



WESTERN COVENTRY FIRE DISTRICT

**1110 Victory Highway
Greene, Rhode Island 02827**

Phone (401) 397-7520

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www.wcfd.net

Board of Directors Meeting

Thursday, 25 April, 2013, 7:00 P.M.

MINUTES

Members Present

Chairman John Humble

Robert Hevey

Richard Holt

Jonathan Farnum

Excused

Robert Guastini

WCS Mays III, Moderator

Glenn Underwood, Treasurer

Joan Smith, Tax Collector

Cheryl Wilcox, Clerk

Chief Quattrini

Deputy Chief Guastini

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 has been posted in all required locations.
3. ***Selection of Board Chairperson*** – A motion is made by Mr. Farnum and seconded by Mr. Holt to re-elect incumbent John Humble as Chairman. Mr. Farnum says that Mr. Humble has done a good job and we need his leadership. Mr. Humble agrees to stay on as interim until the CCFD situation is over. The BOD members understand that this will be revisited. All voted aye. Mr. Humble abstains. Motion carried.
4. ***Acceptance of BOD meeting minutes of 14 March, 2013, 21 March, 2013, 28 March, 2013, 3 April, 2013*** – March 14 and March 21 were accepted at the March 28, 2013 meeting. A motion is made by Mr. Holt and seconded by Mr. Hevey to accept the minutes of the March 28 and April 3, 2013 BOD meetings. Mr. Hevey suggests minor word changes to March 28th and April 3rd and that a sentence be added (*Mr. Hevey noted that the swap will be a deviation from the SAP*) to March 28th minutes. All voted aye. Motion carried.
5. ***Chief's Report*** – There were 14 fires and 19 rescues in the month of March. Five trainings were held in March. One mutual aid in and one out to Central Coventry and one to West Greenwich. The Kaboda was damaged when it was taken out for a joy-ride. Repairs cost approximately \$800. We are still waiting on a police report. The Chief thanks the members and the BOD for helping through the budget process. A motion is made by Mr. Farnum and seconded by Mr. Holt to accept the Chief's report. All voted aye. Motion carried.

Board of Directors

John Humble – Chairperson, Robert Hevey, Richard Holt, Robert Guastini, Jonathan Farnum

District Officers

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Chief Steven Quattrini

Mr. Humble asks what members do when they show up for a call but don't go on the call. The Chief says that they are put to work.

Mr. Holt asks about relocation, and if the rescue can stay at our station. The Chief says when we get asked to relocate our rescue; it means there are no other available rescues. We get relocated to be in a more central location.

6. **Command Vehicle status** – The Chief will receive the command vehicle from Anthony as soon as they receive their new one. There is discussion of hose inventory. The Deputy Chief will create an inventory of the original hose and what we received from Cranston.
7. **New Rescue Vehicle update** – There is a cab and chassis unspoken for which would give us our new vehicle sooner. The unique quality of this new vehicle is the material used and the way the chassis box has been built. Mr. Mays states that the BOD recommended that the Truck Committee consult Chuck Smith on the vehicle as a disinterested third party. The Chairman is concerned that the BOD not create the formation of committee. The Chief states that he is comfortable with the progress and ability of the Truck Committee. There is discussion of the vehicle. The Deputy will email the 'specs' to Chuck. The new rescue will have 'on-spots'. A 4x4 will be too high. There is discussion of the specifications. The Treasurer states that we received a lower quote for financing of 2.58%. The BOD asks that the last sentence of the bid be changed to 'reserve the right to...most suitable', leaving the ability to not choose the lowest bidder.
8. **Treasurer's Report** – Sprinkler system repair has been paid for \$1,982.60. Paid time off liability is being recorded in expense detail 7360. A motion is made by Mr. Farnum and seconded by Mr. Hevey to accept the Treasurers report as presented. Discussion, Mr. Holt asks about Tax Sale on the balance sheet. \$13,666 tax costs are added for legal and documentation fees in the Tax Collectors report. Mr. Underwood asks about comp-time being sent to him other than holiday comp-time. The Chief states that it is just for recordkeeping practices. All voted aye. Motion carried.
9. **Pump house electrical usage update** – the electric bill is back on track.
10. **FLSA study status** – nothing to report.
11. **Tax Collector's Report** – Opening balance \$219,663.75, \$15,696.29 has been added to that as tax sale receivables; Taxes collected \$27,888.47; Interest \$4,336.67. Joan has sent out the ad for tax sale of 36 properties, but people have been calling wanting to pay. A motion is made by Mr. Hevey and seconded by Mr. Farnum to accept the Tax Collectors report. All voted aye. Motion carried.
12. **Comp time reporting** – discussed in the Treasurers report.

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13. Clerk's Report – n/a

Discussion of whether the department should keep recordings of meetings. Attorney Harsch has confirmed with the Attorney General's office that it is not necessary to keep them. Mr. Holt says that it is clear that it's not necessary, we have just done it.

14. SAP Committee Report*

a. SAP 1211.24 Duties of the Clerk as revised for approval – table – paragraph 3.1 was changed where it had a term of two years to 'as specified in the district charter'; added paragraph 4.12; and changed to a capital C. Mr. Hevey doesn't believe the BOD approves a list of applicants. Mr. Humble asks if there is a process to prove there are qualified voters.

b. SAP 1212.01 Full Time Employee Time Off Policy as revised for approval – a motion is made by Mr. Hevey and seconded by Mr. Holt to approve SAP 1212.01 as amended. All voted aye. Motion carried.

c. SAP 4570.00 Property Disposal Procedure as revised for approval – table – Mr. Hevey questions paragraph 4.1, there is no discussion of what you do if the item is not greater than \$1,000. Mr. Holt says that if it's less than that we don't need to advertise. Mr. Hevey finds a hole there. It doesn't tell you what to do with an item if you are scrapping it.

15. Charter/By-Laws update – nothing from the Legislation. Mr. Hevey provided a copy to a gentlemen who requested one at the Annual Meeting. The gentleman was very appreciative.

16. CCFD status and any possible WCFD response/action items – BOD believes representatives from all three remaining districts should get together and approve wording and new boundary lines. A meeting will be scheduled to go over maps with the proposed new boundary with the Tax Assessor.

17. Legal counsel's proposals consideration – Mr. Holt states that with Gorham & Gorham, we are getting 4 or 5 individuals. With Harsch we are getting one attorney who has been with us for awhile and the price is lower than Gorham. Mr. Farnum says that Harsch has done a good job.

A motion is made by Mr. Holt and seconded by Mr. Hevey to accept the proposal from Wm W Harsch & Associates for legal services. All voted aye. Motion carried.

18. New Business – n/a

19. Open Forum – n/a

20. Schedule next meeting – a meeting will be held on May 2nd to discuss maps with the Tax Collector and the regular BOD meeting will be on May 16, 2013.

21. Adjournment – a motion was made by Mr. Farnum and seconded by Mr. Holt to adjourn the meeting at 9:21 p.m. All voted aye. Motion carried.

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