



**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, Wednesday November 15, 2023 7:00 P.M**

## ***OFFICIAL MINUTES***

*(Agenda Posted November 13, 2023)*

*Minutes posted December 24, 2023*

### *Members Present*

Steve Bousquet, Chairman

Richard Holt

Jillian Winemiller

Joe Gigliotti

Skip Mays (Moderator)

Chief Cady (*excused*)

Scott Murray

Mariann Gardener (Clerk)

Seth Mayers

Annie Driscoll (tax collector)*excused*

Sandy Mann (treasurer)

Kent Novak

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 October 19, 2023 meeting minutes. \****

A motion is made by Mr. Holt and second by Mr. Gigliotti to accept the October 19, 2023 Minutes.

Discussion: Mr. Holt noted that item 8 in the October minutes needs clarification to say that the 3% fee is an add-on to the bill.

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 October 2023.**
- **Chief's Comments and department notes.**

The Chief was excused, therefore, the Chief's report was tabled until next meeting.

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

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

The Treasurer presented the October Treasurer's report.

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

All in Favor. All voted Aye

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

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

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

The Tax Collector was excused. The Tax Collector's Report was received and reviewed by the BOD.

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

All in Favor. All voted Aye

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

8. **Clerk's Comments.** \*

The Clerk reported that the letter of intent was posted in this week's Reminder. The Clerk also noted that she received the ethics commission packet and BOD members and officers will receive their Ethics paperwork in the next few months.

9. **Consolidation / Dynamix Report discussion.**

Mr. Bousquet reported that draft copies from Dynamix were received and nothing changed and nothing new was included. The final report from Dynamix to the town will be delayed due to changes in Dynamix staffing. There are no new dates for the final report. The changes noted by the district were not reflected in this draft. These changes include correcting incorrect reporting of rates, incorrect valuation numbers, and incorrect call volume numbers.

10. **Discussion on New WCFD Facebook page and Social Media update.**

Mr. Bousquet reported that we have been unable to make changes to our Facebook page for quite a while. He noted that Bob Hevey has the codes for the Facebook page. Ms. Winemiller will reach out to Mr. Hevey and she will work on updating the Facebook page.

11. **Greene Station surplus discussion.**

Mr. Bousquet asked Scott Murray if there was anything of value or future use stored at the Greene Station. Mr. Murray said there could be a few things, but he felt it was best to wait until after the new rescue arrives to decide.

12. **Discussion on the possibility of adding Vision, Life Insurance and Wellness award.**

Mr. Bousquet reported he has made preliminary inquiries into availability of Vision and Life policies. There are individual vision policies available, and life insurance in excess of work coverage. Mr. Bousquet will move forward with getting quotes. The BOD did not see the benefit of a wellness award. More information is needed.

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

Mr. Bousquet reported that SAP 1212.01 has been updated to change the PPTO calculation from a 53 hour workweek to a 42 hour workweek, retroactive for employees. Mr. Holt stated that a paragraph or sentence needs to be added to exhibit A to include a "retroactive to date of March 1, 2022".

A motion is made by Mr. Bousquet and second by Mr. Gigliotti to accept SAP 1212.01 as presented with an edit of the PPTO accrual calculation retroactive to March 1, 2022.

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

14. **Open Forum.**

Seth Mayer was in attendance to see what WCFD is all about.

Mr. Novak asked if there was any increase in rescue/engine mileage since CCFD changes. With more calls and calls being called off he is not sure of the long term wear on our equipment. Mr. Mays stated that we should be proactive and follow up on run cards to make sure our area is not seeing a staffing shortage due to out of district box alarms, etc.

Mr. Murray asked if a committee was available that could make decisions? Mr. Bousquet stated that he captured the things that the board could work on and included those on the agenda for tonight.

15. ***Schedule next SAP Meeting.***

The next SAP meeting is scheduled for Wednesday November 29, 2023 at 7 pm.

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

The next regularly scheduled BOD meeting is scheduled for Thursday December 21, 2023 at 7 pm.

17. ***Adjournment. \****

A motion is made by Mr. Holt and second by Ms. Winemiller to adjourn the meeting at 8:42 p.m.

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

\*Votes may be taken

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