

**UNION FIRE DISTRICT BOARD OF WARDENS
MEETING MINUTES
131 ASA POND ROAD, WAKEFIELD, RI 02879
October 20th, 2025
7:00 p.m.**

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

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

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 October 06, 2025 Wardens meeting. Warden Manzo seconded the motion. All voted in favor, and the motion carried.

COMMITTEE REPORTS:

Chief's Report

- Chief Pinch reports on various activities, including the groundbreaking for the new high school and the posting of a video highlighting female firefighters featuring Ruth from Station Eight.
- The department is working on a public service announcement video about the "move over" law in collaboration with West Kingston station.
- A new UFD postcard calendar is being created to promote the department and provide information to new homeowners and to hand out at events.
- District physicals were conducted and there were 20 participants.
- The Chief notes that website has been updated with current run numbers and photos from the past three years.
- He updated that the SK High School class completed their medical training last week and are moving onto building construction and hose work.

Building Committee Report

- District Administrator Mahoney reports no new items for the building committee and that there is an outstanding invoice for tower construction.
- He then brought up that the final bid package for Station 3 is being prepared by the architect, and the project should be out to bid soon.

Training Report

- Chief Bradley speaks about efforts to secure guest speakers for upcoming training sessions.

- He reports that firefighter classes are progressing well, and the coordinators are managing the classes effectively.

Recruitment and Retention Report

- Chief Duckworth reports that TJ is heading up the banquet planning and the event has moved from the fall to early spring.
- He reports there have been no new applicants since the last meeting.

Truck Report

- Chief Cinquegrana reports engine 18, Ladder 1, and engine 12 are out of service. He notes that Ladder 1 has a radiator issue which will take 6-12 weeks to repair. and engine 18 are out of service. He reports that engine 13 is waiting on radios to be installed.

IT Report

- Captain Allbee provides an update on the network switches and email conversion at the Admin Building. He notes that old server will be decommissioned once the new system is fully operational.

Grant Report

- Warden Nelson asks for a grant report. There is no grant report at this time.

NEW BUSINESS

Motions and approvals of a purchase and administrative item

- Warden Manzo makes a motion to approve the purchase of (30) AV3000 masks and bags from MES for \$14,675.20. Warden Mack seconded the motion. All voted in favor, and the motion carried.
- Warden Mack makes a motion to approve the posting to hire an administrative position. Warden Manzo seconded the motion. Discussion highlighting the positions' part time flexible hours was had. All voted in favor, and the motion carried.

Station 2 public dinner event

- A representative from station 2 address the board of Wardens to discuss the annual station pasta dinner on November 12, 2025.
- He notes the event will include liquor baskets for raffling, and the board does not object. No formal vote was taken as this was a discussion-only item.

Gym flooring project and equipment use policy

- District Administrator Mahoney provides an update on the gym work timeline to move the equipment and notes that Rawlings flooring will complete the work at the end of the month.

- Chief Pinch discussed the current SOG and policy for equipment access by UFD members and non-members. He speaks about the SOG policy needing revisions and updating which will be brought to the board of Wardens at the next meeting.

District maintenance project update

- District Administrator Mahoney provides a status update on various maintenance projects across the stations.
- Specific updates include roof replacement at station 1, new gear racks at station 2 and 9, gas stove replacement at station 2, and a new garage door motor for station 5. He notes that the station 1 roof replacement and admin gate project bids should be completed soon.
- The Administrator notes he will be reviewing all upcoming projects that need to be completed in FY26 including a new generator and the purchase of more gear racks.

Fire Marshal, Tax Collector, and Treasurers Reports

- Warden Manzo makes a motion to table Fire Marshal's report for September 2025. Warden Collinson seconded the motion. All voted in favor, and the motion carried.
- Warden Manzo makes a motion to approve the tax collector's report and collection of cash receipts report for September 2025. Warden Mack seconded the motion. All voted in favor, and the motion carried.
- Warden Mack makes a motion to approve the Treasurer's report. Warden Collinson seconded the motion. All voted in favor, and the motion carried.

COMMENTS FROM CITIZENS/FIREFIGHTERS

- The Wardens remind the crowd that Sunday at 9AM there is a volunteer group coming to move the equipment if anyone would like to join.
- District Administrator Mahoney thanked the Chiefs, full-time staff, and IT team for all additional help they have given with currently being down 1 employee.
- Warden Nelson thanks all the firefighters for their hard work on recent calls.

AJOURNMENT

- After all business was completed Warden Nelson asked for a motion to adjourn. Warden Manzo makes a motion to adjourn. Warden Mack seconded the motion. All voted in favor, and the motion carried. Meeting adjourned at 7:25pm.

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 October 20, 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