



**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 February 15, 2024 7:00 P.M**

***OFFICIAL MINUTES***  
*(Agenda Posted February 13, 2024)*  
*Minutes posted March 4, 2024*

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

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

Mr. Bousquet called the meeting to order at 7:05 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 January 18, 2024 meeting minutes. \****

A motion is made by Mr. Holt and second by Ms. Winemiller to amend the agenda to correct clerical date errors in the title, the date of the minutes, the date of the Chief's report, and the date of the Tax Collector's report.

All in Favor. All voted Aye

Steve Bousquet                      Aye

Richard Holt                         Aye

Jillian Winemiller	Aye
Joe Gigliotti	Aye

A motion is made by Mr. Holt and second by Mr. Gigliotti to accept the January 18, 2024 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 January 2024.***
- ***Chief's Comments and department notes.***

Tom Winemiller reported that he was currently working on an audit of the firefighting turnout gear to determine inventory and expiration dates. Updated turnout gear may be included as part of a FEMA grant request. The gear is past the acceptable dates and can't be used for training.

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

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

- ***The district's financial accounting activity for the past month of December 2023 and January 2024. \****
- ***Approval of the Treasurer's Report.***

The Treasurer presented the Treasurer's Report.

The Treasurer reported that rescue recovery revenue was down compared to prior years. Mr. Holt reported that he reviewed rescue recovery collections and that they were at 11% this year, compared to 18% last year. This needs to be looked into with Coronus to improve revenue.

The Treasurer reported that no Audit Bid proposals have been received.

A motion was made by Mr. Holt and second by Ms. Winemiller to accept the December 2023 and the January 2024 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 January 2024.**
- **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 January 2024 Tax Collector's report.

All in Favor. All voted Aye

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

**7. 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, but the Clerk has not received any proposals.

**9. Approval of Changes to SAP 1212.01 PTO accrual. \***

A motion was made by Mr. Holt and second by Ms. Winemiller to accept SAP 1212.01 PTO Accrual.

All in Favor. All voted Aye

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

**10. Approval of Changes to SAP 3100.00 Informational Reports. \***

A motion was made by Mr. Holt and second by Ms. Winemiller to accept SAP 3100.00 Informational Reports.

All in Favor. All voted Aye

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

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

Mr. Bousquet plans to have a BOD budget meeting in the next few weeks to be scheduled sometime in early March. The Annual Meeting is scheduled for April 1 this year.

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

Mr. Gigliotti reported that he did an audit on the station computers for usability and found that all computers are past their useful life and lack up to date software and security. He will prepare a budget number to consider a refresh of computers and a technology upgrade. He also recommends a SAP that governs technology. Ms. Winemiller will size a replacement generator for future budget consideration. She would also like to look into additional shift staffing.

**13. Open Forum.**

Dave Mahoney noted the reported concern with gear, generator, and computers and that these items will greatly impact the budget. He also noted that the Apparatus Fund should continue to be funded annually and good used equipment should be considered for future needs. Most districts are having trouble getting employees and lateral transfers within the larger departments is hurting the ability for small districts to hire.

**14. Schedule next SAP Meeting.**

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

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

The next regularly scheduled BOD meeting is scheduled for Thursday March 21, 2024 at 7 pm.

**16. Adjournment. \***

A motion is made by Ms. Winemiller and second by Mr. Holt to adjourn the meeting at 9:11 pm..

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