



**WESTERN COVENTRY FIRE DISTRICT**  
**Board of Directors Meeting**  
**June 21, 2012**  
**MINUTES**

**Members Present**

*John Humble*  
*Robert Guastini*  
*Jon Farnum*  
*Richard Holt*  
*Robert Hevey*  
*Skip Mays, Moderator*  
*Glenn Underwood, Treasurer*  
*Joan Smith, Tax Collector*  
*Chief Hall*  
*Cheryl Wilcox, Clerk*  
*Captain Guastini*

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 Chairman confirmed that the meeting was posted on time and in the required locations. There is a quorum present.
3. ***Acceptance of BOD meeting minutes of 17 May, 2012*** – a motion was made by Mr. Holt and seconded by Mr. Guastini to accept the minutes of the May 17, 2012 meeting as written. All voted aye. No discussion. Motion carried.
4. ***Chief's Report to include:***
  - The two (2) Firefighter 1 drop-outs have been notified by letter that they must reimburse the District \$125 for training.
  - The numbers of calls are continuing to increase.
  - The three (3) long responses in May were all around 7:00 a.m. and 4:00 p.m. when there is no shift coverage
    - a. ***Report for February, 2012***
    - b. ***Report for March, 2012***
    - c. ***Report of April, 2012***
    - d. ***Report of May, 2012***
    - e. ***Report of 24<sup>th</sup> Annual CFSI Legacy of Leadership Seminar***
    - f. ***Station lawn care*** – Grass will be planted next spring.
    - g. ***Station street sign lighting*** – Captain Mann is contacting an electrician for an estimate to put lighting on the street for the sign. Mr. Guastini suggests that National Grid should be contacted to see how much they charge for a street light. Captain Guastini will purchase reflectors to be placed on the fence in the driveway.

Captain Guastini will purchase black ribbons for the flag pole to suffice when the flags need to be at half-mast.

A motion is made by Mr. Holt and seconded by Mr. Farnum to accept the Captains Reports. All voted aye. Motion carried.

5. **National Fire Academy Weekend participation** – Too late to attend this year. \$100 includes lodging and meals. Will discuss next year.

6. **Discuss initializing the National Incident Management System (NIMS) certification program**  
Members participate at their rank level. RIEMA gives classes that can't be taken on-line free of charge. Grant potential is affected if compliant. Mr. Mays asks if it should be included in SAP as qualification. Chief Hall believes it's an operations issue.

7. **Treasurer's Report**

Truck and equipment maintenance is over budget. More calls create wear and tear on the rescue. At some point we will have to be conservative on purchases. The Chief states that rescue recovery funds can be used at that point, if necessary.

A motion is made by Mr. Farnum and seconded by Mr. Holt to accept the Treasurers Report. All voted aye. Motion carried.

8. **Status of financial audit review.**

Within two (2) weeks Mr. Holt would like to meet with the Auditor and Mr. Underwood to discuss the report. If Board Members have any questions regarding the report, please forward them to Mr. Holt and Mr. Underwood by June 29<sup>th</sup>.

9. **District's legal counsel fee schedule proposal.**

Mr. Harsch has submitted a bill for \$6,000. This will replace a previous invoice of \$4,700 that was for preparation for the annual meeting and complaints. Charter/By-law review will be included in the \$6,000 but new complaints will not. Last year the District paid \$9,000 for legal issues.

A motion is made by Mr. Guastini and seconded by Mr. Hevey to accept the proposal from Attorney Harsch contingent on the fact that it begins in this fiscal year. All voted aye. Motion carried.

10. **Tax Collector's Report**

A motion is made by Mr. Farnum and seconded by Mr. Holt to accept the Tax Collectors report. All voted aye. Motion carried.

11. **District Clerk's Report to include:**

a. **Updated WCFD contact directory.**

12. **Charter/By-Laws Committee Report.**

The Committee is making good progress on the Charter. The next meeting will be held on June 28<sup>th</sup>.

A motion is made by Mr. Farnum and seconded by Mr. Guastini to accept the Charter/By-laws Committee report. All voted aye. Motion carried.

13. **SAP Committee Report to include revisions to:\***

a. **SAP 1110.01 Hiring Policy and Procedure** – tabled.

b. **SAP 1211.03 Duties of the Fire Captain**

c. **SAP 1211.04 Duties of the Rescue Captain**

A motion is made by Mr. Holt and seconded by Mr. Hevey to accept SAP 1211.03 and 1211.04. All voted aye. Motion carried.

d. **SAP 5211.05 Access to Public Record**

A motion is made by Mr. Holt and seconded by Mr. Farnum to accept SAP 5211.05 as revised. All voted aye. Motion carried.

**14. FLSA evaluation update.**

Data from April and May has been entered. April: 9.9% over what would have been spent.

May: 18% over what would have been spent. The data does not increase Captains call pay. Thirty-two (32) pay classifications are considered according to qualifications.

**15. Efforts to establish the placement of the permanent part time chief.**

A committee is being put together. The committee will abide by the OMA.

**16. District's computer backup program** – the Board told Captain Guastini to move forward with the Carbonite, 30-day trial for computer back-up. She will report at the next meeting if it is working.

**17. Chairman's comments.**

Discussion of posting meeting minutes on the Secretary of State's website. A motion is made by Mr. Farnum and seconded by Mr. Guastini to post the minutes of the meetings on the Secretary of State's website from this point forward. All voted aye. Motion carried.

**18. Proceed with Sunday, July 8 cookout plan** – So far there is expected 60-70 members attend the cook-out. Mr. Guastini has a rotisserie and will get charcoal. He can get a pig for approximately \$2/lb. There is discussion of inviting another district to attend. Members feel, the first outing should stay smaller and only include WCFD Members.

**19. Reclaimed asphalt for parking area.**

Discussion of cost to pave parking lot with reclaimed asphalt. Asphalt from D'Ambra will cost \$250 per load. We would need about four (4) loads. Rambone will be contacted for an estimate. A member will consult the Town Engineer to make sure it will be pervious enough.

**20. New Business**

A vote will be taken at the next meeting to acquire a credit card to use for on-line purchases.

Thank you to Members for doing an exceptional job of waxing the station floors.

**21. Open Forum.**

**22. Schedule next meeting**

The next meeting will be held at 11:00 a.m. on Sunday, July 8, 2012.

**23. Adjournment** – a motion is made and seconded to adjourn the meeting at 9:34 p.m. All voted aye. Motion carried.