



**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, April 27, 2023 7:00 P.M.  
**This meeting will be in person.**

## **OFFICIAL MINUTES**

*Agenda posted April 25, 2023*

*Minutes posted May 18, 2023*

### *Members Present*

Steve Bousquet, Chairman	Sandra Mann (treasurer)
Richard Holt	Skip Mays (Moderator)
Robert Taylor	Annie Driscoll(Treasurer)
Joe Gigliotti	Mariann Gardener (clerk) excused
<i>excused</i>	Tom Miller
Ken Jackson	Jillian Proulx

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 April 8, 2023 meeting minutes. \****

Discussion: Mr. Taylor noted the vote for item 5 needed to be corrected.

A motion is made by Mr. Holt and second by Mr. Taylor to accept the April 8, 2023 Minutes as amended.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Robert Taylor	Aye
Joe Gigliotti	Aye

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

- *Department's operational and administrative activity for the past month of March 2023.*
- *Chief's Comments and department notes.*

Tabled until next month when the Chief is present.

6. ***Donation of excess 4" supply hose to the West Greenwich Fire Department.***

The Chief reported to Mr. Bousquet that there is old "as is" hose at the Greene station that West Greenwich is interested in. It was recommended by Mr. Mays to have the Chief speak to this item at the next meeting to establish the condition and value at the next meeting.

Tabled until next meeting.

7. ***Approval to add Employment Assistance Program to VFIS Accident & Sickness policy. \****

The Chief reported to Mr. Bousquet that this program is offered by VFIS at a small cost to the policy. This will be tabled until next month so the Chief can provide details.

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

- *The district's financial accounting activity for the past month March 2023. \**
- *Approval of the Treasurer's Report.*

The Treasurer presented the Treasurer's Report.

Mr. Holt questioned the accounts payable balance. Ms. Mann stated that there is a credit balance in the health account.

A motion was made by Mr. Holt and second by Mr. Gigliotti to accept the March 2023 treasurers report.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Robert Taylor	Aye
Joe Gigliotti	Aye

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

- *Tax collection activity for the past month March 2023.*
- *Approval of the Tax Collector's Report. \**

The Tax Collector presented the Tax Collector's Report.

A motion is made by Mr. Holt and second by Mr. Gigliotti to accept the March 2023 Tax Collectors Report. Mr. Mays questioned the status of the Bill in the General Assembly concerning tax sales. Mr. Bousquet noted that representative Chippendale stated that it is shelved for now.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye

Robert Taylor	Aye
Joe Gigliotti	Aye

10. **Clerk's Comments to include review post Annual Meeting notes.**

- **Annual Meeting Votes taken Quorum notes, and minutes posted. \***

Mr. Bousquet reviewed the Annual Meeting Votes Taken document.

11. **Annual meeting results and next steps.**

A Motion is made by Mr. Holt to move the discussion of item 11 to follow right after item 4 and second by Mr. Gigliotti.

All in favor. All voted Aye.

Steve Bousquet	Aye
Richard Holt	Aye
Robert Taylor	Aye
Joe Gigliotti	Aye

Mr. Bousquet has reported that Mr. Jackson has submitted a letter of resignation for his board position. Mr. Mays questioned the effective date of his letter. Mr. Bousquet reported that it was effective at the next BOD meeting, April 27, 2023. He recommends that this be made official at the next BOD meeting.

Mr. Bousquet would like to formally thank the BOD Members and Officers that are leaving at the next meeting.

Annual Meeting feedback received from Ann Dickson: she would like to see dollar amount for our equipment proposals max/min.

Mr. Mays noted that the clerk does cast a single vote for the unopposed seats.

Mr. Bousquet wants to consider the establishment of a budget committee format for next year's budget to make the process more efficient.

12. **Election of Board of Directors Chairperson and Vice Chairperson.**

Mr. Holt made a motion to nominate Mr. Bousquet as the Board of Director's Chairperson second by Mr. Taylor.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Robert Taylor	Aye
Joe Gigliotti	Aye

Mr. Bousquet made a motion to nominate Mr. Holt as the Board of Director's Vice Chairperson second by Mr. Taylor.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Robert Taylor	Aye
Joe Gigliotti	Aye

13. **Open Forum.**

Mr. Gigliotti reported he had made good progress on the website and was able to back up the old website and all the old background information is saved. He will have a website operational shortly. He has a shell ready and is placing the important information on the site. He is working with the Chief to get some good photos on the site.

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

The next BOD meeting is scheduled for May 18, 2023 at 7 p.m.

15. **Adjournment.**

A motion is made by Mr. Taylor and second by Mr. Holt to adjourn the meeting at 8:15 p.m.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Robert Taylor	Aye
Joe Gigliotti	Aye

\*Votes may be taken

Board of Directors

Stephen Bousquet, Richard Holt, Ken Jackson,  
Joseph Gigliotti, Robert Taylor

District Officers

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

Chief

James Cady