



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, December 17, 2015, 7:00 P.M.
meeting took place at the above address

MINUTES

Members Present:

John Humble	Chief Quattrini
Richard Holt	Glen Underwood
Robert Hevey	Joan Smith
Jonathan Farnum	Cheryl Wilcox
Steven Bousquet	
	Chuck Smith

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 19 November, 2015 BOD meeting*** – a motion is made by Mr. Holt and seconded by Mr. Farnum to approve the minutes of November 19, 2015. Mr. Humble asked if all SAPs were approved that evening. 5340 54 was tabled, Clerk, reimbursement and records keeping were approved. Change Charlie Brown to Charlie Bowen. All voted aye. Motion carried as amended.
5. ***Chief's Report to include:****
 - a. ***Department's operational activity and management for the month of November, 2015*** - There were 5 fires, 31 rescues, 6 trainings. The Chief has begun working on the budget.
Two Privates have passed EMT-b tests and two have passed cardiac programs.
On November 20th Ed Quattrini was promoted to Lt. Three people were chosen to give the interview and choose the Lt., including Chief Brown and Earl Mann.
 - b. ***Mutual Aid Report*** - mutual aid in 4-3 rescue 1 alarm, 10 out

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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.*

- c. ***Expected near future impact of adjustments to capacity of neighboring fire districts*** - The Chief was asked if we have felt any extra calls due to Anthony running with a two man shift. He says that we have.
- d. ***Apparatus usage report*** –
- e. ***Rescue Recovery income and expense forecast*** - We have taken in \$98,000 in rescue recovery up to the end of November.
- f. ***Status of Summit and Greene station's air compressor capability*** - The compressor is installed and will be functioning on Saturday.
- g. ***Update of interaction with WED regarding site visits and training*** - There is a meeting tomorrow for training at the windmill location with the Lead Instructor for the City of Warwick at no cost.
- h. ***Dry hydrant program***
- i. ***Third party billing program expansion*** - Chief has been talking to the Dawson Group regarding 3rd party billing. Kelly will be training on paperwork needed for engine runs. Glen asked if we will need a resolution for voter approval.

A motion is made by Mr. Farnum and seconded by Mr. Hevey to accept the Chief's report.

Mr. Holt asked if there was influence in appointing the Lt. The Chief stated that there were 5 applicants and three, 3rd party members did the interview. He will do this process in the future.

The Chief will write a grant for air bottles. The cost for the budget would be \$17,000 to replace all that are due to expire. He will then get on a schedule for replacement. The bottles have a shelf life of 15 years. Afterwards they can be refurbished. Each bottle costs from \$1100 to \$900. Most of ours are due to expire in 2019.

All voted aye. Motion carried.

6. *Treasurer's Report to include the District's financial accounting activity for the month of November, 2015* – At ¾ of the year, there are favorable heating numbers. Will probably come in \$4,000 over in payroll because of run pay. Overall on target.

A motion is made by Mr. Farnum and seconded by Mr. Holt to approve the Treasurers report. Building Maintenance is down, \$15,000 was budgeted and we're at \$12,862. The Chief says that the bay doors haven't had a lot of repairs this budget and Members have been performing preventive maintenance. All voted aye. Motion carried.

7. *Tax Collector's Report to include tax collection activity for the month of November, 2015* – opening balance, \$420,035.57; taxes collected, \$43,139.67; penalties, \$473.08; abatements, \$30.29; and uncollected balance, \$376,865.61. A motion was made by Mr. Farnum and seconded by Mr. Holt to accept the Tax Collectors report. All voted aye.

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Motion carried.

A question is raised on how Burriville collects taxes from the Pascoag power plant for fire protection.

8. **Clerk's Report** – n/a
 - c. **Secretary of State web site posting of minutes of this meeting:**
 - i. **"Draft" minutes on or before 7 January, 2016.**
 - ii. **"Approved" minutes on or before 21 January, 2016 or seven days prior to the next regularly scheduled meeting if earlier.**
 - iii. **"Official But Not Yet Approved" minutes on or before 21 January, 2016 if no regularly scheduled meeting takes place prior to 21 January, 2016.**
 - d. **Any other matters that the Clerk needs to bring to the attention of the BOD.**
9. **SAP Committee Report**
 - c. **Revised SAPs for BOD review and approval: SAP 5720.10 Media Contact and Public Inquiries** – a motion was made by Mr. Holt and seconded by Mr. Bousquet to approve SAP 5720.10. All voted aye. Motion carried.
 - d. **Next committee meeting scheduled for 14 January, 2016 –**
 - e. **Note any recommendations made at this meeting for SAP revisions or additions**
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A motion was made by Mr. Hevey and seconded by Mr. Holt accept the SAP committee report. All voted aye. Motion carried.
10. **Commence 2016-2017 budget preparation** – must deal with min wage \$9-\$9.60. The BOD will consider funding two members on Sunday.
11. **New Business** – n/a
12. **Open Forum**-Members discussed a Projo editorial discussion of Anthony Fire District meeting.
13. **Schedule next BOD meeting** – January 14, 2016
14. **Adjournment to Happy and Safe Holidays** – a motion was made by Mr. Hevey and seconded by Mr. Holt to adjourn the meeting at 8:24. All voted aye. Motion carried.

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