



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, May 18, 2023 7:00 P.M.
This meeting will be in person.

OFFICIAL MINUTES

Agenda posted May 16, 2023

Minutes posted June 15, 2023

Members Present

Steve Bousquet, Chairman	Chief Cady
Richard Holt	Sandra Mann (treasurer) excused
Robert Taylor	Skip Mays (Moderator)
Joe Gigliotti	Annie Driscoll(Tax Collector)
	Mariann Gardener (clerk)
	Jillian Winemiller
	Ken Jackson
	Susan Jackson

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

The Chair called the meeting to order at 7:03 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 27, 2023 meeting minutes. ****

A motion is made by Mr. Holt and second by Mr. Gigliotti to accept the April 27, 2023 Minutes.

All in Favor. All voted Aye

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

5. Board Appreciation to outgoing Board members Rev. Dr. Reppa Cottrell, Ken Jackson, and Tax Collector Joan Smith.

Mr. Bousquet recognized the outgoing board members Ken Jackson and Rev. Dr. Reppa Cottrell and noted appreciation for their service to the WCFD BOD and Committee appointments. He also recognized Tax Collector, Joan Smith, for 27 years of service to WCFD. Mr. Mays added that Joan Smith was a model of professionalism, and gave the district extra help and time to assist with getting things accomplished.

6. Chief's Report to include: *

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

The Chief presented the March 2023 and April 2023 Chief's Report.

A motion is made by Mr. Holt and second by Mr. Taylor to accept the March 2023 and April 2023 Chief's Report.

All in Favor. All voted Aye

Steve Bousquet Aye

Richard Holt Aye

Robert Taylor Aye

Joe Gigliotti Aye

7. Truck Committee Update

The Chief reported that the rescue in production in Connecticut was still available. The Truck Committee will prepare a RFP for the purchase of a rescue and will use this as guidance to compare any potential purchase. The committee may have up to two board members in attendance.

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

The Chief reported that the out of service hose at the Greene station is not of any use to WCFD as we use a different size hose and it is in "as-is" condition. West Greenwich (Hianloland) was interested in repairing the hose to use on their apparatus. They also respond on automatic and mutual aid calls, so the hose will be recycled to be on service for our calls. The Chief will prepare a letter per SAP 4570 to document the donation and to release any liability with this donation.

A motion is made by Mr. Holt and second by Mr. Gigliotti to donate the out of service hose to Hianloland Fire Department.

All in Favor. All voted Aye

Steve Bousquet Aye

Richard Holt Aye

Robert Taylor	Aye
Joe Gigliotti	Aye

9. 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, approximately \$11.76 per person. There is a large spike in mental health concerns with line of duty personnel. This program provides access to a counselor for help with stress, depression, trauma, and financial concerns.

A motion is made by Mr. Holt and second by Mr. Taylor to approve the addition of the Employee Assistance Program to VFIS at a cost of \$11.76 per member.

All in Favor. All voted Aye	
Steve Bousquet	Aye
Richard Holt	Aye
Robert Taylor	Aye
Joe Gigliotti	Aye

10, Treasurer's Report to include: *

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

The Treasurer was excused. The Treasurer's report is tabled until next Month.

11. Tax Collector's Report to include: *

- ***Tax collection activity for the past month April 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 April 2023 Tax Collectors Report.

All in Favor. All voted Aye	
Steve Bousquet	Aye
Richard Holt	Aye
Robert Taylor	Aye
Joe Gigliotti	Aye

12. Clerk's Comments.

The clerk stated there was nothing new to report.

13. Approval to apply for a district Credit card with Centreville Bank.

Mr. Bousquet reported that Centreville Bank has a no fee credit card. He recommends that the district apply for this card and use it to pay for the monthly fee associated with the tax collector's phone. The Treasurer will have the only access to this card. Reference SAP 4430. A motion is made by Mr. Holt and second by Mr. Gigliotti to apply for a credit card from Centreville Bank with a \$500 limit to be used to pay for the Tax Collector's phone.

All in Favor. All voted Aye

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

14. Discussion and Correction of District Officer rate of pay. *

The chief reported that the budget numbers for the district officers pay are incorrect. A motion is made by Mr. Bousquet and second by Mr. Taylor to approve a correction to the 2023/2024 district officer pay rate.

All in Favor. All voted Aye

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

15. Acceptance of Resignation from Board member Ken Jackson effective 4-27-2023. *

A motion is made by Mr. Taylor and second by Mr. Holt to accept the resignation of Board Member Kenneth Jackson effective April 27, 2023.

All in Favor. All voted Aye

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

16. Moderator to present new Board candidate to fill open Board seat. *

The Moderator appointed Jillian Winemiller as a new Board member to replace the seat vacated by Kenneth Jackson.

A motion made by Mt Bousquet and seconded by Mr Gigliotti to ratify the appointment of Jillian Winemiller.

All in Favor. All voted Aye
Steve Bousquet Aye
Richard Holt Aye
Robert Taylor Aye
Joe Gigliotti Aye

17. Website update.

Mr. Gigliotti reported the new website is ready to go for a June 1, 2023 date. The content is carried over and he would like to update the photos with better resolution options. He is using Word Press and the site has a TLS certificate, encryption and is properly signed. Content is added for improved search results. This should give WCFD more visibility. A tutorial will be planned in the future.

18. Open Forum.

Mr. Gigliotti reported he is ready to overhaul the existing station Wi-Fi. The Chief will order two additional access points and Mr. Gigliotti will provide two access points, cabling, and labor. There will be one network accessible throughout the building and bays. There are multiple non-functioning networks that will be removed.

19. Schedule next B.O.D. Meeting.

The next BOD meeting is scheduled for June 15, 2023 at 7 p.m.

20. Adjournment.

A motion is made by Mr. Taylor and second by Mr. Holt to adjourn the meeting at 8:35 p.m.

All in Favor. All voted Aye
Steve Bousquet Aye
Richard Holt Aye
Robert Taylor Aye
Joe Gigliotti Aye
Jillian Winemiller Aye

*Votes may be taken

Board of Directors

Stephen Bousquet, Richard Holt, Robert Taylor
Joseph Gigliotti, Jillian Winemiller

District Officers

WCS Mays III – Moderator, Annie Driscoll – Tax
Collector, Sandra Mann -Treasurer, Mariann
Gardener – Clerk

Chief

James Cady