



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, 18 September, 2014, 7:00 P.M.
meeting to take place at the above address
MINUTES
(Posted 15 September, 2014)

Members Present

<i>Chairman John Humble</i>	<i>Glenn Underwood</i>
<i>Robert Hevey</i>	<i>WCS Mays III</i>
<i>Steve Bousquet</i>	<i>Chief Quattrini</i>
<i>Richard Holt</i>	<i>Joan Smith</i>
<i>Jonathan Farnum</i>	<i>Cheryl Wilcox, Clerk</i>

1. *Call to Order and Attendance*- the Chairman called the meeting to order at 7:00 p.m.
2. *Emergency evacuation procedure announcement* – the Chief reviewed Emergency Evacuation Procedure.
3. *Confirmation of required meeting posting and quorum* – the Chairman confirmed there was a quorum present and the meeting was posted in all required locations.
4. *Acceptance of meeting minutes of 21 August, 2014 BOD meeting* – A motion was made by Mr. Farnum and seconded by Mr. Holt to approve the minutes of the August 21, 2014 meeting as written. All voted aye. Motion carried.
5. *Chief's Report to include:**
 - a. *Department's operational activity and management for the month of August, 2014.* – there were 7 fires, 32 rescues, 6 trainings, 2 mutual aide to Foster, 11 mutual aid to CCF, 2 mutual aide in from CCFD, and 1 from Foster. Four members passed the EMT-b exam.
 - b. *Apparatus usage report to Excel format.*

Board of Directors

John Humble – Chairperson, Robert Hevey, Richard Holt, Stephen Bousquet, Jonathan Farnum

District Officers

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

Chief Steven Quattrini

2014 Regularly Scheduled Meeting Schedule 16 Jan, 20 Feb, 20 Mar, 17 Apr, 15 May, 19 Jun, 17 Jul, 21 Aug, 18 Sep, 16 Oct, 20 Nov, 18 Dec.

- c. *ISO rating improvement effort status* – an ISO meeting will be held at the end of this month. All permits for the dry hydrants have been filed with DEM for \$100.
- d. *Update regarding wind turbine emergency response training* – n/a
- e. *September trail riding event coverage outcome* – 4 firefighters/EMT’s were stationed at the event. There were just a few minor injuries at the event.
- f. *Propane supplier and HVAC maintenance contract review* – two companies submitted proposals to the Chief. After review, it has been determined the contract will be awarded to Dupuis Oil. They will hold the price at \$100 per hour and not charge for travel time unlike the other proposal.
- g. *Faulty radiant heating loop, Summit Station* – Lincoln Energy will repair louvers that were not installed correctly for \$1,400.
- h. *Rain water penetration, Summit Station.*
- i. *Street sign lighting wiring completion, Summit Station* – street lighting has been completed at Summit Station and now we will be pricing lighting for Station 1.
- j. *Station One shed removal and exterior lighting needs* – the shed will be removed on Saturday.
- k. *Managing emergency medical supply pods* – Deputy Chief Guastini has been chosen by Chief Volpe to manage emergency medical supplies for the EMA.
- l. *Time sheets format* – n/a

The Chief thanks Members who attended a live fire training on Saturday, August 16th. Hose testing will begin in October. Captain Mann and Private Blanchard will be at Western Coventry School for Fire Prevention Week.

The department will be hosting a steak fry on October 11th at Summit Station.

A motion is made by Mr. Farnum and seconded by Mr. Hevey to approve the Chief’s report.

All voted aye. Motion carried.

- 6. *Treasurer’s Report to include the District’s financial accounting activity for the month of August, 2014* – six months into the fiscal year electricity is slightly high. Waiting for rebate from EMT-B trainings. A motion is made by Mr. Farnum and seconded by Mr. Hevey to approve the Treasurers Report. All voted aye. Motion carried.
- 7. *Update of Division of Municipal Finance and Auditor General financial reporting* – auditor selection final requirements have not been drafted. Should not be any issues in the approval process. The first budget report will be submitted this week. Board members and Town Council members will get copies of the quarterly reports.
- 8. *2013-2014 Dittmar McNeil & Ferolito audit review, acceptance and availability of PDF format* – a motion is made by Mr. Holt and seconded by Mr. Farnum to accept the Dittmar McNeil & Ferolito audit review for year ending February 2014. All voted aye. Motion carried.
- 9. *Requirements for establishing qualified audit firms* –

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10. *Tax Collector's Report to include tax collection activity for the month August, 2014* – opening, new receivables, payments, abatements, refunds, penalties paid, closing balance. New tax bills will be mailed this weekend. A motion is made by Mr. Holt and seconded by Mr. Hevey to accept the Tax Collectors Report. 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 August, 2014* – n/a
13. *Availability of special meeting minutes* – waiting for advice from Attorney Harsch.
14. *SAP Committee Report* – n/a
 - a. *Set next meeting date* – 10/21/2014
 - b. *Note any recommendations made at this meeting for SAP revisions or additions* – HIPPA
15. *Charter/By-Laws Committee Report* – n/a
16. *Update to investigating the conveying to WCFD of the property known as the Beaver Pond located near to the NE corner of Victory Highway and Flat River Road* – Bob Ferrarri of Northwest Water referred names of environmental companies to Mr. Humble. A proposal for environmental site assessment would include a questionnaire of the owner, Federal, State, and local records, environmental record review would cost \$3,220. It is suggested not to go forward with acceptance of the donation.
17. *New Business* – n/a
18. *Open Forum* – a suggestion is made to bring to the legislature that the State offer tax adjustments for property owners who maintain dry hydrants.
19. *Schedule next BOD meeting* – the next meeting will be held on October 16, 2014.
20. *Adjournment* – a motion is made by Mr. Farnum and seconded by Mr. Hevey to adjourn the meeting at 8:43 p.m. All voted aye. Motion carried.

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