



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, 21 August, 2014, 7:00 P.M.
meeting held at the above address
MINUTES
(Agenda posted 17 August, 2014)**

Members Present

*Chairman John Humble
Robert Hevey
Steve Bousquet
Richard Holt
Jonathan Farnum*

*Glenn Underwood
WCS Mays III
Chief Quattrini
Joan Smith
Cheryl Wilcox, Clerk
Arthur Lavoie
Kathleen Lavoie
John Wilcox
Sabra Wilcox
Ken Jackson*

1. Call to Order and Attendance – the Chairman called the meeting to order at 7:01 p.m.
2. Emergency evacuation procedure announcement – The Chief reviewed the Emergency Evacuation Plan
3. Confirmation of required meeting posting and quorum – The Chairman confirmed that a quorum is present and the meeting was posted in all required locations.
4. Acceptance of meeting minutes of 19 June, 2014 BOD meeting - motion made by Mr. Holt and seconded by Mr. Farnum to accept the minutes of June 19, 2014. All voted aye. Motion carried.

Members agree to hear item #17 at this time.

17. The Wilcox's and Lavoie's would like to donate the pond at the intersection of Route 117 and 102 to the fire department. Mr. Farnum thinks the BOD should look into it. Mr. Mays questions the environmental issues surrounding the old gas station and the fire department leak. He thinks it's a great opportunity if it works. Mr. Humble asks for a formal letter from the family. Ms. Lavoie's attorney feels that if the department agrees to it, it's a good idea. Mr. Hevey asks if the department should use

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their attorney instead of the family incurring legal fees. A receipt as a donation is discussed to give the family for tax purposes. A motion is made by Mr. Hevey to investigate accepting seconded by Mr. Bousquet. All voted aye. Motion carried.

5. Chief's Report to include:*

- a. Department's operational activity and management for the months of June & July, 2014 – 5 fires in June, 35 rescue runs, 5 trainings, 9 mutual aid out, and 2 mutual aid in. Thank you to Captain Gardner for getting the burn house training going at Camp Greene. 37 rescues in July, 9 fires, 5 trainings, and 8 mutual aid in.

A \$1,500 grant was received from DEM that will be used for a dry hydrant on Log Bridge Road.

Lincoln Energy investigated leak due to snow and can fix for small amount.

A new truck radio for engine 9 will be purchased \$609.10.

- b. Apparatus usage report - Members are satisfied with the report. Mr. Mays would like ongoing year to date costs for operation.
- c. ISO rating improvement effort status.
- d. Update regarding wind turbine emergency response training.
- e. Standby response plan for the September trail riding event.
- f. Propane supplier and HVAC maintenance contract review.
- g. Faulty radiant heating loop, Summit Station.
- h. Rain water penetration, Summit Station.
- i. Street sign lighting wiring completion, Summit Station.
- j. Station One facility(s) cleanup and exterior lighting needs. Sign lighting and lighting projects will be completed soon.

HVAC maintenance contracts were received by September 10th from Dupuis, Lincoln Energy, and Summit Heating.

A motion was made by Mr. Hevey and seconded by Mr. Farnum to accept the Chief Report. Mr. Holt asked if the old rescue is out of service. The Chief is waiting for a monitor and it should be back in service by the end of next week.

Scrap from station 1 will go to the Fireman's Fund.

Long response times were because the rescue was on another call. In September there will be someone on duty on Sundays. Next month's activity report will have explanations for long runs. Chief will look into hour meters for the trucks without them.

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Mr. Hevey would like the reports in excel format instead of pdf.

All voted aye. Motion carried.

6. Treasurer's Report to include the District's financial accounting activity for the months of June & July, 2014 – Five months into the year everything is on track except for electricity which is running a little high. Rescue recovery July was good. A motion is made by Mr. Farnum and seconded by Mr. Hevey to accept the treasurer's report. Mr. Humble asks to add rescue recovery monthly on the report. All voted aye. Motion carried.
7. Division of Municipal Finance and Auditor General financial reporting requirements - the new requirement is for audit reports to the Division of Municipal Finance. Detailed budget reports are now required quarterly and if we are going over budget, we have to fill out a remedial plan. The reports don't match our budgets so there is a lot more paperwork for the treasurer. It was instituted because of the problems in CCFD. All districts in Coventry have been put in a more restrictive tier. They want their reporting before we get the information from the tax collector. They are willing to work with her. From here on in audit services have to be put out to bid following the Division's format and they have to approve your selection. Another requirement is now we have to report our entire list of employees to The State Department of Revenue to see if they are late in their state taxes.
8. 2013-2014 Dittmar McNeil & Ferolito audit review and acceptance - Glen and Mr. Holt have met with the auditor and reviewed the documents. This will be tabled for the next meeting.
9. Tax Collector's Report to include tax collection activity for the months of June & July, 2014 – A motion is made by Mr. Holt and seconded by Mr. Bousquet to accept the Tax Collectors report. All voted aye. Motion carried.
10. Set the fire tax rate based on town property assessments and 2014-2015 approved WCFD budget – A motion is made by Mr. Holt and seconded by Mr. Bousquet to set the rate at \$1.57 per \$1,000. All voted aye. Motion carried.
11. Update regarding wind turbine taxable assessed value plan – n/a
12. Clerk's Report to include the District Clerk's activity for the month of June and July, 2014 – n/a
13. Review of recent AG Summit and necessary action – Mr. Mays sent an email to members regarding the Summit. There is nothing new to report.
14. Availability of votes and posting of special meeting minutes – n/a
15. SAP Committee Report.*

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a. Revised SAP 5211.01, Conduct of Meetings to be considered for acceptance. A motion is made by Mr. Farnum and seconded by Mr. Hevey accept SAP 5211.01 as drafted. All voted aye. Motion carried.

b. Note any recommendations made at this meeting for SAP revisions or additions – n/a

16. Charter/By-Laws Committee Report - n/a

18. New Business n/a

19. Open Forum – Mr. Jackson has not heard from anyone any negative comments regarding the department. He has a problem on Harkney Hill Road with a member who drives fast down the road with sirens and lights in his personal vehicle. Now that the BOD and Chief are aware he will delay his complaint.

20. Schedule next BOD meeting – The next meeting will be held on 9/18.

21. Adjournment – A motion is made by Mr. Farnum and seconded by Mr. Hevey to adjourn the meeting at 8:47 p.m. All voted aye. Motion carried.

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