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 August, 2016, 7:00 P.M.
meeting took place at the above address
(Agenda Posted 14 August, 2016)

Official Minutes

Members Present	
John Humble	Joan Smith
Robert Hevey	Chief Quattrini
Jonathan Farnum	Cheryl Wilcox
Richard Holt	WCS Mays, III
Steve Bousquet	Glenn Underwood

1. ***Call to Order and Attendance*** – The Chairman called the meeting to order at 7: 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. ***Acceptance of meeting minutes of 16 June, 2016 BOD meeting*** – a motion was made by Mr. Holt and seconded by Mr. Farnum to accept the minutes of the June 16, 2016 meeting. All voted aye. Motion carried.
   John Humble – aye
   Jonathan Farnum – aye
   Robert Hevey – aye
   Richard Holt – aye
   Steve Bousquet - aye

5. ***Chief's Report to include:***

a. Department's operational activity and management for the months of June & July, 2016 – There were 15 fires and 40 rescues in June and 11 fires and 30 rescues in July.

b. Mutual Aid Report
c. Apparatus usage/maintenance report.
d. Further efforts to locate and install additional dry hydrants in the District and funding for such dry hydrant materials/installations.
e. Update of wind turbine activity/training.
f. Awareness of solar energy collection projects.
g. Are E-Dispatch transmission issues resolved?
h. Town's assistance in computer upgrade for ISO.

i. Harassment SAPs 5370.01 and 5370.02 distribution for department signatures.
j. Status of outfitting Unit 8.
k. Update of forecasted Rescue Recovery collections and disbursements.
l. Grounds keeping around stations.

The front entrance door glass was broken from the Weed Whacker. The glass was replaced by Columbus Door.

On June 20th, the Truck Committee met with KME Fire Apparatus.

The Fire Department received grants from The House of Representatives and The Senate, both totaling $2000.00.

All PM's have been completed. No major repairs to report.

On July 6, the Chief attended the funeral of Chief Raymond Blackmore of the Chopmist Hill Fire Department. On July 12, he attended the Swearing - in Ceremony for Chief Joseph Bourquin of the Nasonville Fire Department.

On July 26, Rivers Paving, seal- coated the driveway at the Summit Station.

On July 14, The Fire Department responded to 2095 Harkney Hill Road for a camper fire. Crews arrived on scene to find a 26' camper fully involved. Mutual Aid was called in to assist. The fire is being investigated by FF Edward Blanchard. On July 17, The Fire Department responded to Plainfield Pike at Watermen Hill Road for a reported auto fire. On scene Engine-8 found an auto fully involved. The fire is being investigated by FF Edward Blanchard. On July 18, The Fire Department responded to Nicholas Farm Management Area for a reported auto fire. Crews arrived on scene to find an auto fully involved. The fire is being investigated by FF Edward Blanchard, Coventry Police Department, R.I. State Fire Marshal and R.I. State Police K-9 Unit. On July 18, the Chief attended a meeting at Coventry Police Headquarters regarding the two auto fires.

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

Mr. Mays asked if the break-ins and car fires were related. The Chief responded, no.

Mr. Holt asks what quint training is. It is to get rating for ladder trucks as part of ISO.

June 10, 11 and 12 the department assisted Quonset Fire Department with the Air Show. We sent Tanker-18, Unit-8 and Rescue-9. The Chief would like to thank the Members who assisted; he received positive feedback from there Command Staff on the professionalism of our Members. The Department gets reimbursed with fuel for working the air show.

Mr. Holt asks about the grants from Senator Kettle and Rep Chippendale. The money was spent on NFPA reference library. Mr. Farnum likes that the grants were spent on fire safety. The Chief likes to spend the grants on safety items. He will write thank you letters. Mr. Mays says that Legislature requires a request for the grant and what it will be spent on. He suggests in the next budget process grants and uses be discussed.

We have a new Dry Hydrant on Hopkins Hollow Road. The Hydrant is located on the Lockwood property. Mr. Humble asked if a letter was sent to Mr. Lockwood regarding the dry hydrant and Mr. Depasquale for radios. The Chief will be sending letters.

Mr. Humble asks if there was resolution of where the ISO money will come from. The dry hydrant program will be included in the next budget. DPW agreed to do work on Hammet Road and the department will have to pay cost for materials $854.36 with this year's DEM grant and push back Sisson Road project. The Chief will apply for another DEM grant next year. The overall objective is to get four certified hydrants within 32 square miles.

Greene campground solar energy project plans were received yesterday. The land was sold to a developer. There are NFPA standards for shut offs and labeling. Mr. Mays asks if our members have high voltage experience. The Chief wants to speak to the developer regarding shut offs and feeds. Mr. Hevey says solar panels produce DC which is constant. If someone comes in contact, it causes muscle contraction and you can't let go. Someone will have to pull you from it. The turbines are moderate voltage. Most of the poles out here are 6.6 and the turbines are higher than 13. Mr. Hevey spoke with Mr. Depasquale who offered a tour to the BOD and the boy scouts. Mr. Hevey explains home solar panels.

Mr. Hevey says most of edispatch has improved.

All districts are considering getting on the same software to share with fire alarm. CCFD would purchase and we would get a user license off of the program on the same network. Fire Alarm is working off of index cards. Chief Brown is discussing a joint grant to upgrade the system. Mr. Hevey asked if money from the Towns radio fund can be spent for that. The cost could be $30,000 or more.

Captain Mann and the Chief are working on unit 8.

Mr. Humble asked for rescue recovery schedule. He also asked about an AC duct in rescue 8. The Chief will respond.

The yard is being cleaned up and the boat is gone. There will be a bonfire in mid fall to get rid of the Christmas trees.

Run 161 had a 12 minute response. Mr. Humble was puzzled that he didn't see mutual aid. The Chief says mutual aid is called within five minutes. Mr. Hevey said the second call went out close to ten minutes. The Chief said it was a brush fire/smoke in the area. The first alarm a defensive stance was set up on Hazard Road. There was another run for smoke in the area. The following day we were following smoke in the area.

All voted aye. Motion carried.

John Humble – aye
Jonathan Farnum – aye
Robert Hevey – aye
Richard Holt – aye
Steve Bousquet - aye

6. ***Treasurer's Report to include the District's financial accounting activity for the months of June & July, 2016*** – we are doing fairly well, most of PMs are done. Overall the budget is on target and there aren't any issues seen at this point.

A motion is made by Mr. Holt and seconded by Mr. Farnum to accept the Treasurers report.

Mr. Humble asks about truck maintenance. Mr. Underwood says just to monitor it. Gear and equipment has been spent.

All voted aye. Motion carried.
John Humble – aye
Jonathan Farnum – aye
Robert Hevey – aye
Richard Holt – aye
Steve Bousquet - aye

7. ***Review and acceptance of FY 2015-2016 financial audit*** – Mr. Holt and Mr. Underwood met with the auditor. The Audit report has been submitted to State and bank as required. Mr. Holt is satisfied with the financial statements. In the report it is suggested there be two signatures on bank accounts. The Chairman will be added as a second signature with requirement there be two signatures on checks $10,000 and over and for $1,000 and over on tax collector accounts. A motion is made by Mr. Bousquet and seconded by Mr. Farnum to approve the financial audit. Mr. Hevey questions unsecured money in the account. Mr. Underwood says it's not unusual because Centreville Bank is insured. He will ask if they offer outside additional insurance.

All voted aye. Motion carried.
John Humble – aye
Jonathan Farnum – aye
Robert Hevey – aye
Richard Holt – aye
Steve Bousquet - aye

8. ***House and Senate legislative grant totals received in 2016*** – n/a

9. ***Tax Collector's Report to include tax collection activity for the months of June & July, 2016, current District property value, anticipated tax rate and billing schedule*** – $352,301,440 taxable value.
Mr. Holt made a motion to vote to ratify anticipated $1.67 tax rate proposed by the tax collector. The motion is seconded by Mr. Farnum. Motion is withdrawn. The bills go out

on September 30th. Joan had a meeting with Camp Westwood Director. They may send the Tax Collector a list of campers to be taxed.
A motion is made by Mr. Holt and seconded by Mr. Farnum to accept the Tax Collectors report for June and July 2016.

All voted aye. Motion carried.
John Humble – aye
Jonathan Farnum – aye
Robert Hevey – aye
Richard Holt – aye
Steve Bousquet - aye

10. Clerk's comments – n/a

11. Update of the 7/29/16 OMA/APRA Attorney General's Summit –

12. SAPs 5370.01 Sexual Harassment Policy and 5370.02 Harassment and Workplace Violence Policy distribution for director's and officer's signatures –

13. SAP Committee Report

a. Recommendation to approve SAP 1212.01 Time Off for Full Time Employees with no revisions.
b. Recommendation to approve SAP 5354.05 General Conduct Policy with corrected reference to SAPs 5370.01 & 5370.02 harassment policies replacing rescinded SAP 5354.00.
c. Recommendation to approve SAP 5216.00 Correspondence Policy with no revisions.

A motion is made by Mr. Holt to accept SAP 1212.01, 5345.05, and 5216.00. Motion seconded by Mr. Bousquet – discussion: 5354.05 fix formatting. Mr. Holt amended the motion to include formatting correction identified in paragraph 5.1. Amendment seconded by Mr. Bousquet.

All voted aye. Motion carried.
John Humble – aye
Jonathan Farnum – aye
Robert Hevey – aye
Richard Holt – aye
Steve Bousquet - aye

d. Next SAP Committee meeting scheduled for 8 September, 2016.
e. Note any recommendations made at this meeting for SAP revisions or additions.

14. Consider drafting a "call for 2017 candidates for District elected position" letter addressed to all District tax payers – members agree the letter is a good one and a good idea. A motion is made by Mr. Farnum and seconded by Mr. Holt to send the letter with the tax bills. Mr. Mays encourages all members to look to people they know who may qualify.

All voted aye. Motion carried.
John Humble – aye
Jonathan Farnum – aye
Robert Hevey – aye
Richard Holt – aye
Steve Bousquet - aye

15. ***Consider scheduling review of WCFD By-Laws in preparation for 2017 annual meeting*** – need to carry over authority of the BOD during storms. The need to appoint Tax Collector, Treasurer, or Clerk when they no longer can perform their duties. There are also suggestions left over from the last time. There is also a change coming from the state regarding selection of auditors that should be addressed in the by-laws. Mr. Hevey is still interested in chairing the committee. Mr. Holt suggests if people come forward after receiving the letter, Bylaws committee members may be chosen.

16. ***New Business –*** n/a

17. ***Open Forum –*** On 10/9 members will be participating in fire prevention week at schools

18. ***Schedule next BOD meeting – 9/15/16***

19. ***Adjournment –*** A motion is made by Mr. Holt and seconded by Mr. Farnum to adjourn the meeting at 8:53 p.m. All voted aye. Motion carried.
John Humble – aye
Jonathan Farnum – aye
Robert Hevey – aye
Richard Holt – aye
Steve Bousquet - aye