



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, 18 February, 2016, 7:00 P.M., meeting to took place at the above address

MINUTES

Members Present

John Humble

WCS Mays

Jonathan Farnum

Joan Smith

Robert Hevey

Chief Quattrini

Richard Holt

Cheryl Wilcox

EXCUSED:

Steve Bousquet

Glen Underwood

1. ***Call to Order and Attendance*** – The Chairman called the meeting to order at 7:01 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 there was a quorum present and the meeting was posted in all the required locations
4. ***Acceptance of meeting minutes of 14 and 27 January, 2016 BOD meetings*** –
A motion is made by Mr. Farnum and seconded by Mr. Holt to approve the minutes of January 14th with amendments. All voted aye. Motion carried.

A motion is made by Mr. Farnum and seconded by Mr. Hevey to approve the minutes of January 27th with amendments. All voted aye. Motion carried.
5. ***Chief's Report to include:***
 - a. ***Department's operational activity and management for the month of January, 2016*** – there were 19 rescues, 2 fires and 4 trainings in January.
 - b. ***Mutual Aid Report*** – there were 1 mutual aid received and 3 given.
 - c. ***Apparatus usage report*** –
 - d. ***Consideration of Unit 5 modifications and assignment.***
 - e. ***Schedule and preparation for Tanker 18 replacement and Town's interest in acquiring.***
 - f. ***Update of interaction with WED regarding site visits and training.*** – the Chief has a meeting scheduled for February 18th with Mark DePasquale and Chris Albro regarding training for the Wind Turbine project.
 - g. ***District's smoking policy review*** – Capt. Mann has ordered signs.

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

Engine-9 is at Metro Collision Center, we should have it back in service within two weeks.

The ladders on the side of Tanker-18 have been removed from the vehicle and the Dump Tank will be relocated to that space.

The Department received a check for \$1,243.59 from DEM. This money was left over from last year's grant program.

The Chief asked the Department Officers to review Department SOP's and SOG's, and to make any recommendations for up-dating them.

The Chief and Deputy Chief have a meeting scheduled for February 19th with Comstar Medical Billing. Comstar is located in Rowley MA.

The Chief thanks the Members for their help with snow removal and staffing the Station during the recent snow storm!

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

Motion made by Mr. Farnum and seconded by Mr. Holt to modify the brush truck. All voted aye. Motion carried.

The tanker is due for replacement. The Town may be interested in purchasing the old one.

All voted aye. Motion carried.

6. ***Treasurer's Report to include the District's financial accounting activity for the month of January, 2016*** - Mr. Mays glad that the budget is coming together very close. Reflects on Chief's ability to monitor spending.

Tabled to the next meeting.

7. ***Duty shift pay adjustments and run pay provisions*** - report provided by Mr. Humble. An SAP is needed for run pay at end of shift to negate someone from being paid for two calls. A motion is made by Mr. Holt and seconded by Mr. Farnum to accept the provisions of the report prepared by Mr. Humble. All voted aye. Motion carried.

8. ***Tax Collector's Report to include tax collection activity for the month of January, 2016 and any anticipated changes in sources of tax revenue*** - The Towns new Tax Assessor doesn't seem hopeful for taxation of wind turbines.

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.

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

9. **Clerk's Report** – n/a
 - a. **Secretary of State web site posting for minutes of this meeting:**
 - i. **"Draft" minutes on or before 10 March, 2016.**
 - ii. **"Approved" minutes on or before 24 March, 2016 or seven days prior to the next regularly scheduled meeting if earlier. (Next meeting scheduled for 17 March, 2016)**
 - iii. **"Official But Not Yet Approved" minutes on or before 24 March, 2016 if no regularly scheduled meeting takes place prior to 24 March, 2016.**
 - iv. **Note: Next regular meeting scheduled for 17 March, 2016.**
 - b. **Any other matters that the Clerk needs to bring to the attention of the BOD.**
10. **SAP Committee Report** – n/a
 - a. **Schedule next committee meeting.** – April 14, 2016
 - b. **Note any recommendations made at this meeting for SAP revisions or additions.**
11. **Use of Summit Station for Cub Scouts Pinewood Derby scheduled for 19 March, 2016** - a motion is made by Mr. Farnum and seconded by Mr. Holt to allow the Cub Scouts to use the station for pinewood derby. All voted aye. Motion carried.
12. **Continue 2016-2017 budget preparation and arrange for the budget's public hearing/open forum posting** – a budget public hearing will be held on March 9th.
13. **New Business** – n/a
14. **Open Forum** – Joan tells members that Earl Mann will be on an Honor Flight in April.
15. **Schedule next BOD meeting** - the next meeting will be held on March 9th for the budget. March 17, 2016 is the next regularly scheduled Board of Directors meeting.
16. **Adjourn** – A motion is made by Mr. Hevey and seconded by Mr. Holt to adjourn the meeting at 9:30 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.