



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, February 20, 2025 7:00 P.M

OFFICIAL MINUTES

(Agenda Posted February 18, 2025)
Minutes posted March 14, 2025

Members Present

Steve Bousquet, Chairman

Chief Peter Fratantuono

Jillian Winemiller

Joe Gigliotti

Elizabeth McDonald

Mariann Gardener (Clerk)

Annie Driscoll (Tax Collector)

excused

Richard Holt

Robert Hevey

Skip Mays (Moderator)

Sandy Mann (Treasurer)

1. Call to Order and Attendance.

Mr. Bousquet called the meeting to order at 7:10 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 16, 2025 meeting minutes. *

A motion is made by Mr. Bousquet and second by Ms. Winemiller to accept the January 16, 2025 minutes.

All in Favor. All voted Aye

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

5. Tax Collector's Report to include: *

- ***Tax collection activity for the past month January 2025.***
- ***Approval of the Tax Collector's Report. ****

The Tax Collector presented the January 2025 Tax Collector's Report.

The Tax Collector noted that there are currently 32 properties on the tax sale list.

Delinquent notices will be sent next week.

A motion was made by Ms. McDonald and second by Mr. Gigliotti to accept the January 2025 Tax Collector's report.

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

6. Chief's Report to include: *

- ***Department's operational and administrative activity for the past months of January 2025.***
- ***Chief's Comments and department notes.***

Chief Fratantuono presented the January 2025 Chief's report. The Chief reported that the station had 100 % ALS service for the month of January. There are currently 45 members. He is moving forward with a new full-time employee. He also reported that our FCC license for the radio expired.

A motion is made by Ms. McDonald and second by Ms. Winemiller to accept the January 2025. Chief's Report.

Discussion: Ms. Winemiller asked if we will be looking into replacing Encore as our vendor. The Chief stated that he is. Ms. McDonald asked about the status of the FCC license. The chief stated that we are moving forward to getting a new license and there are no fines involved. Mr. Hevey asked if we have offered our surplus equipment to the town. The Chief replied that we have and they do not have any interest.

All in Favor. All voted Aye	
Steve Bousquet	Aye

Jillian Winemiller	Aye
Joe Gigliotti	Aye
Elizabeth McDonald	Aye

7. Treasurer's Report to include: *

- *The district's financial accounting activity for the month of January 2025.*
- *Approval of the Treasurer's Report.*

The Treasurer was excused from the meeting.

The Treasurer's report will be presented next month.

8. Clerk's Comments.

The Clerk reported that an APRA request was received this month, and all requested items have been sent.

Also, the stenographer is booked for the Annual Meeting.

9. Discussion on New Attorney search and next steps. *

Mr. Bousquet reported that he has been in touch with several local attorneys.

He will prepare a RFP for BOD review and then advertise for the position. He will post on FB, the webpage, and the Lawyer site with the state.

10. Notice of Thanks and appreciation to Robert Fratantuono and the Team at American Tree Service Inc. for the wonderful job they performed at the Summit Station.

The BOD expressed their appreciation for the work completed by American Tree Service at the Summit Station. Many trees were removed, making the station and signage visible from the road. Everyone is very happy with the improvement. The BOD will provide a letter for their services.

11. Discussion regarding future or use of Greene Station. *

The Chief reported that he would like to use The Greene Station for some of the fire training classes for the staff. Currently only the Jeep is stored in the building. The building is heated and would be helpful for training.

12. Update and discussion of Coventry Town Council Resolution 2024-66.

Ms. Winemiller had a list of budget items and the Chief provided her with the associated Vendor for each item. Mr. Bousquet asked when Central Coventry will provide their audited financials? Ms. Winemiller stated that currently no recent financial reports have been presented.

13. 2025-2026 budget discussion.

Mr. Bousquet, Mr. Holt and Chief Fratantuono have been meeting to work on the proposed 2025-2026 budget. They are close to completing the final draft budget to present to the BOD. An early March budget meeting will be scheduled.

14. The Board of Directors of the Western Coventry Fire District will enter into executive session pursuant to R.I. Gen. Laws §42-46-5(a)(1) Personnel Matters, Human resource discussion, and coaching with Chief Peter Fratantuono. *

A motion is made by Ms. McDonald and second by Ms. Winemiller to move into executive session pursuant to R.I. Gen. Laws §42-46-5(a)(1) Personnel Matters, human resource discussion, and coaching with Chief Fratantuono.

All in Favor. All voted Aye

Steve Bousquet	Aye
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Jillian Winemiller	Aye
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Joe Gigliotti	Aye
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Elizabeth McDonald	Aye
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15. Move to reconvene in open Session and seal minutes of Executive Session.*

- ***Report in open session on any votes taken in Executive session.****

A motion is made by Ms. McDonald and second by Ms. Winemiller to reconvene in open session.

All in Favor. All voted Aye

Steve Bousquet	Aye
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Jillian Winemiller	Aye
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Joe Gigliotti	Aye
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Elizabeth McDonald	Aye
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It is reported that no votes were taken in closed session.

A motion is made by Mr. Gigliotti and second by Ms. McDonald to seal the minutes of the closed session.

All in Favor. All voted Aye

Steve Bousquet	Aye
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Jillian Winemiller	Aye
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Joe Gigliotti	Aye
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Elizabeth McDonald	Aye
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16. Open Forum.

None

17. Schedule next BOD meeting.

The next BOD Budget meeting is scheduled for March 5, 2025 at 6:30 pm and the next regularly scheduled BOD meeting is scheduled for March 20, 2025 at 7 pm.

19. Adjournment. *

A motion is made by Ms. McDonald and second by Ms. Winemiller to adjourn the meeting at 11:00 pm.

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