



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, September 18, 2025 7:00 P.M

OFFICIAL MINUTES

(Agenda Posted September 16, 2025)
Minutes posted October 17, 2025

Members Present

Steve Bousquet, Chairman
Richard Holt
Jillian Winemiller

Chief Fratantuono
Annie Driscoll (Tax Collector)
Robert Guastini

Sandy Mann (Treasurer)

Excused

Elizabeth McDonald
Joe Gigliotti

Mariann Gardener (Clerk)

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 August 21, 2025 meeting minutes. *

Tabled

5. Tax Collector's Report to include: *

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

The Tax collector presented the August 2025 Tax Collector report. Tax Bills will be in the mail shortly.

A motion was made by Mr. Holt and seconded Ms. Winemiller to approve the August 2025 tax collector report with corrections.

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

6. Treasurer's Report to include: *

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

The Treasurer presented the August 2025 Treasurer's report. The treasurer will update the entries that did not carry forward. The Treasurer reported that Expenses are on track with budget.

A motion was made by Mr. Holt and seconded Ms. Winemiller to approve the August 2025 treasurer's report.

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

7. Chief's Report to include: *

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

The Chief presented the August 2025 Chief's report.

Station Repairs were discussed: The Roof leak is fixed. The AC zones are being fixed, the Station has a very complicated HVAC and thermostat system. The radiant floor heat should also be working.

A motion is made by Mr. Holt and seconded by Ms. Winemiller to approve the August 2025 Chief's Report.

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

Jillian Winemiller

Aye

8. Move to Executive Session to discuss and review the Prospective Candidate as presented by WCFD Chiefs search committee, and review compensation and working schedule. In accordance with RIGL 42-46-5(a)(1) Personnel Matters. *

A motion is made by Mr. Bousquet and second by Ms. Winemiller to Move to Executive Session to discuss and review the Prospective Candidate as presented by WCFD Chiefs search committee, and review compensation and working schedule. In accordance with RIGL 42-46-5(a)(1) Personnel matters.

All in Favor. All voted Aye

Steve Bousquet Aye

Jillian Winemiller Aye

Richard Holt Aye

9. 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. Winemiller to reconvene in open session.

All in Favor. All voted Aye

Steve Bousquet Aye

Jillian Winemiller Aye

Richard Holt Aye

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

All in Favor. All voted Aye

Steve Bousquet Aye

Jillian Winemiller Aye

Richard Holt Aye

It is reported that one unanimous vote was taken in closed session.

A motion was made by Mr. Holt and second by Ms. Winemiller to move forward with hiring the candidate proposed by the Chief's Committee as Chief of WCFD and establish an Assistant to the Chief position.

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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10. Approval of acknowledgement of donation letter to American Tree. *

Mr. Bousquet prepared a donation letter for American Tree Service.

A motion is made by Mr. Holt and second by Ms. Winemiller to approve the donation letter to American Tree Service.

All in Favor. All voted Aye

Steve Bousquet	Aye
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Richard Holt	Aye
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Jillian Winemiller	Aye
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11. Clerk's Comments.

Tabled

12. Outreach Committee update. *

Mr. Guastini reported that October 4th is a Fire Prevention Event at WCFD for Fire Safety Week. The Chief confirmed that the flyer for the event is prepared by the committee.

13. Town Municipal Fire Department update

Ms. Winemiller reported that the Municipal Fire Department work group met on Monday to review the report from the committee. It will be presented at the first Town Council meeting in October.

14. Discussion of Board insert letter. *

The BOD letter will be included with the tax bill with minor changes.

15. Discussion of recommended Audit changes. *

A conference call took place at the BOD meeting with the manager of our audit firm. The audit manager proposed to the Board a change in the presentation of our financials. He indicated that this was the result of a question that he received from the State Auditor General at a training session he attended. It was explained why this would be incorrect. Mr. Holt and Mr. Bousquet requested an in-person meeting with the audit manager, and his audit partner should they want to pursue this any further.

16. Open Forum.

None

17. Schedule Next Meeting.

The next meeting is scheduled for October 16, 2025, at 7 pm.

18. Adjournment. *

A motion is made by Ms. Winemiller and second by Mr. Holt to adjourn the meeting at 9:56 pm.

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