



WESTERN COVENTRY FIRE DISTRICT

1110 Victory Highway Greene, Rhode Island 02827 397-7520, Fax 397-1084, www.wcfd.net

Board of Directors Meeting

Thursday, 18 June, 2015, 7:00 P.M. meeting took place at the above address

UNOFFICIAL MINUTES

MEMBERS PRESENT

John Humble

Richard Holt

Jonathan Farnum

Steve Bousquet

WCS Mays II

Chief Quattrini

Joan Smith

Attorney William Harsch

Karen Carlson

MEMBERS EXCUSED

Robert Hevey

Glen Underwood

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 the emergency evacuation procedure.
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 28 April and 21 May, 2015 BOD meetings*** – A motion is made by Mr. Holt and seconded by Mr. Farnum to accept the minutes of 4/28 and 5/21/2015 as presented.
Mr. Mays says members are free to vote with their conscience although they were not present at the meeting. Attorney Harsch agrees that members are not excluded if they were not present at the meeting as long as they have read the minutes.

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.

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

- a. **Department's operational activity and management for the month of May, 2015** – there were 45 rescues, 21 fires, and one detail at the Memorial Day parade in May. There were 3 trainings in June.

Mutual aid out 20 times, 11 to CCFD; 2 fires in Scituate, one in Johnston, one in North Kingstown, a structure fire in /sterling, 2 Foster rescues, a gas odor in Anthony, and one relocation in West Greenwich.

On May 5th the Fire Department responded to Gibson Hill Rd. for a 10 acre brush fire. Mutual Aid was requested to assist in extinguishment and water supply. On May 11th Tanker 8 responded to the Town of Scituate to assist with a 15 acre brush fire and assisted with water supply (10,000 gallons) and extinguishment. Also on May 11th Tanker-18 responded to the Town of Johnston on Greenville Ave. to assist with a 14 acre brush fire and water supply (25,000 gallons). The Chief commends Captain Mann and Deputy Chief Guastini for the job they did. He says the amount of training being done is paying off.

Mutual aid in 10 times when the department was on other calls.

The Chief would like to thank C&A Landscape Materials for donating 3 yards of loam to top dress the front lawn.

There are two members enrolled in an EMT-C program at Emergency Training.

The Fire Department was awarded a \$3,025.00 training grant from the Rhode Island State Firefighter's League. This grant will be used for the purpose of hosting Level I & II.

The Fire Department had a concrete block removed at the end of Cahoone Rd. The Fire Department had a concern that we would not be unable to access the fire trail that runs to Rice City Rd. The Town has placed a gate at that location with a lock. The Fire Department does have a key to access lock. The Chief will tell the Town Manager that the Department does not wish set a precedent and pay the \$60 bill for the fence and key.

A motion is made by Mr. Farnum and seconded by Mr. Holt to accept the Chiefs report.

- b. **Apparatus usage report**

- c. **Rescue Recovery income and expense forecast**

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- d. Certification of dry hydrant ponds* – the Captain is waiting for a report.
- e. Status of WCFD computer files back-up practice* – the Chief will speak to the Deputy.

All voted aye. Motion carried.

- 6. *Continue review of bids and possibly accept one bid for a heart monitor per 6 April, 2015 Annual Meeting, Resolution #2* – the Deputy produced additional information and recommends awarding the bid to Remed and the service contract to Phisio.

A motion is made by Mr. Bousquet and seconded by Mr. Farnum to accept the Remed bid. All voted aye. Motion carried.

- 7. *Treasurer’s Report to include the District’s financial accounting activity for the month of May, 2015*

Mr. Holt and Mr. Farnum read the report and nothing sticks out. Mr. Holt does say that run and training pay is up from last year. The Chief is beginning to get concerned with the number of mutual aid runs. Scituate filled the tanker’s fuel tank in response to mutual aid given.

A motion was made by Mr. Holt and seconded by Mr. Farnum to accept the Treasurers report. All voted aye. Motion carried.

- 8. *Tax Collector’s Report to include tax collection activity for the month of May, 2015 and recent APRA requests for WCFD tax information* – Starting 109,134.82; payments 22,357.94; penaltys paid 982.88; uncollected balance 86,776.88.

CCFD has requested from the Tax Collector how many real, commercial, tangible properties, exemptions, and collection rate we have. She has the information that she will provide.

A motion was made by Mr. Bousquet and seconded by Mr. Farnum to approve the Tax Collectors report. All voted aye. Motion carried.

- 9. *Clerk’s Report* – n/a
 - a. *Secretary of State web site posting of minutes of this meeting:*
 - i. *“Draft” minutes on or before 9 July, 2015*
 - ii. *“Approved” minutes on or before 23 July, 2015*
 - iii. *“Official But Not Yet Approved” minutes on or before 23 July, 2015 if no regularly scheduled meeting takes place prior to 23 July, 2015*

- b. Attorney General's 2015 summer summit scheduled for Friday, 31 July, 2015*
- c. Outstanding APRA requests*

10. SAP Committee Report

a. Revised SAP 5211.01 Conduct of Meetings for review and approval – a motion is made by Mr. Holt and seconded by Mr. Bousquet to accept revisions to SAP 5211.01. All voted aye. Motion carried.

b. Note any recommendations made at this meeting for SAP revisions or additions

11. Review and possibly redefine the scope of “Third Party Billing” practices – CCFD has been charging refusals of our taxpayers. The Chief has a meeting regarding this on Tuesday.

12. Discuss and establish plans to counter the potential impact on WCFD due to possible operational and/or capability changes made by other fire districts within the town of Coventry – All Coventry Chiefs are meeting Monday. The Chief is concerned with our budget and response time if stations are moved and/or closed. It is the Chairman's hope that there will be a long term solution to discuss resulting from this meeting.

13. Ratification of Settlement Agreement with the RI Attorney General C.A. NO.:P.C.15-1460 –A motion is made by Mr. Holt to ratify the settlement agreement. Motion seconded by Mr. Farnum. All voted aye. Motion carried.

14. Agree on possible dates for a meeting with Mark DiPasquali of WED, Inc. – a possible date is June 24, July 22, or July 23.

15. New Business – n/a

16. Open Forum – Mr. Mays asks if we should ask fire districts to join us to go to legislators against recent legislation regarding meeting postings and minutes. Mr. Humble will put this on next meetings agenda.

17. Schedule next BOD meeting – 8/18/15

18. Adjournment – a motion is made by Mr. Holt and seconded by Mr. Farnum to adjourn the meeting at 9:10 p.m.