



WESTERN COVENTRY FIRE DISTRICT
1110 Victory Highway, Greene, Rhode Island 02827
Phone (401) 397-7520, Fax (401) 397-1084, www.wcfd.net
Board of Directors Meeting, August 15, 2024 7:00 P.M

OFFICIAL MINUTES

(Agenda Posted August 13, 2024)
Minutes Posted September 20, 2024

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

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 July 18, 2024 meeting minutes. *

A motion is made by Mr. Holt and second by Ms. Winemiller to accept the July 18, 2024 minutes as amended.

Mr. Bousquet noted that the wording in section 16 Open Forum needs to change from mortgage refinance, to read as "re-set the interest rate".

This is per the original mortgage agreement.

All in Favor. All voted Aye

Steve Bousquet Aye

Jillian Winemiller	Aye
Joe Gigliotti	Aye
Richard Holt	Aye

5. Chief's Report to include: *

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

The Chief was excused.

The Chief's Report was tabled.

6. Treasurer's Report to include: *

- *The district's financial accounting activity for the months of June 2024 and July 2024.**
- *Approval of the Treasurer's Report.*

Mr. Holt mad a motion to amend the Agenda Item Treasurers report to read "activity for the month of June and July 2024", and to amend Agenda item Tax Collector's report to read "July 2024". Motion Second by Mr. Bousquet

All in Favor. All voted Aye

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

The Treasurer presented the Treasurer's Reports.

Mr. Holt asked if we are up to date in receipt of Coronis billings. He also noted that it appears that the detailed reports seem to be behind by two months. The Treasurer will look into this and check with Coronis. The Treasurer noted that more Medicare Insurance payments are coming through. Also more BCBS and United Health seems to be paid lately.

Some of the expenses are 50% over budget such as duty crew and rescue supplies. Vehicle Maintenance is expected to go way over budget with anticipated repairs.

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

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

Joe Gigliotti	Aye
Richard Holt	Aye

7. Tax Collector's Report to include: *

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

The Tax Collector was excused.

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

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

8. Clerk's Comments.

Mr. Mays reported on some topics from AG's Summit.

The AG is going to strongly address requiring a timely response to APRA requests, some Municipalities and Departments are taking too long. Another interesting OMA and APRA update is there appears to be an increase in transparency and they are not necessarily requiring inquiries to go through an attorney to get information from the AG. To get opinions and guidance they state they are pleased to respond to inquiries.

9. 2023 Audit discussion. *

Mr. Bousquet reported that we received a rough draft of the Audit Report. The Treasurer, Mr. Holt and Mr. Bousquet will meet with the Auditors on Monday. Changes and corrections will be discussed. The Final Draft needs to be to the State by August 31. The Final Draft will be presented to the BOD at the next meeting.

10. Staffing update and plan. *

Overtime for per diem members needs to be clarified. We still have staffing shortages. With the Chief being excused and not in attendance, there are no updates on the progress on filling the open positions. We need a policy for overtime for per diem members. They now get overtime after 42 hours, but there is a delay due to the 8 week cycle calculation.

Ms. Winemiller stated the Chief was going to let the BOD know the status of the open position. He may need to repost since we are at the four month mark now with no response to

an offer. The Chief noted that we have received no money from VFIS insurance company for a member out on injury. But we have been paying. Mr. Bousquet is trying to get an answer from VFIS.

11. *Rescue 8 status and repair discussion.*

Rescue 8 needs work to be done that's taking longer than expected. Anthony does not have anything available to loan for use. They may be able to provide their rescue for short term period once their new rescue is ready.

We need to evaluate and explore cash flow to prepare for the delivery of the rescue. Steve will look into options

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

Tabled.

Ms. Winemiller reported that Mr. Hevey was waiting to see if the Chief had WCFD members that were interested in joining the committee. Scott Marcotte stated that he and Chris Albro were interested in being on the committee and that someone will notify Mr. Hevey with this update.

13. *Discussion and update of Chief of WCFD search Committee. **

Mr. Mays reported that the committee has had a couple of recent meetings. The ad was posted internally for two weeks. Then externally on social media, WCFD website, LinkedIn and the RI Fire Chiefs Association. All applications are due by Friday August 16. The screening group consists of BOD members Jillian Winemiller and Elizabeth McDonald. The plan is to unseal the applications this weekend in the presence of Clerk, Mariann Gardener, then prepare the initial screening report. The information will be presented to the Committee on Monday August 19. There are two interview days currently September 7 and 9. The chair will acknowledge to the candidates receipt of their application. Suitable candidates will be presented to the BOD for their interview. On Monday the Committee will decide if there are enough viable candidates. The compensation package will need to be determined. This is still being discussed.

14. *Discussion and description of a Technology Committee and an Administrative Committee.**

The Technology Committee will guide with hardware and software and updating the spreadsheets used for budget prep. The Administrative committee will guide with insurance and HR/personnel matters.

Mr. Gigliotti presented the BOD with several steps to get the technology going. Overdue to update the current state of technology. Committee tasks listed below.

1. Website and social media.
2. Email goal to have a full suite for board and all members and with cloud backup.
3. Computer refresh
4. Wi-Fi and filters. Not modern needs updates
5. Internet service provider review.
6. Current WCFD.net, we are eligible to have a .gov address
7. Security Cameras on building and vehicles. Forward, rear and maybe internal.

8. Acceptable use policy. SOP language.

Mr. Mays questioned Mr. Marcotte if there are any WCFD members that may be candidates for this committee. Mr. Marcotte suggested Pete Frat.

Mr. Mays also suggested training on the new technology and capabilities.

15. Open Forum.

Mr. Gigliotti has donated the time clock to the district for continued use.

It's time for health insurance updates for full time members.

16. Schedule next BOD meeting.

The next regularly scheduled BOD meeting is scheduled for September 19, 2024 at 7 pm.

17. Adjournment. *

A motion is made by Mr. Gigliotti and second by Ms. Winemiller to adjourn the meeting at 8:35 pm.

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