



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 September 21, 2023 7 P.M.
This meeting will be in person.

OFFICIAL MINUTES

Agenda posted September 19, 2023

Minutes posted October 19, 2023

Members Present

Steve Bousquet, Chairman

Richard Holt

Jillian Winemiller

Joe Gigliotti

Skip Mays (Moderator)

Chief Cady

Thomas Winemiller

Mariann Gardener (Clerk)

Captain Mann

Annie Driscoll (tax collector)

Sandy Mann (treasurer)

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

Mr. Bousquet called the meeting to order at 7:00 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 September 7, 2023 meeting minutes. ****

A motion is made by Mr. Holt and second by Ms. Winemiller to accept the September 7, 2023 Minutes.

All in Favor. All voted Aye

Steve Bousquet Aye

Richard Holt Aye

Jillian Winemiller Aye

Joe Gigliotti Aye

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

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

The Chief presented the August 2023 Chief's Report. A motion was made by Mr. Holt and second by Mr. Gigliotti to accept the August 2023 Chief's report.

Mr. Bousquet asked the Chief when the rescue was put back in service. The Chief reported that there was extra repair work to be performed and the rescue was back to the station on Monday September 18. Mr. Gigliotti asked about the employee badging system that was discussed. The Chief explained there could be badge cards programmed for the members. It would help with employee's access control into the building. Mr. Mays asked if they could be used for incident control. Chief said all systems would need to be compatible. This is a topic for future discussion

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Jillian Winemiller	Aye
Joe Gigliotti	Aye

6. **Discussion regarding staffing update.**

Mr. Bousquet reported that he is continuing with the work agreements and that the employees are moving forward.

7. **Treasurer's Report to include: ***

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

The Treasurer presented the August Treasurer's report. Ms. Mann reported that the auditors adjustments been made. Also, there are still issues with Centreville Bank and the accounts involved with unauthorized access. This is still being worked on.

A motion was made by Mr. Holt and second by Ms. Winemiller to accept the August 2023 Treasurer's report.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Jillian Winemiller	Aye
Joe Gigliotti	Aye

8. **Tax Collector's Report to include: ***

- **Tax collection activity for the past month August 2023.**
- **Approval of the Tax Collector’s Report. ***

The Tax Collector presented the August Tax Collector’s report.

A motion was made by Mr. Holt and second by Mr. Gigliotti to accept the August 2023 Tax Collector’s report.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Jillian Winemiller	Aye
Joe Gigliotti	Aye

9. Clerk’s Comments. *

The Clerk had nothing new to report.

10. Truck Committee information and recommendation of new Rescue vehicle, and Board discussion and selection of Rescue vehicle to purchase. *

Captain Mann presented the report summary of key points of discussion of the Truck Committee. Three vehicles were reviewed by the committee. Bids were received from Greenwood Emergency Vehicles, Specialty Vehicles, and New England Fire Apparatus.

The vehicle selected by the committee was through Greenwood Emergency Vehicles for \$378,287. The committee decided on the Greenwood Emergency Vehicle bid due to a quicker and more certain delivery time. Having less chance of a price increase prior to delivery since the new 2023 truck has already been delivered to Wheeled Coach Factory in Florida. The price includes removal of the existing WCFD Stryker stretcher from our current rescue and installing it on the new rescue, the plymovent adaptor, and graphics. Also, the committee determined it has an overall better fit and layout for WCFD needs.

The bid from Speciality Vehicle projected a delivery date in 2nd or 3rd quarter of 2025, making the likelihood of a price increase more probable. Some requested items were not included in the bid. Adding these itemized options to the price would make this vehicle more expensive than the Greenwood rescue. The committee also felt the interior storage space was inadequate.

The bid from NewEngland Fire Apparatus included a new 2022 Cab and Chassis with a remounted 2014 ambulance body. The bid specifications for the box were inadequate to determine dimensions. There was concern that the body would not meet current kkk specifications.

11. Board approval of deposit for purchase of Rescue vehicle. *

A motion is made by Mr. Bousquet and second by Ms. Winemiller to purchase a Rescue Vehicle from Greenwood Emergency Vehicle for the price of \$378,287, per the RFP

received from Greenwood Emergency Vehicle on August 23, 2023 for order number 625712 pending successful contract negotiations.

Discussion: the Board thanked the truck committee for their work on reviewing the proposals. Captain Mann thanked the Board for approving the purchase of the rescue.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Jillian Winemiller	Aye
Joe Gigliotti	Aye

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

Mr. Bousquet updated the Board on the Dynamix meetings concerning Town Fire Service Consolidation. The Consultants were impressed by the WCFD facilities. Dynamix will provide the district with data to review for accuracy in early October. A final report will be completed shortly after that. There have been no other talks or meetings with the other districts.

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

A motion is made by Mr. Holt and second by Ms. Winemiller to approve the district letter to be inserted with the tax bills.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Jillian Winemiller	Aye
Joe Gigliotti	Aye

14. Discussion regarding Coventry High School possible Fire & Rescue Education class.

Mr. Bousquet reported that he and Mr. Mays had recently met with the Coventry Regional Career Center Director to discuss a possible collaboration of utilizing WCFD staff to participate in Fire and EMS Courses offered by the Regional Center. The career center would help with teacher certification and there would be no expense to the department. There will be a future meeting with the school to gather more information. Mr. Bousquet will report back at that time.

15. Open Forum.

Captain Mann thanked the Board for approving the purchase of a new rescue vehicle.

16. Schedule next B.O.D. Meeting.

The next regularly scheduled BOD meeting is scheduled for October 19, 2023 at 7 pm.

17. Approval of Audit report.

A Motion is made by Mr. Holt and second by Ms. Winemiller to approve the Audit Report. Discussion: Mr. Holt commented that this is the third year he has reviewed the Audit Report draft from the currently contracted auditors (Wadovick & Company), and each year he has found significant errors in the report that needed to be corrected. It has also taken over three months to get a final document. He is not satisfied with the performance of the current auditors.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Jillian Winemiller	Aye
Joe Gigliotti	Aye

18. Adjournment.

A motion is made by Ms. Winemiller and second Mr. Gigliotti by to adjourn the meeting at 9:35 p.m.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Jillian Winemiller	Aye
Joe Gigliotti	Aye

Board of Directors

Stephen Bousquet, Richard Holt, Joe Gigliotti,
Jillian Winemiller

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

