



**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 August 24, 2023 7:00 P.M.  
This meeting will be in person.

## **OFFICIAL MINUTES**

*Agenda posted August 22, 2023*

*Minutes posted September 11, 2023*

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

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

Mr. Bousquet called the meeting to order at 7:04 pm.

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

Mr. Bousquet announced the emergency evacuation procedure

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

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

4. ***Acceptance of the July 20, 2023 meeting minutes. \****

A motion is made by Mr. Holt and second by Ms. Winemiller to accept the July 20, 2023 Minutes.

All in Favor. All voted Aye

Steve Bousquet                      Aye

Richard Holt                              Aye

Jillian Winemiller                      Aye

5. ***Moderator to administer Oath of office to Jillian Winemiller.***

The moderator administered the Oath of office to Jillian Winemiller.

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

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

The Chief presented the July 2023 Chief's report.

A motion is made by Mr. Holt and second by Ms. Winemiller to accept the July 2023 Chief's report.

Discussion: Mr. Holt asked for an update of the status of the candidates. The Chief reported that the hiring committee selected two candidates and they will hopefully be on board after labor day. Mr. Bousquet stated that we will discuss hiring further in agenda item 7.

All in Favor. All voted Aye

Steve Bousquet                      Aye

Richard Holt                        Aye

Jillian Winemiller                Aye

**7. Discussion regarding staffing update and general hiring guide lines**

Mr. Bousquet started the discussion stating that 5 candidates applied for the two positions. All were excellent candidates. The hiring committee interviewed and reviewed the candidates and recommended two candidates for the positions. The Chief had the candidates move forward with physicals at Concentra Health. Mr. Bousquet will discuss contract requirements with Attorney Harsch, VFIS, and make sure agreements comply with state law. The Chief will begin to move forward with the hiring process. The BOD will meet again on September 7 to review contract status.

**8. Truck Committee and RFP update, Clerk to open Bids further action may be taken by the board including selection of Rescue Vehicle.**

Three bids/proposals from two vendors for a rescue vehicle were received at the station by the deadline. The BOD decided not to have the Clerk open the bids, and they chose to extend the time to receive bids two weeks to September 6 at 4 pm in order to potentially receive more bids. The current bids remain sealed and new bids will be accepted. The bids will be opened by the Clerk on September 7, 7pm.

A motion is made by Mr. Bousquet and second by Mr. Holt to extend the RFP proposal deadline for a new rescue vehicle to 4pm on Wednesday September 6, 2023 and the bids will be opened on September 7, 7pm Board Meeting.

All in Favor. All voted Aye

Steve Bousquet                      Aye

Richard Holt                        Aye

Jillian Winemiller                Aye

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

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

The Treasurer presented the July 2023 Treasurer's Report.

The Treasurer also reported that the Tax Collector's account at Centreville Bank was compromised and that a unauthorized \$4900 EFT withdrawal was made. A police report has been filed and the bank has tracked the withdrawal. WCFD accounts are currently frozen and the bank is working to provide new account access.

A motion is made by Mr. Holt and second by Ms. Winemiller to accept the July 2023 Treasurer's Report.

All in Favor. All voted Aye

Steve Bousquet                      Aye

Richard Holt                              Aye

Jillian Winemiller                      Aye

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

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

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

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

All in Favor. All voted Aye

Steve Bousquet                      Aye

Richard Holt                              Aye

Jillian Winemiller                      Aye

**11. Clerk's Comments.**

The clerk reported that she sent a copy of the summary of the AG Open Government Summit to the members of the BOD.

Letter of recommendation from Chief Lloyd was forwarded to the Chief and BOD.

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

Mr. Bousquet has reported that nothing new has happened and no meetings have taken place. Central Coventry and Hopkins Hill have Annual Meetings scheduled for the beginning of September. Central Coventry had a public meeting scheduled, but due to the large number of attendees it needed to be rescheduled to a larger venue. The consulting firm tasked with studying the fire district organization will begin meeting with districts in September.

**13. Website update**

Mr. Bousquet reported that the new website is live, but the template is still being updated. New photos will be inserted.

**14. 2022-2023 Tax value and levy. \***

The treasurer will set the tax rate at \$1.58 to meet the levy. Tax bills will be going out approximately September 25.

**15. Discussion and approval of a district letter, call for help, inserted in 2023-2024 Tax bill. \***

Mr. Bousquet will craft a district letter to be inserted in the tax bill. Several BOD members have offered to help fold and stuff envelopes.

**16. Discussion of SAP's 5370.01 and .02 re harassment. \***

Mr. Holt distributed via email, SAP 5370.01 and 5370.02 to the members of the BOD. He has asked everyone to read the SAP's, sign the included signature sheet and provided a copy to the Clerk.

**17. Schedule next SAP meeting.**

The next SAP meeting is scheduled for September 28, 2023 at 7 pm. Current Committee members Mr. Holt, Mr. Bousquet, and Mr. Mays, and the Chief plan to remain on the committee. Several new BOD members and department members are interested in joining the committee and are encouraged to attend the meeting.

**18. Open Forum.**

None

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

The next BOD meeting is scheduled for September 7, 2023 at 7 pm. to open rescue vehicle bids and discuss staffing updates.

The next regularly scheduled BOD meeting is scheduled for September 21, 2023 at 7 p.m.

**20. Adjournment.**

A motion is made by Mr. Holt and second by Ms. Winemiller to adjourn the meeting at 9:31 p.m.

All in Favor. All voted Aye

Steve Bousquet                      Aye

Richard Holt                              Aye

Jillian Winemiller                      Aye

Board of Directors

Stephen Bousquet, Richard Holt, Joe Gigliotti,  
Robert Taylor, Jillian Proulx

District Officers

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

Chief

James Cady

2023 Regularly Scheduled Meetings

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