

**UNION FIRE DISTRICT BOARD OF WARDENS
MEETING MINUTES
131 ASA POND ROAD, WAKEFIELD, RI 02879
November 17th, 2025
7:00 p.m.**

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

Others Present: Chief Steven Pinch, Legal Counsel Tim Bliss, Treasurer Richard DeSista
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 Mack makes a motion to approve the minutes from the November 3, 2025 Wardens meeting. Warden Manzo seconded the motion. All voted in favor, and the motion carried.

COMMITTEE REPORTS:

Chief's Report

- Chief Pinch spoke about the successful Veterans Day Parade and spoke about recent fires in town
- He reports that the High School class continues to progress and is working on air packs and hose handling. He notes they will be using the training ground for car fire, hydrant work, and forcible entry.
- Results of the districtwide physicals have come in and anyone who participated will receive their package from Chief Pinch

Building Committee Report

- District Admin Mahoney provided a report about the on-site bid meeting for the Forestry building project. He notes that 5 vendors came to the site walk and that bids were due the 1st week of December.
- He then spoke about meeting with AI from Tower construction speaking about the open punch list items, close out documents, gutter, cement, and siding work. Admin Mahoney talked about some of the work being completed, but the site still has open items.
- Then he updated the board that A and M Metal Roofing is scheduled to replace the Peacedale roof in about 3 weeks.

Training Report

- Chief Bradley reports that the bailout kits from the Leary Foundation have been received. He mentions that at the end of the month an outside vendor will be in to train the firefighters on the new gear which is all covered by the grant funds.

Recruitment and Retention

- Chief Duckworth reports that there were issues with the police station background check process for new fire fighters, but he has worked with Chief Moynihan and the problem is corrected.
- He updates the board that since the last report there have been 6 applicants and 3 have been placed into fire stations.

Truck Report

- Chief Cinquegrana reports that engine 18 is out of service.

IT Report

- Captain Allbee reports that the team is working on cancelling Secure Tech Futures services as they are no longer needed.

Grant Report

- Warden Collinson reports speaking to Kevin Quinn and that everything on the government end is still shut down.

OLD BUSINESS:

Tabled Topics

- Chief Pinch reports that the health and wellness team has not met yet. Warden Mack makes a motion to table the updated SOG 06-020 Health and Wellness Center policy. Warden Manzo seconded the motion. All voted in favor, and the motion was tabled.
- Warden Collinson makes a motion to table payment to Tower Construction for the new Matunuck Station project. Warden Mason seconded the motion. Admin Mahoney and Dan Nolan spoke further about the punch list of items at the station and what has been completed. All voted in favor, and the motion was tabled.
- Admin Mahoney reports that there is no further update on pricing for the new gate at the UFD training ground and he is pursuing a third vendor. Warden Manzo makes a motion to table payment to Tower Construction for the new Matunuck Station project. Warden Nelson seconded the motion. All voted in favor, and the motion was tabled.

NEW BUSINESS

Motions and approvals for building use and administrative items

- Warden Collinson makes a motion to allow the RI Fire Academy to use the training tower on November 18, 2025, 2025 at no fee. Warden Mack seconded the motion. There was discussion about the cleanliness of the training tower and that it needs to be kept up no matter who is using it. Chief Pinch speaks about Chief Bradley's expertise in rope training and how this is an asset to the UFD. All voted in favor. All voted in favor, and the motion carried.

- Warden Manzo makes a motion to allow use of the training room for CPR training for local coaches on November 19, 2025. Warden Mack seconded the motion. All voted in favor, and the motion carried.
- Chief Pinch spoke about SOG 04-001 District Driver Operator and that the UFD has a hard time keeping members due to the rules in the current policy. He goes on to explain the proposed changes, noting the biggest being that 18-year-old trusted members who have driver report checks would be able to start truck driver training. Warden Collinson makes a motion to approve the updated SOG 04-001 District Driver Operator. Warden Manzo seconded the motion. All voted in favor, and the motion carried.
- Chief Pinch spoke about potentially attending the FDSOA safety training and certification in January 2026. Warden Collinson makes a motion to approve the expenses for Chief Pinch to attend the FDSOA safety training and certification program. Warden Mack seconded the motion. All voted in favor, and the motion carried.
- Chief Whaley spoke about the current radio channel 7 which has standalone repeater that is at the end of its life and showing degradation. He explains that channel 7 is crucial to backup radio function, the equipment is owed by the UFD, and that this is an unbudgeted expense. Chief Whaley also explains use cases for the system and explains that it doesn't need to be approved tonight but could go out of service at any time. The board follows up by discussing budgeting, upcoming strategic planning meetings, and procurement process for this job. Warden Mack makes a motion to table the Marcus Communications repeater quote. Warden Collinson seconded the motion. All voted in favor, and the motion was tabled.

Use of Matunuck station funds

- District Treasurer Richard DeSista speaks about the Mary Carpenter fund which was given to the UFD to use at the Matunuck station of over \$100,000. There is further discussion of the Mary Carpenter estate, and the remaining balance of the funds should be used. Treasurer DsSista suggests putting the balance of the fund in the station's completion, so it doesn't come out of capital funds. Warden Nelson makes a motion to use the money to pay off the fire station's construction. Legal council Tim Bliss asks about how the funds/estate handled giving the UFD the money. After further discussion Warden Neslon withdrew his motion. Warden Nelson makes a motion to table the use of Mary Carpenter funds. Warden Manzo seconded the motion. All voted in favor, and the motion was tabled.

Fire Marshal, Tax Collector, and Treasurers Reports

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

- Warden Manzo 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

- Captain Allbee thanked the board for approving the Matunuck station speaker installation. He notes that the work has not been completed yet and that Marcus has not been communicating with the District Administrator.
- Chief Pinch reminds members to pick up their physical's paperwork. Warden Nelson thanks the Chief for running the physicals program.
- Warden Mack speaks about the new Admin building generator and would like to see the quoting process started.

AJOURNMENT

- After all business was completed Warden Nelson asked for a motion to adjourn. Warden Mack makes a motion to adjourn. Warden Collinson seconded the motion. All voted in favor, and the motion carried. Meeting adjourned at 7:42PM.

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 November 17, 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