



**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, Wednesday, January 19, 2023 7:00 P.M.  
This meeting will be in person.

***OFFICIAL MINUTES***  
*(Agenda Posted January 17, 2023)*  
*Minutes posted February 08, 2023*

<i>Members Present</i>	Sandra Mann (treasurer)
Steve Bousquet, Chairman	Robert Mann
Kenneth Jackson	Chief Cady
Richard Holt	Mariann Gardener (Clerk)
Reppa Cottrell	Joan Smith (Tax Collector)
Robert Taylor	Kent Novak
	Annie Driscoll
<i>Excused</i>	
<i>Skip Mays</i>	

1. ***Call to Order and Attendance.***

The Chair called the meeting to order at 7:00 pm.

2. ***Emergency evacuation procedure announcement.***

The Chair announced the emergency evacuation procedure.

3. ***Confirmation of required meeting posting and quorum.***

The Chair confirmed the meeting was posted in all locations and that a quorum was present.

4. ***Acceptance of the December 15, 2022 meeting minutes. \****

A motion is made by Mr. Holt and second by Mr. Jackson to accept the December 15, 2022 Minutes.

Discussion: Mr. Jackson noted there were corrections needed on page 3 for the votes of item 7 and 9 in the unofficial minutes.

All in Favor. All voted Aye

Steve Bousquet                      Aye

Richard Holt                         Aye

Ken Jackson	Aye
Reppa Cottrell	Aye
Robert Taylor	Aye

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

- ***Department's operational and administrative activity for the past month of December 2022.***
- ***Chief's Comments and department notes***

The Chief presented the December 2022 Chief's Report.

A motion is made by Mr. Jackson and second by Ms. Cottrell to accept the December 2022 Chief's report.

All in favor. All voted aye	
Steve Bousquet	Aye
Richard Holt	Aye
Ken Jackson	Aye
Reppa Cottrell	Aye
Robert Taylor	Aye

**6. Treasurer's Report to include: \***

- ***The district's financial accounting activity for the month December 2022.***
- ***Approval of the Treasurer's Report.***

The Treasurer presented the Treasurer's report.

The Treasurer reported that rescue recovery revenues are still behind. The double payment to Stryker is being corrected.

A motion is made by Mr. Jackson and second by Mr. Holt to accept the December 2022 Treasurer's Report.

All in favor. All voted aye.

Steve Bousquet	Aye
Richard Holt	Aye
Ken Jackson	Aye
Reppa Cottrell	Aye
Robert Taylor	Aye

**7. Tax Collector's Report to include: \***

- **Tax collection activity for the past month December 2022.**
- **Approval of the Tax Collector's Report.**

The tax collector reported that the WCFD website has been down since November. Since the P.O. Box at Summit Store is no longer available, the Tax Collector submitted a change of address form to the Coventry post office for our new P.O. Box. Not all mail appears to be forwarded. The Tax Collector recommends a drop box outside the station is needed for tax payments.

A motion is made by Mr. Jackson and second by Mr. Holt to accept the December 2022 Tax Collector's report.

All in favor. All voted aye.

Steve Bousquet	Aye
Richard Holt	Aye
Ken Jackson	Aye
Reppa Cottrell	Aye
Robert Taylor	Aye

**8. Clerk's Comments.**

The clerk reported that she received a request from the Providence Journal for information regarding the duties of the WCFD Fire Marshal. Chief Cady provided the information requested. The clerk also reported that she received a response from 4 candidates interested in the two open BOD positions and she received a response for each of the officer positions. She will ask for a short bio from each of the BOD candidates. Since Summit Store is closed, the 2023 meeting schedule was posted at the Greene Library.

**9. Discussion regarding 12-28-22 meeting of the Town of Coventry's Fire Districts Board Chairs, and Fire Chiefs, regarding Fire Department consolidation \***

Mr. Bousquet reported that the Fire District Board Chairs and Fire Chiefs were called together to discuss Fire District consolidation. This discussion was directed at a creating a town wide district and not a municipal department. No financial or tax information was presented.

A questions was raised during the meeting as to the status of the consulting firm hired by the town council to study the efficiencies and management of the districts. It was noted that and they have just begun their study and the information won't be ready for several months. The fire district group will meet again on February 1, 2023.

**10. ARPA updates and discussions, regarding Coventry Town Council Resolution 2023-02**

ARPA funding resolution 2023-02 was proposed by the Town Council for the four fire districts. A distribution of funding for the \$1.3 million in ARPA funds was presented. Mr. Bousquet challenged the funding distribution presented versus the distribution formula wording. Mr. Bousquet did provide a recalculation of the district distributions that match the formula. The resolution was pushed to be tabled at the request of the acting town manager and it will be discussed again at February Town Council meeting.

**11. Discussion on Charter and By-law changes. \***

Mr. Bousquet will send out the Charter and By-Law changes from 2020/2021 to the BOD. The process to move forward with the changes will begin and will be presented at the WCFD annual meeting. Changing the fiscal year will be on hold for now.

**12. Discussion on Apparatus replacement update. \***

The committee needs to get back on track with this discussion from two years ago. The Chief noted that we need a new 100 KW generator to power the station which is not part of apparatus. We need a new tanker and there is now an 18 month lead time. The lead time for a new rescue truck is now three years. Most departments lease these vehicles.

**13. Discussion on updating and moving the WCFD.Net website. \***

The WCFD website has not been working properly since November. Joan Smith has made several calls to tech support to address the issue. Mr. Taylor presented alternative website hosting options. It will be run in parallel with our existing website hosting provider until that contract expires.

A motion was made by Mr. Jackson and second by Mr. Holt to move ahead with a one year contract with GoDaddy for the WCFD website.

All in favor. All voted aye.

Steve Bousquet	Aye
Richard Holt	Aye
Ken Jackson	Aye
Reppa Cottrell	Aye
Robert Taylor	Aye

**14. Banking update.**

Mr. Bousquet met with the new person in charge of government accounts at Centreville Bank. Centreville recently dropped the option of making WCFD tax payments at the bank without notifying the WCFD Tax Collector. Also, the savings rates are not as competitive as other banks. They agreed to raise the interest rates and they will be looking into the tax payment situation. Mr. Bousquet will update the BOD when he hears from the Bank.

**15. Discussion on upcoming 2023-2024 Budget, and future meeting schedule. \***

Budget discussion was tabled. A budget meeting is scheduled for February 8, 2023 at 7 pm.

**16. Open Forum.**

Mr. Novak commented on the possibility of having a drop box like the one at the town hall in front of the station. Joan Smith presented some options and will order a box. Tax bills can be dropped off at the station once it is installed.

**17. Schedule next B.O.D. Meeting.**

The next regularly scheduled BOD meeting is scheduled for February 16, 2023 at 7 pm.

**18. Adjournment. \***

A motion is made by Mr. Jackson and second by Ms. Cottrell to adjourn the meeting at 10:04 pm.

All in favor. All voted aye.

Steve Bousquet	Aye
Ken Jackson	Aye
Richard Holt	Aye
Robert Taylor	Aye
Reppa Cottrell	Aye

\*Votes may be taken

Board of Directors

Stephen Bousquet, Richard Holt, Ken Jackson,  
Rev. Dr. Reppa Cottrell, Robert Taylor

District Officers

WCS Mays III – Moderator, Joan Smith – Tax  
Collector, Sandra Mann -Treasurer, Mariann  
Gardener – Clerk

Chief

James Cady

2023 Regularly Scheduled Meetings

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

