



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, 15 October, 2015, 7:00 P.M. meeting to take place at the above address

Minutes

Members Present		
<i>John Humble, Chairman</i>		<i>WCS Mays, III</i>
<i>Robert Hevey</i>		<i>Glen Underwood</i>
<i>Richard Holt</i>		<i>Joan Smith</i>
<i>Jonathan Farnum</i>		<i>Kendra Miller</i>
<i>Steve Bousquet</i>		<i>Excused: Cheryl Wilcox</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 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. **Acceptance of meeting minutes of 17 September, 2015 BOD meeting** – A motion is made by Mr. Farnum and seconded by Mr. Holt to accept the minutes of September 17, 2015 as written. All voted aye. Motion carried.
5. **Chief’s Report to include:**
  - a. **Department’s operational activity and management for the month of September, 2015** – there were 16 fires, 31 rescues, and 3 trainings in the month of September
  - b. **Mutual Aid Report** - On September 2, The Fire Department responded to 1650 Flat River Rd. to assisted CCFD with a 2 acre brush fire; on September 8, The Fire Department responded to Teakwood Dr. to assisted CCFD with a 2 acre brush fire; on September 23, Tanker-8 responded to the Town of Exeter to assist them with at a compost fire (size of a football field). Tank-8 assisted with extinguishment and water supply; on September 25, Tank-8 responded to the Town of Foster to assist them with a barn fire; and on September 28, The Fire Department responded to Walker Road in the Town of Foster to assist them with a 3 acre brush fire.

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- c. ***Apparatus usage report***
- d. ***Rescue Recovery income and expense forecast*** - On November 3, I have a meeting schedule with the Dawson Group in regards to billing for auto accidents.
- e. ***Neighbor notification of Log Bridge Rd. dry hydrant installation*** - On September 21, the ISO Committee met at the Summit Station. The neighborhood surrounding the dry hydrant was notified by letter regarding the installation of the hydrant.
- f. ***Update of interaction with WED regarding site visits and training*** - The Fire Department has schedule a walk-through of the of the wind turbine site for next month.

On August 23, a vehicle had backed into the electric meter at Station 1, causing damage to the meter and the Station. The Station did lose power for approximately 24 hours. National Grid, Coventry Police and the Town Electrical Inspector were notified of the incident.

The price to replace the meter and restore power to the Station was \$1,050.00 and the price to repair the sliding on the Station: \$225.00

Firefighter 1&2 along with the Haz-Mat program are both completed. The Chief is in the process of closing out the grant that was received from Rhode Island Firefighter's League to satisfy the invoice from the state academy.

On September 14, the Chief attended a gas detection training seminar. On September 8, he attended the Woonasquatucket Valley Firemen's League meeting in Foster. On September 28 the Chief attended the EMA meeting.

On September 28, the Chief attended a meeting with, Chief Brown, Chief Murray and Col. MacDonald regarding the Anthony Fire District situation. Run cards were reviewed in the event that the district was unable to respond to alarms. The Chief made it clear that the farthest he will make runs is at Station 7.

Public Education starts at the Elementary School on October 31.

Mr. Hevey asks that the total mutual aid in and out be put on the record. Mutual aid in was 34 and out 79 for the year to date.

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

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6. ***Treasurer’s Report to include the District’s financial accounting activity for the month of September, 2015*** – expenditures are right where they should be. Rescue recovery is strong.

The brush fire reimbursement for Nicholas Farm/Gibson Hill Fires was added to revenue. The Chief says there is also a \$1,200 grant from DEM on its way to be spent on forestry or foam for the truck.

A motion was made by Mr. Farnum and seconded by Mr. Bousquet to approve the Treasurers Report. All voted aye. Motion carried.

7. ***Tax Collector’s Report to include tax collection activity for the month of September, 2015*** – The Tax Collector did submit her State report. A motion is made by Mr. Holt and seconded by Mr. Hevey to accept the Tax Collector’s report. All voted aye. Motion carried.

8. ***Clerk’s Report*** – n/a

a. ***Secretary of State web site posting of minutes of this meeting: i. “Draft” minutes on or before 5 November, 2015. ii. “Approved” minutes on or before 19 November, 2015 or seven days prior to the next regularly scheduled meeting if earlier. iii. “Official But Not Yet Approved” minutes on or before 19 November, 2015 if no regularly scheduled meeting takes place prior to 19 November, 2015***

b. ***Any other matters that need to be brought to the attention of the BOD***

9. ***SAP Committee Report***

a. ***Revised SAP 1211.24 Duties and Responsibilities of the District Clerk for BOD review and approval*** – tabled.

b. ***Consideration of the Committee’s recommendation to assign job description responsibility of Department officers bellow the rank of Deputy Chief to the Chief and maintain such descriptions as Standard Operating Procedures (SOP) rather than Standard Administrative Procedures (SAP) as currently managed*** – a motion is made by Mr. Holt to move the job descriptions for all of the positions below Deputy Chief to SOP under the direction of the Chief. Mr. Hevey asks where to see SOP’s. They are in the Chief’s office. They will be put on disc and given to new members. Mr. Hevey would like to see an SAP and SOP library on the website. Motion seconded by Mr. Hevey. All voted aye. Motion carried.

c. ***Next meeting scheduled for 10 November, 2015***

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

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- 10. Discuss and establish plans to counter the potential impact on WCFD due to possible operational and/or capability changes made by other fire districts/departments in surrounding areas** – Anthony is down to 9 firefighters. The majority of the burden has been pushed to CCFD, then Hopkins Hill. Chief Murray is leaving at the end of October. WCFD is basically relying on Foster. The run cards dictate that if there is short manpower we will go as far as Station 7. West Warwick has expressed some concerns.

Mr. Mays says that in the last month he has briefed the Lt Governor and Interim Town Manager of where WCFD stands. The Lt Governor recognizes that we are important to what is happening. October 19<sup>th</sup> is CCFD's annual meeting.

Mr. Bousquet asks if we need to be looking inside of ourselves to cover the 6:00 a.m. time slot because we may not be able to rely on CCFD. The Chief says it is a concern but we do have a lot of members in the area who can respond. He says eventually we may have to look at manning those hours. There are times when we pay for one or two members but there are more in the station. Mr. Hevey suggests offering breakfast or some other perk to those members here who aren't being paid. Capt Mann has been doing some daytime training.

The Deputy Chief received a letter from Tracey Greco who is concerned about bad descriptions about this district not doing our fair share and doesn't know where it is coming from. The Chairman sent many reports to her so that she can spread the word.

CCFD and Anthony don't have Fire Marshalls and a contractor came to WCFD to have the plans signed off on. Their plans are being signed off on by the State and it takes about one month.

- 11. Update of WCFD's 18 December, 2014 resolution submitted to State Legislators regarding administrative laws impacting fire districts** – Mr. Mays reached out to Rep Chippendale to ask that they take another position on our resolution. The primary reason it didn't work with the Speakers office because it was presented as a single package. Rep Chippendale suggested that we separate them. Mr. Mays wants to make them see that the changes are not unique to Western.

- 12. Assign cost of new replacement air compressor to Rescue Recovery Fund account** - The Chief has not ordered the compressor. The first quote was \$925, it is actually \$1,499. The Chief would like to shop around. There isn't a real sense of urgency but it is something that is needed. A motion is made by Mr. Hevey to authorize purchase of a replacement air compressor for a price not to exceed \$1,500. Motion seconded by Mr. Farnum. All voted aye. Motion carried.

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13. ***New Business*** – n/a
14. ***Open Forum*** – Mr. Hevey brings up the advertisement by WED stating that WCFD is getting free electricity. Mr. Humble mentions that WED is only paying for the kilowatts.
15. ***Schedule next BOD meeting*** – the next meeting will be held on November 19<sup>th</sup>.
16. ***Adjournment*** – A motion was made by Mr. Hevey and seconded by Mr. Farnum to adjourn the meeting at 8:12 p.m. all voted aye. Motion carried.

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