



**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, July 20, 2023 7:00 P.M.  
**This meeting will be in person.**

## **OFFICIAL MINUTES**

*Agenda posted July 16, 2023*  
*Minutes posted August 24, 2023*

<i>Members Present</i>	Skip Mays (Moderator)
Richard Holt	Sandra Mann (Treasurer)
Robert Taylor	Annie Driscoll(Tax Collector)
Jillian Winemiller	Mariann Gardener (Clerk)
Joe Gigliotti	Chief Cady
<i>excused</i>	Bill Macari
Steve Bousquet, Chairman	

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

Mr. Holt called the meeting to order at 7:00 pm.

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

Mr. Holt announced the emergency evacuation procedure

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

Mr.Holt confirmed the meeting was posted in all locations and that a quorum was present.

4. ***Acceptance of the June 16, 2023 meeting minutes. \****

A motion is made by Ms. Winemiller and second by Mr. Taylor to accept the June 16, 2023 Minutes.

Discussion: Mr. Holt noted a name correction required on item 4.

All in Favor. All voted Aye

Richard Holt	Aye
Robert Taylor	Aye
Joe Gigliotti	Aye
Jillian Winemiller	Aye

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

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

The Chief presented the May 2023 and June 2023 Chief's report.

A motion is made by Mr. Gigliotti and second by Mr. Taylor to accept the May 2023 and June 2023 Chief's report.

Discussion: Mr. Holt asked if there are currently two open full time positions. The Chief responded that there are, and they are currently advertised. He has received a response from 5 in-house candidates.

All in Favor. All voted Aye

Richard Holt	Aye
Robert Taylor	Aye
Joe Gigliotti	Aye
Jillian Winemiller	Aye

#### ***6. Truck Committee Update***

The Truck Committee is working on a Rescue RFP that includes the basic specs agreed upon by the committee. This document should be ready soon, as the committee will need to advertise per the SAP requirement. The committee will continue to update the BOD as things progress.

#### ***7. Discussion and action on Computer Aid Dispatch, and Records Management System \$2750.00. \****

The Chief reported that a new software product is being used by Computer Aided Dispatch. The older Firehouse System is being discontinued. The new product (AFD) has many features, but we are not using the whole product. We are only being billed for the portion we are using. The Chief explained how they arrived at the billing.

A motion is made by Mr. Taylor and second by Ms. Winemiller to accept the \$2750.00 billing for the new dispatch software.

All in Favor. All voted Aye

Richard Holt	Aye
Robert Taylor	Aye
Joe Gigliotti	Aye
Jillian Winemiller	Aye

#### ***8. Discussion regarding Rescue recovery billing and recovery information.***

Ms. Winemiller shared a copy of a bill for WCFD rescue services. The BOD discussed the breakdown of the bill structure. Billings received for rescue recovery through our previous provider, The Dawson Group, were higher when compared to our current provider Coronis

Health. In the past, we would receive a monthly report from the Rescue Recovery provider as to the billings and settlements made during the month. This will be on next month's agenda to discuss further.

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

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

The Treasurer presented the June 2023 Treasurer's Report. The Treasurer reported that rescue recovery is still down compared to last year. Payroll, duty crew, and OT are up. Need to check if the new Tax Collector is bonded (NFIS).

A motion is made by Mr. Taylor and second by Mr. Gigliotti to accept the June 2023 Treasurer's Report.

All in Favor. All voted Aye

Richard Holt	Aye
Robert Taylor	Aye
Joe Gigliotti	Aye
Jillian Winemiller	Aye

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

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

The Tax Collector presented the June 2023 Tax Collector's Report.

A motion is made by Mr. Taylor and second by Ms. Winemiller to accept the June 2023 Tax Collectors Report.

All in Favor. All voted Aye

Richard Holt	Aye
Robert Taylor	Aye
Joe Gigliotti	Aye
Jillian Winemiller	Aye

**11. Clerk's Comments.**

The clerk reported that the the AG Open Government Summit is Friday, July 28 at 9am. Also, she notified the Chief that she has been receiving information on usage of drones for law enforcement and municipalities and will forward it to him.

**12. Discussion and future actions regarding the Town's Fire Service Consolidation Group meeting.**

Mr. Holt reported that there is nothing new to report until the survey information is presented. The information from the consultant won't be ready until September.

**13. Website update**

Mr. Gigliotti reported that the new website is live, but the template needs to be updated. More work needs to be done including updated photos, drone footage, and links to information. He will have training sessions and user names/passwords for those needing access.

**14. Open Forum.**

None

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

The next BOD meeting is scheduled for August 24, 2023 at 7 p.m.

**16. Adjournment.**

A motion is made by Mr. Taylor and second by Mr. Gigliotti to adjourn the meeting at 9:20 p.m.

All in Favor. All voted Aye

Richard Holt                      Aye

Robert Taylor                      Aye

Joe Gigliotti                      Aye

Jillian Winemiller                      Aye