

**Western Coventry Fire District  
Board of Directors Meeting  
Summit Fire Station  
1110 Victory Highway  
Greene, RI 02827  
Thursday, November 19, 2009, 6:30 pm**

**AGENDA**

- 1) Minute's of October, 2009 Board of Directors Meetings
- 2) Chairman's Comments (Kent Novak)
- 3) Moderator's Report (Chuck Smith)
- 4) Chief's Report (Chief Pomfret)
  - a) RI Forestry Grant (Matching Grant) Update/Participation
  - b) Engine 9 Update
  - c) Cost Implications of New EPA Regulations (effective 1/1/2010)
  - d) New Station Open House
- 5) Treasurer's Report (Glenn Underwood)
  - a) Budget Concerns
- 6) Tax Collector's Report (Joan Smith)
- 7) District Clerk's Report (Jean Pomfret)
  - a) Posting of Notice of Intent to Run for District Office
- 8) Building Committee Report (Kent Novak)
  - a) Motion for BOD to Assume Building Committee Role
  - b) Water Quality Update
  - c) Station Ledger (Glenn Underwood) (Richard Holt)
  - d) Recommendation to Purchase Computers
  - e) Identification of Storage Needs/Next Steps
  - f) Status of Summit Electric Work
  - g) Outstanding/Anticipated Bills/Expenditures for New Station
  - h) Other Issues
- 9) Administrative Vehicle Committee Report (Peter Beauchaine)
  - a) Soliciting of Bids for Replacement Vehicle
- 10) SAP Committee Update
  - a) Minutes of 9/10/09 Meeting
  - b) SAP Committee Member Resignation and/or Removal
  - c) Review/Approval of SAP 4605: Mileage Reimbursement for Official Travel
  - d) Review/Approval of SAP 5210.1: Standard Operating and Administrative Procedures, Development and Approval
  - e) Review/Approval of SAP 5211: Access to Public Records Act
  - f) Review/Approval of SAP 5354: Western Coventry Fire District Policy on Harrassment
  - g) Next Meeting: 12/12/09
- 11) Old Business
  - a) Station Sale Update
    - i) Purchase Proposal/Possible Sale of Old Summit Station
    - ii) Next Step(s)
    - iii) Presentation by Angela Gannon, Real Estate Broker
    - iv) Possible Listing of Old Summit Station With Broker
  - b) Grant Opportunities
- 12) New Business
  - a) VFIS Insurance Policy Update
  - b) Budget Preparation Process and Timetable
  - c) Next BOD Meeting: 12/17/09
- 13) Open Forum
- 14) Adjournment

- \* Votes may be taken
- \* Reports should be distributed to Board members for their review several days prior to this meeting.

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Board of Directors

Kent Novak – Chairman, Robert Guastini, Richard Holt, Peter Beauchaine, Jonathan Mitchell

Charles Smith - Moderator, Jean Pomfret - District Clerk,  
Glenn Underwood – Treasurer, Joan Smith - Tax Collector