

**UNION FIRE DISTRICT BOARD OF WARDENS
MEETING MINUTES
131 ASA POND ROAD, WAKEFIELD, RI 02879
December 15th, 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

Not Present: Kathleen Mack

OPENING REMARKS: Warden Nelson asked all in attendance to take a moment of silence for the victims lost in the tragic Brown University shooting.

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 December 01, 2025 Warden's meeting. Warden Manzo seconded the motion. All voted in favor, and the motion carried.

COMMITTEE REPORTS:

Chief's Report

- Chief Pinch reports on the busy Thanksgiving period, the successful Santa deliveries, and the rescue operation on Wardens Pond. He thanks the UFD members for their hard work.
- Chief Pinch discusses the SK CTE students completing their first practical training sessions and work on car fires and forcible entry. He also spoke about the distribution of new gear to the class.
- The Chief speaks about the Brown University shooting and how it effects stations across the whole state
- He speaks about many UFD members having completed active shooter training for going into a scene and being able to get victims out of the buildings so they can get medical attention
- Chief Pinch then asks for a moment for lifelong UFD member Scott Graichen who passed away.

Building Committee Report

- District Administrator Mahoney reports on the Forestry and Aberdeen building project being on the agenda in new business. He reports that capital projects are in progress and the team is looking to plan for the future.

Training Report

- Chief Bradley reports that the in service training for the bailout kits has been completed which was paid for by the grant.
- Chief Pinch reports that the rope training went very well. He also thanks Kevin Quinn, the Leary Foundation, and Chief Bradley for working on and providing the grant for this equipment and training.

Recruitment and Retention Report

- Chief Duckworth reports that planning has started for an Indoor event in January.
- He reports that there have been 2 applicants since last month and 1 has been placed in a station

Truck Report

- Chief Cinquegrana reports that engine 21 is out of service.

IT Report

- Captain Allbee reports on the deployment of new station printers and the team is working on new access points. Also there has been removal of unnecessary services.

Grant Report

- Kevin Quinn speaks about (2) pending FEMA grant that are still in the pending phase. He talks about the bailout systems funded by the Larry Foundation and working with Chief Pinch on future FEMA AFG grant ideas.

OLD BUSINESS:

Tabled Topics

- District Admin Mahoney reports that the health and wellness team has not met yet. Chief Pinch asks for this item to be removed until the group can meet.
- District Admin Mahoney speaks about potential payment to Tower Construction for the new Matunuck station. He speaks about the closeout documents being received and punch list items being completed. Warden Nelson asks about the siding and DA Mahoney states he has reached out to Tower Construction to get pricing for fixing the siding. DA Mahoney reports that the warranty siding work has been completed after some pieces had come loose. Warden Manzon makes a motion to hold off payment to Tower Construction for the new Matunuck Station project until we receive further information on the siding. Warden Nelson seconded the motion. All voted in favor, and the motion passes.
- Admin Mahoney reports that Dan Nolan and he met with Citiworks to get a 3rd MPA price on the gate. At the time of the meeting the quote was not received yet. Warden Nelson makes a motion to table training ground access gate approval. Warden Manzo seconded the motion. All voted in favor, and the motion was tabled.

- Admin Mahoney brings up the Mary Carpenter Funds for the Matunuck fire station. He reports that at this time all items requested by the firefighters have been ordered and paid for by the Mary Carpenter Funds. Treasurer DeSista suggests using the remaining funds for the balance of the construction of the new Matunuck station because Union Fire District is the beneficiary of these funds. Warden Collinson makes a motion to use the remaining Mary Carpenter Funds to pay off the balance of the stations construction. Warden Mason seconded the motion. Warden Manzo asks if all items are ordered for the station and Captain Allbee confirms that the orders have been placed and they are just waiting on one check to be sent to a vendor. All voted in favor, and the motion passes. Treasurer Desista asks about a memorial plague and Chief Duckworth states the plague is in the works already.
- Chief Pinch asks for the word “communications” be removed from the UFD organizational chart as it is not a UFD department. Warden Nelson makes a motion to remove the word communications from the UFD organizational chart. Warden Collinson seconded the motion. Warden Nelson asks Attorney Bliss is he sees any issues with this change and Attorney Bliss sees no problem with it. There is further discussion of on scene command structure. All voted in favor, and the motion passes.

NEW BUSINESS

Motions and information about administrative items

- District Admin Mahoney speaks about the hiring process for the new Administrative Assistant. He explains there were 75 applicants who were reviewed and a group of 7 were chosen to be interviewed. Then a 2nd round of 3 interviews were completed. DA Mahoney asks for this item to be tabled so the interview team can meet to discuss further. Warden Collinson makes a motion to the hiring of a new UFD Admin Assistant. Warden Nelson seconded the motion. All voted in favor, and the motion was tabled.
- DA Mahoney speaks about the RI Trust medial coverage affiliate relationship program. He explains that this program would allow the UFD to purchase health and dental coverage through the RI Trust by working with the Town of South Kingstown or another RI based municipal partner. DA Mahoney talks about the cost saving potential for the district and the current employees rates they pay for the current program. Warden Collinson makes a motion to allow the administrator to pursue the RI Trust affiliate relationship agreement. Warden Nelson seconded the motion. Attorney Bliss brings up that the new plan may have different requirements, especially related to the new part-time position. DA Mahoney clarifies that there are other fire districts in RI who participate in this affiliate program. All voted in favor, and the motion was tabled.

Purchases of equipment and services

- Warden Manzo makes a motion to approve the purchase of (2) bailout kits from First Choice for \$1,624.90. Warden Nelson seconded the motion. Chief Bradley speaks about buying these will save on wear and tear on current gear. All voted in favor, and the motion carried.

- Chief Pinch discusses the Exeter fire and documentation that went to Exeter EMA which FEMA provided the UFD with roughly \$13,000 if reimbursement. The Chief would like approval to use these funds to purchase new brush gear which he will get quotes for. Warden Nelson makes a motion to table this item. Warden Manzo seconded the motion. All voted in favor, and the motion carried.
- DA Mahoney presents purchasing and installation of (2) water fountain and fill stations at the UFD Admin 1st floor and gym. The UFD would purchase the stations and the installation would be completed by Atlantic Control Systems inc. Warden Collinson makes a motion to approve the purchase of stations and installation of units by Atlantic Control Systems inc for a total of \$7,966.45. Warden Mason seconded the motion. All voted in favor, and the motion carried.

District bid award and projects

- Per the UFD purchasing policy DA Mahoney and the building committee make a recommendation to the board of Wardens to award Martone Services the bid for Union Fire Forest Fire Station project. The price including alternates will be \$1,071,184.00. Warden Manzo makes a motion to approve the bid award to Martone Services. Warden Nelson seconded the motion. Treasurer DeSista asks if Martone was the lowest bidder. DA Mahoney explains that Martone was not the 2nd lowest bidder, but the 2 lowest bidders were brought in to interview in front of the building committee. Attorney Bliss speaks about the committee looking at the qualifications of each bidder to determine the qualified bidder. There was further discussion about Martone's recent projects, qualified bid estimates, and interviews. All voted in favor, and the motion carried.
- DA Mahoney discusses the potential motion to approve the lighting upgrade project with Rhode Island Energy for work at the admin office, training ground, Peacedale station, and Snug Harbor Station. The project includes LED conversions saving the district 55,000 KWH yearly in energy consumption with a total cost of \$99,695. He explains that there is a 21% rebate on the project cost and RI Energy funds the project with on bill repayment over a 5 year period. The board discusses the potential savings and the life expectancy of the new fixtures, ultimately approving the project. DA Mahoney and Chief Pinch discussed the financial details, life expectancy of the fixtures, and warranties. There was further discussion about town of SK and SK schools projects similar to this project and procurement of the services and plans with RI Energy. Warden Collinson makes a motion to approve the LED Lighting agreement with RI Energy. Warden Mason seconded the motion. All voted in favor, and the motion carried.
- DA Mahoney speaks about the quitclaim deed between the UFD and the Town of South Kingstown for the property at 300 Columbia Street. He asks the board to table so he can meet with legal counsel Bliss to go over the deed and add items discussed at a previous meeting. Warden Nelson makes a motion to table. Warden Manzo seconded the motion. All voted in favor, and the motion carried.

Fire Marshal, Tax Collector, and Treasurers Reports

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

COMMENTS FROM CITIZENS/FIREFIGHTERS

- Warden Nelson and Warden Collinson wished everyone a happy holidays and New Year. Warden Nelson notes he is very grateful for all the firefighters and what they do for the SK community.

AJOURNMENT

- After all business was completed Warden Nelson asked for a motion to adjourn. Warden Manzo makes a motion to adjourn. Warden Collinson seconded the motion. All voted in favor, and the motion carried. Meeting adjourned at 7:49PM.

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 December 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