



**WESTERN COVENTRY FIRE DISTRICT**

**1110 Victory Highway  
Greene, Rhode Island 02827**

**Board of Directors Meeting**

**July 8, 2012**

**MINUTES**

Members Present

*John Humble, Chairman*

*Robert Hevey*

*Robert Guastini*

*Jonathan Farnum*

*WCS Mays III, Moderator*

*Cheryl Wilcox, Clerk*

*Captain Guastini*

*Peter Gardner*

Member Excused

*Richard Holt*

1. ***Call to Order and Attendance.*** – The meeting was called to order by the Chairman at 11:02 a.m.
2. ***Confirmation of required meeting posting and quorum.*** – There is a quorum present and it is confirmed that the meeting was posted with the Secretary of State's office and other required locations.
3. ***Acceptance of BOD meeting minutes of 21 June, 2012*** – A motion is made by Mr. Farnum and seconded by Mr. Guastini to approve the minutes of the June 21, 2012 meeting as amended.  
Mr. Hevey asks that the cost suggested for asphalt for the parking lot be included in the minutes.  
All voted aye. Motion carried.
4. ***Chief's Report*** - tabled
5. ***Treasurer's Report*** - tabled
6. ***Status of financial audit review*** - tabled
7. ***Tax Collector's Report*** - tabled
8. ***District Clerk's Report*** – nothing to report.
9. ***Charter/By-Laws Committee Report.*** – the revisions are done and the documents have been turned over to the Board of Directors. They will be sent to the attorney after the next Board of Directors meeting.
10. ***SAP Committee Report*** - tabled
11. ***District's computer backup program*** – Capt. Guastini sent an email saying that the software has been installed on all of the computers, and it is working. She says all is working well, but it does take a long time. Mr. Hevey believes that the back-up drive is doing everything that it is supposed to be doing on the Clerk's and Safety Officer's computer. He suggests hardware that is fire and water proof so it is safe to have in the building. They cost \$200-\$300 versus the other that is \$300 per year.
12. ***Chairman's comments*** – Members need to be reminded to follow OMA laws while sending emails. Members agree that sending information, one way, is allowed as long as a conversation doesn't arise.

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Board of Directors

*John Humble – Chairperson, 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*

**13. District credit card** –Spending limits of the Charter will still apply. Mr. Hevey states that the Treasurer does not feel that the BOD’s need to vote on this matter. A motion is made by Mr. Farnum and seconded by Mr. Guastini to authorize the Treasurer to obtain two (2) credit cards for District use. Mr. Farnum, aye; Mr. Guastini, aye; Mr. Humble, aye; Mr. Hevey, abstain. Motion carried.

**14. Thermal Imaging Camera bids opening** – the bids were opened and the Department will review and have a recommendation for the next BOD meeting. \$8,500 was budgeted.

(i) CNS Specialty – Henry G. Heroux, 6/12/2012, Quote #1432

\$7,900

ISG Elite XR

(ii) Shipman Fire Equipment Company, 6/29/2012

\$5,895

Scott Eagle

**15. Station street sign lighting** – Captain Mann is waiting for a quote from an electrician. He will also call National Grid to determine cost to rent lamp with meter to determine usage.

**16. Fire Alarm Radio Maintenance fee** – Mr. Humble asks if the BOD’s could come up with a compromise with the Town. The fear is the merging phenomenon and what would be considered our share and what we would be on the hook for during a catastrophe. The compromise would be to accept what is being offered right now but not if there is any change. Mr. Farnum asks if Attorney Harsch could write an agreement. He also thinks that we should show good faith, but also protect the taxpayers. Mr. Gardner thinks we would have more bargaining leverage if we paid what we owe now. Mr. Mays suggests another discussion with Chief Volpe. Members would like accountability and the documents that were requested.

**17. Permanent part time chief’s position placement** – Mr. Humble knows one Chief who is interested in being on the committee. John Ryan, John Wilcox, and Chief Volpe are being considered as taxpayer members of the committee. Robert Hevey and Richard Holt are considered as Board members on the Committee. The BOD’s would like to form the committee at the July 19<sup>th</sup> meeting and hopefully have an answer from the Committee at the September meeting. A member of the Department will sit in to give the Department’s perspective to the Committee. Members are asked again to send interview questions to Mr. Humble.

Mr. Mays has heard that not all of the previous candidates (Scott Murray) have been contracted to make them aware that we have re-advertised and to give them an opportunity to express continued interest. Mr. Humble states that the candidates who were rejected in the first round were not contacted. Chairman Humble accepts updated information from Mr. Murray.

A motion is made by Mr. Guastini and seconded by Mr. Farnum to accept Robert Hevey, Richard Holt, and the Chief recommended by Mr. Humble to be on the Interview Committee for part-time Chief. All voted aye. Motion carried.

**18. Parking lot upgrade** – The BOD’s would like to ratify acceptance of the donation by the Town of asphalt for the parking area. Mr. Hevey suggests that the reason to put it on is that there was a gift, it looks great, and following the intent of the Fireman’s Fund SAP and Donations, it might be good to acknowledge the gift from the Town in a letter to the Director of Public Works.

**19. Black flags for flag pole** – having black ribbons is only for flags that are stationary on the wall. The Department will do it’s best to raise and lower the flag as needed.

**20. New Business**

**21. Open Forum** – Scott Murray informs the BOD that Dave Gorman is Acting Administrative Chief of Central Fire Dist.

**22. Schedule next meeting** – the next meeting will be held on July 19, 2012.

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23. *Adjournment* – A motion was made and seconded to adjourn the meeting at 12:00 p.m. All voted aye. Motion carried.

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