



**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, 16 April, 2015, 7:00 P.M. The meeting took place at the above address**

**DRAFT MINUTES**

Members Present:	
<i>John Humble</i>	<i>WCS Mays III</i>
<i>Richard Holt</i>	<i>Glen Underwood</i>
<i>Jonathan Farnum</i>	<i>Deputy Chief Guastini</i>
<i>Steve Bousquet</i>	<i>Joan Smith</i>
	<i>Cheryl Wilcox</i>
Excused:	<i>Attorney Harsch</i>
<i>Chief Quattrini</i>	
<i>Robert Hevey</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 Chairman 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 was posted in all required locations.
4. ***Election of BOD chairperson*** – A motion is made by Mr. Farnum and seconded by Mr. Holt to nominate and elect John Humble as Chairman with the understanding that the rest of the members will help out. Mr. Holt, aye; Mr. Farnum, aye; Mr. Bousquet, aye. Mr. Humble abstains. Motion carried.
5. ***Executive Session\**** - A motion is made by Mr. Holt and seconded by Mr. Farnum to go into executive session pursuant to R.I. Gen. Laws § 42-46-5(a)(2) to discuss anticipated litigation in conjunction with PC 15-1460 Attorney General Peter F. Kilmartin v. Western Coventry Fire District at 7:05 p.m. Mr. Humble, aye; Mr. Holt, aye; Mr. Farnum, aye; Mr. Bousquet, aye. Motion carried.

***(a) Chair to entertain a motion that this public body convene in Executive Session pursuant to R.I. Gen. Laws § 42-46-5(a)(2) to discuss anticipated litigation in conjunction with PC 15-1460 Attorney General Peter F. Kilmartin v. Western Coventry Fire District –***

***(b) Authorized attendees:***  
***John Humble, Director, WCFD***  
***Richard Holt, Director, WCFD***

---

*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*  
*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.*

*Stephen Bousquet, Director, WCFD*  
*Jonathan Farnum, Director, WCFD*  
*Robert Hevey, Director, WCFD*  
*Glenn Underwood, Treasurer, WCFD*  
*Cheryl Wilcox, Clerk, WCFD*  
*Joan Smith, Tax Collector, WCFD*  
*WCS Mays III, Moderator, WCFD*  
*J. William Harsch, Esq., J. William W. Harsch & Associates*

- (c) **Motion to Return to Open Session** – A motion was made in Executive Session by Mr. Bousquet and seconded by Mr. Farnum to return to the open meeting at 8:09 p.m. Mr. Humble, aye; Mr. Holt, aye; Mr. Bousquet, aye; Mr. Farnum, aye. Motion carried.
6. **Report on votes taken in Executive Session** – A motion was made and seconded in Executive Session to have Attorney Harsch contact the Attorney General’s office to make arrangements for a meeting with WCFD representatives for the purpose of arriving at a settlement. Mr. Humble, aye; Mr. Holt, aye; Mr. Bousquet, aye; Mr. Farnum, aye. Motion carried.
7. **Chair to entertain a motion to seal the minutes of the executive session** – a motion is made by Mr. Humble and seconded by Mr. Farnum to close and seal the minutes of the Executive Session. Mr. Humble, aye; Mr. Holt, aye; Mr. Bousquet, aye; Mr. Farnum, aye. Motion carried.
8. **PC 15-1460 Attorney General Peter F. Kilmartin v. Western Coventry Fire District** – the BOD has discussed the situation and made its decision.
9. **Acceptance of meeting minutes of 19 March, 2015 BOD meeting** – A motion is made by Mr. Holt and seconded by Mr. Bousquet to accept the minutes of March 19, 2015 as amended. Mr. Holt notes that the date of posting is for agenda, not the minutes. The date will be removed. All voted aye. Motion carried.
10. **Chief’s Report to include:** A motion is made by Mr. Holt and seconded by Mr. Farnum to accept the Chief’s report.
- a. **Department’s operational activity and management for the month of March, 2015** – There were 28 rescues, 12 fires, 14 mutual aid out, 2 mutual aid in, and 5 trainings in March.
- b. **Apparatus usage report.** – Captain Gardner is re-vamping the spread sheet. Members should receive it this week.
- c. **Open, review and possibly award bid for Station One roof repair/re-shingling.** -2 bids were received: DePietro Roofing, Inc, 54 Benjamin Reynolds Rd, WG - \$9,525; L and L Roofing, \$5,950 plus \$4/square foot for any wood to be repaired. Motion is made by Mr. Bousquet and seconded by Mr. Farnum to award to the lowest bidder, L and L Roofing. All voted aye. Motion carried.

---

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

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.*

- d. **Heart monitor bid specification and advertising status.**- the advertisement will go out this week.
- e. **Extrication tool bid specification and advertising status.** – this will be put out for bid.
- f. **Wind Energy Dev. activity update and status of training and equipment supply agreement.**- A letter was drafted to the Zoning Officer.
- g. **Certification of dry hydrant ponds** – n/a
  - On March 11, 2015, the Fire Department responded to the City of Warwick on mutual aid to Quaker Lane for a building fire. Tanker-8, Tanker-18 and Car 91 responded to the alarm. The Western Coventry Fire Department was placed in charge of augmenting the city’s water supply by setting up a tanker shuttle. The tanker operation was able to supply 1,500 gpm to the fire scene. Tankers from surrounding communities also assisted in the operation. The Summit Station was staffed during this incident.
  - The Fire Department applied for training thru the Rhode Island Firefighters League for the amount of \$3,000.00.
  - The Fire Department received a \$300.00 grant from the Firefighters Charitable Foundation.
  - The Fire Department received \$1,500.00 from Legislation grants. Both of these grants will be used to offset the cost of the state run fire academy program that we will be running.
  - The Fire Department will be hosting a state firefighter 1&2 program at the Summit Station starting this April. The program will be held on Mondays and Thursdays. We have 20 members enrolled into the academy. Fire Department Officers will be doing most of the instruction to the students to offset the cost of the program.

All voted aye. Motion carried.

11. **Treasurer’s Report to include the District’s financial accounting activity for the month of March, 2015** – next month’s report will include grant money received from Senator Kettle and Rep Chippendale. The Tax Collector received a substantial amount of interest from the tax sale. A motion is made by Mr. Holt and seconded by Mr. Farnum to accept the Treasurer’s report. All voted aye. Motion carried.

12. **Tax Collector’s Report to include tax collection activity for the month of March, 2015** – opening balance, \$219,767.78; payments, \$67,635.88; abatements, \$9,872; refunds \$1,365.47; penalty paid, \$7,760.90; uncollected balance, \$153,398.65. Nineteen properties were sold at the tax sale. Four have been redeemed. A motion is made by Mr. Holt and seconded by Mr. Bousquet to accept the Tax Collectors report.

The refunds column refers to properties that RI Housing pays on behalf of taxpayer. In order to charge a tangible fee on each site in campgrounds, the campground may be charged the fee so that they can urge the people renting the site to pay. All voted aye. Motion carried.

**13. Clerk's Report.\***

- a. *Scope of purpose for clerk's audio recordings of meetings* – Attorney Harsch will research the matter and advise.
- b. *Secretary of State web site posting of minutes for this meeting:*
  - i. *Draft minutes on or before 7 May, 2015*
  - ii. *Approved minutes on or before 21 May, 2015 (Note: regularly scheduled BOD mtg. date for May)*
- c. *SOS site posting of 19 March, 2015 approved minutes required no later than 23 April, 2015* – approved minutes posted on April 17, 2015.
- d. *Confirmation that postings of all draft and approved meeting minutes on the SOS site are in compliance with the OMA* – Mr. Bousquet will check on the SOS website to confirm postings and the Clerk will forward to all BOD when the posting is made.

**14. SAP Committee Report.\***

- a. *Set date for next meeting* – 4/23/15
- b. *Note any recommendations made at this meeting for SAP revisions or additions* – n/a

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

**16. Discuss and formally respond if deemed necessary to Representatives regarding possible legislation impacting WCFD** – still no reply from Representatives. Discussion of Fire Chief's Association assistance.

**17. Recap of 2015 Annual Meeting** – the fire department did a tremendous job.

**18. New Business** – discussion of CCFD reducing staff, is there a fear of them needing additional mutual aid from us? Deputy Chief Guastini does not believe that the increase in mutual aid is due to cut backs.

**19. Open Forum** – n/a

**20. Schedule next BOD meeting** – the next meeting will be held on May 21, 2015.

**21. Adjournment** – a motion is made by Mr. Bousquet and seconded by Mr. Farnum to adjourn the meeting at 9:20 p.m. All voted aye. Motion carried.

---

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

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.