



WESTERN COVENTRY FIRE DISTRICT

**1110 Victory Highway
Greene, Rhode Island 02827
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www.wcfd.net

**Board of Directors Meeting
Thursday, 16 May, 2013, 7:00 P.M.
MINUTES**

Members Present

*Chairman John Humble
Richard Holt
Jonathan Farnum
Robert Hevey
Robert Guastini*

*WCS Mays, III, Moderator
Glenn Underwood, Treasurer
Joan Smith, Tax Collector
Chief Quattrini
Deputy Chief Guastini
Captain Gardner
Cheryl Wilcox, Clerk*

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*** – The Chairman confirmed that there is a quorum present and the meeting was posted in all required locations.
3. ***Selection of Board Chairperson*** – postponed.
4. ***Acceptance of BOD meeting minutes of:*** a motion is made by Mr. Farnum and seconded by Mr. Guastini to accept the minutes of 4/25 and 5/2. Discussion:
 - a. ***25 April, 2013*** – correct members who made and seconded the vote for Legal Counsel proposals; Mr. Hevey had a comment regarding property disposal procedure and duties of the clerk. Mr. Holt suggests that ‘Mr. Hevey had some issues that necessitated this going back to the SAP Committee’. Mr. Humble states that when the SAP’s are presented for approval I’m sure we will make a comment as to what those improvements were.
 - b. ***2 May, 2013*** – change 2950 to 2950 feet. Mr. Hevey states that it is very accurate that the BOD voted in favor of the specification, but there was no BOD vote to approve the advertisement of the RFB. Mr. Humble states that the BOD approved the advertisement with some corrections at the meeting before. The only thing that needed to be changed was the dates because of the timing. Mr. Holt says that the BOD discussed the advertisement and some wording was changed. Mr. Hevey says that the topic of the advertisement came up on May 2nd and was postponed until after the spec was finished, and it never resumed. The Chief and Deputy remember that it was done at the last meeting. Mr. Farnum asks if the BOD can vote now to approve the advertisement. He is comfortable with what was done.

Board of Directors

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

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Mr. Guastini makes a motion to approve the advertising of the new ambulance as discussed at the last BOD meeting. Motion seconded by Mr. Holt.

Point of order from Mr. Hevey, 'It's not on the agenda'. Mr. Hevey suggests that we put it on the next meeting agenda. Captain Gardner suggests that we may lose the ambulance if the bid is held up. Mr. Mays suggests that the vote should be to reaffirm. The intent was there, the discussion was there, the BOD doesn't disagree with the acts that were taken in terms of the text of the advertisement. Putting it on the next meeting agenda, to reaffirm should satisfy somebody that wants to question the legality of the bid package. Mr. Holt agrees. He also says that at the last AG meeting, the comment was made that a concurrence by the BOD, even though not a formal vote, is in fact a vote. Based on the AG, effectively, we have voted for it. Mr. Humble says that we can reaffirm that action.

Mr. Guastini withdraws his motion.

On the motion to accept 4/25 and 5/2 minutes as amended, all voted aye. Motion carried.

5. **Chief's Report** – favorable feedback has been received from taxpayers regarding the presentation of the station at the Annual Meeting. There were 11 fires in April, 23 rescues, and 6 trainings. There were 3 mutual aid calls to CCFD and 5 mutual aids in. A motion is made by Mr. Farnum and seconded by Mr. Holt to accept the Chief's report. Discussion: Mr. Hevey says that the Wilderness First Aid training given to Boy Scouts by Firefighter Blanchard was well received by Scouts and adults. Mr. Humble questions an 8 minute run. The Chief states that it was during a time period where there was no crew on duty. All voted aye. Motion carried.
6. **Command Vehicle status** – The Chief states that there is no hard date for receipt of the command vehicle. Chief Labbadia is still waiting for his vehicle. There is discussion of the street light from DOT. The Chief is waiting for response from DOT. The Chief and Mr. Guastini plan on installing lighting for the sign at the end of the driveway.
7. **New Rescue Vehicle RFB advertising and bid opening date** – after discussion of whether the BOD has previously voted on this topic, Mr. Mays notes that the vote may take place tonight. A motion is made by Mr. Farnum to proceed and reaffirm the approval of advertising for the new rescue vehicle RFB. Motion seconded by Mr. Guastini. All voted aye. Motion carried. The RFB will be placed in the Journal, our website, and on the RI State Purchasing website. It has been manually posted at the station, Koszela's, and Summit General Store. Deputy Chief Guastini has received calls from 5 or 6 potential bidders with questions. The bids will be opened at a meeting to be held on May 23rd.
8. **Treasurer's Report** – the expenditure side is doing well. There have been \$8,800 in repairs (king pins, fuel pump, o-rings. The o-rings were covered under warranty) to Rescue 8, \$4,600 was budgeted. Mr. Mays asked if the fuel pump issue was related to bad fuel. Captain Gardner says it would be hard to prove. The audit process has begun and should be complete in mid June.

A motion is made by Mr. Farnum and seconded by Mr. Holt to accept the Treasurers report. Mr. Humble asks if it would be difficult to put the previous year's ytd on line items. Mr. Underwood says that it would be doable. It has to be done manually because his software doesn't easily convert to Excel. All voted aye. Motion carried.

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9. **FLSA study status** – the Deputy Chief has found a glitch in her FLSA report but will have the report for next week’s meeting. The Chairman will add to next weeks meeting agenda. Mr. Underwood reminds that minimum wage increases on January 1st.

Members discuss Blue Cross renewal form. There is a discussion of a normal work week and if health insurance must be offered to members who work over 30 hours. Mr. Underwood reads sections of the renewal form, ‘At least 50% of its working days during the preceding calendar quarter, employ no more than fifty eligible employees’, we qualify on that point. ‘with a normal work week of thirty or more hours, or down to 17.5 hours if applied uniformly among all employees’. ‘Coverage must be offered to all eligible employees and their dependents even if the employer does not pay for the coverage for all employees’. Discussion also if the District has to pay for all insurance since the full-time employees’ (who have contracts) insurance is paid by the department. The Deputy Chief asks what constitutes the 30 hours. The 6-10 doesn’t count but if you go out on a rescue during those hours, it does. Mr. Humble says to make sure we understand the liability in RIGL 27-50-1 and 27-50-3. Mr. Mays says to just not let members work over 30 hours. The only risk, according to Mr. Underwood is keeping it managed. The Deputy Chief says that there isn’t anyone who routinely works over 30 hours. Renewal is in September.

10. **Tax Collector’s Report** - \$211,345.57 starting balance; \$7,393.86 payments including tax sale costs; \$20.02 abatements; \$6,178.87 in penalties paid; \$138,231.69 uncollected balance. The Tax Collector had the tax sale and will have the abatements and tax sale information for the next meeting. A motion is made by Mr. Farnum and seconded by Mr. Guastini to accept the Tax Collectors report. All voted aye. Motion carried.

11. **Clerk’s Report** – n/a

12. **SAP Committee Report** – the committee is working on the SAP’s.

- a. **SAP 1211.24 Duties of the Clerk as revised for approval.**
- b. **SAP 4570.00 Property Disposal Procedure as revised for approval.**

13. **Charter/By-Laws update** – The Charter was signed and Mr. Humble will ask Senator Kettle for a stamped copy from legislation. Discussion of District Officers terms. Mr. Hevey says that he spoke with Mr. Harsch after the Annual Meeting, along with Mr. Holt, and the terms are one year.

14. **Consideration of comments/suggestions from constituents** – Mr. Novak has sent a letter of comments regarding the By-laws. Mr. Holt says that we should respond to them. From the few he picked, he believes there were some valid points pertaining to the By-laws. Mr. Hevey says that there were two solicitations made to Mr. Novak and he responded to the one from the BOD. Mr. Hevey was going to respond as an individual, first. Mr. Humble thinks it’s appropriate for the Bylaws committee to take the letter as an action item. Mr. Hevey says that based upon the new Bylaws, committees and sub committees are brought on for a specific purpose such as Charter and Bylaws. He says it’s up to the BOD if they would like to continue with that committee or form a new one. Mr. Farnum asks if it would make sense to send the letter to the Bylaws committee, since we already have one. Mr. Hevey says that there are some members who haven’t been involved in any committees in quite some time. Mr. Humble asks him for a recommendation. Mr. Humble says a Bylaws committee may know more quickly what the answers are to his questions. Mr. Humble says that we need a new Bylaws committee and asks Mr. Hevey if he is interested. Mr. Hevey says that it depends on the membership. Mr. Holt comments to Mr. Hevey, that if he is the Chairperson, then he would make the recommendation as to who the members are. There is discussion of the Bylaws committee.

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Mr. Hevey would like to put the item on the agenda of the next meeting and whether to continue the old committee or form a new Bylaws committee. If it's decided to advertise for a new Bylaws committee, see if anyone is interested in being on the committee. Mr. Hevey suggests that maybe Mr. Novak would join the committee but he feels the BOD would not appoint him.

- 15. CCFD status and any possible WCFD response/action items** – the bill was passed to charge residents \$2.80 in taxes. The Special Master has requested to be allowed to borrow \$1.5million from Centreville Bank. This has been tabled by the Judge. There is discussion of the description of the proposed new territory. Mr. Mays suggests that the item remain on the agenda and this BOD keep moving forward. Mr. Hevey will continue working on his description. No action is required at this point.
- 16. New Business** – Mr. Guastini asks the Chief about inspections. The Chief says the inspections are done but there is no schedule at this time. There is discussion of using the State Fire Marshall for inspections where there may be conflicts of interest and giving property owners time to make corrections.
- 17. Open Forum** – Mr. Hevey cautions members relative to email traffic and response to taxpayer's emails that an answer to every board member may influence other member's votes and may be misconstrued as a dialog. Mr. Holt's interpretation in support of Mr. Hevey's concern is that board members should not be having any dialog with each other of any kind. If dialog with two board members goes to a third member, you are in violation of the rules. Mr. Holt's advice is not to have email dialog other than sending reports for distribution.
- 18. Schedule next meeting** – the next meeting will be held on May 23, 2013 to open rescue vehicle bids.
- 19. Adjournment** – A motion is made by Mr. Hevey and seconded by Mr. Farnum to adjourn the meeting at 8:58 p.m. All voted aye. Motion carried.

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