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, 15 September, 2016, 7:00 P.M.
meeting took place at the above address

(Agenda posted 10 September, 2016)

Official Minutes

Members Present

John Humble	Joan Smith
Steve Bousquet	Chief Quattrini
Jonathan Farnum	Cheryl Wilcox
Richard Holt	WCS Mays, III

Excused:
Glen Underwood
Robert Hevey

1. ***Call to Order and Attendance –*** The Chairman called the meeting to order at 7:00 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 18 August, 2016 BOD meeting*** – a motion was made by Mr. Farnum and seconded by Mr. Holt to approve the minutes of August 18, 2016 as written. All voted aye. Motion carried.
   John Humble – aye
   Jonathan Farnum – aye
   Richard Holt – aye
   Steve Bousquet - aye

5. ***Chief's Report to include:****
   a. ***Department's operational activity and management for the month of August, 2016.***
   b. ***Mutual Aid Report***
   c. ***Apparatus usage/maintenance report.***
   d. ***Update of dry hydrant installation efforts.***
   e. ***Update of wind turbine activity/training.***
   f. ***Awareness of solar energy collection projects in and around the District.***

g. E-Dispatch transmission concerns.
h. Joint efforts in pursuit of grants for Fire Alarm computerization and software upgrades.
i. Update of forecasted Rescue Recovery collections and disbursements.
j. Letters of appreciation for legislative grants and local dry hydrant installation support.

On August 5, the Chief met with Chief Lamb of CCFD, in regards to some upcoming training.

On August 8, the Truck Committee met with Crimson Fire Apparatus. On August 29, the Truck Committee met with E-One Fire Apparatus.

On August 15, the Chief met with Chris Albro from Ocean State Safety to finalize the PowerPoint presentation for the wind turbine awareness training. Mr. Humble asked where Mr. Albro gets his expertise. The Chief explains it's from a school in New Hampshire. Mr. DePasquale pays Mr. Albro for his services. On August 29, Ocean State Safety provided awareness wind turbine training to the department. (Part-1)

Fire Prevention week at the Western Coventry Elementary School will start on Monday October 10th and run through October 14th

Thank you letters have been sent out to Senator Kettle and Representative Chippendale regarding the two grants the department received.

The Department received plans for a solar panel farm located at 323 Hopkins Hollow Road. The applicant is Deepwater Wind, LLC.

A motion was made by Mr. Farnum and seconded by Mr. Holt to approve the Chiefs report. Mr. Mays asked if the Chief will be meeting with the people who have solar panels. Yes, he will.

Mr. Mays asks if a building permit is required by homeowners who get solar panels on their home. No one is sure but the fire marshal should be able to review plans.

The Hammet Road hydrant is done and will be flow tested next week. Nunes Construction will create an area for the truck to park near the hydrant for safety.

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

6. ***Treasurer's Report to include the District's financial accounting activity for the month of August, 2016*** – Mr. Holt has some questions for the Treasurer. He questions why the hydrant was charged to gear & equipment. The Chief says we will get reimbursed from DEM; this is just a temporary place holder for that money. Mr. Humble asks if there

should be an account for every grant we receive for tracking. Approval is tabled until the next meeting.

7. ***Tax Collector's Report to include tax collection activity for the month of August, 2016*** – beginning balance $103,365.42; payments $30,991.44; unpaid $72,477.72. Tax bills are ready to be mailed. Total assessment after exemptions 352,046,200; $588,591.09 net levy. Mr. Holt questions the unpaid amount in contrast to last year. The Tax Collector says it's because of the tax sale every other year.

   A motion was made by Mr. Holt and seconded by Mr. Bousquet to accept the Tax Collectors report. All voted aye. Motion carried.
   John Humble – aye
   Jonathan Farnum – aye
   Richard Holt – aye
   Steve Bousquet – aye

8. ***BOD ratification of $1.67/$1,000 fire tax rate to satisfy the 2016-2017 budget*** – a motion is made by Mr. Holt to ratify the tax rate of $1.67/$1,000. Motion seconded by Mr. Bousquet. All voted aye. Motion carried.
   John Humble – aye
   Jonathan Farnum – aye
   Richard Holt – aye
   Steve Bousquet - aye

9. ***Clerk's comments*** – Mr. Humble brings up the most recent OMA complaint. Mr. Mays suggests bringing it up to legislation and the Fire Chiefs Assoc. The Chief says we are on the agenda for Woonasquatuxet League at our station. West Glocester is also experiencing the same issues. He will address it with the Chiefs Assoc next month.

10. SAP Committee Report.*

   a. ***Recommendation to approve updated SAP 5354.05 General Conduct Policy*** – updated to reflect concerns for conflict of interest and abusive use of social media.
   b. Recommendation to approve new SAP 7000.1 Banking authority and Authorized Signatories.
   c. Update of the 7/29/16 OMA/APRA Attorney General's Summit (tabled at previous meeting).
   d. Next SAP Committee meeting scheduled for 13 October, 2016.
   e. Note any recommendations made at this meeting for SAP revisions or additions.
   A motion is made by Mr. Holt and seconded by Mr. Bousquet to accept SAP 5354.05 and 7000.1. Mr. Bousquet asks who the new signer will be. He suggests there may need to be documentation to confirm qualification. Mr. Mays suggests we pass a resolution at the next meeting. Mr. Underwood should ask Centreville what they will need. All voted aye. Motion carried.
   John Humble – aye
   Jonathan Farnum – aye
   Richard Holt – aye
   Steve Bousquet - aye

11. ***Update of "Call for Candidates" letter distribution effort*** – Members have started to stuff letters into the tax bills. They will be mailed on Monday.

12. ***Schedule for next review of WCFD By-Laws in preparation for 2017 annual meeting*** – n/a

13. ***Coventry EMA Red Alert announcement*** – Mr. Humble tells members how to sign up.

14. ***New Business*** – There are two new EMT's, one of which is a cardiac. We now have eight cardiac's and ten basics. There shouldn't be a problem staffing the C's at night. There are five new members in last month in FF1 at Hopkins Hill run by the State. Classes will be paid by a grant. We will only have to pay for textbooks.

    The Woonasquatuxet League will meet at this station on October 11th at 8:00 p.m.

15. Open Forum – n/a

16. Schedule next BOD meeting – October 20, 2016

17. 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.
    John Humble – aye
    Jonathan Farnum – aye
    Richard Holt – aye
    Steve Bousquet - aye