



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 October 19, 2023 7 P.M.
This meeting will be in person.

OFFICIAL MINUTES

Agenda posted October 17, 2023
Minutes posted November 15, 2023

<i>Members Present</i>	Skip Mays (Moderator) <i>excused</i>
Steve Bousquet, Chairman	Chief Cady
Richard Holt	Scott Murray
Jillian Winemiller	Mariann Gardener (Clerk)
<i>excused</i>	Captain Mann
Joe Gigliotti	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 21, 2023 meeting minutes. ****
A motion is made by Mr. Holt and second by Ms. Winemiller to accept the September 21, 2023 Minutes.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Jillian Winemiller	Aye

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

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

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

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Jillian Winemiller	Aye

6. **Discussion regarding staffing update.**

The Chief reported that Alexis Cudoni and Tom Winemiller are on board as full time staff and a new member with no qualifications has also joined the department. Member Riley Munroe has resigned from the department.

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

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

The Treasurer presented the September Treasurer's report.

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

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Jillian Winemiller	Aye

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

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

The Tax Collector presented the September Tax Collector's report.

A motion was made by Mr. Holt and second by Ms. Winemiller to accept the September 2023 Tax Collector's report.

Discussion: Mr. Holt asked what is the fee imposed to pay taxes with a credit card. The Tax Collector reported that they collect an add-on fee of 3% of the tax bill which covers the cost of using a credit card.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye

9. Clerk's Comments. *

The Clerk reported that the letter of intent will be posted mid-November in the Reminder and locally. The Clerk also reminded the BOD that this is the year that we will need to advertise and receive bids for the services of a financial auditor.

10. Rescue purchase discussion and information

Captain Mann reported that a contract was signed with Greenwood Emergency vehicle for the purchase of a rescue vehicle per the RFP quote proposal received. Things are moving forward, and there is not yet a delivery date.

11. Discussion and future actions regarding the Town's Fire Service Consolidation and Town Manager meeting. *

Mr. Bousquet reported to the Board that he invited the new Town Manager to visit WCFD. The Dynamix Survey Draft was received the same day the Manager was at the station.

The Dynamix survey was reviewed by the Chief and Mr. Bousquet, and there are several things they are sending to Dynamix to revise.

The Town Council will discuss the survey report at the November Meeting.

The Chief reported that CCFD Rescue 7 went out of service on October 15, 2023. CCFD Engine 7 is in service and is ALS equipped to respond. The Chief stated that it may make sense to also equip WCFD Engine 8 as ALS in the next budget.

12. Discussion and possible approval of a district letter regarding WCFD's Board position on consolidation of other Fire Districts. *

A District letter will be formulated detailing the WCFD position on the Consolidation of the fire districts once all the details are available including the final Dynamix report. It will be put on social media and possibly mailed to tax payers.

13. Discussion on SAP 1212.01, regarding updating the PPTO Accrual calculations to a 42 hour work week. *

The PPTO accrual will be recalculated for the current 42 hour work week. The 160 hours is based on 53 hour work week and not possible to achieve with a 42 hour work week. Mr. Bousquet will make revisions and send out the revised SAP to vote on at the next BOD meeting.

14. Discussion and possible formation of a Work Agreement Committee. *

Mr. Bousquet would like to form a committee consisting of himself, a board member and possibly a taxpayer to streamline and review documents associated with employee work agreements, including associated SAP's etc.

Scott Murray asked for a clarification from Mr. Bousquet as to whether this committee is a contract committee or a negotiation committee? Mr. Bousquet responded that this is not a

negotiation committee only a committee to work on policy and procedures already in place. Any changes and updates would be brought before the board.

15. Open Forum.

Scott Murray asked again for a clarification. He stated he feels this sounds like a negotiation committee. Mr. Bousquet explained that this committee would not work on individual contracts and has limited ability to negotiate.

If there is something wrong with the contract, it will be fixed. The contract is fixed by the SAP's already in place and coordinated through legal counsel. We have an agreement that we use that is already in place, and we are bound by the budget.

The Chief feels that we have to be open to discussion and keep the dialog going.

Ms. Winemiller announced that the WCFD open house will be moved to October 28 starting at 4 pm. She will put it on Facebook and print some flyers for distribution.

16. Schedule next SAP Meeting.

Tabled

17. Schedule next B.O.D. Meeting.

The next regularly scheduled BOD meeting is scheduled for Wednesday November 15, 2023 at 7 pm.

Steve Bousquet	Aye
Richard Holt	Aye
Jillian Winemiller	Aye

18. Adjournment.

A motion is made by Ms. Winemiller and second Mr. Holt by to adjourn the meeting at 8:59 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,
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