

Minutes

Kingston Fire District
Board of Wardens' Meeting
27 October 2022

Present: Wardens Bill Flatley, Elizabeth McNab and Mark Barabe. Also present were Rob Salmani, CPA, Wadovick & Co. (departed at 7:12 p.m.), Robert Civetti, CPA, Tax Collector Susan Axelrod, Treasurer Tom Vignali, Deputy Chief Erik Brierley and District Manager Jenifer Madison.

Absent: Wardens Sandra Koerner and Doug Carr. URI Director of Public Safety & Chief of Police Michael Jagoda and Chief Tom Reed.

Call to Order: President Bill Flatley called the Board of Wardens Meeting to order at 6:34 p.m.

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

Promotion to Firefighter: Brierley introduced Michael Mancino to be promoted to Firefighter. Brierley congratulated him on the completion of his probationary training and had him repeat the Kingston Fire Department oath before presenting him with his badge and certificate as a full-time member of the KFD. The Board congratulated and welcomed the Mancino.

New Business:

- **FY2021-22 Draft Audit Presentation:** Salmani from Wadovick & Co. and Civetti presented the final draft of the FY2021-22 Audit. They let the Board know that KFD had a very healthy and strong balance sheet, a healthy surplus, strong internal controls and was in "good financial shape." They also noted KFD had no new additions to debt, was doing a good job with tax collection and is in compliance with the budget the taxpayers voted on. There were no questions.

Motion: Barabe made and Flatley seconded a motion to accept the FY2021-22 Audit Report. There was no further discussion or questions.

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

Approval of Minutes:

Motion: McNab made and Barabe seconded a motion to accept the Minutes from the Wardens Meeting on 9/22/22. The minutes were reviewed. There were no questions.

McNab and Barabe voted to pass the motion. Flatley abstained since he was not present at the 9/22/22 meeting. Koerner and Carr were absent.

Tax Collector's Report:

Motion: Barabe 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 2021 tax roll collection rate is at 98.8%. She noted that KFD has received some small amounts for 2021 taxes over the last month. Axelrod let the board know that the 2022 tax bills are supposed to go out tomorrow but that she still needs to review the bills and is waiting for Vision to send them to her for review. She also let the Board know that Dorald Beasley, KFD Tax Assessor, certified the 2022 tax roll. There was no further discussion or questions.

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

Motion: McNab made and Barabe seconded a motion to accept the URI report.

The Board reviewed the URI report. There were no questions.

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

Chief's Report:

Motion: Barabe made and Flatley seconded a motion to accept the Chief's Report.

Brierley presented the Chief's Report in Reed's absence. Brierley let the Board know that to date, KFD responded to a total of 597 emergency responses this year with 85 calls so far this month. He noted that the increase in calls this month over our normal average were mostly EMS calls due to the URI Ambulance being out of service for about two weeks so KFD was supporting South Kingstown EMS and other transporting services on the campus during that period. Brierley let the Board know that there were no major incidents to report and that two of our calls involved the water tanker incident on Route 138 which thankfully had no major injuries and assisting a three-year old who was entrapped in a cat play tower at her grandmother's house; both child and cat tower walked away unscathed. Brierley noted there was also a rollover the other day off of Stony Fort Road and that the driver was okay. Brierley let the Board know that all the trucks underwent their annual inspections last month. He noted that an issue with Ladder 2, which was thought to be minor, turned out to be a large and costly repair resulting in a \$13,000 plus invoice. He noted that the entire rear of the truck's suspension had to be disassembled, parts replaced and then reassembled; but that the truck is now back in full service. Brierley also noted that this past weekend some of KFD's firefighters traveled to Block Island to conduct training with their fire department, which was a joint venture through the Rhode Island Southern Firefighters' League, and that next week our firefighters will assist the Union Fire District (UFD) with training firefighters from Greece.

Brierley presented an oral Deputy Chief's Report. He let the Board know that KFD has had good recruitment so far this year and that three of our applicants just moved on to their probationary training so currently KFD has five probationary members and four others in the applicant phase. He noted that the majority of these recruits are new incoming URI students. McNab asked how many residents KFD has currently; Brierley responded that we have eight residents. There was no further discussion or questions.

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

Treasurer’s Report:

Motion: McNab made and Barabe seconded a motion to accept the Treasurer’s Report.

Vignali presented the Treasurer’s Report. The Board reviewed the report. Vignali reviewed KFD’s current balance sheet, profit and loss statements and accounts receivable report with the Board. There was no further discussion or questions.

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

Finance Committee Update: Barabe presented the information that was discussed at the 10/20/22 Finance Committee Meeting. He let the Board know that our auditors from Wadovick & Company and Robert Civetti, CPA were present and reviewed KFD’s draft FY2021-22 audit with the Committee and that the Committee recommended that the report be presented to the full Board for approval. Barabe also let the Board know that the Committee discussed the proposed Fund Balance Policy (see below) and recommended it be presented to the Board for review.

Next Meetings:

- To Be Determined

Other New Business:

- **Policy Review:**

- Fund Balance Policy – Civetti presented the proposed draft policy. The Board reviewed the policy and discussed.

Motion: McNab made and Barabe seconded a motion to present the proposed Fund Balance Policy to KFD’s taxpayers at our 2023 Annual Meeting for review and approval.

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

- **Review of Ladder 2 Repair and Approval to Expense it to Capital Projects Under the Resolution for Emergency Contingency Fund:** Vignali reviewed the unanticipated repair expense to Ladder 2 that was mentioned in the Chief’s Report with the Board and recommended that they move the \$13,479 expense to KFD’s Capital Project Fund under KFD’s Resolution for Emergency Contingency Fund approved by the taxpayers on 5/2/2022.

Motion: Barabe made and Flatley seconded a motion to move the \$13,479 unanticipated Ladder 2 repair expense from the general fund to the capital project fund under KFD’s Resolution for Emergency Contingency Fund approved by the taxpayers on 5/2/22.

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

- **Review of KFD's Changing Banking Needs:** Vignali let the Board know that KFD's capital projects fund is held by Santander Bank and that currently we are designated as an association and not a municipality based on the way the original account was set up. He noted that in order to continue banking with Santander, KFD would need to be redesignated as a government account and that we would need to do our business with the Boston office. He let the Board know that this would be harder logistically and that he would prefer local customer service. Vignali requested that the Board allow KFD to close our Santander Bank accounts.

Motion: Flatley made and Barabe seconded a motion to allow the Treasurer to close KFD's money market and checking accounts at Santander Bank.

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

- **Review of KFD's Legal Needs:** Flatley let the Board know that he felt KFD's legal representation is not meeting KFD's needs based on how the process went with trying to get KFD's proposed changes to our Articles of Incorporation approved by the Rhode State Legislature. He noted that KFD was left out of the loop by our legal representation, it took too many phone calls to get a response and that the representation did not seem to know RI Open Meeting Law. The Board agreed to continue this discussion at a future Board Meeting.

Old Business:

- **Use of Training Grounds Agreement and Fees:** Brierley let the Board know that Reed is still trying to meet with UFD Administrator, John Blessing, about this issue. He noted that Reed and he feel strongly that KFD should be able to deduct the training ground supply expenses we incur from the \$6,000 fee we pay UFD each year for use of the grounds.
- **Radio System Project Update:** The Board agreed to table this to a future meeting when Reed is present.
- **Update on KFD Articles of Incorporation:** This was covered under the Review of KFD's Legal Needs above.

Communications: None. No motions were made.

Information: KVFC Xmas Party – December 10th, 2022 at Tavern on Main

Future Planning: None

Next Meetings:

- December 01, 2022 at 6:30 PM at the KFD Station - Monthly Wardens Meeting

Adjournment:

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

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

The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Jenifer Madison
District Manager