



**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, 19 May, 2016, 7:00 P.M. meeting to take place at the above address

**OFFICIAL MINUTES**

*(Posted 16 May, 2016)*

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

1. ***Call to Order and Attendance*** – The Chairman called the meeting 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 there was a quorum present and the meeting was posted in all required locations.
4. ***Moderator to swear in Stephen Bousquet as director*** – Mr. Mays swore in Mr. Bousquet.
5. ***Acceptance of meeting minutes of 21 April, 2016 BOD meeting*** – a motion was made by Mr. Holt and seconded by Mr. Hevey to accept the minutes of 4/21/16 amended to change from April to March and to reapprove the 4/21/2016 minutes, Chiefs report, and Treasurers report that were approved at the April 2016 meeting. All voted aye. Motion carried.
6. ***Appointment of Vice Chairperson*** – Attorney Harsch has suggested that Vice-Chairperson be added to the by-laws. The BOD can have an ‘unofficial’ Vice to see how it works out. Mr. Humble nominates Richard Holt, seconded by Mr. Farnum. Mr. Holt accepts. All voted aye. Motion carried.
7. ***Chief’s Report to include:***
  - a. ***Department’s operational activity and management for the months of March and April, 2016*** – there were 23 rescues and 16 fires in April and 4 trainings.
  - b. ***Mutual Aid Report*** – 5 mutual aid received/8 given
  - c. ***Apparatus usage report*** - Brush – 1 and Unit – 8 have had their PM’s completed. No major problems to report.
  - d. ***Further efforts to locate and install additional dry hydrants in the District*** – final approvals are being discussed at Broadwall Farm. DEM has found more money for other related programs.

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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.*

- e. *Update of WED activity* – in-house program and surrounding districts will be training soon.
- The Fire Department submitted for a Legislative Grant. The amount of the grant is \$1,500.00
  - On April 10, a department memo was sent to Coventry Fire Alarm Division requesting that automatic aid be dispatched from West Greenwich and Connecticut to the areas of Hopkins Hollow Road, Greenhouse Road and Sand Hill Road due to the bridge at 950 Hopkins Hollow Road being closed. This memo covered both EMS and Fire calls.
  - On April 18, The Fire Department responded to Lewis Farm Road for a brush fire. Approximately ½ acre burned.
  - On April 22, The Fire Department responded to Narrow Lane. Approximately 5 acres burned. Mutual Aid was called in to assist in extinguishment and water supply. We consider both those fires suspicious.
  - On April 24, The Fire Department responded to 224 Greenhouse Road for a house fire. Mutual and Automatic Aid was requested to assist in extinguishment and water supply. This fire was accidental from a dryer on the first floor.
  - The Fire Department has requested reimbursement from Rhode Island Forestry Division, for the brush fire on Narrow Lane. The amount requested is \$597.00 for trucks, foam and salaries.
  - Engine 9 has been renumbered to Engine 8 due to the State Mutual Aid Book.
  - One 17 minute response – both officers who responded felt that we were able to handle it as a fire department. The Chief told them 17 minutes was unacceptable.

A motion was made by Mr. Hevey and seconded by Mr. Holt to accept the Chiefs report.

Change the Chiefs report to total fires from March.

The original renumbering, five years ago was done by the police department. It now is corrected for the mutual aid book.

Mr. Mays thinks we should ask the Town Council to fund ‘computer assist’ for our ISO rating.

The trailers and boats in the yard are being cleaned up. Grass has been seeded and the front of the station is being landscaped.

Mr. Hevey asks if there is any follow-up with EDispatch problems. He said it is the link from the text message. The text is complete but the audio track from their server is not complete. The Chief will make a phone call.

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All voted aye. Motion carried.

8. ***Treasurer's Report to include the District's financial accounting activity for the months of March and April 2016*** – building maintenance is high because of septic and door.  
Tabled
9. ***Tax Collector's Report to include tax collection activity for the months of March and April*** – April starting balance 204,423.40; payments 53,594.12; refunds 21.80; uncollected balance 150,851.08. March starting balance 219,366.84; payments 14,386.14; uncollected balance 204,423.40. A motion was made by Mr. Holt and seconded by Mr. Bousquet to approve the March and April Tax Collectors reports. All voted aye. Motion carried.
10. ***Approval of tax abatements for the previous fiscal year*** – a motion was made by Mr. Farnum and seconded by Mr. Hevey to approve abatements for the previous fiscal year. All voted aye. Motion carried.
11. ***Clerk's comments to include addressing recent OMA complaints corrective actions*** – discussion of actions to be taken to ensure minutes are posted correctly.
12. ***SAP Committee Report.\****
  - a. ***SAP 5370.01 Sexual Harassment Policy submission for approval -***
  - b. ***SAP 5370.02 Harassment and Workplace Violence Policy submission for approval.\****

Motion made by Mr. Holt and seconded by Mr. Farnum to approve 5370.01 and 5370.02 as amended. All voted aye. Motion carried.
  - c. ***Next SAP Committee meeting scheduled for 9 June, 2016*** –
  - d. ***Note any recommendations made at this meeting for SAP revisions or additions*** –  
n/a
13. ***Consider optional BOD meeting dates*** – no July meeting. The BOD will have a meeting on a Monday night and invite the membership after the summer is over.

A motion is made by Mr. Hevey and seconded by Mr. Holt to cancel regularly scheduled July 2016 meeting. All voted aye. Motion carried. (the cancellation has been posted on the SOS website)
14. ***New Business*** – n/a
15. ***Open Forum*** – n/a
16. ***Schedule next BOD meeting – 6/16/2016***
17. ***Adjournment*** – a motion was made by Mr. Hevey and seconded by Mr. Holt to adjourn the meeting at 8:26 p.m. All voted aye. Motion carried.

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