



**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)

**Chief's Selection Committee**  
Meeting to take place at the Greene Public Library

**Monday July 1, 2024 7:00 PM**

***OFFICIAL MINUTES***

*(Agenda Posted June 27, 2024)*

*Minutes posted July 25, 2024*

*Members Present:*

W.C.S. Mays III

Jillian Winemiller

Bob Hevey

Chuck Smith

John Humble

Bob Guastini

Elizabeth McDonald

*Excused:*

Glenn Underwood

Mariann Gardener (clerk)

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

Mr. Mays called the meeting to order at 7:52 pm. To comply with the posting to the Secretary of State website.

**2. *Emergency evacuation procedure announcement.***

Mr. Mays announced the emergency evacuation procedure

**3. *Confirmation of required meeting posting and quorum.***

Mr. Mays confirmed the meeting was posted in all locations and that a quorum was present.

**4. *Review of Board of Director's expectations and/or guidance for Selection Committee***

A motion was made by Mr. Guastini and second by Mr. Humble to accept the minutes of the June 10 Chief's Committee meeting.

All in Favor. All voted Aye

W.C.S. Mays III                      Aye

Jillian Winemiller                      Aye

Bob Hevey	Aye
John Humble	Aye
Elizabeth McDonald	Aye
Bob Guastini	Aye
Chuck Smith	Aye

The Chief’s Selection Committee discussed some of the expectations and attributes for the new Chief candidates. The agreed candidate will be a full time Chief who is a strong leader. It is important to have the ability to build staff and the volunteer base. It is important to be part of the community. It was decided that the model using a part time chief with an administrator will not be further considered at this time.

Mr. Mays read the proposed advertisement to the committee it was agreed that it was complete and ready to be published.

The position will need to be advertised internally for two weeks, then it will be advertised externally.

**5. *Development of Committee Plan of Action and Milestones.\****

Chuck Smith noted that the ad should be posted internally for candidates on July 19, 2024 and then two weeks later posted publically on August 2, 2024. Acceptance of applications for the position will close on August 16, 2024.

A motion is made by John Humble and second by Chuck Smith to seek immediate approval from the BOD to run the advertisement for the Chief position.

All in Favor. All voted Aye	
W.C.S. Mays III	Aye
Jillian Winemiller	Aye
Bob Hevey	Aye
John Humble	Aye
Elizabeth McDonald	Aye
Bob Guastini	Aye
Chuck Smith	Aye

**6. *Consideration of additional committee membership and possible selection.\****

The Committee has made good progress and it was decided it is not necessary to add any additional committee members.

**7. Review of SAP #1110.01 (Hiring Policy) and SAP #1211.01 (Duties of the Chief) with recommended modifications to propose to Board of Directors (if required).\***

The content of the documents was discussed and the members were tasked with looking at the documents in detail for what is missing as well as what can be made preferred rather than required.

Several small changes were proposed and includes the following:

SAP 1211.01: section 5.3 change from 18 to 24 months, section 4.31 add “and recruitment of full time and local per diem members”, section 5.2 remove “T” after cardiac, section 5.17 change must to “should”.

A motion is made by Bob Hevey and second by Elizabeth McDonald to accept SAP 1211.01 as amended.

All in Favor. All voted Aye	
W.C.S. Mays III	Aye
Jillian Winemiller	Aye
Bob Hevey	Aye
John Humble	Aye
Elizabeth McDonald	Aye
Bob Guastini	Aye
Chuck Smith	Aye

**8. Review of compensation proposal for Board of Director’s consideration. \***

Tabled

**9. Open Forum.**

None

**10. Schedule continuation session or next meeting.**

The next Chief’s Committee meeting is scheduled for Monday July 22 at 6:30 pm.

**11. Adjournment. \***

A motion is made by Bob Guastini and seconded by John Humble to adjourn the meeting at 9:09 pm.

All in Favor. All voted Aye	
W.C.S. Mays III	Aye
Jillian Winemiller	Aye
Bob Hevey	Aye

John Humble	Aye
Elizabeth McDonald	Aye
Bob Guastini	Aye
Chuck Smith	Aye

\*Votes may be taken

**Committee Members:**

Bob Hevey, W.C.S.Mays,III, Jillian Winemiller, Liz McDonald, John Humble, Bob Guastini, Glenn Underwood, Chuck Smith,.