

**Western Coventry Fire District
1110 Victory Highway
Greene, RI 02827
(401) 397-7520**

**OFFICIAL NOTICE
ANNUAL MEETING
OFFICIAL NOTICE ANNUAL MEETING**

**THE WESTERN COVENTRY FIRE DISTRICT
WILL HOLD ITS ANNUAL MEETING ON:**

Monday, April 24 2023–7:00 pm

(Alternate date due to inclement weather will be April 31, 2023 at 7:00 p.m.)

SUMMIT STATION 1110 Victory Highway, Greene, RI 02827

THE MEETING WILL BE FOR THE PURPOSE OF ELECTION OF TWO DISTRICT BOARD MEMBERS, THE CLERK, THE MODERATOR, THE TAX COLLECTOR, AND THE TREASURER. APPROVING A PROPOSED BUDGET OF \$1,095,583 AND A FIRE TAX LEVY OF \$897,603 RESULTING IN A HYPOTHETICAL TAX RATE INCREASE OF 7.2% AND CONDUCTING ALL OTHER DISTRICT BUSINESS THAT MAY BE DEEMED NECESSARY AND APPROPRIATE.

The annual meeting information packets will be available by Wednesday April 19, 2023 at the following locations in Greene, RI: Summit Fire Station, 1110 Victory Highway, Greene, RI; Greene Public Library; and Koszela Lumber, 1284 Victory Highway, Greene, RI; also available from the district clerk at clerk@wcfid.net.

ADVERTISED IN THE REMINDER; POSTED AT THE SUMMIT FIRE STATION, GREENE PUBLIC LIBRARY, KOSZELA LUMBER, AND THE SECRETARY OF STATE WEBSITE.

THE NEXT REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS IS SCHEDULED FOR APRIL 27, 2023.

**Mariann Gardener
District Clerk**

Moderator
WCS Mays III

District Clerk
Mariann Gardener

Treasurer
Sandra Mann

Tax Collector
Joan Smith

Board of Directors
Ch. Steven Bousquet

Members
Richard Holt
Ken Jackson
Rev. Dr. Reppa Cottrell
Robert Taylor

WESTERN COVENTRY FIRE DISTRICT

ANNUAL MEETING

7:00 PM, Monday, April 24, 2023, Summit Fire Station

1110 Victory Highway, Greene, RO 02827

AGENDA

Call to Order	Moderator Skip Mays
Emerg Evacuation Procedures:	Chief Cady
Color Guard	Coventry High School Jr Naval ROTC Color Guard
Pledge of Allegiance:	Moderator
Invocation:	Rev Reppa Cottrell
Call to Meeting:	District Clerk Mariann Gardener
Minutes of Previous Meeting:	Stenographic Report on file with District Clerk
Reports:	Treasurer's Report: Treasurer Sandra Mann
	Tax Collector's Report: Tax Collector Joan Smith
	Board of Director's Report: Board Chairman Stephen Bousquet
	Chief's Report: Fire Chief James Cady
	District Counsel's Comments: J William Harsch, Esq.
Member Recognition:	Chief Cady
Old Business:	None
New Business:	RESOLUTIONS: Board Chairman Stephen Bousquet
Election of Officers	Board of Directors: Of the five (5) Board of Director's positions two (2) are open with three (3) candidates applying. District Officer positions of Moderator, Clerk, Treasurer and Tax Collector are running unopposed and the Moderator will request the Clerk to cast a single ballot for the electors.
Oath of Office:	Directors will be sworn in by the Moderator or his designee.
Adjournment:	

Notes: 1. In order to qualify to vote on matters of this meeting, persons must be a qualified voter of the Fire District.
2. To assist the Moderator and Tellers in recognizing WCFD qualified voters, all non-qualified audience participants will be requested to sit in a designated area set aside for guests.
3. At the Moderator's option or by a majority vote of qualified voters present, votes on motions and resolutions may be by written ballot. Unless otherwise noted or voted, all votes will be by voice vote.

**Western Coventry Fire District
Treasurer's Report
For the Fiscal Year
March 1, 2022 to February 28, 2023**

I am pleased to present the annual treasurer's report for the Western Coventry Fire District for the fiscal year.

Financial Highlights

- District revenues were \$1,048,306 with a surplus applied of \$54,079. District expenditures were \$1,048,306. The district appropriated \$20,000 for the apparatus capital fund. The district ended up with a loss \$54,079 as of February 28, 2023.
- Reduced outstanding principal on the mortgage for Summit Station from \$914,998 to \$877,928.
- At the close of the fiscal year the general fund has a balance of \$258,403, which includes non-spendable prepayments of \$30,490, the fire prevention fund has a balance of \$6,439, and the apparatus capital fund has a balance of \$482,047.

The Western Coventry Fire District used Wadovick & Company, CPAs to audit the financial statements for fiscal year ending February 28, 2022. Copies of the audit report are available upon request. Please review the following pages for further information regarding the financial performance of the Western Coventry Fire District during the 2022 and 2023 fiscal year.

Respectfully Submitted,

Sandra Mann,
District Treasurer

WESTERN COVENTRY FIRE DISTRICT
STATEMENT OF NET ASSETS
AND GOVERNMENTAL FUNDS BALANCE SHEET

February 28, 2023

Unaudited

	General Fund	Other Funds	Total	Adjustments (Note A)	Statement of Net Assets	Comparison 2/28/2022 Statement of Net Assets
ASSETS						
Cash on Deposit	509,737		509,737		509,737	567,989
Petty Cash	30		30		30	30
Accounts Receivable	3,808		3,808		3,808	355
Taxes receivable(net of allowance for uncollectable taxes of \$2,500)	292,368		292,368		292,368	255,955
Deposit on Tax Collector Software	-		-		-	-
Interest receivable	-		-		-	-
Grant receivable	-		-		-	-
Prepaid expenses	30,490		30,490		30,490	14,687
Internal receivable		488,486	488,486	(488,486)		
Land				134,400	134,400	134,400
Other capital assets, net of accumulated depreciation				1,886,836	1,886,836	1,886,836
TOTAL ASSETS	<u>\$836,433</u>	<u>\$488,486</u>	<u>\$1,324,919</u>	<u>\$1,532,750</u>	<u>\$2,857,669</u>	<u>\$2,860,252</u>
LIABILITIES						
Accounts payable	27,642		27,642		27,642	23,630
Wages & benefits payable	21,198		21,198		21,198	10,229
Tax sale costs payable	2,375		2,375		2,375	665
Accrued expenses	34,619		34,619		34,619	19,392
Accrued Interest Payable	1,788		1,788		1,788	1,788
Internal payable	488,486		488,486	(488,486)	-	-
Firemen Fund	1,922		1,922		1,922	1,922
Long-Term Liabilities						
Due within one year - Mortgage				35,688	35,688	35,688
Due after one year - Mortgage				842,240	842,240	879,310
TOTAL LIABILITIES	<u>\$578,030</u>	<u>\$0</u>	<u>\$578,030</u>	<u>\$389,442</u>	<u>\$967,472</u>	<u>\$972,624</u>
FUND BALANCES:						
Unreserved	227,913		227,913	(227,913)	-	-
Non-spendable-prepayments	30,490		30,490	(30,490)	-	-
Fire Prevention		6,439	6,439	(6,439)	-	-
Apparatus Capital Reserve Fund		482,047	482,047	(482,047)	-	-
Total fund balance	<u>258,403</u>	<u>\$488,486</u>	<u>\$746,889</u>	<u>(746,889)</u>	<u>-</u>	<u>-</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$836,433</u>	<u>\$488,486</u>	<u>\$1,324,919</u>			
Net Assets:						
Invstmt. in capital assets net of related debt				1,143,308	1,143,308	1,107,432
Unrestricted				746,889	746,889	780,196
Total Net assets				<u>\$1,890,197</u>	<u>\$1,890,197</u>	<u>\$1,887,628</u>

NOTE A-Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.

NOTE B-Not adjusted for current year depreciation.

**Western Coventry Fire District
Treasurer's Report
February 28, 2023**

	2022/2023 <u>Budget</u>	2022/2023 <u>YTD Actual</u>	Comparison 2/28/2022 2021/2022 <u>Budget</u>	Comparison 2/28/2022 2021/2022 <u>YTD Actual</u>
REVENUES:				
Fire Taxes	834,292	836,806	716,181	719,799
Interest on Delinquent Taxes	21,000	19,153	21,000	20,658
Interest Income	500	5,840	500	856
Miscellaneous Income	450	166	450	25
Grants	2,500	4,706	2,500	6,443
911 Sign Program	30	60	30	30
Rescue Recovery	161,500	127,496	130,000	163,716
Sale of Rescue	0	0	0	0
Reimbursement for Clinic	0	0	6,700	3,760
Surplus Applied	33,000	54,079	17,000	0
TOTAL REVENUES	<u>\$1,053,272</u>	<u>\$1,048,306</u>	<u>\$894,361</u>	<u>\$915,287</u>
EXPENSES:	2022/2023 <u>Budget</u>	2022/2023 <u>YTD Actual</u>	2021/2022 <u>Budget</u>	2021/2022 <u>YTD Actual</u>
Compensation and Payroll Taxes	700,829	723,461	544,167	546,530
Training	14,100	6,327	13,400	6,568
Administration	7,650	8,516	8,050	6,508
Insurance	63,402	62,126	52,274	56,712
Legal and Professional	23,340	18,947	22,350	26,619
Truck and Equipment Maintenance	53,108	38,883	50,750	48,761
Building and Facility Maintenance	41,525	54,283	35,032	35,899
Office Supplies	5,475	6,304	4,750	4,990
Rescue Supplies	12,000	10,317	9,200	10,938
Rescue Equipment contracts	3,650	9,089	3,600	3,204
Gear and Equipment	23,360	10,248	19,250	18,499
Telephone	4,980	2,445	3,828	3,596
911 Sign Program	100	0	100	0
Miscellaneous	500	1,151	500	596
Depreciation Expense	0	0	0	134,327
TOTAL OPERATING EXPENSES	<u>\$954,019</u>	<u>\$952,097</u>	<u>\$767,251</u>	<u>\$903,747</u>
Clinic	0	0	6,700	0
New Station Mortgage	71,209	71,209	71,209	71,209
Apparatus Capital Funds	20,000	20,000	36,500	36,500
5"Supply Hose from AFG Grant	0	0	0	0
Tax Collector's Software	0	0	0	0
Matching Grant Fund	5,544	0	6,030	0
Rise Energy Improvement Loan	0	0	2,671	0
Fire Alarm Capital Fund	2,500	5,000	4,000	2,500
Total Budget	<u>\$1,053,272</u>	<u>\$1,048,306</u>	<u>\$894,361</u>	<u>\$1,013,956</u>

**Revenue and Expense Account Comparisons 22/23 vs 21/22
2/28/2023**

		Budget	Actual 22/23	22/23 % Of	Comparison 2/28/2022	Comparison 2/28/2022	Comparison 2/28/2022
		22/23	YTD	Budget	Budget	Actual 21/22	21/22 % Of
Revenues					21/22	YTD	Budget
40000	Fire Taxes	834,292	836,806	100.30%	716,181	719,799	100.51%
40100	Interest on Delinquent Taxes	21,000	19,153	91.20%	21,000	20,658	98.37%
40800	Interest Income	500	5,840	1168.00%	500	856	171.20%
41000	Miscellaneous	450	166	36.89%	450	25	5.56%
41500/41200	Grants/FEMA Funds	2500	4,706	188.24%	2500	6,443	257.72%
41300	911 Sign Program	30	60	200.00%	30	30	100.00%
46000	Rescue Recovery	161,500	127,496	78.94%	130,000	163,716	125.94%
47000	Rescue Sale	0	0	0.00%	0	0	0.00%
	Reimbursement for Clinic	0	0	0.00%	6,700	3,760	56.12%
	Surplus Applied	33,000	54,079	163.88%	17,000	0	0.00%
	Total	1,053,272	1,048,306	99.53%	894,361	915,287	102.34%
Expenses							
61000	Truck Maintenance	24,450	12,058	49.32%	28,000	28,921	103.29%
61500	Equipment Maintenance	11,770	7,228	61.41%	9,700	7,735	79.74%
67000	Insurance	63,402	62,126	97.99%	52,274	56,712	108.49%
68500	Legal and Professional	23,340	18,947	81.18%	22,350	26,619	119.10%
69000	Fuel for Equipment	16,888	19,597	116.04%	13,050	12,105	92.76%
70000	Building Maintenance	12,350	23,412	189.57%	12,082	10,913	90.32%
71000	Office Supplies	5,475	6,304	115.14%	4,750	4,990	105.05%
72000	Payroll Taxes	44,921	46,218	102.89%	36,001	36,329	100.91%
73000	EMT C 1st Position Wages	67,917	78,504	115.59%	61,263	70,313	114.77%
73010	EMT C 2nd Position Wages	57,200	28,276	49.43%	44,807	55,607	124.10%
73025	Full Time Chief Wages	84,000	84,231	100.28%	77,353	77,410	100.07%
73030	EMT C 3rd Position Wages	57,200	12,062	21.09%	44,562	53,602	120.29%
73040	EMT C 4th Position Wages	32,400	15,154	46.77%	0	0	0.00%
73050	Overtime Full Time/Duty Crews	22,892	51,491	224.93%	7,482	21,268	284.26%
73060	Paid Time Off	-4,853	15,228	-313.79%	1,305	(6,284)	-481.53%
73110	R. Mann Healthcare Refusal Pay	7,500	7,500	100.00%	7,500	7,500	100.00%
73120	EMT C 2nd Position Health Benefits	0	8,316	-100.00%	2,000	1,846	92.30%
73175	Full Time Chief Health Benefits	23,783	21,187	89.08%	20,475	22,188	108.37%
73176	EMT-C 3rd Position Health	34,000	4,949	14.56%	4,200	3,179	75.69%
73035	EMT-C 4th Position Health	0	2,258	-100.00%	0	0	0.00%
73200	Clothing Stipend	3,250	2,320	71.38%	2,600	1,930	74.23%
73200	Simple IRA	12,530	8,070	64.41%	8,985	10,289	114.51%
74000	Rescue Supplies	12,000	10,317	85.98%	9,200	10,938	118.89%
74005	Rescue Equipment Contracts	3,650	9,089	249.01%	3,600	3,204	89.00%
74500	Gear and Equipment	23,360	10,248	43.87%	19,250	18,499	96.10%
75500	Training	14,100	6,327	44.87%	13,400	6,568	49.01%
75501	Admin	7,650	8,516	111.32%	8,050	6,508	80.84%
75520	Fire Alarm Capital	2,500	5,000	200.00%	4,000	2,500	62.50%
76000	Telephone	4,980	2,445	49.10%	3,828	3,596	93.94%
76500	Heating	14,550	13,086	89.94%	9,875	11,573	117.19%
77000	Electricity	14,625	17,785	121.61%	13,075	13,413	102.59%
77400	Duty Crews	209,980	284,140	135.32%	166,274	148,167	89.11%
77500	Run and Training Pay	14,500	20,643	142.37%	27,950	12,299	44.00%
77600	Fire Officer Salaries	2,690	1,669	62.04%	2,514	2,320	92.28%
77700	District Officer Salaries	30,919	31,245	101.05%	28,896	28,567	98.86%
78200	911 Sign Program	100	0	0.00%	100	0	0.00%
78500	Miscellaneous	500	1,151	230.20%	500	596	119.20%
	Depreciation Expense	0	0	0.00%	0	134,327	0.00%
	Clinic	0	0	0.00%	6,700	0	0.00%
	Apparatus Capital Equipment Fund	20,000	20,000	100.00%	36,500	36,500	100.00%
	Matching Grant Funds Expenditures	5,544	0	0.00%	6,030	0	0.00%
	5"Supply Hose from AFG Grant	0	0	0.00%	0	0	0.00%
	Tax Collector's Software	0	0	0.00%	0	0	0.00%
	Station Mortgage	71,209	71,209	100.00%	71,209	71,209	100.00%
	Rise Energy Improvement Loan	0	0	0.00%	2,671	0	0.00%
Totals		1,053,272	1,048,306	99.53%	894,361	1,013,956	113.37%

Capital Fund Activity

2/28/2023

Apparatus Capital Equipment Fund Beginning Balance 3/1/22	\$462,047
Funds Added	\$20,000
Funds Expended	<u>\$0</u>
Apparatus Capital Equip Fund Ending Fund Balance 2/28/2023	<u>\$482,047</u>

Fire Prevention Fund Activity

2/28/2023

Fire Prevention Fund Beginning Balance 3/1/22	\$6,862
Smoke Detector Inspection Revenue	\$1,290
Blue Print inspection Revenue	<u>\$350</u>
Total Fire Prevention Fund Revenue	\$1,640
Fire Prevention Expenditures	<u>\$2,063</u>
Fire Prevention Fund Balance 2/28/2023	<u>\$6,439</u>

Unreserved Fund Activity

2/28/2023

Unreserved Fund Beginning Balance 3/1/22	\$311,287
Income	\$994,227
Expenses	<u>-\$1,048,306</u>
Unreserved Fund Balance Prior to Adjustments	\$257,208
Accounts Payable Adjustment	-\$805
Interest Payable Adjustment-Auditors	<u>\$2,000</u>
Unreserved Fund Balance 2/28/2023	<u>\$258,403</u>

TOTAL FUND BALANCES AT 2/28/2023	<u><u>\$746,889</u></u>
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Tax Collector's Report

March 1st, 2022 to February 28th, 2023

The assessed value within the District as of December 31st, 2021 was \$434,900,490 for real estate and tangible property.

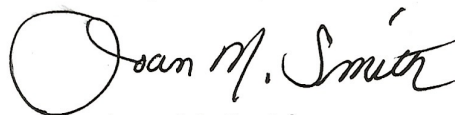
Total value for real estate exemptions given was \$3,801,000.

Total billed and to be collected at \$1.94 per \$1000.00 valuation for real estate and tangible 2022 after exemptions and adjustments \$836,795.39 .

Subsequent supplemental taxes of \$175.57 net of abatements of \$362.50, miscellaneous revenue of \$15.20, and bank fees \$182.00, resulted in final tax revenues of \$836,805.66.

Taxes, interest, and fees collected for deposit from 3/1/2022 to 2/28/2023 was \$823,924.13, which include \$803,966.98 taxes, \$19,152.85 interest and \$804.30 in fees. Uncollected balance as of 2/28/2023 is \$294,867.95. Included in that total, 20,137.93 were prior year taxes, \$0 were check fees, and \$2,556.99 were tax sale fees.

Respectfully Submitted,

A handwritten signature in black ink that reads "Joan M. Smith". The signature is written in a cursive style with a large, circular initial "J".

Joan M. Smith

Tax Collector WCFD

Board of Director's Annual Report
Western Coventry Fire District
April 12, 2023

On behalf of the Board of Directors, I would like to begin by expressing heartfelt thanks to the men and women of the Western Coventry Fire Department. While we are thankfully now returning to life post pandemic, a major focus of the year was spent navigating COVID related impacts. Despite staffing shortages and continuing apparatus challenges, Chief Cady and his team worked tirelessly to deliver critical services to the community.

The lingering effects of COVID continued to impact the WCFD budget. The department experienced challenges in three major areas:

Rescue recovery. Upticks in COVID cases last spring and resulting nervousness around being transported to emergency rooms resulted in a significant decline in transport rates. WCFD had over 100 calls where transport was turned down (out of a total 400 calls). This resulted in a shortfall of \$34,004 in the budget (budget \$161,500 vs actual \$127,496)

Staffing. Presently the department operates with a staff of 4 full time members and additional per-diem members. Last year the taxpayers approved an additional full-time position to give us a compliment of 5 full time members. Currently, we still have one open position. Consistent with national and local hiring trends, fewer people are entering the field of fire protection and positions are taking longer to fill. The negative impact of being understaffed is higher payroll because of overtime and increased per-diem hours. Difficulties filling open positions in the Department, and New R.I. overtime rules pushed compensation to \$723,461 on a 2022-2023 budget of \$700,829, \$22,632 over budget.

National workforce, supply shortages, and inflation. WCFD has a critical need to begin the replacement of key fire apparatus. We have been notified by many vendors that order time frames are close to 36 months to get new equipment. At the same time, we are being told increases of 10% at a time of purchase is common practice once an order is placed. The Board will be looking for approval to purchase a replacement Rescue, and possibly a used Tanker to replace our aging Tanker 8. Funds will come from our Apparatus and Capital Fund.

In response to these challenges, the Board spent considerable effort advocating and working with the Town Council to access a portion of APRA funding. The Town Council did approve the distribution of APRA Funds to the Coventry Fire Districts with proportional amount allocated to WCFD. The total of \$130,896 was meant to offset department losses during Covid and was

deposited into the Apparatus and Capital Fund. These Funds were received during the 23-24 fiscal cycle so are not reflected in this report.

ASSESSMENT

Your Board of Directors is committed to provide the community with a safe and adequately staffed Fire department. To ensure we meet your needs, we are looking for approval of a \$897603 Fire Tax Assessment, creating a new tax rate of \$2.08 per \$1,000 of valuation compared to \$1.94 last year. On a \$300,000 assessed home this amounts to \$42.00 per year.

BUDGET

As always, the major objective of the Annual Meeting Packet and Meeting is transparency to the extent that the taxpayers of the District can be confident that their fire tax dollars are being spent prudently and decisions are being made wisely. The major financial decisions must be made with the involvement of and approval by the voters of the District. The 2023-2024 \$1,095,583 budget before you has been thoroughly vetted. The District officers continue to comply with rules and regulations directed at accountability. Treasurer Sandra Mann religiously submits quarterly financial reports to the State's Auditor General. Director Richard Holt routinely reconciles the accounts of the Tax collector Joan Smith and the accounts of the Treasurer. Clerk Mariann Gardener and Moderator Skip Mays stay abreast of the requirements of the Open Meetings Act (OMA) and Access to Public Records Act (APRA) as defined by the RI Attorney General. Auditing services are provided by Wadovick and Company who were chosen as the department's auditor for the next three years after a competitive bid process. A collection of Standard Administrative Procedures have been created and are regularly reviewed and updated to provide evidence that administrative tasks are documented and addressed.

TAXPAYER INPUT

Last year we asked for community input to continue moving Western Coventry Fire District in the right direction. Thank you to all those who participated. We continue to rely on community input to shape the future of the department. There is always work to be done in order to guarantee that the District's stability and cost effectiveness of services are maintained. In order to maintain Western Coventry Fire District as an independent organization, we continue to seek increased Taxpayer involvement. It is important that community minded residents that feel strongly about the continued wellbeing of WCFD become engaged. Options for involvement are varied and include offering assistance in administrative matters such as reviewing and updating by-laws and procedures, simply attending the monthly meetings to participate in discussions and/or run for elected office.

If there are any questions or concerns regarding the information presented in this annual packet or any other business associated with WCFD, please feel free to contact District officers, members

of the Board of Directors or Chief Cady at 401-397-7520. The Board of Directors typically schedules a public meeting on the third Thursday evening of each month in addition to other meetings on an as needed basis. All WCFD's public meetings are conducted in compliance with the Open Meetings Act with agendas that include an opportunity for the public to voice concerns or suggestions during an open forum. The meeting agendas are posted on the Secretary of State's web site, <http://sos.ri.gov/publicinfo/openmeetings/> and posted locally at the Summit General Store, Koszela Lumber and the Summit Station at least 48 hours in advance of the meeting's scheduled time.

This Board of Director's Annual Report is respectfully submitted with the assistance and approval of a devoted WCFD Board of Directors; Rev.Dr. Reppa Cottrell, Ken Jackson, and Richard Holt, Robert Taylor and with appreciation for the many hours of work performed by the District's Officers; Treasurer Sandra Mann, Tax Collector Joan Smith, Clerk Mariann Gardener, Moderator Skip Mays, and Chief Cady.

In closing, the Board of Directors and I ask all taxpayers to please get involved and help us manage and direct the Fire District in the manner that you want us to.

With your help, we can continue to support the dedicated team of the WCFD and the taxpayers of this district.

Stephen Bousquet
Chair, BOD



WESTERN COVENTRY FIRE DEPARTMENT

1110 Victory Highway
Greene, RI 02827



Chief's Report FY2022/2023

This has been a difficult year in trying to provide adequate staffing for the department, which is typical of many departments throughout the country. This problem is being addressed on National, State, and local levels of government, as well as by private insurance companies and various fire and EMS affiliated businesses.

Ed Blanchard and William Paul, two full-time firefighters and EMT-Cardiacs left the department at the very end of FY21/22. Ed left on January 20, 2022, when he accepted a promotion with the American Red Cross, and William left on February 4, 2022, to accept a position in private industry. These full-time staff members were responsible for apparatus training, equipment inventory, medication accountability and replacement, member orientation, EMS training and recertification, EMS inspection for license renewal, and ordering of supplies. Captain Mann and I did our best to keep up with this additional workload, as much as possible. We immediately advertised new full-time firefighter and EMT positions. The department made job offers to three personnel that met our minimum qualifications of being an EMT/Firefighter. However, two of these people accepted offers from other cities/towns. We did successfully reach an agreement with Scott Murray. Scott was a per diem member for the department, and he had the EMT-C and firefighter qualifications we were seeking. However, for medical reasons, Scott was not able to start work immediately. Board Chairman Stephen Bousquet worked out an agreement with Scott Murray to start working on a light-duty status to assist Captain Mann and I with the administrative workload that remained after the departure of Ed Blanchard and William Paul. This was very helpful. Scott was hired on September 6, 2022, and returned to full-duty service in October. Because we could not find two other employees with the fire and EMS backgrounds we were looking for, the department hired Patrick Frye in September and Elizabeth Harlow in November as EMT-Cardiacs. Patrick was immediately enrolled in a Firefighter 1 program with the RI Fire Academy. Elizabeth was enrolled in a Firefighter 1 program that started in January 2023. Because neither of these personnel had completed Firefighter 1 certification, additional firefighting personnel were hired, when possible, to supplement their shifts. Immediately after hiring these personnel, we also started training them on pump and fire apparatus operations, which is not covered in the NFPA 1001 Firefighter 1 and 2 programs. Unfortunately, for family medical reasons, Patrick had to make the difficult decision to leave the department as a full-time employee in December, just prior to him completing his Firefighter 1 class. Scott Murray will remain on probationary status until he successfully completes the RI Fire Chief's Physical Performance Assessment (PPA). Elizabeth will remain on probationary status until she completes NFPA 1001 Firefighter 1 and Firefighter 2, as well as the RI Fire Chiefs PPA.

We are currently accepting applications for full-time employment with an anticipated hire date in June 2023.

We also hired eighteen new per diem employees in FY 22/23, which include Elizabeth Harlow and Patrick Frye, which were subsequently hired as full-time employees. Four of the new personnel, after learning the time commitment to become a firefighter or EMT, never became active with the department. I would like to recognize the new members that have become active in the department. They are listed below with their current qualifications. Scott Brown, Luaityss Padilla, Cindy Horan, Thomas Winemiller, Josph Douglass, Daniel Ryan, Cory Patenaude, James Laboissoniere, Brianna Czarnowsky, Kyle Hackworth, and Tyler Burdick. Unfortunately, Joe Douglas was hired by the Pawtucket Fire Department in February 2023, after completing his EMT-Cardiac class. The table below lists all our current members, hours of participation, and qualifications. These qualifications are used to determine personnel that can fill shifts.

Member	Date Hired	EMS Provider Level	Firefighter	Apaaratus Qualifications	Hours Provided in FY 22/23
Almagnò, James	9/8/2021	BLS		R8	1557
Barrett, Charles	7/19/2018	ALS		R8	169
Blanchard, Ed		ALS	Firefighter 2	All	294
Brown, Scott D.	3/28/2022	BLS	Firefighter 2	All	788
Burdick, Tyler	3/27/2023				New member
Cady, Chief James	8/14/2017	ALS	Firefighter 2	All	2687
Cudoni, Alexis	1/17/2018	ALS	Firefighter 2	R8, E8, T8	1164
Czarnowsky, Brianna	1/6/2023				18
Douglas, Joseph		BLS	Firefighter 1	R8	166
Frye, Patrick		BLS		R8, E8	1212
Gault, Jacob	6/8/2021	BLS			32
Hackworth, Kyle	3/24/2023		Firefighter 1		New member
Harlow, Elizabeth	4/15/2022	ALS		R8	2334
Hennessy-McGill, Miranda	3/2/2020	ALS	Firefighter 1	R8	698
Horan, Cynthia	5/10/2022	ALS	Firefighter 1	R8	1493
Laboissoniere, James	12/21/2022	BLS		R8	21
Lacaille, Captain Russell	2/2/2002	BLS	Firefighter 2	All	151
Macari, William A.	10/18/2017	BLS	Firefighter 2	All	1834
Macari (Jr.), William	2/23/2018		Firefighter 2	All	1547
Mann, Capt. Robert	10/2/1977	ALS	Firefighter 2	All	2246
Monroe, Riley	12/31/2015	ALS	Firefighter 2	R8	698
Mroz, Robert	9/26/2011	BLS	Firefighter 1	R8, E8, T8	53
Murray, Scott	12/26/2018	ALS	Firefighter 2	All	2174
Padilla, Luaityss	4/29/2022		Firefighter 1		515
Patenaude, Cory	9/16/2022		Firefighter 1		14
Plaziak, Joshua		BLS	Firefighter 1	All	192
Remillard, Maurice	6/11/2020	ALS	Firefighter 2	All	264
Ryan, Daniel	9/8/2022	BLS			38
Tarvis, Louis	1/15/2021		Firefighter 1		837
Winemiller, Thomas	6/2/2022		Firefighter 1	All	409

Recognition of Members

I think it's important to recognize that the following per diem members have averaged more than 25 hours per week at the station as a part-time job: James Almagnò, Cindy Horan, William Macari, and William Macari (Jr.). I should also mention that Alexis Cudoni also averaged well

over 25 hours per week into November until she took a maternity leave. Thank You all for your dedication that went above and beyond what was expected.

Our members admire Charles Barrett, a spry 74-year-old EMT-Cardiac who provides us with much needed assistance while responding from his home to assist us whenever possible. Charlie never complains, steps up to help us whenever he sees a problem, and always has a positive attitude. He's currently studying to become a Paramedic and he's an inspiration to our department.

Providing emergency services to the public is truly a team effort. Therefore, I don't want to diminish the efforts of other members that have provided us with less hours, because they are also working for other emergency agencies in various cities, towns, and public service agencies. In fact, at least twelve of our members work for another agency that provides an emergency service for the public. The fact that they provide us with additional hours in their spare time is truly incredible.

The department is seeking new members to assist us in providing emergency services to the public. If anyone is interested in providing emergency fire or EMS services, the department attempts to budget funds to provide EMT-Basic and Firefighter 1 and Firefighter 2 classes to all members. We currently have four members over 60, three mothers to young children, and twenty members that have other primary jobs and yet they provide this service because it really can be rewarding. If you are interested, please inquire about the opportunities we can provide.

Grants

I would like to recognize the support we have received from Senator Gordon Rogers, Senator Lou Raptakis, and Representative Michael Chippendale. The department received a Senate Legislative grant that was sponsored by Senator Gordon Rogers and Senator Lou Raptakis in the amount of \$1500 for FY21 and we received a notice for similar funding in FY 22. The department also received a \$2000 Legislative grant from Representative Chippendale in FY 21 and we received a notice that we would receive a \$2500 grant for FY 22. The funds from the FY 21 grant were used to offset the costs or replacing a computer for Rescue 8 that is used for patient reporting, to repair the departments apparatus bay floor washer, to replace hard suction hose on Tanker 8, and to procure power tools that are used for extrication, salvage, and overhaul operations. Without their support, these purchases would not have been possible.

The department also received another award from a FEMA Assistance to Firefighters Grant (AFG) for \$12199.50 for Firefighter 1 and Firefighter 2 training in accordance with NFPA 1001 standards, and Firefighter Pump Operation Classes in accordance with NFPA 1002 standards. Since 2017, the paid staff has successfully applied for and received over \$208,000 in AFG grant funding.

On February 9, 2023, the department submitted another AFG grant request for extrication equipment, 5" water supply hose, and additional firefighter, instructor, and technical rescue training classes.

Firefighter and EMT Training Classes

I would like to recognize the following individuals for investing their time to complete the following training programs that assist the department in meeting its goals:

- Riley Monroe for completing an NFPA 1041 Fire Instructor 1 program in January at the RI Fire Academy.
- Joseph Douglas and Daniel Ryan for completing NFPA 1001 Firefighter I and HAZMAT Operations program in February at the RI Fire Academy.
- Tom Winemiller, Brianna Czarnowsky, and Louis Tarvis for completing an EMT-Basic class in February. This class was held at the Western Coventry Station, through American Safety Programs. These individuals must still complete ride time on EMS units and pass the National Registry of EMT exam before they can apply for a Rhode Island EMT license.
- Riley Monroe and Charles Barrett are currently enrolled in a Paramedic class that started in February.
- Luaittyss Padilla, Cory Patenaude, and Tyler Burdick will be applying for the next American Safety EMT-Basic class that will be held at the Western Coventry Fire Station in May.

In addition to these training programs, the department held 32 fire and EMS trainings throughout the year. I'd like to thank Captain Lacaille and Scott Murray for their assistance in providing many of the fire trainings.

Station Maintenance

The air conditioning system has not been functioning properly. We have contacted NEXGEN to see if they can resolve the problems. NEXGEN serviced the system in July and identified parts that need to be replaced. Work is on hold to determine the availability of these parts. If parts are not available, they will offer alternatives to try to restore the system to functional use.

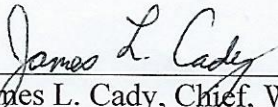
Leaks in the roof system remained a problem this year, and they appeared to be in the areas of roof vents and scuppers. This has been an ongoing issue. In September, mold test kits were purchased after members complained of feeling ill, and mold was detected within the station. To avoid any further damage, JM Roofing Company was hired to seal any leaks they could find in the roof system. They sealed all the roof vents for \$3500. The department purchased a dehumidifier and placed it in the attic to remove as much moisture as possible. We will need to retest the station this year to determine if any mold is still detected. No further leaks have been discovered since the roof was repaired.

The station generator failed to start twice this year when we lost power from Rhode Island Energy. Charpentier Electric was helpful in diagnosing the problem and constructing a new control box to repair and replace faulty wiring that had rusted and corroded. The department was advised to consider replacing the generator because its age made it difficult to attain parts, made it unreliable, and it could not currently meet all the demands of the buildings it serves. The department has decided to reach out to various vendors for recommendations of what equipment is needed and to attain quotes for updating the current generator.

Apparatus

The department has not replaced any apparatus since I arrived here in 2017. We have sold a chief's vehicle, a reserve rescue vehicle, and are in the process of trying to sell a tanker apparatus that had to be removed from service because of rust to the apparatus framework (not the truck frame rails), and the mounts that attach the body to the frame rails. Within the next ten years, the department will need to replace Rescue 8, Tanker 8, and Engine 8. Brush 1 does not see a lot of use and we are hoping that with regular maintenance we can prolong replacing that piece of equipment. Currently, the post COVID-19 environment has caused manufacturing delays, that are attributed to manpower shortages, material shortages, and shipping delays. Currently, if we ordered a new vehicle today, the manufacturer could wait over two years before they receive the chassis, which delays the construction of the vehicle, and they cannot lock in a price as the cost of materials and supplies continue to fluctuate. The department and Board of Directors, working through a truck committee spearheaded by Captain Mann, are researching all available options including new, used, and rebuilds to find the best solution for the department.

Sincerely,



James L. Cady, Chief, WCFD

WCFD Motor Vehicle Inventory, April 2023

Truck	Vehicle Description	In Service	Replace Date	Engine Hours	Mileage	Replace Mileage
Unit 8	2008 Ford Pick-up F-350	10/15/2007	2024		53192	140000
Brush 1	2002 F-550	4/4/2002	2025		27458	140000
Rescue 8	2013 International Rescue	11/14/2013	2023	6263	134215	130000
Engine 8	2008 Spartan Pumper	5/4/2010	2030		40652	100000
Tanker 8	1996 Mack Pumper Tanker	6/18/1996	2025	2848	39456	50000
Kubota			2030			

Training Topics and Attendance		
Date	Training Subject	Members Attended
3/7/2022	New Equipment	8
3/21/2022	Forestry Training	6
3/28/2022	QA/QI Rounds	11
4/25/2022	Preconnected Hose Line Deployment	11
5/2/2022	Building Fire SOG Review	7
5/9/2022	New Equipment Review	7
5/16/2022	Patient Evaluation Skills	5
5/23/2022	Wildland Rescues 3:1 Z system	10
6/13/2022	Pump Training	14
6/20/2022	Temporary Emergency Plan Alpine Nursing/Pumps	8
6/27/2022	QA/QI with Dr. Asselin	9
7/11/2022	Milwaukee Power Tools	13
7/18/2022	Pump Operations/R8 tablet familiarization	11
7/25/2022	Ventilation	9
8/1/2022	Engine 8 Pump Operations	6
8/15/2022	30,000-gallon Cistern/CPAP	13
8/22/2022	EMS Equipment Changes/ Brush 1 Operation	10
8/29/2022	EMS Patient Assessment	7
9/12/2022	Radios, CAD, Communications	6
9/19/2022	Tanker Drill	9
10/3/2022	Tanker Operations/Chimney Fires/CO Emergencies	8
10/17/2022	Tanker Drill	8
11/7/2022	Evacuations, MAYDAY, Emerg. Coms, PPE/PPC	13
11/14/2022	PPC gear/Hose Testing Preparation	12
11/21/2022	CPR Training	7
11/28/2022	Water Supply – Hydrant Operations	8
12/5/2022	Basic Pumper and Tanker Operations	5
1/9/2023	CPR Grab Bag, Generator Oper., Vector Solutions	7
1/30/2023	PPC check, CPR bag, Hotwash of fire call	11
2/6/2023	Basic Pumper and Tanker Operations	6
2/13/2023	Scott Air Packs, Pac Tracker, SCBA Compressor	9
2/27/2023	Fire Pumps	6

Western Coventry Fire Emergency Dispatch Statistics								
Month	Fire/EMS Calls			Mutual Aid (MA) Information				FY Total
	Fire	EMS	Total/ Month	Fire MA Rec'd	Fire MA Provided	EMS MA Rec'd	EMS MA Provided	
March 2022	14	47	61	2	11	10	5	61
April 2022	15	43	58	1	10	9	8	119
May 2022	13	53	66	1	10	9	18	185
June 2022	21	32	53	1	18	4	9	238
July 2022	18	36	54	1	13	3	11	292
August 2022	18	33	51	1	15	7	6	343
September 2022	32	45	77	4	25	6	2	420
October 2022	16	44	60	4	9	7	14	480
November 2022	28	37	65	3	18	2	11	545
December 2022	19	51	70	2	12	5	6	615
January 2023	15	38	53	2	12	3	9	668
February 2023	22	36	58	1	16	1	13	726

Staffing Levels (% of time) for Duty Crews					
Month	ALS	BLS	One EMT	No Duty Crew	Two Firefighters
March 2022	68.1	76.1	23.7	0.1	80.4
April 2022	73.5	73.6	21.8	4.6	81.8
May 2022	80.2	84.1	15.9	0.0	82.6
June 2022	82.2	94.0	6.0	0.0	66.6
July 2022	80.5	90.7	6.0	0.0	74.3
August 2022	76.1	94.1	2.6	0.0	72.6
September 2022	86.2	89.7	10.3	0.0	61.2
October 2022	91.2	94.2	8.7	0.0	76.9
November 2022	99.0	99.0	1.0	0.0	78.7
December 2022	94.2	96.1	3.9	0.0	86.7
January 2023	93.3	94.5	5.5	0.0	92.9
February 2023	97.6	97.6	2.4	0.0	94.8

WESTERN COVENTRY FIRE DISTRICT
Operating Revenue Projections
March 1, 2023 to February 28, 2024

Revenue	2022/2023 Budget	2022/2023 Actual	2023/2024 Proposed
Fire Taxes	\$834,292	\$836,806	\$897,603
Recue Recovery	161,500	127,496	140,000
Interest on Delinquent Taxes	21,000	19,153	20,000
Interest on Banking	500	5,840	5,000
Grant Income	2,500	4,706	2,500
911 Sign Program	30	60	30
Miscellaneous Income	450	166	450
Surplus Applied	33,000	54,079	30,000
Total	\$1,053,272	\$1,048,306	\$1,095,583

HYPOTHETICAL WCFD FIRE TAX

Note: The following hypothetical WCFD fire tax comparison is based upon the last adopted assessment and the tax rate of last year. Last year's fire tax rate was set at \$1.94 per \$1,000 of real estate and tangible property value to meet last year's voter approved budget. For the purpose of comparison for this report, the following hypothetical WCFD fire tax rate is based on no change in the value of real estate and tangible property.

WCFD net assessed property value after exemptions last year was \$431,099,498.

Present WCFD fire tax is \$1.94 per \$1,000 of assessment.

For this past fiscal year, a home owner owning a home assessed at \$300,000 paid an annual fire tax of \$582.00.

Based on the proposed and if approved budget contained in this Annual Meeting packet, the fire tax rate will increase 7.2% to \$2.08 per \$1,000 of assessment.

This same home owner's annual fire tax will be \$624.00, an increase of \$42.00 per year.

WESTERN COVENTRY FIRE DISTRICT
Proposed Operating Budget
March 1, 2023 to February 28, 2024

Budget Area	2022/2023 Budget	2022/2023 Actual	2023/2024 Proposed
Compensation & Payroll Taxes*	\$700,829	\$723,461	\$756,467
Training & Administration	21,750	14,843	12,923
Insurance	63,402	62,126	65,800
Legal & Professional	23,340	18,947	23,840
Truck & Equipment Maintenance	53,108	38,883	45,344
Building & Facility Maintenance	41,525	54,283	43,436
Office Supplies	5,475	6,304	4,400
Rescue Supplies	12,000	10,317	10,000
Rescue Equip. Maint. Contracts	3,650	9,089	4,086
Gear & Equipment	23,360	10,248	29,728
Telephone	4,980	2,445	2,750
Miscellaneous	500	1,151	500
911 Sign Program**	100	0	100
Total Operating Expenses	\$954,019	\$952,097	\$999,374
Station Mortgage	71,209	71,209	71,209
Fire Alarm Capital Fund	2,500	5,000	5,000
Matching Grant Funds	5,544	0	0
Apparatus Capital Equipment Fund	20,000	20,000	20,000
Total Operating Budget	\$1,053,272	\$1,048,306	\$1,095,583

**911 Sign Program hardware expense is covered by the fee charged to the property owner.

WESTERN COVENTRY FIRE DISTRICT
Proposed Operating Budget-Continued
March 1, 2023 to February 28, 2024

***Detail of Compensation & Payroll Taxes**

Compensation & Payroll Taxes	2022/2023 Budget	2022/2023 Actual	2023/2024 Proposed
Fulltime Personnel	\$298,717	\$218,227	\$319,499
Health Insurance	65,283	44,210	44,809
Department Officers	2,690	1,669	2,732
Run & Training Pay	14,500	20,643	14,500
Duty Crew	209,980	284,140	236,000
District Officers	30,919	31,245	31,419
Overtime Pay	22,892	51,491	27,711
Paid Time Off Accrual	-4,853	15,228	14,380
Payroll Taxes	44,921	46,218	49,387
Clothing	3,250	2,320	3,500
Simple IRA	12,530	8,070	12,530
Total	\$700,829	\$723,461	\$756,467

WESTERN COVENTRY FIRE DISTRICT
PROPOSED RESOLUTIONS
Annual Meeting
April 24 2023

RESOLUTION 1: That all actions taken by the Officers and Board of Directors of the Western Coventry Fire District during the fiscal year ending February 28, 2023 be ratified.

RESOLUTION 2: That a Western Coventry Fire District operating budget of \$1,095,583.00 be adopted for fiscal year March 1, 2023 to February 29, 2024.

RESOLUTION 3: in accordance with current Standard Administrative Procedures, the Board of Directors be authorized to solicit bids and to purchase a replacement Rescue vehicle, and to either trade in or sell the existing Rescue vehicle.

RESOLUTION #4 : In accordance with current Standard Administrative Procedures, the Board of Directors be authorized to purchase a Tanker should a reasonably priced used Tanker become available.

RESOLUTION #5: In accordance with current Standard Administrative Procedures, the Board of Directors be authorized to solicit bids and purchase a replacement stand-by generator.

WCFD BOARD OF DIRECTORS CANDIDATE INFORMATION

ROBERT TAYLOR

Hello, my name is Robert Taylor, I have been a Coventry resident since 1985 when my wife Jean and I purchased our home on Weaver Hill Road. Here we raised our three children who now have five of their own, all living within a short drive. I consider myself to be lucky to live in this beautiful rural setting. I see my work with the WCFD as doing my part to support our community and to work towards maintaining an appropriate level of municipal services. In December, I was elected on an interim basis to fill a vacant board position, I am currently in the process of redesigning the WCFD.Net web site. I hope that with your vote I can continue to work with the district in this capacity.

A brief overview of my background, while in college I was a volunteer fire fighter and was trained as an EMT. My degree is in Architectural Engineering, but I have spent most of my career in Mechanical Engineering, retiring in 2019. At that time, I was the Director of Engineering for the Pancon Corporation. Years ago, I had a consulting firm doing product development for Johnson & Johnson, Boston Scientific, Jordan Apostle Ritter and others.

JILLIAN PROULX

As a taxpayer and with experience in the fire protection field I would like to help my community as a member of the Western Coventry Fire District Board of Directors. I have degrees in both Architectural and Fire Protection Engineering from Worcester Polytechnic Institute. I have been using these degrees at a local fire protection consulting firm working with fire departments, building owners, and other clients with the goal of making the community safer while also presenting cost effective solutions to needs and problems. If chosen to be a member of the Western Coventry Fire District Board of Directors, I would be excited to have the opportunity to use these life experiences to assist. I believe it would be an admirable way to combine my interests while also performing a civic duty to my community on making the area safer and also keeping in mind financial and geographic considerations.

JOE GIGLIOITTI

I moved to RI in 2007 to pursue a BA in Network Engineering at Johnson & Wales University. In 2018, my wife and I decided that Western Coventry was where we wanted to begin our life together and raise our daughter. We have been residents for five years and absolutely love the nature, community, and culture in Coventry. I'm a lifelong technologist and have spent the last decade in cyber security professional. A decade into my career I've had the opportunity to succeed in a rapidly evolving field, manage a global traveling team of elite professionals, own the P&L of a multi-million-dollar business unit, and navigate the complexities of the corporate world. My unofficial charter has naturally been customer experience, differentiation, and continuous improvement. I'm unique in that the bear minimum just will not do. Over the last few years, I've been interested in becoming involved in what is closest to us all – our community.

Western Coventry Fire District

Official Ballot

APRIL 24, 2023

CANDIDATES FOR BOARD OF DIRECTORS (two positions) -- 3 – Year Term

CHECK TWO BOXES --- (Listed In Alphabetical Order)

Joe Gigliotti
2 Colewood Circle
Coventry, RI 02816

Jillian Proulx
6783 Flat River Rd
Greene, RI 02827

Robert Taylor
261 Weaver Hill Rd
Coventry, RI 02816

CANDIDATES FOR DISTRICT OFFICER—Uncontested—3 yr term

District Clerk (uncontested)

Mariann Gardener
488 Weaver Hill Rd
Coventry, RI 02816

Moderator (uncontested)

WCS Mays, III
710 Perry Hill Rd
Greene, RI 02827

Treasurer (uncontested)

Sandra D. Mann
5150 Flat River Rd
Coventry, RI 02827

Tax Collector (uncontested)

Annie Driscoll
2 Brenda Drive
Coventry, RI 02816