



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, Thursday, December 17, 2020 7:00 P.M.

**Due to the COVID-19 Emergency this meeting will be accessible by phone
only
AGENDA**

**To protect the health and well-being of our Citizens, Board & Fire Dept.
Personnel during the COVID-19 emergency, the Western Coventry Fire
District's December 17, 2020 Board meeting can be accessed by utilizing this
phone number: (401) 388-4996**

(Agenda Posted 15 December, 2020)

1. Call to Order and Attendance.
2. Emergency evacuation procedure announcement.
3. Confirmation of required meeting posting and quorum.
4. Acceptance of November 19, 2020 meeting minutes. *
5. Chiefs Report to include: *
 - Department's operational and administrative activity for the past month of November 2020.
 - Approval of the Chiefs Report.
6. Treasurer's Report to include: *
 - The District's financial accounting activity for the past months of November 2020.
 - Approval of Treasurer's Report.
7. Tax Collector's Report to include: *
 - Tax collection activity for the past month November 2020.
 - Approval of Tax Collector's Report.
8. Clerks Comments. *
 - APRA request & updates.
 - Letter of intent.
9. Charter/ Bylaws Committee information and future meetings.
10. Audit Bid Preparation. *
11. Developing written job procedure for Tax Collector , and Treasure update.
12. Update on the Modification of our Current Mortgage.
13. SAP Committee information and future meetings.
14. Discussion and approval of updates to SAP 1000.00. *
15. Discussion of the Creation of a Finance Committee including voting on members, and length of term. *
16. Discussion on a policy for compensating duty crew and Full Time employees that test positive, or need to quarantine for COVID-19. *
17. Open Forum
18. Schedule next B.O.D. Meeting.
19. Adjournment. *

*Votes may be taken

Board of Directors

Stephen Bousquet, Richard Holt, Ken Jackson, Raquel Storti,
Rev. Dr. Reppa Cotrell

District Officers

WCS Mays III – Moderator, Joan Smith – Tax Collector
Sandra Mann -Treasurer, Mariann Gardener – Clerk

Chief

James Cady

2020 Regularly Scheduled Meeting Schedule

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

1

“Note: Secretary of State web site posting instructions for minutes of this meeting:

*Unofficial minutes must be posted on or before, 16 days after the date of this meeting, but no later than 7 days prior to the next regularly scheduled meeting, whichever date is earlier. +**

Note: The next regularly scheduled meeting is scheduled for 1/21/2021.

*Official minutes must be posted on or before, 30 days after the date of this meeting regardless if not reviewed by the body or chairperson of the body. **

() If the minutes have not been reviewed by the chairperson of the body, normally done at the next regularly scheduled meeting of the body, and/or not authorized for posting on the SOS website, the minutes must be reviewed by the chairperson of the body within 10 days, make all necessary and agreed upon changes/corrections, and repost the minutes on the SOS website as*

“Official Minutes as Amended.”

(+) As a precautionary measure, the above posting requirement dates are five (5) days earlier than the timely filing limits set by the RI Open Meetings Act § 42-46-7, ‘Minutes.’”