



## **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, 21 April, 2016, 7:00 P.M. meeting took place at the above address**  
(AGENDA Posted 17 April, 2016)

### **APPROVED MINUTES**

#### Members Present:

John Humble	WCS Mays III
Richard Holt	Glen Underwood
Robert Hevey	Chief Quattrini
Jonathan Farnum	Captain Mann
	Cheryl Wilcox

#### Excused

Joan Smith  
Steve Bousquet

1. ***Call to Order and Attendance*** – Mr. Humble called the meeting to order at 6:59 p.m. Mr. Mays recommends a motion be entertained to amend the agenda to swear in the elected member. Motion made by Mr. Farnum and seconded by Mr. Holt. All voted aye. Motion carried.  
  
Mr. Mays swears in Mr. Humble.
2. ***Emergency evacuation procedure announcement*** – the Chief reviews emergency evacuation procedure.
3. ***Confirmation of required meeting posting and quorum*** – Mr. Humble confirms there is a quorum present and the meeting was posted in all required locations.
4. ***Selection of BOD chairperson*** – Mr. Holt suggests a vice chairman position. Mr. Mays suggests to consult Mr. Harsch to make sure the Charter and Bylaws does not prevent the position. A motion is made by Mr. Farnum to elect Mr. Humble as Chairman and include a vice chairman after speaking with Mr. Harsch. Motion seconded by Mr. Holt. Mr. Humble would like to do this for the next four or five months and see how it goes. The vice chair position makes it more palatable. All voted aye. Motion carried.
5. ***Acceptance of meeting minutes of 10 April, 2016 BOD meeting*** – motion made by Mr. Holt and seconded by Mr. Hevey to accept the minutes of 4/10/16 with amendments. All aye. Motion carried.
6. ***Chief's Report to include:***\*
  - a. ***Department's operational activity and management for the month of March, 2016***  
– there were 5 fires, 29 rescue calls, and 5 trainings in March.
  - b. ***Mutual Aid Report*** – runs received were 4 in and 8 given

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#### Board of Directors

John Humble, 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

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

- c. *Apparatus usage report.*
- d. *Update of WED activity.*
- e. *Status of Unit 5 conversion.*

- Engine-9 is back in service from repairs. Engine-9's PM was completed while being out of service.
- On March 1, Dupuis Oil performed annual maintenance on both boilers at the Summit Station.
- On March 7, Affordable Sewer & Drain was call to the Summit Station to unclog the septic line.
- On March 11, the Chief attended a meeting with Chief Frank Brown regarding the Honor Flight for Earl Mann.
- On March 18, the ISO Group met at the Summit Station to review plans for a new dry hydrant in the District.
- On March 18, Deputy Chief Guastini and I attended a meeting with the Dawson Group to review 3<sup>rd</sup> Party Billing.
- The pump on Unit-8 has been removed and is being stored at Station 1. A Cap has been order for Unit-8, from Cap City of Rhode Island, located in the City of Warwick.
- On March 15. Deputy Chief Guastini attended the EMA meeting.
- On March 31, the Chief attended a Chief's meeting at the Hopkins Hill Fire Station in regards to updating run cards and training
- On March 8, Captain Mann was appointed to the School Safety Board for the Coventry School System.

A motion was made by Mr. Farnum and seconded by Mr. Hevey to approve the Chiefs report. Discussion: Mr. Mays question about the cap on Unit 8. The cap will remain on the truck. He would like to store spare equipment in it for use when needed. Mr. Mays says the taxpayers were approached to purchase that truck for an additional brush truck with a portable pump and used as a pickup truck when brush fire season is over. He encourages the Chief to put the skid unit back in during wildfire season.

Lockdown – Mr. Humble asks about the proposed sidewalk for emergencies from the school. The State denied that request.

Engine 9 has been painted through warranty money. Engine 9 was out of service the week after 1/3 until 4/8. Cost was \$31,567.43 and the deductible was \$500.

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Mr. Humble questions a 15 minute call. We were called for service at 6:16 a.m. for a fractured ankle. The night crew had just left at 6:00 a.m. The Deputy and the Captain responded from home. If it's going to take more than 5 minutes than mutual aid should be called. Since that incident a person came in as a walk in. They were treating a cardiac. Mutual aid should have been called. That has been addressed through training to resolve the problem. Mr. Mays asked about a delay for a non-response at 4:20. The Chief says it was someone falling off a horse. It was between 4:00 and 6:00. The available member that was called was out of district. That issue has been resolved. Mr. Humble says he has spoken to the Chief about a plan for 24/7 coverage. All voted aye. Motion carried.

7. ***Treasurer's Report to include the District's financial accounting activity for the month of March 2016*** – budget number updated and operating officially on the new budget. Building maintenance should be watched. A motion was made by Mr. Hevey and seconded by Mr. Farnum to accept the Treasurers report. Discussion: what is the advantage of edispatch over pager information is one time page. Edispatch, you can go back and listen to it. Mr. Hevey says that there is one dispatcher that isn't easy to understand. There is questionable quality. It's a digital signal and it tends to click. There is radio frequency app to listen to messages back and forth. All voted aye. Motion carried.
8. ***Tax Collector's Report to include tax collection activity for the month of March*** – tabled
9. ***Approval of abatements for last fiscal year*** – tabled.
10. ***Clerk's comments*** – There are 2 open meetings violations coming according to Mr. Harsch.
11. ***Recap of 2016 WCFD Annual Meeting*** – address meeting if cancelled again. Postponement date. Officers elected until replaced.
12. ***SAP Committee Report.\****
  - a. ***SAP 1212.02 Insurance and Death Benefits revised for approval*** – motion to accept by Mr. Holt. Changes were some editing, denial payment. The fact of what we are doing is paying 35% of 85% of the cost of the District. As Board members and officers we are covered by the Districts insurance policy when we are on District business. The wording has been changed to clarify. The last sentence has 2 periods at the end. 85 doesn't have the % sign after it. Motion seconded by Mr. Hevey. All voted aye. Motion carried.
  - b. ***Next meeting scheduled for 12 May, 2016*** -
  - c. ***Note any recommendations made at this meeting for SAP revisions or additions*** – n/a
13. ***New Business*** – n/a
14. ***Open Forum*** – n/a
15. ***Schedule next BOD meeting*** – May 19, 2016
16. ***Adjournment*** – a motion is made by Mr. Holt and seconded by Mr. Farnum to adjourn the meeting at 8:04 p.m. All voted aye. Motion carried.

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