



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, January 16, 2025 7:00pm

OFFICIAL MINUTES
(Agenda Posted January 14, 2025)
Minutes posted February 25, 2025

Members Present

Steve Bousquet, Chairman	Chief Peter Fratantuono
Jillian Winemiller	Bob Mann
Richard Holt	Skip Mays (Moderator)
Elizabeth McDonald	Kent Novak

<i>excused</i>	Mariann Gardener (Clerk)
Joe Gigliotti	Sandy Mann (Treasurer)
	Annie Driscoll (Tax Collector)

1. Call to Order and Attendance.

Mr. Bousquet called the meeting to order at 7:13 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 January 2, 2025 meeting minutes. *

A motion is made by Mr. Holt and second by Ms. Winemiller to accept the January 2, 2025 minutes.

All in Favor. All voted Aye
Steve Bousquet Aye

Jillian Winemiller	Aye
Elizabeth McDonald	Aye
Richard Holt	Aye

5. Chief's Report to include: *

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

Chief Fratantuono presented the full December 2024 Chief's report. He reported that the station had 99.7% als service for the month. Chris Albro has been assigned as the Director of Training. Josh Plaziak has been hired and will start on Feb 16. The Ambulance is now licensed as a Paramedic Rescue. The Chief has applied for a FEMA grant to assist with the majority of the cost associated with a new Tanker. The WCFD tanker is used regionally for fire calls. Mr. Mays congratulated the team for getting signatures of Endorsement from our US Reps and Senators for the Grant.

A motion is made by Mr. Holt and second by Ms. McDonald to accept the December 2024 Chief's Report.

All in Favor. All voted Aye

Steve Bousquet	Aye
Jillian Winemiller	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, November 2024, and December 2024***
- ***Approval of the Treasurer's Report.***

The Treasurer presented the October, November, and December 2024 Treasurer's report.

A motion is made by Ms. Mc Donald and second by Mr. Holt to accept the October, November, and December 2024 Treasurer's report. Also recognize that the over spend item needs to be corrected.

All in Favor. All voted Aye

Steve Bousquet	Aye
Jillian Winemiller	Aye
Richard Holt	Aye

7. Tax Collector's Report to include: *

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

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

The Tax Collector noted that there are currently 70 tax sale letters that have been sent out. Also, the fire district does honor the \$8K senior exemption.

A motion was made by Ms. McDonald and second by Ms. Winemiller to accept the December 2024 Tax Collector's report.

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

8. Clerk's Comments.

The Clerk reminded Directors and Officers to be mindful when sending and answering emails to avoid OMA violations. Only the scheduling of meetings and proposed agenda items can be discussed outside of the meeting amongst BOD members.

9. Statement regarding the passing of Attorney William Harsh Esq. and next steps.

Mr. Bousquet reported that Attorney Bill Harsch has passed away. He was the long time attorney for WCFD. He had a long career in public service and represented many public entities. The BOD will need to begin the process of finding a new attorney for the fire district.

10. 2025 proposed BOD meeting schedule. *

Options and alternatives to the 2025 regularly scheduled meeting dates were discussed. It was decided that the posted meeting schedule will remain as the official meeting schedule.

11. 2025-2026 budget discussion.

Mr. Bousquet, Mr. Holt and Chief Fratantuono will meet next week to work on the proposed 2025-2026 budget.

12. Update & Discussion and vote on open house and sending an informational questionnaire to the taxpayers of W.C.F.D. *

The Chief reported that the open house is all set. The ceiling tiles have been fixed, the Providence Canteen will provide coffee and hot chocolate, and there will be snacks, fire hats

for the kids, goody bags, fire pamphlets, blood pressure checks, and a Roger William University table. Cindy will have a CPR course sign up.

13. Update Discussion on H.R. outsource or district provided.

The Chief reported that there was a good meeting with the HR consultant associated with PayMaster to review checklist and technology issues. He will provide the BOD with a summary of the recommendations.

The BOD will move forward with using our current payroll service, PayMaster, for HR guidance at an hourly rate.

The Chief noted that AFD software is a good option to keep, and we may no longer need the Aladtec software. He also would like to add an agenda item for the next meeting inviting the HR

14. Discussion regarding the future of Old Rescue 8 and other equipment.

A motion is made by Mr. Holt and Second by Ms. Winemiller to allow the Chief to offer the old Rescue 8 at a fair market value of \$15K and the Skid Unit at a fair market value of \$5K to the Town of Coventry. If the town declines, the equipment will be auctioned to the highest bidder.

All in Favor. All voted Aye

Steve Bousquet	Aye
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Jillian Winemiller	Aye
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Richard Holt	Aye
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Elizabeth McDonald	Aye
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15. Discussion of the use the use of WCFD to host Boy Scout Pine Wood derby.*

A motion was made by Mr. Holt and second by Ms. Winemiller to allow the Boy Scout Pine Wood Derby to be held at WCFD on January 25, 2025.

All in Favor. All voted Aye

Steve Bousquet	Aye
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Jillian Winemiller	Aye
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Richard Holt	Aye
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Elizabeth McDonald	Aye
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16. Update and discussion of Coventry Town Council Resolution 2024-66.

As the representative for WCFD on the Town Council Resolution 2024-66 committee, Ms. Winemiller presented an update to the BOD. The meetings are scheduled on the second and fourth Thursday each month. The agenda and minutes are on the SOS site as “Municipal Fire Commission”. The first meeting was held last week. Each group was assigned a task to report back to the committee. The groups were Union Reps, Town people, and Station Reps.

Ms. Winemiller was preparing a report for the committee listing WCFD assets.

17. Open Forum.

None

18. Schedule next BOD meeting.

The next regularly scheduled BOD meeting is scheduled for February 20, 2025 at 7 pm.

19. Adjournment. *

A motion is made by Ms. Winemiller and second by Mr. Holt to adjourn the meeting at 10:17 pm.

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

Peter Fratantuono

2025 Regularly Scheduled Meetings

16 Jan, 20 Feb, 20 Mar, 17 Apr, 15 May, 19 Jun,
17 Jul, 21 Aug, 18 Sep, 16 Oct, 20 Nov, 18 Dec