

WESTERN COVENTRY FIRE DISTRICT
1110 Victory Highway
Greene, Rhode Island 02827
Board of Directors Meeting
July 19, 2012
MINUTES

Members Present

John Humble, Chairman

Richard Holt

Robert Guastini

Chief Hall

WCS Mays III, Moderator

Joan Smith, Tax Collector

Cheryl Wilcox, Clerk

Captain Guastini

Members Excused

Robert Hevey

Jonathan Farnum

Glen Underwood, Treasurer

1. Call to Order – The meeting was called to order at 7:00 p.m.
2. Confirmation of required meeting posting and quorum – There is a quorum present and the Chairman confirms that the meeting has been posted in all required locations.
3. Acceptance of BOD meeting minutes of 8 July, 2012 – A motion is made by Mr. Guastini and seconded by Mr. Humble to accept the minutes of the July 8, 2012 meeting. Discussion – On page 2, Mr. Hevey and Mr. Holt’s first names are incorrect. Members who are excused from the meeting will be noted in the minutes. Minutes will be posted on the Secretary of State’s website within 35 days of the meeting. Mr. Guastini and Mr. Humble vote aye, Mr. Holt abstains.
4. Chief’s Report – EMA will be taking applications for director. The Chief attended a Hurricane conference with two captains. At the NE Association of fire Chiefs, Chief Hall was appointed Sgt at Arms which allowed him to attend free. Firefighter I and Hazmat classes have been completed. The Chief, Captains and Lieutenants will review two bids that were received for TIC. 3,000 feet of hose was sold and the money will be used for additional fire gear. There was discussion of how to get fire gear back from former member.

A motion is made by Mr. Holt and seconded by Mr. Guastini to accept the Chiefs report. All voted aye. Motion carried.

Board of Directors

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5. CPR training program – attendance has been off due to summer. Randy Crowe would like to conduct CPR training in August. The proceeds will go to the Firemen’s Fund. Members agree that the money should go to the fund and applicants should know as well. The hope is to have a training each month.

A motion is made by Mr. Guastini and seconded by Mr. Holt to approve. All voted aye. Motion carried.

6. Treasurer’s Report – Mr. Humble reports that the Treasurer is deeply concerned with the condition of Truck & Equipment Maintenance account. It is suggested that a percentage of Rescue Recovery funds be used for maintenance and the balance be used toward the new rescue. \$7,500 from the sale of the hose could be used for maintenance. Fuel is \$1,000 per month. Break downs are the reason for the overage. Batteries and tires were replaced on the rescue, o-rings and injectors, and annual inspections were also done. There is roughly \$6,000 left in the fund which includes fuel. The number of calls is over 16% than usual. There is the option of taking 2% from rescue recovery for repairs. Members intend to review the schedule quarterly. Then they can look at how creative that they can be. Mr. Mays suggests asking the taxpayers to approve a flexible budget.

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

7. Status of obtaining a District credit card. – Mr. Humble sent Mr. Underwood an email to make it happen.
8. Status of financial audit review and approval – Mr. Holt met with the Auditor and the Treasurer. He is satisfied with the report. He states that it is complimentary of the Treasurers work. Risk areas are financial and operational. The question arises, what if the Treasurer can no longer do the job suddenly. The highest risks are that there is no backup for the Tax Collector and Treasurer positions.

Mr. Humble will speak with the Tax Collector and someone will sit with her to watch the process in order to develop a procedure manual.

A motion is made by Mr. Holt and seconded by Mr. Guastini to accept the WCFD Financial Statement of 2/29/2012 by Dittmar McNeil & Ferolito Certified Public Accountants, LLC. All voted aye. Motion carried.

Discussion of the difference between Dawson and Comstar and the reporting services provided. Mr. Holt and Captain Guastini will meet to discuss the differences and then contact Dawson to see if they can provide more reporting each month.

9. Tax Collector’s Report – the last quarter taxes are due this month. New tax bills go out on the third week of September. First payments are due on October 31st and interest is charged beginning November 11th.

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

10. District Clerk's Report

11. Charter/By-Laws Committee Report to include:*

a. Review and possible approval of the Committee's latest efforts.

Some members of the committee were reluctant to get rid of some historical verbiage in the Charter. It will be sent to the attorney to determine. Members discuss spelling and punctuation corrections.

CHARTER

Mr. Holt does not see a need for, 'the first meeting of the district shall be held 60 days' in Section 3. He would like 'the annual meeting of the District for the election of officers', add 'and Board of Director Members', also in Section 3. 'Commencing in 1943 and annually thereafter', he also doesn't think is needed. Section 4.1.6, period at the end of the sentence after Department; There are amendment dates that could be let go; Section 6, District is spelled incorrectly; Section 7, eliminate hyphen after the word fires; Page 9 at the end of Section 10, there is historical things that should be eliminated; Section 12 and 13, Mr. Holt would like to add that a special meeting will be held to approve the amendments, then it will go to the State, and if they approve, another meeting isn't needed. If they make changes than we will have another meeting. Mr. Holt would like to re-write to capture that procedure.

There is discussion of whether this is a revision to the Charter or amendment. Mr. Holt believes it is a revised document.

In Section 14, in the definition of Chief, Mr. Humble says WC Fire District, should be Department. In the definition of Committee, 'appointed by the Board of Directors', add 'for a specific purpose. Should also be changed in the By-laws.

BY-LAWS

Article 1, Purpose – where is says 'is to set up', change to setforth.

2.2 – Mr. Mays asks where the number 20 came from. Mr. Holt states that the Committee discussed this, but couldn't come up with a better number. He would like to know the number of registered voters in 1942.

5.6 – Where it says that the Moderator can cast a vote, add 'only in the event of a tied vote.

6.3 – after the word meetings, add 'in an assigned location.

8.6 – spelling of the fifth word

9.10 – discussion of adding a time period between bills and the first payment. Suggestion, 'due after ___ # of days after sending the bill out. Mr. Holt will write. Also, there are two 9/10's

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9.18 – The Chief is required to report discipline action to the Board of Directors, add, any discipline will be in compliance with OMA.

9.27 – add, including services greater than \$1,000

10.01 – Chief of District should be Department

10.03 – should be within the Department

12. SAP Committee Report to include
- a. Approval of revisions to SAP 1110.01 Hiring Policy – interview process was added, that it has to be in compliance with the Open Meetings Act.

A motion is made by Mr. Holt and seconded by Mr. Guastini to accept the change in hiring policy as revised. All voted aye. Motion carried.

13. District’s computer backup program – the free trial ends on July 27th. Captain Guastini is satisfied with how it is working

A motion is made by Mr. Holt and seconded by Mr. Guastini to stay with Carbonite. All voted aye. Motion carried.

14. Thermal Imaging Camera purchase – the Department is reviewing the proposals.

15. Station street sign lighting – the estimate from the electrician is \$1,000. It will cost, annually, \$150 for rental and \$320 for usage.

16. Fire Alarm Radio Maintenance fee – Mr. Humble met with Chief Volpe. The Chief won’t go to the rest of the Committee with an argument from us. He also says that services to us won’t be curtailed. A Memorandum of Understanding is suggested that states that any change at all will be by unanimous approval of all stakeholders. Our District would like to see an accounting of how the money is spent and will send a letter to the Chief. The Chief says that whatever we have chosen to pay is up to us. Bills for a new year are about to go out. This will be the second year that we have paid half. The Chief is happy with our EMA interaction.

This item will be on the agenda for the next meeting.

17. Permanent part time chief’s position placement – members of the Interview Committee will be Chief Volpe, Chief Mark St Pierre, John Ryan, Richard Holt, Robert Hevey, and Jonathan Farnum. The Committee will determine how they will use Department representation.

18. Chairman’s comments – the Chairman recognizes all Board and Department members who pulled off the pig roast.

19. New Business

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20. Open Forum
21. Schedule next meeting – the next meeting will be held on August 16, 2012.
22. Adjournment – a motion was made and seconded to adjourn the meeting at 10:02 p.m. All voted aye. Motion carried.

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