



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, 17 March, 2016, 7:00 P.M.

Meeting took place at the above address

MINUTES

Members Present	
<i>John Humble</i>	<i>Glen Underwood</i>
<i>Robert Hevey</i>	<i>Cheryl Wilcox</i>
<i>Richard Holt</i>	<i>WCS Mays</i>
<i>Steve Bousquet</i>	<i>Chief Quattrini</i>
<i>Excused</i>	
<i>Jonathan Farnum</i>	
<i>Joan Smith</i>	

1. ***Call to Order and Attendance*** – the meeting was called to order at 7:02 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 18 February (as amended) and 9 March, 2016 BOD meetings*** – a motion is made by Mr. Holt and seconded by Mr. Hevey to approve the minutes of February 18, 2016 and March 9, 2016 as written. All voted aye. Motion carried.
5. ***Chief’s Report to include:****
 - a. ***Department’s operational activity and management for the month of February, 2016.***
 - b. ***Mutual Aid Report***
 - c. ***Apparatus usage report.***
 - d. ***Update of WED activity.***

A motion is made by Mr. Holt and seconded by Mr. Hevey to approve the Chief’s report. Dry hydrant or fire equipment to be bought, the Chief will request rescue recovery for the \$5,000 match. It will be added to the resolution at the annual meeting – DEM grant \$1,500 and \$5,850 = \$7,350 spend up to \$7,500 for Forestry equipment SCBA and fire equipment grants.

A 27 minute response during the snow storm. We were asked to remove a tree. We were on a run, came back to the Station to get equipment, and then responded. It was a non-emergency service run. 10 minute response - Waiting for another person to respond on Sunday.

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
2016 Regularly Scheduled Meeting Schedule
21 Jan, 18 Feb, 17 Mar, 21 Apr, 19 May, 16 Jun, 21 Jul, 18 Aug, 15 Sep, 20 Oct, 17 Nov, 15 Dec.

All voted aye. Motion carried.

6. ***Treasurer's Report to include the District's financial accounting activity for the month of January (continued) and February, 2016*** – February was a quiet month for money going out. We are 9,000 under budget because of savings in fuel and heating costs. Revenue in the budget without spending surplus.

Tax revenue – tax sale costs savings \$1400, also additional revenue of \$209. Received grant money for dry hydrant. Rescue recovery \$148,000. The Chief will check the electric bill at the pump house to see if its using too much electricity.

The money market account was closed and \$1060 was rolled into a savings acctount paying more interest.

A motion was made by Mr. Holt and seconded by Mr. Bousquet to accept the Treasurers report for the months of January and February. All voted aye. Motion carried.

7. ***Tax Collector's Report to include tax collection activity for the month of February*** – A motion was made by Mr. Holt and seconded by Mr. Hevey to accept the Tax Collectors report. All voted aye. Motion carried.

8. ***Clerk's Report – n/a***

- a. ***Secretary of State web site posting for minutes of this meeting:***

- i. ***"Draft" minutes on or before 7 April, 2016.***
- ii. ***"Approved" minutes on or before 21 April, 2016 or seven days prior to the next regularly scheduled meeting if earlier. (Next meeting scheduled for 21 April, 2016)***
- iii. ***"Official But Not Yet Approved" minutes on or before 21 April, 2016 if no regularly scheduled meeting takes place prior to 21 April, 2016.***

- b. ***Any other matters that the Clerk needs to bring to the attention of the BOD.***

9. ***SAP Committee Report*** – the next meeting will be held on April 14th.

- a. ***Schedule next committee meeting.***

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

10. ***Approval of the contracts for the two full time employees*** – Captain \$57,177.12 Deputy Chief \$58,386.43. Time off numbers were deleted. Mr. Holt has cover sheets with weekly and hourly salary. A motion was made by Mr. Hevey and seconded by Mr. Bousquet to approve the contracts as negotiated. All voted aye. Motion carried.

11. ***2016-2017 Budget and 2016 Annual Meeting.****

- a. ***Continue preparation and possibly finalize the 2016-2017 budget.***

- b. ***Continue preparation and possibly finalize the 2016 Annual Meeting Information Packet.***

- c. ***Schedule printing and distribution of Annual Meeting Information Packet.***

- d. ***Posting of Annual Meeting.***

- e. ***Stenographer.***

- f. ***Boy Scouts.***

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

2016 Regularly Scheduled Meeting Schedule

21 Jan, 18 Feb, 17 Mar, 21 Apr, 19 May, 16 Jun, 21 Jul, 18 Aug, 15 Sep, 20 Oct, 17 Nov, 15 Dec.

g. PA System, Summit Station set up, voter tags, etc.

The proposed budget includes a 2.91 increase in tax levy. With additional taxable property it may come down.

A motion is made by Mr. Holt and seconded by Mr. Bousquet to accept the budget of amended budget of \$617,757.87. All voted aye. Motion carried.

Mr. Hevey would like to find a way of putting more surplus back to the taxpayers. There is \$10,000 now. Glenn suggests to add \$500 to interest on delinquent taxes and add \$14,500 to surplus.

Members reviewed proposed packet. Mr. Holt and Mr. Humble will update the packet.

A separate resolution #4 will be added for grants.

12. *New Business* - \$148,099.87 is projected for Rescue Recovery.
13. *Open Forum* – Mr. Mann’s Honor flight is scheduled for April 2nd
14. *Schedule next BOD meeting* – the next meeting will be the Annual Meeting on April 4th.
15. *Adjournment* – a motion is made and seconded to adjourn the meeting at 9:15. 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*

2016 Regularly Scheduled Meeting Schedule

21 Jan, 18 Feb, 17 Mar, 21 Apr, 19 May, 16 Jun, 21 Jul, 18 Aug, 15 Sep, 20 Oct, 17 Nov, 15 Dec.