



**WESTERN COVENTRY FIRE DISTRICT**  
**Board of Directors Meeting**  
**August 16, 2012**  
**MINUTES**

***Members Present***

***Chairman John Humble***  
***Robert Hevey***  
***Richard Holt***  
***Jonathan Farnum***  
***Robert Guastini***  
***Moderator, WCS Mays III***  
***Treasurer, Glen Underwood***  
***Captain Robert Mann***  
***Captain Kelly Guastini***  
***Lt. Gardner***  
***Clerk, Cheryl Wilcox***

***Members Excused***

***Tax Collector, Joan Smith***  
***Chief Donald Hall***

1. ***Call to Order and Attendance*** – The Chairman called the meeting to order at 7:01 p.m.
2. ***Confirmation of required meeting posting and quorum*** – The Chairman confirmed that the meeting was posted in all required locations. There is a quorum present.
3. ***Acceptance of BOD meeting minutes of 19 July, 2012*** – A motion is made by Mr. Farnum and seconded by Mr. Holt to accept the minutes of the July 19, 2012 meeting. Discussion:

In #8: change Mr. Guastini to Captain Guastini.

In #6: Mr. Mays is asked to remind the Board what he meant when he said to ask the taxpayers for a flexible budget. He states that instead of approving a set amount in maintenance, since rescue runs have increased, maybe a percentage of rescue revenues be approved in the budget.

All voted aye to approve the minutes of 7/19/2012 as amended. Motion carried.

4. ***Chief's Report.\****

Mr. Holt asks Captain Mann if the department has been paid for the hose sold to Fishers Island. Captain Guastini says no. (*in an email dated 8/21/12, Captain Guastini informs the Board that payment for the hose has been received*)

A motion is made by Mr. Farnum and seconded by Mr. Holt to accept the Chief's report. Mr. Humble, aye; Mr. Holt, aye; Mr. Farnum, aye; Mr. Guastini, aye; Mr. Hevey, nay.

A motion is made by Mr. Farnum and seconded by Mr. Hevey to accept the Captain's report. Discussion: Members believe that the quote for National Grid street light is reasonable. Electric conduit runs from the station to the street.

A motion is made by Mr. Guastini and seconded by Mr. Farnum to go forward with the National Grid street light and do the sign lighting later if needed. All voted aye. Motion carried.

Mr. Holt asks Captain Mann if the FEMA grant amount is an estimate of the cost of a rescue. The Captain states that it is an estimate at the time the grant was written. The Captains have seen demos that cost between \$245,000 and \$190,000. He is not sure when the grant will be reviewed. The request for a new rescue will go to the taxpayers at the next Annual Meeting. It will take 6-7 months to build the rescue chosen. There is discussion of forming a 'Truck Committee' to determine what is needed in a rescue. It is suggested that Mr. Humble ask the Chief to form that committee.

All voted aye to accept the Captains report. Motion carried.

5. ***Thermal Imaging Camera purchase status*** – the Department has chosen the \$7,900 version as opposed to the lowest bid of \$5,000. Lt. Gardner says that the lowest priced version is no search and rescue because of the size of screen and the technology. \$8,500 was budgeted.

A motion is made by Mr. Guastini and seconded by Mr. Holt to accept the purchase of the \$7,900 camera. All voted aye. Motion carried.

6. ***Treasurer's Report*** – as opposed to July, the budget is slowly headed toward normal. Taxes collected are behind. Effort is being made to watch expenditures.

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

7. ***Allocation of funds from sale of hose*** – Mr. Underwood is asked if the money received for the sale of hose can be added to the maintenance fund. He says that it will be added to the General Fund as revenues.

8. ***Fire Alarm Radio Maintenance Fund Agreement*** – Chief Volpe put together a report as he promised. A motion is made by Mr. Hevey and seconded by Mr. Guastini to approve the report and ask Chief Hall to sign. Discussion: Mr. Humble says the report is consistent with what he said he was going to do. Payment is not retroactive. Only half of the cost was budgeted. Last year we paid our calculation based upon valuation. Members want to know how much was spent in the past, what was purchased, what is existing in the account, how big the account will grow to be, and the history of the voting process. Chief Volpe will be asked to attend the next meeting. Mr. Hevey rescinds his motion, Mr. Guastini seconds. This subject is tabled until the next meeting.

9. ***Third party billing audit status*** – Mr. Holt and Captain Guastini met with the Dawson Group. Mr. Holt is satisfied with the operation. They were show a series of reports that can be available. It is necessary to have patient signatures from rescue runs in the future. Reports will provide back up for Captain Guastini to process run reports. Mr. Holt says that we will need a policy that says we will be billing for fire runs if

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that is what the Board decides to do. Mr. Holt has a signed copy of the contract. It includes training on HIPPA and forms and a provision that allows us to audit their records. 25% collection of what is billed out is the standard recovery. Residents without insurance are not billed.

A motion is made by Mr. Guastini and seconded by Mr. Hevey to accept this report. All voted aye. Motion carried.

10. **Status of obtaining a District credit card** – the credit card required a social security number to open. Discussion of using a debit card. Captain Guastini will check with vendors that she uses to see if they will accept a debit card.
11. **Wells Fargo Loan Free Certificate/Title and other titles** – Captain Mann will check to see if we have titles to all of our vehicles.
12. **Tax Collector's Report** – fourth quarter payments are low. Mr. Underwood will talk to the Tax Collector to see if she knows why. A motion is made by Mr. Hevey and seconded by Mr. Guastini to accept the Tax Collector's report. All voted aye. Motion carried.
13. **District Clerk's Report** – no report
14. **2012 AG Summit discussion** – Mr. Mays and Mr. Holt attended the Summit. Fines have increased to \$2,000 from \$1,000 for reckless violations. People who request records can request the manner that the records are delivered (email/hard copy). Requests must be delivered within 10 days and a 20 day extension can be requested. A motion is made by Mr. Guastini and seconded by Mr. Farnum to accept this report. All voted aye. Motion carried.
15. **Charter/By-Laws Committee Report** – no report
16. **SAP Committee Report to include:\***
  - a. **Approval of revisions to SAP 5211.05 APRA Policy**

A motion is made by Mr. Farnum and seconded by Mr. Guastini to approve as revised. Discussion: Mr. Holt has punctuation corrections. A link will be put on the website for SAP's. All voted aye. Motion carried.
17. **FLSA compliance update** – Mr. Humble and Captain Guastini are working on this.
18. **Permanent part time chief's position placement update** – Tabled. The Committee is formed. The Board would like a decision by October. After vacation, Mr. Holt will get started.
19. **Most recent APRA request status** – The request has been sent.
20. **Apparatus/manpower fee-for-use schedule** – The fee schedule is on the RI Fire Chief's website. Board members discuss mutual aid.
21. **Health insurance renewal** – Renewal rate for Captain Guastini's health insurance is \$1,551 per month. Less than last year's \$1,657 per month.
22. **Full time employee contract renewal** – Mr. Farnum will produce a draft of the contract.

23. *Station street sign lighting* – discussed in #4 Chief’s Report.
24. *New Business* – Mr. Hevey asks if the Board would sponsor Cub Scout troop meetings. No one is opposed. Mr. Guastini suggests an auction fundraiser.
25. *Open Forum* – n/a
26. *Schedule next meeting* – The next meeting will be held on September 20<sup>th</sup>.
27. *Adjournment* – A motion is made and seconded to adjourn the meeting at 9:17 p.m. All voted aye. Motion carried.