



**WESTERN COVENTRY FIRE DISTRICT**

**1110 Victory Highway  
Greene, Rhode Island 02827  
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[www.wcfd.net](http://www.wcfd.net)

**Board of Directors Meeting  
Thursday, 27 June, 2013, 7:00 P.M.**

**MINUTES**

*(Posted 24 June, 2013)*

Members Present

*Chairman John Humble*

*Richard Holt*

*Jonathan Farnum*

*Robert Hevey*

*Robert Guastini*

*WCS Mays III, Moderator*

*Glenn Underwood, Treasurer*

*Deputy Chief Guastini*

*Cheryl Wilcox, Clerk*

*Council Woman Karen Carlson*

*Steve Bousquette*

1. ***Call to Order and Attendance*** – The Chairman called the meeting to order at 7:02 p.m.
2. ***Confirmation of required meeting posting and quorum*** – The Chairman confirmed that a quorum is present and the meeting was posted in all required locations.
3. ***Acceptance of BOD meeting minutes of:***
  - a. ***16 May, 2013*** - tabled
  - b. ***20 May, 2013\****
  - c. ***23 May, 2013\****
  - d. ***3 June, 2013\****

A motion was made by Mr. Farnum and seconded by Mr. Holt to approve the minutes of 5/20/2013, 5/23/2013, and 6/3/2013 as amended. June 3, 2013 minutes, Mr. Hevey was the originator of discussion of security camera at Greene station, and Mr. Holt would like paragraph 3 changed to read that Mr. Humble confirmed that all issues were addressed in the bids. The minutes of 5/16/2013 were tabled to the next meeting. All voted aye. Motion carried.
4. ***Chief's Report*** – there were 8 fires, 29 rescues, and 4 trainings in May. There were 3 mutual aid calls to Central and 3 mutual aid in while our rescue was on another call. Four arrests have been made in the station break-in. The rescue contract has been signed.

A motion is made by Mr. Holt and seconded by Mr. Hevey to approve the Chiefs report. Rescue 8 repairs budgeted were \$7,650 and spent was \$7,164.85. This amount includes the engine

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*Chief Steven Quattrini*

rebuild. Mr. Guastini would like manpower addressed in the Chief's report. He also asks if weekends are covered. There are two people on, on Saturday but no one on Sunday. The Deputy says that there is always someone around and the members communicate if they will be out of district. Mr. Mays asks if we have missed any runs because of lack of manpower. The Deputy says no. Mr. Humble says that according to run times, a job well done. Mr. Humble likes the training schedule for the month of July attached to the Chiefs report. There was a harassment training in the month of June. All voted aye. Motion carried.

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5. **Treasurer's Report** – the budget is on track as it should be. Interest from delinquent taxes is ahead due to the tax sale. Expenditures are ahead in equipment maintenance. Other than that, things are where they should be. The accident and sick policy came in \$4,000 less than it should be. The policy will be sent out to the Board to see if everything is as it should be. Rescue Recovery in May didn't bring in a lot. The balance sheet in May close out was in a good position. The Duty Crew account is missing a 0 and should be \$16,000. The audit is almost complete and statements should be sent out in July.

A motion is made by Mr. Guastini and seconded by Mr. Farnum to approve the Treasurers Report. Discussion: Mr. Mays questions the uncollectable taxes section of the Balance Sheet. Mr. Underwood says that is an allowance. There is very little old stuff left on the Tax Collectors report. Mr. Underwood will bring that down to \$1,000. Our real balance of taxes receivable is \$87,500. Mr. Humble asks why office supplies and building maintenance have doubled. Deputy Guastini says that office supplies are purchased in bulk at a discount. The increase is due to timing. She also states that it was a legitimate lightning strike in the electrical panel for building maintenance. Heating is up due to timing. March was colder this year than last, propane was less expensive, fill up was in May and will last until December. All voted aye. Motion carried.

6. **Tax Collector's Report** – starting in the beginning of May, \$138,231.69; interest, \$5,781.42; collected, \$51,602.18; uncollected, \$87,509.51; refund, \$880. Last year's abatement is due to Town of Coventry adjustments. Last quarter taxes are due at the end of July. The tax sale was held on May 9<sup>th</sup>. \$29,354 was collected at the tax sale.

Mr. Hevey sees a difference in his report. Joan will resend the May information.

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

7. **Clerk's Report** – The Attorney Generals Summit will be held on August 2<sup>nd</sup>.
8. **SAP Committee 12 June, 2013 Meeting Report** – a motion is made by Mr. Hevey and seconded by Mr. Holt to accept *a. SAP 1211.24 Duties of the Clerk as revised for approval; b. SAP 4205.00 Procurement Procedure as revised for approval; and c. SAP 11104.00 Rental Use of Fire District Property and Facilities as revised for approval.* All voted aye. Motion carried. Mr. Humble will correct the date as today.
9. **Charter/By-Laws Committee appointments** – Mr. Farnum thinks it makes sense that the former members remain on the Committee. Mr. Humble suggests Steve Bousquette be appointed to the Committee. Members will be: Steve Bousquette, Richard Holt, Robert Hevey, and Captain Mann. Mr. Hevey thinks the Committee should be an odd number. He also suggests Mr. Novak be nominated. Mr. Mays feels there should be caution in nominating members who may not have the districts best interest in mind, or who does not show up at regular meetings. Members of the public who wish to contribute are welcomed to all meetings. Mr. Holt suggests Mrs. Carlu be asked if she is interested in being on the Committee again. Mr. Hevey will offer a position to former member, Mrs. Carlu, and says that he has stated his suggestion as a third member. Mr. Guastini offers to be an alternate if he is needed. A motion is made by Mr. Farnum and

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seconded by Mr. Holt to approach Robert Hevey, Richard Holt, Steve Bousquette, Maryellen Carlu, and Captain Mann to the Charter/ByLaws Committee with Mr. Guastini as an alternate. Mr. Farnum, aye; Mr. Humble, aye; Mr. Holt, aye; Mr. Guastini, aye; Mr. Hevey, nay. Ayes have it. Motion carried.

- 10. Consideration of comments/suggestions from constituents** – 29 items will be reviewed by the Charter/Bylaws Committee.
- 11. Confirmation of District Officer's terms of office** – It is counsel's opinion that the terms are three years. Mr. Mays and Mr. Hevey agree that there should be another election at the next annual meeting.
- 12. FLSA study status** – The Deputy has sent out another analysis. There is a \$2,801.51 (plus) difference in a five month period. There are nine members that actually lost money. The Deputy will do further analysis to get closer to a 0 difference. The difference is because of trainings, calls, and transport.
- 13. Health insurance, full-time vs. call-man Department membership** – Blue Cross has recommended that we do not get into offering coverage to all members. Mr. Hevey says that we are getting closer to the number (50) of employees where coverage has to be offered. Mr. Underwood says that the lower paid employees will find that they could find more affordable insurance on their own than paying for the plan that we offer. Mr. Humble will write a directive to say that at this time the district does not offer the opportunity to participate in a health insurance program to part time employees.
- 14. Exterior sign and building lighting** – Mr. Guastini is waiting for materials for the sign lighting. Captain Mann has been working on snaking wire through a pipe from the station to the street.
- 15. CCFD status and any possible WCFD response/action items** – Ms. Carlson says that tax bills have not been sent out. The ladder truck has not been returned. The election will be held on Saturday. Mr. Hevey says that Cumberland had a vote to go to a municipal fire department and it was done without individual district vote, it was done by a town wide vote.
- 16. New Business** – n/a
- 17. Open Forum** – n/a
- 18. Schedule next meeting** – the next meeting will be held on August 15, 2013.
- 19. Adjournment** – a motion is made by Mr. Guastini and seconded by Mr. Farnum to adjourn the meeting at 8:45 p.m. All voted aye. Motion carried.