



**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 March 21, 2024 7:00 P.M.

## ***OFFICIAL MINUTES***

*(Agenda Posted March 19 2024)*

*Minutes posted April 1, 2024*

<i>Members Present</i>	Skip Mays (Moderator)
Steve Bousquet, Chairman	Chief Cady
Richard Holt	Kent Novak
Jillian Winemiller	Mariann Gardener (Clerk)
Joe Gigliotti (excused)	Sandy Mann (treasurer)
Elizabeth McDonald	Annie Driscoll (tax collector)
	Pete Fratantuano
	Jeffrey O'Brien
	Bill Macari

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 March 7, 2024 meeting minutes. \****

A motion is made by Mr. Holt and second by Ms. Winemiller to accept the March 7, 2024 Minutes.

Discussion: Mr. Holt noted that there needs to be a mention that the budget process will not be complete in time for the April 1 Annual Meeting, therefore, the annual meeting date will need to be revised. Mr. Holt also noted that the minutes need to reflect that the

Chief reported that we have not received any rescue recovery funds from Medicare since September of 2023.

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 February 2024.***
- ***Chief's Comments and department notes.***

The chief presented the February 2024 Chief's Report.

A motion was made by Ms. Winemiller and second by Mr. Holt to accept the February 2024 Chief's report.

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

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

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

The Treasurer presented the Treasurer's Report.

The Treasurer reported that the books were closed as of February 29, 2024. The treasurer also reported that she notified the auditors Wadovick and Company that their audit bid proposal was accepted and they will continue as our auditors.

A motion was made by Mr. Holt and second by Ms. Winemiller to accept the February 2024 Treasurer's report.

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

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

- ***Tax collection activity for the past month February 2024.***
- ***Approval of the Tax Collector's Report. \****

The Tax Collector presented the Tax Collector's Report.

Discussion: Sandy Mann asked where the unclaimed money for overpayment of taxes needs to go. They will look into reporting it to the state.

A motion was made by Mr. Holt and second by Ms. Winemiller to accept the February 2024 Tax Collector's report.

All in Favor. All voted Aye

Steve Bousquet            Aye

Richard Holt            Aye

Jillian Winemiller        Aye

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

The Clerk reported that the ethics committee letters have been mailed by the state. All BOD and Officers need to complete and mail back to state.

Also, the Annual Meeting Task List was sent to everyone and updates should be reported to the Clerk.

**9. Moderator to present Candidate for the open Board of Directors position for discussion and ratification.**

Mr. Mays introduced the newly appointed BOD member, Elizabeth McDonald. He noted her experience with non-profits and the Red Cross will be an asset to the Board.

A motion was made by Mr. Bousquet and second by Mr. Holt to ratify Elizabeth McDonald to the open board seat which remains in effect until the 2025 Annual Meeting.

All in Favor. All voted Aye

Steve Bousquet            Aye

Richard Holt            Aye

Jillian Winemiller        Aye

Mr. Mays presented the oath of office to Ms. McDonald, and she was sworn in as a member of the WCFD Board.

**10. Discussion regarding formation of a new Chief search committee. \***

Mr. Bousquet reported that the board will begin the process of forming a Chief Search Committee.

Mr. Mays will look into his records from the last search committee to help get the process started.

**11. Discussion regarding proposed House Bill 2024-H8077.**

Mr. Bousquet explained that this bill, if passed, would require state chartered fire districts to offer their real and tangible property to the municipality they are located in first before they liquidate or dispose of the property. Many questions from the board as to how this would be managed were posed. Mr. Bousquet will check with our state reps to see where this bill is headed.

**12. 2024-2025 Budget discussion.**

The budget discussion was concentrated on compensation and benefits. Updated compensation was added to the budget. Revenues will be discussed at the next meeting.

**13. Discussion and Schedule of 2024-2025 annual meeting and potential date Change. \***

The revised Annual Meeting date will be discussed at the next BOD meeting. The April 1 date will need to be changed.

The next BOD meeting to discuss budget is scheduled for Monday April 1, 2024 at 7 pm.

**14. Open Forum.**

Resident Jeff O'Brien questioned what was currently going on with the fire districts?

Mr. Bousquet updated the situation. He noted that there is a push on the town Facebook page and with the District 1 town council rep for consolidation into a municipal department. But in reality, the town would have to purchase the property and equipment of each district to make this happen. The town would have to come up with this money and the process would take many years if it even happens. Also, the Dynamix report had many errors in the financial reporting.

Mr. Novak questioned if the town would assume the outstanding mortgage on the WCFD station, or do they think we would just give up the station?

**15. Adjournment. \***

A motion is made by Mr. Holt and second by Ms. McDonald to adjourn the meeting at 10:08 pm.

All in Favor. All voted Aye	
Steve Bousquet	Aye
Richard Holt	Aye
Jillian Winemiller	Aye
Elizabeth McDonald	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