



**Central Coventry Fire District  
Regular Board of Directors Meeting**

Westwood Estates Clubhouse, 1A Liena Rose Way, Coventry, RI 02816  
January 17, 2019 at 6:30 PM

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**Agenda**

Call to Order	Fred Gralinski, Chairman
Pledge of Allegiance	Fred Gralinski, Chairman
Roll Call – Quorum Determination	Fred Gralinski, Chairman
Safety Instructions	Fred Gralinski, Chairman

**APPROVAL OF MEETING MINUTES**

1. Dec 20, 2018.

**DEPARTMENT REPORTS:**

1. Fire Chief's Report.
2. District Administrator's Report
3. District Manager's Report

**OLD BUSINESS:**

**NEW BUSINESS:**

1. Ratification of Conditional Employment Agreement- Discussion/Action
2. Ratification of Memorandum of Agreement to adjust Personal Day usage under CBA terms – Discussion/Action.

**PUBLIC COMMENT**

**NEXT SCHEDULED MEETING**

- **Next Regular Board of Directors Meeting, February 21, 2019.**

**ADJOURNMENT**

Chairman Fred Gralinski



# **CENTRAL COVENTRY**

## **FIRE DISTRICT**

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**Chief Frank Brown**  
240 Arnold Rd  
Coventry, RI 02816  
(401) 825-7800

**FIRE – RESCUE – EMS – FIRE PREVENTION**

**OFFICE of the CHIEF of DEPARTMENT**

January 17, 2019

Summary of Operation activities:

### **PERSONNEL**

Currently we have 26 members on staff. 1 member on long term injury (OJI).  
3 members on short term (OJI).

TOTAL PERSONNEL - 30

### **EMERGENCY INCIDENTS**

\*Total Incidents for the year ending December 31<sup>st</sup> 2018 was 3937 for a monthly volume averaging 328 calls.

\*Crews have responded to 5 CPR incidents since the beginning of the year. One was for a newborn. Outcome was a successful resuscitation.

### **APPARATUS**

\*New Engine 7 has been delivered and placed in service on January 5th.

\*Rescue 7 has been returned from repair and placed in service on January 4th.

### **EQUIPMENT**

\*All portable equipment is up and running properly at this time.

### **STATIONS**

\*Station 4 generator project scheduled for completion this month.



# Board of Directors Meeting

## Attendance Sign-In Sheet

January 17, 2019

### Board of Directors

*Excused*

Fred Gralinski, Chairman

*Sandy Lukowicz*  
Sandy Lukowicz, Vice-Chairwoman

*Cynthia A. Fagan-Perry*  
Cynthia Fagan-Perry, Director

*Ronald Flynn*  
Ronald Flynn, Director

*Excused*

Daniel Lantz, Director

*Richard Polselli*  
Richard Polselli, Director

*Carl L. Mattson*  
Carl L. Mattson, Director

### Fire District

*Gayle Corrigan*  
Gayle Corrigan, District Manager

*David D'Agostino*  
David D'Agostino, Esq.

*Frank Brown*  
Frank Brown, Chief

*Daniel Kaplan*  
Daniel Kaplan, District Administrator

**CENTRAL COVENTRY FIRE DISTRICT**  
**Regular Meeting of the Board of Directors**  
**January 17, 2019 @ 6:30 PM**  
**Westwood Estates Clubhouse**

The meeting was called to order by Vice President Lukowicz at 6:30 PM. A quorum was present consisting of: Vice-President Lukowicz, Cindy Fagan-Perry, Richard Polselli, Ron Flynn and Carl Mattson. District Manager Gayle A. Corrigan, District Administrator Daniel Kaplan, Chief Frank Brown and Legal counsel David M. D'Agostino, Esq. of Gorham & Gorham were also present. President Gralinski and Director Lantz were excused. After the pledge, Vice President Lukowicz reviewed safety instructions for exiting the room.

A motion to accept the minutes from December 27, 2018 was made by Director Fagan-Perry, seconded by Director Mattson and unanimously approved.

Chief Frank Brown read the Fire Chief's Report into the record. It was noted by the Chief that both Engine 7 and Rescue 7, as of January 5<sup>th</sup>, were back in service and that the new ice rescue suits would be in service by January 17<sup>th</sup>. A motion to accept the Chief's report was made by Director Polselli, seconded by Director Flynn and unanimously approved.

Administrator Kaplan read the Tax Collection Report into the record. A motion to accept the Administrator's report was made by Director Fagan-Perry, seconded by Director Flynn and unanimously approved.

District Manager Gayle Corrigan read the Financial Report into the record. She noted that all items were where they should be at this time. A motion to accept the report was made by Director Fagan-Perry, seconded by Director Flynn and unanimously approved.

Under New Business, the Board ratified the Conditional Employment Agreement for Mr. McAloon as a new firefighter and also ratified the MOA to adjust Personal Day usage under the CBA terms. A discussion followed about certain low income housing on the tax list and the sending of a form letter to National Grid about purchasing the street lighting.

A motion to adjourn was made by Director Mattson, seconded by Director Polselli and unanimously approved.

Respectfully submitted,

Daniel Kaplan.  
District Administrator



# **CENTRAL COVENTRY**

## **FIRE DISTRICT**

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**Chief Frank Brown**  
240 Arnold Rd  
Coventry, RI 02816  
(401) 825-7800

**FIRE – RESCUE – EMS – FIRE PREVENTION**

**OFFICE of the CHIEF of DEPARTMENT**

### **FIRE MARSHAL'S OFFICE**

\*Department Fire Marshals continue to work countless hours on Smoke Detector Inspections, Plan Reviews, Fire Alarm Reviews, Fire Investigations and re-inspections on issued violations.

\*6 new commercial buildings requiring the Fire Marshals oversight include Dollar General, Dunkin Donuts, Dr. George DDS Building, CPD/DHS, Anthony Liquors and a Laundromat.

### **TRAINING**

\*Crews will continue to train at the acquired structure set for demolition this coming Spring on Tiogue Ave.

\*Crews will begin training with the new ice rescue suits that are expected to be delivered soon.

Thanks to all our Officers and Firefighters on their outstanding efforts on a daily bases.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank M. Brown".

Frank M. Brown  
Chief

# CENTRAL COVENTRY FIRE DISTRICT



## TAX COLLECTORS REPORT

The following is the activity for the month of December, 2018

### Taxes Collected

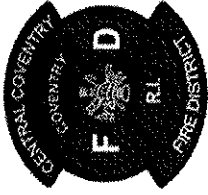
2018	\$	108,304.07
2017	\$	19,631.94
2016	\$	231.08
Prior Years	\$	414.07

**Interest/Penalty Collected** \$ 5,362.19

**Total** \$ **133,943.35**

### Outstanding Taxes

2018	\$	2,422,093.96
2017	\$	202,137.87
2016	\$	40,428.35
Prior Years	\$	98,755.73
<b>Total</b>	<b>\$</b>	<b>2,763,415.91</b>



## TAX COLLECTORS REPORT

### Activity for the period September 2018-December 2018

		Taxes Collected				
	Sep 2018-Dec 2018	Dec-2018	Nov-2018	Oct-2018	Sep-2018	
2018	\$ 1,738,916.23	\$ 108,304.07	\$ 851,446.61	\$ 779,165.55	\$ -	
2017	\$ 161,354.60	\$ 19,631.94	\$ 45,982.99	\$ 50,722.47	\$ 45,017.20	
2016	\$ 1,499.52	\$ 231.08	\$ 452.46	\$ 464.67	\$ 351.31	
Prior Years	\$ 1,895.37	\$ 414.07	\$ 290.22	\$ 1,160.82	\$ 30.26	
Interest/Penalty Collected	\$ 23,851.80	\$ 5,362.19	\$ 6,668.03	\$ 6,456.57	\$ 5,365.01	
<b>Total Taxes Collected</b>	<b>\$ 1,927,517.52</b>	<b>\$ 133,943.35</b>	<b>\$ 904,840.31</b>	<b>\$ 837,970.08</b>	<b>\$ 50,763.78</b>	
<b>Outstanding Taxes</b>						
	\$ 1,927,517.52					
2018	\$ 2,422,093.96	\$ 2,530,457.40	\$ 3,384,576.94	\$ 3,811,090.00		
2017	\$ 202,137.87	\$ 221,851.50	\$ 267,326.69	\$ 317,037.65		
2016	\$ 40,428.35	\$ 40,659.43	\$ 41,111.41	\$ 41,575.53		
2015	\$	\$ 16,589.20	\$ 16,643.45	\$ 16,769.10		
2015(2)	\$	\$ 17,071.38	\$ 17,071.38	\$ 17,281.47		
Prior Years	\$ 98,755.73	\$ 65,719.24	\$ 65,742.18	\$ 66,624.95		
<b>Total Outstanding Taxes</b>	<b>\$ 2,763,415.91</b>	<b>\$ 2,892,348.15</b>	<b>\$ 3,792,472.05</b>	<b>\$ 4,270,378.70</b>		

Central Coventry Fire District Fiscal Year 2019 Budget to YTD December, 2018

	FY19 December,			
	(Approved)	2018 YTD	Remaining	
			% YTD	
			Notes	
			33%	
<b>39000 Tax Revenue</b>				
39100 Tax Levy - Current Year	3,811,090	1,737,318	2,073,771	46%
39201 Tax Levy - Prior Years	335,000	111,834	223,166	33%
<b>Total 39000 Tax Revenue</b>	<b>4,146,090</b>	<b>1,849,153</b>	<b>2,296,937</b>	<b>45%</b>
<b>39500 Department Revenue</b>				
39600 Rescue Run Recovery	700,000	268,882	431,118	38%
39700 Fire Marshal Services	65,500	23,309	42,191	36%
39800 Detail Reimbursement	12,000	3,300	8,700	28%
<b>Total 39500 Department Revenue</b>	<b>777,500</b>	<b>295,491</b>	<b>482,009</b>	<b>38%</b>
<b>39900 Other Revenue</b>				
39930 Interest & Penalties on Taxes	115,000	22,892	92,108	20%
39940 Asset Sales/Misc Revenue	100	18	82	18%
<b>Total 39900 Other Revenue</b>	<b>115,100</b>	<b>22,910</b>	<b>92,190</b>	<b>20%</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>\$ 5,038,690</b>	<b>\$ 2,167,554</b>	<b>\$ 2,871,136</b>	<b>43%</b>
<b>40000 Administrative</b>				
40100 Audit/CPA Services	15,000	6,750	8,250	45%
40200 Board Meetings	2,500	857	1,643	34%
40210 Board Member Stipends	14,000	-	14,000	0%
40220 Finance Director/Treasurer	60,000	19,500	40,500	33%
40230 Administrative Insurance and HR Initiatives	1,739	-	1,739	0%
40300 Tax Collecting Expense	11,000	9,668	1,332	88%
40400 Legal - General	20,000	4,715	15,285	24%
40500 Office/Miscellaneous	1,500	159	1,341	11%
40510 Bank Fees	500	65	435	13%
40600 Dues and Subscriptions	2,500	160	2,340	6%
40700 Accounting and Payroll Costs	2,000	498	1,502	25%
40800 Administrative Service Contracts	10,500	4,865	5,635	46%
40850 Software and Hardware	20,000	224	19,776	1%
<b>Total 40000 Administrative</b>	<b>161,239</b>	<b>47,462</b>	<b>113,777</b>	<b>29%</b>
<b>50000 Operations</b>				



Central Coventry Fire District Fiscal Year 2019 Budget to YTD December, 2018

	FY19 (Approved)	December, 2018 YTD	Remaining	% YTD	Notes
50200 Rescue Recovery Fees	30,000	7,130	22,870	24%	
50250 Fuel	43,000	15,593	27,407	36%	
50300 Insurance - General Liability and Property	60,000	23,614	36,386	39%	
50720 Repairs and Maintenance - Station	20,000	8,739	11,261	44%	
50730 Repairs and Maintenance - Vehicles and Apparatus	100,000	22,292	77,708	22%	
50810 Supplies - Fire and Gear	40,000	18,029	21,971	45%	
50830 Supplies - Rescue	25,000	4,772	20,228	19%	
50840 Supplies - Station	6,500	9,357	(2,857)	144%	
50845 Telecommunication System	2,500	2,500	-	100%	
50850 Telecommunications	12,500	3,624	8,876	29%	
50920 Electric - Stations	4,000	2,018	1,982	50%	
50930 Gas - Stations	3,500	2,323	1,177	66%	
50940 Oil - Stations	12,500	4,408	8,092	35%	
50960 Water - Stations	600	133	467	22%	
<b>Total 50000 Operations</b>	<b>360,100</b>	<b>124,531</b>	<b>235,569</b>	<b>35%</b>	
<b>60000 Personnel Costs-Union</b>					
60105 Salaries	1,873,995	611,021	1,262,975	33%	
60110 Collateral (Fire Marshal)	50,000	14,353	35,647	29%	
60120 Overtime	375,000	164,495	210,505	44%	
60130 Holiday	86,289	29,109	57,180	34%	
60150 Detail	11,500	1,260	10,240	11%	
60170 Out of Rank	2,500	661	1,839	26%	
60180 Clothing Allowance	18,900	6,300	12,600	33%	
60190 Health Opt-out	16,000	-	16,000	0%	
60200 Payroll Tax	190,499	58,719	131,780	31%	
60210 Municipal State Pension	524,964	157,675	367,290	30%	
61000 Medical Insurance - Union	276,407	101,260	175,148	37%	
61100 HRA Medical Costs	25,000	14,272	10,728	57%	
61200 Dental Insurance - Union	26,117	11,352	14,765	43%	
61300 HR/SA Account Fees	2,500	778	1,722	31%	
61400 Life Insurance	5,208	-	5,208	0%	
61500 PEHP	36,851	-	36,851	0%	
62000 Injured On Duty Insurance	119,000	57,617	61,383	48%	
63000 Training/Academy	20,000	4,036	15,964	20%	
63200 Recruitment	1,500	-	1,500	0%	
<b>Total 60000 Personnel Costs-Union</b>	<b>3,662,230</b>	<b>1,232,907</b>	<b>2,429,324</b>	<b>34%</b>	

Central Coventry Fire District Fiscal Year 2019 Budget to YTD December, 2018

	FY19 (Approved)	December, 2018 YTD	Remaining	% YTD	Notes
<b>70000 Personnel Costs - Administrative</b>					
70100 Administrative Salaries/Compensation	160,000	56,468	103,532	35%	
70200 Administrative Payroll Taxes	4,000	953	3,047	24%	
<b>Total 70000 Personnel Costs - Administrative</b>	<b>164,000</b>	<b>57,421</b>	<b>106,579</b>	<b>35%</b>	
<b>80000 Retirees/Separation Costs</b>					
80100 Medical Insurance - Retiree	100,000	35,509	64,491	36%	
80200 Dental Insurance - Retiree	8,500	2,927	5,573	34%	
80700 Separation Payouts	56,000	-	56,000	0%	
<b>Total 80000 Retirees/Separation Costs</b>	<b>164,500</b>	<b>38,436</b>	<b>126,064</b>	<b>23%</b>	
<b>90000 Other Expenditures</b>					
90100 Hydrants	267,120	67,538	199,582	25%	
90200 Street Lights	192,000	32,194	159,806	17%	
91000 Capital Purchases	-	9,050	(9,050)		Generator (1st payment)
92000 Lease/Interest Expense	30,000	-	30,000	0%	
95000 Claim Payments/Other	37,500	-	37,500	0%	
<b>Total 90000 Other Expenditures</b>	<b>526,620</b>	<b>108,782</b>	<b>417,838</b>	<b>21%</b>	
	<b>\$ 5,038,689</b>	<b>\$ 1,609,539</b>	<b>\$ 3,429,151</b>	<b>32%</b>	

**SURPLUS/(DEFICIT)**

Adjustment Timing Tax Collection (33%)  
Adjusted Surplus/(Deficit)

\$ 0 \$ 558,015  
466,955  
\$ 91,060



# ***CENTRAL COVENTRY***

## ***FIRE DISTRICT***

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**Frank M. Brown Jr. Chief**  
240 Arnold Rd  
Coventry, RI 02816-5646  
(401) 825-7800

January 17, 2019

Andrew McAloon  
70 Hunters Crossing Drive  
Coventry, RI 06355

Dear Andrew:

### **Offer of Probationary Employment**

You have progressed to the next level of the selection process for appointment as a fire fighter to the Central Coventry Fire District ("District"). At this time we would like to extend to you an offer of probationary employment for the position of fire fighter with the District.

This offer is contingent on the successful completion of a background investigation and attainment of an EMT-C license by June 1, 2019 and successful completion of a 12 weeks training at the Municipal Fire Academy

Your expected start date is Feb 25, 2019. You will have to successfully complete four (4) weeks of training (40 hours a week) before becoming a probationary fire fighter with the District.

You will receive weekly payments of \$461.60 (\$11.54 per hour based on a 40 hour work week) during your four (4) week training period and \$862.13 per week as a probationary fire fighter. You will be eligible for the District's health and dental plans effective March 1, 2019.

If you leave the employment of the Central Coventry Fire District within the first year you will be obligated to repay the District 100% of the cost of the Municipal Fire Academy (\$3,100.00) or if you leave the employment of the Central Coventry Fire District within the second year you will be obligated to repay the District 50% of the cost of the Municipal Fire Academy (\$1,550.00)

Andrew, congratulations! We thank you for your continued commitment to the Central Coventry Fire District.

Very truly yours,

\_\_\_\_\_  
Sandy Lukowicz  
Vice President, Board of Directors

\_\_\_\_\_  
Frank M. Brown, Jr.  
Fire Chief

Acceptance: \_\_\_\_\_  
Andrew McAloon

**Memorandum of Agreement**  
**Between the**  
**CENTRAL COVENTRY FIRE DISTRICT**  
**And**  
**IAFF LOCAL 3372**

WHEREAS the Central Fire District ("District") and the IAFF Local 3372 ("Union") are desirous to clarify compensation practices concerning personal day and vacation day allocations and avoid disputes or grievances that may arise, from time to time: and,

WHEREAS the District and Union wish to memorialize their understanding as to said compensation practices;

NOW THEREFORE, it is understood and agreed that Article IV section 4 Personal Leave be amended to the following:

4. Personal Leave

- A. All employees will be credited twenty-four (24) hours of leave each year for personal reasons. Personal leave will be credited as of January 1<sup>st</sup> and must be used in 10, 14 or 24 hour increments during that calendar year. Personal leave not used during the calendar year it is accrued will be forfeited and cannot be carried into the next year.
- B. For new employees, personal leave will be credited on January 1<sup>st</sup> following his/her hiring date.
- C. The selection of personal days shall be at the employee's discretion. Personal leave may not be used on a prime holiday unless pre- booked at least thirty days in advance. An employee out on personal time may not be ordered in to work.
- D. The District shall provide and maintain an accurate and up to date list of all personal leave accrued or used.

IN WITNESS WHEREOF, the Central Coventry Fire District and IAFF Local 3372 have caused this Memorandum of Agreement to be executed by their respective representatives who have actual authority to bind and enter into this agreement.

**CENTRAL COVENTRY FIRE DISTRICT:**

**IAFF LOCAL 3372:**

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Fred Gralinski, President  
Board of Directors

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James Almagno, President  
Executive Board

**CENTRAL COVENTRY FIRE DISTRICT**  
**Regular Meeting of the Board of Directors**  
**January 17, 2018 @ 6:30 PM**  
**Westwood Estates Clubhouse**

The meeting was called to order by Vice President Lukowicz at 6:30 PM. A quorum was present consisting of: Vice-President Lukowicz, Cindy Fagan-Perry, Richard Polselli, Ron Flynn and Carl Mattson. District Manager Gayle A. Corrigan, District Administrator Daniel Kaplan, Chief Frank Brown and Legal counsel David M. D'Agostino, Esq. of Gorham & Gorham were also present. President Gralinski and Director Lantz were excused. After the pledge, Vice President Lukowicz reviewed safety instructions for exiting the room.

A motion to accept the minutes from December 27, 2018 was made by Director Fagan-Perry, seconded by Director Mattson and unanimously approved.

Chief Frank Brown read the Fire Chief's Report into the record. It was noted by the Chief that both Engine 7 and Rescue 7, as of January 5<sup>th</sup>, were back in service and that the new ice rescue suits would be in service by January 17<sup>th</sup>. A motion to accept the Chief's report was made by Director Polselli, seconded by Director Flynn and unanimously approved.

Administrator Kaplan read the Tax Collection Report into the record. A motion to accept the Administrator's report was made by Director Fagan-Perry, seconded by Director Flynn and unanimously approved.

District Manager Gayle Corrigan read the Financial Report into the record. She noted that all items were where they should be at this time. A motion to accept the report was made by Director Fagan-Perry, seconded by Director Flynn and unanimously approved.

Under New Business, the Board ratified the Conditional Employment Agreement for Mr. McAloon as a new firefighter and also ratified the MOA to adjust Personal Day usage under the CBA terms. A discussion followed about certain low income housing on the tax list and the sending of a form letter to National Grid about purchasing the street lighting.

A motion to adjourn was made by Director Mattson, seconded by Director Polselli and unanimously approved.

Respectfully submitted,

  
Daniel Kaplan.

District Administrator