



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 December 21, 2023 7:00 P.M

OFFICIAL MINUTES
(Agenda Posted December 19, 2023)
Minutes posted January 25, 2024

<i>Members Present</i>	Skip Mays (Moderator)
Steve Bousquet, Chairman	Chief Cady
Richard Holt	Bill Macari
Jillian Winemiller	Mariann Gardener (Clerk)
Joe Gigliotti	Sandy Mann (treasurer)
	Annie Driscoll (tax collector)

- 1. Call to Order and Attendance.***
Mr. Bousquet called the meeting to order at 7:03 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 November 15, 2023 meeting minutes. ****
A motion is made by Ms. Winemiller and second by Mr. Holt to accept the November 15, 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 months of October and November 2023.***
- ***Chief's Comments and department notes.***

The Chief presented the October and November Chief's report.

A motion was made by Mr. Holt and second by Ms. Winemiller to accept the October and November 2023 Chief's report.

All in Favor. All voted Aye

Steve Bousquet Aye

Richard Holt Aye

Jillian Winemiller Aye

Joe Gigliotti Aye

6. Treasurer's Report to include: *

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

The Treasurer presented the November Treasurer's report.

A motion was made by Mr. Gigliotti and second by Ms. Winemiller to accept the November 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 November 2023.***
- ***Approval of the Tax Collector's Report. ****

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 November 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 so far she has received one letter of intent for the three open BOD positions and the deadline is December 31, 2023. The list of regularly scheduled meetings is complete and will be posted on the SOS site on January 1, 2024. A copy of the Annual Meeting Task list was provided. The Financial Auditor Bid proposal will be posted.

9. Consolidation / Dynamix Report discussion.

Mr. Bousquet reported that the town currently plans a public meeting/discussion of the Dynamix Report on January 9, 2024.

Mr. Bousquet reported that there has not been anything new with the Fire District consolidation group. CCFD is meeting tonight and will be discussing a supplemental tax increase.

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

Mr. Gigliotti reported that the website is updated and new information has been added.

Ms. Winemiller reported that she got the access codes for the WCFD Facebook page from Mr. Hevey and she can now access the Facebook page.

11. Discussion and Schedule of 2024-2025 upcoming financial schedule

Mr. Bousquet will meet with the Chief and Sandy before the next BOD meeting to work on the 2024 budget. They will present what they worked on. Sandy will provide the General Ledger for this year and last year.

12. Open Forum.

The Tax Collector noted that she needs supplies and asked for the best way to purchase them. She was advised to submit her list to the Chief to get the needed supplies.

The Chief noted that the roof is still leaking in one area. He would like the roofing contractor to return to make repairs per the warranty. He would like Attorney Bill Harsch to draft a letter to the roofing contractor to have him provide the required warranty work.

13. Schedule next SAP Meeting.

The next SAP meeting is scheduled for Thursday January 4, 2024 at 7 pm.

14. Schedule next B.O.D. Meeting.

The next regularly scheduled BOD meeting is scheduled for Thursday January 25, 2024 at 7 pm.

15. Adjournment. *

A motion is made by Ms. Winemiller and second by Mr. Holt to adjourn the meeting at 8:47 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

2024 Regularly Scheduled Meetings

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