



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

**UNOFFICIAL MINUTES**

*(Agenda Posted November 18, 2024)*  
*Minutes Posted November 22, 2024*

<i>Members Present</i>	Chief Cady
Steve Bousquet, Chairman	Chief Peter Fratantuono
Joe Gigliotti	Bob Mann
Jillian Winemiller	
Richard Holt	Kent Novak
Elizabeth McDonald (arrived 7:07)	Chris Albro
Skip Mays (Moderator)	
Mariann Gardener (Clerk)	
Sandy Mann (treasurer)	
Annie Driscoll (tax collector)	

***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 October 23, 2024 meeting minutes. \****

A motion is made by Mr. Holt and second by Ms. Winemiller to accept the October 23, 2024 minutes.

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 months of October, 2024.***
- ***Chief's Comments and department notes.***

Chief Cady presented the October 2024 Chief's report.

The Chief reported that the new rescue is here and in service. Chief Cady's last day of work is Wednesday November 27.

Mr. Holt thanked the Chief for his years of service and dedication to the department.

Mr. Bousquet thanked the Chief for all his work in bringing upgrades to the station, equipment and staff.

A motion is made by Mr. Gigliotti and second by Ms. Winemiller to accept the October 2024 Chief's Report.

All in Favor. All voted Aye

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

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

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

The Treasurer presented the October 2024 Treasurer's Report.

The treasurer reported that expenses for truck repair, legal/professional, and OT for Full Time are over budget. And Duty Crew OT is near budgeted amount.

Mr. Holt is not in agreement with how the financials for the new rescue are represented in the treasurer's report and also the auditor's proposed recording of the account.

Mr. Holt will speak to the auditor to resolve the issue and therefore suggested we table the report until next month.

A motion is made by Mr. Holt and second by Ms. McDonald to TABLE the October 2024 Treasurer's report.

All in Favor. All voted Aye

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

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

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

The Tax Collector presented the October 2024 Tax Collector's Report.

The Tax Collector reported that collections are where we need to be. She will begin preparing for the tax sale in January.

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

All in Favor. All voted Aye

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

**8. Clerk's Comments.**

The Clerk reported that the ad for Letter of intent for Board Candidacy has been posted in the Reminder and locally. Letters are due by December 31, 2024.

The annual ethics commission updates will be completed and submitted to the ethics commission this month. All elected officials should expect a letter in a blue envelope early 2025 which can be filled out electronically.

**9. Update on Murray v. Western Coventry Fire District OMA complaint.**

Mr. Bousquet reported that an APRA request was received by Mr. Murray in November of 2023. WCFD was advised by Attorney Harsch on how to respond to the request. Mr. Murray then filed a complaint with the AG. The AG reviewed and responded to the complaint. WCFD provided the requested information. Attorney Harsch will wrap up the findings with the AG.

**10. Discussion and vote on sending an informational questionnaire to the taxpayers of WCFD.**

Ms. Winemiller presented to the BOD an informational questionnaire that would be mailed to the tax payers to update the current status of the fire districts and gage interest on several topics. A few edit suggestions were made, and Mr. Bousquet suggested that a committee/work group fine tune the document. The survey will look to collect a database of interested emails to keep the taxpayers updated and educated on current town committee discussions.

**11. Discussion on HR outsource or district provided.**

Chief Fratantuono was in touch with another local Fire Chief (similar size department) to see what they do for HR. They recommended the service provided by their payroll company and that they have been happy with a specific rep that works well with Fire Departments. Our payroll company also has this service, so he will get information from both sources to compare and report back to BOD.

**12. Discussion regarding purchase of used command vehicle.**

Chief Fratantuono presented an opportunity to purchase a locally available used command vehicle. He presented the BOD with the specs and noted that it is set up to be a turnkey vehicle. Mr. Mays stated that we should pause this topic for now due to financial reasons. Ms.McDonald agreed that we don't currently have a budgeted source for funding.

**13. Start date confirmation for Chief Peter Fratantuono. \***

Chief Cady is officially retiring on November 27, 2024. Chief Fratantuono will officially start on Monday December 2, 2024. The 4 platoon schedule will also start in December.

A motion is made by Mr. Holt and second by Mr. Gigliotti that the official start date of the new Chief is December 2, 2024.

All in Favor. All voted Aye

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

**14. Staffing update including new candidate wage discussion, current and future full time head count, and members on leave. \***

Chief Fratantuono reported that the advertised full time position received two excellent in house applications. One candidate met all the position requirements. The chief will move forward with this candidate. He is an excellent candidate with paramedic credentials. He is currently a part time member, and is available to start full time on December 14<sup>th</sup> as part of the 4 platoon rotation.

There have also been candidates only interested in part time positions. The Chief will continue to follow up with these candidates.

There will be an executive session scheduled soon to discuss status with a member currently on leave.

**15. Update and Discussion of Coventry Town Council Resolution 2024-66. \***

Ms. Winemiller reported that nothing has officially started with the town committee. The first meeting is likely to be in January 2025.

**16. Open Forum.**

Mr. Novak asked about the funding of the new rescue and if funds were borrowed to purchase. Mr. Holt and Mr. Bousquet explained that the funding is through a three year lease to purchase. Mr. Novak also asked about the status of the station mortgage. Mr. Bousquet explained that the original mortgage is still in place and is still through Centreville Bank. The original terms require scheduled re-structuring every few years. The latest was completed this November.

**17. Schedule next BOD meeting.**

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

**18. Adjournment. \***

A motion is made by Ms. Winemiller and second by Mr. Holt to adjourn the meeting at 9:23 pm.

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

\*Votes may be taken

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