



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, October 16, 2025 7:00 P.M

OFFICIAL MINUTES
(Agenda Posted October 14, 2025)
Minutes posted November 4, 2025

Members Present

Steve Bousquet, Chairman
Richard Holt
Elizabeth McDonald (until 7:30)
Joe Gigliotti

Kevin Lacaillade
Joe Burdick
Annie Driscoll(Tax Collector)
Robert Guastini
Skip Mays
Mariann Gardener (Clerk)

Excused

Jillian Winemiller

1. Call to Order and Attendance.

Mr. Bousquet called the meeting to order at 7:04 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, and Acceptance of September 18, 2025 meeting minutes. *

A motion was made by Ms. McDonald and second by Mr. Gigliotti to approve the August 21, 2025 meeting Minutes.

All in favor. All voted aye.

Steve Bousquet

Aye

Richard Holt	Aye
Joe Gigliotti	Aye
Elizabeth McDonald	Aye

A motion was made by Mr. Holt and seconded by Mr. Bousquet to approve the September 18, 2025 meeting minutes with corrections to item 6 and item 15.

All in favor. All voted aye.

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

- A motion is made by Mr. Bousquet and second by Mr. Gigliotti to change the order of the agenda and discuss agenda item 12 next.

All in favor. All voted aye.

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

5. Tax Collector's Report to include: *

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

The Tax collector presented the September 2025 Tax Collector report. Tax Bills were mailed and tax payments are coming in well.

A motion was made by Mr. Holt and seconded Mr. Gigliotti to approve the September 2025 tax collector report.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Joe Gigliotti	Aye

6. Treasurer's Report to include: *

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

Tabled

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's report was reviewed by the BOD. Highlights include: Chief Chris Albro will begin as the Chief of WCFD and a new full time member has been hired. Apparatus group will study tanker status.

Mr. Mays noted that our call volume has increased over 33% from last year and our mutual aid outgoing has increased by over 31% from last year. He feels this needs to be addressed.

A motion is made by Mr. Bousquet and seconded by Mr. Gigliotti to approve the September 2025 Chief's Report.

All in Favor. All voted Aye

Steve Bousquet	Aye
Richard Holt	Aye
Joe Gigliotti	Aye

- A motion is made by Mr. Bousquet and second by Mr. Gigliotti to move Agenda Item 8 (Executive Session) to the end of the meeting.

All in favor. All voted Aye

Steve Bousquet	Aye
Joe Gigliotti	Aye
Richard Holt	Aye

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

A motion is made by Mr. Bousquet and seconded by Mr. Gigliotti to convene into Executive Session.

All in favor. All voted Aye.

Steve Bousquet	Aye
Joe Gigliotti	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 Mr. Gigliotti to reconvene in open session.

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

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

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

It is reported that NO VOTES were taken in closed session.

10. Clerk's Comments.

The clerk presented Clerk's Comments. She reported that there are three recent correspondences. One from Ace Solar requesting cistern specs, and two APRA requests that have been completed.

11. Discussion and possible approval of a new S.A.P. covering fire-fighters fund. *

The draft SAP for the FF Fund was sent out with the agenda. Mr. Mays will provide a number. A motion was made by Mr. Gigliotti and seconded by Mr. Holt to accept the SAP for FF Funds as written.

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

12. Outreach Committee update. *

Ms. McDonald presented an update of the outreach committee.

She reported that there will be a bingo event in January or February of 2026.

The Fire Prevention event went well. The bike prize was picked up today. Walmart provided donations and staff for the event.

Also, looking at having a CPR training for community, there is interest from Navy ROTC to help.

13. Discussion regarding future of the Greene station.

The best use for the Greene Station was discussed. We currently use it for equipment and apparatus storage. Considering the possible use as a training location. The building is insured and heated.

14. Town Municipal Fire Department update

Mr. Bousquet reported that there The Municipal Fire Department Committee work group will likely change members and be held up until at least next year since the legislation must be submitted in the fall. Replacement staffing at the Town level and the Town Council will happen in the next several months. The committee never finished the report for presentation to the Town Council.

15. Open Forum.

None

16. Schedule Next Meeting.

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

17. Adjournment. *

A motion is made by Mr. Gigliotti 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
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