



**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, 20 November, 2014, 7:00 P.M.**  
**meeting took place at the above address**  
**MINUTES**  
*(Posted 16 November, 2014)*

Members Present:

<i>John Humble</i>	<i>Chief Quattrini</i>
<i>Richard Holt</i>	<i>Glen Underwood</i>
<i>Jonathan Farnum</i>	<i>Joan Smith</i>
<i>Steve Bousquet</i>	<i>Cheryl Wilcox</i>
	<i>WCS Mays III</i>

*Excused: Robert Hevey*

- 1. *Call to Order and Attendance*** – The Chairman called the meeting to order at 7:04 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 there is a quorum present and the meeting was posted in all required locations.
- 4. *Acceptance of meeting minutes of 16 October, 2014 BOD meeting*** – a motion was made by Mr. Farnum and seconded by Mr. Holt to accept the minutes of the October 16, 2014 meeting. Mr. Holt questioned what portion of the roundabout project wasn't approved. The Chief states that the sidewalks to the department are not on the plans. He also questions #13. The Treasure wasn't at the meeting but his name is mentioned in the minutes. His name will be removed. All voted aye. Motion carried.
- 5. *Chief's Report to include:\****
  - a. *Department's operational activity and management for the month of September, 2014*** – There were 8 fires, 25 rescues and 6 trainings, 8 mutual aid out, and one in for the month of October.
  - b. *Infectious disease response preparedness*** – a town-wide Ebola Preparedness Response Plan has been established. As part of that plan, Rescue 9 was relocated to Station 3 to run town wide to transport but not treat suspected Ebola patients. The back of the rescue has been draped in plastic and equipment removed. Deputy Chief Guastini attended a health department meeting regarding

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*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.*

Ebola response for EMT's and department members attended mandatory Ebola training at Hopkins Hill Fire Dept. Members have also reviewed our SOP on Ebola response.

Rescue 9 and Engine 9 will be dispatched with Hopkins Hill DECON during an expected Ebola call.

**c. Apparatus usage report.**

**d. Facility energy use and control-** An investigation was done after noticing a high electric bill at the Summit Station. It was determined that there was a bad circulator pump. Dupuis Energy made the repairs.

**e. Faulty radiant heating loop repair status, Summit Station.** - Dupuis Energy came out to service the boilers and the radiant heat at the station. The radiant heat is back in service.

**f. Station One shed removal clean up** – will be complete at the end of the month.

**g. Station One exterior lighting/security needs** - RISE Energy (National Grid) will be making upgrades to both the outside and inside lights at Station 1. All outside lights will be LED energy efficient lights. The cost will be approximately \$500.00 to up-grade.

A motion was made by Mr. Holt and seconded by Mr. Farnum to accept the Chiefs report. Mr. Mays questions the circulator pump. Is that the source of the problem? The Chief will get more information of what Dupuis did and if the problem is completely solved.

Mr. Mays states that he has seen the bay doors open on cold days recently. Members should be watchful of propane and electrical costs.

All voted aye. Motion carried.

**6. Treasurer's Report to include the District's financial accounting activity for the months of September and October, 2014** – Electricity is running high 2/3 into the fiscal year. Overall the budget is tracking well. Mr. Underwood has spoken to our Auditor and notified him that we have to go out to bid because of the new Auditor General rules.

A motion is made by Mr. Farnum and seconded by Mr. Holt to accept the Treasurer's Report. Mr. Holt asks the Chief what happened to the brush truck. It was damaged when taken during the break-in.

There is discussion of the fireman's fund. The Chief suggests that other departments have an association that governs the money and how it is spent.

All voted aye. Motion carried.

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7. **Dry hydrant installation funding** – a dry hydrant is scheduled to be installed on November 24<sup>th</sup>. Now other departments are asking how we got it done. A Committee is being formed for SOP for water supply.

The Chief will have a better grasp of what installation will cost on Monday. Mr. Underwood suggests exhausting fire prevention funds first.

8. **Tax Collector's Report to include tax collection activity for the month November, 2014** – starting balance 595,825.05; receivables, 83.51; payments 147,804.09; abatements 390.27; penalties paid 955.64; and uncollected balance, 447,714.20. Tax Sale will be on March 12, 2015.

A motion is made by Mr. Holt and seconded by Mr. Farnum to accept the Tax Collector's Report. All voted aye. Motion carried.

9. **Clerk's Report to include the District Clerk's activity for the month November, 2014** – requests for letters of intent for two open BOD positions will be advertised in the Times for December 1, 2014.

**10. SAP Committee Report.\***

- a. **SAP 1211.23 Qualifications, Duties and Responsibilities of the Tax Collector/Assessor (revised) for BOD approval.** - To be consistent with the title of the position identified in the By-Laws, it is agreed that the title of the position named in SAP 1211.23 be changed from Tax Collector/Assessor to just Tax Collector.
- b. **SAP 1211.23.1 Property Tax Policy (new) for BOD approval.** - the position named in SAP 1211.23.1 be changed from Tax Collector/Assessor to just Tax Collector. The NSF fee is \$10 now and was to be increased to \$26 by recommendation from the Auditor in paragraph 8. The Tax Collector has two years of bills which have the \$10 fee on the back. When she orders new bills the SAP will be changed to the \$26 fee.
- c. **SAP 1211.24 Duties and Responsibilities of the District Clerk (revised) for approval** -
- d. **Note any recommendations made at this meeting for SAP revisions or additions.** -

A motion is made by Mr. Farnum and seconded by Mr. Holt to accept SAP 1211.23, 1211.23.1, and 1211.24 as amended. All voted aye. Motion carried.

**11. Charter/By-Laws Committee Report** – n/a

**12. Wind Energy Development wind turbine installation project update** – n/a

13. **New Business** – the Rhody Rovers was sent a \$2,312 invoice for fire service during the trail riding weekend which they didn't expect. They say if they pay the bill they can't give the scholarships that they normally give to high school students. The Chief did notify the organization of the detail

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rate prior to the event. Next year they can use certified EMT's or a doctor or nurse from their organization. The topic will be on the December agenda for consideration.

**14. Open Forum** – n/a

**15. Schedule next BOD meeting** – December 18, 2014

**16. Adjournment** – a motion was made by Mr. Farnum and seconded by Mr. Holt to adjourn the meeting at 8:53 p.m. All voted aye. Motion carried.

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