



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
Thursday, 19 September, 2013, 7:00 P.M.
MINUTES
(Posted 17 September, 2013)

Members Present

Chairman John Humble
Richard Holt
Jonathan Farnum
Robert Hevey
Robert Guastini

Joan Smith, Tax Collector
Glenn Underwood, Treasurer
Chief Steven Quattrini
Cheryl Wilcox, Clerk
Kendra Miller, KC Times Reporter

Excused:
WCS Mays III, Moderator

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. ***Acceptance of BOD meeting minutes of 15 August, 2013*** – a motion is made by Mr. Farnum and seconded by Mr. Hevey to accept the minutes of August 15, 2013. Discussion: Mr. Holt says that on page 2, #5, 5 lines down to add that Mr. Holt was asked to meet with Mr. Underwood and Duncan MacNeil; and on page 3, Mr. Holt did not attend the Summit meeting. Mr. Humble states that he was under the impression that the letter from Mr. Novak dated April 24th regarding Bylaws will be attached to this meetings minutes. All voted aye. Motion carried.
4. ***Reaffirm the BOD's position regarding the advertisement wording, advertisement placement and acceptance of a bid for the new rescue vehicle discussed at the 16 May, 2013 BOD meeting*** – a motion is made by Mr. Holt and seconded by Mr. Guastini to reaffirm the Board of Directors consensus of the advertising for a new rescue. All voted aye. Motion carried.
5. ***Chief's Report ****

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- a. Department's operational activity and management for the month of August, 2013** – there were 7 fires, 19 rescues, 5 trainings, and 8 mutual aid out, and 3 mutual aid in, in August. There were 258 calls at this time in 2012 compared to 218 this year.

Captain Mann and Firefighter Blanchard inspected Western Coventry Elementary School and during the inspection several problems were found within the school that were brought up with the Principal. One problem was that the fire department wasn't involved with their renovations. A large number of items were added, one being ventilation in the classrooms. There are no fire dampers, calking is not fire rated, emergency lighting, blocked exits were problems. We can't let that stuff go. Also, we were told that the oven is used for heating food. They are actually cooking food and need a heat and duct system. We are trying to get a variance from the State so we can work with the Principal. The Chief is also concerned with a large outdoor heater that should be 15-20 feet from the building and it is actually 4 feet from the building. Mr. Guastini asks if these are all problems for the School Committee. The Chief says that the Building Official should not have signed off on the permits without fire department approval. He also states that our Fire Marshall is also a firefighter which creates time constraints. Mr. Holt asks if a formal report will be prepared. The Chief says that they already have our formal report of deficiencies. Sixty percent of that has already been taken care of in house. At the end of the process there will be a detailed report. Mr. Holt asks is the report will go to the Building Inspector and Superintendent. The Chief will send a copy to the Principal and Superintendent. Mr. Hevey asks if the Department was asked to do a blue print review. The Chief says that if they had been given to us. We never received them and had a hard time getting them. He is also concerned with the propane tanks outside of the building.

The new rescue should be in during the middle of November. It will be sent to North Attleboro to go through the entire truck. Once they give the ok, it should be in service in December. Members are welcomed to come and look at it.

Members attended an antique truck show and provided blood pressure testing, etc.

The radio maintenance fund has been cancelled for this year. The Town feels that they have enough money in the account.

- b. Status of third party billing for fire calls.**

- b. E-Dispatch program** – during a weather event on September 1, 2013, the tower on Watermen Hill Rd. was struck by lightning and the department lost all pager capability for 2 ½ days. Members used cell phones to be notified of alarms. The Chief would like the department and BOD to look into the E-Dispatch program. Even during and after the storm, cell phone coverage was never lost. The Chief provided a copy of a memo from Chief Frank Brown regarding the E-Dispatch program. Software cost is \$1,000 and \$75/month. Mr. Underwood thinks that there may be some grant opportunities. The Chief will also discuss a generator for Waterman Hill with Chief Brown. Mr. Holt requests financial reports from the radio

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maintenance fund. Mr. Hevey asks if Fire Alarm will be asked to pay for E-Dispatch. Mr. Humble is against it. As far as buying equipment for stations, he doesn't see how it fits into radio repair. Mr. Guastini doesn't think the timing is good for that request.

c. Gear deficiencies – n/a

e. Summit Station street sign lighting and Greene Station exterior lighting status – DOT has approved a school type flashing light on Route 102. We met the criteria for responses but didn't for flow of traffic which was surprising. There will be a button inside the station to activate the light. It will go off automatically after an amount of time. Mr. Hevey says that according to the Bylaws, the BOD shouldn't have to approve repairs that the Chief is making, such as lighting.

f. Greene Station improvements - Captain Mann has been named House Captain, Station 2 and Captain Gardner has been named House Captain, Station 1. The Chief says that as we move forward with the budget, those individuals will help with budgets, supplies, equipment, etc. A preliminary thought process of the Chief will be to possibly add a second floor to the Greene Station in the 5/10 year plan. At the moment a tanker won't fit inside the building. This would make it possible to put larger doors on the building. He says that he had hoped for a grant for renovations but there aren't any out there now. There are grants for sprinkler systems and emergency lighting that he will apply for, for the Greene Station. Mr. Farnum asked if it would be cheaper to add a first floor addition. The Chief says he is also looking at that. Mr. Guastini suggests a metal 2nd floor addition. Mr. Humble asks how we can get a light at the Greene Station. Captain Mann has put together a list for \$250. Mr. Humble thinks the BOD needs to seriously look at the budget for major improvements.

g. Command vehicle status – Command vehicle is in and running well. Captain Gardner went through it. It needed a few repairs to 4wheel drive.

Mr. Holt questions call #'s 192 and 195. The Chief believes that the response time was long because it was on Sunday or during unmanned times at the Station, or it may have been a relocation. Mr. Guastini asks why abutting districts could cover Sundays. The Chief says the station is unmanned, because although a Saturday shift was added, a Sunday shift is not in the budget. Captain Gardner says if there was a shift added, our guys would man the station. Mr. Farnum asks what a Sunday shift would cost.

A motion is made by Mr. Farnum and seconded by Mr. Holt to accept the Chief's report. All voted aye. Motion carried.

6. Treasurer's Report

a. District's financial accounting activity for the month of August, 2013 – We are half way through the fiscal year. We did get the 75% reimbursement from FEMA for Hurricane Sandy (\$3,115). Expenditures are high on truck expense but everything else is tracking where it should be. The Chief is doing a great job with keeping budget on track.

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Rescue Recovery funds are a little slow but we did get \$9,000 in the month of August. Mr. Farnum asks if we underestimated the cost of the new rescue. Mr. Underwood says that we are spending less money on the loan because we locked in at a lower interest rate. The chainsaw, portable radios, and some repairs on the command vehicle still have not been purchased from Rescue Recovery funds.

A motion is made by Mr. Hevey and seconded by Mr. Holt to approve the Treasurer's report. All voted aye. Motion carried.

b. Review and acceptance of Dittmar McNeil & Ferolito CPA, Inc. Feb. 28, 2013 Financial Statements – Mr. Holt and Mr. Underwood met with Duncan McNeil who indicated that he found all of our records to be in good order and had no recommendations to do anything differently. Some modifications have been made from notes from the financials. 1. Page 7, last footnote now reads, 'to make repairs to the fire suppression sprinkler system'. 2. Page 8, consideration will be given in the next financial report to reduce the allowance for uncollectable accounts to \$2,500. Mr. Underwood asks Mr. Humble to put on the next agenda, to reduce the allowance from uncollectable taxes from \$5,000 to \$2,500. 3. Page 12, note 3, a line was missing, Capital Assets, Land, \$134,000. 4. Page 13, this question originated with Mr. Hevey's question on the life of the mortgage and the reason for the shorter life is that we took money from the building sale and used that to pay down the mortgage. We have added words there to say that 'during July, 2010 the District used \$130,000 of proceeds from the sale of the old Summit Station to reduce a principle balance of the mortgage. As a result the loan will be paid in full by 2035'. 5. Page 14, note 6, an additional line was added at the end of the paragraph which reads, 'all retirement funds are paid into retirement accounts held by the individual employee and are not district funds'. 6. A listing of the remaining useful life of our equipment is requested for next year's report. Mr. Underwood will provide an electronic copy of the report. Mr. Hevey suggests posting the report on the website. Mr. Hevey suggests that to put a link on our website to connect to the SOS site may be a better way to post minutes since the SOS is already requiring posting of agendas. There is discussion of possible deficiencies on our site.

A motion is made by Mr. Farnum and seconded by Mr. Guastini to approve the *Dittmar McNeil & Ferolito CPA, Inc. Feb. 28, 2013 Financial Statements* *Dittmar McNeil & Ferolito CPA, Inc. Feb. 28, 2013 Financial Statements*. All voted aye. Motion carried.

7. Tax Collector's Report

a. District's tax collection activity for the month of August, 2013 – Opening balance \$54,880.47; tax payments \$10,143.61; refunds \$769; interest paid \$310.93; uncollected balance \$44,744.55. Joan does a report once a year and she hasn't received it yet. She asked the Chief if it has been received.

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

b. Set the 2013-2014 District's tax rate – Mr. Humble asks if the BOD approves the tax rate. Joan doesn't believe so. The rate is 1.46/\$1,000. It was \$1.42 last year. A motion

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is made by Mr. Guastini and seconded by Mr. Hevey to approve the tax rate. All voted aye. Motion carried.

8. ***Clerk's Report - District Clerks activity for the month of August, 2013*** – n/a
9. ***SAP Committee Report***
 - a. ***Announce schedule of next SAP Committee meeting*** – the next meeting will be held on October 30, 2013.
 - b. ***District policy for possible future FEMA reimbursable expenses*** – Mr. Hevey suggests that this may be something that an SOP could address. The Chief will come up with something and present it to the SAP Committee.
10. ***Charter/By-Laws Committee Report***
 - a. ***Announce schedule of next meeting*** – September 26, 2013
 - b. ***Status of official copy of approved By-Laws for the District's files*** –
 - c. ***24 April, 2013 Comments submitted in writing by K. Novak for consideration of attachment to BOD meeting minutes of this meeting*** –
11. ***Deeds and Right-of-Ways for WCFD*** – the house next to Greene Station is for sale. In looking at the realtor's website, it is shown a shed and driveway as being part of that property which isn't the case. Mr. Humble would like the deed to Greene Station and the tower. He wonders if Attorney Harsch should be involved in writing something for the right of way to the tower. We would lose 90 feet of elevation if the tower is moved from Waterman Hill to the station. Mr. Hevey asks if the right of way may be attached to the deed to the Griffiths property. There is discussion of adding an antennae to the tower at the campground.
12. ***FLSA study status*** – n/a
13. ***ISO update*** – n/a
14. ***CCFD receivership status and any possible WCFD response/action items*** – the vote will be held on October 21, 2013.
15. ***Letter to WCFD taxpayers regarding fire district consolidation*** – BOD discuss the letter that was put together at the September 16, 2013. After much discussion, the members chose to leave the letter (attached) reflecting a positive note with no mention of other districts, besides listing their tax rates. Members believe that this is a much better approach, it's not confrontational. The letter will be mailed out with the tax bills.

A motion is made by Mr. Guastini and seconded by Mr. Farnum to send the letter in the tax bill as amended. All voted aye. Motion carried.

16. ***Recruitment of future District administrators*** –

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17. **New Business** – Mr. Guastini suggests having an Oktoberfest or Halloween Party. Ms. Smith says that those are the things that we need recruitment for, positive functions that include taxpayers. There is further discussion of how to run electricity to the sign at the street.
18. **Open Forum** – n/a
19. **Schedule next BOD meeting** – October 17, 2013.
20. **Adjournment** – a motion is made by Mr. Guastini and seconded by Mr. Hevey to adjourn the meeting at 9:49 p.m. All voted aye. Motion carried.

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