

## *Minutes*

Kingston Fire District  
Board of Wardens' Meeting  
28 July 2022

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

**Absent:** Warden Mark Barabe.

**Call to Order:** President Bill Flatley called the Board of Wardens Meeting to order at 6:30 p.m.

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

### **Approval of Minutes:**

**Motion:** Koerner made and McNab seconded a motion to accept the Minutes from the Wardens meeting on 6/23//22. The minutes were reviewed. Madison asked if the Board appointed anyone to the By-Laws/Articles of Incorporation Committee because it was not noted in the Minutes. Flatley responded that Carr was. Madison noted that she would revise the Minutes to reflect that addition. There were no further comments or questions.

Flatley, Koerner and McNab voted to pass the motion with the correction. Carr abstained since he was not present during the 6/23/22. Barabe was absent.

### **Tax Collector's Report:**

**Motion:** McNab made and Carr 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 2021 tax roll collection rate is at 98.33%. She noted that on 8/1/22, KFD will be sending out delinquency notices to 17 residential accounts (of which 10 include balances from their 2020 taxes) and 6 tangible accounts. There was no further discussion or questions.

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

### **URI Report:**

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

Jagoda presented the URI Report. The Board reviewed the report. There was no further discussion or questions.

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

**Chief's Report:**

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

Reed presented the Chief's Report. Reed let the Board know that to date, KFD responded to a total of 336 emergency responses this year with 55 calls so far this month. He noted that there was a fatal motor vehicle accident on Route 1 and a cardiac arrest at BOSS Ice Arena and that our teams worked well with other responding agencies. Reed let the Board know that there are no new maintenance issues and that KFD has a new sign installed over the bays. He also let the Board know that we are very early in the process of building a replacement vehicle for Rescue 6 and that based on contract and delivery times we are still two years out and are not going to bid or spec yet. Vignali asked if KFD would be replacing Rescue 6 with another rescue versus another type of vehicle; Reed replied that right now he is leaning towards a new rescue and keeping Engine 8 as a backup because we will get more money from selling the rescue. Reed also let the Board know that there have been discussions between URI, the State Fire Marshal's Office and himself about projects on campus and he noted that there is a new State Fire Inspector assigned to the campus. Lastly, he noted that KFD needs to formalize a plan with the Union Fire District regarding the annual invoice we receive from them for use of the training grounds. Reed reminded the Board that to date, there is no memorandum of understanding regarding the training grounds.

Brierley presented an oral Deputy Chief's Report. He let the Board know that one of KFD's probationary members passed their test to become a full member. He also noted that there was a lot of interest during orientation. Brierley let the Board know that KFD just finished a hosting a three-day elevator rescue class at URI and that eight KFD firefighters attended the tech class and that we had attendees from all over Rhode Island as well as some from Massachusetts. There was no further discussion or questions.

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

**Treasurer's Report:**

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

Vignali presented the Treasurer's Report. The Board reviewed the report. Vignali highlighted the status of KFD's fund balances and went over the unaudited FY2021-22 year-end profit and loss statements as well the current profit and loss statements with the Board. He noted that the year-end profit and loss is trending towards a surplus. Vignali also let the Board know that though we did receive an invoice from the Town of South Kingstown for the radio system project, it was not for the entire amount and we are expecting more invoices. He noted that we will encumber the rest of the amount budgeted in the FY2021-22 Capital Projects Fund for the radio system project into the current fiscal year. There was no further discussion or questions.

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

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

**Next Meetings:**

- August 18, 2022 at 9:30 a.m.
- October 20, 2022 at 9:30 a.m.

## New Business:

- **Policy Updates for Review:**

- Policy Review Standards – Flatley let the Board know that we are in the process of reviewing KFD’s policies overall and that we need to understand and stay on top of the policy process. Reed let the Board know that we are trying to streamline KFD’s process for reviewing, approving and managing our policies and standard operating guidelines. Reed noted that we are trying to have less policies and more operating guidelines and we are in the process of differentiating what needs to be a policy and what could be a fire operation guideline. He let the Board know that policies will come from the Chief’s Office and will be still reviewed and approved by the Board of Wardens; fire operations guidelines will not need to be reviewed and approved by the Board of Wardens but Reed will keep them apprised of changes during our monthly Wardens Meetings. He noted that this way the Board will not have to review technical operations and will allow us greater flexibility in updating or changing them as the need arises.
- Press Relations – Reed noted that the proposed change to KFD’s Press Relations Policy does not authorize or require our firefighters to talk to the press or media. Under the proposed change, the Fire Chief or the President of the Board of Wardens will oversee the release of public information concerning KFD.

The Board agreed to post the policy changes for review.

## Old Business

- **Radio System Project Update:** Reed let the Board know that the project is going slower than anticipated and that groundbreaking has not started yet due to supply chain and engineering issues. He added that the project is also being held up in the Town of South Kingstown’s legal department because costs are higher than expected. He noted that the Town has invoiced us for engineering fees that have been paid so far. Reed also let the Board know that there is a change order because a radio tower was relocated and he is unsure how much the costs have increased or and how they will be absorbed. He did let the Board know that the good news is that neither fire district needs new infrastructure (i.e. radios). There was no further discussion or questions.
- **Update on KFD’s Articles of Incorporation:** The Board agreed to table this item until Barabe is present at a future meeting. There was no discussion or questions.
- **American Rescue Plan Act (ARPA) Covid-19 Response and Recovery Funding:** Reed let the Board know that there is no update. There was no discussion or questions.

**Communications:** There were none. No motions were made.

**Information:** Robert Civetti, CPA will be at KFD on 8/9/22 for audit preparation.

**Future Planning:** Flatley requested that the Training Grounds agreement and fees be placed on the 8/25/22 Agenda.

**Next Meetings:**

- August 25, 2022 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 22, 2022 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 27, 2022 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 01, 2022 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

**Adjournment:**

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

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

The meeting was adjourned at 7:24 p.m.

Respectfully submitted,

Jenifer Madison  
District Manager