



**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 May 16, 2024 7:00 P.M.

## ***OFFICIAL MINUTES***

*(Agenda Posted May 14, 2024)*

*Minutes posted May 30, 2024*

|                          |                                      |
|--------------------------|--------------------------------------|
| <i>Members Present</i>   | Skip Mays (Moderator) <i>Excused</i> |
| Steve Bousquet, Chairman | Sandy Mann (treasurer)               |
| Richard Holt             | Annie Driscoll (tax collector)       |
| Jillian Winemiller       | Mariann Gardener (Clerk)             |
| Joe Gigliotti            |                                      |
| Elizabeth McDonald       | Chief Cady (arrived later)           |
|                          | Bob Hevey                            |
|                          | Tom Winemiller                       |
|                          | Scott Marcotte                       |

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 April 18, 2024 meeting minutes. \****  
A motion is made by Mr. Holt and second by Ms. Winemiller to accept the April 18, 2024 minutes as amended.  
Discussion: Mr. Holt noted that item 6 needs to add that “*three rescue recovery deposits that were on our report were not on the Coronis report*”.

All in Favor. All voted Aye

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

**5. Chief's Report to include: \***

- ***Department's operational and administrative activity for the past month of April 2024.***
- ***Chief's Comments and department notes.***

Tabled until next meeting since the Chief was not present for this agenda item.

Discussion: Mr. Bousquet commented that the update from the Chief citing the model used at Ponaganset High School to train students for Fire and EMS service seems to be working well. They have received equipment funding through Champlin grants. Similar to a meeting he and Mr. Mays attended with Coventry High School to explore this option, Ponaganset is using certified teachers that also have fire or EMS credentials. This seems to be a better option than what Coventry HS was exploring where current fire or EMS personnel would be trained for teacher certification. Students from other districts can take this course.

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

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

The Treasurer presented the Treasurer's Report.

The treasurer reported that rescue recovery receivables are up compared to last year.

Mr. Holt noted that Coronis is still missing deposits. He suggested that we put together a package and detail the deposits that are missing. Then set up a meeting with Coronis to review reports.

Both the treasurer and Mr. Holt have only recently started receiving reports from Coronis.

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

All in Favor. All voted Aye

|                |     |
|----------------|-----|
| Steve Bousquet | Aye |
|----------------|-----|

|                    |     |
|--------------------|-----|
| Richard Holt       | Aye |
| Jillian Winemiller | Aye |
| Elizabeth McDonald | Aye |
| Joe Gigliotti      | Aye |

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

- ***Tax collection activity for the past month April 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 April 2024 Tax Collector’s report.

|                             |     |
|-----------------------------|-----|
| All in Favor. All voted Aye |     |
| Steve Bousquet              | Aye |
| Richard Holt                | Aye |
| Jillian Winemiller          | Aye |
| Elizabeth McDonald          | Aye |
| Joe Gigliotti               | Aye |

**8. Clerk’s Comments. \***

The clerk reported that the Annual Meeting went well. The Votes Taken Report has been posted to the Secretary of State site. Also, we have received the transcription of the annual meeting from the stenographer.

Mr. Gigliotti reported that the Annual Meeting Packet received 101 unique downloads from the WCFD website.

**9. Moderator’s Comments.**

Tabled

**10. Annual Meeting results and next steps.**

Mr. Bosuquet is happy with the results of the meeting.

Mr. Gigliotti reported that there were 101 unique hits on the WCFD website, and 33 unique hits on the notice.

**11. Election of Board of Directors Chairperson and Vice Chairperson. \***

A motion is made by Mr. Holt and second by Ms. McDonald to nominate Steve Bousquet as Chairperson of the Board of Directors.

All in Favor. All voted Aye

|                    |         |
|--------------------|---------|
| Steve Bousquet     | Abstain |
| Richard Holt       | Aye     |
| Jillian Winemiller | Aye     |
| Elizabeth McDonald | Aye     |
| Joe Gigliotti      | Aye     |

A motion is made by Mr. Bousquet and second by Mr. Holt to nominate Jillian Winemiller as Vice-Chairperson of the Board of Directors.

All in Favor. All voted Aye

|                    |         |
|--------------------|---------|
| Steve Bousquet     | Aye     |
| Richard Holt       | Aye     |
| Jillian Winemiller | Abstain |
| Elizabeth McDonald | Aye     |
| Joe Gigliotti      | Aye     |

***12. Discussion and vote regarding the floor Motion from Bob Hevey at the 2024 annual meeting, “that the board of Directors shall form a taxpayer study group to evaluate the feasibility of continuing with the present fire department structure. The study group shall be independent of the board and shall select its own chairperson and shall meet at the WCFD station.” \****

The BOD requested that Mr. Hevey put together a framework for the proposed committee and present to the BOD at the next meeting. Ms. Winemiller will assist Mr. Hevey to develop the committee framework.

***13. Discussion and formation of Chief of WCFD search Committee. \****

A motion is made by Mr. Bousquet and second by Ms. McDonald to form a Chief of WCFD search committee and to appoint the following members to the committee: Skip Mays, Robert Hevey, Glenn Underwood, John Humble, Chuck Smith, Jillian Winemiller (BOD), and Elizabeth McDonald (BOD).

|                             |     |
|-----------------------------|-----|
| All in Favor. All voted Aye |     |
| Steve Bousquet              | Aye |

|                    |     |
|--------------------|-----|
| Richard Holt       | Aye |
| Jillian Winemiller | Aye |
| Elizabeth McDonald | Aye |
| Joe Gigliotti      | Aye |

**14. Discussion on current members pay structure and request. \***

Member Scott Marcotte would like the BOD to consider pay structure for paramedic level of care. Member Tom Winemiller would like to discuss COLA and increases in pay rates.

The Chief stated that we are not licensed for paramedic level of care and we do not get reimbursement at that level. He would like one agreement with different pay rates based on credentials, etc.

Ms. McDonald requested more information on pay structure including credentials and associated pay rates for members. This is necessary to make informed decisions.

The BOD will hold a closed executive session meeting on May 28, 2024 at 7 pm. to further discuss this topic.

**15. Discussion and response by the Board regarding state bill H-8077.\***

Mr. Bousquet reported that he was updated by Representative Mike Chippendale regarding RI House bill H-8077. The bill was killed before the vote. It could re-surface in the future.

**16. WCFD mortgage update. \***

Mr. Bousquet reported that the current mortgage modification is due for renewal this October. He is expecting a quote from Centreville Bank next week. The rate will be fixed again for a period of time, but the rate is expected to be higher.

**17. Open Forum.**

The tax collector reported that the collection of taxes is in line with previous years.

**18. Adjournment. \***

A motion is made by Ms. McDonald and second by Ms. Winemiller to adjourn the meeting at 9:50 pm.

|                             |     |
|-----------------------------|-----|
| All in Favor. All voted Aye |     |
| Steve Bousquet              | Aye |
| Richard Holt                | Aye |
| Jillian Winemiller          | Aye |
| Elizabeth McDonald          | Aye |
| Joe Gigliotti               | Aye |

\*Votes may be taken

Board of Directors

Stephen Bousquet, Richard Holt, Joe Gigliotti,  
Jillian Winemiller, Elizabeth McDonald

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