

**WESTERN COVENTRY FIRE DISTRICT**  
**1110 Victory Highway**  
**Greene, Rhode Island 02827**  
**Phone (401) 397-7520, Fax (401) 397-1084, [www.wcfid.net](http://www.wcfid.net)**  
**Board of Directors Meeting**  
**Thursday, 16 January, 2014, 7:00 P.M.**  
**Meeting to take place at the above address**  
**MINUTES**  
*(Posted 13 January, 2014)*

Members Present

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

*WCS Mays, III*  
*Chief Quattrini*  
*Pete Gardner*  
*Captain Robert Mann*  
*Glenn Underwood*  
*Joan Smith*  
*Kelly Guastini*  
*Steve Bousquet*  
*Cheryl Wilcox, Clerk*

*Excused: Jonathan Farnum*

1. ***Call to Order and Attendance*** – The Chairman called the meeting to order at 7:01 p.m.
2. ***Confirmation of required meeting posting and quorum*** – The Chairman confirmed there is a quorum present and the meeting was posted in all required locations.
3. ***Acceptance of BOD meeting minutes of 19 December, 2013*** – A motion was made by Mr. Guastini and seconded by Mr. Hevey to accept the minutes of December 19, 2013 as written. All voted aye. Motion carried.
4. ***Chief's Report to include:*** A motion is made by Mr. Holt and seconded by Mr. Hevey to accept the Chiefs report. Discussion: All voted aye. Motion carried.
  - a. ***Department's operational activity and management for the month of December, 2013*** – there were 16 fires, 17 rescues, 5 trainings, 11 mutual aid out, and 4 mutual aid calls in. There are five new firefighters from the fire academy and five new applications. The Explorer program is going well. A \$1,500 saw was purchased for \$100. A chain saw was purchased for \$475 and \$500 was budgeted. Portable radios have been ordered. \$2,574 was budgeted and they were purchased for \$2,508. There is discussion of sending the fire truck on a rescue call. Mr. Guastini is concerned with the expense and asks why the brush truck isn't sent if you need personnel. The Chief says that the fire truck can respond to any call and carries equipment that the brush truck does not. Mr. Humble asks how often during the day a second piece of apparatus is needed. Mr. Underwood suggests getting the mileage and hours on the engine and see what it is costing and factor in depreciation. Mr. Holt is troubled that the Chief has made an operations change and didn't bring it to the Board rather than discussing it after the fact. The Board is the ones

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*Board of Directors*

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

*District Officers*

*WCS Mays III – Moderator, Joan Smith – Tax Collector, Glenn Underwood – Treasurer, Cheryl Wilcox – Clerk*  
*Chief Steven Quattrini*

who will have to explain it to the taxpayers. Mr. Underwood suggests that running the engine shortens the life of the vehicle.

Mr. Holt asks for a quarterly hour meter readings on the apparatus with a description of the truck and maintenance cost to date included on the report. Mr. Humble would also like to know what mileage the vehicle would need to be replaced.

The Chief has applied for a grant for a driving training program for \$1,400.

EDispatch is up and running and working well.

- b. *Summit Station street light and Greene Station One exterior lighting status*** – Capt. Gardner is working on it.
  - c. *ISO rating improvement update*** – meeting next week. The Chief has spoken to an engineer at RI DOT who thinks that a dry hydrant may be included in the construction project at the intersection of Rte 102 & 117. NRCS has hydrologists who have expressed a willingness to come and see if we have the right set of circumstances for dry hydrants. Two sites (Lockwood Pond in Greene, and Koszela’s Pond on Log Bridge Road) are being looked at first. There are 11 sites in all.
- 5. *Treasurer’s Report to include the District’s financial accounting activity for the month of December, 2013*** – a motion is made by Mr. Guastini and seconded by Mr. Hevey to accept the Treasurers Report. Discussion: There was a \$3,000 propane heating bill. All other accounts are on track. All voted aye. Motion carried.
  - 6. *Tax Collector’s Report to include the District’s tax collection activity for the month of December, 2013*** – \$355,662.08, opening balance; \$20 receivables; \$21,104.16, payments; \$334,577.92 uncollected balance. A motion is made by Mr. Guastini and seconded by Mr. Holt to accept the Tax Collectors report. All voted aye. Motion carried. The overestimated amount of \$1,400 in tax sale expenses will be run through as additional tax revenue.
  - 7. *Clerk’s Report to include the District Clerks activity for the month of December, 2013*** – n/a
  - 8. *SAP Committee Report*** – n/a

    - a. *Update of work in progress.***
    - b. *Announce schedule of next SAP Committee meeting*** – the next meeting will be held on February 6, 2014.
  - 9. *Charter/By-Laws Committee Report*** – n/a

    - a. *Proposed revisions to the By-Laws***
  - 10. *CCFD receivership status and any possible WCFD response/action items*** – n/a
  - 11. *Continuation of 2014-2015 budget preparation*** –

67000	Insurance Accident/Sick Policy	14,413- will be the same for the next 3 years
	Commercial Pkg	27,000 – new rescue
77400	Duty Crew	71,050 – add 2 on Sunday – payroll tax and pay scale \$10/hr – 4 people x 52 weeks
77500	Run and Training Pay	38,000
77600	Dept Officer Pay	Increase 1.5%/contract
75500	Training & Admin – Detail of Other Classes	Fire Suppression – 540 Driving Training – subtract 1,400 Chief Seminar – subtract 1,000
	Training Supplies	1,000
69000	Fuel	Add Rescue 9
76500	Heating	Discussion of going out to bid for heating 11,000 to 13,000
73060	Paid Time Off	80 hours each adjusted for new pay rates

12. **New Business** – Wind Energy Development has asked to use the Station for a public meeting. They will be charged to rent the building. There is also a request to hold a birthday party in February.
13. **Reminder; budget season approaching rapidly once again -**
14. **Open Forum** – n/a
15. **Schedule next BOD meeting** – The next meeting will be held on February 6, 2014.
16. **Adjournment** – a motion is made by Mr. Guastini and seconded by Mr. Holt to adjourn the meeting at 9:33 p.m. All voted aye. Motion carried.