



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

**OFFICIAL MINUTES**

*(Agenda Posted July 16, 2024)*  
*Minutes Posted August 16, 2024*

<i>Members Present</i>	Skip Mays (Moderator)
Steve Bousquet, Chairman	Mariann Gardener (Clerk)
Joe Gigliotti (arrived 7:18)	Annie Driscoll (tax collector)
Jillian Winemiller	
Elizabeth McDonald	Chief Cady
<i>excused</i>	Kent Novak
Richard Holt	

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

Mr. Bousquet called the meeting to order at 7:08 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 June 27, 2024 meeting minutes. \****

A motion is made by Ms. Winemiller and second by Joe Gigliotti to accept the June 27, 2024 minutes as amended.

All in Favor. All voted Aye

Steve Bousquet                      Aye

Jillian Winemiller                      Aye

Elizabeth McDonald                      Aye

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

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

The Chief presented the June 2024 Chief's report.

Mr. Bousquet asked about the status of Rescue 8 and the timeline for the new rescue. The Chief reported that rescue 8 will be out of service for a couple of weeks. A turbo repair may be needed. The new rescue time line for delivery is now into October.

Ms. Winemiller reported that the members would like an air conditioner for the common room. The central air is not properly cooling that room.

Mr. Mays asked for an update on the roof leak. The Chief reported that it still leaks in one area and they are trying to get the contractor to return to fix the repair.

Mr. Mays asked if there has been any feedback from the police regarding the hit and run accident. The Chief reported that the police have the make of the vehicle involved. But no additional updates.

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

All in Favor. All voted Aye

Steve Bousquet                      Aye

Jillian Winemiller                      Aye

Elizabeth McDonald                      Aye

Joe Gigliotti                      Aye

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

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

The Treasurer was not present.

The Treasurers Report was tabled until the next meeting.

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

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

The Tax Collector presented the Tax Collector's Report.

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

All in Favor. All voted Aye  
Steve Bousquet Aye  
Jillian Winemiller Aye  
Elizabeth McDonald Aye  
Joe Gigliotti Aye

**8. Clerk's Comments.**

The Clerk reported that the RI Attorney General Open Government Summit is scheduled for July 26, 2024 from 9-12 at Roger Williams University. This summit covers APRA and OMA procedures and legal updates. You can register to attend in person, or view it on the AG website.

Mr. Mays has offered to drive/carpool anyone planning on attending the summit.

**9. Staffing update and plan. \***

The Chief reported that Scott Marcotte is now on board as a full time member. There is one more full time position to fill. The Chief stated that an offer was made to a member, but they would need to complete some classes to move forward. He is waiting for a response. The BOD would like the position posted again and would like the Chief to move forward with filling the position.

**10. Rescue 8 status and repair discussion.**

The Chief reported that rescue 8 will be out of service for a couple of weeks. A turbo repair may be needed. The new rescue time line for delivery is now into October.

**11. Update on the floor Motion from Bob Hevey at the 2024 annual taxpayer regarding the study group.**

Tabled.

The Chief was asked if any department members are interested in being on the study group. The Chief stated that he will see if any members are interested.

**12. Discussion and update of Chief of WCFD search Committee. \***

Mr. Mays reported that the committee has developed an ad that will be posted internally for two weeks. The ad will then be posted for external candidates. There is a committee meeting scheduled for August 5.

**13. Update and discussion for approval of SAP 1211.01 Duties, Responsibilities and Qualifications of the Chief. \***

A motion was made by Ms. McDonald and second by Ms. Winemiller to accept SAP 1211.01 Duties, Responsibilities and Qualifications of the Chief as submitted.

All in Favor. All voted Aye  
Steve Bousquet           Aye  
Jillian Winemiller        Aye  
Elizabeth McDonald       Aye  
Joe Gigliotti             Aye

**14. Discussion for approval of the proposed public announcement/ad for the Chiefs position. \***

A motion was made by Ms. Winemiller and second by Ms. McDonald to accept the proposed public announcement/ad for the Chief's position.

All in Favor. All voted Aye  
Steve Bousquet           Aye  
Jillian Winemiller        Aye  
Elizabeth McDonald       Aye  
Joe Gigliotti             Aye

**15. Discussion regarding future committees.**

Tabled.

Mr. Bousquet noted that the following committees have been suggested: Technology, HR/Coronis/Insurance, Administrative, Outreach.

**16. Open Forum.**

Mr. Novak commented that the Guastini litigation appears to have been dropped/dismissed as reported on the RI Court record site.

He also inquired about the status of the WCFD mortgage. Mr. Bousquet clarified that the original commercial mortgage had a scheduled rate re-set built into the terms. He hopes the mortgage rates are lower this fall when the rate re-set is negotiated.

The fundraiser for the injured members will take place this Saturday.

**17. Schedule next BOD meeting.**

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

**18. Adjournment. \***

A motion is made by Ms. Winemiller and second by Ms. McDonald to adjourn the meeting at 9:15 pm.

All in Favor. All voted Aye  
Steve Bousquet           Aye

Joe Gigliotti	Aye
Jillian Winemiller	Aye
Elizabeth McDonald	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

\*Votes may be taken