



WESTERN COVENTRY FIRE DISTRICT
Board of Directors Meeting
Thursday, 17 May, 2012
MINUTES

Members Present

John Humble, Chairman
Jonathan Farnum
Richard Holt

Skip Mays, Moderator
Glen Underwood, Treasurer
Cheryl Wilcox, Clerk

Capt. Guastini
Lt. Gardner

1. ***Call to Order and Attendance*** - The meeting was called to order at 7:02 p.m.
2. ***Confirmation of required meeting posting and quorum*** – The meeting was posted in all locations as required.
3. ***Acceptance of BOD meeting minutes of 26 April, 2012***
A motion was made by Mr. Farnum and seconded by Mr. Humble to approve the minutes of the April 26, 2012 Board of Directors meeting.
4. ***Chief's Report to include:***
 - a. Report for February, 2012***
 - b. Report for March, 2012***
 - c. Report of April, 2012***
 - d. Report of 24th Annual CFSI Legacy of Leadership Seminar***
The Chief's Reports will be tabled until the next meeting.
5. ***Treasurer's Report***
 - Rescue 8 - \$4,900
 - Facility heating costs are lower than last year
 - Deck Gun Extender was less expensive than planned
 - Multi Gas Meter was also less than planned
 - Final lease payment on Engine 9 has been made. The Title should be received in the mail soon.
 - The Audit is complete with no surprises
 - Tax receivables/bad debt was adjusted down to \$5,000. There is only one big account still outstanding that may be written off.

Board of Directors

Chairman John Humble, Robert Hevey, Richard Holt, Robert Guastini, Jonathan Farnum

District Officers

WCS Mays III – Moderator, Joan Smith – Tax Collector, Glenn Underwood – Treasurer, Cheryl Wilcox – Clerk
Chief Donald Hall

A motion is made by Mr. Farnum and seconded by Mr. Holt to accept the Treasurer's Report.

- The annual insurance packet renewal is for Crowne Vic – VFIS. There will be a credit at some point.

All members voted aye. Motion carried.

6. Tax Collector's Report

A motion was made by Mr. Holt and seconded by Mr. Farnum to accept the Tax Collectors report. All voted aye. No discussion. Motion carried.

7. District Clerk's Report to include:

a. Review of drafted minutes of the District's 2 April, 2012 Annual Meeting.

There were 53 registered voters at the annual meeting. The members will approve the minutes at the next annual meeting.

8. Charter/By-Laws Committee Report

The members of the committee are through the by-laws and will begin review of the Charter at their next meeting.

A motion is made by Mr. Farnum and seconded by Mr. Humble to accept the Charter/By-Laws Committee report. No discussion. All voted aye. Motion carried.

9. SAP Committee Report to include the topic of re defining the duties of the full time Captain's positions and the related employment contracts

The Committee will define the duties of the two Captains in an SAP. Their contracts will refer to the SAP. There has not been activity on the contracts because they are good until 2/28/13.

A motion is made by Mr. Farnum and seconded by Mr. Holt to accept the SAP Committee report. All voted aye. No discussion. Motion carried.

10. FLSA evaluation update

Captain Guastini is working on March and April.

11. Update of recruitment efforts for the permanent part time chief's position

Two applications have been received. The deadline is June 18th. The original applicants have been contact to ask if they are still interested. Three of the four have responded.

Attorney Harsh has suggested that the Board of Directors submit to the Chairman a list of questions (without discussion). Mr. Humble will create one final list. This process will not create a violation of the OMA, because it will be one-way communication.

Mr. Humble will choose the fire professional who will be on the interview committee. The Board will choose the other members. (2 Board members, 1 fire professional and 1 taxpayer)

Captain Guastini asks if a member of the fire district can be present for feedback. Mr. Humble does not object.

Discussion of OMA and the interview process.

Board of Directors

Chairman John Humble, Robert Hevey, Richard Holt, Robert Guastini, Jonathan Farnum

District Officers

WCS Mays III – Moderator, Joan Smith – Tax Collector, Glenn Underwood – Treasurer, Cheryl Wilcox – Clerk
Chief Donald Hall

12. Proceed with July 7 or 8 cookout plan.

Cook out will be July 8th. Mr. Guastini will find a pig and rotisserie.

Fundraiser will be on June 30th.

13. Save our lawn/landscaping.

Seed and hay is discussed. Captain Guastini will purchase items, including sprinklers -\$100.

14. Station street sign lighting. – Tabled.

15. District's computer backup program.

Captain Guastini will contact the company to see what is involved.

She will contact Cox to keep rates but will call Verizon for a proposal.

16. Chairman's comments.

- A ruling has been received on the last complaint from Mr. Novak. There was no evidence of willful violation.
- A training will be held at Greene Campground – structure fire.
- Legal Expenses - \$6,000 in budget. Last month \$4,200 was spent. Mr. Humble has asked Attorney Harsch if \$2,000 will cover the Charter/By-laws revision.
- A meeting will be held to inspect Fire Alarm.

17. New Business.

18. Open Forum.

19. Schedule next meeting.

The next meeting will be held on June 21, 2012.

20. Adjournment.

A motion is made and seconded to adjourn the meeting. All voted aye, so voted.

Board of Directors

Chairman John Humble, Robert Hevey, Richard Holt, Robert Guastini, Jonathan Farnum

District Officers

WCS Mays III – Moderator, Joan Smith – Tax Collector, Glenn Underwood – Treasurer, Cheryl Wilcox – Clerk
Chief Donald Hall