

**UNION FIRE DISTRICT BOARD OF WARDENS
MEETING MINUTES
131 ASA POND ROAD, WAKEFIELD, RI 02879
September 15th, 2025
7:00 p.m.**

Wardens: Present: Mark Nelson (Chairman), Richard Collinson, Kathleen Mack, and Joeseeph Mason

Others Present: Chief Steven Pinch, Legal Counsel Tim Bliss, District Administrator Brian Mahoney

Absent: Warden Anthony Manzo

CALL TO ORDER: Warden Nelson calls the meeting to order and confirms the presence of the Board of Wardens for the Union Fire District of South Kingstown (UFD) at 7:00 p.m.

APPROVAL OF MINUTES OF THE WARDENS MEETING:

Warden Collinson makes a motion to approve the minutes from the August 18, 2025 Wardens meeting. Warden Mack seconded the motion. All voted in favor, and the motion carried.

COMMITTEE REPORTS:

Chief's Report

- Chief Pinch reports on the acquisition of three new trucks and coordination efforts by Mechanic Matt Coyle. He thanks the Board of Wardens for making these purchases.
- The Chief discusses ongoing efforts to fill gaps in duty coverage and participation in the High Fives for Heroes program at South Kingstown public schools.
- Chief Pinch provides an update on the first practical assignment for the fire service class which included 3 practicals. He discussed distribution of gear and uniforms.

Building Committee Report

- Warden Nelson mentions that the building committee has met, and the station three addition bid process will be starting soon. He also updates that the Matunuck station has ongoing punch list items to be completed.

Training Report

- Chief Bradley reports that there are a few UFD members taking the Fire 1 and Fire 2 courses at the academy.

Recruitment and Retention Report

- Chief Pinch reports there have been 18 applicants since the last meeting, 13 SK students and 5 others.
- The Chief reports that over 35 UFD members participated in the clay shoot and it was a great event. He also spoke about the next planned event which will be a banquet.

Truck Report

- Chief Cinquegrana reports engine 11 and engine 18 are out of service. He reports that engine 13 is waiting on radios to be installed.

IT Report

- Captain Allbee reports that the licenses are in place for the .Gov platform and that everyone should be migrated by next month.

Grant Report

- Kevin Quinn reports about the latest incentive offered by the RI Fire Chiefs including 2 upcoming recruitment and retention classes in October.

OLD BUSINESS:

Discuss, and potential motion(s) to approve Tower Construction change proposals #23. Tabled at 8/18/25 meeting.

- District Administrator Mahoney reports that CP 23 for floor skimming work has been discussed with the project architect and Tower Construction and they are looking for a final decision on this CP. Discussion was had about the initial design, specifications, and overall cost of this CP. Warden Collinson made a motion to counter CP23 with an offer to pay 50% of the total \$5,640.74. Warden Nelson seconded the motion. All voted in favor, and the motion carried.

NEW BUSINESS

CP 28 Matunuck

- District Administrator Mahoney discussed change proposal number 28, a credit to the Union Fire District for uninstalled roof winter electric heating lines. Dan Nolan gave further details about why it was decided to not pursue the heating lines. Warden Nelson made a motion to accept the deduct change order credit. Warden Mack seconded the motion. All voted in favor, and the motion

Motions and approvals of events and administrative items

- Warden Nelson makes a motion to approve use and waiving of fees for the training grounds by the Narragansett Fire Department on 10/6/25 and 10/8/25. Warden Collinson seconded the motion. All voted in favor, and the motion carried.
- Warden Mack makes a motion to approve use and waiving of fees for the training grounds for the Providence Safety and Survival conference on 10/19/25. Warden Collinson seconded the motion. All voted in favor, and the motion carried.
- The Wardens, Chief Pinch, Treasurer, and District Administrator discussed the current credit card limit and total number of credit cards. Further discussion was had about use cases and reasons we have run into issues with the current credit card setup. The board members directed the Treasurer to request an increase from the credit card company, and no vote was necessary at this time.
- District Administrator Mahoney presented the board with an October 2025-June 2026 calendar for Warden and Budget meetings. Warden Mack makes a motion to approve

the calendar with an additional budget meeting being added 1/12/25. Warden Collinson seconded the motion. All voted in favor, and the motion carried.

Motions and approvals of projects and equipment

- Warden Nelson makes a motion to approve the purchase and installation of a flagpole at Matunuck Station from Rhode Island Flags LLC for \$2,060. Warden Mack seconded the motion. All voted in favor, and the motion carried.
- Warden Mack makes a motion to approve purchase and installation of rubberized floor tiling for the UFD gym from Rawlings Floor for \$9,553.64. Warden Collinson seconded the motion. All voted in favor, and the motion carried.
- Warden Collinson makes a motion to approve the purchase of (4) picnic tables for the UFD training ground outdoor classroom from Picnic Tables Plus for \$1,900. Warden Mack seconded the motion. All voted in favor, and the motion carried.
- Warden Mack makes a motion to approve the purchase of 14 all-in-one computers from Dell Technologies for \$15,283.52. Warden Nelson seconded the motion. All voted in favor, and the motion carried.
- Warden Mack makes a motion to approve the purchase of (6) VP-8000 portable radios with accessories and licenses from Marcus Communications for \$32,120.08. Warden Mason seconded the motion. All voted in favor, and the motion carried.
- Warden Nelson makes a motion to approve the purchase of (5) firefighter gear storage racks for West Kingston and Wakefield stations from CES Specialties for \$6,882.80. Warden Collinson seconded the motion. All voted in favor, and the motion carried.

Motions and approvals of Fire Marshals department equipment

- Warden Collinson makes a motion to approve of a digital drafting table for the fire marshal's office from Volanti for \$4,318. Warden Mason seconded the motion. All voted in favor, and the motion carried.
- The Fire Marshall reports that the new training unit can be learned by anyone and will be an upgrade from the current unit which is not fully functional. He reports the old training unit will be sold. Warden Nelson makes a motion to approve of a Bullseye digital fire training device for the fire marshal's office from NAFCO for \$22,605.61. Warden Collinson seconded the motion. All voted in favor, and the motion carried.

Energy Savings

- District Administrator Mahoney discusses lighting, HVAC, and building envelope projects for the admin building and stations. He notes that the buildings have been reviewed and RI Energy will be sending us an incentive proposal to replace and upgrade current lighting and HVAC systems which would also lead to monthly energy savings. He also addresses that lighting savings through these programs is going away due to code change so we should use this program to save and upgrade the UFD buildings now.

Executive Session Move

- Warden Nelson makes a motion to move the executive session until after the comments from citizens/firefighters on the agenda. Warden Collinson seconded the motion. All voted in favor, and the motion carried.

Fire Marshal, Tax Collector, and Treasurers Reports

- Warden Mack makes a motion to table Fire Marshal's report for July 2025. Warden Collinson seconded the motion. All voted in favor, and the motion carried.
- Warden Mack makes a motion to approve the tax collector's report and collection of cash receipts report for August 2025. Warden Collinson seconded the motion. All voted in favor, and the motion carried.
- Discussion was had about PO purchasing log. Warden Mack makes a motion to approve the PO log from 7/15/25-08/10/25. Warden Collinson seconded the motion. All voted in favor, and the motion carried. District Admin Mahoney reported that the IT team is working on a shared version of the PO log to make it more efficient for him and Chief Pinch to access.

COMMENTS FROM CITIZENS/FIREFIGHTERS

- Fire Marshal Bernier mentioned Fire Prevention month in October and requests permission to put up fire prevention signs at various locations. Warden Nelson agrees these signs should go up.
- A representative from Station 2 recognized and thanked Warden Mason for his help with their upcoming community day. Warden Nelson mentioned visiting the station and that it looked in good shape for the event.
- Chief Pinch reminds everyone about the memorial and parade event on 09/25/25 and is happy to see the parade starting up again.
- Warden Collinson speaks about the upcoming public outing event at Station 3 on 10/12/25

Executive Session General law 42-46-5 (5)

- Warden Nelson makes a motion to enter into executive session per RI General law 42-46-5 (5). Warden Collinson seconded the motion. All voted in favor, and the motion carried. Executive session was entered at 7:55pm.
- Warden Nelson announces that the board is back in open session at 8:22pm and that (2) vote were taken. He explains that both votes were unanimously approved. The first vote was to turnover the property at 300 Columbia Street to the Town of South Kingstown after the signing of the 45-year lease extension for Station 3 Forestry. He notes that this agreement would include the town allowing the UFD to supply and place a commemorative plaque on the 300 Columbia property. The second vote was to seal the minutes of the executive session.

AJOURNMENT

- After all business was completed Warden Nelson asked for a motion to adjourn. Warden Collinson makes a motion to adjourn. Warden Mason seconded the motion. All voted in favor, and the motion carried. Meeting adjourned at 8:24pm.

Respectfully submitted,

Brian C. Mahoney
District Clerk

Date Amended_____

Date Accepted_____

I, Brian C. Mahoney, do certify that the attached minutes are a true and accurate copy of the September 15, 2025, meeting of the Board of Wardens of the Union Fire District and that they have not been amended except as cited above.

Brian C. Mahoney
District Clerk