



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, 15 January, 2015, 7:00 P.M.

meeting took place at the above address

Minutes

(Posted 12 January, 2015)

1. ***Call to Order and Attendance*** – the meeting was called to order at 7:02 p.m.

Members Present:

John Humble

Jonathan Farnum

Richard Holt

Steven Bousquet

WCS Mays III

Glenn Underwood

Private Russell Lacaillade

Chief Quattrini

Excused:

Robert Hevey

Joan Smith

Cheryl Wilcox

2. ***Emergency evacuation procedure announcement*** – the Chief reviewed the Emergency Evacuation Procedure.
3. ***Confirmation of required meeting posting and quorum*** – the Chairman confirmed that there is a quorum present and the meeting has been posted in all required locations.
4. ***Possible modification of past accepted minutes***- a motion is made by Mr. Holt and seconded by Mr. Farnum to amend the open forum section of the August 21, 2015 meeting minutes by adding that, “*Chief Quattrini stated that he would address Mr. Jackson’s concern by taking the appropriate internal administrative action in an effort to prevent the situation from occurring again.*” All voted aye. Motion passed.
5. ***Acceptance of meeting minutes of 18 December, 2014 BOD meeting*** – A motion is made by Mr. Holt and seconded by Mr. Farnum to accept the minutes of the December 18, 2014 meeting. Mr. Holt questioned the “45-2-2” entry at the end of the last line of Section 7 of the minutes. It was agreed that this entry was inadvertent and should be removed. All voted aye to accept the minutes as amended. Motion carried.

Board of Directors

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District Officers

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Chief Steven Quattrini

2015 Regularly Scheduled Meeting Schedule 15 Jan, 19 Feb, 19 Mar, 16 Apr, 21 May, 18 Jun, 16 Jul, 20 Aug,

17 Sep, 15 Oct, 19 Nov, 17 Dec.

6. **Chief's Report to include:***

- a. **Department's operational activity and management for the month of December, 2014.** – There were 5 fires, 29 rescues, and 5 trainings in December. There were 5 mutual aid calls to CCFD, 3 relocations, 1 structure fire, 1 rescue call, and 3 mutual aid calls in. There is an increase in 10.1% in calls, some of which are relocations to CCFD.
- b. **Interaction with CCFD's new leadership and operational status** – The Chief will be meeting with the new CCFD Chief and Chief Brown next week.
- c. **Apparatus usage report** – n/a
- d. **Facility energy use and control** – The last bill was normal.
- e. **Log Bridge Road dry hydrant expense funding** - a motion is made by Mr. Farnum and seconded by Mr. Holt to pay the only two invoices associated with the installation of the Log Bridge Road dry hydrant, a DPW invoice of \$1,897.17 and invoice to John Koszela & Sons of \$1,600 for the use of the excavator and operator for a total of \$3,497.17 with Rescue Recovery funds from the Treasurer's recommendation. \$1,500 will be coming back from the DEM Grant after the invoices are paid. All voted aye. Motion carried.
- f. **Consideration of two station signs with flashing lights on Rt. 102** - a motion is made by Mr. Farnum and seconded by Mr. Bousquet not to pursue the installation of signs with flashing lights in the proximity of the on Rt. 102 entrance to Summit Station. All voted aye. Motion carried.
- g. **Laid Back Forest update** – The Chief has spoken to the Town Manager who will handle the situation.
- h. **Wind Energy Dev. activity update and status of training and equipment supply agreement** – The Chief will be meeting with the Fire Academy Director for wind turbine training to make sure our members are trained before the turbines are erected.

Fire inspections are almost complete throughout the District.

Signage will be put on the command vehicle for \$250.

Motion is made by Mr. Holt and seconded by Mr. Farnum to accept the Chief's report as presented. All voted aye. Motion carried.

7. **Treasurer's Report to include the District's financial accounting activity for the month of December, 2014-** A motion is made by Mr. Holt and seconded by Mr. Farnum to accept the treasurer's report. All voted aye. Motion carried.

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8. **Auditor selection process-** Mr. Underwood stated that his plan is to arrange for the advertisement for auditing service bids be placed in the Kent County Times on January 23, 2015 for one day and appear on the WCFD web site beginning that same day and remain on the web site until the proposal receipt deadline date of February 19, 2015.
9. **Tax Collector's Report to include tax collection activity for the month of December, 2014-** A motion is made by Mr. Holt and seconded by Mr. Farnum to accept the tax collector's report. All voted aye. Motion carried.
10. **Clerk's Report to include the District Clerk's activity for the month of December, 2014 including 2015 BOD meeting schedule, call for candidates notice result and posting of candidate's names-** The Clerk was not present. Report tabled.
11. **SAP Committee Report.***
 - a. **SAP 5354.05 General Conduct Policy for Director's and Officer's signatures of agreement.**
 - b. **Note any recommendations made at this meeting for SAP revisions or additions.**

Mr. Humble, Mr. Holt, Mr. Farnum, Mr. Mays and Mr. Underwood did indicate their agreement to comply with SAP 5354.05 by way of placing their signature on the agreement form page of the SAP. It was agreed that such documents should be kept with the Department's personnel files. Mr. Hevey, Ms Smith, and Ms Wilcox will be reminded to also sign indicating agreement when they are available.
12. **Charter/By-Laws Committee Report-** n/a
13. **Reaction to WCFD BOD resolution regarding RI General Laws –** Mr. Humble stated that he was informed by way of email that Representative Chippendale and Senator Kettle have acknowledged receipt of the resolution and will consult with legislative legal counsel on the matter. Mr. Humble added that Representative Chippendale is in the process of obtaining a \$1,000 legislative grant for WCFD.
14. **Initiate 2015-2016 budget preparation-** Mr. Underwood presented an overview of the budget worksheet format that WCFD has used for several years but with applicable date modifications and a few preliminary amounts.
15. **New Business-** n/a
16. **Open Forum-** n/a
17. **Schedule next BOD meeting-** It was agreed that the BOD would meet on February 5, 2015 for the specific purpose of working on the 2015-2016 budget, would meet again on the regularly scheduled meeting date of February 19 to address the opening of auditing service

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bids and awarding of an auditing service contract and addressing the 2015-2016 budget time permitting.

18. ***Adjournment***- A motion is made by Mr. Farnum and seconded by Mr. Holt that the meeting be adjourned. All voted aye. Motion carried. The meeting was adjourned at 8:45 p.m.

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