



**WESTERN COVENTRY FIRE DISTRICT**  
**Board of Directors Meeting**  
**September 20, 2012**  
**MINUTES**

**Members Present**

*John Humble*

*Robert Hevey*

*Robert Guastini*

*Jon Farnum*

*Skip Mays, Moderator*

*Glenn Underwood, Treasurer*

*Joan Smith, Tax Collector*

*Cheryl Wilcox, Clerk*

*Captain Guastini*

*Captain Mann*

*Andrew Dixon, Resident*

**Members Excused**

*Richard Holt*

*Chief Hall*

1. ***Call to Order and Attendance*** – The Chairman called the meeting to order at 7:00 p.m.
2. ***Confirmation of required meeting posting and quorum*** – There is a quorum present. The Clerk confirmed that the meeting was posted in all required locations on September 17, 2012.
3. ***Acceptance of BOD meeting minutes of 8 September, 2012*** – A motion was made by Mr. Farnum and seconded by Mr. Guastini to accept the minutes of the September 8, 2012 meeting. All voted aye. Motion carried.
4. ***Chief's Report to include:***
  - a. ***EMT certification*** – the syllabus was not approved because it didn't meet requirements explaining what they were going to do for the recertification including dates, specifics, and times. The paperwork must be resubmitted to the Health Department. There will be eight (8) licenses that expire on 12/31/2012. The Captains will be doing certification elsewhere. There is still time to resubmit and get done by the end of the year.
  - b. ***Thermal Imaging Camera purchase status*** – Captain Mann says that the TIC is on order.
  - c. ***Station street sign lighting*** – National Grid now says that they won't install a street light. Captain Mann will contact Hopkins Hill Chief Brown to see what their process is since they are a lighting district. The electrician will install LED lighting on the sign for \$1,100. Captain Mann will contact the electrical engineer and the State.

*d. Titles of apparatus* – All required testing of ladders, hoses, and pumps are done. Titles have been located for all vehicles except the 1986 Mack.

- Captain Mann reports that drop ceiling has collapsed under the A/C unit. The coil froze and melted. After it is repaired he would like to have drains installed in the drain pan. The Department does have ceiling tiles to replace the damaged ones after the unit is repaired.
- Captain Guastini reports that (Carbonite) the computer backup system is running fine.
- Lt. Gardner will provide a computer to determine what the problem is with Rescue 8. The engine light has been coming on.
- Kent Hospital is offering free EMS quarterly training and four members have registered.
- Fifteen (15) 911 signs have been ordered for seven (7) requests.
- Heart Safe Community Program has had their first meeting with fire and town departments and is hoping to get it accomplished by the end of the year.

A motion is made by Mr. Hevey and seconded by Mr. Guastini to accept the Captains Report. All voted aye. Motion carried.

5. *Treasurer's Report* – Six months into the fiscal year, we have received \$7,500 for sale of hose and reimbursement from RI Forest Division of \$1,289 into revenue. Expenditures, we are at where we should be. Truck Equipment and Maintenance is going in the right direction.

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

6. *Fire Alarm Radio Maintenance Fund Agreement*– The information requested and the invoice has not been received.

7. *Status of obtaining a District debit card* – Instead of a debit or credit card, Captain Guastini will request reimbursement expediently.

8. *Tax Collector's Report\** - Uncollected taxes are up from last year. Letters have been sent to delinquent accounts. Monthly payments can be made so amount due doesn't get out of hand.

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

9. *District Clerk's Report* – nothing to report.

10. *Charter/By-Laws Committee Report* – Members have the final product of the Committee. Mr. Humble has forwarded a few small changes. There will be a Special Board meeting on October 15<sup>th</sup> at 7:00 p.m. to finalize.

11. *SAP Committee Report* – nothing to report.

12. ***FLSA compliance update*** – Three months of pay grade data is complete, the difference is narrowing. Data will be emailed to Mr. Hevey to see if he has a more efficient formula.
13. ***Permanent part time chief's position placement update*** – Letters have been sent to applicants for interviews to be held on October 6<sup>th</sup>. Discussion of mailing rejection letters to those who did not make it to the interview process. As soon as Mr. Holt returns a letter will be drafted.
14. ***Full time employee contract renewal*** – Mr. Farnum and Mr. Humble have been working on the contracts. Questions have been sent to Attorney Harsch. Mr. Underwood has provided information from his employer. The Captains have not received their March evaluation and did not get the appropriate pay increase. The salary concept is going forward. The Captains suggestions have had a favorable reception.
15. ***Cub Scout use of Summit Station*** – Mr. Hevey believes the Cub Scouts will be using Summit Church.
16. ***Use of Summit Station for political purposes*** – Ann Dixon, candidate for School Committee, has asked to use the station for a political event. This is the first time the Department has been asked for use of the station for political purposes. There is no policy on this topic. The question was sent to the attorney and insurance carrier and both did not have favorable responses. Attorney Harsch said that the Department has the right to lend the station for such purposes, but he advises against it. Members have concerns such as the station being manned during the event and clean up. Mr. Dixon is present and states that they would leave the building in the condition that they found it.

Members believe the outcome would be different if Ms. Dixon was unopposed. They are concerned about showing favoritism. Mr. Mays feels they are correct to decline at this time, but he SAP committee should look at this as time goes by because it is a public facility. Under the right circumstances, this could be a revenue producing opportunity. The Members suggest other local facilities to Mr. Dixon.

A motion is made by Mr. Farnum and seconded by Mr. Hevey to reject use of the station for a political function at this time. All voted aye. Motion carried.

Mr. Dixon thanks the Members for their consideration.

17. ***WCFD web site hosting upgrade*** – The free website hosting program can no longer handle the size of our website. We need to upgrade with them or another server which will be an additional expense. Discussion of downsizing the website. Minutes posted on the website are now posted on the SOS site. Captain Guastini will purchase software and research pricing of servers for the next budget.

A motion is made by Mr. Guastini and seconded by Mr. Farnum to restore the website to a professional service not to exceed \$150 per year. All voted aye. Motion carried.

18. ***Chairman's comments*** – The APRA request was fulfilled in a timely manner, along with the redlined copies of the Charter and Bylaws. Attorney Harsch has responded to both OMA complaints and it's a matter of waiting from the Attorney General on the outcome (March 20<sup>th</sup> Annual Meeting Packet approval/August 9<sup>th</sup> SAP meeting wrong date). The day of the week will be eliminated from further agendas.

19. ***New Business*** – Discussion of mutual aid and Coventry districts making mutual aid runs to Providence. Mr. Mays is concerned that level of service will affect other districts responding to mutual aid. Captain Guastini reads a letter dated September 5<sup>th</sup> from Fire Alarm regarding mutual aid outside of Coventry stating mutual aid outside of Coventry will be denied when Coventry has only two in service rescues. If there are rescues available, they will go. Mr. Mays believes the potential exists for a problem and it should be discussed in the future.
20. ***Open Forum*** – n/a
21. ***Schedule next meeting*** – the next meeting will be held on October 18<sup>th</sup> at 7:00 p.m. A BOD meeting to discuss Bylaws/Charter will be held on October 15<sup>th</sup>.
22. ***Adjournment*** – a motion is made and seconded to adjourn the meeting at 8:56 p.m.