current policy up for review. The Board reviewed the policy. Flatley asked about press releases and where they originate from; Brierley responded that KFD usually defers to the State Fire Marshal Office or URI Public Safety regarding press releases.

Motion: McNab made and Davis seconded a motion to approve the Press Relations Policy.

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

- **Review of KFD's By-Laws**: The Board agreed to table this topic until the 1/25/24 meeting. Madison will e-mail out the current By-Laws and Articles of Incorporation beforehand for review.

Old Business:

- **Wardens Badges**: Brierley presented different types and ideas for Wardens badges to the Board. McNab said that she would review what Brierley presented and make some recommendations. This issue will be discussed further at the 1/25/24 Wardens Meeting.
- **Use of Training Grounds Agreement and Fees**: The Board agreed to table this topic.
- **Radio System Project Update**: The Board agreed to table this topic.

Communications: There was no update. No motions were made.

Information: McNab shared some old historical articles regarding KFD.

Future Planning: There was none.

Next Meetings:

- January 25, 2024 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- March 28, 2024 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- April 18, 2024 at 6:30 PM at the KFD Station – Budget Hearing

- April 18, 2024 at 6:30 PM (following Budget Hearing) at the KFD Station – Monthly Wardens Meeting
- 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: McNab and Davis seconded a motion to adjourn the meeting.

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

The meeting was adjourned at 7:21 p.m.

Respectfully submitted,

Jenifer Madison
District Manager