

*Draft – Minutes*

Kingston Fire District  
Board of Wardens' Meeting  
27 July 2023

**Present:** Wardens: Bill Flatley, Elizabeth McNab, and Doug Carr. Also present were Tax Collector Susan Axelrod, URI Director of Public Safety & Chief of Police Michael Jagoda (departed at 6:51 p.m.) and District Manager Jenifer Madison.

**Absent:** Warden Sandra Koerner, Treasurer Tom Vignali, Chief Tom Reed, and Deputy Chief Erik Brierley.

**Call to Order:** President Bill Flatley called the Board of Wardens Meeting to order at 6:40 p.m.

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

**Approval to Amend the Agenda:**

**Motion:** McNab made and Carr seconded a motion to amend the Agenda to hear the URI Report before the Tax Collector's Report tonight to accommodate Jagoda's schedule. There were no questions.

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

**Approval of Minutes:**

**Motion:** McNab made and Carr seconded a motion to accept the Minutes from the Wardens Meeting on 05/25/23. The minutes were reviewed. There were no questions.

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

**URI Report:**

**Motion:** McNab made and Carr seconded a motion to accept the URI Report. Jagoda presented the report. He let the Board know that the non-police officer side of URI Public Safety is now fully staffed and that they are in the process of hiring more police officers to fill the vacancies. He also noted that the Jehovah's Witness Convention will take place at the Ryan Center over two weekends in August. There was no discussion or questions.

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

**Tax Collector's Report:**

**Motion:** Carr made and McNab seconded a motion to accept the Tax Collector's Report. Axelrod presented the report. Axelrod let the Board know that it has been a quiet month and that she is starting to gear up for next year's tax collection. She noted that she has finally received long overdue training on the new tax software because Vision Government Solutions provided a training to the Union Fire District (UFD) and the Town of South Kingstown since they are both rolling out the new tax software during the upcoming tax collection season and she attended the training with them. Axelrod let the Board know that there is one tangible tax account and three residential tax accounts which are delinquent for 2020, 2021 and 2022. She noted that she checked with the Town to see if they will be pursuing any of the same accounts for tax sale. There was some discussion over whether KFD needed to go to tax sale with these accounts and what that entails. Axelrod also let the Board know that we got paid

over the summer for another delinquent account that the Town did take to tax sale. There was no further discussion or questions.

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

### **Chief's Report:**

**Motion:** Carr made and McNab seconded a motion to accept the Chief's Report. Madison presented the Chief's Report in Reed's absence. She let the Board know that to date, KFD has responded to a total of 407 emergency responses this year and 50 calls for service during the month of June. Madison let the Board know that there have been no major emergencies this summer so far and that KFD assisted UFD with a small fire in Town over the past weekend. She noted that there have been no major repairs or breakdowns recently in regard to maintenance. Madison reported that KFD residents and crews painted the day room and that they also custom-designed and installed a new entertainment center. In terms of apparatus, Madison noted that prices and figures for the replacement of the rescue truck have been obtained and we are reviewing the options and figuring out what is best going to fit our needs. She also noted that the South Kingstown Radio Project is in progress and that all the antenna sites have been upgraded and installed and that the project will hopefully be tested and completed by October. Madison let the Board know that Reed reported that KFD's 100<sup>th</sup> Celebration was a success and that we received a lot of positive feedback. Madison also let the Board know that Reed reappointed Erik Brierley to Deputy Chief and that he accepted.

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

### **Treasurer's Report:**

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

Madison presented the Treasurer's Report in Vignali's absence. The Board reviewed the report. Madison went over the profit and loss statements for the operating budget for FY2022-23 and FY2023-24. She noted that the FY2022-23 budget had a healthy surplus and that the FY2023-24 was trending as expected. Madison also reviewed the FY2022-23 Capital Projects budget with the Board and noted that KFD has not expensed anything from the FY2023-24 Capital Projects budget yet. There was no further discussion or questions.

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

**Finance Committee Update:** There were no updates.

#### **Next Meetings:**

- August 17, 2023 at 9:30 a.m.
- October 19, 2023 at 9:30 a.m.

### **New Business:**

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

**Motion:** McNab and Carr seconded a motion to nominate Flatley as President of the Board of Wardens.  
Flatley, McNab and Carr voted to pass the motion. Koerner was absent.

**Motion:** Flatley made and Carr seconded a motion to nominate Koerner as Vice-President of the Board of Wardens.

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

**Motion:** Flatley made and Carr seconded a motion to nominate McNab as Secretary of the Board of Wardens.

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

- **Review of Warden Assignments for 2023-2024** -- the Wardens agreed to:
  - Assign Carr as the Finance Committee Representative
  - Assign Flatley as Radio Committee Representative
  - Assign Koerner and Flatley as the Nominating Committee Co-Representatives
  - Assign Carr as the By-Laws Review Committee Representative

- **Appointment of Chief:**

**Motion:** McNab made and Carr seconded a motion to appoint Tom Reed as Chief for FY2023-2024.

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

- **Appointment of Deputy Chief and Coordinator:** Reed let the Board know that he is re-appointing Erik Brierley as Deputy Chief in his Chief's Report (see above.) Madison let the Board know that Reed re-appointed Will Summerly as Maintenance Coordinator for FY2023-24 through an e-mail to her.
- **Open Warden's Position:** Flatley let the rest of the Board know that he reached out to three people to find out if they were interested in the open Warden's position and noted that he will follow up and invite them to attend the next Wardens Meeting. Discussion ensued regarding other potential candidates who may be interested in filling the position. Flatley encouraged all the other Wardens to approach people they know to see if they would be interested and invite them to the next Wardens Meeting.

#### Old Business:

- **Review of KFD's Legal Needs:** Flatley let the Board know that KFD has engaged an attorney to be our legal representative and noted that there is no retainer and we will be billed by the hour. Flatley let the Board know that he will follow up to see if any next steps are needed. There were no questions or further discussion.
- **Update of KFD's Articles of Incorporation:** Carr let the Board know that KFD's amended Articles of Incorporation have been passed by the RI Legislature and will be signed by the governor. There were no questions or further discussion.
- **Use of Training Grounds Agreement and Fees:** Madison let the Board know that KFD paid the invoice to UFD for the use of the training grounds during FY2023-23. There was no discussion or questions.

- **Radio System Project Update:** This was covered in the Chief's Report (see above.)
- **American Rescue Plan Act – Covid-19 Response and Recovery (ARPA) Funding Update:** There was no update. No motions were made.

**Communications:**

- Flatley noted that KFD received a nice note from Save the Bay for our in-memoriam donation.
- McNab shared a blurb from *The Independent* about a library story time that was held at the KFD station on 7/28/23.

**Information:** On behalf of the Board, McNab commended the Kingston Volunteer Firefighter Company and especially Officers Lauren Hannon, Charles Hall and Robert Hutchinson for the wonderful 100<sup>th</sup> Celebration that they planned and executed.

**Future Planning:** The Board agreed to start reviewing KFD's By-Laws during the next meeting now that the amended Articles of Incorporation have been passed.

**Next Meetings:**

- August 24, 2023 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 28, 2023 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 26, 2023 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 07, 2023 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

**Adjournment:**

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

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

The meeting was adjourned at 7:46 p.m.

Respectfully submitted,

Jenifer Madison  
District Manager