



**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 January 18, 2024 7:00 P.M**

***OFFICIAL MINUTES***

*(Agenda Posted January 16, 2024)*

*Minutes posted February 23, 2024*

*Members Present*

Steve Bousquet, Chairman

Richard Holt

Jillian Winemiller

Joe Gigliotti

Skip Mays (Moderator)

Chief Cady

Annie Driscoll (tax collector)

Mariann Gardener (Clerk)

Sandy Mann (treasurer) excused

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

Mr. Bousquet called the meeting to order at 7:07 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 December 21, 2023 meeting minutes. \****

A motion is made by Mr. Holt and second by Ms. Winemiller to accept the December 21, 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 December 2023.***
- ***Chief's Comments and department notes.***

The Chief presented the December Chief's report.

Mr. Mays asked if there were any updates on the status of the new rescue. The Chief reported that they are still expecting the rescue to be completed in June or July. Mr. Holt asked if there are any updates with CCFD. The Chief stated that CCFD is waiting to see what happens with the town decision on consolidation. The Town Council is still reviewing.

A motion was made by Mr. Holt and second by Mr. Gigliotti to accept the December 2023 Chief's report.

All in Favor. All voted Aye

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|--------------------|-----|
| 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 December 2023. \****
- ***Approval of the Treasurer's Report.***

The Treasurer was excused. The Treasurer's report was tabled until February.

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

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

The Tax Collector presented the Tax Collector's Report.

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

All in Favor. All voted Aye

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

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

The Clerk reported that she still needs a few more signature sheets from Board members for the required review of the Harassment SAP's 5370.01 and 5370.02.

Also, the request for Audit Bid proposals have been posted on the State Site and in the ProJo legal ad section. The Treasurer has received some responses to the Ad.

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

Mr. Bousquet reported that the town is reviewing the Dynamix Report. He also noted that there is a meeting in Central tonight. They are discussing a supplemental tax levy to get the rescue back in service. Mr. Mays is concerned about all the errors in the Dynamix Report. He notes that many of the numbers are incorrect, budgets are incorrect, and mutual aid is wrong. He wants WCFD concerns to be heard and represented in any town wide movements.

**10. Discussion and Schedule of 2024-2025 upcoming financial schedule.**

Mr. Bousquet and Mr. Holt met once to review financials. Budget estimates were projected on several accounts. They will meet again next week, and will begin to meet with the Chief to discuss his budget items. An update will be presented to the BOD at the next meeting.

**11. Discussion topics for 2024-2025 budget consideration including future staffing needs.**

Ms. Winemiller presented a projection of cost savings if a new member was hired vs. paying OT to current members to cover vacant shifts. Staffing options will be discussed further.

The Chief plans to retire at the end of the year. The possibility of adding an admin person to handle HR tasks was discussed. Mr. Mays suggested the establishment of a working group to discuss the future strategy of the department.

**12. Open Forum.**

None

**13. Schedule next SAP Meeting.**

The next SAP meeting is scheduled for Thursday February 1, 2024 at 7 pm.

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

The next regularly scheduled BOD meeting is scheduled for Thursday February 15, 2024 at 7 pm.

**15. Adjournment. \***

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

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

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