

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, 19 December, 2013, 7:00 P.M. meeting to take place at the above address

MINUTES

(Posted 16 December, 2013)

Members Present

*Chairman John Humble*

*Richard Holt*

*Jonathan Farnum*

*Robert Guastini*

*Robert Hevey*

*Moderator WCS Mays III*

*Treasurer Glenn Underwood*

*Tax Collector Joan Smith*

*Clerk Cheryl Wilcox*

*Deputy Chief Kelly Guastini*

*Council Woman Karen Carlson*

*Steve Bousquet*

UNOFFICIAL MINUTES

1. ***Call to Order and Attendance*** – The Chairman called the meeting to order at 7:05 p.m.
2. ***Confirmation of required meeting posting and quorum*** – The Chairman confirmed there was a quorum present and the meeting was posted in all required locations.
3. ***Acceptance of BOD meeting minutes of 28 October and 21 November, 2013*** – a motion was made by Mr. Guastini and seconded by Mr. Farnum to approve the meeting minutes of October 28, 2013 and November 21, 2013 as written. All voted aye. Motion carried.
4. ***Chiefs Report to include:*** - A motion was made by Mr. Hevey and seconded by Mr. Guastini to accept the Chiefs report. All voted aye. Motion carried.
  - a. ***Department's operational activity and management for the month of November, 2013*** – there were four fires, 31 rescues, and 5 trainings in November. They also assisted in the 'boot drive' which raises money for Tis the Season a program at Coventry Dept of Human Services that raises money for families throughout the holidays.
  - b. ***Summit Station street light and Greene Station One exterior lighting status*** – the State has been petitioned to do sidewalk work and crosswalks on Route 102 from Route 117. No response yet. What is currently on the Greene Station is not adequate to use. New lights will have to be purchased. The lights are kept on inside the station.

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

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Chief Steven Quattrini*

- c. Material/equipment/documents disposition resulting from Greene Station One clean up* – there are documents in the Greene Station that need to be disposed. Payroll records will be kept. The Treasurer will go through boxes of finance stuff. Things that are over ten years old other than payroll should be destroyed. Run reports are kept for 21 years. The SAP and State law will be reviewed.
  - d. Dispatch paging system* – there is discussion of asking Fire Alarm to pay for the system through the maintenance fund. There is a 30-day trial and then \$129/month for 50 members. Mr. Underwood says that since Fire Alarm didn't charge us for the maintenance fund this year, this is a good investment to try for one year. We need every resource to get people to respond. Mr. Hevey asks for a trial between now and the end of the budget process. The text from the system is computer generated. A motion is made by Mr. Farnum and seconded by Mr. Hevey to try the system for 6 months and evaluate it for budget discussion. All voted aye. Motion carried.
  - e. ISO rating improvement update* – the committee is working to locate static water sources in the district.
  - f. Capital asset useful life schedule/anticipated Rescue Recovery Fund expenditures* – the BOD is waiting for odometer readings and hour ratings on equipment.
  - g. Efforts to obtain grant funding (SAM)* – the Deputy Chief will contact them. Mr. Underwood has a user name.
  - h. Use of local cell towers for emergency communications/equipment* – Chief Volpe and Chief Brown would like to do a study and do not recommend moving the equipment at this time. The district pays the power for the tower (\$30/month). The Deputy suggests we ask Fire Alarm or others that are on the tower pay the power. Mr. Hevey suggests that a study was done by Nextel for the Planning Commission when they proposed the tower. Mr. Underwood suggests that a study should be done by the EMA because it's a communications issue and they have more resources. He suggests it be brought up at the next EMA meeting. Mr. Guastini suggests other than a conversation between our Chief and the Police Chief, a letter should be written.
5. **Treasurer's Report to include:** A motion is made by Mr. Farnum and seconded by Mr. Guastini to accept the Treasurer's report. All voted aye. Motion carried.
- a. District's financial accounting activity for the month of November, 2013; b. Acct #78100 Fire Prevention Revenue and Expense accounting* – There was repair cost to the heat system of the station. Members were surprised at the \$165/hour for diagnostics from Summit Heating. Mr. Underwood suggests speaking to them about the cost. There is discussion about looking for another company. Keep an eye on the building maintenance account which is over budget. Monthly heating hasn't been too bad in November. Rescue recovery is down. Truck Maintenance is on track to make budget.
6. **Tax Collector's Report to include:** - a motion is made by Mr. Guastini and seconded by Mr. Farnum to accept the Tax Collector's report. All voted aye. Motion carried.
- a. District's tax collection activity for the month of November, 2013* – starting balance \$415,161.77/ payments \$59,689.14; uncollected balance \$355,662.08.

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7. **Clerk's Report to include:**
  - a. **District Clerks activity for the month of November, 2013** – n/a
8. **SAP Committee Report:** a motion is made by Mr. Holt and seconded by Mr. Farnum to accept the SAP Committee report. All voted aye. Motion carried.
  - a. **SAP5211 Minutes of Meetings for BOD review and approval** – a motion was made by Mr. Guastini and seconded by Mr. Hevey to approve SAP 5211 as amended to reflect the new law. All voted aye. Motion carried.
  - b. **Update of work in progress** – a list of items is being identified to be on the website; command vehicle use and restrictions; and fire prevention are being discussed. Mr. Guastini suggests a drug testing SAP.
  - c. **Announce schedule of next SAP Committee meeting** – the next SAP meeting will be held on January 14, 2014.
9. **Charter/By-laws Committee Report**
  - a. **Proposed revisions to the By-Laws**
10. **Member compensation scale** – n/a
11. **CCFD receivership status and any possible WCFD response/action items** – Ms Carlson attended the meeting and reported what happened. No response or action items for WCFD.
12. **FF/EMT Blanchard's Explorer Post Summit report and any other outreach programs** – n/a
13. **New Business** – n/a
14. **Reminder; budget season approaching rapidly once again** – the first budget meeting will be held on January 9, 2014.
15. **Open Forum**
16. **Schedule next BOD meeting** – The next BOD meeting will be held on January 16, 2014.
17. **Adjourn** – A motion was made by Mr. Guastini and seconded by Mr. Farnum to adjourn the meeting at 9:18 p.m. All voted aye. Motion carried.