



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, May 15, 2025 7:00 P.M

OFFICIAL not yet approved MINUTES

(Agenda Posted May 13, 2025)

Minutes posted June 17, 2025

Members Present

Steve Bousquet, Chairman

Chief Peter Fratantuono

Jillian Winemiller

Skip Mays (Moderator)

Elizabeth McDonald

Annie Driscoll (Tax Collector)

Joe Gigliotti

Sandy Mann (Treasurer)

Richard Holt

Mariann Gardener (Clerk) *excused*

1. Call to Order and Attendance.

Mr. Bousquet called the meeting to order at 7:00pm.

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 March 27, 2025 meeting minutes. *

A motion is made by Mr. Holt and second by Ms. Winemiller to correct agenda item 4 to read April 17, 2025 meeting minutes.

All in Favor. All voted Aye

Steve Bousquet Aye

Jillian Winemiller Aye

Elizabeth McDonald	Aye
Richard Holt	Aye
Joe Gigliotti	Aye

A motion is made by Mr. Holt and seconded by Ms. McDonald to accept the April 17, 2025 meeting minutes.

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

5. Chief's Report to include: *

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

Chief Fratantuono presented the April 2025 Chief's report. The Chief reported that the station had 100 % ALS service for the month of April. The Chief reported that the WCFD roof is still leaking in some rainstorms. More calls will be made to fix the leak.

Mr. Holt asked the Chief to fix the year-to-date calls on the report.

A motion was made by Mr. Holt and seconded by Ms. McDonald to accept the April 2025 Chief's Report.

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

6. Treasurer's Report to include: *

- ***The district's financial accounting activity for the months of March and April 2025.***
- ***Approval of the Treasurer's Report.***

The Treasurer presented the March 2025 Treasurer's report.

Mr. Holt questioned the money in the Fireman's Fund. The Treasurer reported it will stay in the account until needed. It belongs to the Firefighters. A lengthy discussion continued on clarifying what account to put the funds received from outreach events, these funds will typically be available for the members use.

The fireman's hardship account will be maintained separately for specific needs.

A Recognition Fund may also be created.

A motion was made by Ms. McDonald and seconded by Ms. Winemiller to accept the March Treasurer's report.

All in Favor. All voted Aye

Steve Bousquet	Aye
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Jillian Winemiller	Aye
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Elizabeth McDonald	Aye
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Richard Holt	Aye
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Joe Gigliotti	Aye
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7. Tax Collector's Report to include: *

- ***Tax collection activity for the past months of March and April 2025.***
- ***Approval of the Tax Collector's Report. ****

The Tax Collector presented the March and April 2025 Tax Collector's Reports.

A motion was made by Mr. Holt and second by Ms. Winemiller to accept the March and April 2025 Tax Collector's Reports.

All in Favor. All voted Aye

Steve Bousquet	Aye
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Jillian Winemiller	Aye
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Elizabeth McDonald	Aye
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Richard Holt	Aye
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Joe Gigliotti	Aye
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8. Clerk's Comments.

The Clerk was excused, Mr. Bousquet presented the Clerk's report where he noted that there are currently two APRA requests being worked on and the AG Summit invitation was sent to the BOD.

9. Legal representation discussion. *

Mr. Bousquet reported that he spoke to three lawyers for potential legal representation. He first spoke with Attorney Dovidio who was recommended by our long-time Attorney, Bill Harsch. We received a bill from him for the help we received for the APRA requests. His rate is \$350 per hour. The second attorney was \$450 per hour. He is a legal consultant and does not do court representation. The third was Attorney D'Agostino who provided a detailed written bid for his services, and we have worked with him in the past.

A motion was made by Mr. Bousquet and second by Mr. Holt to use Attorney D'Agostino for future services and current Government Affairs and to continue using Attorney Dovidio for current APRA concerns.

All in Favor. All voted Aye

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

10. *Town Municipal Fire Department Update.* *

Ms. Winemiller reported that all committee meetings are recorded and public. The last meeting was April 10. Mr. Mays would like Ms. Winemiller to notify the board if anything important comes up in the committee meetings. She presented some of the current topics of discussion. Mr. Bousquet noted that Ms. Lima's agenda didn't always align with the discussion. Also, costs were under-represented in the spreadsheet they presented. Ms. Winemiller asked for the CCFD 2024 audit report. No report has been submitted. Mr. Bousquet feels that the proposed tax rate is accurate to the budget as reported. But the budget numbers are grossly underestimated.

11. *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
Jillian Winemiller	Aye
Joe Gigliotti	Aye

Elizabeth McDonald	Aye
Richard Holt	Aye

12. 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 Mr. Holt and second by Ms. McDonald to reconvene in open session.

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

It is reported that the following vote was taken in closed session.

A motion was made by Mr. Bousquet and seconded by Mr. Holt to pay Chief Fratantuono half of the first three incentive goals as part of his 6 month review.

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

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

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

13. Discussion and vote regarding the Charter Change H-6249 update.*

Mr. Bousquet reported that the charter group has met to discuss the charter change. The House bill was presented and BOD and taxpayers from WCFD were there to present the

change. Mr. Mays reported that a Union Rep was there to push for a municipal dept providing misleading facts regarding the town charter. Ms. Lima submitted misleading statements regarding WCFD staffing and availability. In fact, we are actually way ahead of the other districts. Rep. Chippendale supported WCFD as a shining example. The stats and data show the factual mutual aid numbers. Mr. Mays stated that we have more paramedics and more retired fire chiefs than any other town district. Ms. McDonald states that we need to publicly highlight our strengths.

14. Outreach Committee Pasta Dinner update. *

Ms. McDonald reported that things are moving along well for the Pasta Dinner. The food will be cooked at the church and brought over. Anyone that is available to help, set up will begin at 1 pm on Saturday May 17.

15. Open Forum

It was noted that the next WCFD regularly scheduled meeting is scheduled for June 19, 2025 at 7 pm.

Joe Gigliotti stated that he would like to help with other Fire District items other than only tech items. He would like to learn more about other areas that he can help. Mr. Bousquet would like to discuss website access for future updates.

16. Adjournment. *

A motion is made by Ms. McDonald and second by Ms. Winemiller to adjourn the meeting at 10:42 pm.

All in Favor. All voted Aye

Steve Bousquet Aye

Jillian Winemiller Aye

Elizabeth McDonald Aye

Richard Holt Aye

Joe Gigliotti 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