



WESTERN COVENTRY FIRE DISTRICT
1110 Victory Highway
Greene, Rhode Island 02827
Phone (401) 397-7520 Fax (401) 397-1084

www.wcfd.net

Board of Directors Meeting
Wednesday, 13 February, 2013, 7:00 P.M.
MINUTES
(Posted 11 February, 2013)

Members Present

<i>Chairman John Humble</i>	<i>Chief Steven Quattrini</i>
<i>Richard Holt</i>	<i>WCS Mays III, Moderator</i>
<i>Robert Hevey</i>	<i>Glenn Underwood, Treasurer</i>
<i>Robert Guastini</i>	<i>Joan Smith, Tax Collector</i>
	<i>Cheryl Wilcox, Clerk</i>
Member Excused	<i>Deputy Chief Guastini</i>
<i>Jonathan Farnum</i>	<i>Lt. Gardner</i>

- 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 there is a quorum present and the meeting was posted in all required locations.
- 3. *Acceptance of BOD meeting minutes of 17 January, 2013 and 31 January, 2013*** – a motion was made by Mr. Holt and seconded by Mr. Guastini to approve the minutes of January 17 and 31, 2013. All voted aye. Motion carried.
- 4. *Chief's Report*** – there were seven fires and twenty one rescues in January and three trainings. The three trainings included a critique of Franklin Road fire/housekeeping and updates, critique of Weeks Hill Road fire, and a gas meter review. There is a new gas meter installed. A public education program has started and Firefighter Blanchard will begin with a program with the boy scouts this month. The police department is glad that the district now has an investigator. Chief Volpe has agreed that Maintenance Fund money may be used for dispatching software. A motion is made by Mr. Guastini and seconded by Mr. Hevey to accept the Chiefs report. Discussion of after action reporting. All voted aye. Motion carried.
 - a. *Nemo after action storm report*** – extra firefighters and officers were brought in. The station was opened for a shelter if needed. Four highway personnel were at the station. Members kept up with snow removal efforts at the station. Lt Gardner assisted DPW personnel with some mechanical problems. A motion was made by Mr. Guastini and seconded by Mr. Holt to accept the NEMO After Action report. Mr. Hevey asks the Chief if there is anything that could have been done better for reference during the next emergency. The Chief states that

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not locally, but communications within the State could have been done better. All voted aye. Motion carried.

- b. *A promotion recommendation*** – the Chief makes a recommendation to promote Lt Gardner to Captain. He has over 20 years experience. He will oversee division training, protective clothing, and fleet maintenance which is more responsibilities than a Lt. A motion is made by Mr. Guastini and seconded by Mr. Hevey to accept the Chiefs recommendation to promote Lt Gardner to the rank of Captain. Discussion of Captain pay, SAP's, and the budget. There is money in the budget for Captain. All voted aye. Motion carried.
- 5. *DEM grant for fire department equipment and vehicles*** – the district meets the requirements for a grant for a command vehicle. A motion is needed from the Board, the vehicle needs to be in service within 120 days, and we have to get the vehicle. The Chief describes all of the requirements for the grant. A motion is made by Mr. Hevey and seconded by Mr. Guastini to authorize the Chief to begin this grant process. All voted aye. Motion carried.
- 6. *Treasurer's Report*** – January was a quiet month. Quite a bit of tax revenue has been received this month. A motion is made by Mr. Guastini and seconded by Mr. Hevey to accept the Treasurers report. All voted aye. Motion carried.
- 7. *Tax Collector's Report*** – 200 tax sale letters have been mailed. Starting balance was \$34,585.11; \$56,397.70 of taxes were collected; uncollected taxes equal \$287,227.97. A motion is made by Mr. Holt and seconded by Mr. Guastini to accept the Tax Collectors report. Discussion of a \$5,000 entry in uncollected taxes. All voted aye. Motion carried.
- 8. *Clerk's Report*** – another records request has been received and responded to this month. A motion is made by Mr. Hevey and seconded by Mr. Holt to accept the Clerks report. All voted aye. Motion carried.
- 9. *SAP Committee Report*** – a motion is made by Mr. Holt to accept SAP 1212.01, 1212.02, and 1212.03. Discussion of the number of vacation days and where they came from. Mr. Hevey suggests that it be capped at 20. The Chief explains that this is not the private sector and the stresses of these positions sometimes require more time off. The use of the term commissioners should be deleted. Mr. Holt retracts his motion. A motion is made by Mr. Guastini and seconded by Mr. Holt to accept SAP 1212.01, 1212.02, and 1212.03 as amended. Mr. Humble, aye; Mr. Holt, aye; Mr. Guastini, aye; Mr. Hevey abstains. Motion carried.

 - a. *SAP 1212.01 Time Off Personnel Policy for Full Time Employees.****
 - b. *SAP 1212.02 Insurance and Death Benefits.****
 - c. *SAP 1212.03 Individual Retirement Account Plan for District Employees.****
- 10. *Full time employee contract renewal update and possible approval*** – the contract will list effective date of date the SAP is approved. Salaries are now in the contract. Captain Mann and Deputy Chief Guastini are okay with the new contract. A motion is made by Mr. Hevey and seconded by Mr. Hot to accept the contract. Discussion of adding a management rights paragraph, and HIPAA. A motion is made by Mr. Holt and seconded by Mr. Guastini to approve the contract with modifications. All voted aye. Motion carried.

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- 11. Charter/By-Laws Committee Report** – the Bylaws are ready to be presented at the annual meeting. There has been no word from legislation regarding the Charter changes. Bylaws will be incorporated in the package for the annual meeting.
- 12. Harassment & Discrimination Prevention Training** – Mr. Farnum and Mr. Humble have seen the training CD. Mr. Holt will take it home.
- 13. Attorney General's 8 Jan. 2013 Open Government Summit review** – n/a
- 14. Legal counsel proposals consideration** – a proposal will be received from Attorney Harsch's office within a week.
- 15. CCFD status and any possible WCFD response/action items** – a meeting in court will be held tomorrow. Much speculation of possibilities. The Chief is willing to cover for 72 hours but feels that after that there is a threat to the safety of both districts.
- 16. 2013-2014 budget preparation continuation** – a \$12,000 decrease in the new budget would create a 1.42 increase. A motion is made by Mr. Hevey and seconded by Mr. Guastini to have the Chief come back with a 3% tax. All voted aye. Motion carried.
- 17. New Business** – n/a
- 18. Open Forum** – n/a
- 19. Schedule next meeting** – The next meeting will be held on 2/27/13.
- 20. Adjournment** – a motion is made by Mr. Hevey and seconded by Mr. Holt to adjourn the meeting at 10:13 p.m. All voted aye. Motion carried.

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