

**WESTERN COVENTRY FIRE DISTRICT**  
**1110 Victory Highway, Greene, Rhode Island 02827**  
**Phone (401) 397-7520, Fax (401) 397-1084, [www.wcfd.net](http://www.wcfd.net)**

**Board of Directors Meeting**

**Thursday, 21 November, 2013, 7:00 P.M.**

**MINUTES**

*(Posted 18 November, 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*

*WCS Mays III, Moderator*

*Steven Bousquet*

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.
6. ***Tax Collector's Report to include:***
  - a. ***District's tax collection activity for the month of October, 2013*** – October 1<sup>st</sup> opening balance \$562,399; new receivables \$20; payments \$147,487.22; abatements \$20; adjustments \$250 which was a bounced check; penalties paid \$1,416; uncollected balance \$415,161.77.

A motion was made by Mr. Farnum and seconded by Mr. Holt to accept the Tax Collectors Report. All voted aye. Motion carried.

3. ***Acceptance of BOD meeting minutes of 16 September, 17 & 28 October and 4 November, 2013*** – A motion is made by Mr. Holt and seconded by Mr. Farnum to accept the 9/16, 9/17, and 11/4/2013 minutes. The 10/28/2013 minutes will be tabled. There is discussion of what the BOD would like to see in the minutes. It is decided that votes and a little bit of the highlights of the discussion will be included. If the BOD feels that there is information left out, it will be put in at the next meeting. All voted aye. Motion carried.
4. ***Chief's Report to include:***
  - a. ***Department's operational activity and management for the month of October, 2013*** – There were 10 fires in October, 27 rescues, 5 trainings, and 11 mutual aid calls out.

The new rescue is in North Attleboro. The Deputy and Capt. Gardner are looking at it and a punch list. It should be received within a couple of weeks.

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*Board of Directors*

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

*District Officers*

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In the beginning of 2014 Deputy Guastini will be running an EMT-B program in-house which should save the department a lot of money.

There will be an open house on December 14<sup>th</sup> that will tie in with the new rescue and the Explorer program. Firefighter Blanchard will be included on the next agenda to give a presentation of the program.

- b. *Summit Station street light and Greene Station exterior lighting status*** – The State has money to install the street light but after that, we are responsible. Mr. Guastini makes a motion to go ahead with the installation. Motion seconded by Mr. Hevey. Mr. Humble would like to see a better description of what the light is. He wonders if it will be on all of the time. The Chief will get more information. Mr. Farnum suggests we authorize the Chief to sign for it. All voted aye. Motion carried.
- c. *Greene Station improvement plans and budget estimates*** – clean up is finished. The Chief thanks the members for doing a fabulous job.
- d. *ISO rating improvement update*** – A man has been found to certify sites to improve our rating. That may cost \$5,000 over 2 or 3 years. The other avenue is dry hydrants. The Chief spoke to Sonny Koszela who has a couple of areas where he has verbally said we can use for dry hydrants. The Town is willing to do site work.
- e. *Capital asset useful life schedule/anticipated Rescue Recovery Fund expenditures*** – Members received an email from the Deputy. This will be on the agenda for the next meeting. Mr. Holt would like odometer readings and information on all of the equipment. The Chief will have it for the next meeting.
- f. *Efforts to obtain grant funding*** – Mr. Underwood will help the Deputy and Captain Mann to get access to the federal reporting system (SAM).

A motion is made by Mr. Guastini and seconded by Mr. Hevey to approve the Chiefs Report. All voted aye. Motion carried.

**5. *Treasurer's Report to include:\****

- a. *District's financial accounting activity for the month of October, 2013*** – an adjustment was made for uncollectable taxes which generates \$2,500 of fire tax revenue by reducing uncollectable balance. That's why we show a little higher than what was budgeted. We need to continue to watch truck maintenance account. We're still on track to make our budget without unanticipated expenditures. The Chief has cut back on training where he's only spent \$1,100 of \$9,100. Dawson submitted 5 months of billing which readjusted the balance in rescue recovery. There is \$180,000 in that account. Rescue call volume is down. Tax sale cost payable was over estimated. All costs were paid out. Joan will explain.

Mr. Underwood will be the signer for the Certificate of Acceptance for the rescue.

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A motion is made by Mr. Guastini and seconded by Mr. Hevey to accept the Treasurers report. Discussion: Mr. Mays notes that fire prevention is over. Mr. Underwood says that the Chief will have to make that up somewhere else. All voted aye. Motion carried.

**7. Clerk's Report to include:\***

**a. District Clerks activity for the month of October, 2013** – n/a

**b. Plans to comply with RIGL 42-46-7(b)(2) latest revision regarding posting of minutes** – the SOS has changed the requirements of posting of unofficial minutes for fire districts to 21 days after the meeting or 7 days prior to the next meeting whichever comes first. The SAP will have to be changed to comply.

**c. WCFD web site management and content** – Members want the following on the website: link to SOS website for minutes, Charter, Bylaws, annual Audit Report, Annual Meeting Packet, finalized budget. This information will be passed to the SAP Committee.

**d. Research of deed for Greene Station One property** – n/a

**e. Research of nearby cell tower ownership and possible provisions for municipal use** – A motion is made by Mr. Hevey and seconded by Mr. Guastini for the Chief to begin investigation of moving repeaters to Hickory Ridge tower. He will work with EMA for requirements and cost. All voted aye. Motion carried.

**8. SAP Committee Report** – n/a

**a. Announce schedule of next SAP Committee meeting** – no meeting has been scheduled.

**9. Charter/By-Laws Committee Report\***

**a. Proposed revisions to the By-Laws** – revisions proposed by the Committee will be forwarded to BOD.

**10. FLSA study status** – requires more work.

**11. CCFD receivership status and any possible WCFD response/action items** – a meeting with the Town, Hopkins Hill Chief and Board, and Anthony Chief and Board will be scheduled for the first week in December.

**12. New Business** – up for election this year are Jonathan Farnum, Robert Hevey, Treasurer, Tax Collector, Moderator, and Clerk. A notice requesting Letters of Intent will be posted on December 1<sup>st</sup>.

**13. Open Forum** – n/a

**14. Schedule next BOD meeting** – n/a

**15. Adjournment** – a motion is made by Mr. Guastini and seconded by Mr. Farnum to adjourn the meeting at 8:50 p.m. All voted aye. Motion carried.

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