



WESTERN COVENTRY FIRE DISTRICT  
1110 Victory Highway, Greene, Rhode Island 02827  
**By-Laws and Charter Review Committee Meeting**  
June 28, 2012  
**MINUTES**

Members Present  
*Robert Hevey*  
*Richard Holt*  
*Mary Ellen Carlu*  
*Robert Mann*  
*Cheryl Wilcox, Clerk*

1. ***Call to order and attendance*** – The meeting was called to order at 7:00 p.m. by Mr. Hevey.
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 all other required locations.
3. ***Old business***
  - a. ***Approval of 6-7-12 Minutes*** – A motion is made by Mr. Holt and seconded by Mr. Mann to approve the minutes of the June 7, 2012 meeting with amendments. All voted aye. Motion carried.
4. ***New business***
  - a. ***Review of Charter as it related to agreed upon by-laws changes***
    - The glossary has been updated. The word corporation was added.
    - Section 4 replaced – the notation of prior amendments will be kept. The Charter will establish positions while the major duties will be described in the by-laws.
    - Section(s) 5, 6, 7, and 8 are complete.
    - Section 9 – add, 1/2 %;  
add, 'including lease obligations' after the word borrowings.
    - Section 10 – discussion of operations during a major fire. Mr. Hevey believes a lot of this section is inapplicable. Mr. Hevey suggests, 'said corporation at any legal meeting shall have the power to make by-laws prescribing the duties of said officers and the Board of Directors and Chiefs shall have power to make SAP's and SOP's to define the operation of the District and the Department'. Members decide to make the above change and review at a later time.
    - Section 11 (12) – change Section 12 to Section 11. Discussion of chain of events to make these Charter changes. Agreement that the voters must approve before it is sent to the State for approval and back to the voters after State approval. Mr. Holt believes if the history is not necessary, than it should be eliminated. Taxpayers will want to be able to read it. The attorney will be asked. Add, 'This document will become effective upon passage.'
    - Section 13 – eliminate

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WCFD By-Laws Committee Members

*Mr. Robert Hevey (C), Captain Robert Mann, Ms. Mary Ellen Carlu, Richard Holt*  
*Cheryl Wilcox, District Clerk*

***b. By-Laws updates to correlate with Charter Updates***

- 7.4 – change from *receipt* to *receipts*
- 9.27 – discussion of using a percentage of the budget as opposed to a dollar amount in borrowing authority. It currently says that the Board of Directors shall approve spending over \$1,000 now. It is decided to leave it.
- 10.5 – if they Chief deputizes, is the District liable? If we put in the term deputize only the Chief can do it. If we put in the term the insurance company said yes, they are covered. It is decided to consider adding to the SAP's. Add, '*or senior line officer in the Chief's absence*' from Section 10.6.
- Page 17, last line; leave the date open.

***c. Other recommendations from members to be considered***

- Remove Rescue Recovery Funds from the Charter glossary.

The Charter and By-laws changes will go to the Board for their review, then the Attorney.

A motion is made by Mr. Holt and seconded by Ms. Carlu to send the red-lined copies to the Board of Directors for their inspection. All voted aye. Motion carried.

***5. Schedule next meeting***

***6. Open forum***

***7. Adjournment*** – a motion is made by Mr. Mann and seconded by Mr. Holt to adjourn the meeting. All voted aye. Motion carried.