



WESTERN COVENTRY FIRE DISTRICT
1110 Victory Highway
Greene, Rhode Island 02827
Board of Directors Meeting
Thursday, 18 October, 2012, 7:00 P.M.
MINUTES

MEMBERS PRESENT

Chairman John Humble
Jonathan Farnum
Richard Holt
Robert Hevey
Robert Guastini

Moderator Skip Mays
Treasurer Glen Underwood
Tax Collector Joan Smith
Clerk Cheryl Wilcox
Captain Kelly Guastini
Captain Robert Mann

The Chairman called the meeting to order. He confirmed that a quorum was present and that the meeting has been posted in all required locations.

3. **Acceptance of BOD meeting minutes of 20 September, 2012 and 11 October, 2012** – A motion is made by Mr. Farnum and seconded by Mr. Hevey to approve the minutes of the 9/20/2012 and 10/11/2012 meeting minutes.

Discussion: Mr. Hevey would like #4c of the 9/20 minutes to say that an electrician ‘can’ install LED lighting, instead of ‘will’ as it says now. Members have discussion of posting minutes on the Secretary of State’s website and if it is legally necessary. A link to the SOS website will be put on the districts site.

Mr. Humble, aye; Mr. Farnum, aye; Mr. Hevey, aye; Mr. Guastini, aye; Mr. Holt, abstain.

4. **Chief’s Report to include**

- a. **EMT certification** – the Chief’s absence, due to an illness, will not affect the recertification.
- b. **Captain’s 2012 evaluations** – Mr. Humble suggests the Board provide increase in contract to the Captains. They received their COLA but did not receive their 1% performance increase. A motion is made by Mr. Farnum and seconded by Mr. Holt to provide the 1% performance increase to Captain Mann and Captain Guastini. All voted aye. Motion carried.

- c. **Station street sign lighting** - A street light is expected to be installed in mid December by National Grid to a pole on Victory Highway.

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Interim Chief Donald Hall

Captain Guastini reports that minor repairs were done to Rescue 8. Mutual aid was needed for 2 calls. The Heart Safe Community Program is moving forward.

The website is back on-line. Network Solutions will be hosting the website for one year for \$119.50. The domain name will be transferred to Network Solutions in January, 2013 for \$15.

Captain Guastini attended Patient Tracking System training at RI Dept of Health, and six members attended Fireman's Memorial Parade in Wakefield with Engine 9.

Captain Mann reports that all fire apparatus is running fine. There is no word on the 2012 FEMA grant. \$3,696 was received from a 2009 FEMA grant to cover 95% of Firefighter 2 classes. Four members are attending the class held in our station. \$194 was used from the training budget to make up the cost. \$550 was received from Woonasquatucket Valley Fireman's League to cover students who completed Firefighter 1 class in the spring. The thermal imaging camera has been installed in engine 9.

5. **Treasurer's Report** – the 2012/2013 billing is done and reflects new revenue numbers. The budget is where it should be without unforeseen expenditures. Mr. Hevey would like to receive an income ledger. A motion is made by Mr. Guastini and seconded by Mr. Farnum to accept the Treasurers report. All voted aye. Motion carried.
6. **Tax Collector's Report** – in the first 2 weeks of October, there is a good response of tax payments. A motion is made and seconded to approve the Tax Collectors Report. All voted aye. Motion carried.
7. **District Clerk's Report** – nothing to report
8. **Charter/By-Laws Committee Report** – the BOD will meet on 10/22 to discuss final changes to Charter and By-laws. A motion is made by Mr. Guastini and seconded by Mr. Holt to accept the Charter/By-laws Committee Report. All voted aye. Motion carried.
9. **SAP Committee Report** – it is suggested that the Committee come up with a policy for use of the station. Nothing further to report.
10. **Permanent part time chief's position placement update/recommendation** – Statement from Chairman Humble:
For the position of permanent part time Chief of WCFD, there have been four candidates recently interviewed by the Chief Selection Committee chaired by Director Richard Holt with Committee members; Director Robert Hevey, Director Jonathan Farnum, Coventry Police Chief and resident Bryan Volpe, Harrisville Fire Chief Mark St. Pierre, Sheriff and resident John Ryan and resident Skip Wilcox.

The Committee determined that two of the four candidates were qualified for the position, Captain Steven Quatrinni of the Smithfield Fire Department and Captain Kelly Guastini of the WCFD.

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Subsequently, the Board of Directors with the exclusion of Director Robert Guastini, interviewed the two candidates and after a lengthy, extremely difficult and sincere deliberation concluded that at this time, Captain Quattrini is best suited for the position with the understanding that should Captain Quattrini accept the position, that he will immediately recommend to the Board of Directors that Captain Guastini be promoted to Deputy Chief. Captain Quattrini has indicated his agreement with this condition.

The Chairman will now entertain a motion that the Western Coventry Fire District's Board of Director's offer the position of the fire department's permanent part time Chief to Captain Quattrini. A motion is made by Mr. Guastini and seconded by Mr. Holt to offer Steven Quattrini the position of WCFD permanent/part-time Chief. All voted aye. Motion carried.

- 11. Full time employee contract renewal* – Mr. Humble and Mr. Farnum are working on this with input from Attorney Harsch. When complete the contracts will be given to the Captains for their review.
- 12. Mutual aid concerns update* – CCFD is proceeding with receivership, but members are working. There has been no change in requests for mutual aid so far.
- 13. WCFD web site hosting upgrade* – the website is up and running.
- 14. New Business* – n/a
- 15. Open Forum* – Mr. Mays brings up RIGL 44-5-2, Levy and Assessment of Local Taxes and wonders if it includes fire districts.
- 16. Schedule next meeting* – the next BOD meeting will be held on November 15, 2012. A tentative Charter/By-laws review meeting is scheduled for October 22, 2012.
- 17. Adjournment* – a motion is made by Mr. Farnum and seconded by Mr. Hevey to adjourn the meeting. All voted aye. Motion carried.